



JAC Recruitment

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Indonesia

## PR/122830 | Director Secretary (BUMN)

## Job Information

**Recruiter**

JAC Recruitment Indonesia

**Job ID**

1541687

**Industry**

Petrochemical, Energy

**Job Type**

Permanent Full-time

**Location**

Indonesia

**Salary**

Negotiable, based on experience

**Refreshed**

May 20th, 2025 13:15

## General Requirements

**Minimum Experience Level**

Over 3 years

**Career Level**

Mid Career

**Minimum English Level**

Business Level

**Minimum Japanese Level**

Business Level

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

## Job Description

**Location:** North Jakarta**Industry:** Marine Logistic (Oil&Gas) - State Owned Enterprises (BUMN)**Specific Condition:** 1 Year Contract

We are looking for a **highly organized and proactive Director Secretary** to support the Director in managing **administrative tasks, communication, and coordination** between internal and external parties. This role requires **excellent multitasking abilities, attention to detail**, and **strong communication skills** to ensure smooth day-to-day operations.

**Qualifications:**

- **Bachelor's Degree (S1) in Business Administration, Management** or any related field.  
[Graduates from **top universities** are highly preferred]
- **2-3 years of experience** as a secretary or in an administrative role, **supporting a Managing Director or C-level executive**.
- **Preferably experienced** in **State-Owned Enterprises (BUMN/Persero)** or **large corporations**.

- **Proactive**, well-groomed, and willing to **coordinate outside working hours**.
- **Excellent communication skills in English**, both written and verbal.

**Responsibilities:**

- Support the Director in managing **schedules, meetings**, and other business activities.
- Prepare **reports, meeting minutes**, and important documents as needed.
- Handle **internal and external communications** via phone, email, or correspondence.
- Coordinate **business trips, meetings**, and events involving the Director.
- Maintain **confidentiality** both company information and the Director's personal data with integrity.

**Think you tick all the boxes? Great!**

After applying, send me an email to explaining briefly why you're the best fit for this role. Your next big career move starts here!

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Company Description