



PR/122830 | Director Secretary (BUMN)

募集職種

人材紹介会社

ジェイエイシーリクルートメントインドネシア

求人ID

1541687

業種

石油・エネルギー

雇用形態

正社員

勤務地

インドネシア

給与

経験考慮の上、応相談

更新日

2025年05月20日 13:15

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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!

#LI-JACID

会社説明