

Admin & Asset – Sumatra Area - Roster Sites

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Company: Nityo Infotech

Location: Indonesia

Category: other-general

Job Desk :•Proses pengadaan barang melalui system SAP•Routing approval dokumen pengadaan barang user (baik project maupun non project)•Follow up dengan vendor untuk permintaan penawaran, timeline pengiriman barang dan hal-hal jika ada dispute dengan vendor•Penerimaan barang, collect dokumen DO dan Berita Acara Serah Terima Barang•Pencatatan barang dan serial number beserta tagging barcode (by system)•Maintenance gudang barang (perapihan barang dan datanya) dan di simpan secara sistematis•Pencatatan keluar dan masuk barang dari dan ke gudang asset•Membantu user jika ada kerusakan asset dengan berkomunikasi dengan vendor untuk reparasi unit;
Requirement :•Male•S1 pada major IT/computer/jurusan yang relate•Memiliki pengalaman di bagian pencatatan asset minimal 1-2 tahun•Excellent di ms office (terutama excel)•Dapat berkomunikasi dengan baik ke user dan team

Experience Required

1 - 4 Years

Industry Type

IT

Employment Type

Contract

Location

Indonesia

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