

Leader Admin - Hybrid Position

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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)•Allign dengan team budget pada setiap pengadaan barang/jasa•Follow up procurement pada semua PO dept IT•Follow up dengan vendor untuk permintaan penawaran, timeline pengiriman barang dan hal-hal jika ada dispute dengan vendor•Lead, control dan monitor team admin jakarta dan site•Monitor budget VS cost department IT•Handling report for highlevel; Requirement :•Female•S1 all major•Memiliki pengalaman lead team minimal 1-2 tahun•Excellent di ms office dan power point•Good in managing people

Experience Required

1 - 10 Years

Industry Type

IT

Employment Type

Contract

Location

Indonesia

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