

Personal Assistant - Group (Energy and Oil)

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Company: Monroe Consulting Group

Location: Indonesia

Category: other-general

We are seeking a dynamic and organized Personal Assistant to provide comprehensive support to the executives within our holding company. As a Personal Assistant, you will play a crucial role in ensuring the smooth and efficient functioning of day-to-day operations, enabling our leadership team to focus on strategic initiatives.

Responsibilities:

Schedule and coordinate appointments, meetings, and events for executives.

Proactively manage and prioritize calendars to optimize time efficiency.

Handle incoming calls, emails, and correspondence on behalf of executives.

Draft and prepare emails, reports, and documents as needed.

Prepare travel itineraries and ensure all necessary arrangements are in place.

Arrange domestic and international travel, including flights, accommodations, and transportation.

Assist in preparing meeting agendas, documents, and presentations.

Attend meetings, take minutes, and follow up on action items.

Perform general administrative tasks, such as filing, photocopying, and organizing documents.

Maintain an organized office environment and manage office supplies.

Handle sensitive and confidential information with discretion and professionalism.

Provide support on various projects, including research, data analysis, and presentation preparation.

Qualifications:

Proven experience as a Personal Assistant or similar role.

Strong organizational and time-management skills.

Excellent verbal and written communication skills.

Proficient in Microsoft Office Suite and other relevant software.

Ability to multitask and prioritize tasks effectively.

Discretion and trustworthiness when handling confidential information.

Strong attention to detail and problem-solving skills.

Education and Experience:

Bachelor's degree preferred.

Previous experience in a similar role is preferable.

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