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Personal Assistant

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Company: PERSOLKELLY

Location: Indonesia

Category: other-general

Responsibilities:

Manage sensitive matters with a high level of confidentiality and discretion.

Sustain a daily calendar of meetings and events.

Prepare agendas, reports, and other documents in support of objectives for the company.

Prepare Minutes of Meeting (MoM)

Maintain daily needs

Arrange travel and accommodations.

Able to use standard operation program

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