

Indonesia Jobs Expertini®

Personal Assistant Intern

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Company: Luxasia

Location: Jakarta

Category: other-general

Luxasia Group is the leading omnichannel partner for beauty and luxury lifestyle brand distribution, retail, and e-commerce in Asia Pacific. Since 1986, we have endeavoured to make a difference to Asia Pacific consumer by bringing them the finest beauty brands from all over the world - across niche, prestige, and masstige categories. Some of our most trusted names include La Prairie, Bvlgari, Guerlain, Prada and Hermes. In addition, we have successful joint ventures with the likes of LVMH Group, PUIG, Yves Rocher, and Elizabeth Arden.

We are a winning TEAM of diverse individuals whose commitment, grit, and shared core values drive everything we do. There are plenty of opportunities for growth and development across the countries we currently operate in (and plan to expand into).

Make a difference with us today.

We are looking for great new talents to join us!

We want you to be:

POSITIVE about the people and the world around you,

PASSIONATE about what you do,

Happy to be COLLABORATIVE with your colleagues, peers and business partners

Obviously, we want you to have the skills, qualifications and experiences to do the role and good at communication too. But most importantly, we want you to be someone who is eager to learn and grow with Luxasia

You'll also get to:

Be exposed to how Luxasia is innovating and transforming the Beauty Retail & Luxury FMCG industry

Receive mentorship throughout your internship and get the chance to shadow one of our Luxasia's leaders

Requirements

Experience:

Expertise in Excel and retail industry is a plus

Current enrollment in a related BS or Masters university/college, **preferably in secretarial or administration management**

Fresh graduates are welcome

Education:

College student

Skills:

Independent, high in initiative and good problem-solving skill

Demonstrate **analytical skills** and thoroughness in administrative matters

Project management, time management, and interpersonal skills.

Has a “hands-on” approach to create value and manage projects.

Excellent skills in MS Office (Excel, Powerpoint) and skilled in data visualization tools (Tableau).

Strong desire to learn along with professional drive

Solid understanding of the different social networks

Excellent verbal and written communication skills

Passion for the PR industry and its best practices

Key Success Factors

Strong problem-solving and communication skills.

Curiosity and willingness to learn.

Able to commit at least 3 months for the internship.

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