

## 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 (e.g. 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.

Do you have what it takes to succeed in a fast-paced and intense environment? Do you thrive on challenges? Do you want to bring innovative ideas to life? Are you keen to abandon the status quo, try new things, embrace failures as lessons, recover fast, yet always pursue excellence?

If so, you are the one we are looking for. JOIN US and let's grow together.

To explore other careers opportunities, visit our careers page @

If you have a question for us, please drop us an email

We regret to inform you that only shortlisted candidates will be contacted. Thank you.

### Recruitment Privacy Notice

**By proceeding with your application, you confirm that you have read LUXASIA's recruitment privacy notice [ and consent to the LUXASIA group collecting, processing and disclosing your personal data for purposes specified in the notice.**

### Note to staffing agencies

Please DO NOT contact LUXASIA's employees or Talent & Excitement (T&E) team in an attempt to present candidates for our roles. LUXASIA has our own panel of appointed agencies that we work with. Any agency who is interested to work with us must obtain prior written approval from LUXASIA's T&E team before you submit candidates' resumes, and then only in conjunction with a valid fully executed contract for service and in response to a specific job opening. LUXASIA will not pay a fee to any Agency that does not have such agreement in place. Thank you for your understanding.

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