

# Indonesia Jobs Expertini®

## Personal Assistant (Mandarin Speaker) (Bandung)

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Company: PT. Reeracoen Indonesia

Location: Bandung

Category: other-general

### About work 仕事内容について

Assist the Region Manager

Make marketing strategies, analyzing trends and results

Establish sales objectives by forecasting and developing annual sales quotas for regions and territories

Maintain sales volume, product mix, and selling price

Salary

8,000,000 IDR ~ 12,000,000 IDR

Work Location

Bandung

Requirement

Education: Min. Diploma/Bachelor in any major

Language: Fluent in Mandarin min. HSK 4 skill (no need certificate)

Experience: Min. 1-year experience as Personal Assistant/Secretary (open to any experience)

Prefer to have experience in Smartphone Industry

Familiar with West Java Area (Bandung)

Willing to work mobile

English Level

Communicative

Other Language

Chinese

Benefit

THR (Lebaran Allowance)

Reward Attendance

BPJS

Annual Bonus

KPI Bonus

Life Insurance

Situational Allowance (Marriage, Birth, Grieve)

Team Building

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