

Secretary for Director

[Apply Now](#)

Company: Talentvis

Location: Indonesia

Category: other-general

Education : Min. D3 Secretary

Experience: Min. 3 years as secretary

Competence :

- a. Public Relations
- b. Travel & Accommodations
- c. filing system
- d. Public Communications
- e. Customer Satisfaction

Fluent in English and Mandarin (Plus Point)

Selecting every guest who comes to meet with the leadership and arrange a meeting schedule.

Filtering all incoming information to be processed, stored and looking for information - information needed by the leadership.

Assist the leadership in daily tasks and represent the leadership on various occasions.

Keep all information / secrets related to the company

Coordinating the leadership's business trip (reserving transportation and accommodation)

Arranging and coordinating various kinds of company activities such as meetings, seminars and gatherings.

Store and manage company data (company archives).

Maintain the cleanliness and tidiness of the leadership room to create work comfort.

Carry out correspondence tasks (receiving and sending letters) and telephone.

Make a company exit letter that must be signed by the directors.

Set the schedule (agenda) leadership.

Manage petty cash for the needs/operational needs of the directors and make reports on its usage.

[Apply Now](#)

Cross References and Citations:

1. [Secretary for Director Chemistry jobs Jobs Indonesia Chemistry jobs ↗](#)
2. [Secretary for Director Iraq jobs Jobs Indonesia Iraq jobs ↗](#)
3. [Secretary for Director Entrepreneurship jobs Jobs Indonesia Entrepreneurship jobs ↗](#)
4. [Secretary for Director Philippines jobs Jobs Indonesia Philippines jobs ↗](#)
5. [Secretary for Director Agile jobs near me Jobs Indonesia Agile jobs near me ↗](#)
6. [Secretary for Director Europe job listings Jobs Indonesia Europe job listings ↗](#)
7. [Secretary for Director Osaka jobs Jobs Indonesia Osaka jobs ↗](#)
8. [Secretary for Director Teaching education Jobs Indonesia Teaching education ↗](#)
9. [Secretary for Director Recruitment jobs Jobs Indonesia Recruitment jobs ↗](#)
10. [Secretary for Director Kazakhstan jobs Jobs Indonesia Kazakhstan jobs ↗](#)
11. [Secretary for Director Top job search Jobs Indonesia Top job search ↗](#)
12. [Secretary for Director Intern jobs Jobs Indonesia Intern jobs ↗](#)
13. [Secretary for Director Angular jobs Jobs Indonesia Angular jobs ↗](#)
14. [Secretary for Director Search American jobs Jobs Indonesia Search American jobs ↗](#)

15. Secretary for Director Enforcement Jobs Indonesia Enforcement Jobs ↗
16. Secretary for Director Clerk Jobs Indonesia Clerk Jobs ↗
17. Secretary for Director Romania Jobs Indonesia Romania Jobs ↗
18. Secretary for Director Find Job Hiring Near Me Jobs Indonesia Find Job Hiring Near Me ↗
19. Secretary for director Jobs Indonesia ↗
20. AMP Version of Secretary for director ↗
21. Secretary for director Indonesia Jobs ↗
22. Secretary for director Jobs Indonesia ↗
23. Secretary for director Job Search ↗
24. Secretary for director Search ↗
25. Secretary for director Find Jobs ↗

Source: <https://id.expertini.com/jobs/job/secretary-for-director-indonesia-talentvis-68f0649236/>

Generated on: 2024-05-03 by Expertini.Com