

# JOB VACANCY



## Administrative Assistant to Corporate Affairs Directorate

Directorate : Corporate Affairs Directorate  
Reporting to : Corporate Affairs Director  
Work Location : Jakarta

### Job Responsibilities

- Responsible for scheduling and arranging meetings within the Corporate Affairs Directorate, including booking the meeting venue, distributing agendas, note-taking, and issuing the minutes of meetings to ensure a seamless documentation process.
- Manage petty cash and cash advances for the Corporate Affairs Directorate and issue monthly utilization reports to maintain cash flow accuracy for submission to finance.
- Responsible for compiling and managing the schedule of the director, managers, and staff within the Corporate Affairs Directorate to ensure seamless activities and minimize disruptions.
- Managed correspondence in and out of the Corporate Affairs Directorate, including filling out documents to ensure a seamless documentation process.
- File and manage all administrative documents and information adequately and appropriately to maintain the confidentiality of the documents and information.
- Prepare passage requests according to the approved travel plan and issue business trip reports for the Corporate Affairs Directorate's employees to create time efficiency.

### Job Qualifications

- Diploma degree in any discipline, preferably with a secretarial major.
- Minimum (3) three years (Bachelor) or (5) five years (Diploma) of relevant working experience.
- English proficiency, both oral and written.

#### **\*Specific Conditions:**

Permanent with (3) three months of probation.

Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to [recruitment@dslng.com](mailto:recruitment@dslng.com) and put the vacancy code "**Position Name**" as the email Subject (not more than 300kb).

DSLNG will maintain the confidentiality of information from the applicants. Please note that DSLNG never solicit any charge from the candidates during the recruitment process and is not responsible for charges that is not requested by the company. The entire selection process is based on the results of the competency tests and will be conducted in a transparent and objective manner. Only candidate(s) who meet the criteria will be contacted.