

Secretary/Personal Assistant

ALI Secretariat

TOTAL WORLDWIDE, PT

JOB

VACANCY

We are fast growing

International Freight Forwarder Company working with the highest professionalism, currently looking for a highly motivated and qualified individual to fill the following positions;

Secretary / Personal
Assistant

Female Be proficient in english both oral and written Be willing to be stationed in outside Jakarta and also be prepared to work "extra times" at any time and under pressure Be a good team, fast learner, punctual and discipline Minimum of 1 year relevant experiences, and knows well about the Freight Forwarder business Good computer skill especially in Microsoft Office Strong analytical, presentation and organizational skills Job location : Jakarta Barat

If you believe you are the right candidate for the position please send your complete application, CV and your recent photograph to :

total_worldwide@cbn.net.id or

mina_soehardi@yahoo.com