

## Secretary for Director

*Balrich Logistics*

Growing Logistics company, located in Cakung Cilincing (Jakarta Utara)  
needs candidate for the positions below :

### SECRETARY FOR DIRECTOR

#### GENERAL PURPOSE

Provide personal administrative support to board of Director and the company through conducting and organizing administrative duties and activities including receiving and handling information.

#### MAIN JOB TASK AND RESPONSIBILITIES

Prepare  
and manage correspondence, reports and documentsOrganize  
and coordinate meetings, conferences, travel accomodation  
arrangementsTake,  
type and distribute minutes of meetingsImplement  
and maintain office filling systemsMaintain  
schedules and calendarsArrange,  
confirm appointments meetingsTravelling  
with the team or management to take notes at meetings, take dictation  
and provide general assistance with presentationsOrganize  
internal and external eventsHandle  
incoming mail and other materialCollate  
informationLiaison  
with internal and external contactsCoordinate  
the flow of information both internally and externallyOperate  
office equipmentManage  
office spaceMaintain  
marketing presentationsCommunicate  
verbally and in writing to answer inquiries and provide informationPrepare  
and make the quotationSet  
up new SOP for the new projectAccompany  
clients during facility tourMaintain  
databases clients

## KNOWLEDGE AND EXPERIENCE

3

years experience as secretary. Relevant training or qualification Knowledge and experience of relevant software applications - Excel, Microsoft Word, PowerPoint, Microsoft Visio and Microsoft Access Knowledge of administrative and clerical procedures Knowledge of business principles Proficient in spelling, punctuation, grammar and other English language skills Proven experience of producing correspondence and documents Proven experience in information and communication management Required typing speed

## KEY COMPETENCIES

Verbal  
and written communication skillsAttention  
to detailConfidentialityPlanning  
and organizingTime  
managementInterpersonal  
skillsCustomer-service  
orientationInitiativeReliabilityStress  
tolerance

## EDUCATION and AGE

Diploma Secretary25 – 30 years old

Send your resume, CV, recently photograph and other supporting document

to :

HRD GA Manager

Balrich Logistics

Jl. Raya Cakung Cilincing Pal II

Jakarta Utara 14140

Or

e-mail to : [petrus@balrich.co.id](mailto:petrus@balrich.co.id)