

PT Alamtri Resources Indonesia (previously known as PT Adaro Energy Indonesia Tbk) is seeking potential candidate to grow together as:

SECRETARY

Job Responsibilities:

- Perform secretarial duties, such as managing incoming and outgoing documents as well as maintaining records, meeting and business trip arrangements
- Administering correspondence and logistics support
- Support administrative related activities

Requirement:

- Minimum D3 or S1 degree, majoring Secretary or Business Administration & Management
- Minimum 3 years experience as Secretary - exposure in Corporate would be preferable
- Posses good communication and interpersonal skills
- Having all required basic competencies: Secretarial, Document Management and Office Administration
- Good command in English both Oral & Written

Should you be interested, please apply through our career website on **15 February 2025** at the latest

Only shortlisted candidates will be contacted

