

WE ARE LOOKING FOR

CORPORATE SECRETARY

Location: Aerotrans Head Office, Tangerang

KEY RESPONSIBILITIES

- Manage public disclosures, statutory documents, and corporate permits.
- Coordinate BOD, Board of Commissioners, and shareholder meetings.
- Draft and maintain Minutes of Meetings (MoM).
- Ensure compliance with UU PT, GCG, and other regulations.
- Prepare and disclose the Annual Report.
- Handle corporate correspondence and formal documents.
- Implement Good Corporate Governance (GCG), including acting as an auditee.

GENERAL REQUIREMENTS

- Bachelor's degree in Law, Communication, Public Relations, Business Administration, or related field.
- Fresh graduate or a minimum of 1 year of experience in a similar role.
- Strong knowledge of compliance, UU PT, and GCG.
- Basic English proficiency is a plus.

APPLY NOW!

If you are interested, submit your CV to:

bit.ly/RekrutmenATS

***Only selected candidates will be invited.**

****All recruitment processes are free.**

