



Serela Merdeka Bandung Executive Secretary

Job Location: Bandung | Deadline : 24 Desember 2016

Deskripsi Pekerjaan

Assist the Hotel Manager, ensuring the proper filing of all documents, takes care of the mail and the organization of all internal and external professional relations of her manager

Requirement

1. Minimum of 1 year experience at the sama field related
 2. Able to operate MS. Office, Adobe Photoshop and/or Corel Draw
 3. Punctual, creative, hard-working, honest, easy-going personality
-