



## **YAYASAN BANTUAN KASIH INDONESIA Administrative Assistant**

**Job Location: bandung | Deadline : 03 Desember 2016**

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### **Deskripsi Pekerjaan**

### **JOB VACANCY**

**YAYASAN BANTUAN KASIH INDONESIA (Compassion Indonesia Foundation)**, a Christian Ministry for Children Development in Indonesia, is seeking for highly motivated staff (Bandung Office) for the position below:

#### **1. Country Director's Administrative Assistant**

##### **Specific Requirements**

- D III &ndash; degree in Secretary/Business Administrations and above 27 years of Age.
- A responsible person, loyal, with a highly cooperative spirit and willing to help others.
- Ability to make decisions and solve routine problems.
- Min: 3 years&rsquo; experience working in a busy office and performing advanced administrative duties.
- Ability to speak and write in English.
- Must maintain a professional appearance.
- Ability to work flexible hours when necessary.
- Intermediate knowledge of Microsoft Office products.
- Able to travel as directed.
- Excellent interpersonal and communication skills in a cross-cultural environment.

Please send your CV and recent photograph Mailto: [hr\\_recruitment@io.ci.org](mailto:hr_recruitment@io.ci.org)

Put (Job Code) on the Email Subject,

No Later than 2 weeks

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