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JOB VACANCY FOR SECRETARY

REQUIREMENTS:

1. Graduate from reputable DIII Secretary.
2. Computer literate and preferably familiar with Microsoft Office.
3. Proficient in English both written and oral.

DROP YOUR COMPLETE APPLICATION LETTER, CV AND RECENT PHOTOGRAPH TO:

P.O. BOX 4583
JKTF - 11045
Attn : HRD - ST

Or send to kmrecruiting@kotaminyak.co.id