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PERSONAL ASSISTANT



A AFTERLAB

WWW.AFTERLAB.ID

Requirements :

- Able to speak English both spoken and written.
 - Neat and attractive.
 - Able to work under pressure.
 - Able to work fast and precisely.
 - Experience is a plus.
 - Film / Movie enthusiast is a plus
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Job Description :

- Acting as the first point of contact: dealing with correspondence and phone calls.
- Managing diaries and organizing meetings and appointments, often controlling access to the manager/executive.
- Organizing events and conferences.
- Reminding the manager/executive of important tasks and deadlines.

Please send your CV and Portfolio to info@afterlab.id



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