

Asset Management Staff - Contract Control Team

Location: Jakarta - Head Office.

Responsibilities:

- Managing costumers' contract from the beginning until finish contract
- Checking execution and termination document
- Monitoring daily execution, termination, and filling
- Preparing report related daily working activity

Requirements:

- Age maks 27 years old
- Bachelor degree from reputable university, with GPA minimum 2.75
- Computer literate (MS Office) and English proficiency (both oral and written) is mandatory
- Has good accurateness and detail oriented
- Has good attitude and able to work in team
- Back office kind of person, passionate in administration task or paper work