



ADMINISTRATION SUPPORT STAFF. TANGERANG, INDONESIA



NOW HIRING

OVERVIEW

We are looking for a talented and motivated to join our dynamic team at **FL Technics Indonesia**. In this role, you will work closely with to help us achieve **general business objectives or goals**. If you are passionate about **Field or Position**, have a knack for **specific skills or attributes**, and are looking to grow your career, we encourage you to apply.

JOB DESCRIPTION

- **Administrative Support:**

1. Manage and overview on Airport Pass end-to-end process.
2. Manage office supplies and uniform inventory and place orders as necessary.
3. Assist in office facilities-related tasks.
4. Assist in organizing company events.
5. Handle incoming and outgoing correspondence and mail distribution.
6. Maintain and update administration databases and records.

- **Messenger Duties:**

1. Deliver documents, packages, and other items to various locations as assigned.
2. Ensure timely and secure delivery/pickup of materials.
3. Run errands for the office, including purchasing office supplies

- **General Affairs:**

1. Assist with travel arrangements and accommodations for employees and guests
2. Coordinate with external vendors for services related to office needs

JOB REQUIREMENTS

- Minimum 3 years of relevant work experience in a similar role.
- Bachelor's degree in Engineering or Management.
- Excellent communication and interpersonal skills; able to collaborate effectively with both internal teams and external stakeholders.
- Strong ability to multitask and manage multiple priorities under tight deadlines.
- Detail-oriented with a high level of accuracy in work execution.
- Must possess a valid Class A and C driver's license.
- Familiarity with airport pass procedures is highly desirable.

FL Technics Indonesia is a global provider of integrated aircraft maintenance, repair, and overhaul (MRO) services with 20 000 sq. m. of hangar and office space at Soekarno-Hatta International Airport in Jakarta, Indonesia, where it employs approximately 200 aviation experts. The company has FAA-145 certificate and can perform full C and D checks on Airbus and Boeing aircraft.