



ADMINISTRATOR STAFF. JAKARTA, INDONESIA



NOW HIRING

OVERVIEW

Join our dynamic team at **BBN Airlines Indonesia**. We're seeking a talented and motivated individual to be part of our aviation environment, specifically in ACMI business. Grow your career with us - apply now!

JOB DESCRIPTION

1. Comply with BBN policies, guidelines, manuals, and instructions.
2. Serve and receive incoming guests, identify the purpose of their visit, and coordinate their arrival with the relevant person in charge.
3. Handle, receive, and forward incoming and outgoing telephone calls to the appropriate destination as requested.
4. Arrange and administer meeting rooms to ensure they are properly prepared and available as scheduled.
5. Manage incoming and outgoing mail, documents, and packages.
6. Provide and manage official letter numbering for all departments.
7. Monitor and maintain office supplies and inventory.
8. Collect and manage vendor-related data and information to facilitate the purchase of requested administrative tools.
9. Assist all departments with flight ticket reservations, hotel bookings, and visa arrangements.
10. Arrange office events, handle decorations, and coordinate communication with related vendors.

11. Oversee office boy operations, conduct regular checks, and ensure all assigned tasks are performed efficiently.
12. Manage appointments and schedules for management (president director)
13. Assist with other administrative tasks as required.
14. Oversee general office operations and ensure smooth day-to-day running of the workplace

JOB REQUIREMENTS

15. Area of Education : Diploma or Bachelor in a related field.
16. Experience : At least 2 years of experiences on administration Area
17. Language Proficiency : Proficient in English (both verbal and written) with strong communication skills.
18. Certification : -
19. Skills:
 - Proficient in common software applications MS Office
 - Strong data analysis and planning skills to interpret and present operational data.
 - Ability to work independently and take initiative while maintaining a high level of attention to detail.
 - *Open to Indonesian citizens only
