



Operation Staff

We are a commodity trading house with branch offices all over the world, our main focus is on coal commodity trading and logistics. The company has been very successful in recent years and continuously invested in new business areas.

Requirements

- + University degree or equivalent in Management Transportation or related
- + Minimum 2 year experience
- + Understanding for shipping documents (Export Import Documents)
- + Understanding for sale & purchase contract
- + Well known for basic administration such as correspondence, filing document, arrange meeting, minutes of meeting, etc
- + Excellent command of English is requested
- + Competent in Ms Word, Ms Excel, Ms PowerPoint, Ms. Outlook
- + Good interpersonal & communication skills; a detailed and organized person who could work with "team"
- + Contract Employee
- + BPJS Ketenagakerjaan
- + BPJS Kesehatan
- + Work location in Jakarta Selatan