

Admin



admin@jobspace.co.id

Phone :

Web :

Job Summary

Vacancy : 3

Deadline : Sep 28, 2023

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Employment Status : Full Time

Experience : 1 - 3 Years

Salary : Salary Negotiable

Gender : Any

Career Level : Admin

Qualification :

Job Description

As an Administrator, you will play a key role in supporting day-to-day operations and smooth administration. You will be responsible for various administrative tasks that support different departments, particularly related to filing and document management, ensuring everything runs seamlessly and efficiently. **Key Responsibilities:**

1. Manage electronic and physical filing systems to ensure documents and information are easily accessible and organized.
2. Handle storage, indexing, and archiving of documents with precision and consistency.
3. Monitor the security and confidentiality of documents and manage appropriate access permissions.
4. Create and maintain an inventory list of documents, ensuring regular updates.
5. Assist in compiling and storing contracts, reports, and meeting minutes.
6. Set up reminder systems for important document deadlines and ensure compliance.
7. Collaborate with relevant departments to facilitate retrieval of needed documents.
8. Ensure regular document assessment and elimination of unnecessary items as per company policy.

Education & Experience

Minimum diploma or equivalent

Must Have

Previous experience in filing and documentation management is a plus. Proficiency in organizing and managing documents efficiently and systematically. Strong understanding of privacy and security policies related to business documents. Good communication skills, both verbal and written. Proficiency in using office software and document management systems. Ability to multitask and handle various administrative duties simultaneously. Attention to detail and accuracy in document management. Ability to work independently and within a team.

Educational Requirements

Compensation & Other Benefits
