

Job Vacancy

Personal Assistant to ED

Background

Institute for Essential Services Reform (IESR) is an Indonesia think tank on energy and environment, based in Jakarta. IESR aims to accelerate low carbon energy transition in Indonesia and address its impacts to Indonesia economy and society. IESR produces data and science based analysis for policy makers, stakeholders and public.

IESR is seeking an experienced and dynamic individual for assisting Executive Director.

The selected person's responsible are:

1. Act as the point of contact between the Executive Director and internal/external clients
2. Screen and direct phone calls and distribute correspondence
3. Handle requests and queries appropriately
4. Manage diary and schedule meetings, events, and appointments
5. Make travel arrangements
6. Take dictation and minutes
7. Produce reports, presentations, and briefs for ED
8. Devise and maintain an office filing system
9. Preparing facilities for the scheduled event and arranging refreshments if required

Requirement

1. Diploma or university degree
2. Proven work experience as a Personal Assistant
3. Knowledge of office management systems and procedures
4. MS Office and English proficiency
5. Outstanding organizational and time management skills
6. Up-to-date with latest office gadgets and applications
7. Ability to multitask and prioritize daily workload
8. Good interpersonal, excellent verbal and written communications skills
9. Discretion and confidentiality

Salary: competitive for PA with minimum 2 years experience.

Starting Date: Feb/Mar 2022

How to apply

- Candidate to download application form from IESR website.
- Send the completed application form, together with an application letter and latest CV, recommendation letter to hrd@iesr.or.id before February 11th, 2022.
- Only qualified candidate will be called for test and interview.