



# We Are Hiring

## Office Operation – Jakarta Office

### Job Overview:

Providing and arrange consumable supply in the office, providing employee services support, providing office facility & equipment supply and oversee maintenance of office equipment, ensure all services are executed according to company standards, providing and monitoring office building management by physical checking.

### Job Requirements:

1. Bachelor's degree in any field.
2. Minimum 2 years of work experience in similar position.
3. Effective communication skills in both written & spoken English.
4. Proficient in Microsoft Office (Word, Excel, Power Point, etc).
5. Experiences in technical support (such as electricity, civil engineering, etc).
6. Experiences in managing and maintaining office building and other facilities, such as stationary, desk-chair, Air Conditioning, etc.
7. Customer Service oriented.

Please fill the form and submit your CV Update at link :  
[bit.ly/OfficialRecruitment\\_ITM](https://bit.ly/OfficialRecruitment_ITM)

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Candidates in process only who meet the requirements.  
Job Vacancy valid until August 30<sup>th</sup>, 2024