

Lowongan Kerja Senior Executive Secretary PT Perusahaan Gas Negara 2012

PT Perusahaan Gas Negara (Persero), Tbk, better known by the abbreviations *PGN* or *PGAS* as naming for the stock, is a state-owned enterprise that was established to distribute gas from oil and gas exploitation areas to users in industrial zones, and even to residential areas. To distribute the gas, the Company manages a network of distribution pipelines that extends from the drilling areas, more commonly known as gas/oil fields, to commercial zones, or to collection stations for loading onto transport vessels. When PGN was founded in 1859, its core business was the distribution of gas to residential areas. In line with the times, gas distribution and gas transportation now form the core of PGN's business. The Company's operational area currently covers almost all of western and eastern of Java and northern of Sumatera and will soon extend throughout the entire territory of Indonesia.

URGENTLY REQUIRED PT Perusahaan Gas Negara (Persero) want to invite the qualified candidates to fill in the position as: **Senior Executive Secretary** Jakarta Barat (Jakarta Raya) Requirements: Single Female, age 23-35 years Professional appearance Min Bachelor Degree from Secretarial Academy (GPA min 2.75) Min 3-5 years working experience in secretarial duties Excellent computer skills Attention to details and high level of accuracy High integrity, self motivated person, good initiative & teamwork, and able to work under pressure Proficient in English (both spoken and written) Preferably Coordinator/Supervisors specializing in Secretarial/Executive & Personal Assistant or equivalent. Job role in Secretary/Personal Assistant or Others. Able to multi-task & work well under pressure. Willing to work in long hours. For interested, please : Closing Date: 21-01-12