

Technical Admin Internship

Responsibilities:

- Provide technical assistance functions to the administrative department.
- Assist and support administrative managers and directors in their daily tasks.
- Provide technical assistance to engineers and technicians in administrative matters.
- Maintain and manage relevant technical databases.
- Maintain and manage technical files and records in an organized manner.
- Organize and schedule administrative meetings with technical persons.
- Provide administrative support to customers in technical matters.
- Troubleshoot and resolve customers' complex technical problems.
- Support and assist administrative department in strategic direction to technical persons.
- Ensure compliance of corporate guidelines in technical administrative assistant functions.
- Constantly improving job skills through participation in product, technology, and customer service training as it is made available
- Participate in improving processes, communication, systems, etc.

Requirements:

- Work from office based in Jakarta South
- Minimum 3 months internship duration
- Currently studying Bachelor's Degree in relevant subject
- Able to communicate in English (written)

Additional information: Monthly allowance IDR2,000,000