

We are Hiring!

We are currently seeking **Business Development Administration**. If you find yourself suitable with the criteria below, you are welcome to submit your application to **recruit@cinovasi.com**

Job Description

- Responsible for operational support in Business Development Division
- Responsible for all administrative support in Sales such as : list of proposal, quotation, etc.

Requirement

- Female, max 27 years old
- At least D3 in related course (Business Administration, Management, Accounting)
- Proficiency in Microsoft applications
- Good written and spoken English
- Good communication skill and high initiative
- Familiar with administrative matters like : reporting, corresponding, documentation, filing, etc
- Will be located in Jakarta and Bandung Office.

Only shortlisted candidates will be notified.