

## **PT Kiran Resources Indonesia (Kiran)**

<b>Posisi</b>	Recruitment and General Affairs Staff (Jakarta Raya)
<b>Responsibilities</b>	The incumbent will carry out all matters related to recruitment and selection process; handle human resources matters such as employment agreement, administration of medical claim, overtime, attendance records and vacation. He/she will also handle general affairs matters, procurement matters, deal and find alternatives of vendors), and other office administration.
<b>Requirements</b>	Minimum S1 majoring Psychology, Management, Business Administration from reputable university. Fresh graduates are encouraged to apply. Good in administration, detail oriented, able to work under pressure, and willing to work on target basis Proficient in operating Microsoft Word, excel and power point. English proficiency both oral and written is a must Good networking, good communication, high motivation, neat, accurate, responsible and responsive. Attractive appearance.  Candidates are invited to send their applications with a comprehensive resume, and recent photograph no later than 9 February 2009 to the following address:
<b>Alamat Surat</b>	PT Kiran Resources Indonesia Plaza Mutiara 6th floor, Suite 603 Jl. Lingkar Mega Kuningan Kav. E.1.2 No.1&2 Jakarta 12950. Email address: kiran@kiranresources.com
<b>Batas Waktu</b>	<b>26/02/2009</b>