

PT Pamapersada Nusantara

Posisi	Legal Secretary and Junior Legal Officer
Requirements	<ol style="list-style-type: none">1. Female2. Law School graduate (fresh or with 1-2 years experience) and Secretary (with 1-2 years experience)3. Very good command of Bahasa Indonesian and English;4. Self confident, initiative, have good communication and relationship building skill.
Responsibilities	She will be responsible and report directly to the Legal Head, while at many times will cooperate and supervised by senior level legal staff.
Job descriptions	<p>Secretary:</p> <ol style="list-style-type: none">1. Manage legal department's administration and secretarial routine;2. Act as PIC of data management system application. <p>Junior Legal Officer:</p> <ol style="list-style-type: none">1. Review and drafting of general contracts, commercial engagements and operations agreements2. Provide legal opinion, advice and support to internal clients3. Manage GCG of the company and its subsidiaries.
Alamat Surat	Please send your application letter and current resume in English to: monika.krisnamurti@pamapersada.com or m.krisnamurti@gmail.com
Batas Waktu	20 February 2009