

Purchasing Staff PT BIO INTI AGRINDO

Main Jobs :

- Data entry
- Creating report
- Make Payment Request
- Filling document
- Back Up Data

Requirements :

- Education: Graduated from Senior High / Vocational School, with average score 7.
- Good knowledge of Microsoft Office (Word, Excel and Power Point).
- Able to work full-time (08.00-17.00) and Overtime.
- High initiative, multitasking, honest, attractive and able to work in a team.
- Experience in SAP / ERP system.

Kindly send your updated resume and curriculum vitae if you meet the requirement above

We are PALM OIL PLANTATION

Our office is at

Gedung Bursa Efek Indonesia Tower 1 lantai 29 suite 2903

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