

Contract Admin Assistant

Gresik
6 Months

Responsibility

- Responsible for providing administrative support in the preparation, execution, and management of contracts.
- Drafting contracts, tracking deadlines, maintaining records, and communicating with internal stakeholders.
- Perform other duties as required.

Job opportunity



Apply now

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Requirements

- Fluent in English
- Manyar and Gresik native people
- Bachelor's degree in business or related field
- Fresh graduates are welcome to apply
- 1-2 years of experience in contract administration or related field
- Excellent written and verbal communication skills
- Ability to multitask and prioritize tasks effectively
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of contract law principles is an asset

Job opportunity



Apply now