

Desa Les, Tejakula, Buleleng

WE ARE URGENTLY HIRING

Reservation and Administrative Assistant

Requirements

- Proactive attitude with excellent communication skills.
- Advanced English proficiency (both spoken and written).
- Minimum 2 years of experience in similar roles, preferably in the hospitality sector.
- Strong attention to detail and accuracy.
- Highly adaptable, as we are a new company with inevitable changes in administrative processes.
- Able to assist with basic HR tasks.
- Must own a personal laptop.
- Available to join immediately (all positions).

Send your CV to the contact below

hrbumicinta@gmail.com | +62 851 7998 9711