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Here**

URGENTLY REQUIRED

MNC Securities, is an affiliated company of MNC Group, which has been doing business in Indonesian Capital Market since 1989 and became a member of the Indonesia Stock Exchange (BEI). We would like to invite you to join as a :

ADMINISTRATION STAFF

Responsibilities:

- Provide services and also conducts follow-up to clients in connection with transactions
- Conducting a good correspondence with the external or internal clients
- Create reports

Requirements:

- Female, max. 28 years old, holds minimum Diploma Degree in any major (D3) with min. GPA 2,8 (scale 4)
- Computer literate, fluent in English both written and oral
- Good communication skills, personality, friendly, patient, honest, and conformity (Customer Service Orientation competency)
- Available to join in November 2015

**Please forward your curriculum vitae, copy of certificates, recent photograph to :
muharrami.syahputra@mncgroup.com or utik.mayasari@mncgroup.com**