



CARE International Indonesia (CII), as an international NGO, has carried out large scale operations in Indonesia, encompassing emergency operations, transitional activities centered on agriculture and nutrition and a range of development initiatives in such areas as water and sanitation, health and micro-credit.

CARE Indonesia Makassar, South Sulawesi is currently recruiting the following position for its project:

**JOB TITLE : ADMINISTRATION ASSISTANT**

**DEPARTMENT/PROJECT : SUPPORT/PSU**

**REPORTS TO : REGIONAL OFFICE COORDINATOR**

**JOB SUMMARY :**

The Admin Assistant is to provide secretarial, administration services to all project staff in Makassar Office, Province South Sulawesi

**RESPONSIBILITIES AND TASKS:**

- Screen of incoming telephone calls and the pacing of out going telephone calls
- Receive and direct visitors
- Process incoming, correspondence by opening mail, recording in log book, photocopying, circulating and filing
- Assist RPM, PM, Specialists & ROC prepare a letter internal & external.
- Files/documents important and confidential paperwork such as document transactions for data base,
- Request monthly petty cash and prepare the petty cash report to Finance Officer in Makassar
- Assist in maintenance of active and inactive general file to ensure that all correspondences and documents are filed properly
- Control and monitor the office supply use and availability for regular needs of project staf
- Prepare ROP and breakdown of invoices for office utilities, courier and others
- Management of all the documents requiring approval / signature of the Project Manager, Regional Office Coordinator & Regional Program Manager .
- Take responsibility to collect and compile all monthly report, monthly activity plan, progress report of all program component, local partner and consultant of the project in region South Sulawesi.
- Take responsibility to assist staf program for meeting, workshop, field monitoring in related to GOI & Internal CARE Indonesia
- Assist all staf for delivery document & material project to CIIHQ, Papua & Kupang.
- Assist Supervisor as requested

**SUPERVISES : Guard, Driver & OH**

**CONTACTS/KEY RELATIONSHIPS:**

INTERNAL	RPM, PM, ROC, Finance Officer, Admin Officer, CF, PO, Specialist.
EXTERNAL	Visitor/Vendor, Consultant

**QUALIFICATIONS:**

- Minimum D3 in Administration, Management , or other related fields
- Fresh Graduated or have 6 months experience in Secretarial or Administration Area
- Demonstrated ability to promote and initiate work processes and complete given assignments with minimum supervision
- Must Fluency in English
- Advanced computer skills in MS Word and Excel, & internet
- Trustworthiness, integrity, Good analytical thinking and attention to detail
- Ability to work under pressure and tight deadlines
- Ability to work in a team and a Customer satisfaction oriented

**WORKING CONDITIONS:**

Travel 0%

**TERMS OF OFFER:**

CARE is an equal opportunity employer offering a competitive salary and benefits package, and a collegial working environment. Applicants are invited to send a cover letter illustrating their suitability for the above positions, and detailed curriculum vitae, with names and addresses of three referees (including telephone, fax numbers and email address). Please DO NOT attached academic transcripts and Diplomas and state clearly the applied position code in the email subject.

Please submit your applications before **March 11, 2011** to CARE International Indonesia, HumanResources Unit:

[recruit\\_487@careind.or.id](mailto:recruit_487@careind.or.id)

"Only qualified applicants will be shortlisted"