



<https://www.lokerterbaru.net/lowongan/freelance-admin-suport/>

## Freelance Admin Suport Tangerang PT Indonesia Logam Pratama

### Description

PT Indonesia Logam Pratama saat ini sedang butuhkan tenaga freelancer sebagai admin suport.dengan kriteria sebagai berikut :

### Responsibilities

- Check and verify E-KYC
- Reporting on E-KYC checks and findings on cases / issues
- Monthly report

### Qualifications

- Can determine priorities and manage multiple tasks effectively
- Data entry and records management
- Basic computer literacy
- Familiarity with various types of citizen documents and their corresponding formats
- Able to identify forged document

### Hiring organization

PT Indonesia Logam Pratama

### Employment Type

Part-time

### Industry

Asisten Administratif (Administrasi & Dukungan Perkantoran)

### Job Location

CBD-BSD, Trembesi Tower 13th fl. Unit 13.01 & 13.02 Jalan Pahlawan Seribu Lot VIIA, Kota Tangerang Selatan, Banten 15311, 15311, Tangerang, Banten, Indonesia

### Working Hours

8 hours

### Base Salary

IDR 3000000 - IDR 3500000

### Date posted

Maret 9, 2024

### Valid through

30.04.2024

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