



<https://satria.group/job/internship-administrator/>

Internship (Administrator)

Description

- Follow up organizers
- Create registration for organizer (for organizer had difficulty to register)
- Check and reply email of salam sumbangan
- Check for confirmation of campaign approval
- Check terms of campaign approval
- Handle Hotline (Call & Whatsapp)
- Rename report and payslip and send to organizer
- Check approval of organization registration
- Create/Update campaign under PPIM
- Approve/Complete campaign and organization registration
- Draft & blasting email for campaign
- Generate and adjust report
- Update masterlist donators data (daily)
- Create summary for weekly payment
- Drafting report writing for campaigns if necessary
- Create official letters for related bodies
- Any adhoc task assigned

Employment Type

Intern

Working Hours

9:00 A.M – 5:30 P.M

Date posted

April 28, 2022

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