



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

Administrator

Description & Responsibilities

- 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
- Generate and adjust report
- Create summary for weekly payment
- Drafting report writing for campaigns if necessary
- Create official letters for related bodies
- Any adhoc task assigned
- Create creative content for marketing materials.
- Create a content, writing, reviewing, editing, and updating content for company websites, blogs, marketing materials, social media and digital media platforms

Employment Type

Full-time

Working Hours

8 Hours

Date posted

April 28, 2022

Valid through

26.06.2022

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