

JOB VACANCY



General Service Officer

Directorate : *Corporate Affairs*
Reporting to : *General Services and Management Supervisor*

Work Location : *Site Base*

Job Responsibilities

- Execute and monitor the management and maintenance activities related to all facilities, properties and other general services to support day-to-day operations.
- Monitor all activities related to stationary, including but not limited to update inventory and movement data record, receive order, receipt it to the system, and distribute to end user to ensure the availability of stationary and the accuracy of stationary inventory data.
- Provide assistance in preparing annual stock taking of company asset.
- Monitor telephone billing and check user who over limit.
- Prepare purchase request for the procurement of fuel.
- Monitor the coordination of contracts and agreements related to general services area to ensure that products services provided adhered to contracts and agreements.

Job Qualifications

- Minimum Diploma Degree in any discipline, preferably from Accounting.
- Minimum 3 years of working experiences in General Services area.
- Possess Practitioner level of Asset Management.
- Local hire is preferred.

***Specific Conditions:**

Contract Base (1 year for initial stage with subject to permanent)

Please send your complete application letter, CV, recent photograph, current remuneration and expected remuneration to recruitment@donggi-senoro.com and put the vacancy code "Position Name" as the email Subject (not more than 300kb).

DSLNG will maintain the confidentiality of information from the applicants. Please note that DSLNG never solicit any charge from the candidates during the recruitment process and is not responsible for charges that is requested by any party who declared from the company. The entire selection process is based on the results of the competency tests.

Only candidate(s) who meet the criteria will be contacted.