



PT SARASWATI MANAJEMEN

Jl. Beringin No.56 Br. Pegending Dalung Kuta Utara, Badung,Bali 80361. Tel. 0361 9064685
Email : saraswatimanajemenhrd.com , web, www.saraswatimanajemen.com



JOB DESCRIPTION

Job Title : Director
Report to : Operational Advisor

Responsibilities

- Making rule for PTS
- Handle any kind of Communication with principal
- As a scheduler
- Accompany User while final interview being handled
- Conduct parent briefing and hospitality on board
- Responsible for CID Visa
- Operational filing (all database)
- As Public Relation and communicate (able to answer all information in regard with the agency business) with partners or important institution (BST, medical clinic, immigration, embassy), principal, and government
- Supervise the financial of PTS
- Upgrading revenue and controlling cost

Qualifications

- Computer literate
- Able to use English both in written and oral
- Willing to work as a team
- Eager to learn
- Hospitality manner
- Cheerful character
- Has minimum 2 years experience in the same field
- Preferably board experience