



JOB DESCRIPTION

Job title : Recruiting Administration (Silvia)

Report to : Asst. Director

Responsibilities

- Welcoming guests coming to PTS
- Giving general information about companies cooperating with and available vacancies
- Giving general information about the agency and recruitment process in PTS
- Making schedule and list of candidates following pre-interview and handling pre-interview
- Making result of pre-screening interview
- Making final list and Update list gap pool
- Filing general English and knowledge interview result
- Making daily, weekly and monthly report (new applicant, pre screening interview (failed and passed) and reporting to AD (assistant director)
- Making daily report how many failed candidates wants to join with TIPS and candidates who wants to get job
- Preparing candidates file and make sure the files is based on standard before following final interview
- Sebagai marketing staff untuk landbase dan Australia student

Qualification

- Computer literate
- Able to use English both in written and oral
- Willing to work as a team



PT SARASWATI MANAJEMEN

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- Eager to learn
- Hospitality manner
- SMA//D3
- Attractive appearance
- Able to use computer

