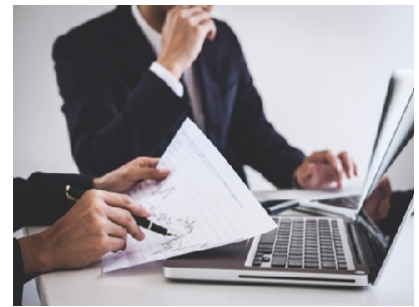


# General Affair (Senior) – (PB – DKI Jakarta)



gss\_system@saranasukses.com

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Jan 01, 1970

Published : Apr 29, 2026

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification : Minimum Bachelors Degree

## Job Description

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Our client, a large company engaged in transportation and logistics, is looking for an employee as a **Senior General Affair** who has the following responsibilities:

- Asset Management
- Building Management
- Vehicle Management
- Procurement
- Project Coordinator
- Environmental Coordination
- GA Team Monitoring (GA Staff, Office Boy, Security, Building Maintenance)
- Sanitation & Environmental Health

## Education & Experience

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- Minimum Bachelors degree - Fluent in English - Willing to travel for work - Understanding of procedures and processes for collaborating with third parties - Strong leadership skills

## Must Have

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## Educational Requirements

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Minimum Bachelors Degree

## Compensation & Other Benefits

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