



Administrative Assistant | Indonesia

Are you looking for a meaningful career that makes a difference in the world?

Then consider joining LYS Energy (LYS) team where you will do just that. We want to attract the industries' best and brightest talents to help us achieve our vision to be a vector of the energy transition by re-inventing the energy industry towards a customer-centric prosumer era, in a sustainable way for the benefits of the entire ecosystem and in all verticals we service.

We are currently seeking a dynamic **Administrative Assistant** based in **INDONESIA** with a track record to help sustain the growth of the Company, playing an active role in the development, construction, and execution of the projects.

You will get the support of other members of LYS Energy to complete the deliverables and engage as a team with the various stakeholders. You will be asked to focus your activities on **INDONESIA**.

Role and Responsibilities

General Administration Duties

- Handle day-to-day operations with the Country Head and Senior Executive;
- Attend and handle calls and enquiries when needed;
- Liaise with suppliers and customers;
- Basic bookkeeping duties and data entries;
- Prepare standard sales contracts, purchases and relevant documents;
- Receiving and filing of documents and letters;
- Daily checking of email and replying to emails;
- Preparing quotation and invoices;
- Updating of delivery schedule to the relevant team;
- Any other duties, as assigned by the Country Head, Senior Executive or Project Manager, in line with the role.



Job Requirements/Qualifications

- Candidate must possess at least Diploma in Business Administration or Management or equivalent;
- 1 – 2 years of general admin or accounting experience;
- Fresh graduate with no experience preferably specialized in Business Administration or equivalent are welcome to apply;
- Proficient in MS Office (Word, Excel, PowerPoint);
- Ability to communicate and write in Bahasa Indonesia and English fluently;
- Ability to work independently and multitask with minimal supervision.

Ideal Personal Characteristics

- Excellent communication and interpersonal skills;
- Strong organisational skills, follow-through, attention to details – must be dependable, proactive and prompt;
- Self-driven, with a good working attitude and good team player;
- Willing to learn and good time management skills;
- Ability to work in fast pace environment, meticulous and good organization skills;
- Excellent command of spoken and written English.

About LYS Energy Solutions:

LYS ENERGY (www.lysenergy.com) is the first Singapore-based Solar Independent Power Producer that builds, owns, and operates solar photovoltaic systems in the Asia Pacific region. It offers the full range of solar services to install solar energy systems for commercial, industrial, and public sites.

LYS ENERGY is a wholly owned by LEADER ENERGY Group with Headquarter in Penang, Malaysia. LEADER ENERGY owns and operates a diverse portfolio of power generation and transmission assets in Cambodia, Vietnam, Malaysia, Singapore, Thailand, Indonesia and Taiwan.

LYS Energy provides Asia's trusted Renewable Energy platform offering hassle-free end-to-end clean energy solutions for businesses: from zero-capex solar energy (PPA), Renewable Energy Certificates (RECs), turnkey Engineering Procurement Construction (EPC) and Operations & Maintenance (O&M) services, to carbon emissions and energy management consulting.

Since its incorporation, LYS has deployed over 50MWp of high-performance solar PV systems, with a pipeline of over 500MWp in Singapore and across the region in Vietnam, Indonesia, Malaysia, Thailand.

For more information about our Group, please visit our website at www.leaderenergy.net

How to apply:

Send resume + cover letter to hr.lysenergy@lysenergy.com