

Provident

INVESTASI BERSAMA

JOB VACANCY

Position: Corporate Legal & Corporate Secretary Staff

Location: Kuningan, South Jakarta

Employment Type: Full-Time

Key Responsibilities:

- Draft, review, and administer corporate legal documents, including agreements/contracts.
- Ensure the Company's compliance with applicable laws and regulations, including those of the Financial Services Authority (OJK) and the Indonesia Stock Exchange (IDX).
- Organize and maintain documentation related to corporate actions, General Meetings of Shareholders (GMS), and meetings of the Board of Directors, Board of Commissioners, and Committees.
- Liaise with external parties, including notaries, legal consultants, securities companies, and regulatory authorities.
- Support the implementation of corporate governance, risk management, and corporate secretary functions as required.

Requirements:

- Bachelor's degree in Law from a reputable university.
- Strong understanding of corporate law, capital market regulations, and good corporate governance practices.
- Excellent drafting, analytical, and organizational skills.
- Strong verbal and written communication skills in both English and Bahasa Indonesia.
- Ability to work under pressure and manage multiple deadlines effectively.
- Fresh graduates are welcome to apply; prior experience in a law firm or public company will be an advantage.

Application:

Please submit your updated CV and application letter to legal@provident-investasi.com with the subject line: "**Application for Corporate Legal & Corporate Secretary Staff – [Your Name]**".

PT Provident Investasi Bersama Tbk

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