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The Editor

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BOBOBOBO.COM

We are passionate, energetic, and fun group of people who believe that together we can make things happen. We're always looking for original thinkers and doers.

Men Merchandiser

Job Descriptions:

Implement Strategies for budgeting, sourcing and managing the right merchandise to support the achievement of targeted sales. Maintaining and managing the vendor, including their stocks, sales and merchandise assortment.

Requirements:

Passion in fashion, lifestyle products and trends especially Men's Fashion.

Expected to have a good analytical and interpersonal skill, as well as have a sharp sense of business and negotiation skill.

Detail oriented, organized and resourceful, can manage multiple critical deadlines and adapt quickly and confidently in a fast-paced environment.

Excellent communication, negotiation and presentation skills.

Bachelor Degree/S1 Graduate of Textile/Fashion Design or equivalent with minimum 1-2 years experiences in retail merchandising.

High proficiency in English and Indonesia both verbal and written.

Computer literate; especially in Microsoft Office.

Required language(s): English, Bahasa Indonesia.

Preferably Staff (non-management & non-supervisor)s specializing in Merchandising or equivalent.

Full-Time position(s) available.

Food Merchandiser

This position is to support Bobobobo Merchandising Team with sourcing plan that maximizes business opportunities for Food Department.

- High proficiency in English and Indonesian both verbal and written
 - Bachelor's degree in any field
 - At Least 1 year of working experience as merchandiser would be an advantage
 - Passion in food products and trends and knowledge on retail term is recommended
 - A team player who is detail oriented, organized, resourceful, can proactively manage multiple critical deadlines and adapt quickly and confidently in a fast-paced environment
 - Ability to execute seasonal planning, vendor plans and markdown strategy as led by Bobobobo Editor-in-chief
- Excellent communication, negotiation and presentation skills, and the ability to serve as a spokesperson for Bobobobo Savvy with IT tools and Microsoft Office

Head of Design Imaging

QUALIFICATION

Advanced photoshop skill and Advanced photography skill is a must.

Understand department procedures.

Attention to detail is a must.

Comfortable working very quickly without sacrificing overall image.

Strong organizational, Time management, and Communication skills are a must.

Min 2 year experience in Retouching and Digital Imaging.

JOB DESCRIPTION AND RESPONSIBILITIES

- Overseeing the production process, drawing up a production schedule for photoshoot studio and DI.
- Making sure that photos are produced on time and are of good quality.
- adjusting DI time schedules as needed if there's any "special case for special vendor" or the priority.
- Setting the quality standards for the photoshoot, DI output and Hires from vendor.
- Creating the photo guideline for Vendor.
- QC hires photo from vendor (Size, Tone, File type)
- Supervise the Photoshoot (Lighting, Angle, and Basic/Advanced studio lighting)
- Ensure efficient collaboration and co-ordination between relevant departments. (with Merchandiser, Stylist and Partner Services).
- Do the revision if there's any complain from vendors or Merchandiser.
- Periodically check out the photo status on Editorial Report (if there's any pending photos)
- Optimize performance by increasing daily DI quantity
- Making a Photoshop action to minimize the DI process (Tone and Composition)
- Find out how to maximize the photoshoot (Reflection, Tone, Highlight, Shadow) to minimize the DI process.
- Reviewing worker performance (DI team and Photographer) periodically.
- Creating the KPI for each member. (DI team and Photographer)
- Train other team members (Photoshop skill and Photography skill)

If you're interested you can send your CV and resume to careers@bobobobo.com and cc to fazlin@binus.edu

KASKUS

Job Vacancies= Account Executive

Female, min. S1 from any major. Min GPA 3,00.

Qualifications

- 1 year working experience as account executive, fresh graduate are welcome
 - Good interpersonal, communication and persuasive skill
 - Good in presentation skill
 - Highly energetic with initiative and confidence
- #### Jobs Descriptions
- Sells consultatively and makes recommendations to prospects and clients of the various
 - Maintain contact with all clients to ensure high levels of client satisfaction
 - Receives and resolves customer complaints and problems in a timely manner
 - According to grouping industry / brand that established by management
 - Looking for new clients
 - Provide prospect / customer with price quotations and purchase order. Insure there is a full understanding of the parameters regarding such programs

TO APPLY FOR THIS POSITION:

If this one suits your career dream, send us your most fascinating resume & portfolio to jobs@kaskusnetworks.com and cc to fazlin@binus.edu

Please add the job code on the subject of your email (eg: [CP-01-AEX] ...<subject>...)

Job Vacancies= Media Planner

Digital Media is your playground, planning with number feels like playing around. Our client is your best friend and giving the most effective media plan is your favorite kind of good deeds.

Min. S1 majoring in Advertising/Media, Economics, Communications, Mathematics, Marketing, Business Management. Min. GPA 3,00.

Qualifications

- 2 years working experience as Digital Media Planner or Account Executive
- A strategic point of view with the ability to identify and resolve client issues.
- Excellent communication skills, in both English and Indonesian languages.
- Experience with advertising technology tools such as Demand Side Platforms is big advantage for candidates.
- The curiosity to constantly learn new things about digital media buying, and the ambition to seek out responsibility within a fast-growing team focused on innovation.

Jobs Descriptions

- Develop, manage and apply advertising plan according to client's programs and needs.
 - Liaising with clients to identify specific business problems and develop ideas.
 - Meeting the client to learn the background of the brand and advising on possible approaches or adaptation of approach to the target market.
 - Communicating with colleagues within the agency, such as creative and account managers, in the process of developing a campaign.
 - Report all projects that have been done every week.
- The work must be completed in accordance with the schedule specified by the client or account executive.
- Presenting conclusions and ideas to clients and other agency staff.
 - Explore the potential sales through online advertising activity, event, etc.
 - Making bundling packages.
 - Analyzing and interpreting customer response and sales data to evaluate the effectiveness of the campaign.

If this one suits your career dream, send us your most fascinating resume & portfolio to jobs@kaskusnetworks.com and cc to fazlin@binus.edu

Please add the job code on the subject of your email (eg: [CP-02-MPL] ...<subject>...)

AccorHotels

Accorhotels Asia Pacific is the leading international hotel management company with over 500 properties in 16 countries around the region under its Sofitel, Pullman, MGallery, Grand Mercure, Novotel, Mercure, Ibis, Ibis Styles, and Ibis Budget brands. Accorhotels Asia Pacific is part of Paris Based, Accor SA, the European leader in hotels, tourism and corporate services with over 4,000 hotels worldwide.

Finance e Executive

Key Tasks / Responsibilities

- Prepare & maintain voucher payment, cheque, bank transfer, giro and organize the approval of voucher & Purchase Request
- Maintain petty cash fund and its administration
- Ensure completeness and timely payment
- Assisting DOF to do other report when needed.
- Doing administration (recapitulation report and filing) / Maintain all filing and administration things in Finance Department

Skills & Experience

- Bachelor Degree Accounting from reputable university (GPA>=3)
- Fresh Graduate are welcome, 1 – 2 years experience is preferable
- Tax knowledge preferable
- Computer literate, fluent in English (written & spoken)
- Have the ability to prioritize workload assignments
- Team work
- A well-organized & initiative person
- Resistance to stress

Tax Specialist

Key Tasks / Responsibilities

- The position is responsible for assisting Director of Finance in corporate accounting and finance at AccorHotels Corporate Office Jakarta
- Maintain tax payment, reporting & tax return filing
- Manage Tax Compliance
- Analyze all financial transactions that have tax exposure and give valuable input to management
- Advise hotels related to taxation issue

Skills & Experience

- S1 Accounting from reputable university
- Brevet A, B, C
- Experience minimum 2 years.
- Experience in tax consultant will be value added
- Dynamic, active, pleasant, communicative
- Good English, computer literate
- Strong leadership, Coaching, Analysis, Decision Making, Innovative, Planning & Organizing, Exactness, Stress, Tolerance, Tenacity, Job Fit, Organization Fit
- Flexibility to work for long hours

If you're interested you can send your CV and resume to renta.marpaung@accor.com and cc to fazlin@binus.edu

Please submit the job vacancies that you want to apply on the email subject

AETNA JD

Job Vacancies: Account Service Representative

To manage Aetna's sales, service, and retention efforts for global products in an assigned region to achieve profitable growth and earnings targets. To manage operational goals and maximize efficiencies.

Responsibilities

- Participates in the implementation process.
- Develops a mutually rewarding working relationship with various client contacts by providing excellent customer service which results in customer/member satisfaction, renewal of case and retention of customer or member.
- Communicates with day-to-day staff (Benefits Administration Staff, Benefit Managers) within an organization and packages messages to effectively engage the client.
- Executes tactical components of the account team's business plan for each custom customer.
- Monitors on an on-going basis International client's product lines and services to ensure client's needs are met. Seeks to optimize customer interaction and provides recommendations based on client's needs
- Collaborates with account team members on more complex issues to ensure client's needs are met from a product/service perspective.
- Collaborates cross-functionally to identify, implement and monitor the customer's service efficiencies. Follows through on outstanding issues to the point of resolution.
- Collaborates with team members on case installation to manage the integration of client's and Aetna's internal organizations, ensuring a smooth installation.
- Delivers renewals and supports renewal activities.
- Integrates technology to maximize customer and member satisfaction and efficiencies.
- To take responsibility to always actively treat customers fairly (TCF) and support/ drive any TCF initiative.

Job Vacancies: Office Administrator

Fundamental Components & Physical Requirements *include but are not limited to*

(* denotes essential functions)

- Organize local, national and international couriers.
- Coordinate the meeting room schedule for internal and external clients.
- Organize cost-effective domestic and international travel, and documents for insurance purposes.
- Organize office rental and maintenance.
- Organize vendor contracts for IT, Fax machine, Internet Providers, etc.
- Prepare quotations and follow up on new and renewal business.
- Follow up on claims issues and communicate with brokers and clients.
- Provide training and give presentations to brokers and clients.
- To answer the phone calls courteously and to cover office assistant when required.
- Activates badge access on the system for newly joined employees and temporary cards as well for official guests being advised by the manager.
- Logging all incoming mails, premium cheques, and claim forms (if any).
- Handling the reception desk and make it sure always clean and tidy.
- Preparing Purchase Order Requisition Form for all stationeries required,
- To ensure the cheques are dispatch correctly for all the hospitals, pharmacies, brokers and individual client.
- Providing a warm welcome to all the guests in the reception area.
- Ad hoc duties assigned by management

Requirements: College Degree or Experience equivalents

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fazlin@binus.edu**