

THE PAKUBUWONO RESIDENCE

Accountant

Jobs Description

- Can provide accurate financial reports and are familiar with the tax rules in Indonesia

Requirements

- Minimum S1 degree in Accounting from reputable university
- Good English is an advantage
- Minimum 2 years experience in hospitality industry as Accountant
- Excellent computer skills
- Able to provide such as Financial Statement
- Familiar with the local Indonesia tax regulations
- Attention to detail, accurate, honest, fast learner and team work

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ASTRA GRAPHIA INFORMATION TECHNOLOGY (AGIT)

UI UX Designer

Responsibilities:

- Designing UI elements/tools and producing high quality UX design solutions
- Collaborating with other teams on the implementation of UI/UX

Requirements:

- Minimum 1 year of experience in UI-UX Design (working/internship experience)
- Bachelor's degree in Art & Design/IT/any relevant field
- Having knowledge of technologies and software related to UI/UX
- Excellent interpersonal and communication skills
- Problem solver and customer-centred

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PERSEK KUSNANDAR & CO

Graphic Designer

Responsibilities :

- Create and design all marketing collaterals both print and digital
- Basic product photography for collaterals and video editing
- Participate in all brand management activities such as digital marketing, working for website updates for new promotions/campaigns, print, direct mailer, media activities and publicity.

Requirements :

- Candidate must possess at least a Bachelor's Degree in Graphic Design, Advertising or equivalent
- Minimum 1-2 year relevant experience
- Required skill(s): Video editing skill, Adobe InDesign, Adobe Photoshop, Adobe Illustrator, HTML
- Must be familiar with social media tools (Instagram, Facebook, YouTube, Twitter)
- Able to effectively communicate information and ideas in English and Bahasa (written and verbal)
- Apt to learning new software and gain new marketing knowledge
- Manage timelines and able to thrive under pressure to meet multiple deadlines.

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DATASCRIP

Showroom Executive

Tugas dan Tanggung Jawab :

- Bertanggungjawab terhadap segala aktivitas yg berhubungan dengan kelancaran Store Operation; diantaranya adalah bookkeeping (petty cash, cash deposit from customer, etc), housekeeping, dan sales administration
- Melayani tamu yang datang ke store, secara profesional dan menerangkan setiap produk yang diminati customer
- Mengikuti segala latihan mengenai penjualan (sales training) yang meliputi product knowledge, jasa, harga dan hal lain yg berhubungan dengan penjualan
- Menerangkan/meneruskan prospek yang datang ke store kepada Sales Manager
- Menjalankan instruksi yang berhubungan dengan aktivitas in-store promotion/sales promotion, event, termasuk updated database
- Menjaga kebersihan dan kerapian store dan display produk di Store Stock Control/Stock Management
- Bersedia bekerja shift

Kualifikasi :

- Usia maksimal 30 tahun
- Pendidikan S1 Bisnis Administration, Management, Marketing
- Berpenampilan rapi, menarik dan supel
- Memahami & menyukai product High End/Lifestyle
- Familiar dengan Community Arsitek/Designer/High End Customer
- Disiplin
- Mampu berkomunikasi dengan baik
- Mampu bekerja multitasking
- Mampu melakukan pekerjaan administrasi sales dan marketing

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DATASCRIP

Marketing Executive

Tugas dan tanggung jawab :

- Menyusun strategi dan rencana pemasaran produk yang menjadi tanggung jawabnya
- Merencanakan pembelian barang
- Melakukan *survey*, riset dan analisa pasar, memantau pergerakan kompetitor
- Membuat perencanaan harga, B
- Merencanakan dan melaksanakan promosi/periklanan
- Membina hubungan kerja yang berkesinambungan dengan pihak-pihak terkait terutama dengan produsen (*principal*)

Kualifikasi:

- Usia maks. 35 tahun
- Pendidikan min. S1, lebih diutamakan dari jurusan Marketing atau Bisnis
- Memiliki pengalaman min. 1 tahun sebagai *Sales / Marketing / PreSales*
- Menguasai Bahasa Inggris lisan dan tulisan (Bisnis korespondensi)
- Memiliki daya analisa yang tajam, teliti dan memperhatikan akurasi

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PERMATA BANK

Graduate Management Associate Program



Join us, GMAP
Graduate Management Associate Program

If you are a smart & passionate fresh graduate with vast organization experience from a respectable university, join us in **#MakingADifference** to society.

What we look for:

- Min. Bachelor Degree from reputable university
- GPA min. 3.25
- Fluent in English (TOEFL iBT min.72 / IELTS min. 6.0)
- Max. 27 years old and/or max 2 years of working experience
- Good communication & presentation skill
- Strong analytical skill

Apply to:



<https://cutt.ly/7p6HdQv>

Or send your CV to:
recruitment@permatabank.co.id
with subject: GMAP 9 - #Name

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ATT GROUP

Finance & Accounting



FINANCE & ACCOUNTING URGENTLY NEEDED

OPEN FOR ALL LEVEL :
STAFF, SUPERVISOR,
MANAGERIAL
POSITION

Please send your current
resume to :
yosefin@att-group.co.id

Our company website is :
<http://www.att-group.co.id/>

Office 1:

Taman Palem Lestari, Ruko Galaxy Block O No. 1,
Kamal Raya Outer Ring Road Cengkareng Jakarta -
Indonesia 11730

Phone : 62-21-559 51000 (Hunting)

Fax :62-21-559 55848 (Ocean Freight & Custom Broker)

62-21-559 61559 (Air Freight & Sales)

62-21-559 61549 (Accounting & Management)

Office 2:

Taman Palem Lestari, Ruko Galaxy Block U No. 5
Kamal Raya Outer Ring Road Cengkareng -
Jakarta Barat 11730

Phone :62-21-5020 2500, 62-21-5020 2600

SHOPEE

Public Relations

Job Description:

- Build up our campaigns by taking parts in analysing our ecommerce marketing data from all aspects, deciding elements and key marketing messages, and building, uploading, editing the relevant advertisement accounts (for example Facebook Ads).
- Monitor the campaigns running status and keep them in a health mood by analysing daily marketing data and reviewing key metrics on a daily basis.
- Be in charge of the reporting of daily marketing outcomes.
- Other ad-hoc tasks.

Job Requirement:

- Experienced in developing at least one out of many PR collaterals (press release, briefing document, media invitation, media alert, etc)
- Excellent learning skills
- Strong analytical and communication skills
- Familiarity with most of Social Media platforms
- Working knowledge of Excel (VBA will be a plus)
- Team spirit, positive attitude and eagerness to learn

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TINKERLUST

Marketing Lead / Strategist

Marketing lead help determine targets for Tinkerlust goals. They then prepare strategic plans to ensure that those targets are met. Their work involves analyzing existing strategies and practices, identifying areas for improvement and developing innovative strategies related to the goals they help establish. They may also be responsible for focusing on expanding revenue sources for Tinkerlust.

Initial Responsibilities Include

- Coordinate and work alongside with marketing team, managing outreach efforts that are synchronized with our thought leadership driven marketing activities
- Working closely with the head of marketing and CEO, as well as our team of strategists, graphic designer, digital specialists and program managers, in the development of new business opportunities
- Leading reporting and analysis of Tinkerlust performance across the new and current business process through data analysis
- Research the market trends, planning & conceptualizing marketing strategy / activity for any new business opportunities
- Create business development strategies to increase the company revenue & Brand value
- Build strong relationships with prospective partners for new opportunities

Minimum Qualifications

- BA in Marketing, Communications, Management, Business or related field
- Minimum 3 years experience in a Business Development position, preferably in a Branding, Marketing or Advertising Agency
- Excellent organizational skills
- Strong verbal and written communicator
- Self-starter and nimble multi-tasker
- Enthusiasm for Startup
- These professionals must communicate clearly and effectively with staff at various companies in order to implement plans and reach goals.
- This requires leadership and motivational skills.
- Comfortable interacting with managers and investors.
- Strong Interpersonal skills, Organization, Analytical skills, Problem-solving and Public speaking skills.

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Account Manager, GrabAds ID

Job Description:

Get to know our Team:

GrabAds allows Advertisers, Agencies, and Merchants to engage the Grab Audience via innovative online and offline advertising experiences. Through our unique ecosystem and transacting user base, our clients are able to reach their desired audiences at scale, while driving measurable business outcomes.

We would like You to join our journey to create value for our users, drivers, merchants, and advertising partners, while continuing to make everyday lives better across Southeast Asia.

Get to know the Role:

As Account Manager for GrabAds Indonesia, you will manage a portfolio of GrabAds campaigns working with leading advertisers directly & through their media agencies. You will work alongside your team and maintain a quarterly performance target.

You'll work cross-functionally with the Ad Ops team to achieve campaign KPIs, recommend optimised campaign flows & identify opportunities for up-selling and cross-selling GrabAds solutions. Your goal is to grow your portfolio by building long term client relationships and providing positive customers experience.

The day-to-day activities

- Manage and grow a portfolio of accounts
- Be the point of contact for clients, provide necessary assets and info to Ad Ops for campaign implementation
- Track key campaign metrics and ensure campaign objectives are met
- Collaborate with Ad Ops team to analyse campaign performance, provide recommendations to clients and secure campaigns renewal
- Prepare Quarterly Business Review report for key accounts

The must haves:

- **3-4 years of account management experience in the digital advertising industry in Indonesia**
- **Solid track-record of delivering against performance targets**
- Proven experience of growing portfolio & building long term relationship with clients
- Excellent communication & presentation skills with ability to transmit across different level stakeholders
- Analytical with strong bias for data based decisions

- Team Player with the ability to work across a matrix environment in a fast paced environment
- Strong organisational skills with ability to manage multiple account

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SCHROEDER

Sales Team Assistant

Job description:

- Assist sales in job admin works: Know Your Clients
- Assist sales and compliance in clients' risk management monitoring.

Requirement:

- highly efficient and effective person.
- a good team player.
- holds a minimum Bachelor degree
- fresh grade / experienced all welcome.

Please kindly send over CV to: felita.elizabeth@schroders.com