

# BYTEDANCE

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## Content / Community Management

### Job Description

- Understanding of hotspot and trending topics maintaining & regularly updated the content feed ( Movies/Music/Short Videos)
- Planning regional content strategy and building creator's community based on user needs analysis and market research
- Handling regional contest operation & monitoring the creator engagement & retention strategy
- Recruiting & training the creators to create original and attractive content.
- Responsible for data analysis (like CTR / Daily Active Users / Conversion rate / Retention rate etc) as well as competitor analysis

### Requirements

- Bachelor's degree from a premier university or college
- Advanced level English capabilities, and familiar with the dynamic information of various trending topics
- A strong interest on mobile video App products and collaborating across cultures
- Fluent in English, good communication skills, and not afraid of the challenge ; and good Chinese speaking skill would be a plus
- Previous working or internship experience with digital media or social content platform is preferred

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## Product Manager 2, GoMart Service Reliability

### What You'll Do

- Contribute crucially to product strategy and OKRs, effectively prioritizing based on company goals
- Own and drive product and feature roadmap to fruition, and become an internal specialist of your product line
- Engage cross-functionally, partnering with engineering, design, data and other teams to ship major features and product improvements
- Clearly communicate product plan, customer feedback and roadblocks to team members, cross-functional peers, and stakeholders
- Be a customer advocate, articulate their needs and deliver user-friendly solutions that solve their problems
- Reiterate on product plans, and take informed resolved using data and user feedback
- Lead effective cadences and incorporate feedbacks into their product plan
- Proactively be involved in the interview process and lead new PMs

### What You'll Need

- A Bachelor's or Masters or an equivalent degree, preferably in engineering, design, or management
- Should at least have a minimum of 3 years of working experience with a minimum of 1 year of Product Management experience ideally working on consumer-facing, large-scale products.
- Freethinking and proactive, you take ownership, ask for help when you need it and are always looking to learn something new
- You're entrepreneurial and are comfortable working in a complex and fast-paced environment
- Problem solver and data oriented, you rely on data to find out what's happening and define & measure success on every project
- You are customer-obsessed
- You are able to assuredly and clearly communicate your thoughts
- Having experience in inventory management are will be a plus

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## THE ESTEE LAUDER COMPANIES INC.

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### Finance Business Manager

We are recruiting for a Business Manager under Finance team, reporting to Country Manager and ESEA Finance Director. The role has finance management responsibilities to partner with the Country Manager and Brand Managers to achieve key goals in sales, cost of goods, operating expense, Net Operating Profit, fixed assets and inventory management.

#### What You Will Achieve

As part of our dynamic team, you will:

- Drive brand(s) strategic planning, annual budgeting and monthly estimate process.
- Review and perform productivity, COGS, category mix, A&P analysis, and other key performance metrics to maximize affiliate performance.
- Provide strategic analysis to the Regional management team and recommendations for improvements.
- Consolidate the overall brand results, ensure compliance of financial policies and coordinate amongst the regional Brand/ESEA office/APAC office and Affiliate management teams.
- Support the execution of business plans to deliver regional goals (eg, new brand launch, new channel)
- Collaborate closely with marketing, demand planning and supply chain planning functions at regional and affiliate levels, particularly in demand planning process to validate sales assumptions and forecast reconciliations. Provide analysis of saleable and promotional inventory levels at trade and in regional hub.
- Interface with regional brand/ESEA/APAC/Affiliate Management to ensure effective communication and to facilitate the planning and control process.
- Prepare business presentation, whenever necessary
- Establish good knowledge of the business environment and able to provide an independent evaluation of brands financial forecast, and assessment of financial risk or opportunities.
- Manage relationship with cluster accounting team, ESEA Finance and regional finance team.

In addition to the above, the Lead/Manager will also spend a significant amount of time to take up one or more of the following roles on top of financial planning and analysis activities:

- Supervise Financial Analyst on the above activities. Manage performance. Provide advice and coaching.
- Lead Projects in one or more of the following areas: improve alignment in region financial discipline, cost saving initiatives, total

consolidation/coordination across affiliates, productivity and systems and implementation of management accounting processes.

- Focus on strategic priorities that are critical to the business (E.g. Online, Omni-channel, Digital)

### **What You Will Need**

- Proven track record in managing distributors; being a finance business partner to Country manager, Brands managers and functional heads
- Ability to operate well in a fast moving and ambiguous environment
- Demonstrate strong business acumen
- Ability to collaborate and communicate cross functionally with sales, marketing, demand planning and supply chain.
- Good understanding of the annual budget and estimate processes.
- Possess excellent analytical skills and accuracy and solution-base thinking.
- Strong communication and presentation skills are necessary.
- Strong knowledge SAP, Oracle or OneStream Corporate Performance Management systems (CPM), Microsoft Business Intelligence
- Experience in managing and coaching a team member.

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# MUBADALA PETROLEUM

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## Fresh Graduate Internship Program

### Opportunities in Oil and Gas

Mubadala Petroleum Fresh Graduate Internship Program is an excellent way to gain exposure in international oil and gas company and as an opportunity to develop knowledge, skills and competencies in the real working experience. The program is for Fresh Graduate and will start in the beginning of 2021 up to 31 December 2021.

- Business Services – Jakarta
- Business Services – Balikpapan
- Commercial
- External Relations and Communications
- Finance and Accounting – Reporting
- Finance and Accounting – AP & Tax
- Human Capital
- Operations
- Petroleum Engineering
- Supply Chain Management

General requirement:

- Hold Bachelor Degree in relevant discipline
- Fresh graduate, 0 up to less than 1 year of experience
- Minimum GPA is 3.00 out of 4.00
- Computer literate, good with Microsoft office.
- Good English skills, both written and verbal
- Commitment to complete the internship to the end of the program

At Mubadala Petroleum, we value Integrity, Partnership, Accountability and Inspiration. If you can see yourself on our team, drill deeper and contact us today.

Visit us at: <http://www.mubadalapetroleum.com/careers/vacancies>

**This application closes on 15th of November 2020**

# GRAB

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## Key Account Manager, GrabMart

### Job Description

#### Get to know our Team:

Dynamic team who provide you the environment to grow and better career.

#### Get to know the Role:

We are looking for a talented generalist to help us build strategic relationships with high-profile merchants and drive revenue. As a Account Manager, you will be responsible for owning and growing our most important merchant relationships.

We're looking for superstars who can operate independently, move fast, and get things done. We want people who love being challenged and are excited by the idea of joining our growing Merchant Organization and doing what it takes to win. If this sounds like you – read on!

#### The day-to-day activities:

- Relationships building: continuously engage our merchants and listening to their needs, feedbacks, and stay in close communications
- Marketing campaign and promotions design: Craft a compelling campaign by leveraging co-marketing partnership with our partners to bring value to our customers, which also drive more values back to our partners
- Driving growth and Higher ROI: Ensure the partners are growing with you and the company. Take a data driven approach to estimate ROI and KPI analysis for each partner in order to grow basket size and create loyal customers.
- Ensuring consistency and quality: Have the greatest interest to make sure partners are also maintaining service and food quality consistency. Liaising with operations, customer service and partners to ensure issues are resolved over email, phone, or in person.
- Cross-functional relationship: Work with our product, operations, and merchant acquisition teams to make sure merchants have the best possible experience
- Managing team performance: You will be most likely working with a team from a very early stage. It's crucial to help build the team, tools and processes needed to serve, retain and grow our most important merchants

**The must haves:**

- Minimum of 3-5 years experience of sales business development, account management or operations
- Experienced in handling and dealing with partners (account management experience)
- An exceptional track record of driving revenue through partnerships
- Multi-tasking and able to work under pressure and constantly changing environment
- Proficient in English is a plus
- Passion for the on-demand delivery space, and food delivery in particular
- Comfortable to work using laptop and internet
- Great communication and negotiation skills

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## PT KEYSTONE INDONESIA

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### Staff Accounting

**PT. Keystone Indonesia** is a flow control solutions

**PT. Keystone Indonesia** has been in business for the past 24 years and thrive to provide our customers with high quality, competitive products to achieve customer satisfaction with our tagline “ **Making Flow Control Easier** “

We are looking for an experience and aggressive individual whom is currently actively involved in the marketing of industrial equipment

#### Requirements:

- Age 22 - 30 years old
- Minimal S1 in Accountancy
- Having minimal 1-2 year working experience in the same position
- Computer literate (Ms. Office - Excel, Word)

#### Key Roles and Responsibilities:

- Prepare tax reports
- Prepare documentations for external auditors
- Regularly maintain detailed reconciliations of all balance sheets accounts
- Learns line and staff functions, operations and company policies

**Benefits : Salary, Medical Allowances and Bonus**

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## PT ARTHA DERMA BERKAT

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### **Creative Content Creator & Social Media Marketing Specialist**

We are recently established with many years back experienced in this beauty field with one of our co founder.

Our goal is to bring best quality products and services with excellency standard, manage clients to give them best experienced for the skin health.

To achieve those we need committed, energetic, high positive attitude , want to learn behavior team inside the management.

Quality at its best in every details from time to time.

#### **Responsibilities :**

- Develop and create social media content plans that are consistent with the company's brand identity.
- Create consistent and meaningful content on all available social media platforms, improving customer's engagement and promoting social media campaign.
- Developing, communicating and managing social media influencer programs and events.
- Communicating with social media followers, including response to queries in a timely manner.
- Using analytical tools and social media insight to monitor and evaluate the company social media presence and performance with digital team together
- Suggesting recommendation and making plans for social media marketing strategy for optimal result.
- Staying up to date on best practices and emerging trends in social media
- Performing other marketing duties when needed.

#### **Requirements :**

- Bachelor degree in Communication/ Marketing/ Advertising/ or Media or equivalent
- Minimum 2 years experience as social media marketing or similar role
- Excellent writing and verbal communication skills and must have a through understanding of social media management and strategy
- Experience in beauty or personal care industry preferably.
- Multitasking and time management skills, with ability to prioritize tasks
- Ability to work in under pressure and as a team with positive attitude.

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## PT ARMADA LOGISTIK INDONESIA

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### Staff Design Graphic

#### Deskripsi Pekerjaan :

- Mampu mengaplikasikan Adobe Illustrator, Adobe Photoshop, Google Ads, Corel, Autocad
- Berpengalaman dalam melakukan maintenance content-content media sosial (FB, Instagram) Website, dll
- Membuat Design Sesuai Keperluan Perusahaan (Kop Surat, Banner, Katalog, dll)

#### Kualifikasi :

- Pendidikan D3/S1 Jurusan Design Grafis/ Sistem Informasi/ Multimedia/ Komunikasi Visual (DKV)
- Usia Max 35 tahun
- Pengalaman Min 1 tahun di bidang yang sama
- Mampu Bekerjasama dengan team, disiplin
- Personal yang aktif, cekatan, dan inisiatif
- Harap Mencantumkan Portfolio
- **Diutamakan domisili Kebun Jeruk, Jakarta Barat**

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## PT CITIUS SOLUSI INDONESIA

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### Junior Java Programmer

**Citius was starting from** a passion to help more people and years of experience in IT, process, and people development, we are a technology-empowered service company who dedicate ourselves to help our clients reaching their business successes. We develop our solutions that align with regulations and our clients' business goals, based on our deep understanding of our clients' industry and applications of suitable technologies. We are devoted to deliver quality services and continuous innovation to your business

#### Requirements:

- Candidate must possess at least a Bachelor's Degree in Engineering (Computer/Telecommunication), Computer Science/Information Technology, Science & Technology or equivalent
- At least 1 year working experience as a Java Programmer
- Experience working with various Java and web framework
- Good sense of logic, excellent analytical and problem solving skills, and resourceful in coding
- Preferrably having experience working in banking industry

#### Job Description:

- Supports users by developing documentation and assistance tools
- Completes applications development by contributing to team meetings, troubleshooting development and production problems across multiple environments and operating platforms
- Encodes project requirements by converting work flow information into computer language
- Confirms program operation by conducting tests, modifying program sequence and codes
- Contributes to team effort by accomplishing related results as needed

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## Program and Project Management – Digital Inclusion

### About The Role

The Program and Project Management for Digital Inclusion product, has a responsibility in project planning, project execution, stakeholders management and project review as well as project reporting. Report direct to the Strategic & Program Management Manager, this role will own the KPI in ensuring the project go live and the excellent user experience.

### What You Will Do

- Align with respective stakeholders in order to deliver the project in a timely manner both internally and externally.
- Scope out requirements for all benefits (user flows, how it works on a high level)
- Lead alignment with PDG team on the feature building and technology work
- Keep track of roadmap and deliveries
- Creating and leading initiatives that benefits the business
- Handling occasional projects that help to boost the business performance
- Maintaining existing projects and monitor the reliability of the product/integration/features that have go live

### What You Will Need

- Should have at least 3 years of experience in a related field of project management or business development
- Have experience working with Internal teams: Partnership, Engineering, Product teams, Operation team, Legal team and Finance team and also external partners.
- Have excellent written & verbal communication skills focused on improving collaboration, understanding & information exchange across all stakeholders to internal or external stakeholders
- Motivated self-learner
- Organized and detail oriented
- Initiative and confident team player who enjoys collaboration
- Bonus point if you have bill payment system experience
- Strong project management skills to manage complex projects and able to manage as well as prioritize multiple internal and external stakeholders.

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