

GRAB

Growth Analyst

Get to know our Team:

We are seeking an entrepreneurial and passionate Growth Analyst for Grab Merchant Supplies business

If you join us in this role, you will lead initiatives and produces programs that help us to grow organically. You will also be rolling up your sleeves and getting your hands dirty while working closely with a cross-functional team.

Being an early member of the team, you will help us set up the best practices for retaining our merchants and increase their engagement. You would succeed in this role if you are a critical thinker that leverages data heavily, can thrive in unstructured environments, can take initiative, and operate with a high degree of autonomy.

The analyst will focus on optimizing both internal and external channels within Grab to grow the business organically. The analyst will also have to learn how to present complex information in the simplest way possible for our merchants to learn about MS.

Get to know the Role:

- Manage multiple projects including collaborating with internal and external stakeholders to streamline MS across touch points (CE, Marketing, Operations team)
- Identify and capture auxiliary revenue opportunities
- Engagement Improvement
- Produce programs/contents that will help our merchants to get used to the feature
- Improves current contents across product or website to increase merchants awareness about the business
- Business Analysis
- Analyze conversion in-app with collaboration with S&P that lead to improvement in-app conversions
- Very merchant-centric to understand what intrigued them to transact, which lead to higher retention and what to avoid to reduce churn.

The must haves:

- Bachelor's degree in business management is preferred but all majors from top institutions are welcomed to apply
- A mix of good analytical thinking and great communication skill
- Preferred with 1-2 years experience on product marketing to SMEs businesses
- Ability to produce simple messages based on complex information to help our merchants to get used to the product

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INTELLAR INDONESIA

Digital Marketing Specialist

Responsibilities:

1. Research and Network

- Follow the latest trends and news occurring within the ecosystem
- Liaise with team members to gain insights on upcoming developments for content generation
- Think strategically about how content scales across channels and identify the key priorities to achieve maximum efficiency

2. Content

- Liaise with team members to design both short-term and long-term content strategies with clearly defined objectives
- Creative written content: write, edit, and proof-read original written content relating to our portfolio/ecosystem
- Perform periodic reviews of content reach and audience engagement level and continuously improvise for better results

3. Marketing

- Coordinate with the design team to optimize content for SEO and google analytics
- Maintain all public profiles for the company (LinkedIn, Instagram, Twitter, YouTube, etc.)
- Manage subscriber list for newsletters and engagement of technology ecosystem

The candidate must meet the following requirements:

1. Minimum 1 year of proven experiences related to mass communication, content writing, and social media strategy
2. Familiar with works in editorial layout, illustration, infographics, and branding by using design tools such as Adobe Photoshop & Illustrator
3. Passionate in social impact, startup, research, and storytelling
4. Strong work ethic, strong communicator, and fast learner
5. Good knowledge of business
6. Has leadership experience is an advantage
7. Self-motivated individual who enjoys taking on greater levels of responsibility, and is excited to participate in building the startup ecosystem in Indonesia

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PT BAYAN RESOURCES

Junior Accounting

Scope of Job

- Journal entry
- Prepare monthly Financial Report

Qualifications

- Age maximal 26 years
- Fresh graduate or having experiences 1 year in similar capacity
- Education minimum Bachelor Degree in Accounting
- Computer literate : Ms. Office especially Excel
- Communicative and able to work as a team
- Good proficiency in English

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PT COWAY INTERNATIONAL INDONESIA

Credit Analyst

Job Description

- Providing recommendations related to credit risk based on Credit Bureau.
- Checking the validity, accuracy of customer data, as presented by Sales Department.
- Provide recommended terms and conditions based on credit analysis procedure.
- Asses credit worthiness of existing or prospective customer.
- Determine in depth the level of risk involved.
- Analyze data carefully and produce clear and objective reports.
- Present the analysis, findings, and recommendations to management , routinely monitor credit payment related to compliance with credit policies and guidelines.
- Adhere to credit guide lines & policy (OJK Regulation and BI Regulation).

Requirements:

- Bachelor Degree from reputable University in Economics, Business, Finance, Statistics or related fields.
- **Experience as Credit Analyst, Credit reviewer in leasing/banking company.**
- **Minimum 1 years experiences in credit analyst in financial service industries.**
- Having Financial analysis skills.
- Familiar and able to read financial statement.
- **Good communication in English.**

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AGUNG SEDAYU GROUP

Accounting Staff

Tugas dan Tanggung Jawab:

- Memeriksa kelengkapan, melakukan penginputan, dan merapikan voucher setiap Bank Account
- Memeriksa ke Rekening Koran / Buku Tabungan untuk Saldo setiap Bank Account
- Mempersiapkan pembayaran rutin bulanan kepada vendor dan mengontrol Petty Cash (Kas Kecil)
- Melakukan formulasi pemotongan pajak PPn untuk transaksi setiap harinya
- Melakukan pencatatan transaksi kedalam jurnal buku besar/ neraca laba-rugi
- Menyiapkan laporan keuangan secara berkala

Persyaratan:

- Maksimal 27 tahun
- Minimal lulusan S1 Akuntansi dengan IPK minimal 3.00 dari Universitas Terkemuka
- Memiliki pengalaman sebagai Staff Finance/ Accounting minimal 1 tahun (freshgraduated are very welcome)
- Memiliki pemahaman dasar mengenai penginputan jurnal, siklus akuntansi, dan arus kas
- Memiliki motivasi kerja yang tinggi
- **Bersedia bekerja di Pantai Indah Kapuk**
- **Diutamakan bagi pelamar yang berdomisili Jakarta Barat/ Jakarta Utara**

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PT INTILAND GRANDE

Content and Design Creator Staff (Jakarta)

Tanggung Jawab:

- Membuat konten-konten digital sesuai dengan kebutuhan perusahaan

Kriteria:

- Sarjana Desain Komunikasi Visual (DKV), lulusan baru dipersilahkan untuk melamar
- Memiliki keterampilan mengoperasikan aplikasi Adobe Software
- Memiliki keterampilan mengoperasikan program *after effect* dalam membuat motion dan animasi
- Silahkan melampirkan portofolio yang pernah dikerjakan dengan ukuran maksimal 10MB

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BCA IT Trainee

Deskripsi Pekerjaan

Perkembangan teknologi yang kian pesat merupakan salah satu tantangan yang harus dihadapi oleh semua perusahaan di Indonesia, termasuk BCA. Menjawab tantangan ini, BCA terus mengedepankan inovasi agar dapat senantiasa menjadi bank yang dapat diandalkan oleh masyarakat. Inovasi yang dilakukan BCA selama ini membutuhkan dukungan dari semua pihak terutama bagian IT

Untuk mempersiapkan tenaga profesional di bidang IT, BCA secara spesifik merancang sebuah program bagi lulusan Ilmu Komputer yang disebut sebagai IT Trainee. Peserta IT Trainee akan mengikuti pelatihan selama 6 (enam) bulan di BCA. Lulusan program ini akan diangkat langsung menjadi karyawan tetap dan ditempatkan di Divisi IT BCA. Selama pelatihan, peserta akan mendapatkan uang saku, jaminan kesehatan, tunjangan hari raya, tunjangan akhir tahun dan tentunya pelatihan yang berkualitas dari BCA

Persyaratan :

- Lulusan S1 dengan IPK minimal 3,00 (Strata 1) dan 3,25 (Strata 2)
- Lulusan Teknik Informatika, Sistem Informasi, Teknik Elektro, Teknik Industri, Fisika, Matematika, Statistika
- Usia maksimal 24 tahun (Strata 1) dan 26 tahun (Strata 2)
- Bersedia untuk mengikuti peraturan yang telah di setujui pada kontrak kerja
- Bersedia menjalani ikatan dinas setelah pendidikan
- **Penempatan di Kantor Pusat (Jakarta)**

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HEWLETT PACKARD ENTERPRISE

Business Development

Sales Specialists & Consultants are product, services, software or solution specialists that are responsible for leading pursuit in their assigned focus areas. Collaborates with and supports Account Managers and provides specialist expertise within the sales team. Drives proactive campaigns to build the pipeline, uses specialized knowledge and skills to prospect, qualify, negotiate and close opportunities. May have named accounts allocated, cover a designated geography, or may be allocated to one high-potential, competitive attack account.

Responsibilities

- Actively prospects within accounts to discover or cultivate solutions sales opportunities within area of technical specialty (in close cooperation with the account manager).
- Manage sales pipeline.
- Formulate and expand solutions to generate additional product or service attachments and up sell revenue.
- Certain roles may also sell through the channel.
- Establish a professional, working, and consultative, relationship with the client, by developing a core understanding of the unique business needs of the client within their industry.
- Work with the client up to IT management level.
- Contribute to building of the pipeline by generating leads and referrals and new customer opportunities within specialty area.
- May focus on growing contractual renewals for small-to-mid size accounts with limited complexity, to higher-total contract-value renewals.
- Interface with both internal and external/industry experts to anticipate customer needs and facilitate solutions development.
- Build sales readiness and reduce client learning curve through effective knowledge transfer in area of specialization.

Education And Experience Required

- University or Bachelor's degree preferred. Demonstrated achievement of progressively higher quota, diversity of business customer and higher level customer interface.
- Detailed knowledge of key customer types or customers on given products.
- Typically 3-5 years of experience in specialty sales.

Knowledge And Skills

- In depth knowledge about product, service, solution and differentiators between own offerings and what competitor's offerings.
- Applies specialized technical product/service/ solution knowledge in working with account teams to screen and prioritize multiple leads for feasibility.
- Use knowledge in specialty, and consultative selling skills, to proactively help customers with making IT business decisions.
- Assesses solution feasibility from a technical and business perspective to determine "qualify-in"/"qualify-out" status
- Solid communication and presentation skills within IT at the manager level.
- Product demonstration, customer training, product installation skills. (for product specialty roles)
- Conceptualizes and articulates well-targeted solutions in area of specialty - product, service, solution -- from proposal to contract sign- off.
- Have enough knowledge about a product, service or solution to be able to qualify a deal.
- Negotiates profitable deals so that the company can expand opportunities based on the existing business and increase the company's footprint and revenue.
- Opportunity prospecting as related to specialty area and in expanding existing client business, in order to generate leads/referrals to account team.
- Maintain knowledge of industry trends, associated solutions, and key partner/ISV solutions.
- Regular use of Siebel updating deal profile and forecasting accurately.

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GRAB

Strategic Operations Associate

The day-to-day activities:

- Streamline operations to efficiently scale F&B operations for virtual brands in the GrabKitchen business
- Work with merchant partners to improve their day to day operations to increase their top line revenue
- Has strong operational and problem solving skills in order to identify opportunities within the business and provide recommendations to improve the business
- Has strong analytical and data driven insights in order to identify the opportunities for merchant partners to improve operational efficiency and reduce operational costs
- Has strong business acumen and sense of business ownership to properly identify all external opportunities that the business can tap into
- Ensure adherence to operating budget of all Financial operations
- Initiate, support and manage the development and execution of the growth of virtual brands in the Kitchen
- Relentless and takes full ownership of the budget and targets
- Able to work with other Country and Regional stakeholders

The must haves:

- Minimum 2 years of start up, management consulting, operations background or F&B background
- Advanced and above in Microsoft Office (Excel, PowerPoint, Word)
- Hustle and ability to work under pressure
- Fluent in English
- Entrepreneurial & resourceful – Able to put on different hats; Goal is to achieve multiple targets with a “can-do” attitude
- Able to bridge, connect and maintain relationship with local partners and regulators
- Able to make key business decisions or provide solid recommendations based on data & analytical thinking
- Flexibility and willingness to travel

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MICROSOFT

Graduate Opportunities – Tech Sales Roles

[Applications Close on 2 August, 2021] - Looking for Candidates Graduating between December 2020 to Dec 2021

NOTE : This application is intended for candidates that are able to legally work in Indonesia. Please be prepared to answer the following in your application:

- ☐ Do you have working rights in the country you are applying for?
- ☐ Will you in the future require sponsorship for an employment authorised visa status or other work authorisation?

Microsoft provides opportunities to empower you to create things that help others and change the world.

Microsoft Aspire Experience is an onboarding experience, designed to equip, develop and empower those who join Microsoft after graduating from undergraduate school, MBA programs, or special job placement programs. As a company, we look to these bright talented individuals to shape the future of our company, to spark the next waves of disruptive innovations, and most importantly, to help discover new ways to accomplish our mission. For this reason, our mission is to empower our university hires to achieve more.

Listed below are examples of what you could be doing - bear in mind you will be assessed for all available roles, and assigned to the position we believe is the best fit for you based on your background, career expectations, performance at interview stage and available roles at the time of hiring.

Applications are reviewed on a rolling basis, the university recruiting team will be in contact with you should you be deemed suitable.

[Applications Close on 2 August, 2021]

Responsibilities

About the Customer Facing Technology Roles

Taking on a customer facing technical role, you'll get to grips with the world's most advanced technologies, see new products come to market and introduce cutting-edge technology solutions to our customers. We have some of the world's biggest companies as clients. If you like the idea of developing technical solutions to help them overcome their business problems, this is the role for you.

Example roles include but are not limited to; Specilaist, Technical Specialist, Partner Technology Strategist, Cloud Solution Architect

- **Specialist**

The Solution Specialist role is focused on working with Microsoft's account teams to identify and drive opportunities in targeted workloads. As a Solution Sales Professional, you will work closely with Sellers and Partners to plan and execute account coverage and campaign strategies to unlock new sales opportunities. The role is adept at understanding the needs and process pains of customers to identify opportunities where Microsoft solutions can add long-term value.

Requirements

Qualifications

- Fresh university graduates Masters (non-MBA), Bachelor's degree
- For Masters (non-MBA), Bachelor's : Have less than 2 years combined (full-time) professional work experience graduating between December 2020 to Dec 2021
- Passion for the technology and innovation
- Seeks opportunities to learn new methods, procedures or techniques
- Evaluates & builds solutions based on customer perspective
- Good understanding of the relationship between technology and business
- Excellent communication, negotiation and presentation skills
- Takes responsibility and holds others accountable for actions, decisions, and goals
- Thriving in a fast paced, ambiguous environment
- Ability to influence, inspire and lead from any role

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PT VIVO MOBILE INDONESIA

Business Assistant

Job Requirements:

1. Bachelor's Degree in business management/business administration or related major;
2. Have good communication skills, fluent in English is a must. Mandarin is an advantage;
3. Great analytical, critical thinking, attention to detail, and problem-solving abilities;
4. Ability to work independently and with the team;
5. >2 years as a Business Analyst or Administration Field;
6. Strong adaptability and capacity to work in fast-paced environments;
7. In-depth understanding of organizational data flow and its use in management decision-making;
8. Ability to perform filing and record-keeping tasks to deliver into managerial;
9. Preferably have experience of administration work in the Branding field (PR, Content, Digital, Event, Media Placement).

Job Descriptions:

1. Responsible for handling Data Administrative and paperwork management (filling).
2. Responsible for Business administration, monitoring, analysis, maintaining expenses completeness that conformance with procedures and regulations.
3. Understanding Branding Business operation flow.
4. Understanding the contract terms and expenses.
5. Ensure the security and validity of the project by coordinating with internal parties (Legal, Audit, and Finance).
6. Responsible to check and record all Business Team transactions.
7. Responsible to update business team expenses track details progress weekly and monthly.
8. Responsible to identify any indication of abnormal expenses or expenses progress.
9. Responsible for arranging team activities, such as weekly meetings.
10. Coordinate with a Business partner to ensure the payment progress.
11. Constantly update job knowledge.

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KEMPINSKI HOTELS

Marketing Communications Office

Key Responsibilities

- Provide administrative/secretarial support for the marketing communication office.
- Coordinate and arrange appointments and schedules.
- Maintain filing system.
- Handle daily phone calls and correspondence/financial documents such as purchase order, expenses claims, etc.
- Handle all agencies/vendors invoices and act as point of contact for billing matters.
- Assist the Director of Marketing and Communication in creating and implementing all Marketing communication activities, including but not limited to:
 - Sponsorship
 - Creation and print of collateral
 - Promotions and packages
 - Advertising
 - Market analysis
 - Photo-shootings
- Maintain hotel listings in online and offline media.
- Handle site inspection.
- Plan, coordinate and implement direct marketing, both on- and offline.
- Maintain guest database for mailings.
- Liaise with F&B department to promote F&B outlets.
- Assist in the creation of the media and marketing plan.
- Conduct competition checks and bench marking on a regular basis.
- Create office presentations.
- Create, coordinate and maintain give-away and collateral.
- Upload and maintain picture storage and distribution systems (Picture Park & VFM Leonardo).
- Provide content and images for websites according to CI.
- Ensure content and photography of 3rd party websites is maintained.
- Ensure compliance with Corporate Identity guideline.
- Maintain updates of corporate marketing communication guidelines and inform colleagues.
- Attend marketing communication relevant meetings.
- Play support role in developing hotel Marketing communication budget and update budget figure periodically.
- Communicate and coordinate with internal departments, especially sales and web as well as creative agencies and suppliers.
- Stay updated with the latest developments in the hotel including all activities, promotions, rates of the hotel.

Desired Skills & Qualifications

- People Oriented, Team-oriented, Creative and Passionate for European Luxury.
- Min. Bachelor degree in Hospitality Management or in Marketing Communication.
- Min. 6 months experience in internship at Hotel in Marketing Communication Department (preferably from 5* Hotel)
- Excellent written and verbal communication skills both English and Bahasa
- Computer literacy – Ms. Office, Photo-shop and Indesign

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ALTERRA INDONESIA

Business Development Executive

Position Summary :

Alterra is looking for a Business Development Executive. This position is responsible and able to compete in the market and facilitate sales with a variety of product types and complete, as well as to increase revenue, and maintain a strong relationship with clients. By having the skills to find new leads, present and negotiate with clients, and also control the implementation process.

Responsibilities :

- **Market Opportunities**
 - Proactively collect identification new opportunities, deliver innovative solutions to clients.
 - Collect and escalate possible issues.
 - Respond to the needs of client and ensure level of satisfaction.
 - Report client performance, and possible opportunities from new client.
 - Collect the current customer base, including portfolios, to identify potential sales opportunities.
- **Revenue & Profits Focused**
 - Find new business leads.
 - Sell, present, create and improve proposals for new and existing client.
 - Negotiation and closing of deals: lead contract negotiations to establish a strong working relationship with partners, and to ensure mutual growth of the partnership.
 - Conduct outreach to clients, and timely follow-up on the collaboration process.
 - Responsible for building and overseeing the development and growth of transactions of new clients.
- **Relationship Cultivation**
 - Cultivate strong business relationships with key decision makers and company stakeholders.
 - Arrange business meetings with prospective clients.
- **Implementation Process**
 - Make insight into product development and competitive positioning.
 - Collect financial data and developing effective strategies to reduce business costs and increase company profits.
 - Contract drafting and review, complete onboarding and legal document.

- Coordination with internal stakeholders about implementation process

Requirements :

- Bachelor's degree in Business Management, Engineering, Marketing, or related field.
- Having a minimum of 1-2 years as a Business Development or related working experience.
- Experience in related industry
- The ability to travel as needed.
- Having outstanding communication, negotiation, and interpersonal skills with a customer-oriented mindset.
- Able to handle multiple projects and/or tasks in a fast-paced environment.
- The ability to work in a fast-paced environment.
- Having technical related knowledge is more advantage.

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ADAMAR

Corporate Finance Analyst

Responsibilities

- The candidate will help CFO analysing capital allocation decisions in the company by looking at data on the effectiveness of the programs, the efficiency of supply chain, the financial impact from various business partner relations, the productivity of workforce and enabling technologies, amongst other internal activities.
- The candidate will conduct market research and develop screens and criteria to help inform build, buy, partner decisions.
- This person would collate internal and external data points to help prepare presentations for both internal and external audiences, including investors.

Requirements

- Min. 3-5 years experience in corporate financial analysis.
- Strong financial modelling and financial analysis.
- Preferably someone from corporate finance advisory, venture capital, private equity or equity analyst.

Interested candidate kindly send your resume to: aditya.wiwoho@adamar.co.id