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Responsible for checking, reviewing and processing staff claims in accordance with company policy.

Monitoring outstanding advances and follow up with related user for settlement advances.

Review long aging items to ensure no long aging items remains unsettled.

Posting journal entries into accounting systems.

Involve in the monthly financial close process, including ensuring all costs incurred are properly recorded.

Involve in reconciliation.

Prepare any other ad-hoc data request.

Graduate from university majoring in Economic/Accounting is a must.

Have finance/accounting intern or finance/accounting work experience is a plus.

Detailed-oriented person.

Able to work in fast paced environment and handle large volume of transactions.

Proficient use of Microsoft office programs.
Purpose:
Responsible for improving the identification and transaction posting process of payment receipt, daily bank reconciliation, communication flow with customers and stakeholders, administering vendor’s invoices entry in the system, and handling other required tasks to meet on-time monthly closing.

Area Responsibilities:
Account Receivable
1. Manage invoice-to-customers administration process.
2. Handle prompt daily communication (via emails, phone, etc) with customers/parents.
3. Daily identification and posting of all incoming money transactions.
4. Prepare standard and customized reports related to invoicing and collection.

Finance Management
5. Daily identification and posting for all incoming money transactions.
6. Responding emails to parents related to the acknowledgements of money receipt in bank account, especially in the absence or delay response by AR Staff.
7. Performing daily bank reconciliation between cash-in-bank GL and daily bank statements. And also to post any required journal entries into GL as part of items reconciliation.
8. Receiving invoices from vendors (matching to PO and Delivery Notes) and posting to the AP system.
9. Handling daily tax administration documentation (vendor’s tax identification, Bukti Potong, etc.).
10. Assisting in monthly / yearly bookkeeping closing.
11. Other special request for reporting or administration procedures.
Finance Officer

Requirements:

- Minimum S1 / Bachelor's Degree in Accounting / Finance.
- Minimum 2 years of relevant experience.
- Demonstrate track record of experience in Financial Accounting.
- Fluent in English, both written and verbal.
- Possess deep knowledge of financial accounting processes and controls.
- Possess understanding of the tax standards, regulation and law in Indonesia.
- Possess an ability to evaluate tax laws, changes, and trends to identify issues and recommend solutions.
- Possess a strong understanding and knowledge of finance and experience with a diverse variety of accounting topics.
- Possess strong analytical skills, both quantitative and qualitative to be able to interpret data related to financial statements and financial records.
- Possess a strong ability to work competently and independently.

APPLY NOW HERE
Account Strategist, Google Customer Solutions

Minimum qualifications:
- Bachelor’s degree or equivalent practical experience.
- 1 year of experience working in sales, media, advertising, E-commerce or digital industry.
- Ability to speak and write in English and Bahasa Indonesia fluently.

Preferred qualifications:
- Sales experience in a technology, advertising, media sales and/or internet environment.
- Experience with Google Ads and YouTube account management, managing advertising and/or media campaigns.
- Media experience across a variety of platforms (TV, Radio, Print, Sponsorship, etc.).
- Ability to multitask; with experience managing multiple accounts simultaneously while paying attention to detail.
- Ability to thrive in a rapidly changing environment with excellent problem-solving, creative thinking and analytical skills.

Responsibilities
- Manage a portfolio of businesses by understanding growth drivers, identifying opportunities for growth, managing risks and building quarterly plans for achievements.
- Drive customer growth by delivering outstanding customer sales experience and achieving customer business and marketing objectives.
- Own end-to-end sales process, by driving customer outreach, sales pitches, solution implementation and performance evaluation.
- Work towards quarterly business and product growth goals.

APPLY NOW HERE
Job Role:
Create visual communications to convey messages in an effective and aesthetically pleasing manner.

Job Descriptions:
- Bringing the brief and concept to life based on the needs and vision.
- Keeping budget, time and production constraints in mind.
- Preparing mockups and presenting to clients before deciding on a final design/concept.
- Editing proofs to Marcomm Department Head’s specifications and getting signoff/approval before finalizing the artwork.
- Adhering to a mall’s brand identity and guidelines.
- Communicating with the internal and external team about the progress of projects and any issues that may arise.
- Working with vendor to extend concept and visuals to other internal and external marketing-related material.
- Making sure artwork is correct and supplied in the Work on multiple briefs at the same time.

Job Requirements:
- Minimum bachelor’s degree in Graphic Design, Advertising, or any related field.
- Excellent communication skills in English (oral & written).
- Business driven and proactive.
- A deep understanding of marketing principles.
- Have plenty of initiative.
- Strong working knowledge of printing, publishing, or graphic design procedures and related computer software.
- Able to use photoshop, illustrator, corel draw, indesign, and HTML.
- Ability to solve problems by being collaborative, creative and analytical.
- Minimum experience 2 years in the same field.

APPLY NOW HERE
Corporate Communication Staff

Tugas dan Tanggung Jawab

- Menyiapkan dan menelaah design corporate image guna memastikan terjaganya corporate identity
- Membantu pelaksanaan event corporate seperti Rapat Umum Pemegang Saham, Public Expose, Tunas Convention, Ulangtahun Perusahaan dengan terciptanya komunikasi yang baik baik internal maupun ekternal.

Kualifikasi:

- Pendidikan minimal S1 jurusan Desain Komunikasi Visual/Komunikasi/Advertising
- Usia maksimal 28 tahun
- Memiliki pengalaman minimal 1 tahun di bidang yang sama
- Memiliki kemampuan analisa dan konseptual, kemampuan komunikasi dan presentasi yang baik
- Mampu bekerja di bawah tekanan, bekerja tim, multitasking dan detail

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Job Description:
- Create marketing strategies and promotions
- Plan and execute all marketing communication activities
- Managing event and run campaigns
- Responsible for any partnership (KOL, brands, media, etc)
- Analyze the effectiveness of marketing, promotion, and campaigns
- Create monthly reports

Requirements:
- Bachelor's Degree in Fashion Business or Marketing
- Fluent in Bahasa Indonesia and English
- Minimum 1 year of working experience in fashion industry or any related field
- Understanding of digital marketing platforms and social media advertising
- Updated with fashion trends, high knowledge in fashion, and familiar with the industry
- Strong interest in sports and sustainable fashion
- Able to multitask and work under pressure, meet deadlines
- Organized, attention to details, and highly creative
- Team oriented, good communication skills

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Job Descriptions:
- Develop creative ideas and concepts for Ajaib various visual communication materials based on a given theme and brief (social media post, digital ads, print ads, email communication, application notification, etc.)
- Attention to details especially on layout and proof-read before delivery of work
- Collaborate with marketing to coordinate brand awareness and marketing efforts
- Stay IP to date with the current trends in the creative marketing field

Qualifications:
- Candidate must possess at least a Dipbola or Bachelor's Degree in Art/Design/ Creative Multimedia or equivalent
- Minimum 1-year experience as Graphic Designer
- Able to work well in a team, also independently
- Proficiency using Adobe Photoshop & Illustrator *can use Motion software is a plus)
- Good understanding of design process, and have a good sense of style

APPLY NOW HERE
Job Description

- Maintain relationship with selected value Ajaib clients via WhatsApp and other online channels to ensure client has positive experience with Ajaib
- Advice clients on their financial health status and risk profiles, as needed
- Distribute regular news content from Ajaib’s financial expert team to value clients
- Liaise client’s needs with Customer Service and other teams

Qualifications

- Has a Bachelor’s Degree in Finance, Economics, Business or other related fields
- You are an investor yourself and passionate about investment
- Certified in WPPE, CFP, QWP or RFP preferred
- Working experience as a relationship manager, equity sales, investment specialist, financial advisor, banker, investor or other related fields preferred

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Web Developer

Job Requirements
1. Must possess a Bachelor Degree in Information Technology or Computer Science
2. Have at least 1 year of working experience in the related field
3. Required technical skills: PHP, MySQL, HTML, CSS, JavaScript, JQuery
4. Additional skills will be a plus point: Laravel, ReactJS, NoSQL
5. Proficiency in written English is a plus

Job Objectives
1. Create, maintain, extend, improve, and/or fix existing and/or new back-end system(s)
2. Create, maintain, extend, improve, and/or fix existing and/or new front-end system(s)
3. Assist other departments with technical support regarding data request and/or processing

APPLY NOW HERE
GLOBAL JET ECOMMERCE

E-Commerce Specialist

Job Descriptions
1. Ensure target achievement.
2. Maintain relationship with brand & platform.
3. Ensure availability of store merchandise and store services still on high standards.
4. Maintain operations by initiating, coordinating and enforcing program, operational and personnel policies and procedures.
6. Maintain the stability and reputation of the store.
7. Daily platform monitoring.
8. Find more opportunities for brand to growing more in Online.
9. Monitoring effectiveness of marketing plan, content and design.

Job Qualification
1. Candidate must process at least a Bachelor's degree in administration, management, marketing or related field.
2. Max. 30 years old.
3. Required language(s): Fluent in Mandarin and English
4. At Least 1 year experiences in handling brand for retail or e-commerce store.
5. Passionate in operating online store.
6. Required Skill(s): sales, marketing.
7. Advanced in Microsoft office (excel and power point) skills.
8. Solid knowledge of store management, marketing and sales principles.
9. Have excellent communication skills, both written and verbal.
11. Proven successful experience as a retail manager

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