

PENCARI TENAGA KERJA

1 PT. ATEJA

1. Finance / Accounting Supervisor

- Min. Bachelor Degree (S1) in accounting
- Min GPA = 3.00
- Organized, good record keeping skill, good knowledge of accounting principles.
- Good interpersonal communication and managerial skills.
- Fresh graduate and final year college students are welcome.

2. Front Office Staff

- Diploma 3 (D3) in Hospitality
- Min GPA = 3.00
- Good interpersonal communication and managerial skills
- Fresh graduate and final year college students are welcome

3. Internal Audit Supervisor

- Min Bachelor Degree (S1) in Accounting/Industrial Engineering
- Min GPA = 3.00
- Good interpersonal communication and managerial skills
- Fresh graduate and final year college students are welcome

4. PPIC Supervisor

- Min. Bachelor Degree (S1) in Industrial Engineering
- Min GPA = 3.00
- Good interpersonal communication and managerial skills
- Fresh graduate and final year college students are welcome

5. Product Designer

- Min. Bachelor Degree (S1) in Kriya Textile / Visual Communication Design (DKV)/ Art Major
- Min GPA = 3.00
- Artistic and creative
- Fresh graduate and final year college students are welcome

6. Production Supervisor

- Min. Bachelor Degree (S1) in Chemical
- Min. GPA = 3.00
- Good interpersonal communication and managerial skills
- Fresh graduate and final year college students are welcome

7. QC Raw Material / Finished Good Supervisor

- Min. Bachelor Degree (S1) in Chemical Engineering
- Min. GPA = 3.00
- Good interpersonal communication and managerial skills

- Fresh graduate and final year college students are welcome

8. Retail Purchasing Staff

- Diploma 3 (D3) of any major
- Min. GPA = 3.00
- Good interpersonal communication and managerial skills
- Fresh graduate and final year college students are welcome

9. Overseas / Local Sales Area Manager

- Min. Bachelor Degree (S1) in any major
- Min. GPA = 3.00
- Must hold a driving license (SIM A)
- Fluent in English both oral & written
- Good interpersonal communication and managerial skills
- Fresh graduate and final year college students are welcome

2. Early Intelligym learning Center- The Playhouse

Lead Teacher:

S1 Psikologi / Pendidikan Anak Usia Dini (PAUD) Terapi Okupasi/Fisioterapi/bidang terkait perkembangan anak.

Diutamakan memiliki pelatihan atau pengalaman dalam: Sensory integration/ sensory Play/ Early Childhood stimulation/ Child development

Memiliki minat dalam perkembangan anak

Memahami tahapan perkembangan anak (motorik kasar, motorik halus, kognitif, Bahasa, Social-emotional)

Kreatif, sabar, dan menyukai anak-anak

Mampu memfasilitasi aktivitas bermain yang menstimulasi perkembangan anak

Mampu bekerja sama dengan tim dan berkomunikasi dengan orang tua.

3. Wellman Jewelry

1. Jewelry Representative

(Placement: Bekasi)

Willing to be assigned to Jakarta Metropolitan Area (Jabodetabek) & Surabaya, and to Participate in exhibitions across various cities in Indonesia.

- Bachelor's degree with minimum 1 year of experience in sales (GPA min 3.00); fresh graduates are welcome to apply.
- Experience in jewelry retail is a plus.
- Maximum 28 years old.
- Male/female with good appearance (proportional height & weight)
- Preferably of Oriental appearance.
- Strong soft skills; communicative, upselling, cross-selling, teamwork, and an interest in jewelry.
- Strong selling skills

- Willing to work 6 days a week (weekday off) and on public holidays with shift system.
- Must attach recent full-body photos (front, right side, and left side)
- Mandarin proficiency is preferred.

Responsibilities (Admin + Sales):

- Assist customers with purchases, product collection, services, complaints, and fittings.
- Provide product information and transaction policies in a polite, accurate, and comprehensive manner.
- Support marketing activities, including promotions and communicating promotional offers to customers.
- Conduct stock opname (inventory checks).
- Prepare administrative reports related to products.

2. Jewelry Representative
(Placement: Surabaya)

Requirements:

- Bachelor's degree with minimum 1 year of experience in sales (GPA min. 3.00); fresh graduates are welcome to apply.
- Experience in jewelry retail is a plus.
- Maximum 28 years old.
- Male/Female with good appearance (proportional height & weight).
- Preferably of Oriental appearance.
- Strong soft skills: communicative, upselling, cross-selling, teamwork, and an interest in jewelry.
- Strong selling skills.
- Willing to work 6 days a week (weekday off) and on public holidays with shift system.
- Must attach recent full-body photos (front, right side, and left side).
- Mandarin proficiency is preferred.

Responsibilities (Admin + Sales):

- Assist customers with purchases, product collection, services, complaints, and fittings.
- Provide product information and transaction policies in a polite, accurate, and comprehensive manner.
- Support marketing activities, including promotions and communicating promotional offers to customers.
- Conduct stock opname (inventory checks).
- Prepare administrative reports related to products

3. Jewelry Representative

(Placement: BSD City Tangerang)

Requirements:

- Bachelor's degree with minimum 1 year of experience in sales (GPA min. 3.00); Fresh graduates are welcome to apply.
- Experience in jewelry retail is a plus.
- Maximum 28 years old.
- Male/Female with good appearance (proportional height & weight).
- Preferably of Oriental appearance.
- Strong soft skills: communicative, upselling, cross-selling, teamwork, and an interest in jewelry.
- Strong selling skills.
- Willing to work 6 days a week (weekday off) and on public holidays with shift system.
- Must attach recent full-body photos (front, right side, and left side).
- Mandarin proficiency is preferred.

Responsibilities (Admin + Sales):

- Assist customers with purchases, product collection, services, complaints, and fittings.
- Provide product information and transaction policies in a polite, accurate, and comprehensive manner.
- Support marketing activities, including promotions and communicating promotional offers to customers.
- Conduct stock opname (inventory checks).
- Prepare administrative reports related to products.

4. Jewelry Representative

(Placement: Bandung)

Willing to be assigned to Jakarta Metropolitan Area (Jabodetabek) & Surabaya, and to participate in exhibitions across various cities in Indonesia.

Requirements:

- Bachelor's degree with minimum 1 year of experience in sales (GPA min. 3.00); fresh graduates are welcome to apply.
- Experience in jewelry retail is a plus.
- Maximum 28 years old.
- Male/Female with good appearance (proportional height & weight).
- Preferably of Oriental appearance.

- Strong soft skills: communicative, upselling, cross-selling, teamwork, and an interest in jewelry.
- Strong selling skills.
- Willing to work 6 days a week (weekday off) and on public holidays with shift system.
- Must attach recent full-body photos (front, right side, and left side).
- Mandarin proficiency is preferred

Responsibilities (Admin + Sales):

- Assist customers with purchases, product collection, services, complaints, and fittings.
- Provide product information and transaction policies in a polite, accurate, and comprehensive manner.
- Support marketing activities, including promotions and communicating promotional offers to customers.
- Conduct stock opname (inventory checks).
- Prepare administrative reports related to products

5. Graphic Designer

Requirements:

- Male/ Female, max.25 years old.
- Bachelor's degree in Visual Communication Design, Multimedia/ Graphic Design.
- Soft skills: initiative, communicative, creative, detail-oriented, well-structured, outgoing, team player, strong research and analytical skills.
- Hard skills: Adobe Illustrator, Adobe Photoshop/lightroom, CorelDRAW.
- Good understanding of layout, typography,color, and visual hierarchy.

Responsibilities:

- Create visual content for digital & print (IG, banners, pricelists,etc)
- Develop design concepts based on briefs.
- Collaborate and brainstorm with the team.
- Define design elements (color,fonts,layouts)
- Present, revise, and finalize designs.
- Photo editing & retouching.
- Manage and back up files (photo& video).

- Prepare visual materials for store/TV needs.

4. PT. Propan Raya

AR Controller

- S1 Akuntansi
- Pengalaman di AR minimal 1 tahun
- Bersedia melakukan perjalanan dinas keluar kota (JABAR)

5. Internet Service Provider

HR Industrial Relation

- Bachelor's degree in Human Resources Management, Law, or a related field (Has certification is a plus)
- Fluent in both verbal and written English
- Comprehensive Indonesian civil and labor law knowledge
- Good analytical and non-litigation skills
- At least 1 year of experience in the same position, though fresh graduates are also welcome to apply

PENCARI KERJA

1. **ADMINISTRASI**

09340, P, 45th, D1 Komputer

11344, P, 44th, DIII Manajemen Pemasaran

2. **Editor Video**

19292, L, 27th, Teknik Industri