

PT. Matahari Department Store Tbk. is a leading retail company with more than 100 stores all over Indonesia. We have vision to be Consumers' Most Preferred Retailer, and our mission is to consistently bring value fashion-right products and services that enhance the customers' quality of lifestyle.

Due to our aggressive business expansion, we are looking for qualified & dynamic talents to join our success team for the following position:

## ADMINISTRATION SUPPORT

This position will assist Division Head in secretarial duties (develop/compile reports, prepare presentation material, arrange schedule, travel arrangement, correspondence)

### Qualifications :

- Female, age between 21-30 years old.
- Min. Diploma from reputable Academy wt GPA  $\geq 2.75$
- Minimum 1 year experience as Administration support
- Proficient in MS Office (Word, Excel, Power Point), having excellent office clerical skills.
- Strong interpersonal & communication skill
- Detail-oriented, proactive, and able to thrive in fast-paced
- Willing to be placed at Lippo Karawaci

***If you're match with the qualifications & ready for the challenges, turn yourself in !!!***

[ho.matahari@gmail.com](mailto:ho.matahari@gmail.com)

or

PT. Matahari Department Store Tbk.  
HR Division

Lippo Cyberpark, Jl. Boulevard Gajah Mada #2138  
Lippo Karawaci – Tangerang 15811

## JOIN OUR SUCCESS TEAM ...

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### ART DIRECTOR

**Requirements:**

- Minimum Bachelor Degree in Visual Communication Design/ Graphic Design, from reputable University
- Minimum 1 years relevant experience in an advertising agency/retail as Junior Art Director
- Proficient in Mac Programs, experienced in developing creative design for marketing programs
- Having excellent attention to detail, able to work under the pressure of tight deadlines
- Excellent English, strong interpersonal skill
- Willing to be placed at Lippo Karawaci

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## **ASSISTANT BRAND MANAGER (Junior Manager)**

### **Responsibilities:**

You will be responsible for managing & monitoring brand activity, provide brand performance report (sales, inventory, selling space, productivity), review selling space lay out, and monitoring brand promotion program.

### **Requirements:**

- Female, max 30 years old, min Bachelor Degree from reputable university
- Min 2 years relevant experience in merchandising/ assistant brand manager/ store operation /similar position, preferably from fashion retail industry.
- Good communication and coordination skill
- Comfortable working with numbers, organized, strong analytical skills, good detail orientation.
- Must have a thorough knowledge of fashion lifestyle and sharp business sense.
- Strong coordination & interpersonal skill
- Fluent in English & Computer Literate
- Willing to be placed at Lippo Karawaci

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## **ASSISTANT MERCHANDISING MANAGER (Junior Manager)**

### **Responsibilities:**

You will be responsible for supporting & assisting Merchandising Manager in planning & monitoring stock allocation, evaluating merchandise performance (sales, inventory, slow moving), planning merchandise clearance, work closely with supplier and store operation team in order to achieve target.

### **Requirements:**

- Female, max 30 years old, min Bachelor Degree from reputable university
- Min 2 years relevant experience in merchandising/purchasing/similar position, preferably from fashion retail industry.
- Comfortable working with numbers, organized, strong analytical skills, good detail orientation.
- Must have a thorough knowledge of fashion lifestyle and sharp business sense.
- Strong coordination & interpersonal skill
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### **CAD OPERATOR**

#### **Qualifications :**

- Male, age between 21-30 years old.
- Min. Diploma from reputable Academy wt GPA  $\geq 2.75$
- Minimum 2 years experience as CAD Operator
- Advance skill in Auto CAD, 3D Max, and other graphic design programs
- Good knowledge of signage and fixtures
- Detail-oriented, proactive, and able to thrive in fast-paced
- Willing to be place at Lippo Karawaci

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PT. Matahari Department Store Tbk. is a leading retail company with more than 125 stores all over Indonesia. We have vision to be Consumers' Most Preferred Retailer, and our mission is to consistently bring value fashion-right products and services that enhance the customers' quality of lifestyle.

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## **CUSTOMER SERVICE SUPERVISOR (SEMARANG)**

### **Responsibilities:**

- You will be responsible to manage the customer service implementation and improve the customer satisfaction in order to create a good shopping experiences.
- Ensure that the marketing and MCC program implemented by the company's standard

### **Requirements:**

- Male / Female, maximum 28 years old. Minimum Bachelor Degree from reputable University, GPA  $\geq 2,75$ . (Diploma degree with experience are welcome).
- Minimum 1 year experience as customer service in banking industry
- Strong communication and interpersonal skill
- Fluent in english
- Not color-blind, and willing to work in shift
- To be placed at **Semarang**

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### **DATA ANALYST OFFICER**

#### **Responsibilities:**

You will be responsible for supporting Merchandising Manager in preparing the data for evaluating merchandise performance (sales, inventory, slow moving) and creating merchandising budget plan.

#### **Requirements:**

- Male/ Female, max 30 years old, min Bachelor Degree from reputable university
- Min 2 years relevant experience as data analyst, preferably from fashion retail industry.
- Comfortable working with numbers, organized, strong analytical skills, good detail orientation.
- Strong coordination & interpersonal skill
- Fluent in English & Computer Literate
- Willing to be placed at Lippo Karawaci

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### DRAFTER

#### Qualifications :

- Male, age between 21-30 years old.
- Min. D1 or SLTA with 2 years experiences
- Minimum 2 years experience as Drafter/ CAD Operator
- Advance skill in Auto CAD and other graphic design programs
- Good knowledge of signage and fixtures
- Detail-oriented, proactive, and able to thrive in fast-paced
- Willing to be place at Lippo Karawaci

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PT. Matahari Department Store Tbk merupakan perusahaan retail terkemuka yang memiliki lebih dari 120 toko di seluruh Indonesia. Visi kami adalah menjadi perusahaan peritel utama pilihan konsumen dan misi kami adalah secara konsisten menawarkan beragam produk bernilai dan tepat guna dengan pelayanan terbaik guna meningkatkan kualitas dan gaya hidup konsumen.

Mengacu pada perkembangan bisnis kami yang pesat maka kami mengundang anda yang dinamis dan kompeten untuk bergabung dengan tim sukses kami pada posisi:

### **HR & GA SUPERVISOR (Semarang)**

#### **Responsibilities:**

- Bertanggungjawab terhadap Manajemen Sumber Daya Manusia : rekrutmen, pelatihan, kepersonaliaan & penggajian, hubungan industrial, hubungan ketenagakerjaan, dan *general affair*.
- Bertanggungjawab untuk memelihara hubungan baik dengan pihak-pihak eksternal seperti sekolah dan institusi pemerintahan.

#### **KUALIFIKASI:**

- Wanita, max. 28 tahun. Min. S1 dari universitas terkemuka, GPA  $\geq 2,75$ . (terbuka bagi lulusan D3 dengan pengalaman min. 1 tahun).
- Lulusan dari Hukum/Psikologi/Manajemen SDM
- Pengalaman di bidang yang sama akan menjadi nilai tambah
- Memiliki potensi kepemimpinan, analisa yang kuat dan ketrampilan *interpersonal* yang baik.
- Tidak buta warna, dan bersedia mengikuti jam kerja *shifting*

**Jika anda tertarik dan memenuhi persyaratan di atas, kirimkan lamaran lengkap ke:**

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### INTERIOR DESIGNER

**Responsibilities:**

- You will be responsible for creating the concept and design lay out for stores (new store & renovation)

**Requirements:**

- Male, Minimum Bachelor Degree in Architect
- Minimum 2 year 2experience as interior designer or junior architect (preferably from retail industry)
- Mastering Auto CAD, 3D Max, & Adobe Illustrator
- Innovative and has strong willingness to work in a highly creative environment.
- Good knowledge of signage and fixtures, good sense of art.
- Willing to travel & to be placed at Lippo Karawaci

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## QS ME SUPERVISOR

### **Descriptions:**

- Support Project Tender Activity, Budget and Cost Draft Plan
- Support the Pasca Tender Activities and Prepare the Administration and Documentation

### **Requirements:**

- Min. Bachelor Degree in Mechanical or Electrical Engineering
- Min. 1 years experience as Estimator/ Quantity Surveyor
- Good knowledge in handling project tender process
- Detail oriented, persistence, and good interpersonal skills
- **Willing to be located in Lippo Karawaci**

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### **STORE SUPERVISOR (JAWA TENGAH)**

#### **Responsibilities:**

- You will be responsible for achievement of sales target, analyzing productivity per brand, managing inventory & shrinkage, lead sales associate team & develop their skills.

#### **Requirements:**

- Male, maximum 28 years old
- Minimum Bachelor Degree in any discipline from reputable University, GPA  $\geq 2,75$ . (Diploma degree with experience are welcome).
- Experience in retail/sales/marketing/customer service would be preferable
- Strong analytical, interpersonal skill, & leadership potential
- Good in English and computer literate
- Not color-blind, and willing to work in shift
- Vacancies: **Yogyakarta, Magelang, dan Semarang**

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Due to our aggressive business expansion, we are looking for qualified & dynamic talents to join our success team for the following position:

### **VISUAL MERCHANDISING SUPERVISOR (Aceh & Batam)**

#### **Responsibilities:**

- Responsible for every aspect of visual merchandising (VM) in store, to support store operation team to achieve sales target.
- Support store operation team for in-store promotion material.

#### **REQUIREMENTS:**

- Maximum 28 years old. Minimum Bachelor Degree from reputable University, GPA  $\geq 2,75$ . (Diploma degree with experience are welcome).
- Bachelor Degree in Architecture/Interior Design/Graphic Design/Visual Communication Design
- Strong leadership potential, Strong analytical, Strong communication, Interpersonal skill and Good in English
- Not color-blind, and willing to work in shift
- Vacancies : **Medan & Batam**

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### **VISUAL MERCHANDISING SUPERVISOR**

#### **Responsibilities:**

- Responsible for every aspect of visual merchandising (VM) in store, to support store operation team to achieve sales target.
- Ensuring VM presentation in store is attractive for customer and in line with company standard.
- Provide training and direction to VM team and sales associates in order to increase their technical skill & knowledge about fashion trend.
- Support store operation team for in-store promotion material.

#### **Requirements:**

- Male / Female, maximum 28 years old
- Height: Male minimum 168 cm, Female minimum 158 cm, with proportional weight
- Minimum Bachelor Degree in Architecture/Interior Design/Graphic Design/Visual Communication Design from reputable University, GPA  $\geq 2,75$ .
- Proficient in 3D Max, Photoshop, Corel Draw, Illustrator, Mac, freehand
- Experience in the same field would be preferable
- Strong & leadership potential, good in English and computer literate
- Not color-blind, and willing to work in shift

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