

PT Graha Teknologi Nusantara was a subsidiary of a PT Multipolar Technology Tbk. That was stir at the data center company. Later the location of this company is in Cikarang. PT Multipolar Technology Tbk is a leading Systems Integrator in Indonesia since 1975 with proven track record in FSI, Telco, Govt & Healthcare sector, and expanding its coverage to Natural Resources & Commercial. MLPT offers end-to-end IT solutions, from Hardware, Application System, Core Application Implementation, IT Governance to Total IT Outsourcing. It helps businesses in IT engagements such as enabling core banking & e-channels for banks to provide 24x7 service, healthcare information services for hospitals, supporting mobile communications solutions for telco operators, implementing e-learning solution to educational institutions, advising govt institutions on collaborative e-Govt services, developing Enterprise Architecture-based IT Master Plan, providing BI solution to many sectors & IT Outsourcing services through its subsidiary, PT Visionet Internasional (VisioNet) with its nationwide service coverage. MLPT is recognized partner of IBM, Cisco, Microsoft, Oracle, NCR etc, and has obtained ISO certification. MLPT has been listed in the IDX (stock code MLPT). We need to employ professional and potential to fill the following position:

## Legal

### **Scope of works:**

- Develop the required service oriented attitude to both internal and external customers.
- Develop the required competencies, understand what are expected from them in relation to the new organization & system, and perform and contribute accordingly.
- Administer and manage the filing and maintenance of company legal documents.
- Assist Legal Dept Head to prepare the drafts of all legal documents, agreements and instruments related to all contracts for the Company's use ensuring that the Company's interests are protected
- Assist Legal Dept Head in reviewing and developing all contracts and any other legal related documents.
- Provide simple legal opinion associated with law and litigation.
- Administer all legal documents of Company, including handle the Company's license, such as SIUP and others
- Assist in the administration of corporate action, such as Right Issue, etc., by preparing necessary documents as required
- Document all rules and regulations which are interrelated with the Company
- Assist Legal Dept Head to establish and to maintain an up to date awareness of all legal requirements relevant to the Company's operations and ensure that management is aware of changes which may affect the Company
- Assist Legal Dept Head to manage and administer Intellectual Proprietary Rights (IPR) of any form of innovation invented / created in the corporation with focus on the following activities: Liaise with related parties to register the result of research and publication to Ministry of Legal and Human Rights to secure IPR, and Manage IPR and Observe the Violation of IPR by 3rd Parties.

### **Requirements:**

- Minimum S1 Legal from reputable university.
- Have min 2 years working experience in similar position will be an advantage.
- Knowledge in Corporate Legal.
- Reasonable knowledge in using relevant MS. Office applications, and excellent proficiency in using spreadsheet and financial tools.

- Possess excellent communications skills (both verbal and written) and the ability to work in a demanding, multi-task environment.
- Strong integrity, confident, Assertive, proactive and responsive.
- Meticulous and strong attention to details.
- Sound knowledge of corporation business nature.

### Procurement

#### **Scope of works:**

- Check price and available goods to vendors based on requisition
- Select supplier/vendor based on best price, best quality and competitive delivery time
- Prepare the necessary documents for vendor selection
- Generate Purchase Order according to requests from end users
- Follow up the arrival of goods to insure its quality and date of arrival as per request
- Prepare Payment Request and ensure the completeness of supporting documents for approval
- Monitor and Maintain delivery of goods and payment to vendor
- Prepare all required documentation for damaged goods claiming process

#### **Requirements:**

- Diploma or Bachelor degree from any discipline.
- Have min 1 years working experience handling procurement in IT Industry.
- Good negotiation skill, excellent communication and interpersonal skill.
- Able to work with tight target, under pressure, accurate, honest & well organized
- Placement in Lippo Karawaci – Tangerang

If you are interested to be part of our team and would like to apply for this position. Please send your application with comprehensive resume, copies of academic certificate, supporting documents (max 300 kb), and kindly state the position you apply for at the e-mail subject to:

HRD PT Multipolar Technology Tbk  
Boulevard Gajah Mada No.2025  
Lippo Cyber Park, Lippo Village  
Tangerang 15811

Or email to: [made.aprilia@multipolar.com](mailto:made.aprilia@multipolar.com) / [recruitment@multipolar.com](mailto:recruitment@multipolar.com)