

Company Overview

PT. International Test Center is the Country Master Distributor of ETS (Educational Testing Service-USA) and Certiport in Indonesia. We administer ETS and Certiport products and services, such as TOEIC, TOEFL, IC3, etc, which are relevant and beneficial to the Indonesia workforce and student population, helping them to achieve international standards in learning and skill application. ITC serves private and public sectors, large corporations and small medium enterprises, universities and schools, organizations and individuals by providing accurate and reliable assessments so that they can perform confidently.

Position : SALES & MARKETING EXECUTIVE

Responsibilities:

- Responsible for finding prospective business opportunities/partners on national scale as well as maintaining and developing the sales team.
- Develop & execute marketing and sales plan, strategies and techniques
- Respond to sales requirements from existing and potential customers
- Maintain contact with existing and potential customers to promote sales and deliver detailed account plans
- Report on activities and provide relevant management information
- Liaison with internal operational staff

Requirements:

- D3 or Bachelor degree in any discipline (from Marketing area will be preferable)
- Having experience in the same area will be preferable but fresh graduate are welcome to apply
- Fluent in English both oral and written, TOEIC score 605
- Sales & result oriented and having wide networking
- Excellent presentation and negotiations skills & have strong commitment to deliver a good customer service.
- Empathic communicator, able to see things from the other person's point of view.
- Able to get on with others and be a team-player.
- High integrity, credible, comfortable in dealing with senior big company executives
- Mobile & willing to travel in and outside the country

Position : Executive Data Processing

Responsibilities:

- Scanning & Scoring Answersheet
- Analyzing data using Excel
- Reporting using Excel or Powerpoint
- Responsible for the processing of all information provided to clean, usable data for account management and/or clients. The department uses tools and software to meet

Requirements:

- D3/S1 degree from any Major
- Female/Male
- Fresh Graduate are welcome
- Fluent in english (min score TOEIC \geq 600)
- Able to work underpressure and with minimum supervision
- Attention to detail and keep data secured
- Able to work at the office all day long

Please send your complete application to:

Plaza Sentral 17th floor
Jl. Jend. Sudirman Kav. 47 Central Jakarta 12930

For further information, visit our website:

www.itc-indonesia.com