

## Technical Consultant

### **Responsibilities :**

- Implementing application based on client requirements
- Setup and configure application, SQL query, SSIS and stored procedure within database in application
- Conduct training to end users on client environment
- Support for existing client by email, phone and on-site visit
- Post implementation support
- Problem solving related implementation issues and support issues

### **Requirement :**

- Male/female
- Max. 29 years old
- Min. diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. GPA 3,00 (scale 4,00)
- Required skills : My SQL and query
- Good communication in english both oral and written
- Having good self motivation, fast learner, can do attitude, able to work as a team or able to work independently and good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Having strong analytical skill and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Sales Account Manager

### **Responsibilities :**

- Sales target oriented and able to seek for new prospects

### **Requirement :**

- Male/female
- Good looking
- Min. diploma degree from majoring computer science, information system, management information system or related fields
- Min. GPA 2,80 (scale 4,00)
- Min. 1 year experience as account manager/sales in IT company (preferable)
- Smart, proactive, full of initiative
- Strong & effective interpersonal and communication skill
- Having pleasant personality and high degree of integrity
- Able to work under required time and under pressure
- Good communication in English both oral and written
- Willing to be located in GadingSerpong, Tangerang

## Quality Assurance

### **Responsibilities :**

- Develop and document the automated regression test systems for in-process QA testing
- Design, develop and document the technical and functional test scripts
- Execute load test scripts using the corporate load testing and stress tool
- Identify coding and development issues, enter them into the corporate defect tracking system and resolve the issue with programmers
- Provide reports, recommendations, or alternatives that address existing and potential trouble areas in existing and in-progress IT systems
- Communicate test progress and results to system stakeholders
- Recommend improvement of applications to programmers and software developers or engineers
- Recommend approval on programs that passed the test
- Document the development process and provide regular updates to management
- Fully comply with the rules and processes in the company

### **Requirement :**

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system, accountancy computer or related field
- Fresh graduates are welcome to apply
- Min. GPA 3,00 (scale 4,00)
- Required skills : have knowledge of SQL, have knowledge of methods and processes used in quality assurance of software programs, well developed analytical skill and proven problem solving skills
- Good communication in English both oral and written
- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Good interpersonal and communication skill and teamwork player
- Willing to be located in GadingSerpong, Tangerang

## Project Manager

### Responsibilities :

- Runs complex projects from design and development to production
- Defines requirements and plan project lifecycle deployment
- Identifies resources needed and assigns individual responsibilities
- Create strategies for risk mitigation and contingency planning
- Plans and schedule project deliverables, goals, milestones
- Directs and oversees project engineering team and manages conflicts within group
- Efficiently identifies and solves project issues
- Designs and maintain technical and project documentation
- Facilitates team and client meetings effectively
- Reviews deliverables prepared by team before passing to client
- Prepares for engagement reviews and quality assurance procedures
- Demonstrates leadership to define requirements for project risk
- Effectively applies project management methodology and enforces project standards
- Tracks and reports team hours and expenses on a weekly basis
- Manages project budget
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project
- Follows up with clients, when necessary, regarding unpaid invoices
- Analyzes project profitability, revenue, margins, bill rates and utilization
- Performs team assessments and evaluations
- Regularly report project progress to PMO Head
- Prepare project cost sheet
- Prepare project timeline including SPI, CPI, PQI components
- Ensure project done on time, on quality, on time and on scope
- Prepare weekly project status report to be reported to internal and external
- Ensure all the scopes are delivered
- Ensure all project documents are delivered
- Fully comply with the rules and processes in the company

### Requirement :

- Male/female
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. 2 years of experience as Project Manager for IT projects
- Min. GPA 3,00 (scale 4,00)
- Required skills : strong leadership to manage project team, good negotiation skill and analytical problem solving skill
- Good communication in English both oral and written
- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements

- Able to work under required time and pressure
- Good interpersonal and communication skill and teamwork player
- Willing to be located in GadingSerpong, Tangerang

## Senior ETL Developer

### Responsibilities :

- Understand core data concepts such as Slowly Changing Dimensions, CDC, dimensional modeling
- Perform source system analysis
- Participate in data architecture design sessions
- Create optimal reporting data models
- Create optimal ODS data model
- Proficiency in mapping, re-mapping 3NF, Dimensional model (from and to)
- Develop ETL processes using SSIS or Oracle Data Integrator (ODI) or DataStage or Informatica
- Strong SQL and PL/SQL skills required
- Working knowledge with Oracle or SQL or DB2 databases
- Ability to work with business users to understand processes and requirements
- Understand complex logic and solve data issues by coming up with sound technical solutions
- Can prepare and maintain technical documentation

### Requirement :

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. experience 3 years of SSIS or DataStage, or Informatica experience, 5+ using ETL tools in general and data warehouse development
- Min. GPA 3,00 (scale 4,00)
- Required skills : experience working with my SQL, database, query, SSas/datastage, familiar with java will be an advantage
- Good communication in english both oral & written
- SQL, Oracle, DB2 related certifications preferred (not participant's certificate)
- ETL related certifications preferred (not participant's certificate)
- Good communication in english both oral & written
- The ability to work effectively with minimal direction and supervision
- Creativity and original thinker
- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Good interpersonal and communication skill and teamwork player
- Strong analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Application Specialist

### Responsibilities :

- Development, interfaces, system documentation, training, maintenance, screen design and layout, system flows, report design and recommendations for alternate non-mainframe support software for manual and automated support systems
- Supports and provides extraction of operational data from various source systems
- Transforms, aggregates and integrates information and promotes efficient and effective delivery of information to the end user
- Data collection and presentation involves the creation of design specifications, accessing data through a variety of databases and the creation of accurate, meaningful and relevant information for diverse audiences
- Information management requires maintaining integrity of data and working with other departments to acquire information
- Implementation, maintenance and support of new software when needed
- Fully comply with the rules and processes in the company

### Requirement :

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. experience 1 year as application specialist
- Min. GPA 3,00 (scale 4,00)
- Required skills : have knowledge about business process, workflow, have knowledge about SOA concept, oracle, SQL server, my SQL, DB2, programming, familiar with java script and java programming will be an advantage and ability to use a variety operating systems on multiple platforms
- Good communication in English both oral & written
- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Java Developer

### Responsibilities:

- Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client
- Arranges project requirements in programming sequence by analyzing requirements, preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic
- Encode project requirements by converting work flow information into computer language
- Program the computer by entering coded information
- Confirm program operation by conducting tests, modifying program sequence and/or codes
- Prepare reference for users by writing operating instructions
- Maintain historical records by documenting program development and revisions
- Maintain client confidence and protects operations by keeping information confidential
- Ensure operation of equipment by following manufacturer's instructions; troubleshooting malfunctions, calling for repairs, evaluating new equipment and techniques
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Fully comply with the rules and processes in the company

### Requirement :

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. experience 1 year as java developer
- Min. GPA 3,00 (scale 4,00)
- Required skills : have technical knowledge in java, experienced in rich client/desktop application development, preferably eclipse based or netbeans based, experienced in java web based development (JSP and related technology), experienced with one or more java based MVC framework and expert in J2EE development, preferably experienced working with Spring and related Technology or project
- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang



## Recruitment Officer

### Responsibilities :

- Maintaining a database of various job seekers categorized by skills, as well as of current job openings. Finding suitable candidates for job vacancies and current openings for job seekers
- Scheduling meetings between organizations and potential candidates
- Often conducting interviews with candidates to verify the authenticity of their resumes
- Attending job and college career fairs to find potential clients and candidates
- Working closely with recruiting companies to help them identify their needs and giving them a realistic picture of the current job market
- Composing and placing advertisements in journals, newspapers or on websites
- Training candidates on general and specific interview skills
- Fully comply with the rules and processes in the company

### Requirement :

- Male
- Max. 26 years old
- Min. Bachelor degree majoring psychology
- Fresh graduates are welcome to apply
- Min. GPA 3,00 (scale 4,00)
- Required skills : have knowledge about the recruitment and selection, interviewing, mastering tools and interpretation of psychology tests and personnel, have knowledge in personnel administration and able to operate computer (Microsoft Office Excel, Word, Powerpoint)
- Good communication in English both oral and written
- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Functional Consultant

### Responsibilities :

- Evaluate the current business processes that will be affected by the new software system
- Document the processes of the business in its current state and then make recommendations for software systems that will support and improve the flow of work in the business
- Establish the needed configurations for the software implementation and documents them, then submits the configurations to the leadership team for approval
- Mapping analysis of each module of the software and based on that analysis, they will establish documentation for the final goals of the project
- Works with other consultants and employees installing and configuring the systems according to the plan developed in the planning stages of the project
- Corresponds with project managers, keeping the lines of communication open regarding the project's process
- Makes plans to test the software modules as they come online and to train employees in using the new software
- Once the project team finishes implementing the system, the functional consultant remains on the job, testing the system, answering questions about how the system works and generally making sure the new software is behaving as expected
- During this final stage of the project, he may also make a new set of recommendations to fine tune the system configuration to further enhance usability and productivity
- Fully comply with the rules and processes in the company

### Requirement :

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in IT, accounting, accountancy computer, computer science or related field
- Min. have experience work in the Public Accounting Firm
- Min. GPA 3,00 (scale 4,00)
- Good communication in english both oral and written
- Have good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Well-organized, flexible, proactive, and give attention to details
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## System Engineer

### Responsibilities :

- Coordinate system development tasks to include design, integration and formal testing
- Oversees all transitions into production
- Develop and complete actions in system specifications, technical and logistical requirements and other disciplines
- Create and maintain programmatic and technical documentation to insure efficient planning and execution
- Manage and document system configuration
- Fully comply with the rules and processes in the company

### Requirement :

- Male
- Max. 28 years old
- Min. Diploma/bachelor degree in IT, computer science, information system management information system, electronic engineering or related field
- Fresh graduates are welcome to apply
- Min. GPA 3,00 (scale 4,00)
- Required skills : have good knowledge in operating system (windows/linux/unix), have good knowledge in hardware server and storage, have knowledge in microsoft core infrastructure and system center will be advantages
- Willing to learn new knowledge and technology
- Good communication in english both oral and written
- Have good self motivation, fast learner, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Business Analyst

### Responsibilities :

- Able to capture business requirement of the client and give suggestion of best practice to client
- Able to define functional specification for the application to fulfill the business requirement
- Able to understand SQL and queries
- Able to do ETL (Extract Transformation Loading)
- Able to work independently with users to define concepts and under direction of project managers
- Drive and challenge business units on their assumptions of how they will successfully execute their plans
- Strong analytical and product management skills required, including a thorough understanding of how to interpret customer business needs and translate them into application and operational requirements
- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group, executives, and managers
- Successfully engage in multiple initiatives simultaneously

### Requirement :

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, computer accounting, management information system or related field
- Min. experience 1 – 2 years as business analyst from banking industry or consultant IT
- Min. GPA 3,00 (scale 4,00)
- Required Skills : SQL or accounting, SQL and accounting
- Good communication in english both oral & written
- Have good self motivation, fast learner, can do attitude, able to work as a team or able to work independently, good administration skill
- Able to work under required time and pressure
- Strong analytical skill and problem solving
- Willing to be located in GadingSerpong, Tangerang

## IT Project Administration

### **Responsibilities :**

- Project management and perform all administrative functions related to projects
- Collate and prepare all project related documentation and reports
- Proactive approach and attention to detail
- Customer oriented

### **Requirement :**

- Female
- Max. 25 years old
- Max. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Fresh graduates are welcome to apply
- Min GPA 3,00 (scale 4,00)
- Good verbal and written communication skills
- Willingness and cooperative for outside official working hours and under pressure
- Good interpersonal and communication skill and teamwork player
- Contract based
- Willing to be located in GadingSerpong, Tangerang

## Technical Mobile Banking Consultant

### Responsibilities :

- Designing, implementing mobile (handphone client based app) and internet banking application based on client requirement
- Able to design and implement UI for mobile and internet banking
- Able to implement connectivity between mobile and internet banking environment with bank system using XML and ISO
- Conduct training to end users on client environment
- Supporting client by email, phone and on-site visit
- Problem solving related implementation issues and post-implementation issues

### Requirement :

- Male/female
- Max. 29 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Fresh graduates are welcome to apply
- Min. GPA 3,00 (scale 4,00)
- Required skills : mastering JAVA, J2EE, EJB, JDBC, JSP, Servlets, JMS, JNDI, RMI, SQL, JSF is a plus
- Good communication in english both oral and written
- Have good self motivation, fast learner, can do attitude, able to work as a team or able to work independently, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Willing to be located in GadingSerpong, Tangerang

## Sharepoint Administrator

### Responsibilities :

- Install and configure sharepoint
- Install and configure FAST search for sharepoint
- Administer/maintain web applications and services in central administration (such as search, user profiles, and managed metadata)
- Ensuring the integrity and security of sharepoint data in accordance with business needs and industry best-practices regarding privacy, security and regulatory compliance
- Performing and testing routine sharepoint backups and restores
- Anticipating, mitigating, identifying, troubleshooting and resolving sharepoint issues and escalating incidents as necessary
- Recommending and performing software upgrades, patches and reconfigurations
- Maintaining policies and procedures for sharepoint administration
- Participate and support efforts to migrate the existing sharepoint infrastructure to a cloud services environment and to integrate sharepoint and other software tools or capabilities to provide better business management
- Implement functionality such as workflow, records management, pages and web parts
- Administrative functionalities such as office web apps, search, managed metadata and security, project server
- Install 3rd party or custom solutions
- Outgoing, flexible, willing to take on multiple responsibilities, works well under pressure

### Requirement :

- Male/female
- Max. 29 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. experience 1-2 years as sharepoint administration
- Min. GPA 3,00 (scale 4,00)
- Hands-on skills from professional experience, internships, or training with standing up a sharepoint environment or migrating a sharepoint environment
- Experience in administering sharepoint (at the site collection level, as well as via central administration)
- Experience with administering multiple versions of sharepoint
- Experience with 3rd party tools
- Experience with virtualization technology (VMWare& hyper-V)
- Experience or knowledge of out of the box features, workflows, and some exposure to event handlers and web partsSupport of existing customer applications built on the sharepoint platform
- Ability to quickly grasp problems and solve them using a variety of tools from microsoft
- Excellent problem solving & communication skills
- Must be able to learn quickly, not be afraid ask for help, and willing to bring new ideas to the team

- Dedicated to continual learning and self-improvement technical & functional
- Good communication in english both oral & written
- Having good self motivation, fast learner, can do attitude, able to work as a team or able to work independently, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang



## Presales Consultant

### Responsibilities :

- To provide pre and post-sales technical support to the account managers which include proposal and solution presentation
- To understand, analyze, identify and recommend customer's business and solution requirements.
- To verify configuration of the proposed solution upon request
- To assist account managers in preparing a full proposal process, design, propose solution to meet customers' requirements and specifications
- To assist in tender technical compliance and design solution that meets the tender requirement/specifications

### Requirement :

- Male
- Max. 24 – 29 years old
- Min. Bachelor degree in IT, computer science, information technology or related field
- Min. experience 1-2 years as technical presales role
- Min GPA 3,00 (scale 4,00)
- Able to work independently
- Has technical knowledge of the Industry and solutions
- Strong communication/interpersonal and presentation skills
- Strong ability to clearly demonstrate solutions across a range of technical and business users
- Resourceful, strong problem and solving skills
- Willingness and strong passion in learning new technologies and practices
- Willing to be located in GadingSerpong, Tangerang

## Sharepoint Developer

### Responsibilities:

- Design, develop and implement sharepoint 2010/2013 solutions programmed in ASP.NET/C# with attention to user interface design
- Design, develop and implement SQL server 2008/2012 database, integration, reporting and analytics solutions to be integrated with the sharepoint farm
- Integrate enterprise content with sharepoint to include: content management, content indexing, personalization, workflow, and user access management
- Develop, maintain, and enforce sharepoint governance policies
- Create and maintain related technical documentation
- Deploy sharepoint custom features and packages

### Requirement:

- Male/female
- Max. 29 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. GPA 3,00 (scale 4,00)
- Experience in microsoft .NET development technologies, including visual studio 2010 and 2012, C#, ASP.NET, HTML, CSS, javascript, LINQ, WCF, silverlight, AJAX, CAML, XML, XLST, REST, and DOM
- Strong working knowledge of microsoft SQL server 2008/2012, including analysis, integration, and reporting services a high technical aptitude and strong attention to detail
- Extensive knowledge of sharepoint central administration, service applications, and site collection settings
- Experience in deploying and configuring 3rd party web parts
- Strong analytical and problem solving skills with the ability to assess complex problems and propose practical solutions
- The ability to multi-task and work independently, without close supervision
- Excellent people skills and the ability to communicate well both verbally and written
- Good communication in english both oral & written
- Have good self motivation, fast learner, can do attitude, able to work as a team or able to work independently, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Database Engineer

### Responsibilities :

- Creates and maintains all databases required for development, testing and production usage
- Installation, configuration and upgrading of database software and related products
- Establish backup and recovery policies and procedures
- Perform database tuning and performance monitoring
- Plan growth and changes (capacity planning)
- Perform general technical troubleshooting and give consultation to development teams

### Requirement :

- Male
- Min. Diploma/bachelor in IT, information system, computer science, management information system or related field
- Fresh graduates are welcome to apply
- Min. GPA 3,00 (scale 4,00)
- Required Skills : database administering (MS SQL/Oracle/DB2), operating system (linux/windows/unix)
- Willing to learn new knowledge and technologies
- Good communication in english both oral & written
- Have good self-motivation, fast learner, can do attitude and able to work as a team, able to work with low supervision
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Good interpersonal and communication skill and teamwork player
- Strong analytical and problem solving
- Proficient in english (written and spoken)
- Willing to be located in GadingSerpong, Tangerang

## Senior Oracle Database Administrator

### Responsibilities :

- Creates and maintains all databases required for development, testing, and production usage
- Installation, configuration and upgrading of database software and related products
- Establish backup and recovery policies and procedures
- Perform database tuning and performance monitoring
- Plan growth and changes (capacity planning)
- Perform general technical troubleshooting and give consultation to development teams

### Requirement :

- Male
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. experience 3 year as oracle DBA/DB Architect/DB Analyst
- Min GPA 3,00 (scale 4,00)
- Required skills : have good knowledge in oracle database advance administering and operating system (linux/windows/unix), able to perform database and application tuning and performance monitoring, familiar with PL/SQL (procedural language/structured query language)
- Willing to learn new knowledge and technologies
- Has oracle database administrator professional certification would be advantage
- Good communication in english both oral and written
- Have good self-motivation, fast learner, can do attitude and able to work as a team, able to work with low supervision
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Good interpersonal and communication skill and teamwork player
- Strong analytical and problem solving
- Proficient in english (written and spoken)
- Willing to be located in GadingSerpong, Tangerang

## Banking Business Consultant

### Responsibilities :

- Evaluate the current business processes that will be affected by the new software system
- Document the processes of the business in its current state and then make recommendations for software systems that will support and improve the flow of work in the business
- Establish the needed configurations for the software implementation and documents them, then submits the configurations to the leadership team for approval
- Do a mapping analysis of each module of the software and based on that analysis, they will establish documentation for the final goals of the project
- Corresponds with project managers, keeping the lines of communication open regarding the project process
- Works with other consultants and employees installing and configuring the systems according to the plan developed in the planning stages of the project
- Makes plans to test the software modules as they come online and to train employees in using the new software
- Once the project team finishes implementing the system, the functional consultant remains on the job, testing the system, answering questions about how the system works and generally making sure the new software is behaving as expected
- During this final stage of the project, he may also make a new set of recommendations to fine tune the system configuration to further enhance usability and productivity
- Fully comply with the rules and processes in the company

### Requirement :

- Male/female
- Min. Bachelor degree in IT, accounting, computerized accounting, information system or related field
- Min. experiences 2 - 4 years in banking as a member of system and procedure department /operation department/audit department/back office department
- Min GPA 3,00 (scale 4,00)
- Familiar with indonesian' bank accounting regulation from central bank (pedomanakutansiperbankanindonesia - PAPI)
- Familiar with indonesian' syariah bank accounting regulation from central bank (pedomanakuntansiperbankansyariahindonesia - PAPSI) is an advantage
- Willing to be assigned outside jakarta on project basis (doing implementation at bank' branches)
- Has good knowledge in microsoft windows, microsoft office (word, excel, power point, project, visio) and familiar with at least one accounting/banking core system
- Has pleasant personality, responsible, discipline, team player and hard worker
- Good communication in english both oral and written
- Have good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure

- Good interpersonal and communication skill and teamwork player
- Strong analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## People and Organization Development Manager

### Responsibilities :

- Develops a comprehensive understanding of the business organization, strategy and future direction in order to assess and communicate human resources and people and organization development needs to leadership, HR and People and Organization Development teams
- Takes the lead within the business unit to assess needs and identify key opportunities, recommend and implement solutions that can be addressed through people and organization development
- Addresses these needs through the design and facilitation of organization development interventions, and through the selection, design and delivery of services and programs that may include leadership development, team development, change management, organization design, and strategy deployment
- As change agent, embed the processes, activities and behaviors required to foster the culture that will achieve our strategic focus
- Provides leadership coaching/mentoring to accelerate transition to new roles and to develop leadership capabilities and enhance impact in areas that include strategy execution, managing change, organization design, etc
- Able to develop and deliver training programs at all employee and managerial levels
- Identifies and raises major and complex issues to the Regional People and Organization Development leader and implements solutions with reliance on regional, global and external resources
- Supports the implementation of global development programs such as the Professional Career Development Program, Project Management, and Specialist Programs, by facilitating the nomination process and participating in delivery as needed
- Working with the Business Intelligence area of IT and the HRIS Manager, ensures comprehensive analytics that serve to provide strategic analysis and trending information across Regional. This will include creating/running reports, extracting data from multiple sources, and leveraging external bench marking data in order to make comparisons and assess potential risk. Supports and partners closely with the Regional POD leader on data reporting and analytics
- Presents and interprets findings to various members of HR and business leaders; therefore must possess a keen ability to understand his/her audience and adjust presentation materials accordingly

### Requirement :

- A master's degree in Business (MBA), Human Resources, or Organization Development. A bachelor's degree in the same fields with relevant organization development experience may be acceptable.
- 8+ years' experience developing and implementing leadership and organization development programs. Mining and minerals industry experience preferred
- Experience designing and implementing programs and strategies to support business objectives; familiar with concepts of strategy deployment process

- Familiar with Continuous Improvement practices
- Several years experience in developing and delivering end user reporting/analytics; knowledge of HRIS systems
- Excellent analytical skills; ability to create and track effective metrics
- Ability to work independently while also being able to work in cross-organizational and cross-cultural teams
- Ability to motivate and influence senior leadership, stakeholders and peer groups
- Strong facilitation, oral and written communication and presentation skills
- Ability to quickly learn and synthesize new technologies with existing technologies
- Ability to handle multiple priorities and to meet deadlines in a timely fashion
- Willing to be located in GadingSerpong, Tangerang



## Career Development Officer

### **Responsibilities :**

- Provide information and assistance about career development, career search and careers to clients
- Plan and participate in community events concerning education and career development
- Administer career development programs
- Perform other related duties as required

### **Requirement :**

- Min. Bachelor degree in human resources, organization development, psychology or related field
- 2+ years' experience developing and implementing leadership and organization development programs. Mining and minerals industry experience preferred
- Required Skills : Ability to administer the Career Development Program, team building skills, analytical and problem solving skills, decision making skills, effective verbal, presentation and listening communications skills, effective negotiation and mediation skills, effective written communications skills, basic counseling skills, computer skills including the ability to operate computerized accounting, spreadsheet, word-processing, graphics and website development programs at a highly proficient level, stress management skills, time management skills
- Good communication in English both oral and written
- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## QA Engineer

### **Responsibilities :**

- QA Engineer is responsible for creating a suite of test cases and performing application testing for a web-based application and its interfaces. You will identify software failure points, analyze them and report them to the development team for resolution. You will work closely with developers, business analyst in all phases of the software development lifecycle. You will also be involved in writing and reviewing product documentation.

### **Requirement :**

- Male/female
- Max. 29 years old
- Min. Bachelor degree in IT, information system, computer science, management information system or related field
- Fresh graduates are welcome to apply
- Min. GPA 3,00 (scale 4,00)
- Strong written and verbal communication skills in English is a must
- Experience in designing and executing requirements-driven, functional test cases and test suites will be advantageous
- Possess quantitative and analytical skills, with attention to detail
- Working knowledge of relational databases to review test results. SQL Server experience will be advantageous
- Working knowledge of automation test scripting will be advantageous
- Experience in using bug tracking/issue management system such as ALC
- Demonstrate continuous effort to streamline work processes and reduce turnaround time
- Must be self-driven and able to work independently. Experience in working in a global development environment will be advantageous
- Able to work under pressure with aggressive timelines
- Have good self motivation, fast learner, can do attitude, able to work as a team or able to work independently, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Willing to be located in GadingSerpong, Tangerang

## Business Development Manager

### **Responsibilities:**

- Following up new business opportunities and setting up meetings
- Planning and preparing presentations
- Writing reports
- Communicating new business developments to management
- Providing management with feedback

### **Requirement :**

- Male/Female
- Min. Bachelor/master degree degree in a business-related area or computer-related field. This includes courses in marketing, economics, communications, computer science, information systems and mathematics.
- Min. GPA 3,00 (scale 4,00)
- Required Skill : Good communication skills, negotiation skills, a deep understanding of marketing principles and good business sense.
- Self-confidence
- Love networking
- Good with presenting and public speaking
- A positive attitude
- Plenty of initiative
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Finance Accounting Manager

### **Responsibilities :**

- Familiar with Finance Accounting International
- Have a good understanding of Indonesia taxation and international taxation
- Have a good analytical skill
- Have a good computer skill for excel and SAP

### **Requirement :**

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in accounting or related field
- Min. have experience work in the Public Accounting Firm
- Min. GPA 3,00 (scale 4,00)
- Experience 4 years as Auditor
- Good communication in english both oral and written
- Have good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Well-organized, flexible, proactive, and give attention to details
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Finance Accounting Supervisor

### Responsibilities :

- Have good knowledge of International Accounting Standard as well as PSAK Indonesia
- Have a good understanding of Indonesia taxation and international taxation
- Have a good computer skill for Microsoft Excel and SAP

### Requirement :

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in accounting or related field
- Min. have experience work in the Public Accounting Firm
- Min. GPA 3,00 (scale 4,00)
- Good communication in english both oral and written
- Have good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Well-organized, flexible, proactive, and give attention to details
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Tax Officer

### Responsibilities :

- Prepare tax calculation such as PPh 21, 23, 26, 4(2) & monthly PPN
- Report PPh 21, 23, 26, 4(2) and monthly PPN
- Prepare and report SPT Badan 21 and yearly
- Receive and check tax facture
- File all the company tax documents
- Reconcile tax (PPh and PPN, prepaid and payable)
- Keep update of any latest tax regulation
- Prepare all documents required for tax audit
- Prepare other tax documents required by company

### Requirement :

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in economic, accounting or related field
- Min. GPA 3,00 (scale 4,00)
- Good communication in english both oral and written
- Have good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Well-organized, flexible, proactive, and give attention to details
- Strong Analytical and problem solving

**Willing to be located in GadingSerpong, Tangerang**

## Secretary

### **Responsibilities :**

- Preparing and managing correspondence, documents and reports
- Taking note, typing and distributing minutes of meetings
- Maintaining databases, operating office equipment and managing office space
- Executing and maintaining office systems, maintaining calendars and schedules
- Establishing and maintaining secretarial practices in order to ensure reliable and accurate data, essential for business operations
- Arranging and confirming appointments, and organizing external and internal events
- Organizing and coordinating meetings, travel arrangements, and conferences
- Setting up and maintaining filing systems, establishing work procedures and collating information. Liaising with external and internal contacts, suppliers or clients

### **Requirements :**

- Female, preferably single
- Max. 30 years old with good appearance & personality
- Min Diploma AKSEK / LPK Tarakanita or S1 Degree from reputable university
- 2-3 working experience as a Secretary or Personal Assistant
- Excellent written and oral communication skill in both Indonesia and English
- Strong computer skill in MS Office
- Willing to be located in GadingSerpong, Tangerang

## **Datacap Product Specialist**

### **Responsibilities :**

- Implementing application based on client requirements
- Setup, configure and develop application for imaging documents
- Conduct training to end users on client environment
- Support for existing client by email, phone and on-site visit
- Post implementation support
- Problem solving related implementation issues and support issues

### **Requirement :**

- Male/female
- Max. 29 years old
- Min. diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. GPA 3,00 (scale 4,00)
- Required skill: familiar with .Net programming language
- Good communication in english both oral and written
- Having good self motivation, fast learner, can do attitude, able to work as a team or able to work independently and good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Having strong analytical skill and problem solving
- Willing to be located in GadingSerpong, Tangerang



## **BPM Product Specialist**

### **Responsibilities :**

- Implementing application based on client requirements
- Setup, configure and develop application related with workflow, process and integration
- Conduct training to end users on client environment
- Support for existing client by email, phone and on-site visit
- Post implementation support
- Problem solving related implementation issues and support issues

### **Requirement :**

- Male/female
- Max. 29 years old
- Min. diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. GPA 3,00 (scale 4,00)
- Required skill: profficient skill in Java and it surrounding technologies
- Good communication in english both oral and written
- Having good self motivation, fast learner, can do attitude, able to work as a team or able to work independently and good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Having strong analytical skill and problem solving
- Willing to be located in GadingSerpong, Tangerang

## BI Product Specialist

### Responsibilities :

- Implementing application based on client requirements
- Setup, configure and develop application for reporting using BI tools
- Conduct training to end users on client environment
- Support for existing client by email, phone and on-site visit
- Post implementation support
- Problem solving related implementation issues and support issues

### Requirement :

- Male/female
- Max. 29 years old
- Min. diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. GPA 3,00 (scale 4,00)
- Good communication in english both oral and written
- Required skill: profficient knowledge in SQL
- Having good self motivation, fast learner, can do attitude, able to work as a team or able to work independently and good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Having strong analytical skill and problem solving
- Willing to be located in GadingSerpong, Tangerang

## Marketing / Public Relations Officer

### Responsibilities

- Develop and publish all copywriting materials (press release, company profile, brochures, web content etc.)
- Liaising with internal team, partners' and interpreting their briefs
- Familiarizing themselves with their partners' products and services, the target audience and competitors' activities
- Writing clear, persuasive, original copy
- Updating digital media
- Proofreading copy to check spelling and grammar
- Amending, revising or redeveloping adverts or campaigns in response to feedback from the internal team, or partners

### Requirements

- Fluent in English (written, verbal, & presentation)
- Bachelor degree or equivalent level in a related field
- Have good written and interpersonal skills
- Work well in a team
- Be able to work under pressure
- Have an eye for detail
- Have an interest in information technology, banking, finance and new advertising trends and techniques.
- Fresh Graduates are welcome to apply
- Willing to be located in GadingSerpong, Tangerang

## IBM Cognos TM1 Consultant

### Responsibilities:

- Having knowledge of TM1 cube design and planning business processes (at least 1 year experience or more).
- Having knowledge of Finance modules, IBM Cognos TM1 application (at least 1 year experience or more).
- Having knowledge to operate TM1 ETL tools (Turbo Integrator).

### Requirements :

- Bachelor Information Systems, Computer Science, Management Information Systems or related field.
- Having Good Analytical, development and implementation skills.
- Excellent interpersonal skills and ability to work with all levels of personnel individually and within teams.
- Having good knowledge and experience in DB2, SQL Language and other Database would be an advantage.
- Willing to be located in GadingSerpong, Tangerang.

## SAP Sybase Mobilizer

### **Responsibilities:**

- Confirms project requirements by reviewing program objective, input data, and output requirements with analyst, supervisor, and client
- Arranges project requirements in programming sequence by analyzing requirements, preparing a work flow chart and diagram using knowledge of computer capabilities, subject matter, programming language, and logic
- Encode project requirements by converting work flow information into computer language
- Program the computer by entering coded information
- Confirm program operation by conducting tests, modifying program sequence and/or codes
- Prepare reference for users by writing operating instructions
- Maintain historical records by documenting program development and revisions
- Maintain client confidence and protects operations by keeping information confidential
- Ensure operation of equipment by following manufacturer's instructions; troubleshooting malfunctions, calling for repairs, evaluating new equipment and techniques
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Fully comply with the rules and processes in the company

### **Requirement:**

- Male/female
- Max. 28 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. experience 1 year as java developer
- Min. GPA 3,00 (scale 4,00)
- Good understanding of the software development and testing processes, including requirements gathering, analysis and design, release and version control
- Experience in developing Java web applications with a Java MVC Web framework.
- Experience with Application containers like Apache Felix, Tomcat and WebSphere experience is desirable
- Experience with accessing a database from Java (JDBC, Hibernate, SQL)
- Experience with ACID transactions, DB transactions, exception handling
- Experience with XML and Web Services
- Good understanding of HTML, CSS, JavaScript
- Good design skills
- Excellent verbal and written communication skills
- Good understanding of Wicket (Web Framework), Spring, Hibernate, JAX-WS (Web Services), JAXB (XML Marshaling)
- Any experience in the following is a plus: Mobile Technologies, Java Certifications, Oracle Database

- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang

### **Corporate Services Supervisor**

#### **Responsibilities:**

- Responsible in developing and maintaining server, LAN, networking, troubleshooting etc
- Need to ensure that complaints/escalation from end users are handled efficiently and effectively.
- Continuously review process and identify opportunities for improvements
- Manage and drive IT Operations and Data Center to support business
- Managed and drive the update of computers and servers by designing, planning

#### **Requirement:**

- Male
- Single, max. 30 years old
- Have experiences (1 – 2 years) handling data center and technical support
- Min. Bachelor degree in IT, computer science, computer science, management information system or related fields
- Min. GPA 3.00 (Scale 4.00)
- Mastering competencies of Microsoft Active Directory, Microsoft Exchange, Proxy, Web Server, Linux
- Mastering operational backup/restore
- Mastering network and security
- Current CCNA certification
- Creative and have interest to the latest news related IT.
- Having good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Contract based
- Willing to be located in GadingSerpong, Tangerang

## Senior Network Administrator

### Responsibilities:

- Managing corporate network system, routing and data connectivity including daily monitoring, installation and upgrade
- Network device configuring and testing
- Managing the vpn, network access list and remote access list
- Managing the network uptime and utilization
- Managing the coordination and escalation with the network provider
- Ensuring the network uptime and bandwidth utilization
- Proceed with coordination for new data communication link installation

### Requirement:

- Male
- Max. 29 years old
- Min. GPA3.00 (scale 4.00)
- Candidate must possess at least a Bachelor's Degree in Information Systems or equivalent
- At least 3-4 year(s) of working experience in the related field is required for this position
- Technical know-how routing and switching, Cisco devices, topology and network layer understanding
- Team player and working based on correct procedure
- Having strong analytical skill and problem solving
- Contract based
- Willing to be located in GadingSerpong, Tangerang

## Senior SOA Developer

### Responsibilities:

- Understand design patterns and software engineering principals

### Requirement:

- Male/female
- Max. 29 years old
- Min. Diploma/bachelor degree in IT, information system, computer science, management information system or related field
- Min. GPA 3,00 (scale 4,00)
- At least 4 years experience in Java programming.
- Familiar with SOA stack, BPM, Enterprise Service Bus, SOA Registry
- Familiar with SOA open source technology stack : Apache CXF, Apache Camel, Apache ActiveMQ, Apache Karaf, OSGI
- Familiar with Web Service standards (SOAP, REST, WSDL, WS-I Basic Profile, WS-\* extensions and standards)
- Familiar with Spring framework has advantages
- Good communication in english both oral & written
- Have good self motivation, fast learner, can do attitude, able to work as a team or able to work independently, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to communicate and work well within a team
- Able to work under required time and pressure
- Strong analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang



## **Admin HRD**

### **Responsibilities :**

- Handling HR administration.
- Scheduling interview and psychological test.

### **Requirement :**

- Female/Male
- Max. 22 years old
- Max. SMA/SMK or related field
- Able operate Ms. Office (Ms. Word, Ms. Excel, Ms. Power Point)
- Have good self motivation, fast learner, can do attitude and able to work as a team, good administration skill
- Willing to work extended hours/holiday/weekend to meet project requirements
- Able to work under required time and pressure
- Strong Analytical and problem solving
- Willing to be located in GadingSerpong, Tangerang