



# ADMIN MARKETING STAFF

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Placement : Head Office, Jakarta

## Job Description:

- Create and routing approval Promotion Form approval, and Filling
- Recap marketing spending by PF and quotation update
- Filling and recap Marketing documents, memos, and PowerPoint presentations
- Monitor Delivery POSM to area, and do stock monitoring for all branding material
- Create, routing approval, help to vendor negotiation, and filling form pitching for all marketing activities (posm, gimmick/merchandising)
- Provide competitor activity update and market trend (in Digital, GT & MT Channels), in order to propose idea for Marketing content

## Job Qualification:

- Have a Bachelor's Degree in any major, GPA 3.00
- Expert to use Microsoft Office (especially Word, Excel, PPT)
- Able to create good presentation and charting in excel
- Have good communication skill

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## ADMIN SALES & DISTRIBUTION GT

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Placement : Head Office, Jakarta

### Job Description:

- Summarize report data in Excel and carry out analysis for meeting needs.
- Create presentation materials in PowerPoint and create meeting minutes
- Organize and manage superiors' schedules (meetings and business trips)
- Filling and recap Sales documents, memos, and PowerPoint presentations

### Job Qualification:

- Have a Bachelor's Degree in any major, GPA 3.00
- Minimum 2 years experience in administrative field
- Expert to use Microsoft Office (especially Word, Excel, PPT)
- Able to create good presentations and charting in Excel
- Have good communication skills

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# ADMIN FINANCE & ACCOUNTING STAFF

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Placement : Head Office, Jakarta

## Job Description:

- Support & Maintaining Financial Management Report
- Support Financial Planning and analysis function to provide financial reports
- Maintain Sales & Cost data for Financial Modelling & Planning
- Support Budget data entry to the Accounting Information System and review the variance analysis
- Support Finance Business partner function to provide other related financial reports needed
- Support ad-hoc reports (Financial Benchmarking, modelling, etc.) and other administration.

## Job Qualification:

- Have a Bachelor's Degree majoring in Accounting / Finance / Economics
- Expert to use Microsoft Office (especially Word, Excel, PPT)

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