



PT. STANLI TRIJAYA MANDIRI



HR-People Development Staff

Requirements :

- Male / Female
- 23 - 27 years old
- Candidate must possess at least Bachelor's Degree in Human Resource Management, Psychology or related field.
- Min 1 Year(s) of working experience in the related field is required for this position.
- Required Skill(s): Public Speaking, TNA, Job Analysis, Schedule Management, Communication, Change Management, Training Evaluation, Competency Management, Content Development,
- Coaching & Counseling Preferably Staff (non-management & non-supervisor) specialized in Human Resources or equivalent.
- Analytical Thinking, Cheerful and Politeness
- Having Passion in HR Industry

Finance (Costing) Staff

Requirements :

- Male/Female
- 23 -30 years old
- Min. S1 graduate (Finance/Accounting) with min. GPA 3.00
- Min. 1 years experience working as accounting staff
- Good knowledge and experience in Accounting and Stock Opname
- Able to use Ms. Office (Ms. Word & Ms. Excell)
- SAP knowledge would be an advantage.
- Detail and dicipline
- Fresh graduate are welcome to apply

Finance (Billing) Staff

Requirements :

- Female
- 24 -30 years old
- Min. Diplome Degree Finance/Accounting
- Min. 1 years experience working as billing staff
- Able to use Ms. Office (Ms. Word & Ms. Excell)
- Detail and discipline
- Communication skills and hard worker
- Fresh graduate are welcome to apply

BOD Secretary

Requirements :

- Female
- 23 - 28 years old
- Min Diploma Degree with major in Secretary or any related fields
- Min 2 year experience as Secretary
- Able to communication in english (both oral and written).
- High integrity, dedicated and team work oriented.
- Good communication and interpersonal skills.
- Proactive and have good analytical thinking.
- Able to work honestly, responsible at work, hard worker and like to learn new thing.
- Able to use computer.
- Be able to adapt quickly.

Document Controller Staff

Requirements :

- Male/Female
- Max. 27 years old
- Min. S1 graduate (Finance/Accounting/Industry) with min. GPA 3.00
- Min.1 years experience working as Controller/Internal Audit/System and procedure
- Good knowledge and experience in Accounting
- Able to use (Ms. Office (Word, Excel & Visio), ERP system, others)
- SAP knowledge would be an advantage.
- Able to communication in english
- Fresh graduate are welcome to apply

Marketing Communication

Requirements :

- Male/Female Age 22-26 years old
- Min Diploma Degree (D3) marketing, management, communication science
- Have experience in organization and event
- Have min 1 years experience in marketing retail food industries
- Coomunicative, creative and active
- Have ability to negotiate, seliing and networking with agency / EO
- Fresh Graduate welcome to apply

Information Technology Staff

Requirements :

- Male / Female
- 25 - 35 years old
- Min Diploma Degree in Information Technology from reputable University
- Min 1 Year experience in IT area, especially in SAP
- Having deep knowledge about SAP & Programming
- Able to work honestly, responsible at work, hard worker and like to learn new things
- Proactive and good analytical skill Be able to adapt quickly
- High integrity, dedicated and team work oriented;
- Able to work under pressure
- Able to communication in English (both oral and written)
- Having good analytical thinking and problem solving.

Admin General

Requirements :

- Female
- 21-26 years old
- Min D3 marketing, management, administration
- Able to process administration data
- Able to use MS.Office
- Have min 1 years experience in administration
- Communicative, accurate
- Like administration job



Bagi yang berminat & memenuhi kualifikasi bisa apply ke :

Career@stanli.co.id

HR Recruitment & People Development

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