GADGETCITI.COM

We are passionate team working on distribution of gadget and lifestyle accessories.

1. Accounting Supervisor

Job Purpose:
Secures financial operations by monitoring and approving financial processing, reporting, and auditing; supervising staff.

- Supervises all month-end and year-end accounting procedures including preparation and entry of journal entries for Accounts Payable, Accounts Receivable, Payroll and General Ledger computer systems.
- Responsible for the operation of all accounting systems and records, including, but not limited to, cash receipts, expenditures, investments, purchasing, inventory, assets, payroll.
- Reviews and authorizes check requests and purchase order invoices and advise of potential over-expenditures or misappropriation.
- Reconciles bank accounts and verify the bank balance with the general ledger.

Skills and Specifications
- Knowledge of accounting principles, practices and procedures.
- Knowledge and skill in supervisory practices and principles.
- Knowledge of computerized accounting systems and applications to include main frame terminals/personal computers, general software applications and keyboard facility.
- Skill in performing detailed and numerical computations and reports.
- Skill in both verbal and written communication.

Qualifications
- Basic Degree: The candidate should have a Bachelor’s degree in Accounting.
- Experience: min 2 years working in related field
- Tax knowledge will be beneficial.

2. Sales Analyst

Job Purpose:
Study and analyze the report and the sales related information to evaluate the overall performance.

- Assist the management in the development and evaluation of rolling sales forecast and sales budget.
- Analyze the business operations to determine profitability as well as to create a baseline for operational changes and action.
- Evaluate the sales trends and records and evaluating performance calculated against sales quotas.
- Analyze the feedback also and oversee the outcomes and set up accounts containing respective ideas, conclusions and all purpose guidance.
- Analyze the performance records and interpreting outcomes of overall sales.

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(continued from page 5)

- Develop and prepare the reporting structure and models that identify costs per unit and determine baseline for action.

**Skills and Specifications**
- Analyzing ability: The candidate should have the ability to perform complicated analysis like forecasting, etc.
- Skills: He or she should have strong communication, interpersonal, and presentation skills.
- Strong Basic computer knowledge: The candidate needs to have strong knowledge of PowerPoint, Word, and Excel.

**Qualifications**
Basic degree: The candidate should have a. Bachelor’s degree in Computer Science, Business Administration, or Accounting, or any related field.

Interested Applicants, please send comprehensive CV to:
hrd@gadgetciti.com cc aputri@binus.edu

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**LIVINGSOCIAL**

**INTERNSHIP PROGRAM FOR LIVINGSOCIAL**

Our company is now having an immediate short project to support our Customer Service team in handling the high rate of abandon calls currently, following below description:

<table>
<thead>
<tr>
<th>1. Position</th>
<th>Call Centre Agent (Internship)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Quantity</td>
<td>12 persons</td>
</tr>
<tr>
<td>3. Period</td>
<td>3 months</td>
</tr>
<tr>
<td>4. Main Tasks</td>
<td></td>
</tr>
<tr>
<td>a. Receiving calls from customers</td>
<td></td>
</tr>
<tr>
<td>b. Accommodating any enquiries and complaints by phone</td>
<td></td>
</tr>
<tr>
<td>c. Liaise with other related department (if necessary) for a settlement of those enquiries and complaints</td>
<td></td>
</tr>
<tr>
<td>d. Administration reports relating to the call</td>
<td></td>
</tr>
<tr>
<td>5. Working Hours</td>
<td>Monday – Friday 09.00 – 18.00 WIB</td>
</tr>
<tr>
<td>6. Compensation for transportation: IDR 1.000.000,00 / month</td>
<td></td>
</tr>
<tr>
<td>7. Lunch</td>
<td>Provided</td>
</tr>
</tbody>
</table>

**Procedures for Interested Applicants:** Interested applicants must submit their application letters, for the preparation of an official letter from the university, to:

Attention: Ms. Yuana Mardhiana  
*Alumni and Career Coordinator*  
*Binus International*  
The Joseph Wibowo Center for Advanced Learning  
Jl. Hang Lekir I no. 6, Senayan  
Jakarta, 10270, Indonesia  
Email: ymardhiana@binus.edu

Please submit your application letter by email or to the BINUS Office. For more details, please contact BINUS office at (+6221) 720-2222.

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**LIVINGSOCIAL**

**Bahana TCW Investment Management (Bahana TCW)**

Bahana TCW Investment Management (Bahana TCW) is a joint venture between Bahana Pembinaan Usaha Indonesia with Trust Company of the West (TCW), a Los Angeles-based reputable investment management company. Wide experience and in-depth expertise in investment management for more than 15 years have led Bahana TCW to win the trust from various clients, institutional and individual, as well as numerous domestic and international awards.

We are looking for energetic people with fresh thinking and different perspectives to join us through:

**SPECIAL HIRED PROGRAM: INVESTMENT (SHP-I)**

Special Hired Program is intensive 6 month on the job training in all area of investment management. You will learn all aspect of investment management in term of knowledge, skills and attitude required to be future leader.

**The Candidate**
- Hold bachelor degree (S1) from reputable universities with excellence academic achievement
- Fresh Graduate or max 2 years works experience
- Computer literate (Windows, Internet, Power point, Excel, Word)
- Excellent communication, presentation, and interpersonal skills
- Creative, energetic and highly motivated
- Proactive and High initiative
- Able work under pressure and tight deadline
- Adaptive and fast learner
- Able to prioritize tasks and able to work as a team

We respond to the challenges! Do you?
If you are interested to join our company, please send us your CV or resume to

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PT Dianeka Industries

Woman’s wear contemporary designer line and have been business for 5 years. Our customer are international markets such as US, Canada, Meddle East, Asia and Europe.
Brand: Ardistia New York
Website: www.Ardistianewyork.com

Patternmaker & Assistant Designer

Job Description:
Converting the models of garment into patterns, drawing fabric layout, Computing the dimension of patterns, creating the pattern of design, discussing the pattern design with design with designer and designers and using chart, computers and drafting devices.
Grading garments and manage technical spec.
Assisting overall Design & Product Development Process

Job Requirements:
- Degree (S1) or Diploma
- Major Fashion
- Skill: Proficient in Excel, Knowledgeable in basic garments terms
- Min. 1-3 years of experience in patternmaking
- Knowledge of design, apparel, mathematic, writing and problem solving skill are required
- To be given patternmaking books to read and use for reference
- Must be highly organize and detailed oriented. Positive attitude, hard working, driven disciplined and self motivate to meet deadline
- LECTRA skill is a plus

Interested Applicants, please send comprehensive CV to hindi_arifin@hotmail.com cc aputri@binus.edu

PT Dianeka Industries

PT United Tractors Tbk.

PT United Tractor Tbk (UNTR), One of the largest company in Indonesia (Part of Astra Group) Is Urgently Looking For:

- IT/CS Fresh Graduates,
- IT/CS Student (last semester/ thesis period)

Start Working Jan 2013

Submit your CV as soon as Possible before 29 December 2012 to Ymardhiana@binus.edu

PT United Tractors Tbk.