OTOTOWN

Automotive web portal that list car for sale (dealership and individual) and also provide news about automotive industry. We are looking for

1. Marketing and Web Admin

Job Description:
- Learning the new Automotive (Car) information in Local Market
- Visiting and manage the relationship with Car Dealership to convinced them to place ad in the website
- Admin the Car data to upload and managing the data in the website
- Teach the Dealership on how to upload the manage the dealer’s account in the website

Requirement:
- Male, between 21-26 Years old
- Good communication skill
- Good management skill
- Required to write and speak fluent Indonesian and intermediate level in English Proficiency
- Experience in taking photos and editing digital photograph is an advantage
- Good computer skills including MS. Office, Resizing Picture and Uploading Picture
- 1 year of working experience in related field is preferred for this position but fresh graduates is welcome to apply
- Knowledge in PHP, MySql, Javascript in an advantage
- Highly motivated, Proactive, Responsible and Emotionally Stable

2. Marketing and Web Admin Supervisor

Job Description:
- Have knowledge and enthusiast on the Automotive (Car) World
- Visiting and manage the relationship with Car Dealership to convinced them to place ad in the website
- Admin the Car data to upload and managing the data in the website
- Teach the Dealership on how to upload the manage the dealer’s account in the website
- Maintain and monitor servers including troubleshoot

Requirement:
- Male, between 23-31 Years old
- Good communication skill
- Good management skill
- Required to write and speak fluent Indonesian and English
- Experience in taking photos and editing digital photograph
- Good computer skills including MS. Office, Resizing Picture and Uploading Picture
- 2-3 years of working experience in related field is required
- Knowledge in PHP, MySql, Javascript

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PT. MADHANI TALATAH NUSANTARA

PT. Madhani Talatah Nusantara a company which provides specialized construction and mining contracting services to the resources sector through-out Indonesia is seeking suitably qualified and experienced candidates for the following position:

1. ACCOUNTING SUPERVISOR

**Requirement:**
- Degree with major in Accounting from reputable university
- Have 5 years experience in related area
- Experienced in mining industry is preferred
- Have knowledge and able to running Accounting Software e.g SUN
- Having experience account receivable and account payable
- Must be proficient in Microsoft Office (Word and Excel)
- Initiative, Fast Learning, detail in focus and able to work under pressure with minimum supervision
- Good interpersonal and communication skill with Bahasa and English both spoken and written
- Can work under pressure, multi tasking with minimum supervision, mature, self motivated, and able to work in a team

2. ASSET MANAGER

**Job Description:**
- Providing proactive asset management support and leadership in enhancing the value of assets under management which includes yield enhancement, repositioning and asset (re-development) programs;
- Providing performance reporting of assets under management including overseeing asset management accounting;
- Providing financial analyses, investment underwriting, due diligence and other proactive asset management duties as required.
- Assist in enhancing processes, methods, models, benchmarking and knowledge in maximizing asset and portfolio returns.
- Assist in presentations to prospective clients and investor relations.
- Any other asset management and investor/client related duties as assigned.

**Requirement:**
- Minimum S1 degree in reputable university (both local and overseas); master graduated would be an advantage.
- Having 15 years experience on related position.
- Have a great knowledge about Heavy Equipment.
- Positive attitude, strong Interpersonal and communication skills, especially with third parties & related institutions.
- Strong leadership and problem solving skills

3. FINANCIAL ANALYST SUPERINTENDENT

**Job Description:**
- Develop, adapt and manage company’s financial models to drive pre-bidding project’s valuations and capital asset investments.
- Provide analysis by utilizing financial key parameters (FCF, NPV, CER, IRR, PP, TCO, BEP) to support decision making process relating to point #1.
- Deliver insight that will shape and influence capital investment decisions and on going operations.
- To conduct capex budget, quarterly forecast of financial statement, mid and long term financial planning.
- To conduct industry research and competitor analysis.

**Requirement:**
- Bachelor degree in accounting with minimum GPA 3.00 in scale of 4.
- Minimum 5 years total experiences, with 3 years as Senior Financial Analyst or Senior Credit Analyst in financial sectors or mining related company.
- Preferable has basic knowledge in DataStream & SUN System.
- Advance in Ms. Excel and strong in financial modeling skill.
- Good analytical thinking & interpersonal skill.
- Fluent in English (writing, speaking, and presentation).

Interested application should send Curriculum vitae, to Mr. Yudil Hari email yudil_hari@madhani.co.id cc aputri@binus.edu
Citibank, N.A

Citi works tirelessly to serve individuals, communities, institutions and nations. With 200 years of experience meeting the world’s toughest challenges and seizing its greatest opportunities, we strive to create the best outcomes for our clients and customers with financial solutions that are simple, creative and responsible. An institution connecting over 1,000 cities, 160 countries and millions of people, we are your global bank; we are Citi.

Full-Time Internship Program
(US LEARNING & DEVELOPMENT)

Job Description:

Assignment Description
- Review & update training material, not limited to Empowered By Citi, Citi Engage (Acquisition Selling Skills), Personal Effectiveness, Sales Planning, Sales Team Leader Workshop.
- Develop role play scenarios and case studies for Citi Momentum material & Sales Planning.

Roles and Responsibilities
Role & responsibility:
- Act as Learning & Development Officer

Challenges:
- Multi-products understanding
- Various profiles needs segmented training module

Expected Outcomes
- Able to provide fresh idea of training method, module and approach
- Build strong relationship between Learning & Development and respective businesses.

Added Value
- Solid experiences in creating training materials, delivering training as well as understanding Managing People through Development
- Excellent public speaking skills

Requirement:
- Hold a minimum bachelor degree from any major
- Possess strong communication and presentation skill
- Heavily engaged with campus activities

Interested applicants should prepare the following documents, Curriculum vitae, copy of ID card (KTP), education certificate, to Mr. Aditya Granada email aditya.granada@citi.com cc aputri@binus.edu

The Atanaya

We are company that fast track growing development, we are expending our new property to all Indonesia, our first expansion is in Bali. We called as the ATANAYA, it is four star hotel under the member of Century corporation group. If you are challenging to grow with us, we are seeking for:

- Front Desk Agent
- Reservation / Tlp. Operator
- Bell Desk / Concierge
- Driver / Airport Ref.
- House Keeping Attendant
- Linen Uniform
- FB Admin / Secretary
- FB Supervisor / Cashier
- Waiter Banquet/Restaurant / Bar Pool
- Cook Helper/Butcher/Grande Manager
- Chief Steward
- Chief of Traditional Food
- General Cashier / AP
- Income Audit / AR / Credit
- Security Manager
- Security Supervisor / Parking
- Security Woman / Admin
- Security / Admin
- Security / Parking
- Engineering Supervisor / Technicians

Sent your CV to our HRD:
Hacp.jobs@gmail.com , atanayaproject@gmail.com, editiongroho@atletcentury.com, rita-irawati@atletcentury.com cc aputri@binus.edu

- IT Supervisor
- Finance / Accounting Staff
- Finance Manager
- Sales Manager
- E-Commerce Executive
- Secretary

Requirement:
- Bachelor Degree
- Active / Passive in English
- Knows Computer software Program
- Knows Finance or Accounting

Interested applicants should prepare the following documents, Curriculum vitae in English to Hacp.jobs@gmail.com , atanayaproject@gmail.com, agustina@atletcentury.com cc aputri@binus.edu

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- Public Relations Manager

Requirement:
- Bachelor Degree
- Active / Passive in Japanese Language

Interested applicants should prepare the following documents
Hacz.jobs@gmail.com, atanayaproject@gmail.com cc aputri@binus.edu

*Info & Tips:

The Digital You at Work: What to Consider

By Renee Boucher Ferguson – 9/9/12

LinkedIn. Facebook. Twitter. Email. IM. Text messages. Blogs. The list goes on.

Data driven by you, and about you, is everywhere. And it is increasingly an organizational instrument that employers — or perspective employers — ply with a bevy of data analytics tools to determine your value, influence or motivation within and outside an organization.

A recent article in Fast Company describes Influencer, a new software tool by Salesforce.com that measures an employee’s influence. It is not so much how many status updates someone posts to a corporate social site — volume can be a drawback — but more an amalgamation of posts, Likes, shares and other attributes that determine an individual’s sway.

Another company, Cataphora, uses big data to model employee behavior. Its software shows a contextual relationship between data — emails, spreadsheets, IM, phone calls, wikis, expense reports and the like. It builds a digital character for each employee that is mapped against a model of the organization’s normal behavior. The result: any deviations from normality are detected. This can produce a variety of findings, from who the really skilled managers are to who is involved in risky behavior.

Algorithms that measure influence and motivation are part of a new group of analytic tools — from pre-employment analytics to on-the-job assessments — that can help a company determine your value throughout your career.

If these tools do become, as I believe they will, a fact of life in organizations, what are those data attributes that you should be aware of — and those you should avoid — as you build your digital footprint?


One big point to consider in building a digital persona, says Charnock, is aggregation — the way you assemble and publicize information about yourself over time. She provided the example of online resumes.

“Especially during tough economic times, people tailor their resumes. It’s a logical thing to do. But what you are doing is going back in time and changing what you’ve said about the past,” says Charnock. “The effect of it, whether it’s honest or resume puffery, is you can have at least 30 or 40 different versions of your resume floating around on the Internet.”

These varying digital personas can be derived from anywhere — your resume on LinkedIn to comments you’ve posted on news stories. “I honestly think, in each case in which someone is potentially creating long term problems for themselves, it is the same issue: someone is thinking solely about a very short term objective, failing to see that this stuff is going to aggregate in some fashion they can’t imagine,” says Charnock.

So what should you keep in mind as you build your digital persona? Really think about how you want to present yourself — your digital character — and then be very consistent about it, says Charnock.

Being someone who is deliberate and thoughtful, or who shoots from the hip, or is very knowledgeable in a certain area — these are all conscious decisions, Charnock says, “Nobody is perfect in all of the ‘good’ dimensions. And that assumes that many people could agree on what a good dimension is. So decide who you want to be and stick to that. If you want to be a provocateur and piss people off, go for it. But do it consistently.”

What then are the digital behaviors you should avoid like the plague? “Co-mingling,” says Charnock, be that friending your boss on Facebook or combining work and personal email. “It is the worst.”

It’s also good practice to do a gut check before posting — not something we all practice religiously as our methods of digital communication increasingly become ingrained habits.

CareerBuilder recently conducted a survey which found that while candidates may be aware that potential employers are viewing their social profiles, they might not realize that their online personas are costing them a job. A third of the HR respondents said they have found information that has caused them not to hire a candidate, including:

- 49% shared provocative or inappropriate photos or information
- 45% listed information about drinking or using drugs
- 35% had poor communication skills
- 33% bad-mouthed a previous employer
- 28% made discriminatory comments