

# We Are Hiring

**Position :**

**Management Trainee Legal**

We are looking for great talents to join Susi Air family



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# Management Trainee Legal

## Requirements

- Diploma/Bachelor's degree of Law from Reputable University
- Minimum 1-year work experience
- Good skill in making and analyzing company contracts
- Able to handle company documents and permits
- Good ability in handling legal issues, both civil and criminal
- Be mindful and have discretion with sensitive information
- Ability to communicate in written and spoken English
- Willing to be placed throughout Indonesia
- Intermediate in multitasking
- Flexible in terms of working hours

## Responsibilities

- Working with the Legal Team on all issues related to Legal, Law, and Regulations, including but not limited to internal and external stakeholders.
- Producing legal products needed and/or requested by the Company.
- Act as an internal advisor for all staff related to legal matter
- Any other assignment needed by the Company.

## Document Requirements

- Cover Letter
- Curriculum Vitae/Resume
- Scan of Official ID (KTP)
- Scan of Bachelor/Diploma Certificate (Ijazah)
- License (optional)
- Certificate & Additional Document (optional)

Apply Through:

[s.id/MTLegalSusiair](https://s.id/MTLegalSusiair)



*We Are Hiring!*

# On the Job Training

Take a part in **#ReachingTheUnreachable** through our comprehensive operations training program

**Base Coordinator**

**Ground Crew**

**Admin/Ticketing/Cashier**



**Deadline**

**19 June 2024**

**Swipe for Detail →**

**SUSIAIR**<sup>👑</sup>.com

Let's Go **#BeyondWithSusiAir**

## What is **On the Job Training (OJT)** ?

Susi Air OJT is a comprehensive training program for selected candidate who are passionate about aviation. Successful candidates will be assigned to various roles such as admin-ticketing-cashier, ground crew, and base coordinator.

### Who are We Looking For?

1. Minimum SMA/SMK graduate (fresh graduates are welcome);
2. Age between the range of 18-27 years old;
3. Single;
4. Physically and mentally fit for high demand task;
5. Able to work individually or in a team;
6. Have basic Business English level;
7. Able to work under pressure in a very fast-paced environment;
8. Familiar with Microsoft Office (especially Excel);
9. Quick Adapt;
10. Willing to be placed throughout Indonesia;
11. Love Challenges;

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## What You Need to Prepare

- Cover Letter
- Curriculum Vitae/Resume (in English)
- Copy of Official ID (KTP)
- Scan of Bachelor/Diploma Certificate (Ijazah) or *Surat Keterangan Lulus* (SKL)
- Medical certificate (Surat Keterangan Riwayat Sehat) from a doctor
- Copy of active SKCK with legalize stamp (*legalisir*)
- Booster vaccine certificate
- Licence, certificate, and other additional document (optional, if any)

### Notes :

1. Candidates **must fill the online application form max. 2 days prior** before coming to the Walk in Interview.
2. **Must bring the copy of documents** required during the Walk in Interview (original not needed)



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## Our Recruitment Process

### Step:

<https://s.id/SusiOJT>

Step 1 : Fill the online application form

Step 2 : Initial Interview

Step 3 : Psychology Test

Step 4 : Final Interview

**Training**

## Walk In Interview

### Date & Time

Wednesday,  
19 June 2024.

07.30 - 15.00 WIB

### Location

Susi Air Head Office  
Pangandaran

Jln. Merdeka No.312 Pangandaran, Jawa Barat

### Notes :

1. All recruitment process is **free of charge**, please beware of scam.
2. If you have any questions, do not hesitate to contact this number **+62 811-2129-909**.

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