

JOB VACANCY

Job Description



**OFFICER PROCUREMENT
JAWA-SUMATERA AREA**

PT Cipta Krida Bahari

- Increase cost-effectiveness and cost efficiency
- Vendor Management, compare and analyze vendors
- Research and deploy vendor usage
- Coordinate with commercial departments, operations, and third parties

Requirement

- Minimum Bachelor's degree
- Have experience in Logistics/Purchasing/Inventory/Material & Warehouse Management
- Good negotiation skills
- Excellent in Ms. Excel
- Will be placed in Cakung

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JOB VACANCY

Job Description

- Coordinate with the Commercial team to enhance cost-effectiveness and efficiency.
- Collaborate with relevant teams in the process of generating and receiving tax invoices, withholding tax certificates, and income tax deductions.
- Ensure tax compliance and undertake the preparation and payment of taxes.
- Calculate tax payments, submit requests for payment of Income Tax Article 15, Income Tax Article 23, and Income Tax Article 4 (2).
- Reconcile input and output Value Added Tax (VAT).
- Prepare requests for VAT payments and file VAT Annual Tax Returns (SPT PPN).
- Generate Corporate Income Tax (CIT) and Double Taxation Agreement (DTA) reports.
- Calculate depreciation for Fixed Asset Fiscal.
- Coordinate with consultants in the preparation of Transfer Pricing documentation.
- Foster good relationships with third parties (government tax authorities).
- Validate Tax Identification Numbers (NPWP) and Certificates of Residence (COR) from foreign vendors and report the Electronic Information System for Taxpayer Data (ESKD).



**DEPARTMENT HEAD
TAX**

PT Cipta Krida Bahari

Requirement

- Minimum of a Bachelor's degree (S1), preferably in Accounting and Taxation.
- Minimum GPA of 3.0.
- At least 3 years of experience in the field of accounting.
- Possess Brevet A/B/C certification.
- Have USKP A/B/C certification.
- Strong leadership and communication skills.

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JOB VACANCY

Job Description

- Oversee procurement process product and service delivery to support project activities and site management services.
- Manage & nurture mutual partnership with strategic partners in various Projects & Sites.
- Negotiate with external vendors to secure advantageous term & conditions.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company.
- Evaluate vendors performance and giving feedback to growth together



**DIVISION HEAD
PROCUREMENT PROJECT &
SMS**

PT Cipta Krida Bahari

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Requirement

- Minimum bachelor's degree with any background, preferably from logistic company.
- Extensive knowledge and experience in project management, supply chain and mining or oil & gas industries.
- Proven working experience min. 3 years as procurement manager with strong project management skills.
- Have strong leadership capabilities, business accumen, contract management and high attention to detail
- Will be placed at Cakung

JOB VACANCY

Job Description

- Supervise all inquiries received by all departments to ensure they are processed correctly.
- Review and approve feasibility analysis of a project by assessing various relevant aspects in a project.
- Responsible for monitoring daily, weekly, and monthly project progress and obstacles, as well as planning & coordinating issue resolution.
- Monitor the completeness of supporting documents at the end of the project to ensure timely project revenue billing.
- Review and evaluate operating plan performance to identify future improvements



**DIVISION HEAD SPECIAL
PROJECT MANAGEMENT**

PT Cipta Krida Bahari

Requirement

- Minimum Bachelor's degree in Engineering or Management.
- Minimum 8 years of experience in logistics.
- Possess understanding of Heavy Lifting, Risk Management, and Logistics.
- Experience in leading project management.
- Possess leadership and good communication skills

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JOB VACANCY

Job Description

- Conducting the debt collection process from customers in accordance with the terms of payment.
- Following up to obtain payment from customers according to the payment receipt target.
- Ensuring that invoices have been received and can be processed by customers.
- Allocating each payment from customers in the system to the related outstanding invoices.
- Informing all customers of the outstanding invoice amount (Statement of Account) every month.
- Creating reminder letters for customers with outstanding invoices.
- Visiting customers as needed.
- Performing the reconciliation process of revenue and customer receivables routinely and accurately as agreed with customers.
- Allocating SSP (Customer WAPU and contract work) and proof of tax withholding into the system.
- Following up to resolve invoice disputes.
- Allocating deductions submitted by customers and processed by the user and recorded in AP.



**OFFICER
AR COLLECTION**
PT Cipta Krida Bahari

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Requirement

- Minimum Bachelor's degree, preferably in Economics.
- Minimum of 1 year of experience in the same field.
- Competencies: Communication Skills, Problem Solving, Planning & Organizing, Analytical Thinking, Managing Work.
- Understanding of Account Receivable and Microsoft Office.

JOB VACANCY

Job Description



**OFFICER
AR ANALYST**

PT Cipta Krida Bahari

- Able to create dashboards for the Accounts Receivable division.
- Able to analyze data and provide improvement suggestions.
- Able to understand the business process flow.

Requirement

- Minimum education of a bachelor's degree in Engineering.
- Good communication skills, strong in data analysis and visualization.
- Proficient in Microsoft Excel (intermediate or advanced level).
- Good logical thinking and presentation skills.
- Experience participating in the creation of procedures or policies.

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JOB VACANCY

Job Description



OFFICER FINANCE BUSINESS PARTNER

PT Cipta Krida Bahari

- Prepare management reporting necessary for decision making.
- Provide analysis of financial performance achievement from a financial perspective.
- Prepare variance analysis of actual achievement compared to set targets.
- Contribute with Operating Unit and Commercial functions to achieve the company's goals of sustainable business growth and profit maximization.
- Contribute with other Support functions in the company to monitor costs.
- Contribute with all functions in the company to prepare Annual Targets.

Requirement

- Minimum Bachelor's Degree (preferably in Accounting) with a minimum GPA of 3.00.
- Ability to learn business processes, think analytically, be skilled in calculations and data, as well as data visualization.
- Preferably have a minimum of 1 year of experience in a related field with a position as an Officer/Leader.

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JOB VACANCY

Job Description



OFFICER BUSINESS PROCESS & SYSTEM

PT Cipta Krida Bahari

- Analyze the actual suitability of business processes with company strategy, standardization, user needs, and business process documentation.
- Provide recommendations for business process and system improvements based on data and analysis.
- Coordinate with Change Management Specialist team, Business System Specialist team, and Integrated Management System team in implementing improvements.
- Lead or participate in projects related to process and/or system improvements that are more effective and efficient.
- Provide support for system issues within the company.

Requirement

- Minimum Bachelor's degree (S1) in Engineering, preferably Industrial Engineering.
- Minimum 2 years of experience in the same field.
- Ability to learn business processes, think systematically, effectively, and efficiently.
- Understanding of Business Process, Project Management, and System Support.

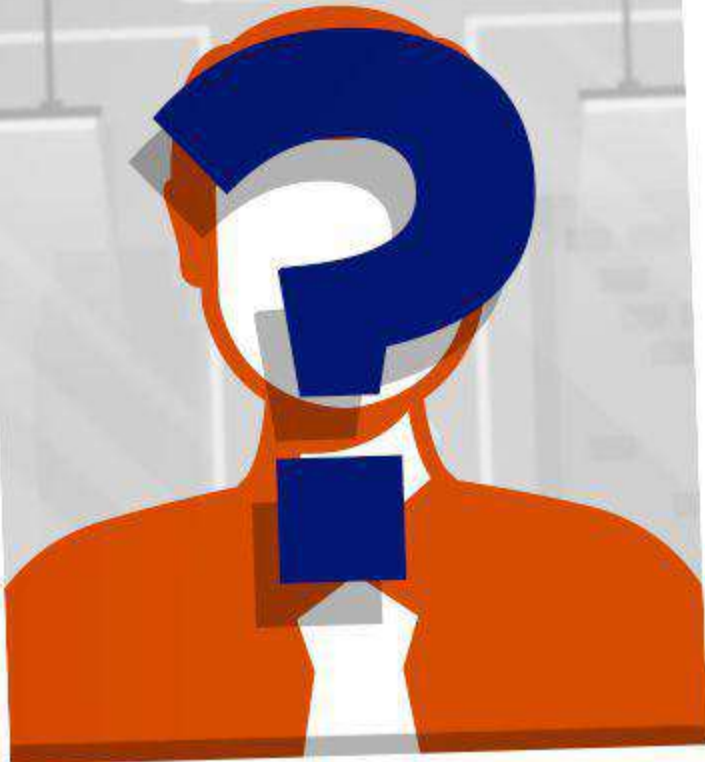
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JOB VACANCY

Job Description



OFFICER SHIPPING DOCUMENT

PT Alfa Trans Raya

- Conduct negotiation processes in extending certificates and work on its administrative processes.
- Ensure and document valid certificate data and ship documents that are no longer valid.
- Send renewed certificates and ship documents and ensure they are received by the ship.
- Verify supporting documents and proceed with billing processes from partners.
- Ensure insurance policies are valid.
- Ensure no delayed insurance invoice payments.
- Collect, complete, and send related documents such as incident reports and investigation reports along with cost estimates.
- Communicate and coordinate with brokers, surveyors, adjusters to obtain nominal limits and scope of work to be claimed.

Requirement

- Minimum Bachelor's degree in Port Management, Nautical Science, Maritime Transportation, or Marine Engineering.
- Minimum of 1 year experience in the same field.
- Understanding of shipping, administration, ship certification, IMO conventions, insurance & claims, maritime law.
- Good communication and negotiation skills.

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JOB VACANCY

Job Description



SECTION HEAD ACCOUNT PAYABLE

PT Cipta Krida Bahari

- Ensure AP postings adhere to accounting rules.
- Review and approve payment requests for valid invoices.
- Review AP aging weekly.
- Follow up on external and internal AP pending items.
- Conduct closing processes and submit closing reports according to timelines.
- Provide regular performance achievement reports for the unit

Requirement

- Bachelor's degree in Accounting, Tax, or Management.
- Minimum GPA of 3.0.
- At least 3 years of experience in the AP Accounting.
- Preferably in logistic company.
- Intermediate level in microsoft excel.
- Proficient in using ERP System.
- Strong leadership skills, good communication, attention to detail, and analytical thinking abilities.

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JOB VACANCY

Job Description



**SR. SPECIALIST
COMMERCIAL SHIPPING**

PT Alfa Trans Raya

- Looking for potential customers to achieve target revenue.
- Developing and maintaining revenue from existing customers.
- Managing potential customer data administration.
- Creating sales plans and consistently conducting sales activities (sales visits)
- Ensuring that sales administrative activities are well documented.
- Ensuring the implementation of services provided to customers is in accordance with the contract/agreement made with the customers.
- Creating and developing sales initiative strategies for targeted customers.
- Coordinating with finance to ensure customers make payments according to the agreement.

Requirement

- Bachelor degree in any degree, prefer in Major Shipping, Naval or Marine Logistics background.
- 4 years of experience in the similar position.
- Have good knowledge about Shipping.
- Strong oral dan written communication skills (both Bahasa and English).
- Strong interpersonal skills to coordinate with other related parties in the organization.
- Result-oriented with strong analytical skills.
- Will be placed in Cilandak.

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