

WE'RE HIRING

Management Trainee Administration Head

JOB DESCRIPTION

- o Memastikan penyelenggaraan sistem administrasi keuangan, perpajakan, personalia & general affair sesuai dengan ketentuan yang berlaku untuk mendukung peningkatan performa cabang.

REQUIREMENT

- o Min. Sarjana Ekonomi / Manajemen / Akuntansi / Teknik Industri
- o Min. 2 tahun pengalaman dalam bidang keuangan (Fresh graduate diperbolehkan)
- o Mampu bekerja sama dengan tim
- o Memiliki jiwa kepemimpinan
- o Bersedia ditempatkan di seluruh wilayah Indonesia

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ASTRA international



WE'RE HIRING

Industrial Relation & Legal

JOB DESCRIPTION

- o Manage industrial relations activities
- o Manage the company's legal documents and licenses
- o Representing the company in handling legal and legal related issues (if any)
- o Drafting and reviewing agreements
- o Register and ensure compliance of company licenses
- o Assist and engage in litigation within the company

REQUIREMENT

- o Minimum Bachelor's Degree in Law
- o Experience of minimum 2 years in legal is preferred
- o Good analytical and problem-solving skills
- o Good negotiation and conflict mediation skills
- o Have knowledge of labor, criminal, and civil law

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