

# We're Hiring!

Customer Relation Officer  
Sales Consultant  
Service Administration Support  
Service Administration Intern



@Bmwtunas

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for detail





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## CUSTOMER RELATION OFFICER

# Drive Your Career Forward with BMW Tunas!

### What You'll Do:

1. Schedule appointments for vehicle servicing and repairs.
2. Maintain accurate customer records in the CRM system.
3. Generate reports on customer feedback, service requests, and product inquiries.
4. Build and nurture long-term relationships with customers to ensure repeat business.

### What We're Looking For:

1. Bachelor's degree in Hospitality, Communication or related field.
2. Previous experience in customer service.
3. Proficiency in Microsoft Office Suite and CRM software.
4. Excellent interpersonal skills & Customer-centric mindset
5. Professional appearance and demeanor.
6. Placement: Bekasi.

**If you meet the qualifications, please register by scanning the barcode below.**



**Only shortlisted candidates will be contacted.**



Disclaimer: BMW Tunas does not charge any fees at any stage of the recruitment process.



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## SALES CONSULTANT

# Drive Your Career Forward with BMW Tunas!

### What You'll Do:

1. Engage with customers to identify their needs and recommend suitable vehicles.
2. Manage the full sales process from initial contact to closing deals and after-sales support.
3. Achieve and exceed sales targets while maintaining high customer satisfaction.
4. Stay updated on product offerings, market trends, and promotions.

### What We're Looking For:

1. Must possess at least Diploma or Bachelor's Degree.
2. Strong communication skills, fun personality, and Professional appearance.
3. Knowledge of vehicles and automotive industry trends.
4. Results-driven with the ability to meet sales goals.
5. Having SIM A is a must.
6. Willing to be placed at any BMW Tunas branch

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## Drive Your Career Forward with BMW Tunas!

### What You'll Do:

1. Support the completion and submission insurance documents.
2. Help coordinate and send salvage units to insurance companies.
3. Follow up on vehicle insurance claims with insurance partners.
4. Follow up on Account Receivables (AR) from insurance companies.
5. Support the admin team to achieve AR targets.

### What We're Looking For:

1. Must possess at least Diploma or Bachelor's Degree in related fields.
2. Experienced in administration (fresh graduate also welcome to apply).
3. Good communication, detail-oriented and organized in handling document.
4. Proficient in Microsoft Excel and document management.
5. Placement: Jakarta.

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### What You'll Do:

1. Assist in preparing and organizing insurance claim documents.
2. Help track and update claim progress in the system.
3. Support the admin team in following up with insurance companies.
4. Help with document filing and data entry tasks.
5. Learn and support the admin process to meet team goals.

### What We're Looking For:

1. Active student or fresh graduate from related major.
2. Interested in administrative work (eager to learn)
3. Basic skills in Microsoft Excel and administrative tools.
4. Good communication skills, Responsible, fast learner, and willing to work in a team.
5. Available for a 6-month internship and able to work on-site as needed.
6. Placement: Bandung.

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