


JOB VACANCY

| | |
|-----------------------------|--|
| Work Location | Indonesia |
| Work Address | Kawasan Industri KIMU, Jl Raya Kalimalang, Gandasari, Cikarang Barat, Bekasi 17530, Indonesia |
| Hiring Department | National Office Management |
| Hiring Position | Data Analyst |
| Employment Type | Full-time |
| Job Responsibilities | <ul style="list-style-type: none">• Analyzes and provides management with data, background, and business case information. Maintains all budget administrative processes, provides management with regular analysis and reporting.• Coordinates/develops/maintains all planning and forecasting processes for national office for input into the budget and other business needs. These would include Sales forecasts, Operation planning, as well variance analysis• Workload Planning - Responsible for the creation, maintenance, and ongoing support of the National Office Workload.• Provides workload cost analysis and ad hoc reporting as required.• Attend stock take activities, make sure each report is appropriate before distributing• Prepares M.O.M (minutes of meeting) |
| Job Requirements | <ul style="list-style-type: none">• Proven good analytical skills, communication, teamwork & time management• Indonesian, Male/Female, max 27 years old• Degree holder in Math/Statistic/ or other technical disciplines• Minimum of 2-year related working experience• Good command in Microsoft Office• Able to communication in English – both written and spoken• Willing to work under stress to meet tight schedule• Strong quantitative skills and business acumen• Work experience in a multinational environment is preferred• Residence in Bekasi area |
| How to Apply | Please send your CV stating the position you are applying for by clicking Apply now  |
| Application Deadline | 31 May 2022 |
| Remarks | <p>For other job openings, please visit our Career page for more details.</p> <p>All information provided by applicants will be treated in strict confidence and used for recruitment purpose only. All personal data of unsuccessful applicants will be retained for 12 months for future recruitment purpose and will then be destroyed.</p> |