

I N K E & M A R I S

ASSOCIATES

STRATEGIC COMMUNICATIONS CONSULTANT

A Leading Indonesian PR Consultancy INKE MARIS & ASSOCIATES

urgently looking for:

PR Account Manager:

Responsible for implementing a range of exciting consumer-led campaigns, trade PR initiatives and corporate PR programs. The role will involve activity across all areas of PR including press release writing, media relations, launch events, etc. So you'll be at the heart of the day-to-day account servicing and will play a significant role in shaping and delivering creative PR campaigns for our Clients, who are in a variety of sectors.

You'll have an extensive list of consumer and trade media contacts. You'll be supported by a passionate team of professionals and enjoy working across a varied client mix.

Candidates must be:

- In possession of Bachelor degree or above.
- Having more than 2 years of experience in PR Agency or 3 years in in-house PR.
- Fluent in Indonesian and English.
- Computer literate Microsoft Word, Microsoft Powerpoint, Microsoft Excel.
- Of good attitude, hard working, disciplined, eager and fast to learn, responsible, have good interpersonal communication skills, and a good team player.

Send your application letter, CV, transcript, portfolio, and recent photo before April 30, 2021 to: margaretha@inkemaris.com

STRATEGIC COMMUNICATIONS CONSULTANT

Jl. KH. Abdullah Syafe'i No. 28 / Jl. Casablanca, Jakarta 12840 INDONESIA Tel +6221 8281250. Fax +6221 8351369. Email marketing@inkemaris.com

www.inkemaris.com



Careers &
Employability
Centre



MARUNI GLASS

No. 1 Glass Processor in Indonesia



COME AND JOIN US AS A SALES PROJECT !!

JOB DESCRIPTIONS :

- FOLLOW UP PROJECT BARU DI LAPANGAN
- CANVASSING LAPANGAN

JOB REQUIREMENTS :

- CANDIDATE MUST POSSESS AT LEAST BACHELOR'S DEGREE IN ANY FIELD
- WOMAN, AGE MAX. 30 YEARS OLD
- GOOD AT ENGLISH
- AT LEAST 1 YEAR OF WORKING EXPERIENCE IN THE RELATED FIELD IS REQUIRED FOR THIS POSITION BUT FRESH GRADUATES ARE WELCOMED!
- EXCELLENT PRESENTATION SKILLS
- GOOD AT TIME MANAGEMENT
- GOOD AT INTERPERSONAL SKILLS

Kindly send your newst CV to email careercentre@lspr.edu
Attention to Mrs.Yamma
Not Later than 27 April 2021



TINKERLUST

WE ARE HIRING

ASSISTANT TO CEO

Job Description

- Responsible for organising internal and external meetings on behalf of the CEO and ensuring all necessary requirements are made.
- Drafting and writing high quality reports and presentations, as required by the CEO.
- Able to conduct research and strategic analysis including market research, competitor analysis, etc.
- Contribute to personal and employer branding from brainstorming, content creation, and management.
- Perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Build relationships with stakeholders, including peers, and external partners.

Requirements

- Minimum 1 year experience working as Personal Assistant/ Secretary or similar position.
- Bachelor's degree or equivalent experience with social sciences background
- Excellent writing, editing, grammatical, organizational, and research skills.
- Excellent management, time-management, and problem-solving skills.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including peers, and external partners.

Kindly send your CV to email
Careercentre@lspr.edu, Att to Ms.Yamma