

Employment Outlook and Salary Guide 2011/12

A TOOL FOR WORKFORCE PLANNING




INDONESIA

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Executive Overview

Business in Indonesia is bullish and very promising. Indonesia's economy is in a favorable position to be able to grow faster in 2011. With such a positive outlook, the government is optimistic that a 6.4% economic growth can be reached.

With a predicted inflation rate of 3% this year and a relatively stable currency, these conditions provide a positive indication for salary increments in 2011. Overall, the average salary increment across industries in Indonesia is about 7 to 11 percent.

HR trends in Indonesia will focus on several areas this year. Talent Management is still becoming the hot topic across industries, as well as employee value proposition. Also, as industries move forward towards positive growth, the demand for highly qualified and available talent will also be high. Many organizations also face critical skill gaps, mainly because the skills of the current workforce do not match changes in company strategies, goals, markets and business models.

The hottest industries in Indonesia include Fast Moving Consumer Goods, IT-Telco, Financial Services and the Automotive industry. New investments, mergers and acquisitions are still taking place. The most sought after jobs are in the areas of Finance, HR, Sales and Marketing and Engineering.

We hope that this Salary Guide will serve as a reference tool, as we are always on hand to assist with the current data and to support businesses in developing workforce planning.

We hope that you find this 2011 salary guide from Kelly services beneficial to your business in the year ahead!

Additionally, we welcome questions you may have, as we are always on hand to assist with current and relevant data in supporting to develop recruiting strategies and programs to suit your specific business needs.



Bernadette Themas
Managing Director
Kelly Services Indonesia

** Please note that the salary ranges in this publication are based on a monthly basis and are subject to changes arising from fluctuations in market and economic conditions. Salary ranges are not inclusive of variable factors such as allowances, expense claims and bonuses.*

A copy of this guide will be available on our website in July 2011. Visit us at: kellyservices.co.id



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Kelly Services' general recruitment solutions focus on client staffing requirements from entry-level to junior executive positions in functional areas such as Accountancy, Banking & Finance, Customer Service, Exhibition & Events, Hospitality & Tourism, Human Resources, Logistics & Warehousing, Office Support, Sales & Marketing and Retail.

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Kelly Services' specialist divisions include Kelly Selection and Kelly Outsourcing and Consulting Group. Our specialist divisions focus exclusively on the functional staffing requirements of our clients and draw on the formidable resources and infrastructure built by Kelly Services. It is the best of both worlds – a company with specific knowledge and expertise backed by a respected leader who has been staffing the world for more than 60 years.

We tailor our methodology to suit each requirement and our clients' specific needs. Our database is unmatched in the industry, giving us access to a large pool of potentially suitable candidates in a timely manner. Our constant presence in online portals, media contribution, use of display advertising and our innovative approach to market mapping and networking allows us to reach passive candidates that would otherwise not be available.



Kelly Selection is a search and selection practice for mid to senior level professionals, with specialist consultants offering expertise in Accountancy & Finance, Banking, Human Resources, Sales & Marketing, Legal, Risk & Compliance and Procurement & Supply Chain.

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OUTSOURCING & CONSULTING



Kelly Outsourcing & Consulting Group is a global leader in innovative talent management solutions in the areas of Recruitment Process Outsourcing (RPO), Business Process Outsourcing (BPO) and Contingent Workforce Outsourcing (CWO), including Independent Contractor Solutions, Human Resources Consulting, Career Transition and Organizational Effectiveness, and Executive Search.

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ACCOUNTING & FINANCE

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
ACCOUNTING & FINANCE – COMMERCE & INDUSTRY					
Finance Director/CFO Degree	S1	12+	Corporate officer primarily responsible for managing the financial risks of the corporation. Responsible for financial planning and recordkeeping, as well as financial reporting to higher management.	75,000,000	135,000,000
Financial Controller Degree	S1	10–12	Supervise accounting and financial reporting within an organization. Oversee accounting and the implementation and monitoring of Internal controls.	35,000,000	50,000,000
Senior Finance Manager	S1	8–10	Responsible generally for overseeing other finance staff including Finance managers.	30,000,000	45,000,000
Finance Manager	S1	6–7	Prepare financial reports, i.e. income, expenses, capital usage & cash flow. Preparation of strategic plans, budgets & financial forecasts. Develop accounting and management policies & procedures.	22,000,000	28,000,000
Senior Management Accountant	S1	5–7	Prepare internal management accounts (generally monthly) that assess business performance to enable management to make informed decisions.	17,000,000	23,000,000
Senior Financial Accountant	S1	5–7	Supervisory role, prepares financial accounts for external users in compliance with relevant reporting requirements.	16,000,000	21,000,000
Financial Accountant	S1	3–5	Prepare financial accounts for external users in compliance with relevant reporting requirements.	8,500,000	10,000,000
Financial Analyst	S1	3–7	Analyze financial performance of an organization including productivity, profitability, performance against budget and determines causes and remedies.	9,000,000	13,000,000
Senior Treasury Manager	S1	7+	Supervisory role, manages a company's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	25,000,000	35,000,000
Treasury Manager	S1	5–7	Manage a company's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	17,000,000	22,000,000
Internal Audit Manager	S1	5–8	Supervisory role, analyzes business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	12,000,000	21,000,000
Head of Internal Audit	S1	8+	Supervisory role, analyzes business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	27,000,000	42,000,000
Tax Senior Manager	S1	8+	Person responsible for overseeing tax function within an organization and ensures compliance with local, state, federal and international taxes.	25,000,000	37,000,000
Tax Manager	S1	5–7	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Researches on tax issues.	17,000,000	25,000,000
Tax Accountant	S1	3–5	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research on tax issues.	5,000,000	9,000,000

 HOT JOB

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
ACCOUNTING & FINANCE – PRIVATE PRACTICE					
AUDIT					
Director	S1	10+	Audit function deals with reporting on the financial position of a client's business. Additionally it deals with the risk elements of their business, analyzing exposure to external and internal threats, and compliance with relevant statutory and regulatory requirements.	65,000,000	110,000,000
Senior Manager	S1	8–10	Supervisory role, analyzes business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	25,000,000	35,000,000
Manager	S1	5–8	Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	15,000,000	20,000,000
Senior Associate/Assistant Manager	S1	3–5	Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	8,000,000	17,000,000
Consultant	S1	1–3	Responsible in doing client audit process, recommending the solution and prepare the audit report.	6,000,000	8,000,000
ADVISORY PRACTICES					
Director	S1	10+	Advisory function within practice provides clients with advice in the handling of business risks both financial and non-financial. Furthermore they review operations to enhance performance. Additional services may include mergers & acquisitions and related activities.	75,000,000	100,000,000
Senior Manager	S1	8–10	Responsible for doing business review for clients. Analyze past trading results. Review the management accounts. Review the internal control and suggesting practical recommendations. Review the operation of the business and suggesting some improvement to be implemented.	40,000,000	60,000,000
Manager	S1	5–8	Responsible for doing business review for clients. Analyze past trading results. Review the management accounts. Review the internal control and suggesting practical recommendations. Review the operation of the business and suggesting some improvement to be implemented.	30,000,000	40,000,000
Senior Associate/Assistant Manager	S1	3–5	Assist the manager for doing business review for clients. Analyze past trading results. Review the management accounts. Review the internal control and suggesting practical recommendations. Review the operation of the business and suggesting some improvement to be implemented.	13,000,000	25,000,000
Consultant	S1	1–3	Review company's performance by analyzing historical and current trading results. Analyze current market condition of the business in order to obtain a benchmark to evaluate the business plan. Assess financial performance by comparing actual to budget. Prepare final report to the Lenders.	3,000,000	5,000,000

ACCOUNTING & FINANCE CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
TAX					
Director	S1	10+	Tax function assists clients to meet the challenges they face in complying with local, federal and international tax reporting requirements.	40,000,000	55,000,000
Senior Manager	S1	8–10	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Researches on tax issues.	25,000,000	30,000,000
Manager	S1	5–8	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Researches on tax issues.	15,000,000	20,000,000
Senior Associate/Assistant Manager	S1	3–5	Assist the manager for collation of information to enable reporting of financial information to comply with tax reporting requirements. Researches on tax issues.	5,000,000	7,500,000
Consultant	S1	1–3	Responsible in handling of tax issues in client side.	3,000,000	5,000,000
Accountant	S1	4–5	In charge of general accounting that involve the preparation of statistical data & financial reports concerning profits, cash & inventory. Analyze report & give advice on the financial dealings or organizations/individuals. Advise on associated record-keeping & compliance requirements.	5,000,000	7,000,000
Accounts Payable Manager	S1	5–6	Ensure timely payments of vendor invoices, expense vouchers & maintain accurate records & control reports. Manage a staff of administrators/clerks.	75,000,000	12,000,000
Accounts Supervisor	S1	2–4	Supervise full set of accounts & delegate work to clerical staff. Assist in the analysis of financial statements & year-end closing/audits.	4,500,000	7,500,000
Accounts Assistant	S1	1–3	Record & compile summaries of organisation's financial transactions for management purposes. Assist in full set of accounts.	2,750,000	4,750,000
Accounts Clerk	S1	1–3	Balance expenses, data entry & basic accounts support. Filing, photocopying, faxing & other admin duties.	2,500,000	4,000,000
Credit Control Manager	S1	4–6	Determine credit worthiness of clients. Formulate credit & collection policy. Negotiating with past due accounts. Take appropriate action against delinquent accounts. Supervise two or more officers.	10,000,000	15,000,000
Credit Control Officer	S1	2–4	Contacting customers. Sending follow-up inquiries. Negotiating with past due accounts for debt recovery.	3,000,000	6,000,000
Credit Control Clerk	S1	1–2	Manage accounts receivables. Prepare reports of loans and accounts that are delinquent and forward reports for legal action.	2,500,000	3,500,000
Administrator	S1	3–5	Contribute to the smooth and efficient operations of the office by undertaking all of the day-to-day office administration functions. Support teams and provide basic support roles to secretaries.	1,800,000	3,000,000
Auditor	S1	2–4	Ensure authenticity & accuracy of financial statements, especially assets & liabilities. Analyze samples of work done & conduct procedural interviews.	5,000,000	8,000,000
Financial Analyst	S1	2–3	Report & analyze financial & operating data.	4,000,000	7,000,000
Payroll Clerk	S1	1–2	Calculate & prepare payroll, taking into account overtime & deductions such as tax, CPF, insurance payments, etc.	2,500,000	4,500,000

 HOT JOB

BANKING

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Bank Teller	S1	1-3	Handle high volume of over-the-counter transactions. Assist with customer enquiries, ensure service delivery standards are met & actively promote bank products and services.	2,000,000	2,800,000
Customer Service Officer	S1	2-3	Attend to walk-in customers & follow-up on customer service issues as well as identify business potential from existing database.	3,000,000	6,000,000
Bank Auditor	S1	2-3	Report audit findings, evaluate system effectiveness & assess procedural deficiencies. Ensure high level of internal control & system adherence to guard against fraud or procedural non-compliance.	3,500,000	6,250,000
Collection/Debt Recovery Officer	S1	1-3	Review collection procedures and ensure diligent debt recovery. Analyze customers' profile & propose viable solutions. Restructure & negotiate payment. Knowledge in legal/litigation processes & documentation. Monitor delinquent accounts & collection functions.	1,750,000	3,750,000
Compliance Officer	S1	2-3	Ensure interpretation & adherence to all regulatory requirements. Conduct & review results of compliance surveillance test plans. Support the implementation and rollout of compliance related initiatives.	3,500,000	5,900,000
Securities/Equities Dealer	S1	3-5	Support relevant teams and responsible for executing global equities, fixed income and structured products through brokers.	3,500,000	6,000,000
FX Dealer	S1	2-3	Good knowledge of foreign exchange products. Familiar with inter-bank market transaction. Manage the flow and risk of FX.	2,500,000	3,500,000
Mortgage Sales Specialist	S1	2-3	Identify prospective customers through lead generation to achieve desired mortgage and related lending product targets.	3,000,000	5,500,000
Personal Financial Consultant/Personal Banker	S1	2-3	Provide advice & recommend investment products according to clients' risk profile. Identify business potential from the execution of the sales.	3,000,000	5,500,000
Settlement Officer	S1	3-5	Settlement of trades (FX/MM), bonds & securities. Liaise with brokers, counter parties & fund managers.	4,000,000	7,000,000
Remittance/Settlement/Loans Clerk	S1	1-2	Cheque clearance, inward/outward remittances, telegraphic transfer & demand drafts. Accept & confirm forex deals. Process & document housing loan applications.	1,750,000	3,500,000
Bank Operations Officer	S1	0-1	Processing of trade settlements. Back-room admin duties.	1,750,000	3,000,000
Trade Finance Officer	S1	1-2	Supervisory role in the processing of trade finance products.	2,750,000	4,500,000
Trade Finance Clerk	S1	2-3	Process trade finance products with knowledge of various trade instruments e.g Letter of Credit, trade collections & payments.	2,500,000	3,500,000

BANKING CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
BANKING – ACCOUNTING & FINANCE					
Finance Director/CFO	S1	12+	Corporate officer primarily responsible for managing the financial risks of the corporation. Responsible for financial planning and record-keeping, as well as financial reporting to higher management.	80,000,000	150,000,000
Financial Controller	S1	10–12	Supervise accounting and financial reporting within an organization. Oversee accounting and the implementation and monitoring of internal controls.	50,000,000	80,000,000
Senior Finance Manager	S1	8–10	Responsible generally for overseeing other finance staff including finance managers.	30,000,000	40,000,000
Finance Manager	S1	6–8	Responsible for providing financial advice and support to clients and colleagues to enable them to make sound business decisions.	18,000,000	30,000,000
Head Product Control	S1	10+	Oversee a team responsible for the accounting and financial reporting of multiple trading desks. Responsible for the bookkeeping of trades in the portfolios they look after, and act as a primary control function; monitoring trading activity to ensure it is within a specified remit.	50,000,000	70,000,000
Senior Product Controller	S1	5–10	Supervisory role responsible for the accounting and financial reporting of a trading desk. Responsible for the bookkeeping of trades in the portfolios they look after, and act as a primary control function; monitoring trading activity to ensure it is within a specified remit.	30,000,000	45,000,000
Product Controller	S1	2–5	Responsible for the accounting and financial reporting of a trading desk. Responsible for the bookkeeping of trades in the portfolios they look after, and act as a primary control function; monitoring trading activity to ensure it is within a specified remit.	10,000,000	15,000,000
Senior Treasury Manager	S1	10+	Supervisory role, manages a company's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	35,000,000	50,000,000
Treasury Manager	S1	7–10	Supervisory role, manages a company's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	30,000,000	40,000,000
Treasury Accountant	S1	4–6	Manage a company's holdings in and trading in government and corporate bonds, currencies, financial futures, options and derivatives, payment systems and the associated financial risk management.	8,000,000	15,000,000
Head of Tax	S1	10+	Responsible for overseeing tax function within an organization and ensures compliance with local, state, federal and international taxes.	30,000,000	45,000,000
Tax Manager	S1	7–10	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research on tax issues.	10,000,000	15,000,000
Tax Accountant	S1	2–5	Responsible for collation of information to enable reporting of financial information to comply with tax reporting requirements. Research on tax issues.	4,000,000	10,000,000
Head of Internal Audit	S1	10+	Supervisory role, analyzes business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	45,000,000	75,000,000

 HOT JOB

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Senior Audit Manager	S1	7–10	Supervisory role, analyzes business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	25,000,000	40,000,000
Audit Manager	S1	5–7	Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	15,000,000	25,000,000
Assistant Audit Manager	S1	3–5	Analyze business processes, procedures and activities with the goal of highlighting organizational problems and recommending solutions.	7,000,000	10,000,000
BANKING – MIDDLE OFFICE					
CREDIT					
Head of Credit	S1	12+	Responsible for management of portfolio of accounts / clients with a view to ensuring banks losses are minimized through tight control on credit facilities and terms provided to clients. Undertake credit reviews on existing facilities and creation of pricing models for new facilities.	45,000,000	70,000,000
Senior Vice President	S1	10+	Prepare and manage the transaction contemplated in the credit approval including covenants, conditions, and collateral (including insurance policy), have been properly and legally documented with support by internal Legal Counsel.	40,000,000	45,000,000
Vice President Degree	S1	7+	Review the legal Documentation and take necessary actions on Non Performing Loan in accordance with established policy and procedure to speed up the collection process at the optimum amount.	30,000,000	40,000,000
Associate Vice President	S1	4–7	Ensuring that all credits portfolio are within all applicable limits and within established risk and compliance policies.	25,000,000	30,000,000
Senior Associate Degree	S1	2–4	Ensuring that all credits portfolio are within all applicable limits and within established risk and compliance policies.	20,000,000	25,000,000
RISK					
Head of Risk	S1	12+	Responsible for operational and market risks as they pertain to the bank. Ensuring that the banks losses are minimized through implementation of appropriate controls, analysis of exposures and understanding of both internal and external risks.	50,000,000	65,000,000
Senior Vice President	S1	10+	Review key internal controls of the business and provides recommendations to minimize the risks in all business units in comply with the BI regulations.	40,000,000	45,000,000
Vice President Degree	S1	7+	To establish risk management policies & guidelines encompassing credit risk management, market risk management, asset liability management, and operational risk management in compliance with BI regulations and in alignment with the Bank Group risk management framework.	30,000,000	40,000,000
Associate Vice President	S1	4–7	Responsible for leading the analytics, data analysis and modeling efforts to support the risk management strategy by using and developing advanced mathematical, analytical and economic tools.	20,000,000	30,000,000
Senior Associate Degree	S1	2–4	Monitor all client transactions and update the clients profile and transactions profile including identification and monitoring high risk customers.	15,000,000	20,000,000

BANKING CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
COMPLIANCE					
Head of Compliance	S1	12+	Assist the bank in managing its compliance risk, which can be defined as the risk of legal or regulatory sanctions, financial loss, or loss to reputation a bank may suffer as a result of its failure to comply with all applicable laws, regulations, codes of conduct and standards of good practice.	50,000,000	70,000,000
Senior Vice President	S1	10+	Responsible on assisting the Compliance director on presenting the regulations/policies from both BI and the Bank in well through plan as well distributing and implementing them to all the division/depts and staffs of the bank.	40,000,000	45,000,000
Vice President Degree	S1	7+	Responsible to provide risk profile informations and reports to the BOD and risk management committee.	30,000,000	40,000,000
Associate Vice President	S1	4-7	Responsible to review and analyze the Policies/regulations of the Bank and making sure that they comply with BI rules & regulations.	20,000,000	30,000,000
Senior Associate Degree	S1	2-4	Provide in depth analysis within the Banks policies/ regulations and the BI regulations and assist the direct supervisor on dispersing such regulations.	15,000,000	20,000,000
BANKING – BACK OFFICE					
CORPORATE ACTIONS					
Director	S1	9+	Responsible for effecting transactions made by public companies that include its shares, share register and shareholders.	45,000,000	55,000,000
Associate Director	S1	6-9	Assist the BOD on legal and general affairs aspects in business activities which are: agreements evaluation, joint ventures contract and administrations, loans and leasing administrations, liscenses, documentations, quotations, etc.	30,000,000	40,000,000
Senior Analyst	S1	5-6	Provide general legal counseling and in depth analysis within contracts and settlements.	15,000,000	25,000,000
Analyst	S1	3-5	Responsible within agreement draftings while assisting within the negotiation processes with third parties.	8,000,000	10,000,000
SETTLEMENTS					
Manager	S1	4+	Responsible for overseeing a settlements team charged with ensuring timely and accurate settlement of transactions and reconciliation.	20,000,000	25,000,000

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
BANKING – BACK OFFICE					
DOCUMENTATION					
Director	S1	8+	Responsible for ensuring transactions are recorded accurately in both client and internal accounts with appropriate support and are reconciled.	45,000,000	60,000,000
Associate Director	S1	5–7	Responsible for overall documentation matters between the Bank's and other party members.	30,000,000	40,000,000
Senior Analyst	S1	3–5	Responsible within documentation book keeping while also providing through analysis within the paperworks.	15,000,000	25,000,000
TRADE SUPPORT					
Head	S1	9+	Responsible for ensuring the appropriate capture of trades, attending to queries and liaising with internal stakeholders to ensure controls are maintained.	45,000,000	55,000,000
Senior Analyst	S1	3–5	Assisting the head on providing thorough analysis within trades.	10,000,000	20,000,000
OPERATIONS					
General Manager	S1	12+	Overall management of the operations team covering multiple functions.	45,000,000	60,000,000
Manager	S1	5–10	Oversee a team of support staff to front office ensuring accurate and timely processing of transactions.	30,000,000	40,000,000
Senior Analyst	S1	3–5	Support staff to front office ensuring accurate and timely processing of transactions.	15,000,000	25,000,000
INSURANCE ACTUARIAL					
Senior Vice President	S1	12+	Individual who applies mathematical and statistical methods to assess risk in the insurance and finance industries.	55,000,000	75,000,000
Vice President	S1	10+	Responsible on providing Company financial projection, developing strategic dialogue, monitoring loss ratio performance and providing product pricing.	40,000,000	50,000,000
Senior Manager	S1	7+	Assisting the VP on developing strategic dialogue, monitoring loss ratio performance and providing product pricing.	30,000,000	35,000,000
Manager	S1	5–7	Responsible on providing thorough analysis within loss ratio performance, product pricing and quotations.	20,000,000	30,000,000
UNDERWRITING/CLAIMS					
Director	S1	8–10 +	Responsible for evaluating the risk and exposure of potential clients. Oversee processing of claims from clients assessing coverage under the policy and minimizing payments for non-covered events.	40,000,000	85,000,000
Manager	S1	5+	Supervised underwriters while underwrite new businesses and reinstatement cases.	30,000,000	40,000,000
Assistant Manager	S1	3–5	underwrite new business and reinstate new cases.	20,000,000	30,000,000

CALL CENTER

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Call Centre Manager/Head	S1	5–10	Implement service strategies. Oversee daily operations as well as marketing, sales & IT. Ensure service levels are met. Plan workflow & structure. Resolve escalated complaints. Motivate & lead teams. Work with HR to assist in recruiting, staff appraisals & training. Strong project management skills.	10,000,000	15,000,000
Call Centre Supervisor/Team Leader	S1	2–3	Oversee team of junior & senior officers. Motivate team, roster planning & handle staffing issues such as disciplinary & performance counseling.	4,000,000	7,000,000
Call Centre Trainers	S1	2–3	Work with HR & Call Centre Manager to provide training. Train on systems, procedures & product knowledge. Facilitate & plan training schedules.	3,500,000	6,500,000
Customer Service Officer–Inbound	S1	1–2	Handle incoming calls (orders, inquiries, complaints) and direct calls for further problem resolution.	2,500,000	3,750,000
Customer Service Officer–Inbound	S1	2–3	Handle incoming calls (orders, enquiries, complaints) and direct calls for further problem resolution. Handle larger clients of 1st level escalation. Lead, teach, guide and/or motivate teams through the call process if necessary.	3,250,000	4,500,000
Operations Manager	S1	3–4	Oversee all aspects of the operations. Report to Call Centre Manager. Handle internal inquiries & divisional operations.	10,000,000	15,000,000
Sales Outbound/Telemarketer (entry level)	S1	0–1	To sell & set up appointments. Handle outbound calls for selling a product or service, typically with respect to quotas or sales goals. May be responsible for specific accounts or geography. To up sell as appropriate.	1,500,000	2,500,000
IT Helpdesk	S1	1–2	To screen and/or service requests, compile problem reports & provide solutions to complex issues as needed.	1,800,000	3,500,000

 HOT JOB

ENGINEERING & TECHNICAL

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Engineering Director	S1	10+	R&D, design and patent for company product. Oversee and lead entire engineering team (QA, R&D, Design, Failure Analysis) to success. Master Black Belt holder. Financial management.	55,000,000	80,000,000
Engineering Manager	S1	10+	R&D, design and patent for company product. Lead entire engineering team R&D, QA, Lead and oversee engineering team. Master Black Belt/ Black Belt holder. Conduct induction training. Product development.	30,000,000	45,000,000
Project Manager	S1	5–8	Projects execution in Oil & Gas, Petrochemical, Chemical, Civil & Structural, Solar, Energy, Wastewater Treatment sectors. Electrical & Electronics system design and integration, troubleshooting, testing, installation and commissioning. Hands-on experience in energy, water, infrastructure, solar, inverters, battery, UPS, diesel generators and power system.	25,000,000	35,000,000
Project Engineer	S1	3–5	Engineering projects execution. Electrical & Electronics system design and integration, troubleshooting, testing, installation and commissioning. Hands-on experience preferable in solar PV, servicing inverters, battery chargers, UPS, diesel generators, and/or other power system components.	10,000,000	15,000,000
Program Manager	S1	5–8	Plan and introduce products regionally and internationally. Business development managing and planning. Channel building.	Rp, 15,000,000	Rp, 25,000,000
Planning Manager	S1	5-8	Operations management in engineering/manufacturing. Execute and roll out plans.	15,000,000	25,000,000
Planner	S1	3–5	Schedule/plan production. Plan production manufacturing loadings, which includes work-in-progress and ship dates to meet customer demands. Respond to customer enquiries.	5,000,000	8,000,000
Process Engineer	S1	3–5	Develop process for new products and improve product process for current products. Knowledge of SPC, DOE & FMEA.	4,000,000	6,000,000
Production Engineer Degree	S1	3–5	Responsible for the areas of productivity improvement, process efficiencies, cost reduction and facility layout. Manage all aspects of the development and implementation of production projects. Prepare cost analysis for project evaluation for COO, Regional VP, GMO and plant management. Maintain an up-to-date knowledge of related machinery and equipment for possible operation applications and assist plants in machinery and equipment specification. Monitor assigned plant's compliance to policies and procedures.	3,500,000	6,000,000
QA Engineer	S1	3–5	Plan and direct activities in development, application and maintenance of quality standards. Monitor and maintain Quality Assurance activity experience with CE, FDA, ISO13485, ISO 16949.	4,000,000	9,000,000

 HOT JOB

ENGINEERING & TECHNICAL CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Material Manager	S1	5–8	Generate clear-to-build quantity plan based on orders. Liaise with buyers on material shortages and ensure availability. Monitor inventory performance to meet set goals.	7,000,000	15,000,000
Senior Design Engineer (Automation)	S1	5–7	Design and develop machine and pneumatic control, handlers for lead frame / PCB / CPU test equipment industries. Knowledge of ProE, DOE, DFMEA, FMEA, UPH simulation and structure. Prepare design proposal.	5,000,000	10,000,000
Development Engineer Degree	S1	3–5	Product design, building automation or HVACR, electro-mechanical systems, and modules. Familiar with 2D & 3D-CAD system. Hands-on experience in engineering drawing, part assembly, machining, electro-mechanical system. Testing & commissioning.	4,000,000	10,000,000
Electrical Design Engineer	S1	3–5	Design of electrical diagrams for upgrades or modifications. Design machine control systems and panels. Experience with AutoCad, PLC, SCADA. Proficient in solar, inverters, battery, UPS, generators and power automation system.	3,000,000	7,000,000
Electrical Engineer	S1	3–5	Design of electrical diagrams for upgrades or modifications. Design machine control systems and panels. Experience with AutoCad.	3,000,000	8,000,000
Electrical & Instrumentation/ Control Engineer	S1	3–5	Design and modify E&I equipments/machines. Proficient in PLC, SCADA, DCS hardware & software. Design Power electrical circuits. Well-versed in AC, stepper & servo motors. Multi-axis matrix positioning controls knowledge.	3,000,000	9,000,000
Mechanical Design Engineer	S1	3–5	Jig and fixture design. Hands-on experience in automation design and mechanical integration in semiconductor and hard disk drive industries. Dimensioning controls. AutoCad 2D/3D, Inventor/Solid Works.	3,000,000	8,000,000

 HOT JOB

HUMAN RESOURCES

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
HR Assistant Manager	S1	5–10	Assist with HR Manager in implementing HR policies & procedures.	8,000,000	17,000,000
HR Officer/Executive/Senior Executive	S1	3–6	Active screening & recruitment of staff. Coordinate recruitment ads. Ensure consistent benefits & compensation practice.	5,000,000	12,000,000
Compensation & Benefits Specialist	S1	3–6	Design, plan & implement compensation and benefits for staff. Evaluate on effectiveness of schemes.	7,000,000	13,000,000
Learning & Development Manager	S1	5–8	Design, plan & implement training programmes; policies & procedures; and career development programmes.	17,000,000	28,000,000
Training Executive/Senior Executive	S1	2–5	Conduct company training programmes. Knowledge of commonly used concepts, practices & procedures. Source for external trainers.	5,000,000	8,000,000
HR Director (Regional)	S1	10+	Oversee a team of HR professionals typically covering multiple countries and functions.	85,000,000	125,000,000
HR Director (Local)	S1	10+	Oversee a team of HR professionals typically covering multiple locations and functions.	55,000,000	80,000,000
HR Manager (Regional)	S1	5–10	Responsible for multiple countries. Covers a wide array of duties including recruitment, employee benefits, payroll administration, performance management with support typically from external advisors or regional internal specialists in C&B etc.	20,000,000	35,000,000
HR Manager (Local)	S1	5–10	Covers a wide array of duties including recruitment, employee benefits, payroll administration, performance management with support typically from external advisors or regional internal specialists in C&B etc.	15,000,000	25,000,000
HR Generalist	S1	10+	Covers a wide array of duties including recruitment, employee benefits, payroll administration, performance management.	10,000,000	15,000,000
HR Generalist	S1	5–10	Covers a wide array of duties including recruitment, employee benefits, payroll administration, performance management.	7,000,000	10,000,000
Recruitment Lead	S1	8+	Typically responsible for a team of recruiters and oversees internal recruitment and attraction strategies for an organization.	12,000,000	25,000,000
Recruiter	S1	6–10	Responsible for internal recruitment requirements of an organization.	5,000,000	15,000,000
Compensation & Benefits–Head	S1	10+	Lead role responsible for analyzing C&B matters within an organization and benchmarking against competitors and market trends. Will undertake financial impact in an organization. Responsible for working with HR to develop appropriate retention strategies.	28,000,000	70,000,000
Compensation & Benefits–Manager	S1	5–10	Responsible for analyzing C&B matters within an organization and benchmarking against competitors and market trends. Will undertake financial impact in an organization. Responsible for working with HR to develop appropriate retention strategies.	20,000,000	27,000,000
Compensation & Benefits–Analyst	S1	3–5	Responsible for analyzing C&B matters within an organization and benchmarking against competitors and market trends. Will analyze financial impact to an organization. Responsible for working with HR to develop appropriate retention strategies.	5,000,000	8,000,000
Training Director	S1	10+	Oversee a team of trainers and works with internal stakeholders to develop and maintain the content of training programs for an organization.	50,000,000	75,000,000
Training Manager	S1	5–8	Owns training development, implementation and facilitation within an organization.	17,000,000	28,000,000

 HOT JOB

INFORMATION TECHNOLOGY

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Country Manager	S1	10+	Responsible for country business operations, development of strategic plans and profit & loss of business unit.	75,000,000	150,000,000
Sales Director (Regional)	S1	7+	Take charge of sales team and meet sales quota. Develop business model to drive sales.	50,000,000	75,000,000
Team Leader Sales Manager	S1	7+	Provide direction and duties to business team and partner in achieving quota.	27,000,000	40,000,000
Post-sales Consultant	S1	5+	Implementation and delivery for customers.	20,000,000	35,000,000
Pre-sales Consultant	S1	5+	Help in the sales of IT products or services by providing technical support, product demonstration to customers, RFP participation and solution architecting.	20,000,000	35,000,000
Account Manager/Sales Manager	S1	5+	Build & grow sales for an IT product or services company over a given geography or industry vertical and exceed sales quotas. Identify, qualify & close sales opportunities through prospecting & cross marketing of IT products and services to existing & new customers.	20,000,000	35,000,000
Inside Sales Representative	S1	3-5	Identify leads and generate sales using telephone and internet technologies.	4,000,000	10,000,000
Enterprise Architect Degree	S1	8+	Provide enterprise wide architectural planning, governance and direction.	7,000,000	17,000,000
Solutions Architect Degree	S1	5+	Designing the technical architecture and design of systems or applications.	7,000,000	15,000,000
Analyst Programmer/ Software Engineer	S1	2-6	Design, code & test programmes to support application systems development plan.	3,000,000	7,000,000
Software QA/Test Analyst	S1	3- 6	Test, certify and audit software products.	3,000,000	9,000,000
Software QA/Test Analyst	S1	3-5	Testing, certifying, auditing software products.	8,000,000	13,000,000
Project Manager	S1	5-10	Plan, direct & execute project management activities for an area/division. Monitor progress against schedule & project budget. Allocate appropriate resources to deliver projects results. Interface between project delivery team and end-users.	10,000,000	18,000,000
Project Manager-Infrastructure	S1	5-10	Oversee the smooth running of IT systems. Troubleshoot & assist the organization in any IT matters or problems. Good knowledge of new IT developments in the required fields.	10,000,000	20,000,000
Security Consultant	S1	5-7	Technical consultant specializing in IT security technology. Conduct application and system security health-checks, risk assessment, identity & firewall management.	8,000,000	15,000,000
Storage Consultant	S1	3-7	Provide subject matter expertise and technical support on hardware/ software requirements of storage products including SAN, NAS, Backup and Recovery, Capacity planning / application sizing, Business Continuity and Disaster Recovery, Operating Systems Administration.	4,000,000	10,000,000
Business/Systems Analyst	S1	3-6	Perform systems feasibility studies, analysis & design. Translate business rules and requirements into system specifications. Work closely with Engineers & Technical Support to resolve customer issues. Provide technical application support to users.	5,000,000	11,000,000
Systems/Network Administrator	S1	2-6	Administer & operate LAN & WAN networks, system management & hardware support.	5,000,000	9,000,000

 HOT JOB

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Technical Consultant	S1	3–6	Track problems & changes. Continuity of ownership & documentation of IT operational problems from occurrence to resolution, including post-resolution analysis. Provide solutions to IT-related service problems.	10,000,000	15,000,000
Database Administrator	S1	4–7	Responsible for administration & technical maintenance of the company's distributed database system.	5,000,000	15,000,000
IT Auditor	S1	4–7	Plan and execute audits of information systems, platforms, operating procedures and fraud management.	4,000,000	12,000,000
Helpdesk Analyst	S1	1–3	Remotely troubleshoot problems through e-mail/telephone by taking over the control of users' terminals via LAN/WAN connections. Plan, coordinate & support business processes, systems & end-users.	3,000,000	6,250,000

OFFICE SUPPORT

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Administration/Office Manager	S1	4–6	Responsible for office administration & management, i.e. human resources, office lease, property facilities & records. Assigning work to other clerical employees & ensuring conformance to office policies.	10,000,000	15,000,000
Administrative Assistant/Co-coordinator	S1	1–3	Sort & distribute mail. Prepare simple business correspondence & reports. Attend to telephone enquiries & visitors. Filing.	1,800,000	2,750,000
Executive Secretary	S1	3–5	Work with top management. Take & transcribe minutes of meetings. Execute routine secretarial assignments. Provide supervision & work co-ordination of other staff.	6,250,000	9,500,000
Secretary	S1	2–4	Schedule appointments, travel arrangements & attend to callers. Take dictation. Relieve officials of clerical work & administrative duties.	4,000,000	7,500,000
Receptionist/Front Office Assistant	S1	1–3	Tend to customers. Attend to phone calls. Administrative duties.	2,000,000	3,000,000
Mail Room Assistant	S1/D3	1–2	Mail delivery & collection. Run simple errands.	1,250,000	2,000,000

 HOT JOB

PROCUREMENT, SUPPLY CHAIN & LOGISTICS

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Distribution Manager	S1	6–7	Manage ordering & distribution of goods. Ensure timely deliveries to maximise sales. Liaising with the forwarder on the timing of arrival of goods.	20,000,000	25,000,000
Shipping Supervisor	S1	4–5	Organize receiving & issuing of goods. Manage the shipping operations & ensure proper documentation. Ensure quantity & quality of goods.	4,500,000	6,000,000
Shipping Assistant	S1	1–3	Prepare shipping documentation. Knowledge of LC / BL. Ensure smooth delivery & handle customers' inquiries. Verification of freight invoices, cycle count, etc.	3,500,000	6,000,000
Operations Executive	S1	2–3	Manage warehouse operations & ensure proper documentation. Plan cargo schedules. Inventory control / management and reconciliation of suppliers' invoices.	4,000,000	7,000,000
Warehouse Manager	S1	4–5	Plan for efficient storage & systematic retrieval. Manage all warehouse activities. Proper upkeep of the store and warehouse. Identify reliable and cost efficient freight forwarders.	15,000,000	20,000,000
Warehouse Supervisor	S1	3–5	Manage warehouse operations. Receive, issue, pick & pack. Ensure timely shipment.	8,000,000	12,000,000
Warehouse/Store Assistant	S1	1–3	Basic warehouse operations. Receive, unpack, pack, pick and check cargos.	2,200,000	4,500,000
OPERATIONS/SHIPPING					
Operations Director	S1	10–15	Effectively plan and direct all aspects of the logistics and supply chain initiatives.	45,000,000	90,000,000
Commercial Director	S1	10–15	Responsible for heading the whole commercial team. Managing the vendors, and management of procurement and contracting arrangements for the Project.	55,000,000	100,000,000
Shipping Manager	S1	6–8	Managing of Shipping operations ensuring proper documentation.	25,000,000	30,000,000
Operations Manager–Sea–freight/Ocean–freight	S1	6–8	Managing of Seafreight operations ensuring timely deliveries.	25,000,000	30,000,000
Operations Manager–Airfreight	S1	6–8	Managing of Airfreight operations ensuring timely deliveries.	22,000,000	27,000,000
Cold Hub Manager	S1	6–8	Managing of Cold Hub/Cold Chain operations ensuring timely deliveries.	20,000,000	25,000,000
PURCHASING					
Commercial Manager	S1	5–8	Lead and supervise a team of Commercial Specialists. Group level responsibility for multiple categories of spend.	17,000,000	28,000,000
Commercial specialist	S1	2–4	Responsible for optimising trading relationships by consolidating spend across internal clients.	5,000,000	8,500,000
Customer service Manager	S1	5–8	Lead and supervise a team of Customer Service Representatives and responsible for management & execution of elements of key Customer Interface Process.	10,000,000	17,000,000
Order Fulfillment Manager	S1	5–8	Manage a team of order administrators, handle all aspects of order fulfillments, from order booking to invoicing & closure of orders.	10,000,000	17,000,000
Sales & order Management Manager	S1	5–8	Supervise and manage sales order execution function consisting of sales order review per company terms and conditions and all applicable import/export rules for internal profit control as well as compliance purpose, procurement and logistic (shipment).	10,000,000	17,000,000

 HOT JOB

PROCUREMENT, SUPPLY CHAIN & LOGISTICS CONTINUED

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Logistics Manager	S1	6–10	Effective management of daily logistics and warehousing activities ensuring prompt and professional delivery service to customers.	22,000,000	33,000,000
Logistics Analyst	S1	3–5	Responsible for analyzing monthly overall logistics spend and cost driver including freight and warehousing management.	4,500,000	8,000,000
Logistics specialist	S1	2–4	Responsible for the coordination of all day-to-day operational and logistics activities at the Distribution Center involving both distribution center operations and freight management.	4,000,000	7,000,000
Supply Chain Manager	S1	6–10	Lead efforts in streamlining efforts towards order fulfillment as well as drive global inventory control policies and procedures of high technology products and services.	30,000,000	45,000,000
Demand planner	S1	2–4	Responsible for demand planning capability for the product line and customers to ensure demand creation and fulfillment activities from Sales and Marketing are fully rationalized.	6,500,000	13,000,000
Supply planner	S1	2–4	Manage inventory/stock replenishments and generate as well as analyzing of demand forecasts.	4,500,000	8,000,000
Material planner	S1	2–4	Responsible for the timely replenishment of raw materials and procurement of components/services in support of Manufacturing and Sales.	4,500,000	8,000,000
Inventory Manager	S1	6–10	Responsible for the development and management of inventory processes and the implementation of processes, skills, resources, and technology to ensure optimum service, cycle time, quality, and efficiency for the core processes.	12,000,000	19,000,000
Procurement/Purchasing Manager/Director	S1	10–12	Manage the operations of regional sourcing, procurement & management of suppliers.	28,000,000	35,000,000
E-procurement Manager	S1	6–10	Responsible for the e-procurement systems including: e-sourcing and contract management; e-catalogues and purchasing (SAP; cards, e-invoicing and self billing; Leading the e-enablement of suppliers; Manage third party e-sourcing providers.	20,000,000	35,000,000
Sourcing Manager	S1	6–10	Responsible for the execution of the category strategies and development of sourcing plans within the geographic region. Lead the process of sourcing execution to ensure delivery of the category strategy and targets.	17,000,000	28,000,000
Strategic procurement Manager	S1	6–10	Develop and utilize supply chain, business, and financial modeling tools. Lead Supplier Selection Activities. Drive supply base optimization. Negotiate and complete contracts with complex suppliers.	25,000,000	35,000,000
Business processes Improvement Manager	S1	6–10	Lead in driving continuous business processes improvement, meeting company's objectives, streamlining of business processes, achieving cost reduction and increase productivity.	25,000,000	35,000,000

 HOT JOB

SALES, MARKETING & ADVERTISING

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Advertising Manager	S1	4-5	Develop company's advertising strategy according to brand/product/corporate policies. Liaise with advertising agencies to create the company's product/image. Prepare and track A&P spending. Develop promotional & sales support materials.	8,000,000	15,000,000
Brand/Product Manager	S1	3-4	Conceptualize & execute activities for brand positioning. Determine product pricing. Maintain & direct product's image in the market.	10,000,000	15,000,000
Customer Service Executive	S1	2-3	Entertain customer inquiries. Service existing customers & their needs. Visits to customers' office when necessary.	2,750,000	4,000,000
Marketing Assistant Manager/Manager	S1	4-5	Actively plan and implement marketing initiatives. Ensure that all marketing plans are executed.	7,000,000	10,000,000
Marketing executive/Senior executive	S1	2-5	Marketing of new or existing products and services. Collate market trends for product development. Liaise with advertising agencies and suppliers. Production of marketing materials.	4,000,000	8000000
Market Researcher	S1	2-4	Collect & analyze information to assist in marketing.	4,000,000	6,000,000
PR Manager	S1	4-6	Plan & develop communication strategies. Promote complete information flow within the organization & build positive media & public relations.	15,000,000	20,000,000
PR executive	S1	1-3	Assist the PR Manager in executing communication activities.	3,000,000	5,000,000
Sales Manager	S1	5-7	Plan & manage business strategies. Meet sales targets & quotas. Develop consulting service/product according to market needs. Co-ordinate activities of sales team. Monitor budget achievement. Prepare forecasts.	17,500,000	25,000,000
Sales Executive	S1	1-3	Lead generation. Sell products & services on B2B basis. Prepare & submit proposals. Involve in sales pitch.	3,500,000	5,000,000
Sales Co-coordinator	S1	2-3	Coordinate client leads & customer sales. Process sales orders.	3,500,000	4,500,000
Promoter/Retail Assistant	S1	1-2	Front Line. Counter sales. Promote products in store.	1,500,000	3,000,000
General Manager	S1	12+	Oversee business operations including sales, administration and operations.	50,000,000	90,000,000
Sales director	S1	10+	Lead a team of sales staff with responsibility for overall management of sales targets.	65,000,000	110,000,000
Sales/Key Account Manager	S1	5-10	Responsible for sales to a specific client base, responsible for client relationships most important to a company.	12,000,000	22,000,000
Marketing director	S1	10+	Oversee other marketing personnel and typically responsible for multiple business lines or geographic locations.	65,000,000	120,000,000
Marketing Manager	S1	5+	Ownership of marketing requirements for an organization or division of a business. Multi-faceted role including marketing, communications and PR.	30,000,000	50,000,000
Brand Manager	S1	4-8	Responsible for applying various marketing techniques to raise awareness of particular business.	15,000,000	25,000,000
Product Manager	S1	3-7	Responsible for applying varying marketing techniques to raise awareness of particular product line.	10,000,000	20,000,000

 HOT JOB

TELECOMMUNICATION

Occupation Title	Qualification	Experience (years)	Job Description	Min. Salary (in local currency)	Max. Salary (in local currency)
Account Manager	S1	5-7	Achieve the sales budget, ensures distribution channel meet target, deal with distributors, agent, corporate and modern channel.	17,000,000	30,000,000
Product Development Manager	S1	5-8	Communicate to the market regarding new product, do market research, do customer satisfaction research, cooperate with advertisement agency for promotion activities.	17,000,000	25,000,000
Billing Manager	S1	5-8	Makes the billing platform, implementation.	17,000,000	30,000,000
Business Analyst	S1	3-5	Gather client requirements, analysis, design and deliver to the client. Manage the team within project.	17,000,000	28,000,000
Project Management Officer Analyst	S1	3-5	Ensures the project running smooth and on schedule.	17,000,000	25,000,000
Head of PMO	S1	5-10	Set up, planning, budget, execute, controlling all projects.	22,000,000	38,000,000
Site Administrator	S1	3-5	Support the project related to the documentation needs in each project.	10,000,000	15,000,000



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