

Job Vacancy – PT. Lippo Karawaci, Tbk

Send email to : recruitment@lippokarawaci.co.id

Subject : (Position Applied) - University

1. Management Trainee – HR

Management Trainee is a program established exclusively to recruit and develop young graduates to become our leaders of tomorrow. We are constantly looking for bright individuals who possess a unique blend of passion, intelligence, and dedication. Our commitment to career growth is central to our values, and it is evident in the investment we make in training and mentoring. We want people we can grow; not just people we pay to work.

Job Requirements:

- Bachelor's Degree from any background and also from reputable university
- Passionate as HR Specialist
- Fresh Graduates are encouraged to apply
- Minimum GPA: 3,00
- Fluent in English both oral and written
- This program will be based in Lippo Karawaci
- **Enrolment Date: March 2021**

2. Management Development Program

Lippo Karawaci (LPKR) is dynamic organization with a diversity of businesses in Property, Healthcare, Retail, Hospitality, and more. It aims to groom the next younger Indonesian generation to be its Future Leader. In 2014, the Management Development Program ((MDP) was incepted for this purpose. Within this program, trainees are prepared to be a Future Leader.

At Lippo, we understand that the secret to a company's success lies behind its people. We are constantly looking for bright individuals who possess a unique blend of passion, intelligence, and dedication. If you are a visionary who wishes to impact your community in positive ways, you will feel right at home here at Lippo. Our commitment to career growth is central to our values, and it is evident in the investment we make in training and mentoring. We want people we can grow; not just people we pay to work.

Job Requirements:

- Majors welcome : Finance, Accounting, Business, Management, Commerce, Marketing, Information Technology, System Informatics, Biomedical Engineering, Biotech, and Civil Engineering, etc
- Fresh graduates are encouraged to apply
- Overseas graduates and graduates from reputable universities are preferred
- Minimum GPA 3.5 for bachelor and master's degree
- Strong in academic and organization skill
- Active in community or sport
- Must have positive mindset and attitude, discipline, integrity and resilient
- Fluency in English is a must (must be active English speaker)
- **The program is will start on June 2021**

- The program will be based in Lippo Karawaci, Tangerang, but Trainees must be willing to be placed all over Indonesia

3. Finance Accounting Officer

Verifying, allocating, posting and reconciling accounts payable and receivable. Producing error-free accounting reports and present their results. Analyzing financial information and summarizing financial status.

Job Responsibilities:

- Preparing the daily operations of the accounting department
- Monitoring and analyzing accounting data and produce financial reports or statement
- Establishing and enforcing proper accounting methods, policies and principles

Job Requirements:

- Candidate must possess at least Bachelor/Master Degree in Accounting from reputable university with minimum GPA 3.00
- At least 3 years of working experience in the related field is required for this position
- Coming from Public Accounting firm will be advantage
- Have a good understanding of Accounting Flow
- Working location; Karawaci, Tangerang

4. Jr. Architect

Verifying, allocating, posting and reconciling accounts payable and receivable. Producing error-free accounting reports and present their results. Analyzing financial information and summarizing financial status.

Job Responsibilities:

- Preparing the daily operations of the accounting department
- Monitoring and analyzing accounting data and produce financial reports or statement
- Establishing and enforcing proper accounting methods, policies and principles

Job Requirements:

- Candidate must possess at least Bachelor/Master Degree in Accounting from reputable university with minimum GPA 3.00
- At least 3 years of working experience in the related field is required for this position
- Coming from Public Accounting firm will be advantage
- Have a good understanding of Accounting Flow
- Working location; Karawaci, Tangerang

5. Data Analyst

Data analyst collects and stores data on sales numbers, market research, logistics, linguistics, or other behaviors. They bring technical expertise to ensure the quality and accuracy of that data, then

process, design and present it in ways to help people, businesses, and organizations make better decisions.

Job Descriptions:

- Managing master data, including creation, updates, and deletion.
- Provide quality assurance of imported data.
- Commissioning and decommissioning of data sets.
- Processing confidential data and information according to guidelines.
- Helping develop reports and analysis.
- Supporting the data warehouse in identifying and revising reporting requirements.
- Generating reports from multiple systems.
- Evaluating changes and updates to source production systems.
- Providing technical expertise on data storage structures, data mining, and data cleansing.

Job Requirements:

- Bachelor's degree from an accredited university in Accounting or Computer Science /equivalent
- Work experience as a data analyst or in related field and familiar using power point (data presentation) and using tools digital (Microsoft Excel, Tableau, Power BI, etc)
- Ability to analyze existing tools and databases and provide software solution recommendations.
- Experience using statistical packages for analysing data (Excel, R, SPSS, etc)
- High-level experience in methodologies and processes for managing large scale databases.
- Demonstrated experience in handling large data sets and relational databases.
- Strong analytical skills, great attention to details, and good communication skills.
- **Work Location: Karawaci**