

LOWONGAN KERJA PERUSAHAAN CRMS INDONESIA





JOB VACANCY

Case Study Writer

CRMS Indonesia (Center for Risk Management Studies) is a globally recognized organization that is leading the Governance, Risk Management, Compliance (GRC) capacity building in Indonesia. Established in 2010, CRMS Indonesia has collaborated with countless Indonesian organizations in training more than 5,000 Indonesian Risk professionals, providing them with an opportunity to sharpen their professional capabilities. Through a range of comprehensive and innovative GRC programs, including trainings, workshops, seminars, conferences, roundtable discussions, researches, learning games, and case competitions, CRMS is able to bring world-class GRC learning approach into the Indonesian market. As a testament to its commitment and dedication to Risk Management, CRMS was awarded the best Risk Management Service Provider in 2014 and 2016 in IRM's Global Risk Award.

Requirements:

◆ Roles and responsibilities

- The case study writer will develop one case study per-month in the specific subject: Governance, Risk Management, and Compliance (GRC) and its context.
- You should be able to work independently with minimum supervision.
- Manage timelines, synthesising interviews, drafts and deliverables, and proficient at creating all case components (e.g., tables, charts, graphs).

◆ Basic Qualifications

Advanced degree required, master's degree in management is preferred.

◆ Additional Qualification

- Excelling at this job requires good writing, research, and interpersonal skills; the ability to manage multiple projects with shifting deadlines, evolving scope, and diverse stakeholders, have an excellent analytical and conceptual skills, comfort conducting field interviews as well as library and online research, the ability to give, receive, adapt to feedback and work independently, and have excellent communication.
- Knowledge of Governance, Risk Management, and Compliance (GRC) is preferred. Knowledge of public and private business or industry is helpful.

Submit your Application to:

HRD CRMS Indonesia

Jl. Batununggal Indah IV No 97 Bandung 40267

Telp. 022.87301035 Email: hrd@crmsindonesia.org

Website: www.crmsindonesia.org

LOWONGA KERJA

Program Event Officer

◇ Deskripsi dan Tanggung Jawab Pekerjaan: ◇

- Merancang dan melaksanakan program event dalam skala tertentu termasuk di dalamnya menjadwalkan pelaksanaannya dan membuat timelines.
- Mengkoordinasikan dan memonitor seluruh timelines acara dan memastikan setiap deadlines terpenuhi.
- Mempersiapkan setiap dokumen serta kelengkapan sarana dan prasarana yang dibutuhkan sebelum pelaksanaan training.
- Memastikan dan menjaga kelancaran acara selama proses training dilangsungkan.
- Mempersiapkan setiap dokumen, laporan dan kelengkapan yang dibutuhkan setelah pelaksanaan training.
- Melakukan koordinasi dan komunikasi dengan fasilitator training pada saat sebelum, selama dan setelah pelaksanaan training.

◇ Deskripsi dan Tanggung Jawab Pekerjaan: ◇

- Pria/Wanita, sehat jasmani dan rohani, usia maksimum 30 tahun pada Agustus 2019.
- Pendidikan S1 semua jurusan, IPK minimal 3.00
- Memiliki kemampuan komunikasi yang baik, secara lisan maupun tulisan.
- Memiliki keterampilan dalam aktivitas event organizer
- Minimal menguasai aplikasi Microsoft Office (MS Word, MS Excel).
- Memiliki passion dan pengalaman dalam bidang event organizer lebih diutamakan
- Mampu bekerja sama dalam tim.
- Mampu melakukan aktivitas dengan mobilitas yang relatif tinggi.
- Berdomisili di kota Bandung, serta siap ditugaskan untuk melakukan traveling serta melaksanakan program di luar kota Bandung/Jakarta.
- Diutamakan yang memiliki kendaraan pribadi, SIM C atau SIM A

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