

Lowongan PT. ExecuTrain Nusantarajaya



Nomor : 060/SR/DIR-TKCC/UNIKOM/VIII/2018
Lampiran : 1 (satu) berkas
Perihal : Lowongan Kerja Bagi Lulusan UNIKOM

Kepada Yth.
Ketua Program Studi di Lingkungan Universitas Komputer Indonesia (UNIKOM)
di Tempat

Dengan hormat,

Sehubungan dengan adanya surat permohonan dari beberapa perusahaan, berkaitan lowongan kerja bagi Alumni UNIKOM, mohon kiranya Bapak/Ibu Ketua Program Studi berkenan untuk menyebarkan informasi tersebut ke seluruh Alumni pada Program Studi yang Bapak/Ibu pimpin. Adapun perusahaan tersebut antara lain:

1. PT Gajah Angkasa Perkasa (Bidang Industri Tekstile)
2. PT Executrain Nusantarajaya (Bidang Training Komputer, Softskill dan Outbond)
3. PT Sirius Indonesia (Bidang Teknologi Informasi)
4. PT Raharja Sinergi Komunikasi (Bidang Pelayanan/Jasa IT)
5. PT Sumatera Dinamika Utama (Bidang Manajemen Servis Bidang Hutan Tanaman Industri, Pertambangan dan Plywood)

Berkas Lamaran Kerja dan CV dapat dikirimkan ke alamat atau email yang tercantum dalam surat dari perusahaan tersebut.

Berkaitan pendataan Alumni yang bekerja, mohon kiranya bagi Alumni UNIKOM yang melamar pada perusahaan tersebut untuk melaporkan ke *Career Development Center* (CDC) UNIKOM tentang nama, jurusan, tahun masuk dan tahun lulus serta nama perusahaan yang dilamar untuk dikirim. Ke email : cdc@unikom.ac.id.

Informasi lengkap lowongan pekerjaan tersebut dapat juga dilihat di situs : <http://cdc.unikom.ac.id/>

Demikian, atas perhatian dan kerjasamanya diucapkan terima kasih.

Bandung, 29 Agustus 2018

Direktur Tata Kelola dan Career Center,

Dr. Rahma Wahdiniwaty, Dra., M.Si.
NIP. 4127.34.02.011

- Tembusan :
1. Yth. Wakil Rektor - IV
 2. Yth. Para Dekan
 3. Yth. Direktur / Wakil Direktur ICT
 4. Yth. Kepala Biro Administrasi Umum
 5. Yth. Kabag Labkom
 6. Arsip

www.unikom.ac.id

JL. DIPATI UKUR NO. 152-116 TELP. (022) 2504119, 2504634, 2533603 FAX. (022) 2533754
JL. DASAR 160-162 TELP. (022) 2531134 BANDUNG 40132



ExecuTrainSM
performance is the bottom line

WE ARE HIRING

ExecuTrain of Jakarta offering training and workshop for computer skills, business skills and experimental learning is seeking for professional to fill in the following position :

IT Helpdesk

Requirement:

Male with maximum **Male/ Female, age 25 - 28 years old**
Minimum 1 year working experience as IT Support is an advantage
Bachelor Degree or Diploma Degree with min. GPA 2.75.
Fluent in written and spoken English
Have strong knowledge in:

- ❖ MS-Office 2007, 2010, and other desktop application.
- ❖ Install, configure and troubleshooting Desktop operating system. (Win Xp or Win 7)
- ❖ Familiar with Networking (Cisco) and Windows Server System (Active Directory, WSUS, and File Server) is advantages.
- ❖ Familiar with Messaging and Collaboration System (Exchange, Outlook and Lynch/Communicator) is an advantages.

Able to work in a team as well as individually
Have strong knowledge in IT & PC environment
Self-Motivated, Enthusiastic, Fast Learner and Result Oriented
Willing to work hard in a fast changing and fast paced environment.

Only those who meet the above requirements will be notified. If you are the qualified professionals, please submit your application letter, comprehensive resume along with relevant document, transcript, copy of ID and recent photograph. Email to : hrd@executrain.co.id or call Lina - 021-5210793. Our website : executrain.co.id



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WE ARE **HIRING**

ExecuTrain of Jakarta offering training and workshop for computer skills, business skills and experimental learning is seeking for professional to fill in the following position :

IT Trainer

Job Description:

- ✦ Deliver training for all Microsoft Office products
- ✦ Prepare and develop the training courseware.
- ✦ Maintain level of expertise through passion for learning.

Requirement:

1. Male, age 22-24 years old
2. S1 in Information Systems faculty or related subject is preferred, GP minimal 2.8
3. Fluent in English both written and oral is a must.
4. Ready to have a business trip
5. Strong presentation skills and communication skill
6. Able to work under pressure
7. Able to priorities workloads and meet deadlines
8. Able to work in a team as well as individually
9. Have strong knowledge in IT & PC environment, including Ms Office and Multimedia.
10. Self-Motivated, Enthusiastic, Fast Learner and Result Oriented
11. Willing to work hard in a fast changing and fast paced environment.

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ExecuTrain of Jakarta offering training and workshop for computer skills, business skills and experimental learning is seeking for professional to fill in the following position :

Microsoft Dev. & DB Courses Trainer

Qualification:

- Minimal bachelor degree.
- Minimal 1 year experience is a must, especially in one of the following areas :
 - **Microsoft ASP.NET, HTML5 Javascript**
 - **Microsoft Sharepoint Admin + Development**
 - **Microsoft SQL Server Database Admin + Development**
- Fresh graduate are welcome
- Good appearance and have pleasant personality.
- **Fluent in English, both written and oral is a must.**
- Well, organized, punctual, independent.
- Self-Motivated, Enthusiastic, Fast Learner.
- Result Oriented, Good Communication & Presentation Skills
- Willingness to work Hard in a fast changing environment.

Only those who meet the above requirements will be notified. If you are the qualified professionals, please submit your application letter, comprehensive resume along with relevant document, transcript, copy of ID and recent photograph. Email to : hrd@executrain.co.id or call Lina - 021-5210793. Our website : executrain.co.id



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ExecuTrain of Jakarta offering training and workshop for computer skills, business skills and experimental learning is seeking for professional to fill in the following position :

Sales and Telemarketing

Job Description:

Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options
Sells training and IT Service, developing relationships with prospects.
Maintains relationship with clients by providing support, information and guidance.
Contributes to team effort by accomplishing related results as needed.
Keeps management informed by submitting activity and results, such as daily call reports, weekly work plans, monthly and annual territory analyses.

Requirements:

Male/Female min 22 years old
Minimum Diploma degree(D3)/ Bachelor degree (S1) in any major
Minimum 1 year or more in related business is advantage
Fresh graduates are welcome
Target oriented and able to work under minimum supervising
Must possess an assertive, proactive and strong personality
Have excellent communication with team and customer
Able to develop new client and maintain existing client
Good Computer literate (office and internet)

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Senin, 20 Agustus 2018 - 11:25

<https://cdc.unikom.ac.id/loker/view/lowongan-pt-executrain.485.html>