

# Lowongan PT.IT Group Indonesia



Nomor : 022/SR/DIR-TKCC/UNIKOM/IV/2017  
Lampiran : 1 (satu) berkas  
Perihal : Lowongan Kerja Bagi Alumni 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. CRMS Indonesia (bidang institusi pelatihan dan edukasi manajemen )
2. PT.Bis Infosistem (bidang Jasa Konsultasi Teknologi)
3. PT.Bank Syariah Bukopin (bidang Perbankan)
4. PT.Comtronics Systems (bidang Teknologi Informasi)
5. PT.Jasamedika Saranatama (bidang Jasa Konsultasi Teknologi Informasi)
6. PT.Ducotel Teknologi (bidang IT)
7. PT.IT Group Indonesia (bidang IT)
8. PT.Gema Graha Sarana Tbk (bidang Jasa Kontraktor Interior & Manufaktur Furniture)

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](mailto:cdc@unikom.ac.id). Informasi lengkap lowongan pekerjaan tersebut dapat juga dilihat di situs : [cdc.unikom.ac.id](http://cdc.unikom.ac.id)

Demikian, atas perhatian dan kerjasamanya diucapkan terima kasih.

Bandung, 21 April 2017

Mengetahui  
Wakil Rektor IV – Bidang Inovasi,  
Pengembangan dan Aset  
  
Dr. Ir. Herman S Soegoto, MBA,  
NIP. 4127.70.002

  
Direktur Bidang Kelola dan Career Center  
  
Dr. Retna Wahdiniwati, Dra., M.Si  
NIP. 4127.34.02.011

Tembusan:

1. Yth. Ketua Yayasan Science & Teknologi
2. Yth. Rektor UNIKOM
3. Yth. Dosen Pembina

Jakarta, 17 April 2017

Kepada Yth.  
Dr. Rahma Wahdiniwaty, Dra, M.Si  
Direktorat Aset, Tata Kelola dan Career Center Unikom  
Jln.Dipatiukur 112-116, Bandung

Perihal : **Permohonan Repost Iklan Lowongan Kerja**  
Nomor : 071/SK-ITGI/IV/17

Dengan hormat,

Saya yang bertandatangan dibawah ini :

Nama : Dwiana Shinta Anggraeni S

Jabatan : Human Resource Officer

Dengan ini kami PT. IT Group Indonesia bertujuan mengajukan permohonan kerjasama untuk pemasangan kembali lowongan kerja di Universitas Komputer Indonesia. Mohon bantuannya untuk dapat memasang iklan dalam bentuk *softcopy* di dalam website sekaligus menginformasikannya kepada para alumni mengenai adanya lowongan ini.

Demikian permohonan ini kami sampaikan. Besar harapan kami agar kerjasama ini dapat berlangsung dengan baik. Apabila ada informasi lain yang perlu kami ketahui, mohon agar dapat menyampaikannya kepada kami. Atas perhatian dan kerjasamanya kami ucapkan terima kasih.

Hormat kami,

  
**Venture Ahead**  
**Dwiana Shinta Anggraeni S**  
Human Resource Officer

Jakarta, 21 Februari 2017

Kepada Yth.  
Dr. Rahma Wahdiniwati, Dra, M.Si  
Direktorat Aset, Tata Kelola dan Career Center Unikom  
Jln.Dipatiukur 112-116, Bandung

Perihal : Pernyataan Tidak Adanya Pungutan Biaya dalam Proses Rekrutmen  
Nomor : 029/SK-ITGI/II/17

Saya yang bertanda tangan dibawah ini :  
Nama : Rahayu Khalifatullah  
Perusahaan : PT. IT Group Indonesia  
Jabatan : Operations Supervisor  
Alamat : Wisma Kodol 7<sup>th</sup> Floor  
Jl. HR. Rasuna Said Kav. B4  
Jakarta Selatan, 12920

Menyatakan dengan sebenar-benarnya bahwa dalam kegiatan rekrutmen PT IT Group Indonesia tidak memungut biaya apapun terhadap kandidat. Bagi kandidat yang akan melamar pekerjaan dapat mengirimkan ke email [hrd.id@itgroupinc.asia](mailto:hrd.id@itgroupinc.asia).

Demikian surat keterangan ini kami terbitkan untuk digunakan sebagaimana mestinya.

Jakarta, 21 Februari 2017  
Hormat saya,



**Rahayu Khalifatullah**  
Operations Supervisor

Jakarta, 21 Februari 2017

Kepada Yth,  
Dr. Rahma Wahdiniwati, Dra, M.Si  
Direktorat Aset, Tata Kelola dan Career Center Unikom  
Jln.Dipatiukur 112-116, Bandung

Perihal : Pernyataan Kesiediaan Untuk Memberikan Informasi  
Nomor : 030/SK-ITGI/II/17

Dengan hormat,

Sehubungan dengan permohonan kerjasama dalam pemasangan lowongan kerja di Universitas Komputer Indonesia. Dengan ini kami menyatakan bersedia memberikan informasi kepada pihak Career Center UNIKOM terkait alumni yang diterima/bekerja di perusahaan kami.

Adapun kami lampirkan data alumni Unikom yang telah bekerja di PT IT Group Indonesia.

Demikian ini kami sampaikan. Atas perhatian dan kerjasamanya kami ucapkan terima kasih

Hormat saya,

  
  
Rahavi Kharifatah  
Operations Supervisor

## JOB OPPORTUNITY

### Software Developer

#### Job Descriptions:

- Identify and document customers' requirements, analyse and resolve with strategic solutions
- Installations, development, implementation, training, testing and support
- Provide application / technical assistance during the implementation
- Accountability for project delivery from requirements gathering, development, UAT, and implementation
- Strict adherence to process and documentation
- Complete all required project documentation for submission to clients as required
- Manage client expectation on project delivery and product capabilities

#### Requirements:

- Bachelor's degree in IT
- At least 1 year of working experience in the related field
- Passionate in learning new technology
- Strong problem solving, analytical and communication skill.
- Able to communicate proficient in English
- Ability to execute rigorous documentation requirements.
- Willing to travel and work anywhere
- Able to work and research independently
- Able to work under pressure, meet deadlines
- Self-motivated, positive-attitude, hardworking, willing to learn, excellent team-player
- Strong computer skills in HTML - CSS - Java Script - My SQL
- Familiar with Python is a plus point

#### Benefit:

- Parking, Medical, Loans
- Miscellaneous Allowance
- Education Support

Send your resume/CV with subject "SD" to:

[hrd.id@itgroupinc.asia](mailto:hrd.id@itgroupinc.asia)

Or

[dwiiana.shinta@itgroupinc.asia](mailto:dwiiana.shinta@itgroupinc.asia)

## JOB OPPORTUNITY

### Linux System Engineer

#### Job Descriptions:

Provide services to customer and be responsible of the system using open source solution and linux solution which are used in Data center, server, storage, Network, OS, Email System etc.

- Proactive and positive personality
- Quick to learn, and eager in IT, especially Open Source
- Can work well in team
- Can communicate well and do a good presentation

#### Requirements:

- Diploma (D3) or Bachelor's degree preferably in Information Technology/ Compute/Software/Electronic.
- Minimum 2 years experienced in System Administrator using OS Linux in advantage.
- Diploma in using and maintaining service such as Lamp, FTP, Proxy, Printer, Network Administrator, System Administrator, User Help Desk, etc. Familiar with OS Linux as Desktop or server.
- Having a good knowledge in networking.
- Good English Proficiency
- Work and coordinate well in a team.
- Able to build and maintain professional relationships.
- Having a private Vehicle
- Having a certificate RHCT, RHCE, or CCNA would be advantage
- Fresh graduated who have experience with Linux ad open source are allowed to apply.

#### Benefit:

- Parking, Medical, Loans
- Miscellaneous Allowance
- Education Support

Send your resume/CV with subject "LSE" to:

[hrd.id@itgroupinc.asia](mailto:hrd.id@itgroupinc.asia)

Or

[dwiana.shinta@itgroupinc.asia](mailto:dwiana.shinta@itgroupinc.asia)

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## JOB OPPORTUNITY

### Account Executive

#### Job Responsibilities

- Find and meet needs of new potential clients with related sector
- Provide price quotations / estimate and insure that the price is right and meet with client requirement
- Negotiating with clients, solving any problems and making sure deadlines are met
- Collaborate with IT team to present and deliver products and ensure meet with the client/customer expectation
- Ensure the timely and successful delivery of the product according to customer needs and objective
- Develop a personal strategy to achieve sales target and performance
- Develops a database of qualified leads through referrals, telemarketing, email, social media, and visit to customer
- Generate, reporting and present sales report and pipeline per weekly / monthly / quarterly to Sales Manager
- Participates and contributes to the organizations to achieve the targets per months / quarterly / annual
- Maintain contact with all clients to ensure high levels of client satisfaction. Receives and resolves customer complaints and problems in a timely manner
- Proactively establish and maintain effective working team relationships with all sales, marketing, backoffice and IT departments
- Performs other related duties as assigned
- The ability to handle pressure and meet deadlines

#### Requirements:

- Minimum Diploma (D3), Fresh Graduate and or 1-2 experience in Sales Business
- Age 20 - 30 years old
- Having computer literate, including office application, email, IOT
- Have a good presentation and public speaking skills (preferred)
- Have English language skills (write and verbal)
- Strong Communication (Verbal & Written)
- Telesales

#### Benefit:

- Parking, Medical, Loans
- Miscellaneous Allowance
- Education Support

Send your resume/CV with subject "AE" to:

[hrd.id@itgroupinc.asia](mailto:hrd.id@itgroupinc.asia)

Or

[dwijana.shinta@itgroupinc.asia](mailto:dwijana.shinta@itgroupinc.asia)



## JOB OPPORTUNITY

### Account Manager - Sales Infra

**Job Descriptions:**

- Create new opportunity of products and services from new and or existing customers
- Provide price quotations / estimate and insure that the price is right and meet with client requirement
- Must be able to build and maintain strong professional account relationship and customers satisfaction
- Identify and win new customers through effective new business development and account management
- Be able to manage very high revenue based opportunities commercially to meet revenue and margin growth strategies
- Be able to manage 5 - 10 customers. Focus on prospect or projects that can generate revenue by at least 1 B
- Establishes productive, professional relationships with key personnel in assigned customer accounts
- Coordinates the involvement of company personnel, including support, service, and management resources, in order to meet account performance objectives and customers expectations
- Meet assigned targets for profitable sales volume and strategic objectives in assigned accounts
- Proactively assesses, clarifies, and validates customer needs on an ongoing basis
- Maintain contact with all clients to ensure high levels of client satisfaction. Receives and resolves customer complaints and problems in a timely manner
- Prepare and Present monthly, Quarter, half year and annual sales report and business plans to Sales Manager as well
- The ability to handle pressure and meet deadlines

**Requirements:**

- Minimum Diploma (D3), At least 3 Year(s) of working experience in the related industry
- Age 20 - 30 years old
- Have English language skills (write and verbal)
- Strong Communication (Verbal & Written)
- Required Skill(s): Account Management, Sales and IT Related, Selling Skill, Negotiation skill and Office Application
- Understanding of contract, term and condition, SLA
- Understand basic financial rules, Profit & Lost, COGS, budget
- Understand basic project management, proposal, RFP

**Benefit:**

- Parking, Medical, Loans
- Miscellaneous Allowance
- Education Support

Send your resume/CV with subject "AM" to:

[hrd.id@itgroupinc.asia](mailto:hrd.id@itgroupinc.asia)

Or

[dviana.shinta@itgroupinc.asia](mailto:dviana.shinta@itgroupinc.asia)

## JOB OPPORTUNITY

### Business Development Executive

#### Job Descriptions:

- A business development professional has three primary responsibilities:
  1. Identifying new sales leads
  2. Pitching products and/or service
  3. Maintaining fruitful relationships with existing customers
- When it comes to generating leads, day-to-day duties typically include:
  1. Researching organisations and individuals online (especially on social media) to identify new leads and potential new markets
  2. Researching the needs of other companies and learning who makes decisions about purchasing
  3. Contacting potential clients via email or phone to establish rapport and set up meetings
  4. Creating and generate sales report and sales pipeline per monthly/quarterly/yearly.
  5. Attending conferences, meetings, and industry events
  6. Develops a database of qualified leads through referrals, telemarketing, email, social media, and visit to customer.
- When it comes to the challenge of actually selling, other typical duties include:
  1. Preparing PowerPoint presentations and sales displays
  2. Contacting clients to inform them about new developments in the company's products
  3. Developing quotes and proposals
  4. Negotiating and renegotiating by phone, email, and in person
  5. Performs other related duties as assigned
  6. The ability to handle pressure and meet deadlines
  7. Develop a personal strategy to achieve sales target and performance
  8. Maintain contact with all clients to ensure high levels of client satisfaction. Receives and resolves customer complaints and problems in a timely manner

#### Requirement :

- Candidate must possess at least Bachelor's Degree
- Age 20 - 34 years old
- At least 2 Year(s) of working experience in Sales & Marketing
- Required Skill(s): Office Application

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#### Benefit:

- Parking, Medical, Loans
- Miscellaneous Allowance
- Education Support

Send your resume/CV with subject "BDE" to:

[hrd.id@itgroupinc.asia](mailto:hrd.id@itgroupinc.asia)

Or

[dwiana.shinta@itgroupinc.asia](mailto:dwiana.shinta@itgroupinc.asia)

## JOB OPPORTUNITY

### Senior Linux System Engineer

**Responsibility:**

- Provide services to customer and be responsible of the system using open source solution and linux solution which are used in Data Center, Server, Storage, Network, OS, Email system, etc.
- Supervise Linux Engineers

**Qualification:**

- Diploma (D3) or Bachelor's degree preferably in Information Technology / Computer / Software / Electronic.
- Minimum 5 years experience using OS Red Hat Linux in Enterprise Environment.
- Having a good knowledge in networking and/or hardware integration.
- Good English proficiency.
- Strong problem solving, analytical and communication skill.
- Strong scripting skill and must be able to demonstrate it.
- Ability to work in a deadline-focused environment, consistently producing deliverables within agreed-upon timeframes.
- Self-motivated, positive-attitude, hardworking, willing to learn, excellent team-player.
- RHCE Certified.

**Benefit:**

- Parking, Medical, Loans
- Miscellaneous Allowance
- Education Support

Send your resume/CV with subject "Senior LSE" to:

[hrd.id@itgroupinc.asia](mailto:hrd.id@itgroupinc.asia)  
Or  
[dwiiana.shinta@itgroupinc.asia](mailto:dwiiana.shinta@itgroupinc.asia)

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## JOB OPPORTUNITY

### Digital Marketing Officer

#### Job Descriptions:

- Responsible for online strategic campaign for digital and social media channels
- Responsible for online advertisements
- Develop and coordinate content of articles, blogs, and social media.
- Create and manage monthly meetup event
- Create and manage reports and data visualization

#### Requirements:

- Age 20 - 27 years old
- Graduate S1 in any major
- Honest, proactive, and able to work in a team
- Enthusiastic in your work, learning new things, technology and business
- Proactive to find ways for improvements
- Have a great communication skills spoken and writing
- Professional appearance and attitude
- Passion in learning and sharing knowledge
- Competent knowledge in one or more of these topics: Social Media, Copywriting
- Preferably have 2 years experiences as Public Relations / Communications
- Preferably fluent in english in written and oral
- Preferably able to use basic photoshop / other image editor
- Fresh graduate are welcome to apply

#### Benefit:

- Parking, Medical, Loans
- Miscellaneous Allowance
- Education Support

Send your resume/CV with subject "Digital Marketing" to:

[hrd.id@itgroupinc.asia](mailto:hrd.id@itgroupinc.asia)

Or

[dwiana.shinta@itgroupinc.asia](mailto:dwiana.shinta@itgroupinc.asia)

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Jumat, 21 April 2017 - 08:47

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