

GROW AND SUCCESS TOGETHER

ZMG, the leading professional firm providing Telecommunications services global include Network Planning, Design and Optimization, Network Operations and Maintenance, etc. Needs employee energy and creative as :

MARKETING RELATION OFFICER & MANDARIN TRANSLATOR

RESPONSIBILITY :

- Maintaining good cooperation relationship with Customer
- Negotiate and help resolve problems that occur with the Customer
- Monitoring progress and PR, PO and invoice processes on the system
- Achieving targets set by Supervisor / Manager
- Perform work in accordance with the command Supervisor / Manager

REQUIREMENT :

- Candidate must possess at least Diploma in Computer Science/Information Technology/Business Studies/Administratin /Management/Finance/Accountancy/Marketing
- At least 2 Years(s) of working experience in Telecommunications sector
- Preferably staff (non-management & non-supervisor) specialized in Marketing Relation
- Must have good work in management, discipline, strong initiative, result oriented with strong personal drive
- Have strong critical thinking and analytical skill, fast learner and responsible
- Fluent communication in Mandarin and English with Oral and Writing
- Excellent to use Microsoft Office in Ms. Excel, Ms. Word and Ms. Power point
- Computer literate and able to use technology effectively
- Willing to be placed work anywhere
- Please send your application and resume with recent photograph

Please send your recent resume + photograph to recruitment@zmg.co.id

Check our website for futher vacancies <http://zmg.co.id/career>

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ZMG, the leading professional firm providing Telecommunications services global include Network Planning, Design and Optimization, Network Operations and Maintenance, etc. Needs employee energy and creative as :

ACCOUNTING & FINANCE STAFF

RESPONSIBILITY :

- Monitoring daily task & process on Finance & Accounting Department
- Handle Tax & E-SPT
- Make Financial Report & Tax Report
- Filling Document
- Coordination & Follow up with other Department related to financial issue.

REQUIREMENT :

- Mandarin and English proficiency (Mandarin is preferable)
- Candidate must possess at least a Diploma or Bachelor Degree in Accounting Major
- Having 1 (one) year experience in the same field
- Mature, hardworking, initiative, detail oriented, assertive, able to work independently under minimum supervision
- Good knowledge of AR, GL, Credit Control and Taxations 6. Proficient in MS office applications
- Available to join immediately
- A proactive team player but with the ability to work independently in challenging timelines
- 1 Full-time positions available

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ASSISTANT AND MANDARIN TRANSLATOR

RESPONSIBILITY :

1. Good at daily Chinese translation work
2. Contacting with work-related personnel customers and colleagues
3. Give feedback to supervisor from time to time;

REQUIREMENT :

1. College degree and above with good Chinese (speaking and writing).
2. Age:22-35, Good communication and presentation skills with strong sense of responsibility
3. Familiar with all the work-related software, like word/Excel etc
4. With basic idea of sales and marketing, related experience is preferred.

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MARKETING ASSOCIATE

RESPONSIBILITY :

- Do any kind of promotion for all product offered (flyer-ing, canvassing, exhibition and cold call or telemarketing)
- Doing a search of prospective/potential buyer/Lessee
- Conducting the process of prospecting and presentation to the Customer in order to smooth the process of buying and selling
- Perform other duties assigned by Superior associate with the selling/market
- Perform & Achieve monthly selling target set by Company

REQUIERMENT :

- Candidate must possess at least High School, Diploma and above in any major
- Have 2 years experiences as Marketing/Public Relations/Property/Digital Property
- Understand product knowledge especially in property/building/interior
- Have Driving Lisence A/C 5. Fluent in English is a must
- Target Oriented, Able to work under pressure
- Able to join immediately 8. Commission & Bid Bonus Precentage
- Full-Time, Part-Time, Freelance position available.
- Candidate must possess at least High School, Diploma and above in any major
- Have 2 years experiences as Marketing/Public Relations/Property/Digital Property
- Understand product knowledge especially in property/building/interior
- Have Driving Lisence A/C 5. Fluent in English is a must
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