



No. : 042/HR-PTA-LO/II/2019  
Hal. : Pemberitahuan Lowongan Pekerjaan

Kepada Yth. :  
**Bp. Dr. I Nyoman Mahaendra Yasa, SE, MSi.**  
**DEKAN FAKULTAS EKONOMI UNIVERSITAS UDAYANA**  
Di  
Tempat

Dengan hormat,  
Kami adalah perusahaan yang bergerak dibidang distributor, importer dan services yang sedang melakukan perekrutan karyawan.

Kami menginformasikan lowongan pekerjaan kepada FAKULTAS EKONOMI UNIVERSITAS UDAYANA dengan harapan untuk mendapatkan karyawan berkualitas sesuai dengan kebutuhan perusahaan. Dan kami juga ingin hal ini dapat menjadi suatu kerjasama antara pihak akademis dan perusahaan guna mendukung lulusan akademis dapat segera tersalurkan di lapangan kerja.

Adapun perekrutan sesuai lowongan pekerjaan terlampir untuk pekerjaan administrasi. Mohon bantuan dan kerjasamanya untuk publikasi di lingkungan akademis Bapak.

Besar harapan kami kerjasama ini dapat terjalin dengan baik untuk kesuksesan adik-adik akademis yang bermasa depan.

Kami sampaikan terima kasih atas perhatian dan kerjasamanya.



**Dyah Tri W.**  
*HR&GA Manager*

# JOB VACANCY

A company, a leading worldwide supplier for both fresh and frozen seafood, is recruiting an Indonesian employee as RM Procurement Admin.

The person must have strong interpersonal skills, have good common sense, able to work both independently and co-operatively in a team, passionate to learn new things, and detail oriented. With hundreds of colleagues worldwide, the scope to grow globally and personally is immense. Fresh graduates are welcome. This position is for Bali-based rep office.

## RM PROCUREMENT ADMIN

### # Job Description:

In charge to assist RM Procurement Manager job as:

- Create new PO's.
- Follow up the documents received from vendors.
- Update the details in the system accordingly and documents.
- An assistant in lead and manage the purchasing and field QC team.
- An assistant in to monitoring quality standards with new suppliers and together with purchasing and QC team make sure the set standards at existing suppliers stay at the same levels.
- In cooperation with the RM Procurement Manager, make sure that all suppliers in Indonesia have the essential goods and equipment that are needed for production.

### # Here are several requirements you need:

- Candidate must possess at least Diploma, Bachelor's Degree in Finance/Accountancy/Banking, Computer Science/Information Technology, or equivalent.
- Required language(s): Good Indonesia and English.
- At least 1 Year of working experience in the related field is required for this position.
- Required High Skill(s): in Ms.Office; Ms.Word; Ms.Excel; Ms.Outlook/email; have experience with SAP or any Accounting program.
- Preferably Staff (non-management & non-supervisor) specialized in Procurement/Purchasing or equivalent, have export import knowledge will be priority.
- Able to join soon.

Please send CV, expected salary and current photograph to [hrd@anovafoodusa.com](mailto:hrd@anovafoodusa.com), by 22<sup>th</sup> of **February, 2018** at the latest. Only short-listed candidates will be contacted. Put name and job title as email subject.

# JOB VACANCY

A company, a leading worldwide supplier for both fresh and frozen seafood, is recruiting an Indonesian employee as Logistic Admin.

The person must have strong interpersonal skills, have good common sense, able to work both independently and co-operatively in a team, passionate to learn new things, and detail oriented. With hundreds of colleagues worldwide, the scope to grow globally and personally is immense. Fresh graduates are welcome. This position is for Bali-based rep office.

## LOGISTIC ADMIN

### # Job Description:

- Create new PO's
- Follow up the documents received from vendors
- Update the details in the system accordingly.
- An assistant in monitoring the shipment by online website and notify once there is any changes occurred
- As assistant in managing product distribution, production and simple accounting.
- An assistant in dealing with anything related logistic.

### # Here are several requirements you need:

- Candidate must possess at least Diploma, Bachelor's Degree.
- Required language(s): Good Indonesia and English.
- At least 1 Year of working experience.
- Required Skill(s): Good skill in Ms.Office; Ms.Word; Ms.Excel; Ms.Outlook/email; have experience with SAP or any Accounting program (is plus).
- Preferably Staff (non-management & non-supervisor) specialized in Logistics/Supply Chain or equivalent.
- Have export import knowledge will be priority.
- Able to join soon.

Please send CV, expected salary and current photograph to [hrd@anovafoodusa.com](mailto:hrd@anovafoodusa.com), by 22<sup>th</sup> of **February, 2018** at the latest. Only short-listed candidates will be contacted. Put name and job title as email subject.