

URGENTLY REQUIRED

valid until 01 June 2008

DABU-DABU, recognized as the leading Restaurant on Modern Manadonese Food and Beverages in Jakarta, invites potential candidates who meet the following requirements to fill the positions of:

I. WEB DEVELOPER

Please provide portfolio

Job Requirements:

1. Has a college degree (S1 or D3) in Computer Science, Information Technology or any Computer related discipline with $GPA \geq 2.75$
2. High level of competence in PHP, MYSQL, CSS, JavaScript, Standard HTML Valid and Flash Action Script
3. Competence in AJAX, WEB 2.0, Graphic Web Design using Adobe Photoshop and Illustrator is a plus point
4. Competence in Video and Audio Streaming is a plus point
5. Male or Female between 21 to 30 years of age
6. Fluent in English both speaking and writing
7. Team player with high commitment, highly motivated, achievement and deadline oriented, can manage time efficiently.
8. Fresh Graduates are welcome
9. Autodidact person with proven capability also welcome

Job Descriptions:

- a. Designing, developing and maintaining one or many projects and websites at the same time
- b. Creating the programming task follow the project given
- c. Able to manage creating work process to finish the project given
- d. Creating weekly report base on the project given
- e. Out of the box kind of person
- f. Maintaining the progress and the project given with honor and responsible
- g. Cheerful and grateful

PT. MULTI RAYA ALDIRA

Level 2, Jl. HOS Cokroaminoto No. 99, Menteng – Jakarta Pusat 10310, INDONESIA
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<http://www.dabu-dabu.com>

II. GRAPHIC/WEB DESIGNER

Please provide portfolio

Job Requirements:

1. Has a college degree (S1 or D3) in Art and Design, Graphic Design, or any Computer and Graphic related discipline with GPA \geq 2.75
2. High level of competence in Adobe Photoshop, Illustrator and Macromedia Flash
3. Competence in 3D Modeling using 3DStudioMax or MAYA or any other 3D Modeling Applications is a plus point
4. Competence in Video Editing using Adobe Premiere, After Affect is a plus point
5. Competence in Photography is a plus point
6. Male or Female between 21 to 30 years of age
7. Team player with high commitment, highly motivated, achievement and deadline oriented, can manage time efficiently.
8. Fresh Graduates are welcome
9. Autodidact person with proven capability also welcome
10. Having the passion on the job

Job Descriptions:

- a. Designing, design and design (for poster, banner, brochure, menu, web) one or many projects at the same time
- b. Creating the design task follow the project given
- c. Having advance point of view for the design progress with international taste
- d. Creating weekly report base on the project given
- e. Out of the box kind of person
- f. Maintaining the progress and the project given with honor and responsible
- h. Cheerful and grateful

III. SECRETARY

Job Requirements:

1. Diploma or High School as minimum education degree
2. Have basic knowledge in Accountancy and Legal
3. Good with numbers
4. Comfortable working with both paper based and computer based
5. High level of competency in MS Office such as MS Word, MS Excel, MS PowerPoint
6. Fluent in English both reading and writing
7. Female between 23 to 28 years of age
8. Have at least 1 year experience in related area
9. Team player with high commitment, highly motivated, hard worker, and understand organizations structure

Job Descriptions:

- a. Keep on track and documenting everything at the office
- b. Collect data (daily, weekly and monthly) form outlets and branches
- c. Do data analysis and summarize
- d. Creating daily, weekly and monthly (summarized report) of collected data
- e. Manage correspondence letter from/to third parties
- f. Manage Legal document
- g. Do given task in given period of time
- h. Cheerful and grateful

IV.SALES MARKETING EXECUTIVE

Job Requirements:

1. Diploma as minimum education degree
2. Have basic knowledge in Marketing
3. Good interpersonal and communication skills
4. A good presenter
5. Computer literate (Windows and MS Office)
6. High level of competency in MS Office such as MS Word, MS Excel, MS PowerPoint
7. Fluent in English both reading and writing
8. Male or Female between 23 to 30 years of age
9. Have at least 2 year experience in sales marketing to corporate and group
10. Team player with high commitment, customer satisfaction and target oriented, highly motivated, and hard worker

Job Descriptions:

- a. Do the market research as well the sales activity
- b. Providing and preparing information to get the right target market
- c. Creating sales plan with the execution implementation
- d. Being a company representative with high profile commitment
- e. Creating report to supervisor/board of director as part of the working progress process
- f. Proactive and solution driven person
- g. Cheerful and grateful

You can drop your CV by:

1. *(Preferred)* Send email to hrd-office@dabu-dabu.com
2. Drop to any nearby outlet of DABU-DABU which location can be found at www.dabu-dabu.com
3. or mail it to:

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