



PT. SUMITRONICS INDONESIA an import trading company of electronics parts supplied to many manufactures, located in Cikarang, Bekasi, requires some candidates for **Business Administration Staff** with below conditions:

A. Scope of work:

To control the data of incoming and outgoing delivery schedule, stocking or checking parts balance, handle the related administration jobs for filling and reporting, to communicate with the overseas supplier and or customer.

B. Requirements:

1. Male or female of fresh graduates with no working experience are welcome.
2. The applicant shall be maximum 25 years old with minimum D3 education background majoring Management, Logistics, Business administration, and GPA minimum 2.7 of scale 4.
3. Having ability to communicate in English as daily conversation and having knowledge in Microsoft Excel formula such as sort data, vlook-up, countif, sumif, pivot table, or others, which usually used in data processing.
4. The applicant shall have ability in using e-mail for business correspondence.
5. The applicant shall have high spirit, diligent, and team working.
6. We prefer the applicant who lives in Bekasi, Cikarang, or Kawarang area.

C. Recruitment process:

1. English written test, computer skill test, English interview, medical check
2. Test and interview location: location of our company

Please send your e-mail application in which minimum contents are:

1. CV, complete contact number and address and active mobile phone number.
2. Personal active e-mail address
3. Photograph copied in the CV.

Send to recruitment-gap@sumitronics.co.jp

We will only sort the English written application.

**PT. SUMITRONICS INDONESIA
GENERAL AFFAIR & PERSONNEL DEPARTMENT**