



JOB VACANCY - Immediate Start (first week of February 2016)

We're looking for a Recruitment & Training Coordinator to join us to assist with our quickly expanding Agency recruitment operations. Our ideal candidate has the following:

- Diploma (or higher)
- Maximum 24 years old
- New graduate preferred
- Ambitious and motivated to succeed
- Well presented, professional, and polite
- Confident in dealing with people of all ages, nationalities, and seniority levels
- Proficient in reading/writing/speaking in both Bahasa Indonesia and English (fluent)
- Potential to be part of our management team in future
- Smiles a lot and is fun to be around!

Job Description:

- Reviewing and responding to applicants
- Interviewing
- Proactively promoting our current vacancies
- Liaising with job posting websites and companies
- Coordinating the training schedules with partner companies
- Managing training attendance levels
- Providing input, feedback, and suggestions to senior management
- Mostly office based, with some travel required (Jakarta & surrounding areas)

Salary

- Negotiable depending on experience
- Entry level position, minimum wage or higher
- Monthly bonus structure up to 100% of base salary depending on performance



IMPERIUM CAPITAL
INDONESIA

For more information on our company,
please visit our website:

www.imperiumcapital.com

To apply for this position, please send
your CV to us at this email address:

recruitment@imperiumcapital.com

Please include a recent photograph and
make it clear which position you are
applying for (R&T Coordinator)