



Vacancy for : Payroll Service officer

Vacancy is currently available for “ **Payroll Service Officer** “.

Job Description :

To support Human Resources/ Personnel Payroll Services to GASI's Customers, Human Resources/ Personnel & Payroll Administrative works

Responsibility :

1. Learn and keep up-to-date in Human Resources/ Personnel & Payroll world (business process, concept, rules, cases and technology)
2. Perform Human Resources/ Personnel Payroll task as requested by customer
3. Perform scheduled and/ or add-Hoc processing according to Standard Procedure
4. Respond to customer inquiries
5. Maintain Customer Database
6. Maintain Standard Procedure
7. Prepare Minutes of Meeting
8. Perform administrative tasks as assigned
9. Backup other staff when not available
10. Liaise with Customer or Payroll issues
11. Work according to tight schedule and deadline without compromise

Qualification:

1. Male or Female
2. Computer literate. Experienced as Data Entry Operator will be an advantage
3. Accounting knowledge and / or experience is an advantage.
4. Typing skill at least 25 wpm with high accuracy
5. Familiar Microsoft excel; Microsoft Windows
6. Good communication skill
7. Able to write and/ or speak English
8. Good in health
9. Willing to work extra working hours when required
10. Able to work under pressure to meet deadline with minimum errors
11. Honest, reliable, good integrity, trustworthy and have strong interpersonal.
12. Able to work independently
13. Able to work efficiently with high accuracy

PT GUNATRONIKATAMA CIPTA (GASI)

Plaza Aminta 3rd Floor, Suite 304

Jl.Let.Jend TB Simatupang Kav.10

Jakarta Selatan – 12310

Attn.: Ingsihwati Setiawan - HC & GA Department Head

E-mail : humancapital@ptgasi.com

Please enclosed a most recent photo, and only short-listed applicants will be contacted, and all information will be kept confidential.



Vacancies for: JAVA Programmer

Job Description :

Create, modify, and test the code, forms, and script that allow computer applications to run. Work from specifications drawn up by software developers or other individuals.

Qualification :

- Male or Female 27 Years old or younger
- Minimum GPA 3.0 will be an advantage
- Know-how of Database Programming
- Willing to learn and work on other Programming Language as needed
- Experienced in using Microsoft Windows; Advanced Microsoft Excel (basic formula function, filter, lookups, pivot, etc) literacy; Microsoft Word; Microsoft Power Point; Email Systems; Adobe Acrobat; WinZip
- Good communication and analytical skill
- Able to write and/ or speak in English
- Willing to be assigned at Customer's office
- Honest, reliable, good integrity, trustworthy, and have strong interpersonal.
- Able to work independently, manage multiple jobs / assignment effectively and efficiently.

If you have what we need, please send your complete curriculum vitae with details on your work experience and educational qualifications – on Sunday, 10 September 2012 at the latest of this advertisement – to :

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