



DALE CARNEGIE®
TRAINING



We are the original and still the best resource for developing the people side of business. For almost 100 years we have been helping organizations improve their performance, by improving the performance of their teams.

In Indonesia, Dale Carnegie Training® was established in 1976, has served as a training organization with offices in Jakarta, Bandung, Surabaya and Medan that focuses on developing people-related business skills. Dale Carnegie Training® offers people in all kinds of industries and at all levels of careers the opportunity to sharpen their skills and improve their performance to build positive, steady, measurable results.

We are committed to attracting and developing team members who share a passion and a commitment to the principles set forth by our founder, Dale Carnegie, by adding to our team:

Marketing Manager

As a Marketing Manager with Dale Carnegie you:

1. Develop marketing strategies and oversee their execution according to budget set by Dale Carnegie & Associates, Inc.
2. Develop brand building strategy to increase Dale Carnegie Training brand awareness, brand image, brand personality, and brand loyalty in Indonesia.
3. Develop Marketing Team through goal setting for each team member, progress evaluating and feedback giving, and training.

Required:

1. Minimum a bachelor's degree (S-1) in related field of expertise
2. Minimum 5 years of work experience in Marketing with progressing responsibilities

Competencies:

1. Good understanding of marketing practices and research methods
2. Experienced in leading and developing teams to achieve team success
3. Strong Communication Skills
4. Understanding of Visual Communication Design applications will be an advantage

Human Resource & General Affairs Manager

As a Human Resource & General Affairs Manager with Dale Carnegie you:

1. Are responsible for Human Resources, Legal and General Affairs services function of the company
2. Are the owner of the processes related to the employee policies and procedures implementation
3. Promote HR initiatives and projects

4. Are capable to reflect the values of the Company and proven Dale Carnegie solutions to address a wide range of performance and business issues.

Required:

- Minimum a bachelor's degree (S-1) or equivalent in HR Management, Psychology, Law or related fields
- Minimum 5-year experience in Human Resource and General Affairs with progressing responsibilities.

Competencies:

- You are experienced in managing a team through high levels of business development
- You are skilled in using word processor, worksheet, contact management, and other office productivity suites.
- You are familiar with HR management procedures and processes, Indonesian Labor Laws, regulation and industrial relation.
- You are experienced in building good relationships with government units and agencies.

Class Administration Manager

As a Class Administration Manager with Dale Carnegie you:

- Lead the Admin Class team, also manage all matters relating to the training administration, including some coordination with other offices
- Enjoy making plan for yearly public training schedule, trainer availability, also selecting the best vendor provide facility that meet our standards
- Responsible of the submission of class evaluation report to Dale Carnegie & Associates, Inc. in St. Louis
- Capable to reflect the values of the Company and proven Dale Carnegie solutions to address a wide range of performance and business issues.

Required:

- Have a bachelor's degree (S-1) or equivalent in any related fields.
- Minimum 5 year experiences in related field with progressing responsibilities.

Competencies:

- You are experienced in managing a team through high levels of business development
- You are skilled in using word processor, worksheet, contact management, and other office productivity suites.
- Some experience with an ERP system would be an advantage.
- You have strong attention to details, accuracy and follow-up.
- You are comfortable to work under pressure and tight deadlines.

IT Helpdesk

As a IT Helpdesk with Dale Carnegie you are responsible to:

- Maintain personal computer, LAN, and internet connection
- Troubleshooting Server and Client, backup file activities and managing existing program planned

Requirements:

- Male/ female, age below 28 years old
- Bachelor degree (S1) form Information Technology, Electrical Engineering, or any related field

Competencies:

- Proficient in TCP/IP, Protocol Network Routing, SQL., Webmail/Webpage design
- Good interpersonal and communication skill
- Fast learner, discipline, and hard worker
- Able to work individually or in a team
- Able to networking—connections to the business community

Accounting Officer

Requirements:

1. Minimum bachelor degree (S-1) or equivalent in Accounting or Tax Administration
2. Minimum 1 – 2 years experience mainly in accounting
3. Fluent Communication in English, both spoken and written with good reporting skills

Competencies:

1. Good knowledge of basic accounting, having Tax Brevet certification will be an advantage.
2. Ability to provide supporting documents to prove the fulfillment of accounting transactions
3. Understanding the reciprocal relationship between applicable taxes and financial statements
4. Proficient in MS Office application and also the ability to learn new programs quickly
5. Good communication and human relation skills
6. Detail oriented and good reporting skill
7. Strong in analysis and conceptual thinking

Human Resource Officer

As a Human Resource Officer with Dale Carnegie you are responsible for Human Resources function of the company. You enjoy providing the process relating to the employee policies and procedures implementation while participate and support HR initiatives and projects. You capable to reflect the values of the Company and proven Dale Carnegie solutions to address a wide range of performance and business issues.

Requirements:

- Two years or more human resource management or administration - preferably in a services company.
- Male or Female
- Have a bachelor's degree (S-1) or equivalent in HR Management, Psychology, Law or related fields
- Fluent Communication in English, both spoken and written with good reporting skills.

Competencies:

- Computer literacy is a must - Office, Email and preferably experience with a CRM system
- Excellent knowledge in HR management procedures and processes, Indonesian Labor Laws, regulation and industrial relation.

GENERAL AFFAIR OFFICER

Experience:

Maksimum 3 years experience, fresh graduate are welcomed to apply.

Required:

1. Female, age 21 – 25 years old
2. Minimum D3 from any major
3. Fluent Communication in English, minimum basic conversation

Competencies:

1. Computer literacy is a must - Office, Email and preferably experience with a CRM system.
2. Strong focus on attention to details, accuracy and follow up.
3. Able to work under pressure and tight deadlines.

Class Administration Officer

As an **Class Administration Officer** with Dale Carnegie you are assist for in class administration, class data maintenance and trainer(s) in class. You enjoy providing the process relating to prepare class photo function of the company and projects. You capable to reflect the values of the Company and proven Dale Carnegie solutions to address a wide range of performance and business issues.

Experience:

Three years or more in administration or management - preferably in a services company.

Required:

1. Male or Female.
2. Have a bachelor's degree (S-1) or equivalent in any related fields.
3. Fluent Communication in English, both spoken and written with good reporting skills.

Competencies:

1. Computer literacy is a must - Office, Email and preferably experience with a CRM system.
2. Strong focus on attention to details, accuracy and follow up.
3. Able to work under pressure and tight deadlines.

Performance Consultant

As a Performance Consultant with Dale Carnegie you:

1. Help improve the performance of organizations by improving the performance of their people

2. Are actively creating new business with companies and managing existing client relationships
3. Enjoy consultative sales and have a genuine desire to help companies and their people succeed
4. Use your business acumen and proven Dale Carnegie solutions to address a wide range of performance and business issues.

Required:

1. Male or Female.
2. Bachelor's degree (S-1) or equivalent
3. Two years or more of sales, management or business experience – preferably in a professional service industry; **fresh graduate are encouraged to apply**
4. Fluent Communication in English, both spoken and written.

Competencies:

1. Versed in a consultative sales approach
2. Strong coaching and development orientation
3. Ability to network - connections to the business community
4. Exceptional interpersonal and communication skills
5. Able to work with word processor, worksheet, and other office and productivity applications.

All Positions Are Entitled for the Following Benefits:

1. Trainings
2. Pension Plan
3. Health Benefits

Working Condition:

1. Regular work hours: Monday-Friday, 8 AM to 5 PM
2. Employment: Full time employee

Application:

1. Cover Letter in English in .doc or .pdf format, stating the position you applied to.
2. Recently Updated Resume/Curriculum Vitae (CV) in .doc or .pdf format.
3. Recent, formal photograph in .jpg format.

Important Notes:

1. Send **only** documents that are listed above. If you are shortlisted, you will be asked to bring evidence of your credentials to the interview.
2. Shortlisted applicants will be interviewed in Jakarta. Time and place of interview will be informed to you.
3. Unsolicited e-mails will not be replied.

More information about our organization is available at:

www.dalecarnegie.com/careers (global site) and www.dalecarnegie.co.id
(local site)

Please send your application by email to:
human.resource@dalecarnegie.co.id

ONLY SHORTLISTED CANDIDATES WILL UNDERGO FURTHER PROCESS