



Bridging Science, Inspiring Possibilities

MALAYSIA | SINGAPORE | THAILAND | INDONESIA | VIETNAM | CHINA | PHILIPPINES

ITS Science Indonesia, a member of ITS Group is a leading provider of scientific workflow solutions from US, Europe and Asia. We offers customers a comprehensive range of high-end analytical instruments, general laboratory equipment, consumables, reagents, chemicals and supplies used in scientific research, education, healthcare and industry workflow processes.

Due to our rapid expansion, we are looking for high-caliber and creative individuals to fill in the following position:

**BUSINESS SUPPORT EXECUTIVE (DRAFTER)
FOR PROJECT DIVISION**

Responsibilities:

1. To support sales team in related activities with the key objective to grow the division.
2. To prepare CAD Drawing based on the concept from the Client.
3. To work closely with other parties within ITS Group to execute all assigned programs.
4. To support sales team in preparing quotations and tenders.
5. To coordinate and follow-up on order processing.
6. To assist in conducting market research.
7. To generate sales reports and to update the database.
8. To assist in preparing marketing and promotional materials such as brochures and pamphlets.
9. To prepare presentations, excel sheets, minutes of the meetings and necessary reports.
10. To attend to customers' enquiries / complaints to ensure necessary actions are taken and followed-through.
11. To always provide quality customer service when attending to customer calls and queries.
12. To create and maintain customers' database in the company's Customer Relationship Management (CRM) System.
13. To ensure systematic documentations and filings.
14. To perform any other work as and when required.

Requirements:

Female, max. 28 years old.

Min. Diploma Degree (D3) from reputable Academy or University.

Good written and spoken English.

Ability to operate CAD program such as AutoCAD, Revit.

Ability to operate programs such as Email, Microsoft Office, Application (Word, Excel, Power Point, Publisher).

Be organized, flexible, and have initiative.

Those with experience in a similar capacity in a added advantage.

Fresh graduates are encouraged to apply.

Remunerations:

An attractive remuneration package and competitive staff, including medical and insurance coverage will be offered to successful candidates in accordance to qualifications and experience.

Interested candidates meeting the above qualifications should send their resume (application letter, curriculum vitae with updated photo) no longer than 2 pages, maximum 31st March 2019 to:

albertus@its-indonesia.com

or

ITS Science Indonesia

Jl. Boulevard Artha Gading, Sentra Bisnis Artha Gading Blok A-6A No. 3 & 5,
Kelapa Gading Barat, Jakarta Utara 14240
Attn.: Albertus Suwarno

**Only shorted listed candidates will be notified*



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URGENT

SALES ENGINEER for PROJECT DIVISION

Responsibilities:

1. To meet coverage sales and agency sales target assigned.
2. To manage territories and agency lines assigned.
3. To co-ordinate with relevant supporting departments on all pertinent and special arrangements regarding each sales.
4. To be involved in executing marketing activities to develop product lines.
5. To exhibit product knowledge to execute consultative selling.
6. To actively participate in the department's strategic planning activities in relation to the overall company direction.
7. To perform any other work as and when required.

Requirements:

- Education / background: Bachelor Degree in Engineering (Civil, Electrical, or Industry).
- Having a good 2D skill (AutoCAD)
- Min 1 (one) year of sales experience is preferred.
- Fresh graduates are encouraged to apply.
- Good written and spoken English.
- Pleasant personality, with strong interpersonal and communication skill.
- Excellent team player and able to work in a fast paced environment.

Remunerations:

An attractive remuneration package (salary and bonus), including medical and insurance coverage will be offered to successful candidates in accordance to qualifications and experience. Training will be provided locally or at an overseas location.

Please send your application letter, Curriculum Vitae (with updated photo, no longer than 2 pages) before 31st March 2019, to:

albertus@its-indonesia.com

or

PT ITS Science Indonesia

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For more information, please visit us at: www.its-indonesia.com

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