



## **JOB DESCRIPTION PROJECT OFFICER**

### **PT ALCO MEDIA CONVEX**

- Candidate must possess at least SMU, Diploma, Bachelor's Degree in Art/Design/Creative Multimedia, Mass Communications, Hospitality/Tourism/Hotel Management or equivalent;
- At least 1 Year(s) of working experience in the related field is required for this position;
- Preferably Less than 1 year experience specialized in Art/Design/Creative Multimedia, Mass Communications, Hospitality/Tourism/Hotel Management or equivalent;
- Required Language (s): English, Proficient in English Verbal and Written;
- Fresh Graduate are welcome;
- Able to work with MS Office Program and familiar with social media application;
- Required skill(s): Planning, Event Preparation, Administrative Preparation, Budget Preparation, Event Team Leading, Event Execution, Report Administration Documentation;
- Able to work as individual and with team, independent, proactive, have high skill interpersonal, and ready to work under pressure;
- Able to to work in a fast-paced environment, meet deadlines, manage to work under pressure environment.
- Collaborate and remain close communication with clients and vendors or suppliers.

Kirimkan CV Anda ke email kami di [info@alcoconvex.com](mailto:info@alcoconvex.com) dengan subjek “Lamaran Project Officer\_PNJ”

## **JOB DESCRIPTION CREATIVE ART PT ALCO MEDIA CONVEX**

### **JOB DESCRIPTION :**

- Deliver a creative idea to the design concept before implement to 2D and 3D;
- Contribute significantly to the concept development, design and as well the execution of operational event;
- Stay up to date to trends and deliver the idea in every event;
- Collaborate with other department to optimize the creative idea;
- Other job desc will be discuss on the interview process.

### **REQUIREMENT :**

- Candidate must posses at least a Diploma/Bachelor's Degree in Art/Graphic/Creative/Visual design from reputable university;
- Able to work in conceptual thinking, wide knowledge, creative in each concept of event;
- Excellent visual aesthetic sense and creative visual skills;
- Able to keep up with current trends in creative design, creative concept of entire event proposal and execution, development and communication technologies;
- Expert knowledge of Adobe Photoshop, Illustrator, and other design tools are necessary;
- Able to work under pressure and to meet deadline is a must;
- Fluent in English is a plus.

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**OFFICE:**  
**ALCO MEDIA CONVEX**  
The Citylofts Sudirman 16<sup>th</sup> Floor Suite 1601  
Jl. KH. Mas Mansyur, Kav.121  
Jakarta Pusat 10220  
Phone : +62-21 2555 8409  
Fax : +62-21 2555 8410