

CAREER OPPORTUNITY

Good opportunity to work with Japanese specialists!

We are SuRaLa Net Co., Ltd, a company which offers education and learning services through e-Learning. Our company was founded in 2007 and is based in Tokyo, Japan. About 120 private schools and more than 680 tutoring schools in Japan are using our e-learning program.

We involved in the project on strengthening of Children's mathematical ability through e-Learning from April 2015 - October 2017. This project is implemented under collaboration with Indonesia University of Education (UPI) and financially supported by Japan International Cooperation Agency (JICA).

For the future step, we are seeking for a talented individual with positive attitude for the following position:

1.	Position	Administration Staff
2.	Number of position	1 person
3.	Requisite	<ul style="list-style-type: none">• University graduate or above from any major• Min. 3 years' experience as Administration Staff is desirable• Having experience in assisting a company establishment is preferable• Attention to details• Good Indonesian and English language (minimum TOEFL score: 480)• Able to operate MS. Office, e-mail and internet• Having own vehicle and driving license is preferable
4.	Assignments	<ul style="list-style-type: none">• Handling general administrative works and finance• Understand correspondence• Assisting with preparation and handling documents needed for company establishment• Handling contracts and MoUs• Communicating with Indonesian and Japanese team
5.	Employment period	from November 2017 to March 2018 (Willing to expand the period)
6.	Working Conditions	Monday to Friday from 8:00 to 17:00 including one-hour lunch break
7.	Work place	SuRaLa Net Co., Ltd Administrative Office Indonesia University of Education FPMIPA B Building, B103 Jl. Setiabudi 229, Bandung
8.	Payments	IDR 4,000,000/month <ul style="list-style-type: none">• Payments could be higher, depends on work experience• Including overtime works, transportation, insurance and lunch

If you are interested, please email your CV, TOEFL score (or equivalent), academic certificate of university, and GPA (Grade Point Average) to the following email address by the **10th of October (Tuesday) 2017**. Please **include your purpose** to join SuRaLa in your e-mail.

Akina Furuoka: akn.moa@gmail.com

With subject title: **Administration Staff application (Your full name)**

The candidates who pass the 1st selection will be informed about the interview. The interview will be hold on the **18th of October 2017** and work starting on the **1st of November 2017**.

