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# WE ARE **HIRING!**



- **MT ADMINISTRATION  
DEPARTMENT HEAD (MT  
ADH)**
- **MT SERVICE DEPARTMENT  
HEAD (MT SDH)**
- **BUSINESS CONSULTANT**
- **AFTER SALES CONSULTANT**
- **IT INFRASTRUCTURE**
- **AI ENGINEER**
- **DATA SCIENCE**
- **MERGER & ACQUISITION  
ASSOCIATE**
- **IT AUDITOR**
- **INTERNAL AUDIT**
- **TAX ASSOCIATE**
- **ACCOUNTING ASSOCIATE**
- **INDUSTRIAL RELATIONS  
ASSOCIATE**



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**APPLICATION CLOSES ON: 6 JUNE 2025**



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PT United Tractors Tbk



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## MANAGEMENT TRAINEE ADMINISTRATION DEPARTMENT HEAD (MT ADH)

### JOB DESCRIPTION

- Review and analyze potential risk, and provide insight to inform strategic decision-making.
- Analyze financial data and prepare comprehensive financial reports for management and other stakeholders.
- Support day-to-day operation of the finance administration.
- Building relationships with the government, banks, companies, leasing institutions, and the community.
- Monitoring accounting and management processes.



### REQUIREMENT

- Fresh graduate or maximum 2 years experience in Accounting, Finance, or Audit.
- Minimum Bachelor's degree in Accounting.
- Minimum GPA of 3.25.
- Have good analytical thinking, interpersonal & leadership skills, able to work in a team, and work under tight schedules.
- Have a good knowledge about budget planning and financial reporting.
- Willing to be located throughout Indonesia.



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# **MANAGEMENT TRAINEE SERVICE DEPARTMENT HEAD (MT SDH)**



## **JOB DESCRIPTION**

- Manage and oversee the day-to-day operations of the service department.
- Develop and implement policies and procedures to ensure the efficient and effective functioning of the department.
- Plan and coordinate service activities, including scheduling, staffing, and quality control.
- Ensure high customer satisfaction through the delivery of quality services.
- Evaluate department performance and implement necessary improvements.
- Foster and maintain positive relationships with customers and internal stakeholders.

## **REQUIREMENT**

- Fresh graduate or maximum of 2 years of experience in service management.
- Minimum Bachelor's degree in Mechanical Engineering or Electrical Engineering major.
- Minimum GPA of 3.25.
- Knowledge of technical machinery, maintenance, and service management/activities.
- Strong leadership, planning, and decision-making skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects and engage with stakeholders simultaneously.
- Willing to be located throughout Indonesia.

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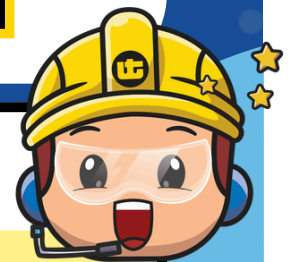




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# BUSINESS CONSULTANT



## JOB DESCRIPTION

- Promote United Tractors products especially heavy equipment.
- Provide solutions through product offerings for business problems experienced by the company.
- Assist in fulfilling the administrative needs of customers.
- Stay updated on market dynamics to identify opportunities for selling company products.
- Conduct sales mapping to facilitate new market opportunities.
- Maintain the company's reputation by consistently providing up-to-date information about products.
- Maintain good relationships with customers.

## REQUIREMENT

- Fresh graduate or maximum 2 years of experience in the field of sales consultant, sales engineer, business development or any related field.
- Bachelor's degree in Engineering
- Minimum GPA of 3.00.
- Fluent in English, able to use it in daily conversation and correspondence.
- Capable of speaking Mandarin and having HSK certification will be considered a plus point.
- Good interpersonal and communication skills, strong negotiation and problem-solving skills.
- Willing to be located throughout Indonesia.



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# AFTER SALES CONSULTANT

## JOB DESCRIPTION

- Maintain strong customer relationships and ensure customer satisfaction.
- Develop strategies to meet customer targets.
- Lead the After Sales Service team in implementing both short-term and long-term strategies.
- Analysis, coordinate, and manage activities related to the sale of spare parts.
- Conduct sales activities for spare parts product and contract maintenance: sales planning establishing and maintaining good relationships with customers collecting sales results.



## REQUIREMENT

- Fresh graduate or maximum 2 years of experience in sales or any related field.
- Bachelor's Degree Engineering.
- Minimum GPA of 3.00.
- Ability to effectively persuade and convince customers.
- Strong interpersonal and communication skills.
- Willing to be located throughout Indonesia.



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# IT INFRASTRUCTURE



## JOB DESCRIPTION

- Manage company's IT infrastructure performances, health and automate backups.
- Ensure smooth operations of all IT Systems including networks, hardwares, servers, and IT Services.
- Contribute to the IT Related Project and coordinate with internal teams and vendors.
- Developing IT Department policies and scalability.
- Act as L2 support and make smooth transition to L1 for any services operated in the company by providing guide and documented troubleshoot procedure.
- Perform task assigned to support the IT infrastructure's efficiency and development.

## REQUIREMENT

- Fresh graduate or maximum 2 years experience in IT SysAdmin / IT Operations / Infrastructure fields of work.
- Minimum Bachelor's degree in Information Technology, Software Engineering, or Informatics Engineering.
- Minimum GPA of 3.25.
- Strong understanding of IT systems, network, and server OS.
- Proficient in scripting (CLI and SQL), programming, data security, and cybersecurity.
- Experience with Mikrotik, Switches, VM, HA, and Enterprise Backup Solution..



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# AI ENGINEER



## JOB DESCRIPTION

- Extract large volumes of data from multiple internal and external sources.
- Develop data-driven solutions for the most pressing challenges.
- Create new algorithms to solve problems and build tools for automating work.
- Provide strategic recommendations to optimize existing procedures.
- Creating visualizations of data.
- Conduct research in generative AI, computer vision, and broader machine learning.
- Stay updated with advancements and methodologies in AI and related technologies.

## REQUIREMENT

- Fresh graduate or maximum 2 years of experience in data science/data analysis, AI Engineer, or Machine Learning Engineer.
- Minimum bachelor's degree in Mathematics, Statistics, Computer Science, Informatics Engineering, or Informatics System.
- Minimum GPA of 3.25.
- Strong analytical and problem-solving skills
- Able to adapt quickly and work in a fast-paced environment
- Experience with data querying languages and statistical or mathematical software

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# DATA SCIENCE



## JOB DESCRIPTION

- Extract large volumes of data from multiple internal and external sources.
- Develop data-driven solutions for the most pressing challenges.
- Create new algorithms to solve problems and build tools for automating work.
- Communicate predictions and findings to management through data visualizations.
- Provide recommendations for cost-effective changes to existing procedures and strategies.

## REQUIREMENT

- Fresh graduate or maximum 2 years of experience in Data Science/Data Analysis.
- Bachelor's degree in Statistics/Mathematics.
- Minimum GPA of 3.25
- Familiarity with data visualization tools.
- Experience with data querying languages and statistical or mathematical software (Python).
- Proficiency in writing algorithms and determining when to apply them.
- Excellent understanding of statistics, multivariable calculus, and linear.

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# MERGER & ACQUISITION ASSOCIATE



## JOB DESCRIPTION

- Conduct market and competitor analysis in the energy or mining sectors to identify trends, risks, and opportunities.
- Analyze industry data to improve business processes and support strategic decisions.
- Develop strategies to explore new markets, understand consumer preferences, and predict industry shifts.
- Provide actionable insights to support strategic decision-making and improve business growth to adapt to regional preferences.
- Evaluate the feasibility and potential return on investment of new market opportunities, considering market demand, and competitive landscape.

## REQUIREMENT

- Minimum 3 years of experience in merger and acquisition, consultant or investment analyst focusing on mining/energy sectors.
- Minimum Bachelor's Degree in Management, Economics, Statistics, Engineering and Marketing.
- Minimum GPA of 3.25.
- Strong strategic and analytical thinking skills
- Familiarity with equity markets and data tools is a plus point.
- Fluent in English, able to use it in daily conversation and correspondence.



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# IT AUDITOR

## JOB DESCRIPTION

- Audit IT systems and processes to ensure compliance with internal policies and external regulations.
- Evaluate the effectiveness of IT controls and identify areas for improvement.
- Prepare detailed audit reports with clear findings and actionable recommendations.
- Conduct risk assessment and analyze system vulnerabilities.
- Stay updated on industry trends, best practices, and emerging technologies related to IT auditing.



## REQUIREMENT

- Fresh graduate or maximum 2 years experience in IT Auditing, IT governance, risk management, IT compliance, or network security.
- Minimum Bachelor's degree in Information Technology, Computer Science, Information Systems, or Cybersecurity (Information Security).
- Minimum GPA of 3.25.
- Strong knowledge of IT systems, software programming, and system control.
- Familiarity with penetration testing methodologies and tools.
- Excellent in communication, analytical thinking and problem solving.
- Understanding of auditing principles and practice is highly preferred.



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# INTERNAL AUDIT



## JOB DESCRIPTION

- Develop audit plans with clear objectives, scope, and methodologies.
- Evaluate efficiency and effectiveness of operational, financial, and accounting functions.
- Prepare audit reports based on evidence.
- Communicate audit objectives, findings, and recommendations with other departments.
- Monitor implementation of audit recommendations.
- Stay update on regulations and best practices.

## REQUIREMENT

- Fresh graduate or maximum of 2 years experience in internal/external audit or risk management.
- Minimum bachelor's degree in Accounting, Economics, or Finance.
- Minimum GPA of 3.25.
- Fluent in English is a plus.
- Strong attentions to detail, analytical, time management, and interpersonal skills.
- Willing to travel frequently and for extended periods across Indonesia.



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# TAX ASSOCIATE



## JOB DESCRIPTION

- Prepare and submit monthly Corporate Tax Reports.
- Prepare and submit VAT reports using e-Faktur and related systems.
- Conduct monthly reconciliation of PPh (Withholding Tax) & VAT reports to ensure accuracy and compliance to relevant regulations.
- Calculate and prepare VAT documents received from vendors (e-Faktur and related systems).
- Prepare annual Corporate Tax Reports and assist in drafting Fiscal Financial Reports.

## REQUIREMENT

- Fresh graduate or maximum of 2 years of experience in taxation or accounting.
- Minimum Bachelor's degree in Accounting, Taxation (Perpajakan), or Fiscal Policy Administration.
- Minimum GPA of 3.25.
- Familiarity with accounting and compliance tools; tax regulation and reporting.
- Fluent in English for work.
- Possessing Brevet A/B certification is preferred.
- Excellent communication skills, attention to detail, time management, documentation skills, and adaptability.

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# ACCOUNTING ASSOCIATE



## JOB DESCRIPTION

- Analyze financial data to support decision-making and financial planning.
- Assist daily accounting task including cash flow tracking, bank reconciliations, and general ledger maintenance.
- Monitor and maintain accurate financial record and documentation.
- Prepare periodic financial reports in compliance with regulations and standards.
- Review and verify data on assets, net worth, liabilities, capital stock, surplus, income, or expenditures.
- Stay updated on regulation and implement best practices in financial operations

## REQUIREMENT

- Fresh graduate or maximum of 2 years of experience in accounting.
- Minimum Bachelor's degree in Accounting.
- Minimum GPA of 3.25.
- Fluent in English, able to use it in daily conversation and correspondence.
- Ability to use accounting and compliance tools is a plus.
- High attention to detail is crucial, along with solid skills in analysis, problem-solving, time management, and interpersonal skills.
- Willingness to travel all around Indonesia

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# INDUSTRIAL RELATIONS ASSOCIATE

## JOB DESCRIPTION

- Conduct research and analysis from the legal side regarding changes in employment regulations.
- Summarizing key labor- related regulations
- Support preparation of materials and MOM in bipartite meetings
- Manage employee relations documents and collective bargaining agreements (PKB).
- Assist in resolving disputes and facilitating dialogues between union representatives and management.
- Supporting the implementation of projects and activities related to Industrial Relations.



## REQUIREMENT

- Fresh Graduate or maximum 2 years experience in industrial relations
- Bachelor's Degree in Law.
- Minimum GPA of 3.25.
- Have good analytical skills, especially in analyzing the legal impact of Government Regulations on Employment.
- Good understanding of labor law and compliance, union relations, employee relations, dispute resolutions, and HR policies.
- Excellent negotiation and communication skills



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# APPLICATION PROCESS



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Type in your job of choice in the search  
engine and click apply



Upload and fill in your personal data as  
well as any other required information



Mind the deadline! Application closes  
on **6 June 2025**

