

International SOS is the world's leading provider of medical assistance, international healthcare, security services and outsourced customer care. The company's aim is to accelerate the growth of the business across Indonesia. We are looking to appoint a dynamic new talent to join our company in the following roles **(to be assigned in Remote Sites Area)** :

Physical Resources Coordinator

In this position, you will be responsible for all aspects of building & Medical Equipment Maintenance, Asset inventory, Purchasing, Vehicles /Ambulances, Biomedical Maintenance & ICT (Hospital System, Intranet-Intl.SOS Web).

Key Qualifications:

- University graduate in Accounting/ Hospital Administration or equivalent with min. of 5 years experiences in related field; preferably has attended some courses in hospital management
- Familiar with hospital/medical mechanism either within International SOS or other medical providers
- Dynamic personality and able to adapt to rapid changes in the work environment
- Leadership and capability to manage work distributions to subordinates
- Able to speak and write in English

Warehouse Manager

In this position, you will be formulating a strategy of material management function as to the overall activities which cover purchasing, receiving and issuing all the goods through efficient and effective organization and administration. You will also have to obtain items with competitive price, good quality and proper lead time, and to ensure that all items supplied are available, have an appropriate and good quality and have a proper delivery time.

Key Qualifications:

- University graduate in Accounting or Pharmacist with 5 year experience
- Computer literate, such as Sun Business, MIMS, Microsoft Excel and Words
- Has strong leadership and good interpersonal skill
- Able to speak and write in English

Warehouse Supervisor

In this position, you will be Coordinating all activities associated with receiving & issuing the goods and supervising all staff in a day-to-day operation and managing the inventory level at all times, including minimum and maximum stocks for each item. You are also responsible for organizing the Materials Management & Stock Control functions supervisory capacity to integrate and coordinate the individual responsibility on sub-unit to achieve both corporate and functional objectives.

Key Qualifications:

- Diploma/D3 Pharmacy with 5 year experience or Pharmacist with 3 year experiences
- Computer literate such as Microsoft Word, Excel and Words; Sun Business will be advantage
- Strong leadership which provides direction and encourages innovation
- Teamwork based on an open communication and feedback
- Able to speak and write in English

Admin & Operation Officer

In this position, you will support and contribute to the achievement of continuous quality improvement in the delivery of Services to customers. You also have to maintain administration tasks to high level standard of the client's staff files.

Key Qualifications :

- Diploma/ University graduate, preferably with min. 3 year experiences in Hospitality industry/ Administration/ Operation
- Mature, pleasant and confident personality
- Fluency in English language and computer literate
- Has a good initiative to solve problems without supervision and has the ability to set and achieve goals
- Dynamic personality and able to adapt to rapid changes in the work environment
- Good interpersonal and communication skills, a service and customer oriented attitude

The application letter (with Cover Letter, CV, and the latest photograph) should be sent to hrdsos_recruitment@internationalsos.com or Jl. Puri Sakti No. 10, Jakarta Selatan, 12490.

Please explain in your Cover Letter how your qualifications meet the Key Qualifications mentioned above.

Only complete application will be processed further.

To learn more about us and the vacant positions, please visit www.sosindonesia.com

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