

# Indonesia Salary Guide 2007



- Banking & Finance • Call Centre
- Engineering & Technical • Human Resources
- Information Technology • Logistics & Warehousing
- Office Support • Sales & Marketing

**KELLY**<sup>®</sup>  
SERVICES

## CONTENTS

|                               |       |
|-------------------------------|-------|
| Banking & Finance .....       | 2 / 3 |
| Call Centre.....              | 3 / 4 |
| Engineering & Technical ..... | 4     |
| Human Resources.....          | 5     |
| Information Technology.....   | 5 / 6 |
| Logistics & Warehousing ..... | 6     |
| Office Support .....          | 7     |
| Sales & Marketing .....       | 7     |

## FOREWORD

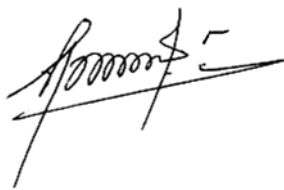
We are pleased to present the Kelly Services Indonesia Salary Guide 2007.

We saw the need to create a comprehensive reference tool as many companies were requesting information on current salary trends on a regular basis. The aim of this guide is to provide a compilation of salaries and job titles across the wide range of industries. In this 2007 edition of the Indonesia Salary Guide, we address the buoyancy in the Indonesia employment market and report the latest pay rates and new job titles created. The compiled findings have been presented in an easy-to-read format for your reference.

The economy in Indonesia continues to be upbeat in 2007 and there is an upward movement of salaries between 11 and 15% as companies compete to get the best available talent and retain them in the talent-scarce marketplace. Jobs in the Oil & Gas, Engineering, Telecommunication and IT sectors are in hot demand. The challenge for companies is to sustain their efforts in retaining talent by offering both tangible and intangible remunerations.

We are confident that this 2007 salary guide from Kelly Services will be a useful reference tool\* in the year ahead. Additionally, we welcome questions you may have and are always on hand to assist you with current data and support you in developing recruiting strategies and programmes to suit your specific business needs.

Best Wishes!



Bernadette Themas  
Country Manager  
Kelly Services

\* Please note that the salary ranges in this publication are subject to changes arising from fluctuations in market and economic conditions.

*A copy of this guide can also be found on our website. Visit us at: [www.kellyservices.com](http://www.kellyservices.com)*



# BANKING & FINANCE

| POSITION   | QUALIFICATION                  | YEARS | JOB DESCRIPTION  | MIN. SALARY | MAX. SALARY |
|--|--------------------------------|-------|--|-------------|-------------|
| <b>BANKING</b>   |                                |       |  | RUPIAH      | RUPIAH      |
| <b>Bank Teller</b>                                     | 'N' levels with COS/'O' levels | 1-3   | Handle high volume of over-the-counter transactions. Assist with customer enquiries, ensure service delivery standards are met & actively promote bank products and services.  | 1,750,000   | 2,300,000   |
| <b>Remittance/ Settlement/ Loans Clerk</b>             | 'O' / 'A' levels               | 1-2   | Cheque clearance, inward/outward remittances, telegraphic transfer & demand drafts. Accept & confirm forex deals. Process & document housing loan applications.  | 1,400,000   | 2,000,000   |
| <b>Collection / Debt Recovery Officer</b>              | 'O' levels / Diploma           | 1-3   | Review collection procedures and ensure diligent debt recovery. Analyse customers' profile & propose viable solutions. Restructure & negotiate payment. Knowledge in legal/litigation processes & documentation. Monitor delinquent accounts & collection functions. | 1,500,000   | 2,500,000   |
| <b>Trade Finance Clerk</b>                             | 'O' levels / Diploma           | 2-3   | Process trade finance products with knowledge of various trade instruments e.g. Letter of Credit, trade collections & payments including the accompanying payment processes.   | 2,250,000   | 3,500,000   |
| <b>Bank Operations Officer</b>                         | Degree                         | 0-1   | Processing of trade settlements. Back room admin duties.   | 1,300,000   | 2,000,000   |
| <b>Customer Service Officer</b>                        | Diploma / Degree               | 2-3   | Attend to walk-in customers & follow-up on customer service issues as well as identify business potential from existing database.  | 3,000,000   | 6,000,000   |
| <b>Mortgage Sales Specialist</b>                       | Diploma / Degree               | 2-3   | Identify prospective customers through lead generation to achieve desired mortgage and related lending product targets.  | 2,750,000   | 4,500,000   |
| <b>Trade Finance Officer</b>                           | Diploma/ Degree                | 1-2   | Supervisory role in the processing of trade finance products.  | 1,800,000   | 3,500,000   |
| <b>Personal Financial Consultant / Personal Banker</b> | Diploma / Degree               | 2-3   | Provide advice & recommend investment products according to clients' risk profile. Identify business potential from the execution of the sales.  | 2,000,000   | 4,000,000   |
| <b>Dealer</b>  | Diploma / Degree               | 1-2   | Good grasp of foreign exchange products. Familiar with inter-bank market transaction. Manage the flows and risk of FX pricing. To process inter-bank deposit/placement deals, futures, FRAs, government bills/bonds and foreign exchange.                            | 2,000,000   | 3,000,000   |
| <b>Compliance Officer</b>                              | Degree                         | 2-3   | Ensure interpretation & adherence to all regulatory requirements. Conduct & review results of compliance surveillance test plans. Support the implementation and rollout of compliance related initiatives.  | 2,500,000   | 4,500,000   |
| <b>Bank Auditor</b>                                    | Degree                         | 2-3   | Report audit findings, evaluate system effectiveness & assess procedural deficiencies. Ensure high level of internal control & system adherence to guard against fraud or procedural non-compliance.   | 2,500,000   | 4,500,000   |
| <b>Settlement Officer</b>                              | Degree                         | 3-5   | Settlement of trades (FX/MM), bonds & securities. Liaise with brokers, counter parties & fund managers.  | 3,500,000   | 7,000,000   |
| <b>Secretary</b>                                       | 'O'/'A' levels                 | 3-5   | Support a team of Senior Managers in travel arrangements & meetings.   | 3,500,000   | 5,500,000   |
| <b>Senior Secretary</b>                                | 'O'/'A' levels                 | Min 5 | Support Head of Dept in secretarial duties, calendar management, travel planning, corporate administrative duties.   | 6,000,000   | 10,000,000  |
| <b>FINANCE</b>   |                                |       |  |             |             |
| <b>Accounts Clerk</b>                                  | 'O' levels / Certificate       | 1-3   | Balance expenses, data entry & basic accounts support. Filing, photocopying, faxing & other admin duties.  | 2,000,000   | 3,500,000   |
| <b>Payroll Clerk</b>                                   | 'O' levels / LCCI              | 1-2   | Calculate & prepare payroll, taking into account overtime & deductions such as tax, CPF, insurance payments, etc.  | 2,500,000   | 3,000,000   |
| <b>Credit Control Clerk</b>                            | 'O' levels / Diploma           | 1-2   | Manage accounts receivables. Prepare reports of loans and accounts that are delinquent and forward reports for legal action.   | 2,000,000   | 3,000,000   |



## BANKING & FINANCE

| POSITION                 | QUALIFICATION                                    | YEARS | JOB DESCRIPTION   | MIN. SALARY | MAX. SALARY |
|--------------------------|--|-------|---|-------------|-------------|
| Accounts Assistant       | 'O' levels / Certificate                         | 1-3   | Record & compile summaries of organisation's financial transactions for management purposes. Assist in full set of accounts.  | 2,000,000   | 4,000,000   |
| Credit Control Officer   | Diploma / Degree                                 | 2-4   | Contacting customers. Sending follow-up inquiries. Negotiating with past due accounts for debt recovery.  | 2,500,000   | 4,000,000   |
| Accounts Supervisor      | LCCI Higher / Diploma / Professional Certificate | 2-4   | Supervise full set of accounts & delegate work to clerical staff. Assist in the analysis of financial statements & year-end closing/audits.   | 3,500,000   | 6,500,000   |
| Accounts Payable Manager | Degree   | 5-6   | Ensure timely payments of vendor invoices, expense vouchers & maintain accurate records & control reports. Manage a staff of administrators/clerks.   | 9,500,000   | 13,000,000  |
| Financial Analyst        | Degree   | 2-3   | Report & analyse financial & operating data.  | 7,500,000   | 12,000,000  |
| Credit Control Manager   | Diploma / Degree                                 | 4-6   | Determine credit worthiness of clients. Formulate credit & collection policy. Negotiating with past due accounts. Take appropriate action against delinquent accounts. Supervise two or more officers.  | 7,500,000   | 12,000,000  |
| Auditor                  | Degree / Professional Certification              | 2-4   | Ensure authenticity & accuracy of financial statements, especially assets & liabilities. Analyze samples of work done & conduct procedural interviews.  | 6,500,000   | 12,500,000  |
| Accountant               | Degree / Professional Certification              | 4-5   | In charge of general accounting that involve the preparation of statistical data & financial reports concerning profits, cash & inventory. Analyse, report & give advice on the financial dealings or organisations/individuals. Advise on associated record-keeping & compliance requirements. | 8,000,000   | 12,000,000  |
| Finance Manager          | Degree   | 6-7   | Prepare financial reports, i.e. income, expenses, capital usage & cash flow. Preparation of strategic plans, budgets & financial forecasts. Develop accounting and management policies & procedures.  | 20,000,000  | 30,000,000  |



## CALL CENTRE

| POSITION   | QUALIFICATION              | YEARS | JOB DESCRIPTION  | MIN. SALARY | MAX. SALARY |
|--|----------------------------|-------|--|-------------|-------------|
| Sales Outbound / Telemarketer (entry level)      | 'O' / 'A' levels           | 0-1   | To sell & set up appointments. Handle outbound calls for selling a product or service, typically with respect to quotas or sales goals. May be responsible for specific accounts or geography. To up sell as appropriate.  | 1,500,000   | 2,500,000   |
| Customer Service Officer – Inbound (entry level) | 'O' / 'A' levels / Diploma | 0-1   | To handle incoming calls (orders, inquiries, complaints) and direct calls for further problem resolution.  | 1,750,000   | 2,500,000   |
| Customer Service Officer – Inbound (experienced) | Diploma / Degree           | 1-2   | Handle incoming calls (orders, inquiries, complaints) and direct calls for further problem resolution. To handle larger clients or 1st level escalation. To lead, teach, guide and/or motivate teams through the call process if necessary.  | 2,000,000   | 3,000,000   |
| Helpdesk   | 'A' levels / Diploma       | 1-2   | To screen and/or service requests, compile problem reports & provide solutions to complex issues as needed.  | 1,500,000   | 2,500,000   |
| Sales Outbound / Telemarketer (experienced)      | 'A' levels / Diploma       | 2-3   | To sell & set up appointments. Handle outbound calls for selling a product or services, typically with respect to quotas or sales goals. May handle specific accounts or geography. To up sell as appropriate. Typically handle larger clients & more difficult situations. To lead, teach, guide and/or motivate teams through the call process if necessary. | 3,000,000   | 4,000,000   |
| Call Centre Supervisor / Team Leader             | Diploma / Degree           | 2-3   | Oversee team of junior & senior officers. Motivate team, roster planning & handle staffing issues such as disciplinary & performance counseling.   | 4,000,000   | 6,000,000   |



## CALL CENTRE

| POSITION                   | QUALIFICATION    | YEARS | JOB DESCRIPTION  | MIN. SALARY | MAX. SALARY |
|----------------------------|------------------|-------|--|-------------|-------------|
| Call Centre Trainers       | Diploma / Degree | 2-3   | Work with HR & Call Centre Manager to provide training. Train on systems, procedures & product knowledge. Facilitate & plan training schedules.  | 3,500,000   | 5,000,000   |
| Operations Manager         | Diploma / Degree | 3-4   | Oversee all aspects of the operations. Report to Call Centre Manager. Handle internal inquiries & divisional operations.   | 6,000,000   | 12,000,000  |
| Call Centre Manager / Head | Degree           | 3-4   | Implement service strategies. Oversee daily operations as well as marketing, sales & IT. Ensure service levels are met. Plan workflow & structure. Solve escalated complaints. Motivate & lead teams. Work with HR to assist in recruiting, staff appraisals & training. Good project management skills. | 8,000,000   | 14,000,000  |



## ENGINEERING & TECHNICAL

| POSITION                       | QUALIFICATION          | YEARS | JOB DESCRIPTION   | MIN. SALARY | MAX. SALARY |
|--------------------------------|------------------------|-------|---|-------------|-------------|
| Facilities Technician          | Nitec/Master Nitec/NTC | 1-5   | Install, service, repair & maintain engineering equipments.   | 1,500,000   | 3,000,000   |
| Associate Engineer             | Diploma                | 1-2   | Assist in new line set-ups. Prepare quotations, documentations, etc.  | 1,500,000   | 3,000,000   |
| Facilities Technical Officer   | Diploma                | 2-5   | Assist Engineer to plan & control maintenance work. Supervise all maintenance & variation jobs on site.   | 3,500,000   | 5,000,000   |
| Draughtsman                    | Diploma                | 1-2   | Design moulds, structures & fixtures. Handle design duties from 2 to 3 dimensions. Able to meet deadline & implement multiple changes during the course of a project. Knowledge of AutoCAD & other designing software a must.                                     | 2,000,000   | 3,000,000   |
| Supervisor                     | Diploma                | 3-4   | Liaise with operators, line leaders & other supporting departments to carry out production/manufacturing operations & projects. Monitor & coordinate machines installation setup. Monitor production issues to ensure targets are met & quality issues minimised. | 3,500,000   | 6,000,000   |
| Quantity Surveyor              | Diploma / Degree       | 2-5   | To work on tenders. Attend site meetings. Prepare preliminary quotations.   | 2,500,000   | 5,500,000   |
| Material Planner               | Diploma                | 2-4   | Generate clear-to-build quantity plan based on orders. Expedite with buyers on material shortages & ensure availability. Monitor inventory performance to meet goals set.   | 2,000,000   | 4,000,000   |
| Order Engineer                 | Diploma / Degree       | 2-3   | Order handling & technical review. Fabrication drawings to vendors & customers. Mechanical design. QA/QC inspection.  | 2,000,000   | 4,000,000   |
| Sales & Service Engineer       | Diploma                | 3-4   | Sales & service to local & international customers. Prepare quotation, presentation material, sales analysis report, customer complaints report, etc.   | 6,000,000   | 9,000,000   |
| Electrical/Mechanical Engineer | Diploma / Degree       | 2-5   | To manage the facilities control system. Plan & control maintenance work. Coordinate with customers & contractors on all site matters.  | 3,500,000   | 6,000,000   |
| Process Engineer               | Diploma / Degree       | 2-3   | To develop process for new products & improve product process for current products. Knowledge of SPC, DOE & FMEA.   | 5,000,000   | 8,000,000   |
| Planning Engineer              | Degree                 | 5-8   | Planning of production floor layout to enable efficient process & material flow. Implement low cost manufacturing.  | 8,000,000   | 10,000,000  |



# HUMAN RESOURCES

| POSITION               | QUALIFICATION            | YEARS | JOB DESCRIPTION  | MIN. SALARY | MAX. SALARY |
|------------------------|--------------------------|-------|--|-------------|-------------|
| HR Clerk / Assistant   | 'O' levels / Certificate | 2     | General HR admin duties. Maintenance of leave/medical records. Co-ordinate interviews.   | 2,000,000   | 3,500,000   |
| HR Officer / Executive | Diploma / Degree         | 3     | Active screening & recruitment of staff. Co-ordinate recruitment ads. Ensure consistent benefits & compensation practice.  | 3,500,000   | 6,000,000   |
| Training Executive     | Diploma / Degree         | 2-3   | Conduct company training programmes. Knowledgeable of commonly used concepts, practices & procedures. Sourcing for external trainers.  | 5,000,000   | 8,000,000   |
| Training Manager       | Degree                   | 5-6   | Design, plan & implement training programmes; policies & procedures; and career development programmes.  | 10,000,000  | 15,000,000  |
| HR Manager             | Diploma / Degree         | 5-7   | Design, plan & implement HR policies & procedures. In charge of recruitment, salary & staff benefits. Performance evaluation. Determine & enforce government regulations. Supervise team of HR executives. | 17,000,000  | 25,000,000  |



# INFORMATION TECHNOLOGY

| POSITION                               | QUALIFICATION           | YEARS | JOB DESCRIPTION   | MIN. SALARY | MAX. SALARY |
|--|-------------------------|-------|---|-------------|-------------|
| Helpdesk Analyst                       | Degree                  | 1-3   | Remotely troubleshoot problems through email/telephone by taking over the control users' terminals via LAN/WAN connections. Plan, coordinate & support business processes, systems & end-users. Handle phone-in & escalation of problems.                             | 3,000,000   | 6,000,000   |
| Analyst Programmer                     | Degree                  | 2     | Design, code & test programs to support the application systems development plan.   | 4,000,000   | 6,000,000   |
| Web Designer                           | Degree                  | 2     | Develop innovative web-based design application & content management.   | 4,000,000   | 6,500,000   |
| IT Executive                           | Higher Diploma / Degree | 2     | Maintain sufficient, standard & reliable systems/infrastructure to ensure effective & efficient operations. Implement IT procedures & processes to ensure maximum data protection/security.   | 4,000,000   | 6,500,000   |
| Systems Programmer / Software Engineer | Degree                  | 2-3   | Familiar with software development life cycles. Possess skills in application design. Prepare program specifications, coding/ documentation & testing.  | 6,000,000   | 10,000,000  |
| IT Administrator                       | Diploma / Degree        | 1-3   | Provide implementation & administration involving LAN, WAN & dial up connectivity, firewall, reverse proxy & technical support.   | 4,000,000   | 6,000,000   |
| Network Administrator                  | Degree                  | 2-3   | Administrate & operate LAN & WAN networks, system management & hardware support.  | 5,000,000   | 9,000,000   |
| Business / Systems Analyst             | Degree                  | 3-5   | Perform systems feasibility studies, analysis & design to meet user requirements & application. Work closely with engineers & technical support to resolve customer issues. Provide technical application support to users.   | 4,500,000   | 8,000,000   |
| Database Administrator                 | Degree                  | 3     | Responsible for administration & technical maintenance of the company's distributed database system.  | 4,000,000   | 7,000,000   |
| Systems Engineer                       | Degree                  | 2-3   | Provide system design & consultancy to customers. Respond to requests for technical queries & support. Conduct technical training to customers & IT administrators.   | 5,000,000   | 8,000,000   |
| Network Support Engineer               | Degree                  | 3-5   | Perform communication & networking systems analysis & design planning for integration. Support of network in internet, intranet & extranet. Analyse & participate in the development of security standardisation & implementation of security controls for LAN & WAN. | 6,000,000   | 10,000,000  |
| Technical Consultant                   | Degree                  | 2-4   | Tracking problems & changes. Continuity of ownership & documentation of IT operational problems from occurrence to resolution, including post resolution analysis. Provide solutions to IT related service problems.  | 5,000,000   | 10,000,000  |



## INFORMATION TECHNOLOGY

| POSITION                     | QUALIFICATION          | YEARS | JOB DESCRIPTION   | MIN. SALARY | MAX. SALARY |
|------------------------------|------------------------|-------|---|-------------|-------------|
| Software QA/ Test Analyst    | Degree                 | 3-5   | Testing, certifying, auditing software products.  | 7,000,000   | 11,000,000  |
| CRM Consultant               | Degree                 | 4     | In-depth understanding of Customer Relationship Management (CRM) technologies. Excellent pre-sales experience in a vendor environment. An understanding of the telecommunications industry. Understanding of Data Warehousing/Business Intelligence software. | 9,000,000   | 13,000,000  |
| ERP Consultant               | Degree                 | 5-8   | To provide functional or technical advise on the implementation of ERP solutions. Must have some domain knowledge in order to map processes.  | 12,000,000  | 20,000,000  |
| Data warehousing Consultant  | Degree                 | 3-8   | To develop data mining techniques, architecting database, production support. Assist administrators and developers.   | 8,500,000   | 18,000,000  |
| IT Manager                   | Degree                 | 5-7   | Oversee the smooth running of the IT systems. Troubleshoot & assist the organization in any IT matters or problems. In tune with all the new IT developments in the required fields.  | 17,000,000  | 28,000,000  |
| Project Manager              | Degree                 | 4     | Plan, direct & execute project management activities for an area/ division. Monitor progress against schedule & project budget. May allocate or assist in the allocation of appropriate resources to deliver project results.                                 | 10,000,000  | 15,000,000  |
| Business Development Manager | Degree                 | 5     | Commercially aware of customers' needs. Possess the acumen necessary to grow sustainable & profitable business. A strong intellect capable of grasping & clearly communicating complex business & technology concepts.  | 13,000,000  | 20,000,000  |
| Account Manager              | Degree/ Higher Diploma | 3-4   | Responsible for achievement of IT products and/or solution sales & revenue target. May be assigned to target specific industry verticals.   | 9,000,000   | 16,000,000  |
| Inside Sales Representative  | Degree/Higher Diploma  | 3-5   | To identify leads and generate sales using telephone contact and internet technologies.   | 2,500,000   | 4,500,000   |
| Pre-sales Consultant         | Degree                 | 3-5   | Helping the sales team to achieve the specified target by providing technical support, demonstration, RFP and solution architecting.  | 5,000,000   | 7,500,000   |
| Regional Sales Manager       | Degree                 | 5     | Able to build & grow geographical sales territories. Identify, qualify & close sales opportunities through prospecting & cross marketing of new products & technologies to existing & new customers.  | 14,000,000  | 25,000,000  |



## LOGISTICS & WAREHOUSING

| POSITION                    | QUALIFICATION            | YEARS | JOB DESCRIPTION  | MIN. SALARY | MAX. SALARY |
|-----------------------------|--------------------------|-------|--|-------------|-------------|
| Warehouse / Store Assistant | 'O' / 'N' levels         | 1-3   | Basic warehouse operations. Receive, unpack, pack, pick and check cargos.  | 2,000,000   | 4,000,000   |
| Shipping Assistant          | 'O' levels / Certificate | 1-3   | Prepare shipping documentation. Knowledge of LC / BL. Ensure smooth delivery & handle customers' inquires. Verification of freight invoices, cycle count, etc.                         | 2,000,000   | 4,000,000   |
| Warehouse Supervisor        | 'O' / 'N' levels         | 3-5   | Manage warehouse operations. Receive, issue, pick & pack. Ensure timely shipment.  | 4,000,000   | 7,000,000   |
| Operations Executive        | Diploma / Degree         | 2-3   | Manage warehouse operations & ensure proper documentation. Plan cargo schedules. Inventory control / management and reconciliation of suppliers' invoices.                             | 2,500,000   | 5,000,000   |
| Shipping Supervisor         | Diploma / Degree         | 4-5   | Organize receiving & issuing of goods. Manage the shipping operations & ensure proper documentation. Ensure quantity & quality of goods.   | 4,000,000   | 5,000,000   |
| Warehouse Manager           | Diploma / Degree         | 4-5   | Plan for efficient storage & systematic retrieval. Manage all warehouse activities. Proper upkeep of the store and warehouse. Identify reliable and cost efficient freight forwarders. | 10,000,000  | 15,000,000  |
| Distribution Manager        | Degree                   | 6-7   | Manage ordering & distribution of goods. Ensure timely deliveries to maximise sales. Liaising with the forwarder on the timing of arrival of goods.                                    | 16,000,000  | 20,000,000  |



## OFFICE SUPPORT

| POSITION                              | QUALIFICATION                  | YEARS | JOB DESCRIPTION  | MIN. SALARY | MAX. SALARY |
|---------------------------------------|--------------------------------|-------|--|-------------|-------------|
| Data Entry Clerk                      | 'N' / 'O' levels / Certificate | 1-2   | Input information into a computer. Processing & transmission of data.  | 1,500,000   | 2,000,000   |
| Security Officer                      | 'O' / 'A' levels               | 3-4   | Protect property against fire, theft & illegal entry. Make routine periodic tours around buildings & grounds. Check visitors for proper identification & clearance.  | 1,200,000   | 1,500,000   |
| Despatch cum Office Boy               | 'N' / 'O' levels               | 1-2   | Mail delivery & collection. Motorbike & license required. Run simple errands.  | 1,000,000   | 1,200,000   |
| Receptionist / Front Office Assistant | 'N' / 'O' levels / Certificate | 1-3   | Receive customers. Attend to phone calls. Admin duties.  | 2,000,000   | 2,500,000   |
| Personal Driver                       | 'N' / 'O' levels               | 2-3   | Chauffeur high-ranking management or visitors. Run errands. Good driving record.   | 1,000,000   | 1,300,000   |
| Administrative Clerk / Co-coordinator | 'N' / 'O' levels / Certificate | 1-3   | Sort & distribute mail. Prepare simple business correspondence & reports. Attend to telephone enquiries & visitors. Filing.  | 1,500,000   | 2,500,000   |
| Secretary                             | PSC / Diploma                  | 2-4   | Schedule appointments, travel arrangements & attend to callers. Take dictation. Relieve officials of clerical work & administrative duties.  | 4,000,000   | 6,000,000   |
| Executive Secretary                   | PSC / Diploma                  | 3-5   | Work with top management. Take & transcribe minutes of meetings. Execute routine secretarial assignments. Provide supervision & work co-ordination of other staff.   | 5,500,000   | 8,500,000   |
| Administration / Office Manager       | Diploma / Degree               | 4-6   | Responsible for office administration & management, i.e. human resources, office lease, property facilities & records. Assigning work to other clerical employees & ensuring conformance to office policies. | 7,500,000   | 12,000,000  |



## SALES & MARKETING

| POSITION                    | QUALIFICATION           | YEARS | JOB DESCRIPTION   | MIN. SALARY | MAX. SALARY |
|-----------------------------|-------------------------|-------|---|-------------|-------------|
| Promoter / Retail Assistant | 'O' / 'N' levels        | 1-2   | Front Line. Counter sales. Promote products in store.   | 1,500,000   | 2,000,000   |
| Sales Co-coordinator        | 'O' / 'N' levels        | 2-3   | Coordinate client leads & customer sales. Process sales orders.   | 2,500,000   | 3,500,000   |
| Market Researcher           | Diploma / Degree        | 2-4   | Collect & analyze information to assist in marketing.   | 2,500,000   | 4,000,000   |
| Customer Service Executive  | Diploma / Degree        | 2-3   | Entertain customer inquiries. Service existing customers & their needs. Visits to customers' office when necessary.   | 2,000,000   | 3,500,000   |
| Marketing Executive         | Diploma / Degree        | 2-4   | Marketing of new or existing products and services. Collate market trends for product development. Liaise with ad agencies & suppliers. Production of marketing materials.  | 3,000,000   | 5,500,000   |
| Brand / Product Manager     | Higher Diploma / Degree | 3-4   | Conceptualise & execute activities for brand positioning. Determine product pricing. Maintain & direct product's image in the market.   | 10,000,000  | 15,000,000  |
| Sales Executive             | Diploma / Degree        | 2-3   | Lead generation. Sell products & services on BtoB basis. Prepare & submit proposals. Involve in sales pitch.  | 2,800,000   | 3,500,000   |
| Advertising Manager         | Diploma / Degree        | 4-5   | Develop company's advertising strategy according to brand/product/ corporate policies. Liaise with advertising agencies to create the company's product/image. Prepare and track A&P spending. Develop promotional & sales support materials. | 8,000,000   | 12,000,000  |
| Marketing Manager           | Higher Diploma / Degree | 4-5   | Co-ordinate marketing activities. Organize marketing functions & campaigns. Involve in product launches & preparation of marketing plan.  | 17,000,000  | 28,000,000  |
| PR Manager                  | Degree                  | 4-6   | Plan & develop communication strategies. Promote complete information flow within the organization & build positive media & public relations.   | 15,000,000  | 26,000,000  |
| Sales Manager               | Degree                  | 5-7   | Plan & manage business strategies. Meet sales targets & quotas. Develop consulting service/product according to market needs. Co-ordinate activities of sales team. Monitor budget achievement. Prepare forecasts.                            | 15,000,000  | 25,000,000  |

### **About Kelly Services®**

Kelly Services, Inc. is a Fortune 500 company with over 60 years of experience in talent recruitment. Kelly today has a global network of offices across Asia Pacific, Europe and US. For more information, visit [www.kellyservices.com](http://www.kellyservices.com).

### **A Company of Specialists in Indonesia**

Kelly Services has constantly evolved to meet the changing needs of the workplace across various industries;

- Banking & Finance • Call Centre
- Construction • Engineering
- Exhibition & Promotions
- Hospitality • Industrial
- Information Technology
- Marketing & Retail • Office





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