

Urgently Needed

PT Gagan Indonesia is a retailer and distributor of international fashion, sports, and active lifestyle brands such as **Adidas, Bebe, Cache Cache, Evita Peroni, Vans, Promod, Quiksilver, Ted Baker, Morgan, DC, Ipanema, Roxy, Iam**. We invite motivated and talented people to have a promising career with us as :

VM Staff & Retail Project Division

Job Description :

1. Supervise & organize Handyman for all area (Jabotabek, Bandung, Surabaya, Medan, Bali) to fill all maintenance issue all stores & SIS
2. Checking & organizing with staff front ed for all stores & SIS for all maintenance issue
3. Working with procurement for all specification material want to buy for maintenance all stores & SIS
4. Side by side with project team & procurement to buy equipment support for the opening stores & SIS (TV, DVD, Mannequin & sound system)
5. Working with team project to handle project SIS
6. Working with the procurement for searching new vendor for all equipment maintenance & equipment support for opening stores & SIS
7. Handling all maintenance works in the warehouse and office (include correspondence to building management for follow requirement from them) include special project for both places (renovation, etc.)
8. Handling all repair fixtures & furnitures : stores, office & warehouse (include bazaar equipment)
9. Supporting Graphic Design Staff & Marcom Staff for special event such as : bazaar, marcom event (fashion show, fashion showcase & trunk show)
10. Prepare weekly & monthly report for maintenance status and also for expenses to Manager

Requirements :

- Male, age max 27 years old
- Minimum Bachelor's Degree majoring in Architectural, Interior Design
- At least 1 years of working experience in the related field is required for this position.
- Fresh graduates are welcome to apply
- Able to use MS office, Design Graphic Software (Photoshop, Illustrator, In Design, Acrobat), Autocad, Sketch Up, 3D Max; MAC
- Fluent in spoken and written English
- Can work in under pressure & able to handle short deadline
- Willing to be interviewed in Jakarta
- 1 Full-Time position available (Jakarta)

Send your CV and current photo to **HRD PT Gagan Indonesia** :
Email : recruitment@gagan.co.id (attachment size max 800 kb)