



**Quadra Indonesia Utama (QIU) - Scope of Work**  
Position Title: **Admin and Finance Staff**

QIU is a company engaged in the field of General Contractor with major business in Network Engineering and Construction of Telecommunication Systems which is covering Mini Audit Surveys, Engineering, CME Implementation, Installation including Testing-Commissioning of various telecommunications equipment, Goods or materials supply for installation work and supporting facilities. Currently we are seeking Admin and Finance staff to join the team and performing a variety of finance, administrative and clerical tasks to support our daily office procedures.

The position is Jakarta based and full time.

**Scope of Work:**

- Providing administrative support to the company especially to the Board of Directors;
- Handling correspondence including filing system (both hard and softcopy);
- Maintain and updates company database;
- Maintain schedule appointments and meetings;
- Prepare meetings and briefing including taking minutes at meetings;
- Arrange Travel and Accommodations;
- Managing contractual arrangement with third parties;
- Administer BPJS TK and BPJS Kesehatan
- Arrange and prepare materials and documentation related to project activities (PO, BAST, INVOICE);
- Input and reconcile expense report
- Preparing regular financial and administrative reports;
- Handling petty cash;
- Handling taxes (preparing monthly employee income tax calculation including providing salary slip, preparing calculation on withholding tax, Preparing VAT, preparing and submitting monthly and annual tax report)
- Provide general support to visitors;
- Handle request and queries from Board of Directors;
- Provide any other clerical support when needed;
- Perform other duties as assigned.

**Key skills:**

Candidates should possess diplomacy, meticulous attention to detail and problem-solving skills, good numerical, time management skills and a genuine interest in business. Excellent computing (office management software), secretarial, interpersonal, strong organizational skills with the ability to multi-task, teamworking and written/verbal communication skills in English are also important.

Interested candidates may send their application to:  
[recruitment@quadraindonesia.id](mailto:recruitment@quadraindonesia.id) latest by 27 October 2017.

Only shortlisted candidates will be contacted.

No phone inquiries.