



PT. BARA KAZI CEMERLANG  
(Mining Kazi Corporation)

# WE ARE HIRING

**Finance Manager**  
**Front Office/ Receptionist**

## Finance Manager

### Requirements:

- Woman
- Minimum Bachelor
- Fluent in English (Written and Spoken)
- Minimum 3 years experiences in the field
- Experienced Taxation well
- Experienced Ms-Office
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### Deskripsi:

- Able to make financial reports.
- Evaluating and monitoring financial reports also finance and accounting performances.
- Able to make tax reports and report it to KPP.
- Controlling financial income and expenditure.

## Front Office/ Receptionist

### Kriteria:

- Woman
- Active English (Writing and Spoken)
- Experienced as Receptionist / Guest Relations /Front Desk
- Well-Dresses
- Active, Friendly and Elegant Communicating Skills
- Able to work in a team and individually carefully and deftly
- Able to operate computer.

Subject Email: MKC-FM /MKC-FOR

**INTEREST? SEND YOUR CV AND  
PORTFOLIO TO APPLY NOW.**

[miningkazi@gmail.com](mailto:miningkazi@gmail.com)  
**Yuni (+6282185017677 )**