

OTP Institute is a company that gives a comprehensive yet tailored service for client's need in professional development through a full cycle methods from identifying and analyzing problem, content planning and performance strategies that fulfilled in an elaborate yet applicative approaches that ignite and improves each individual skills in a versatile world both personal and professional.

Working in ON THAT POINT gives you huge room for creativity and training field for adaptability and vast growth.
Are you brave enough to challenge yourself?

PROFESSIONAL INTERN POSITION

General Overview

GENERAL JOB DESCRIPTION

- Being responsible with individual daily works and also team's projects
- Leading at least one of our creative projects
- Willing to be positioned either in Business Development Division or Project Resource Division

REQUIREMENTS

- At least the second year of university or college student
- Huge passion to learn communication & coaching industries
- Organized, proactive with a strong ability to multitask
- Demonstrated strong project coordination skills

Personel Specification

- Versatility in team work and individual work
- Huge passion in learning new things
- Supportive of the aims and work of OTP
- Understand the importance of soft skills
- Communicative and blatant
- Good English proficiency
- Reasonable Ability in operating office apps such as: Ms. Powerpoint, Ms. Excel and Ms. Word

Details

- Duration** : 4 month contract with 3 day work time in a week
Remuneration : paid in daily basis .
Location : Jakarta

To apply, send your full resume to hrd@otpinstitute.com.
Put your name and desired position as the subject Only shortlisted candidates will be given a notification.
This job vacancy is as of 25 May 2015