

Lowongan Houseboy (Asisten Butler) untuk Mission of Japan to ASEAN

Misi Diplomatik Jepang untuk ASEAN membuka lowongan staf lokal yang dapat mulai bekerja di sekitar tanggal 1 Mei 2023.

1. Pekerjaan

Melakukan tugas-tugas sebagai houseboy (asisten butler) di kediaman Duta Besar Jepang untuk ASEAN: membantu memasak, menyajikan makanan, melayani tamu, melakukan pekerjaan housekeeping.

2. Jumlah lowongan

1 (satu) orang

3. Syarat pelamar

- (1) Warga Negara Indonesia
- (2) Lulusan D3, diutamakan jurusan perhotelan
- (3) Memiliki kemampuan bahasa Inggris yang sangat baik
- (4) Berpengalaman minimal 5 tahun di bidang hospitality (perhotelan atau sejenisnya)
- (5) Mampu mengoperasikan komputer dan menggunakan MS Word dan Excel
- (6) Sehat jasmani dan rohani

4. Dokumen yang dibutuhkan

- (1) Curriculum vitae (daftar riwayat hidup) dalam bahasa Inggris
- (2) 2 lembar pasfoto ukuran 3 x 4 cm
- (3) Fotokopi ijazah, transkrip nilai dan KTP
- (4) Fotokopi referensi atau surat keterangan kerja dan, jika ada, fotokopi bukti kualifikasi kemampuan bahasa asing
- (5) Cover letter dalam bahasa Inggris yang menjelaskan motivasi melamar posisi ini

5. Lain-lain

Jam kerja: 40 jam per minggu. Bersedia lembur jika ada jamuan makan atau acara lainnya.

Kirimkan dokumen-dokumen persyaratan dengan menuliskan "**ASEAN Res –Recruitment**" di pojok kiri atas amplop ke alamat di bawah. Dokumen harus kami terima selambat-lambatnya **Jumat, 31 Maret 2023**. Dokumen yang dikirimkan tidak akan dikembalikan.

Mission of Japan to ASEAN

Jl. M.H. Thamrin No. 24

Jakarta 10350

Pelamar yang lulus seleksi dokumen akan dihubungi paling lambat Senin, 10 April 2023 pukul 16.00 WIB untuk wawancara.

Jika ada pertanyaan harap menghubungi Mission of Japan to ASEAN di 021-3190-4901.

(English)

The Mission of Japan to ASEAN is recruiting 1 (one) local staff for the position of a House Boy (Assistant Butler) who is available to work on or about 1 May 2023. The outline of the job recruitment is as follows:

1. Job description

Tasks as a house boy such as assisting in cooking, serving meals, receiving guests and housekeeping at the residence of the Ambassador of the Mission of Japan to ASEAN.

2. Number of vacancy

1 (One)

3. Required qualifications

- (1) Indonesian citizenship
- (2) Diploma holder equivalent to a graduate from a two-year college or having a major related to hospitality
- (3) Sufficient English skills for work
- (4) Working experience of serving guests at hotels or other facilities for more than 5 years
- (5) Basic skills in operating a computer and using softwares such as Microsoft Word and Excel
- (6) Physically and mentally health

4. Required documents

- (1) CV in English
- (2) 2 coloured photographs measuring 3x4 cm
- (3) Copies of diploma certificate, academic record and national ID (KTP)
- (4) Copies of documents certifying previous work experience, and if possible, copy of language proficiency certificate
- (5) Cover letter in English stating the reason to apply

5. Working Hour

40 hours per week. Overtime working is sometimes required to deal with dinner hosted by the Ambassador.

Please submit or bring the required documents to the address below by 31 March 2023. Please write “**ASEAN Res-Recruitment**” on the upper left of the envelope. Please note that once you have submitted the documents, we will not return them back to you.

Mission of Japan to ASEAN
Jl. MH Thamrin No. 24
Jakarta 10350

Applicants who pass the preliminary screening based on the documents will be circulated information about an interview by 16:00 on 10 April 2023.

For further information, please contact the Mission of Japan to ASEAN at the 021- 3190 4901