

DAFTAR LOWONGAN KERJA YANG DITAWARKAN

No	Kode	Nama Lowongan Kerja	Deskripsi Singkat Pekerjaan	Requirement/Persyaratan	Jumlah Kebutuhan
1		Management System Associate (ISO Consultant) Placement: Yogyakarta	<ul style="list-style-type: none"> • Advise and guide clients in achieving and maintaining ISO compliance. • Draft documents related to ISO standards and procedures with precision and attention to detail • Conduct training/workshop to familiarize clients with ISO standards • Provide support during both internal and external audits 	<ul style="list-style-type: none"> • 1–5 years of experience in any field is required; experience related to ISO standards is preferred • Bachelor's degree in Inform Information Technology, Agricultural Technology, Engineering, Management, Business Administration, or any other majors are welcome to apply • Excellent proficiency in Google Workspace and MS Office suites • Strong analytical skills, attention to detail, and excellent communication skill • Commitment to continuous learning and development to grow in your role • Willingness to be placed in Yogyakarta 	7
2		Management System Officer Placement: Yogyakarta	<ul style="list-style-type: none"> • Develop and maintain project trackers to monitor project progress. • Manage project databases and 	<ul style="list-style-type: none"> • Bachelor's degree in any major (preferably in Management, 	1

			<p>documentation, including digital archiving and project closing processes.</p> <ul style="list-style-type: none"> ● Helping consultant to prepare project report for client. 	<p>Administration)</p> <ul style="list-style-type: none"> ● Prior experience in administrative, project management, or support-related roles is a plus ● Detail-oriented, well-organized, and effective in communication. ● Proficient in using Google Sheets for data management and reporting. ● Strong analytical and problem-solving skills. ● Willingness to be placed in Yogyakarta 	
3		<p>Customer Relationship Specialist (B2B Sales)</p> <p>Placement: Yogyakarta</p>	<ul style="list-style-type: none"> ● Identify and approach potential B2B clients for MBO's training and consulting services ● Conduct sales meetings to understand client needs, present training solutions, and close deals ● Build and maintain strong client relationships to support repeat business and long-term partnerships ● Achieve sales targets and contribute to the growth of MBO's consultancy & training services 	<ul style="list-style-type: none"> ● Bachelor's degree in any field (preferably in business, marketing, or a related area) ● Fresh graduate are welcome ● Strong interest in sales & partnership ● Excellent communication skills, negotiation skills, attention to detail, and problem-solving abilities ● Experience with Customer Relationship Management (CRM) systems and negotiation is a plus ● Willingness to be placed in Yogyakarta 	3

4		<p>Customer Relationship Specialist (B2B Sales)</p> <p>Placement: Jakarta</p>	<ul style="list-style-type: none"> ● Identify and approach potential B2B clients through outbound sales activities. ● Conduct meetings to assess client needs and present tailored training & consulting solutions. ● Build and maintain strong client relationships to drive repeat business and new opportunities. ● Achieve sales targets and contribute to MBO's business growth. 	<ul style="list-style-type: none"> ● Bachelor's degree in any field (preferably in business, marketing, or a related area) ● Min. 2 years of experience as a Sales Specialist, Online Deal Maker, Customer Success Manager, or in a similar sales role ● Strong communication, negotiation, and relationship management skills ● Able to work independently, self-motivated, and results-driven ● Ready to be based in Jakarta 	1
---	--	---	---	---	---

Yogyakarta, 27 Oktober 2025

HC PT Mitra Berdaya Optima



(Salsabila Salwa)