



tulodo

creating social and behavior change

Job Vacancy

Role : Project administration officer
Location : Yogyakarta, Indonesia
Contract : 3 months with possibility of extension.

Tulodo is looking for a short-term project administration officer to support our project finance and administrative affairs for a period of 3 months. Tulodo is a different kind of organization - we are part marketing agency, part university and part nonprofit. Tulodo's mission is to provide the best international consulting, project management and experimentation services, specializing in behavior change. Tulodo helps its clients and partners to solve problems relating to health, governance, education, technology, environment, human rights, microfinance, water, safety and many more.

At this time, we are looking for a Project Administration Officer that will be assisting our accounting department and program to support the running of a project that is being carried out.

Requirements:

- Bachelor degree majoring in finance, accounting, human resource management, or other relevant disciplines from a reputable university (Min GPA 3.00)
- Minimum of 2 years experience in handling corporate finance and administration
- Proficient in Google Docs, Google Spreadsheets, Microsoft office and excel.
- Great correspondence skills (direct communication, email, official letters)
- Strong attention to details, understand the principles of check and balance.
- Well organized, with project management interest and experience
- Strong relationship building and time management skills
- Basic English communication skills (verbal and written)
- Able to work independently but confident enough to ask for guidance and input when needed
- Available to work immediately

Job description:

- Provide administrative assistance to director and team leaders
- Under the coordination of accounting officer, provide administrative and finance (budget and expenditure, incl. verification and processing mechanism) to team leaders and project team members on timely manner



tulodo

creating social and behavior change

- Provide administrative and communication support for staff and consultants' well-being package and their office-related responsibility (contracts, medical insurance, incl. BPJS; travel insurance; leave administration; tax);
- Assist accounting officer in preparing, organizing and communicating audit process, report, and results.
- Communicate, coordinate, and negotiate with vendors, technical consultants regarding service quality, administrative check, and invoicing
- Participate in management meetings, discussions, and training.

Fill the online form in this link <https://s.id/lowonganadmin-tld>

Drop a maximum 2-page cover letter describing your qualities and experience, with a maximum 4-page CV. Applications close at **5pm WIB, on June 24, 2022**. Only selected candidates will be contacted.

For further information please contact admin@tulodo.com.