



WE ARE HIRING

Religion Teacher (Islam, Catholic, Buddha)

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for Religion subject
- Conducts teaching and learning activities
- Analyzes and prepares exam questions
- Submits ledger of semester student report
- Conducts students mentoring

Qualifications:

- Male / Female, Max. 35 years old.
- Has experience at least 1 year as a Religion Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in Religion Education or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

Please send your application and updated CV to our Career Page:

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WE ARE HIRING

Sport Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for Sports subject
- Conducts teaching and learning activities
- Analyzes and prepares exam questions
- Submits ledger of semester student report
- Conducts students mentoring

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a Sport Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in sport science, PJKR or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Computer Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for Computer subject
- Conducts teaching and learning activities
- Analyzes and prepares exam questions
- Submits ledger of semester student report
- Conducts students mentoring

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a Computer Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in Computer science education, PTIK or related field

Skills:

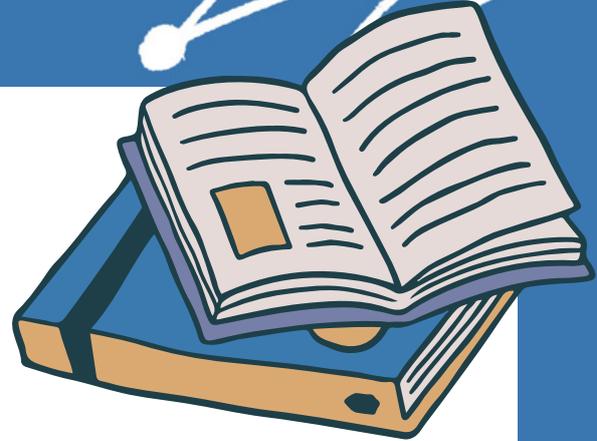
- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

English Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for English subject
- Conducts teaching and learning activities
- Analyzes and prepares exam questions
- Submits ledger of semester student report
- Conducts students mentoring

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as an English Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in English Education/Literature

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Music Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for Music subject
- Conducts teaching and learning activities
- Analyzes and prepares exam questions
- Submits ledger of semester student report
- Conducts students mentoring

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a Music Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in Music Art Education or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Civics Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for Civics subject
- Conducts teaching and learning activities
- Analyzes and prepares exam questions
- Submits ledger of semester student report
- Conducts students mentoring

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a Civics Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in Civics Education or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Math Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for Math subject
- Conducts teaching and learning activities
- Analyzes and prepares exam questions
- Submits ledger of semester student report
- Conducts students mentoring

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a Math Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in Math Science/ Education

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Biology Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for Biology subject
- Conducts teaching and learning activities
- Analyzes and prepares exam questions
- Submits ledger of semester student report
- Conducts students mentoring

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a Biology Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in Biology Science/ Education

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

SNC Teacher

for Academic Year 2024-2025

Job Descriptions:

- Sets PPI (Program Pembelajaran Individu)
- Assists student in teaching-learning activities
- Collects teaching learning photo-pictures
- Prepares exam questions
- Prepares student progress report

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a Special Need Children Teacher
- Willing to be placed in **Jakarta**
- Diploma or Bachelor degree in Special Education, Psychology, or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Teaching Assistant

for Academic Year 2024-2025

Job Descriptions:

- Prepares display in classroom
- Prepares students worksheets
- Prepares learning materials
- Supports Lead teachers to escort students during activities
- Assists teaching learning

Qualifications:

- Male / Female, Max. 35 years old.
- Has experience at least 1 year as Teaching Assistant/Fresh Graduate
- Willing to be placed in **Jakarta**
- Bachelor degree in PGPAUD, PGSD, English, Indonesia or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Class Teacher

for Academic Year 2024-2025

Job Descriptions:

- Sets CP, TP, ATP and lesson plan for pre-primary or primary
- Conducts teaching and learning activities
- Prepares exam questions
- Notes teaching-learning journal
- Submits ledger of semester student report

Qualifications:

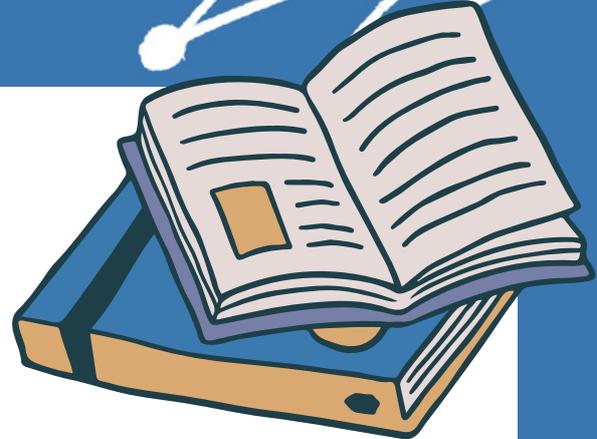
- Male / Female, Max. 35 years old.
- Has experience at least 2 years as a Class Teacher
- Willing to be placed in **Jakarta**
- Bachelor degree in PGPAUD, PGSD, English, Indonesia or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Administration Staff

for Academic Year 2024-2025

Job Descriptions:

- Manages academic administration: Incoming and outgoing letters, report book, certificate, etc.
- Manages student mutation data management
- Manages “Buku induk” for the new school year
- Manages Filing and documentation management

Qualifications:

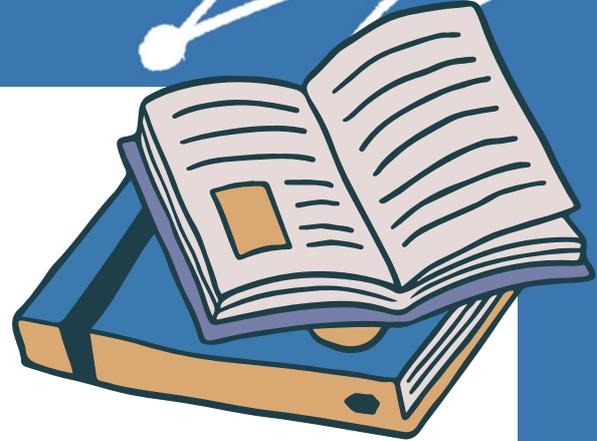
- Male / Female, Max. 35 years old.
- Has experience at least 1 years as a School admin or Dapodik staff.
- Willing to be placed in **Jakarta**
- Diploma degree on office administration or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and creative

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WE ARE HIRING

Inventory Staff

for Academic Year 2024-2025

Job Descriptions:

- Manages school inventory: Track stocks, conduct opname
- Coordinates with the purchasing department to supply school needs
- Organizes logistics (distribute uniforms and manage event-related)
- Maintains records: Input data, handle receipts, and conduct physical checks of goods.

Qualifications:

- Male / Female, Max. 35 years old.
- Has experience at least 1 years as an Inventory staff.
- Willing to be placed in **Jakarta**
- Diploma degree on related field

Skills:

- Stock management
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and meticulous

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WE ARE HIRING

Maintenance Staff

for Academic Year 2024-2025

Job Descriptions:

- Maintains and check school facilities
- Maintains electrical & non-electrical facilities (air conditioners, lighting system, floor, walls, etc)
- Address reported damages
- Reports damage and coordinate with colleagues

Qualifications:

- Male, Max. 35 years old.
- Has experience at least 1 years as a Maintenance/Fresh graduate.
- Willing to be placed in **Jakarta**
- High school/vocational school on electricity and automotive or related field

Skills:

- Stock management
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Dynamic, hard working and meticulous

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