



## PT. LANDFALL BALI UTAMA

Jl. Raya Munggu  
Desa Munggu, Mengwi - Badung - Bali  
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### **Position: PRODUCTION EXECUTIVE ASSISTANT**

#### **Company Information**

We are an expanding company located in Bali, high end custom manufacturing wood windows and doors. Our production is supported by the highest standards of machinery and tooling for international export. We have been operating since 2001 as a Foreign Investment Company. All our products are hurricane proof and have the Certificate of Miami Dade County, Florida, USA. We exclusively produce with imported Merbau wood, an extremely hard timber with excellent qualities for windows and doors.

The Company's Market is mainly in Florida, The East Coast, the Caribbean, Bahamas and Bermuda.

#### **Why Join with us?**

Landfall Bali is a prestigious custom manufacturing company which requires a highly professional team, creative and thinking ahead. We open an opportunity for individuals to develop and grow their skills, knowledge and self-confidence to help expand the company, primarily the Management Staff.

#### **Job Description**

1. Preparation:
  - Analyze receiving Job Orders in cooperation with General Manager and Drawing Operator
  - Coordinate executive communication and task coordination in close cooperation with Drawing Operator and General Manager
  - communicate with Management and US
  - Ensure the maintenance of the production schedules and cooperate with US
2. Estimates: Control US Estimates
3. Production Process:
  - Prepare estimates for Cutting and Sizing Department
  - Prepare breakdown required material for Lumber-Coating Department
  - Close cooperation with General Manager and Supervisors to explain Job Orders
  - Ensure that all information related to Job order is clear and material needs are met
  - Hold regular morning meetings with production staff to discuss all relevant issues together with Production Manager
4. Analysis: Controlling of the Job Costs together with Controlling Department
5. Data Collection: Collect and analyze data of production cost for Variance report, which is sent to US

6. Reporting:
  - Production and scheduling report in cooperation with Drawing Operator and Supervisor
  - lumber inventory for Government report
  - stock inventory with store keeper
7. Close cooperation with other members of the management team

## **Job Qualification**

1. Good command in spoken and written English
2. 5 Years' plus experience in wood manufacturing in the same or similar position is an asset
3. Excellent technical understanding of wood production (Carpentry)
4. Expert in AUTO CAD (Both Reading & Drawing)
5. Proficient in MS Excel, Other MS Office applications, Microsoft Project or Scheduling
6. Focused character and analyzing mind
7. Bachelor Degree in Architecture/Technik/ or related field

## **The ideal candidate will have the following qualities:**

- Strong leadership skills
- Proactive, organized and solution oriented
- Accuracy
- Self-motivated, entrepreneurial attitude
- Detail oriented, well-structured and disciplined qualities
- A creative problem solver who enjoys working independently as well as in a team setting
- Flexible and highly adaptive to all company needs
- Diplomatic and positive
- Reliable and dedicated

Please submit your motivation letter and updated CV in English to: [yusina@landfallbaliutama.com](mailto:yusina@landfallbaliutama.com)  
Only English CV and Motivation letter will be taken in consideration.

Salary Rp 5,000,000 - Rp. 9,000,000 Depending on the qualification above.

Fresh Graduate : Rp. 4,500,000 - Rp. 5,000,000

Bali, January 28, 2021