

## COMPANY OVERVIEW

PT. Tokopedia is one of the fastest growing internet company in Indonesia. Since the company launched its finest product [www.tokopedia.com](http://www.tokopedia.com) on August 17<sup>th</sup> 2009, Tokopedia has become the biggest online mall in Indonesia. The website provides a place for every individual and small-to-medium businessman in Indonesia to easily open their online shop for free. Tokopedia also enables a secure online shopping experience.

Tokopedia is also one of the Indonesian internet company which is supported by several international VC and worldwide internet companies, including: East Ventures, CyberAgent Ventures, Beenos, and Softbank Ventures Korea.

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### WHY JOIN US?

- Flat Management  
Tokopedia offers a minimum bureaucracy work system. You will work in a flexible, dynamic, and challenging startup atmosphere.
- Intrapreneurship Program  
Tokopedia organizes intrapreneurship program, where your participation may bring your dreams come true.
- Be a Part of Our Nakama  
<https://www.facebook.com/media/set/?set=a.10151525286254612.556016.386081579611&type=1>  
We address our team member by "Nakama," and treat each other like family.
- Our Vision  
<http://blog.tokopedia.com/2013/02/membangun-indonesia-lebih-baik-lewat-internet/>
- Our Team / Nakama  
<http://team.tokopedia.com/>
- Our Office  
<http://blog.tokopedia.com/2013/04/kantor-baru-tokopedia/>
- Videos  
<http://www.youtube.com/watch?v=NFH1Ex4pTC8>

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## LOWONGAN KERJA PT. TOKOPEDIA

### SENIOR WEB DEVELOPER

We are searching for engineers who are interested in building new features, solving technical problems, and able to be working with enormous amount of data.

Responsibilities:

- Plan and build new features.
- Solve technical problems.
- Create scalable back-end.
- Collaborate with design team.

Requirements:

- Bachelor's degree in Computer Science or related departments.
- Have minimum 1 year of experience.

- Proficient in XHTML, CSS, and Javascript.
  - Proficient in Perl / PHP.
  - Proficient in relational database and SQL.
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## **WEB DEVELOPER**

### **Responsibilities:**

- Develop new features according to roadmap
- Monitor bug report and execute bug fixing
- Develop back-end for operational efficiency

### **Requirements:**

- Bachelor's degree. Maximum 28 years of age.
  - Have minimum 1 year of experience (fresh graduate may also apply).
  - Proficient in XHTML, CSS, PHP / Perl, MySql / Postgre SQL.
  - Have passion to build products that are useful to many people.
  - Interested in following updates on web technology.
  - Creative and able to work on deadline.
  - Communicative and able to work in team.
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## **SOFTWARE ENGINEER - PRODUCT**

We are searching for engineers who are interested in building new features, solving technical problems, and able to be working with enormous amount of data.

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- Solve technical problems.
- Create scalable back-end.
- Collaborate with design team.

### **Requirements:**

- Bachelor's degree in Computer Science or related departments.
  - Have minimum 1 year of experience (fresh graduate may also apply).
  - Proficient in XHTML, CSS, and Javascript.
  - Proficient in Perl / PHP.
  - Proficient in relational database and SQL.
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## **SOFTWARE ENGINEER - MOBILE**

We are searching for engineers who are interested in building products for mobile devices.

### **Responsibilities:**

- Plan and build web-like experience on various mobile devices.
- Build scalable, reliable, and maintainable mobile platform.
- Collaborate with design team and product team.

### **Requirements:**

- Bachelor's degree in Computer Science or related departments.
  - Have minimum 1 year of experience (fresh graduate may also apply).
  - Proficient in XHTML, CSS, and Javascript.
  - Proficient in Perl / PHP.
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## **SOFTWARE ENGINEER - IOS**

We are searching for engineers who are interested in building iPhone / iPad apps using iOS SDK.

### **Responsibilities:**

- Plan and build native iOS app.
- Create reusable, efficient, and performable codes.
- Collaborate with design team and product team.

### **Requirements:**

- Bachelor's degree in Computer Science or related departments.
  - Have minimum 1 year of experience (fresh graduate may also apply).
  - Proficient in Objective-C / C++.
  - Experienced in making or integrating API.
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## **SOFTWARE ENGINEER – STORAGE**

We are looking for engineers who are interested in building more efficient system for storing enormous amount of data.

### **Responsibilities:**

- Plan and build a system that is able to store enormous amount of data.
- Analyze and fix data storage system in order to make reliable, accessible, and efficient performance.
- Collaborate with product team.

### **Requirements:**

- Bachelor's degree in Computer Science or related departments.
  - Have minimum 2 years of experience.
  - Experienced in implementing distributed storage systems and servers.
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## **ANDROID DEVELOPER**

### **Responsibilities:**

- Design and develop Tokopedia's application for Android.
- Able to develop prototype quickly.

### **Requirements:**

- Bachelor's degree in Information Technology or related fields.
  - Proficient and experienced in SDK Android.
  - Have high competence in data structure, algorithm, and software design.
  - Familiar with HTML, CSS, JavaScript, SOAP, REST, JSON, Java, Objective-C, or C++
  - Experienced in integrating API server and social network API.
  - Have experience in making API is a plus.
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## **QUALITY CONTROL SYSTEM**

### **Responsibilities:**

- Ensure that the products developed by the company meet the quality standards and requirements.
- Create documentations for the developed products.
- Test the products on desktop or mobile, with manual or automated method.
- Set the estimated processing time and ensure that all product tests can be finished on time.

### **Requirements:**

- Bachelor's degree in Computer Science, Information System, or related departments. Maximum 28 years of age.
  - Able to conduct task and responsibility according to deadline.
  - Have knowledge in programming is a plus.
  - Have knowledge in automation test (Selenium Test / Webdriver / etc.) is also a plus.
  - High analyzing skill and attention to details.
  - Able to work individually and in team. Communicative.
  - Want to learn and improvise yourself.
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## **SEARCH ENGINE OPTIMIZATION SPECIALIST (SEO SPECIALIST)**

### **Responsibilities:**

- Implement and monitor the effective SEO strategy.
- Optimize on-site and off-site strategy from Tokopedia's SEO.
- Monitor the ongoing SEM program.

### **Requirements:**

- Bachelor's degree. Maximum 30 years of age.
  - Always following the recent SEO and SEM updates.
  - Experience in advertising agency is a plus.
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## **SEARCH ENGINE MARKETING SPECIALIST (SEM SPECIALIST)**

### **Responsibilities:**

You will join a team that do digital advertising.

### **Requirements:**

- Bachelor's degree in Computer Science, Information System, Mathematics, or related departments. Fresh graduate may apply.
  - Delighted with statistical analysis and figures.
  - Excellent copywriting skill
  - Have a high analyzing skill.
  - Preferably if proficient in using Google AdWords, Google Analytics, and Facebook Ads.
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## **CUSTOMER RELATIONS SPECIALIST**

### **Responsibilities:**

- Handle customers' complaints.
- Fostering good relation with customers.

### **Requirements:**

- Bachelor's degree, all departments (preferable from communication faculty). Maximum 25 years of age.
- Good communication skill.

- Thorough, discipline, and good in problem analyzing.
  - Friendly, patient, and customer-oriented.
  - Good in using Indonesian language, both oral and written, in accordance with EYD.
  - Neat, able to organize things well.
  - Able to work in team.
  - Ready to be assigned on shifting work schedule until late night (4 days of work, 4 days off).
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## **SENIOR MERCHANT ACQUISITION**

### **Responsibilities:**

- Responsible for acquiring new or existing merchant accounts via networking with client relationships with merchants by marketing corporate full line of merchant services products.
- Perform the strategic, tactical and support functions in strengthening relationships within the merchant segment.
- Primary responsibility in acquiring new merchant accounts as well as revenue growth
- Responsible for merchant contract negotiation.

### **Requirements:**

- Minimum of bachelor's degree in sales/marketing or relevant discipline with a minimum of 1-2 years experience in outside sales/service/merchant acquiring or relationship management.
  - Detail oriented team player with good planning and problem solving skills whom is willing to go the extra mile.
  - Strong analytical and communication skill.
  - Sense of urgency for incident resolution.
  - Ability to multi-task in a fast paced environment with minimal direction.
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## **SENIOR DATABASE ADMINISTRATOR**

### **Responsibilities:**

You will be a part of a great team which is responsible for making design, implementing, and utilize strategic performance tuning from various database solution in Tokopedia's environment. You will also perform day-to-day operation and maintain the system.

### **Requirements:**

- Have minimum 2 years of experience in similar position (fresh graduate may also apply).
  - Accustomed to dealing with RDBMS (PostgreSQL / MySQL / Oracle) for multiple applications that have high rate of data traffic.
  - Have a deep comprehension of the concept of big data and NoSQL databases (MongoDB, Redis, and Hadoop). It is better if you are proficient in one of it.
  - Proficient in conceiving, designing, and implementing database replication and backup strategy.
  - Proficient in shell scripting (Bash / Perl / Python).
  - Accustomed to work in Unix (Linux / \*BSD) environment.
  - Able to work in team, always curious with new things, and have a good sense of humor.
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## **SENIOR SYSTEM ADMINISTRATOR**

### **Requirements :**

- Bachelor's degree. Maximum 30 years of age.

- Have minimum 2 years of experience in installation, configuration, and maintenance of Linux operating system (proficient in CentOS is preferable).
- Have minimum 2 years of experience in installation, configuration, and maintenance of SQL and No SQL database servers.
- Have minimum 2 years of experience in configuration and maintenance of web server (proficient in Nginx and Apache is preferable).
- Proficient in installation and configuration of full text search application (proficient in Solr is preferable).
- Understand the concept of Big Data.
- Understanding the concept of network routing and switching will be a plus.

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## **MARKETING COMMUNICATIONS**

### **Responsibilities:**

- Plan and develop marketing communication strategies with appropriate media (fresh graduate may also apply).
- Increase the company's brand awareness by developing and managing marketing and communication strategies.
- Manage and negotiate with various institutes and vendors to support marketing activities.
- Support the company's marketing activities and various tasks which are related with the company.
- Collaborate with both internal and external parties to ensure the attractiveness of the company's website.
- Execute 360 degree marketing
- Develop and preserve various social media programs to build brand awareness (Facebook, Twitter, Google+, BBM Channel, Instagram, and Pinterest).

### **Requirements:**

- Bachelor's degree in Communication, Business Management, Advertising, or related departments. Maximum 30 years of age.
  - Proficient in making plans for marketing strategy. Target-oriented.
  - Proficient in communication, negotiation, and presentation.
  - Minimum 2 years of experience is preferable.
  - Proficient in English, both oral and written.
  - Have extensive network is a plus.
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## **HEAD OF BUSINESS DEVELOPMENT**

### **Responsibilities:**

- Opening contact and meeting with clients for business presentation
- Establish and Maintain strong relationship with existing and potential clients
- Pro-actively hunt for target organizations and establish communications with those businesses than can be benefit from company's services
- Achieve business objectives for growth and profit of the company
- Planning and preparing presentation to prospect clients
- Explore and execute partnership opportunities with potential business partners which are relevant to the targeted markets

- Identify any new business opportunities
- Develop marketing proposal

**Requirement :**

- Bachelor's Degree, preferably from Communication/Marketing/Business Administration, maximum 28 years old
  - Minimum 2 years of working experience in the related field is required for this position
  - Active communication, result oriented
  - Proficient to negotiation and presentation skills
  - Strong analytical and creative thinking person
  - Must be able work well in a team environment
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**MERCHANDISER**

**Responsibilities:**

Your main task is to bring in top new brands and maintaining existing brands, maintaining current and on going accounts, managing vendor relations and conducting negotiations.

**Requirement :**

- Candidate must possess at least a bachelor's degree, business/sales/marketing/ communications or equivalent (Degree in relevant field of study).
  - Experience (minimum 2 years) in similar role & industry (fresh graduate may also apply).
  - Well experienced and resourceful with in the area of expertise
  - Strong network.
  - Good leadership and management skill
  - Good presentation and negotiation skills
  - Good business sense and commercial awareness
  - Fluent in written and spoken English
  - Well organized and detail oriented
  - Passionate in selling
  - Good customer relations
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**DATA ANALYST SPECIALIST**

**Responsibilities**

- Gather and compile data from various sources in order to observe the company's performance and direct its business advancement.
- Develop business campaign.
- Create the company, division, and individual performance indicator.

**Requirement:**

- Bachelor degree in Statistic, Computer Science, Information Technology or related fields.
- Minimum 2 years of working experience in similar position (fresh graduate may also apply).
- Have a good knowledge of warehouse data center.
- Have understanding in business process and user requirement management.
- Good analytical and conceptual thinking skills, creative and innovative.

- Comfortable multi-tasking in a aggressive, competitive, environment, and working under pressure.
  - Self-motivated and a team player at the same time.
  - Good personality, hardworking, trustworthy, keen to learn and discipline.
  - Detail oriented and posses decent communication skill.
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## **MOTION GRAPHIC**

### **Requirement:**

- Bachelor's degree in Animation or Graphic Design.
- Proficient in animation software (i.e. Adobe After Effects, Apple's Motion, etc).
- Have a good comprehension about informational content and communicate it through effective and interesting visual.
- Able to edit pictures, illustrations, video, and audio.
- Detail-oriented and can do multitasking.

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## **WEB DESIGNER**

### **Responsibilities:**

- Design and develop the web application of Tokopedia.
- Running tests and make sure that the product is satisfactory before its launch.
- Able to convert design to HTML and CSS (tableless).

### **Requirement:**

- Bachelor's degree. Maximum 28 years of age.
- Creative and detail-oriented.
- Have passion to build product with effective and fancy user interface.
- Proficient in XHTML, CSS, Javascript, AJAX, and Photoshop.
- Communicative and able to work in team.
- Have good sense of art and passionate in creating great design concept.

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## **GRAPHIC DESIGNER**

### **Responsibilities:**

- Enhance the visual identity the Tokopedia website
- Create advertisements banners for Tokopedia to be displayed online and offline.
- Creative flair, originality and a strong visual sense
- Strong computer skills.

- Confidence, to present and explain ideas.

**Requirement:**

- Diploma/Bachelor degree from any major, fresh graduate are eligible to apply
- Should know how to use Photoshop, Illustrator and Flash.
- Graphic design education is a plus.
- Writing skill (advertorials, catalogs, media releases, new articles).
- Great sense of urgency

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## **CONTENT DIVISION**

**Requirements:**

- Bachelor's degree from any major (fresh graduate may also apply). Maximum 26 years of age.
- Proactive, creative, and able to respond task quickly.
- Willing to work in team.
- Proficient in English (passive).
- Interested in information technology (internet and online shopping).
- Up to date with news about PC, notebook, and its accessories.
- Up to date with news about gadget, mobile phone, and its accessories.
- Have good copywriting sense.
- Proficient in Microsoft Office (Word, Excel, and Power Point).
- Able to operate Adobe Photoshop is a plus.

**Responsibilities:**

- Website content improvement.
  - Content, video, and photo updating.
  - Monitoring content (product, category, and report).
  - Catalog updating (photo, specifications, and market price).
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## **HR- RECRUITMENT SPECIALIST**

**Responsibility&Requirements:**

- Contacting candidates to arrange interviews via telephone and email.
- Arrange follow up interview.
- Follow up requests of employees in each division and in each branch.
- Maintain sourcing strategy in website, social media, career site, local news, campus recruitment.
- Maximum 25 years old
- At least 1 year of working experience in the related field is required for this position (fresh graduates are welcome to apply).
- Have a good knowledge of recruitment techniques & processes.
- Have a good knowledge in interviewing skill & assessment skill.
- Good analytical skills.
- Excellent communication & interpersonal skills.
- Ability to multitask and result oriented.
- Having analysis ability, dynamic, creative, tough & fast learner.
- Have good communication & interview skill.

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## **INTERNSHIP MARKETING**

### **Responsibilities:**

- Support marketing and PR activities.
- Market research.

### **Requirements:**

- Bachelor's degree / final year student, Marketing or Public Relations major with >2,75 GPA.

### **Notes:**

- Interns will be assigned to PT. Tokopedia's Kebon Jeruk office.
  - The internship will last for 3-6 months (depends on the company's necessity).
  - Interns' work time is every Monday to Friday (9 AM to 6 PM). The exact schedule could be negotiated with the HRD of PT. Tokopedia.
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## **INTERNSHIP IT (WEB DEVELOPER)**

### **Responsibilities:**

- Develop new features according to roadmap.
- Monitor bug report and execute bug fixing.
- Develop back-end for operational efficiency.

### **Requirements:**

- Proficient in HTML, CSS, PHP/Perl, MySQL/PostgreSQL.
- Passionate in building a product that is useful for plenty of people.
- Up-to-date with web technology news.
- Creative.
- Able to work on deadline

### **Notes:**

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  - Interns' work time is every Monday to Friday (9 AM to 6 PM). The exact schedule could be negotiated with the HRD of PT. Tokopedia.
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## **INTERNSHIP EMAIL TEAM TOKOPEDIA**

### **Responsibilities:**

- Handle customers' complaints.
- Fostering good relation with customers.

### **Requirements:**

- Bachelor's degree, all departments (preferable from communication faculty). With > 2,75 GPA
- Good communication skill.
- Thorough, discipline, and good in problem analyzing.

- Friendly, patient, and customer-oriented.

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## **INTERNSHIP CONTENT DIVISION**

**Requirements:**

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- Proactive, creative, and able to respond task quickly.
- Willing to work in team.
- Proficient in English (passive).
- Have good copywriting sense.
- Proficient in Microsoft Office (Word, Excel, and Power Point).

**Responsibilities:**

- Website content improvement.
  - Content, video, and photo updating.
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- Confidence, to present and explain ideas.

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- Writing skill (advertorials, catalogs, media releases, new articles).
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