



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 **Cibubur**
- 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

Please send your application and updated CV to our Career Page:
recruitment.talenta.co/globalmandiri





WE ARE HIRING

Sociology Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for Sociology 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 Sociology Teacher
- Willing to be placed in **Cibubur**
- Bachelor degree in Sociology education/science

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

History Teacher

for Academic Year 2024-2025

Job Descriptions:

- Submits Lesson Activity Plan for History 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 History Teacher
- Willing to be placed in **Cibubur**
- Bachelor degree in History education/science

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 **Cibubur**
- 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 **Cibubur**
- 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

School Counselor

for Academic Year 2024-2025

Job Descriptions:

- Sets counselling program & session
- Provides counselling session
- Maps students talents and career
- Evaluates Psychological Test Program
- Sets Psychological Test Recapitulation

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a School Counselor
- Willing to be placed in **Cibubur**
- Bachelor degree in Guidance & Counseling Education or related field

Skills:

- Proficient in English
- Has a fit appearance
- Able to work in team or individually
- Be computer literate
- Leadership, Motivating, and counseling

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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 **Cibubur**
- 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 **Cibubur**
- Bachelor degree in 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

Marketing Staff

for Academic Year 2024-2025

Job Descriptions:

- Makes potential customers progress & acceptance report
- Plan schedule for marketing duty, customer satisfaction survey, uniform fitting, and admission test
- Coordinates marketing event: Open house & trial test
- Makes report of customer complain

Qualifications:

- Male / Female, Max. 35 years old
- Has experience at least 1 year as a Marketing Staff/Fresh graduate
- Willing to be placed in **Cibubur**
- Diploma degree in Communication, Marketing, or related field

Skills:

- Proficient in English
- Good public speaking
- Service excellent
- Has a fit appearance
- Able to work in team or individually
- Be computer literate

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WE ARE HIRING

IT Staff

for Academic Year 2024-2025

Job Descriptions:

- Supports network installation
- Installs supported application for computer
- Supports computer/laptop problem report
- Analyzes software tools needs
- Supports trouble shooting of computer, printer and network

Qualifications:

- Male, Max. 35 years old
- Has experience at least 1 year as an IT Staff Software
- Willing to be placed in **Cibubur**
- Diploma degree in Computer Science, Computer engineer, or related field

Skills:

- Troubleshooting
- Antivirus
- Website management
- Application instalation
- Has a fit appearance
- Able to work in team or individually

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