



PR/123659 | Business Analyst

Job Information

Recruiter

JAC Recruitment Indonesia

Job ID

1582389

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Indonesia

Salary

Negotiable, based on experience

Refreshed

May 26th, 2026 05:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

About the Job

In the role as a project team member, you will contribute to support production activities by gathering relevant information and generating output through data analysis. This work will be conducted under the guidance of Project Leader and other team members, ensuring that project objectives are met efficiently and effectively.

Job Descriptions:

- Understand the exact direction and intention of the superior, report and consult with the superior and project members regularly and in easily comprehensible manner.
- Prepare well-organized project deliverables and material based on direction and internal rule, including paying close attention to data references, clerical and formatting, and data errors.
- Completion of task according with the assigned schedule.
- Gather data and analyse information for various of project contribution such as (including but not limited to):

- Market and Company Research (Investigate company's profile, activities, strength and weakness)
- Business Environment, including Indonesian Law and regulation (license issue, company registration and legal procedure), market size, major player, consumer trend.
- Business Strategy and Governance System (including M&A Scheme, Restructuring Strategy, HR Strategy and System, Risk-Management)

Requirements:

- Bachelor's Degree from any University (national and overseas), majoring in Business Management, Finance and Accounting, Law or Economic will be a plus but not mandatory.
- GPA above 3.5 out of 4 or reputable University graduates will be a plus but not mandatory.
- Having professional experience or internship in research or management consulting firm will be advantageous.
- Sufficient skill in using Windows and Microsoft Office Tools (Word, Excel, PowerPoint, Copilot and Outlook) for daily communication and accomplishing assigned tasks.
- English language proficiency is mandatory. Capable of routine communications and writing for all reporting.
- Having good logical thinking to drive problem solving and to proceed with assigned project.
- Positive, proactive, commit to the schedule for assigned dateline project and task.
- Have excellent communication skill and good in teamwork.
- Neat, quick-witted, and meticulous.
- Field research occasionally required.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description