



丽珠集团印尼籍勿加泗人才招聘 Livzon Group Bekasi Talent Recruitment for Indonesian Nationals

丽珠医药集团股份有限公司创建于 1985 年 1 月,是集医药研发、生产、销售为一体的综合医药集团上市公司(A+H 股,A 股: 000513, H 股: 0151),丽珠医药集团在原料药、化学药、中药、生物药、体外诊断试剂等领域不断取得突破,产品分布在消化、心脑血管、生殖内分泌、精神/神经等领域;丽珠医药集团技术平台: 3 国家级研发中心和 8 省级研发中心。丽珠集团使命: 患者生命质量第一。丽珠集团愿景: 做医药行业领先者。

Livzon Pharmaceutical Group Co., Ltd. (A+H Share Listed, A-share: 000513, H-share: 01513), established in January 1985, is a leading integrated pharmaceutical conglomerate specializing in R&D, production, and commercialization. With expertise spanning APIs, chemical drugs, traditional Chinese medicine, biologics, and in vitro diagnostics, its products target high-demand therapeutic areas including gastroenterology, cardiovascular/cerebrovascular diseases, reproductive endocrinology, and neuropsychiatry. The Group operates 3 national-level R&D centers and 8 provincial-level R&D hubs, driving innovation in sustained-release microspheres, biologics, and novel drug discovery.

Livzon Group's Mission: PATIENT QUALITY OF LIFE COMES FIRST.

Livzon Group's Vision: BE THE PHARMACEUTICAL INDUSTRY LEADER .

中国前三原料药企业丽珠集团与印尼最大药企 KALBE 共同成立

LIVZON Group, one of the top three raw material pharmaceutical companies in China, and KALBE, the largest pharmaceutical company in Indonesia, jointly established

为什么选择印尼丽珠?

- ✓ 中国 TOP10 药企出海战略。
- ✓ 坐拥东南亚 6 亿人口医药蓝海市场
- ✓ 双轨创新体系: 全球研发资源 × 本土化智造

● Why choose LIVZON Indonesia?

- ✓ Top 10 Chinese pharmaceutical companies' overseas strategy
- ✓ Having a pharmaceutical blue ocean market with a population of 600 million in Southeast Asia
- ✓ Dual track innovation system: global R&D resources x localized intelligent manufacturing



岗位招聘信息

Job vacancy information

招聘岗位 Recruitment Position

1, 公共事务经理 (印尼籍)

Public Affairs Manager(Indonesian)

工作地区 Work area

印尼 Bekasi, Indonesia

工作时间 Working hours

每周 40 小时, 5 天, 每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

工作内容 Job Description

1,代表公司处理公共事务, 与外部属地政府部门或者相关机构建立联系;

Represent the company in handling public affairs and establish contact with local external government departments or relevant institutions;

2 及时收集最新的外部科技类、监管类政府政策及行业资讯, 做好政策解读;

Timely collect the latest external technological and regulatory government policies and industry information, and provide policy interpretation;

3, 独立撰写政府汇报、演讲稿以及其他材料等;

Independently write government reports, speeches, and other materials;

4, 领导分配相关工作任务。

Carry out tasks assigned by the leadership.

岗位要求资历 Job requirements

1,会中文, 能够听说读和简单的书写 (HSK 四级以上优先); 英文雅思(7.0)/托福(100+)成绩优秀和印尼语熟练; Chinese speaker, able to listen, read and write simply (HSK level 4 or above preferred); excellent English IELTS (7.0)/TOEFL (100+) and proficiency in Bahasa Indonesia;

2) 专业可以为国际商务, 国际贸易, 公共管理, 市场营销, 广告学, 法学, 心理学, 生物技术管理等; Major can be International Business, International Trade, Public Administration, Marketing, Advertising, Law, Psychology, Biotechnology Management, etc;

3) 沟通能力强, 具有耐心细心责任心, 做事积极主动; 对人高度敏感, 踏实沉稳, 坚守合规底线, 保持正直性; 社交能力强并有强的破冰经验;要有策略能力不能只是跑项目执行。 Strong communication skills, with patience and meticulous sense of responsibility, proactive; highly sensitive to people, down-to-earth and calm, adhere to the bottom line of compliance, maintain integrity; strong social skills and strong ice-breaking experience; to have the ability to strategy can not just run the project implementation.

4) 具备优秀的逻辑思维, 具备有效公文写作能力, 能独立撰写政府汇报、演讲稿以及其他材料等; 熟悉印尼当地政府管理思路, 及时收集最新的科技类、监管类政府政策及行业资讯, 做好政策解读 have excellent logical thinking, with effective communication writing skills, can



independently write government reports, speeches and other materials, etc.; familiar with the Indonesian local government management ideas, timely collection of the latest science and technology, regulatory government policies and industry information, good policy interpretation

5) 具备良好的人际敏感度、观察力和流畅的沟通表达能力，富有责任心和同理心，具备创新意识和团队合作精神。Good interpersonal sensitivity, observation and fluent communication skills, a sense of responsibility and empathy, a sense of innovation and teamwork.

6) 专业技能强，学习能力强，适应能力强（外在的健康和内心承压），团队合作能力强，能在复杂多变的环境下从容应对工作

Strong professional skills, strong learning ability, strong adaptability (external health and internal pressure), strong teamwork ability, and the ability to cope with work in a complex and changing environment.

2, 质量专员（印尼籍）

Quality Specialist (Indonesian)

工作地区 Work area

印尼雅加达 Jakarta, Indonesia

工作时间 Working hours

每周 40 小时，5 天，每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

工作内容 Job Description

1, 质量管理体系建设与维护 Quality system construction and maintenance

- 基于欧美现行 GMP 和国际指南 PDA, ISPE 等建立和维护公司质量体系

Establish and maintain the company's quality system based on the current GMP in Europe and America and international guidelines such as PDA and ISPE.

2 日常运营 Daily operations

- 基于质量部门的职能完成日常相关的工作，尤其是跨部门的质量事情的处理。Complete daily relevant work based on the functions of the quality department, especially the handling of cross-departmental quality matters.

- 日常偏差，变更，CAPA，风险管理，文件管理的追踪和实施等。Tracking and implementation of daily deviations, changes, CAPA, risk management, and document management.

3, 领导分配的相关工作

Carry out tasks assigned by the leadership.

岗位要求资历 Job requirements

- 1.本科及以上，专业为生物工程，发酵工程，微生物学，制药工程，化学工程，生物技术等，毕业工作 1~2 年或者 2025 年 7 月毕业 Bachelor's degree or above in Bioengineering,Fermentation Engineering, Microbiology, Pharmaceutical Engineering, Chemical Engineering, Biotechnology, or related fields, with 1 - 2 years of work experience after graduation or graduating in July 2025.
- 2.愿意在生产一线长期打磨，学习，历练和良好实践 GMP（不愿意在生产一线的不予考虑）
Willing to work long-term on the front line of production to gain experience, learn, and practice GMP well (candidates unwilling to work on the front line of production will not be considered).
- 3.具备良好的 SOP 文件撰写和审核能力；运用科学知识和逻辑思考，遵循 SOP 流程和操作步骤 Possess good ability to write and review SOP (Standard Operating Procedure) documents; apply scientific knowledge and logical thinking to follow SOP processes and operational steps.
- 4.可独立解决日常工作中的不同意见和冲突。Able to independently resolve different opinions and conflicts in daily work.
- 5.会中文，能够听说读和简单的书写（HSK 四级以上优先）优先；印尼语熟练，英文能够听书读写，能够处理工作中所涉及到的专业内容，雅思成绩 6.5 分以上（两年内的成绩）
Proficient in Chinese, with the ability to speak, listen, read, and write simple texts (priority given to those with HSK Level 4 or above); Fluent in Indonesian; proficient in English listening, speaking, reading, and writing, with the ability to handle professional content related to work, and an IELTS score of above 6.5 (within the last two years).
- 6.后期根据公司要求和个人意愿综合考虑，再确定是 QA、QC、RA 岗位
The specific position, whether QA (Quality Assurance), QC (Quality Control), or RA (Regulatory Affairs), will be determined later based on a comprehensive consideration of the company's requirements and the individual's preferences.

3，生产工程师（印尼籍）

Production Engineer (Indonesian)

工作地区 Work area

印尼 Bekasi, Indonesia

工作时间 Working hours

每周 40 小时，5 天，每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

工作内容 Job Description

1, 质量体系建设与维护 Quality system construction and maintenance

- 基于欧美现行 GMP 和国际指南 PDA, ISPE 等建立和维护公司质量体系



Establish and maintain the company's quality system based on the current GMP in Europe and America and international guidelines such as PDA and ISPE.

2 日常运营 Daily operations

- 基于生产部门的职能完成日常相关的工作，尤其是按照公司计划完成批次的产品生产。
Complete daily relevant work based on the functions of the production department, especially the production of batches of products in accordance with the company's plan.

- 日常生产过程偏差，变更，CAPA，风险管理，文件管理的完成等。
Completion of daily production process deviations, changes, CAPA, risk management, and document management.

3, 领导分配的相关工作

Carry out tasks assigned by the leadership.

岗位要求资历 Job requirements

1.本科及以上，专业为生物工程，发酵工程，微生物学，制药工程，化学工程，生物技术等，毕业工作 1~2 年或者 2025 年 7 月毕业 Bachelor's degree or above, majoring in Bioengineering, Fermentation Engineering, Microbiology, Pharmaceutical Engineering, Chemical Engineering, Biotechnology, etc., with 1-2 years of work experience after graduation or graduating in July 2025.

2.愿意在生产一线长期打磨，学习，历练和良好实践 GMP（不愿意在生产一线的不予考虑）
Willing to work long-term on the front line of production,to learn,undergo training,and practice GMP well(candidates unwilling to work on the front line of production will not be considered).

3.具备很强的执行能力、创新开拓能力、计划能力及沟通协调能力；工作认真负责，严谨细致，具备较强的责任心和解决问题的能力。 Possess strong execution ability,innovative and pioneering spirit,planning ability,and communication and coordination skills;be serious and responsible in work,meticulous,and have a strong sense of responsibility and the ability to solve problems.

4.熟练使用 Excel, Word, PPT, Outlook 以及数据统计分析软件，会使用 CAD 制图软件。

Proficient in using Excel,Word,PowerPoint,Outlook,and data statistical analysis software;knowledge of CAD drawing software is a plus

5.会中文，能够听说读和简单的书写（HSK 四级以上优先）优先；印尼语熟练，英文能够听书读写，能够处理工作中所涉及到的专业内容，雅思成绩 6.5 分以上（两年内的成绩）；
Proficient in Chinese,with the ability to speak,listen,read,and write simple texts(priority given to those with HSK Level 4 or above);Fluent in Indonesian;proficient in English listening,speaking,reading,and writing,with the ability to handle professional content related to work,and an IELTS score of 6.5 or above(within the last two years).

6.后期根据公司要求和个人意愿综合考虑，再确定具体生产岗位



The specific production position will be determined later based on a comprehensive consideration of the company's requirements and the individual's preferences.

4, 自控工程师 (印尼籍)

Automation Engineer (Indonesian)

工作地区 Work area

印尼 Bekasi, Indonesia

工作时间 Working hours

每周 40 小时, 5 天, 每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

工作内容 Job Description

1, IT 质量体系建设与维护 IT Quality system construction and maintenance

- 基于欧美现行 GMP 和国际指南 ISO, PDA, ISPE 等建立和维护公司质量体系

Establish and maintain the company's quality system based on the current GMP in Europe and America and international guidelines such as ISO, PDA and ISPE.

2 日常运营 Daily operations

- 基于自控部门的职能完成日常相关的工作, 尤其是按照公司计划完成设备/系统运维和数据库/公司网络维护工作。 Complete daily relevant work based on the functions of the automation control department, especially the operation and maintenance of equipment/systems and the maintenance of databases/company networks in accordance with the company's plan.

- 新建工厂涉及到自动化和 IT 的工作任务完成等。

Completion of work tasks related to automation and IT involved in the construction of a new factory.

3, 领导分配的相关工作

Carry out tasks assigned by the leadership.

岗位要求资历 Job requirements

1. 会中文, 能够听说读和简单的书写 (HSK 四级以上优先); 英文和印尼语熟练。 Proficient in Chinese, with the ability to speak, listen, read, and write simple texts (priority given to those with HSK Level 4 or above); Fluent in English and Indonesian.



2) 本科及以上学历, 自动化、自动控制、测控、机电一体化等相关专业 Bachelor's degree or above, majoring in Automation, Automatic Control, Measurement and Control, Mechatronics, or related fields.

3) 熟悉了解组态软件、PLC 编程, DCS 开发和调试, 熟悉工控通讯协议 (OPC, MODBUS); Familiar with configuration software, PLC programming, DCS development and debugging, and knowledgeable about industrial control communication protocols (OPC, MODBUS).

4) 能够熟练看懂各类电气自控图纸, 场动手能力强, 对新建项目调试能够快速上手, 并做到掌握了解; 熟悉冻干原理, 冻干机优先性能优先考虑; Able to proficiently read various electrical and automation diagrams, with strong hands-on skills. Capable of quickly getting started with the commissioning of new projects and achieving a thorough understanding. Familiarity with freeze-drying principles and experience with freeze-dryers will be given priority.

5) 专业技能强, 学习能力强, 适应能力强 (外在的健康和内心承压), 团队合作能力强, 能在复杂多变的环境下从容应对工作 Strong professional skills, strong learning ability, strong adaptability (both physically and mentally resilient), strong team cooperation ability, and able to handle work calmly in complex and changing environments.

5, 机电工程师 (印尼籍)

Electromechanical Engineer (Indonesian)

工作地区 Work area

印尼 Bekasi, Indonesia

工作时间 Working hours

每周 40 小时, 5 天, 每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

Job Summary: 职位概述:

机电工程师将负责确保新制药工厂内所有电气和机械系统的平稳运行、维护和故障排除。该职位对于维持良好生产规范 (GMP)、安全标准以及最大限度地减少生产停机时间至关重要。理想的候选人必须持有有效的印尼电工证 (电工专业能力证书/电工能力证书)。

The Electromechanical Engineer will be responsible for ensuring the smooth operation, maintenance, and troubleshooting of all electrical and mechanical systems within our new pharmaceutical plant. This role is critical to maintaining compliance with Good Manufacturing Practice (GMP), safety standards, and minimizing production downtime. The ideal candidate must hold a valid Indonesian electrician license (Sertifikat Keahlian Kelistrikan / Sertifikat Kompetensi Kelistrikan).

Key Responsibilities:

主要职责:



1. 系统维护与操作：对电气系统（如配电、发电机、UPS）、机械系统（如 HVAC、纯化水系统、压缩空气）和生产设备执行定期和预防性维护。

System Maintenance & Operation: Perform routine and preventive maintenance on electrical systems (e.g., power distribution, generators, UPS), mechanical systems (e.g., HVAC, purified water systems, compressed air), and production equipment.

2. 故障排除与维修：及时诊断和修复电气及机械故障，确保对生产运营的影响降至最低。

Troubleshooting & Repair: Diagnose and repair electrical and mechanical faults promptly to ensure minimal disruption to manufacturing operations.

3. GMP 与合规：确保所有工程活动严格遵守 cGMP、EHS（环境、健康与安全）及其他相关法规标准。

GMP & Compliance: Ensure all engineering activities strictly adhere to cGMP, EHS (Environment, Health, and Safety), and other relevant regulatory standards.

4. 项目支持：在工厂建设及未来升级过程中，支持新设备和系统的安装、调试与验证工作。

Project Support: Support the installation, commissioning, and validation of new equipment and systems during the factory setup and future upgrades.

5. 文件管理：维护准确的维护活动记录、设备日志和标准操作规程（SOP）。

Documentation: Maintain accurate records of maintenance activities, equipment logs, and standard operating procedures (SOPs).

6. 供应商管理：与外部承包商和供应商协调，进行专业维修和服务。

Vendor Management: Coordinate with external contractors and vendors for specialized repairs and services.

7. 持续改进：提出并实施改进方案，以提高系统可靠性、能源效率和操作安全性。

Continuous Improvement: Propose and implement improvements to enhance system reliability, energy efficiency, and operational safety.

8. 领导分配的相关工作

Carry out tasks assigned by the leadership.

任职资格与要求：

Qualifications and Requirements:

必备证书：必须持有由 LSK（能力认证机构）或相关政府机构颁发的有效的印尼电工证（发电/安装/维护类别）。Mandatory Certification: Must possess a valid Indonesian Electrician Certificate (Sertifikat Kompetensi Kelistrikan Klasifikasi Pembangkitan/Instalasi/Pemeliharaan) issued by LSK (Lembaga Sertifikasi Kompetensi) or a relevant government body.

语言/教育背景：会中文，能够听说读和简单的书写（HSK 四级以上优先）；英文和印尼语熟练。电气工程、机械工程等本科（S1）及以上学历。

Language/Education: Proficient in Chinese, with the ability to speak, listen, read, and write simple texts (priority given to those with HSK Level 4 or above); Fluent in English and



Indonesian.

Minimum Bachelor's Degree (S1) in Electrical Engineering, Mechanical Engineering, or a related field.

工作经验 Experience: 至少 3-5 年机电工程师实操经验，有制药、食品或其他 GMP 规范制造环境经验者优先。At least 3-5 years of hands-on experience as an Electromechanical Engineer, preferably in a pharmaceutical, food, or other GMP-regulated manufacturing environment.

技术技能: Technical Skills:

熟练阅读电气原理图和机械图纸。熟悉 PLC、变频器和工业自动化系统者优先。了解印尼国家标准（SNI）和电气安全规范（PUIL）。

Proficient in reading electrical schematics and mechanical drawings.

Strong knowledge of PLCs, VFDs, and industrial automation systems is a plus.

Familiarity with Indonesian National Standards (SNI) and electrical safety codes (PUIL).

专业技能强，学习能力强，适应能力强（外在的健康和内心承压），团队合作能力强，能在复杂多变的环境下从容应对工作 Strong professional skills, strong learning ability, strong adaptability (both physically and mentally resilient), strong team cooperation ability, and able to handle work calmly in complex and changing environments.

Personal Attributes: Strong problem-solving skills, attention to detail, ability to work independently and in a team, and a strong commitment to safety.

个人特质: 出色的解决问题能力、注重细节、能够独立工作及团队协作，并具备强烈的安全意识。

5, IT 工程师（印尼籍）

IT Engineer (Indonesian)

工作地区 Work area

印尼 Bekasi, Indonesia

工作时间 Working hours

每周 40 小时，5 天，每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

职位概述: Job Summary:

IT 工程师将负责确保新制药工厂内所有 IT 基础设施、计算机化系统和数据管理流程的可靠性、安全性和完全合规。该职位对于维护数据完整性原则（ALCOA+）以及确保所有系统根据 GxP、ISPE GAMP 5、PDA 和 ISO 标准进行验证至关重要。理想的候选人必须在受监管的制药环境中拥有经过验证的经验。



The IT Engineer will be responsible for ensuring the reliability, security, and full compliance of all IT infrastructure, computerised systems, and data management processes within our new pharmaceutical plant. This role is critical to maintaining Data Integrity principles (ALCOA+) and ensuring that all systems are validated in accordance with GxP, ISPE GAMP 5, PDA, and ISO standards. The ideal candidate must have proven experience in a regulated pharmaceutical environment.

****主要职责 Key Responsibilities:****

1. **系统验证与合规 System Validation & Compliance:**

遵循 ISPE GAMP 5 指南，主导并执行 GxP 计算机化系统（如 BMS、EMS、ACS、CCTV、ERP、MES、LIMS、SCADA）的确认/验证（URS/DQ/RA/IQ/OQ/PQ etc.），并确保持续合规。

Lead and execute the qualification/validation (URS/DQ/RA/IQ/OQ/PQ etc.) of GxP computerised systems (e.g., BMS、EMS、ACS、CCTV、ERP、MES、LIMS、SCADA) following ISPE GAMP 5 guidelines and ensure ongoing compliance.

2. **数据完整性管理 Data Integrity Management:**

实施并维护数据完整性控制，确保所有 GxP 数据符合 ALCOA+原则（可归因、清晰、同步、原始、准确、完整、一致、持久、可用）。按照 21 CFR Part 11、欧盟附录 11 和 PIC/S PI-041 管理电子记录和电子签名。

Implement and maintain Data Integrity controls to ensure all GxP data meets ALCOA+ principles (Attributable, Legible, Contemporaneous, Original, Accurate, Complete, Consistent, Enduring, Available). Manage electronic records and signatures in compliance with 21 CFR Part 11, EU Annex 11, and PIC/S PI-041.

3. **基础设施管理 Infrastructure Management:**

管理并维护制药工厂的 IT 基础设施，包括服务器（物理/虚拟）、网络（局域网/广域网/无线网）、存储（存储区域网络/网络附加存储）和网络安全系统。确保 24/7 的可用性和性能。
Administer and maintain the pharmaceutical plant's IT infrastructure, including servers (physical/virtual), network (LAN/WAN/Wi-Fi), storage (SAN/NAS), and cybersecurity systems. Ensure 24/7 availability and performance.

4. **安全与访问控制 Security & Access Control:**

实施强有力的安全措施（防火墙、防病毒、入侵检测）和基于最小权限原则的严格用户访问控制策略。
Implement robust security measures (firewalls, antivirus, intrusion detection) and strict user access control policies based on the principle of least privilege for all GxP systems.

5. **变更控制与文件管理 Change Control & Documentation:** 管理所有 IT 系统的正式变



更控制流程，并维护所有系统文件（标准操作规程 SOP、验证方案、风险评估、配置记录）至可接受审计的标准。* Manage the formal change control process for all IT systems and maintain all system documentation (SOPs, validation protocols, risk assessments, configuration records) to audit-ready standards.

6. ****审计支持**Audit Support:****：在内部和外部 GMP 审计（如 FDA、EMA、PIC/S）和法规检查期间，作为主要 IT 联系人。Act as the primary IT point of contact during internal and external GMP audits (e.g., FDA, EMA, PIC/S) and regulatory inspections.

7. ****灾难恢复与备份**Disaster Recovery & Backup:**** 制定、测试和维护 IT 灾难恢复计划，并确保所有关键数据和系统的可靠备份与恢复程序。Develop, test, and maintain the IT Disaster Recovery Plan and ensure reliable backup and restoration procedures for all critical data and systems.

8, 领导分配的相关工作

Carry out tasks assigned by the leadership.

****Qualifications and Requirements:****

****任职资格与要求: ****

*

语言/教育背景：会中文，能够听说读和简单的书写（HSK 四级以上优先）；英文雅思(7.0)/托福(100+)成绩优秀和印尼语熟练；信息技术、计算机科学或相关专业本科（S1）及以上学历

Language/Education:; Proficient in Chinese,with the ability to speak,listen,read,and write simple texts(priority given to those with HSK Level 4 or above);excellent English language skills,with IELTS(7.0)or TOEFL(100+)scores;and fluency in Indonesian. Minimum Bachelor's Degree (S1) in Information Technology, Computer Science, or a related field.

* ****工作经验: **** 至少 3-5 年 IT 工程师或系统管理员实操经验，其中至少 3 年在**制药或其他受 FDA/EU GMP 监管的环境**中。优秀的本科或者硕士毕业生也可以考虑

****Experience:**** Minimum of 3-5 years of hands-on experience as an IT Engineer or System Administrator, with at least 3 years in a ****pharmaceutical or other FDA/EU GMP-regulated environment****.Outstanding graduates with a bachelor's or master's degree can also be considered.

* ****技术技能（必备）: ** **Technical Skills (Mandatory):****

基于****ISPE GAMP 5****，深入了解****GxP、数据完整性（ALCOA+）和计算机化系统验证（CSV）****。In-depth knowledge of ****GxP, Data Integrity (ALCOA+), and computerised system validation (CSV)**** based on ****ISPE GAMP 5****.

* 具有****Windows Server、VMware/Hyper-V、Cisco/Mikrotik 网络技术和 SQL 数据**



库**的实践经验。Practical experience with **Windows Server, VMware/Hyper-V, Cisco/Mikrotik network technologies, and SQL databases**.

* 熟悉**21 CFR Part 11、欧盟附录 11、PIC/S PI-041 和 ISO 27001**标准。Familiarity with **21 CFR Part 11, EU Annex 11, PIC/S PI-041, and ISO 27001** standards.

****个人特质 Personal Attributes:**** 极度注重细节, 强大的解决问题能力, 能在压力下工作并同时处理多项任务。优秀的沟通能力, 能够与技术及非技术相关方进行有效互动。

Extremely detail-oriented, strong problem-solving skills, ability to work under pressure and manage multiple tasks simultaneously. Excellent communication skills to interact with both technical and non-technical stakeholders.

专业技能强, 学习能力强, 适应能力强(外在的健康和内心承压), 团队合作能力强, 能在复杂多变的环境下从容应对工作 Strong professional skills, strong learning ability, strong adaptability(both physically and mentally resilient), strong team cooperation ability, and able to handle work calmly in complex and changing environments.

7, 出纳兼任税务会计(印尼籍)

Cashier and tax accountant (Indonesian)

工作地区 Work area

印尼 Bekasi, Indonesia

工作时间 Working hours

每周 40 小时, 5 天, 每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

工作内容 Job Description

1, 财务税法体系建立维护 Establishment and maintenance of the financial and tax system

- 基于集团总部要求和印尼属地相关法规要求等建立和维护公司财务税法体系

Establish and maintain the company's financial and tax system based on the requirements of the group headquarters and relevant local regulations in Indonesia.

2 日常运营 Daily operations

- 基于财务部门的职能完成日常相关的工作, 尤其是按照公司计划完成会计报表和税务报表工作。Complete daily relevant work based on the functions of the finance department, especially the preparation of accounting and tax reports in accordance with the company's plan.

3, 领导分配的相关工作

Carry out tasks assigned by the leadership.



岗位要求资历 Job requirements

1. 本科及以上学历，主修会计学/财务管理/经济法/国际贸易；Bachelor's degree or above, majoring in Accounting/Financial Management/Economic Law/International Trade;
2. 持有 HSK4 级证书以上，以便支持与中国总部财务沟通；精通印尼语（母语级）及英语（雅思 6.0+/托福 80+），可处理双语财务文件，Hold an HSK Level 4 certificate or above to support communication with the finance department of the China headquarters; Fluent in Indonesian (native level) and English (IELTS 6.0+/TOEFL 80+), capable of handling bilingual financial documents;
3. 熟悉印尼税法（UU PPh/UU PPN）及海关流程（进口报关单 PEB 填写）优先考虑 Familiarity with Indonesian tax laws (UU PPh/UU PPN) and customs procedures (PEB filling for import declarations) will be given priority;
4. 沟通能力强，具有耐心细心责任心，做事积极主动 Strong communication skills, patient, meticulous, and responsible, proactive in work;
5. 专业技能强，学习能力强，适应能力强（外在的健康和内心承压），团队合作能力强，能在复杂多变的环境下从容应对工作 Strong professional skills, strong learning ability, strong adaptability (both physically and mentally resilient), strong team cooperation ability, and able to handle work calmly in complex and changing environments.

8, HR 经理/人力资源专员（印尼籍）

Human Resources Manager/Human Resources Specialist (Indonesian)

工作地区 Work area

印尼 Bekasi, Indonesia

工作时间 Working hours

每周 40 小时，5 天，每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

工作内容 Job Description

1, 人力资源体系建立维护 Establishment and maintenance of the human resources system

- 基于集团总部要求和印尼属地相关法规要求等建立和维护公司人力资源体系

Establish and maintain the company's human resources system based on the requirements of the group headquarters and relevant local regulations in Indonesia.

2 日常运营 Daily operations

- 基于人力资源部门的职能完成日常相关的工作，尤其是按照公司计划完成人力资源月度报表工作。

Complete daily relevant work based on the functions of the human resources department, especially the preparation of monthly human resources reports in accordance with the company's plan.

3, 领导分配的相关工作

Carry out tasks assigned by the leadership.

岗位要求资历 Job requirements

1.会中文，能够听说读和简单的书写（HSK 四级以上优先）；英文雅思(7.0)/托福(100+)成绩优秀和印尼语熟练； Proficient in Chinese,with the ability to speak,listen,read,and write simple texts(priority given to those with HSK Level 4 or above);excellent English language skills,with IELTS(7.0)or TOEFL(100+)scores;and fluency in Indonesian.

2.专业可以为心理学，人力资源管理，生物技术管理等； Majors can include Psychology,Human Resource Management,Biotechnology Management,etc.

3.沟通能力强，具有耐心细心责任心，做事积极主动； Strong communication skills,with patience,attention to detail,and a sense of responsibility;proactive in handling tasks.

4.具备优秀的逻辑思维和方法论，擅长组织诊断并发现深层问题，掌握分析工具并有兴趣研究组织建设，在专业领域能输出独立观点和有效建议，做过（组织相关加分）大数据的研究有加分； Possess excellent logical thinking and methodological skills,capable of organizing diagnostics and identifying underlying issues,proficient in analytical tools,and interested in organizational development.Able to provide independent insights and effective suggestions in one's professional field.Experience in big data research related to organizations is a plus.

5.具备良好的人际敏感度、观察力和流畅的沟通表达能力，富有责任心和同理心，具备创新意识和团队合作精神。 Good interpersonal sensitivity,keen observation skills,and fluent communication abilities;strong sense of responsibility and empathy;innovative mindset and team spirit.

6.专业技能强，学习能力强，适应能力强（外在的健康和内心承压），团队合作能力强，能在复杂多变的环境下从容应对工作 Strong professional skills,learning ability,and adaptability(both physical health and mental resilience);strong team collaboration skills,and the ability to handle work calmly in complex and changing environments.

9, 工程项目文件工程师（印尼籍）

Project Documentation Engineer (Indonesian)

工作地区 Work area

印尼 Bekasi, Indonesia

工作时间 Working hours

每周 40 小时，5 天，每周休息 2 天。

40 hours per week, 5 days, with 2 days off per week.

工作内容 Job Description



1, 工程 / 设备技术资料体系建立维护 Establishment and Maintenance of Engineering/Equipment Technical Documentation System

- 基于 US FDA, 欧盟和 PIC/S 现行 GMP 和相关国际指南等建立和维护公司工程/设备 GMP 质量体系和维护

Establishment and maintenance of the company's engineering/equipment GMP quality system based on the current GMP and relevant international guidelines of the US FDA, EU, and PIC/S.

2 日常运营 Daily operations

- 基于本部门的职能完成日常相关的工作, 尤其是按照公司计划完成技术/设备资料整理汇总和工程/设备 GMP 文件工作。

Complete the daily relevant work based on the functions of this department, especially to finish the collation and summarization of technical/equipment documentation and the engineering/equipment GMP documentation work in accordance with the company's plan.

3, 领导分配的相关工作

Carry out tasks assigned by the leadership.

岗位要求资历 Job requirements

1.会中文,能够听说读和简单的书写(HSK 四级以上优先);英文雅思(7.0)/托福(100+)成绩优秀和印尼语熟练; Proficient in Chinese,with the ability to speak,listen,read,and write simple texts(priority given to those with HSK Level 4 or above);excellent English language skills,with IELTS(7.0)or TOEFL(100+)scores;and fluency in Indonesian.

2.可接受工程类专业毕业生,入职可培训;专业可以为土木工程、环境工程、暖通工程、工程管理、智能建造等 Engineering major graduates are acceptable,with training provided upon employment;majors can include Civil Engineering,Environmental Engineering, HVAC Engineering,Engineering Management,Intelligent Construction,etc.

3.沟通能力强,具有耐心细心责任心,做事积极主动; Strong communication skills,with patience,attention to detail,and a sense of responsibility;proactive in handling tasks.

4..具备良好的人际敏感度、观察力和流畅的沟通表达能力,富有责任心和同理心,具备创新意识和团队合作精神。 Good interpersonal sensitivity,keen observation skills,and fluent communication abilities;strong sense of responsibility and empathy;innovative mindset and team spirit.

5.专业技能强,学习能力强,适应能力强(外在的健康和内心承压),团队合作能力强,能在复杂多变的环境下从容应对工作 Strong professional skills,learning ability,and adaptability(both physical health and mental resilience);strong team collaboration skills,and the ability to handle work calmly in complex and changing environments.



如果您对以上岗位与公司感兴趣，请将简历以 PDF 形式发送到 recruitment_indo@livzon.cn，我们将尽快与您取得联系。If you are interested in the above positions and the company, please send your resume in PDF format to recruitment_indo@livzon.cn, and we will contact you as soon as possible.