

Job Title: Marketing & Communications Officer

Overview:

We are seeking a creative and proactive Marketing & Communications Officer who will be responsible for managing day-to-day communications across multiple channels, ensuring accurate and brand-aligned communication at all times. The role supports content development, copywriting, and marcomm initiatives, while coordinating with internal departments to ensure consistent and effective communication. The position also involves identifying and escalating issues, risks, and potential partnership opportunities, and executing follow-ups as directed.

Key Responsibilities:

- Respond to all communications across channels, including email, WhatsApp, Instagram, and other relevant platforms, in a timely and professional manner
- Ensure all public-facing platforms and materials (e.g. LinkTree, website, catalogues, marketing collateral) are accurate, current, and aligned with brand guidelines
- Develop content and copywriting for social media, marketing materials, catalogues, and other communication needs
- Participate in discussions related to marketing communications strategy and execution
- Coordinate with other departments to obtain information, align messaging, and ensure effective communication
- Monitor incoming communications for issues, risks, complaints, or potential partnership opportunities, and report these to the supervisor promptly
- Follow up on reported issues and opportunities strictly according to supervisor instructions
- Ensure all communications adhere to company policies, brand guidelines, and confidentiality requirements

Qualifications & Skills:

- Proven experience in communications or a similar role
- Strong organizational and analytical skills
- Ability to lead, motivate, and manage teams effectively
- Excellent communication and problem-solving abilities
- Fluent in Bahasa Indonesia; ability to communicate in English is preferable but not mandatory
- Literate, proactive, and highly organised
- Motivated, open-minded, and willing to learn
- Proactive in following up tasks, chasing progress, and reminding team members to ensure deadlines and responsibilities are met
- Detail-oriented, not forgetful, and able to maintain accurate tracking of ongoing tasks
- Willing to step out of their comfort zone and take initiative in challenging or unfamiliar situations

Conditions & Benefits:

- Full-time, either on-site or remote - to be negotiated
- Based in Bogor
- Flexible working hours, provided all responsibilities and deadlines are met
- **Base Salary:**
 - Probation Period: 1 month with a salary of Rp 3.000.000
 - Post-Probation: Potential salary increase up to Rp 6.000.000 within the first year, based on performance

How to Apply:

- Applications can be submitted via email to naturalhistoryindonesia@gmail.com
- Please include CV and motivation letter, along with relevant details (if any)
- There is no deadline for submission. We are on a first come first serve basis, where the earliest suitable candidates will be selected as soon as possible. Selected candidates will be informed via email.