

Surabaya 15 Oktober 2014

**General Affair**  
**Universitas PGRI Adi Buana (UNIPA)**  
Jl. Ngagel Dadi  
Surabaya

Subject: Permohonan ijin memasang iklan lowongan kerja

Kami adalah sebuah lembaga kursus Bahasa Inggris yang berlokasi di Jl. Darmokali no. 38 Surabaya dengan nama The British Institute.

Bersama ini kami ingin informasikan bahwa saat ini kami membutuhkan karyawan untuk di tempatkan pada posisi *Student Advisor*.  
Oleh karena itu kami mengajukan permohonan ijin untuk menyebarluaskan informasi tersebut di lingkungan kampus **UNIPA**.

Demikian surat permohonan kami, atas kerja sama dan perhatiannya kami ucapkan terima kasih.

Hormat kami

**TBI**  
The British Institute

Jl. Darmokali 38 Surabaya  
Phone - 6241 - 5667773

**Didiet Nugrahanto**

**School Manager**

**The British Institute**



## Job Vacancy: The British Institute (TBI) Surabaya

To support the growth of our organization, The British Institute (TBI), is currently looking for a highly-qualified individual to fill the position of:

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### STUDENT ADVISOR - Surabaya

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#### Requirements:

- Graduate - at least Diploma (D3), from any discipline
- Minimum 1 year experience in customer service
- Excellent communication and interpersonal skills
- Able to communicate in English
- Goal-oriented and target-driven
- Convincing and able to sell
- Highly proactive
- Customer and student focused
- Excellent customer service
- Able to work in team
- Computer literate (power point etc.)

Anyone wishing to apply for this position should submit a letter of application and an up-to-date C.V. to [os@darmokali.tbi.co.id](mailto:os@darmokali.tbi.co.id) no later than **October 31, 2014**. Only qualified candidates will be notified for a test and interview.