

https://www.mytsm.com.my/careers/internship-human-resource-admin-management-jobs-in-johor-bahru/

Internship Human Resource (Admin) Management Jobs in Johor Bahru

Hiring organization
Agensi Pekerjaan TSM Sdn. Bhd

Employment Type
Temporary, Intern

Industry
Recruitment N Employment

Job Location
55a Jalan Harmonium 23/12, 81100, Johor Bahru, Johor, Malaysia

Working Hours
10:00am -4:00pm (Mon-Fri)

Base Salary
RM 1000 - RM 2000

Date posted
March 13, 2024

Valid through
31.12.2025

Description

As an Administrative Assistant Intern, you will play a vital role in supporting the administrative functions of our organization. This internship offers a valuable opportunity to gain hands-on experience in office operations, project coordination, and general administrative tasks. We are seeking a motivated individual who is eager to contribute to a dynamic team environment and enhance their administrative skills.

Responsibilities

1. **Office Coordination:**
   - Assist in maintaining a well-organized and efficient office environment.
   - Support day-to-day office operations, including managing schedules, appointments, and supplies.
2. **Project Assistance:**
   - Collaborate with various departments to provide administrative support for ongoing projects.
   - Assist in project documentation, tracking, and communication efforts.
3. **Communication and Correspondence:**
   - Draft and edit internal and external communications as needed.
   - Handle email correspondence and phone inquiries in a professional manner.
4. **Data Entry and Record Keeping:**
   - Enter and manage data in organizational databases and systems.
   - Maintain accurate and organized records for easy retrieval.
5. **Event Coordination:**
   - Assist in planning and coordinating company events, meetings, and conferences.
   - Support logistics, scheduling, and communication related to events.
6. **Administrative Support:**
   - Provide general administrative support to various departments as required.
   - Assist in organizing and maintaining documentation, files, and office resources.
7. **Learning and Professional Development:**
   - Engage in training sessions to enhance administrative skills and knowledge.
   - Take the initiative to learn about organizational processes and procedures.
8. **Team Collaboration:**
   - Work closely with colleagues and department heads to ensure smooth operations.
   - Collaborate with team members on special projects and initiatives.

Qualifications

- Currently enrolled in a relevant undergraduate program with a focus on Business Administration, Office Management, or a related field.
- Strong organizational and multitasking skills.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint).
- Detail-oriented with a high level of accuracy in work.
- Proactive and eager to take on new challenges.

This internship provides a unique opportunity to develop administrative skills in a professional setting. If you are a self-motivated individual looking to contribute to the efficiency of an organization's administrative processes, we invite you to apply and be a valuable member of our team.

Education

- Candidate must in-possess at least Bachelor's Degree/Diploma/Professional Degree in any field

Job Benefits

- Petrol : claimable based on mileage claim rate
- Annual leave : 8 days
- Sick leave : 14 days
- Insurance : Company insurance is provided
- Toll & Parking : Provided by Company
- Monthly Sales Commission
- Company Phone and Data Provided

Contacts

Interested? Internship Human Resource (Admin) Management Jobs in Johor Bahru? You may drop your resume to Hello@mytsm.com.my