

Human Resource Intern

Jūsų užduotys

Project to be involve:

1. Supporting for plant closure activities-HR documentation work loads
2. Coordinating external bodies & factories for interviewing activities
3. Supporting LHDN stamp duty for new sign contract of employment registration

To support with HR Admin tasks:

1. Support in documentation
2. Assist in administrative / HR system tasks as required
3. Assist in creating/edit template
4. e-Filing / Filing in JTK

Reikalavimai

1. Currently doing Bachelors Degree in HR related fields.
2. Proficient computer skills, including Microsoft Office Suite (Word, Excel, & PowerPoint), Canva, google form and etc.
3. Excellent written and verbal communication skills in English and Bahasa Melayu.
4. Flexibility, energetic, eager to tackle new projects & ideas.

Mes siūlome

Please attach you university internship letter and indicate your internship period.

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Apie mus

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