

JOB TITLE : INTERN FOR INVESTMENT PROMOTION DIVISION 2026

Job Description

The Intern's duty is to support the back-end admin work of sales of division.

Key responsibilities include:

Job Specification

- Assist in data entry, verification, cleaning, and systematic updating of the Investment Promotion Division (IPD) company database.
- Support compilation, digitisation, and organisation of historical investment and company records, including NOL data covering the past 10 years.
- Review existing records to identify incomplete, outdated, or duplicate entries and assist in correcting them under supervision.
- Contact companies via email or phone to validate business information such as contact details, operational status, investment information, and industry classification.
- Record updated information accurately and maintain proper documentation of verification activities.
- Assist in structuring database files and folders to improve accessibility, consistency, and future reporting use.
- Support preparation of simple data summaries, tracking sheets, or dashboards to monitor database update progress.
- Assist officers in extracting company lists or information required for investment promotion activities, missions, or events such as SIBS.
- Provide general administrative support related to documentation, filing, and data organisation within the division when required.

Education & Qualification:

- Diploma/Degree student in Business Administration, Economics, Information Management, Data Administration, Statistics, or related field

Skills:

- Strong attention to detail and accuracy in handling data and records.
- Comfortable communicating professionally with external companies via phone/email
- Proficient in Microsoft Excel (sorting, filtering, basic formulas preferred) and standard office software
- Organised, methodical, and able to manage repetitive tasks with consistency

Interested candidates are invited to submit their latest resume, university letter and latest academic transcript via email to the following personnel.

Please state “**APPLICATION FOR INTERNSHIP**” as the subject of the email.

CONTACT PERSONNEL:

HUMAN CAPITAL DIVISION
Human Resource Department
Attention:

Cik Nur Diyana
E-mail: diyana@investselangor.my

CLOSING DATE FOR APPLICATION:
29 May 2026 (FRIDAY)