

JOB TITLE : INTERN FOR SPARK 2026

Job Description

The Intern's duty is to support the back-end admin work of sales of SPARK 2026's

Key responsibilities include:

- Assist in administrative coordination for SPARK sales and event preparation activities, including maintaining timelines, checklists, and internal tracking sheets.
- Support preparation and organisation of sales materials, exhibitor information packs, registration forms, and event documentation.
- Assist in updating and maintaining exhibitor, sponsor, and participant databases, ensuring records are accurate and properly filed.
- Support communication and follow-ups with exhibitors, partners, and stakeholders via email and phone regarding participation status, documentation, and requirements.
- Assist in monitoring booth sales progress, compiling basic sales updates, and organising supporting records for reporting purposes.
- Provide logistical and administrative support for meetings, briefings, and coordination sessions related to SPARK preparation.
- Assist in printing, sorting, and preparing event materials such as badges, confirmation letters, programme booklets, and registration lists.
- Provide on-ground administrative and coordination support during the event period in October, including registration desk assistance, document handling, and general secretariat support.
- Assist in collecting participation records, feedback forms, and supporting documents during and immediately after the event.
- Support post-event administrative work including documentation consolidation, filing, updating participation records, preparing summaries, and assisting with post-event reporting until mid-November.

Job Specification

Education & Qualification:

- Diploma/Degree student in Event Management, Business Administration, Marketing, Management, or related field

Skills:

- Strong organisational, coordination, and administrative skills
- Good communication skills in English and Bahasa Malaysia (spoken and written)
- Proficient in Microsoft Excel, Word, and basic presentation tools

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)