

JOB TITLE: ADMINISTRATIVE INTERN

Job Description

The Administrative Intern will support the department in performing administrative and coordination tasks to ensure smooth daily operations. This role offers practical exposure to office administration, documentation, internal communication and organizational processes.

Key responsibilities include:

- To support general administrative task including maintaining an updating Division mailing lists, database and documentation in monthly basis.
- Maintaining electronic filing systems and keeping the filing systems up to date (physical and digital).
- To assist in media monitoring, sorting news relevant to Invest Selangor and archive news clipping.
- To assist in the inventory management of corporate gifts and promotional items, brochures, bunting, annual report etc and to organize store area.
- To reserve and prepare the meeting room and all required items (e.g projector, laptops, stationaries, photocopy of minute meeting and refreshments/F&B).
- To support the preparation of events (e.g invitations, follow-up, RSVP list, corporate gift and event/booth setup).
- Organize and maintain the storeroom to ensure proper storage and easy retrieval of materials.
- Calendar management using a system such Outlook/Google
- To assist in taking photos all events/programmes under Invest Selangor, archive photos for all official events/programmes and camera maintenance.
- To arrange transportation and support the logistics (hotel, venue booking and F&B) for division meetings and events.
- Handle assignments as requested within given timeline and other duties as and when assigned.

Job Specification

Education & Qualification:

- Currently pursuing a Diploma or Degree in Business Administration, Management, Office Administration, Mass Communication, or related field.

Technical Skills:

- Good written and verbal communication skill (English and Bahasa Malaysia)
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Basic Knowledge of document formatting and report preparation

- Familiarity with digital system and email communication etiquette

Soft skills:

- Good Organizational and time management skills.
- Ability to multitask and manage time effectively.
- Attention to details and ability to handle confidential information responsibly.
- Positive attitude, willingness to learn, and able to work independently with minimum supervision.

Other Requirements:

- Preferably male

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