

INTERNSHIP OPPORTUNITIES

TANJUNG BOULEVARD SDN BHD

JOB TITLE: HUMAN RESOURCE – 1 POSITION AVAILABLE

ADDRESS: NO.19, JALAN PELANGI 17, TAMAN PELANGI, SENTUL 51100 KUALA LUMPUR.

JOB DESCRIPTION

- ✓ ASSIST IN MANAGING HUMAN RESOURCE ADMINISTRATIVE ACTIVITIES
- ✓ ASSIST IN THE PAYROLL PROCESSES
- ✓ ASSIST IN MANAGING ATTENDANCE RECORDS
- ✓ ASSIST IN MAINTAINING THE RECORDS FOR STAFF
- ✓ ASSIST IN RECRUITMENT ACTIVITIES
- ✓ ANY OTHER TASK ASIGNED BY THE MANAGEMENT

REQUIREMENT

- ✓ DIPLOMA/ BACHELOR DEGREE IN HUMAN RESOURCE
- ✓ MUST BE COMPUTER LITERATE
- ✓ GOOD COMMUNICATION AND INTERPERSONAL SKILLS
- ✓ COMMITED AND KEEN FOR NEW KNOWLOEDGE AND EXPERIENCE
- ✓ CGPA 3.0 AND ABOVE

BENEFIT

- ✓ MONTHLY ALLOWANCE PROVIDED
- ✓ LUNCH PROVIDED ON WORKING DAYS
- ✓ OPPORTUNITY TO BE EMPLOYED FOR STUDENTS IN THEIR LAST SEMESTER

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