

Internship Programme

At Hebe Rubber Products Sdn Bhd



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Introduction to Internship at Hebe Rubber Products Sdn Bhd

When you participate in Internship Programme at Hebe Rubber as an Intern, you get to work alongside with our employees who are experts in their respective fields. Our supervisors will guide you throughout the programme to ensure you get the most out of this programme. You will be given few assessments in order for you to apply your knowledge.

We welcome local undergraduates, especially those majoring in chemistry and rubber as well as plastic. On completion of this internship and upon after graduation, interns are welcomed to join our company as employees.



Objectives for Interns

1. To develop skills in the application of theory to practical work situations.

2. To expose students to real work environment experience gain knowledge in writing report in technical works/projects.

3. To build strength, teamwork spirit and self confidence in student's life.

4. To enhance ability to improve student's creativity skills and sharing ideas.



Objectives for Company

1.To bring fresh and new ideas to the company.

2.To see how much potential a student has in the field.

3.To create an extra resources for a project completion.

4. To gain brand advocates.



Guidelines

Intake – We welcome students to join us as interns (on-going programme all year)

Duration – Each internship takes about 3 months.

Benefits – Medical Leave, Suitable Interns are welcomed to join us as employees upon graduation.

Monthly Allowance - RM500.00

Requirements – Local undergraduates majoring in business and company secretary.



Interns Evaluation

Interns will be evaluated accordingly based on below criteria :-

- **Overall Technical Aptitude**
- **Relations With Others**
- **Communication**
- **Quality of Work**
- **Ability To Learn**
- **Attitude To Work**
- **Dependability**



Transition from Education to Employment.

Intern Training Programme

We offer a comprehensive Business Administrative training program for local undergraduates. This structured training program, based in Sungai Kapar Indah, Klang, runs for four months and consists of one module.

Trainees will learn all aspects of general administrative task including,

- Manage phone calls and correspondence emails
- Create, update records and databases
- Track stocks of office supplies
- Schedule office equipment maintenance
- To perform day to day general administrative tasks



1 Module for 4 months programme

Below are the specific areas which the interns will be required to participate in our internship programme.

1st – 4th Month
(16 weeks)

Management



Learning Outcomes

1st – 4th Month
(16 weeks)

Management



Learn how to
execute common
administrative
tasks while
working directly
with our team



Module - Laboratory

Intern will report to our Administrative Supervisor

1st – 4th week – Introduction to company policies and departments

5th – 8th week – Create, update records and databases

9th – 12th week - Scheduling office equipment maintenance, tracks stocks office supplies

13th – 16th week – Ongoing learning



Allowances

Intern will get an allowances of RM500.00/month

- Position : Intern
- Working hours : 8am – 5pm
- Lunch hours : 12pm – 1pm (one hour)
- Working days : Monday – Friday
- Place of Internship : Hebe Rubber Products Sdn Bhd
No.18, Jalan Wawasan 2C/KU7,
Sungai Kapar Indah,
42200 Klang,
Selangor.



The End

