

INTERNSHIP – HUMAN RESOURCE & ADMIN

Job Description

- ❖ On the job training will be provided;
- ❖ Support the department's daily activities;
- ❖ Assist in onboarding process;
- ❖ Assist in foreign worker management.
- ❖ Assist in documentation;
- ❖ Assist in recruitments and scheduling of interviews;
- ❖ Involve in process improvement work for HR and Admin;
- ❖ Assist in organizing project site events;
- ❖ Perform any other duties as and when assigned on Ad-Hoc basis;
- ❖ At the end of the internship, you will be more prepared and ahead to build your career development.

Job Requirements

- ❖ Candidate must currently be pursuing either a Diploma, Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, Business Studies/Business Administration/Arts/Commerce/Human Resource Management or equivalent.
- ❖ Able to work in fast-paced environment, multi-tasking and willing to learn and acquire new knowledge and skills.
- ❖ Possession of own transportation will be an added advantage.
- ❖ No work experience required.
- ❖ Applicants must be willing to work in Batu Kawan, Penang.

Kindly state your **INTERNSHIP PERIOD** in your application.

Interested candidate are invited to email your details resume to: hr@pilotgroup.com.my or call Ms. Lee at 012-2041816 or 03-33425508 (ext. 203).