



Tialoc Malaysia Sdn Bhd
(Formerly known as atea Environmental Technology (M) Sdn Bhd)

Tialoc Malaysia Sdn Bhd (www.tialocgroup.com) as a General Contractor has made great strides with numerous building projects for MNC's within the region. Operating at the forefront of our industry, we leverage on our Civil, Structural and Architectural (CSA) & Mechanical, Electrical and Process (MEP) capabilities and achievements to maximize our client's interest.

Ideally positioned, Tialoc is a German- originated Asian group of companies with proven track record in providing turnkey solutions to its industrial customers in the field of plants and facilities, environmental technology systems as well as composite process equipment.

We offer various career opportunities for fresh and experienced professionals to join our team.

INTERNSHIP – HR/ADMIN

Task and Responsibilities:

- Assist on HR administration task such as leave, management system, CIDB declaration, staff training, HRDF claim processing, monthly expenses claims, staff insurance and others.
- Assist on receptionist role such as direct use in professional and friendly manner.
- To assist in support the efficient operation of company such as stationery, maintenance work, pantry items and courier services.
- Any other task as assigned by superior.

Requirements:

- Diploma or Degree in Human Resources Management/ Business Studies/Administration.
- Self-independence and motivate continue learning.
- Execute task with time management skills.



Tialoc Malaysia Sdn Bhd

Suite 2.09 KHTP Business Centre, Kulim Hi-Tech Park, 09000 Kulim, Kedah, Malaysia
ROC No. 516014-V
T +60 4 403 9188
F +60 4 403 1388

YOUR
PARTNER
IN TOTAL
ENGINEERING
SOLUTION