
EM Internship Program

ELEKTRISOLA is one of the world's largest manufacturers of fine copper magnet wires for the electronics and automotive industry. There are 8 plants worldwide HQ in Eckenhagen, German. ELEKTRISOLA (Malaysia) SDN BHD is located in Janda Baik, Bentong Pahang.

ELEKTRISOLA (MALAYSIA) SDN BHD (EM) in cooperation with higher learning institutions provides internship opportunities for undergraduate students who wish to gain an experiential learning at workplace. The EM internship program intends to promote a place for industrial practical by offering internship positions to student from diverse academic background.

ELEKTRISOLA (MALAYSIA) SDN BHD aim internship student with good academic qualification and willing to gain knowledge and experience in their related field of study. The duration of the internship program is between 3 – 6 months. During the period, student will receive on-the-job training and projects/ assignments guided by a supervisor to accelerate the learning. As part of the program, ELEKTRISOLA (MALAYSIA) SDN BHD will provide allowance and accommodation (subject to availability) to students.

Benefit:

1. Accommodation : Company house (sharing basis) based on availability
2. Allowance : Diploma - RM 450.00/ month
Degree – RM 500.00/ month
3. Transportation : Yes (from Company House to Factory)
4. Meal allowance : Provided – Breakfast & Lunch
5. Working Hours : 8:00a.m. – 5:00p.m.

DIPLOMA/DEGREE IN HUMAN RESOURCE

Current CGPA expected : 2.80 and above will be an added advantage.

Insurance coverage : By University / Education Institution

Computer Skills : Computer literate with good knowledge in Microsoft Office.

Generic Duties and Responsibilities for Internship Student:

General task

1. To assist in planning, coordinates, administer training program (internal/external/in-house/education) including Human Resource Development Corporation (HRD Corp) application and reimbursement.
2. To support Talent Management & Compliance and HR-Recruitment in coordinate and administration of induction program (local/ foreign workers) and confirmation of employment.
3. To assist involved in Human Resource Department management and administration operation (recruitment and resignation, payroll, etc.)
4. To assists in revision/ update of Competency Based Training (CBT) training materials.
5. To assists in Talent Management & Compliance in improve human resource practices and services via lean projects.
6. To assist in data analysis and program reporting.
7. To record, update and monitoring training records in system and maintain filing management system.
8. To assist Talent Management & Compliance in coordinates, organize, planning and administer Training Need Analysis (TNA), competency training.
9. To assist Talent Management & Compliance in data analysis and reporting in measuring training effectiveness.