



KEYFIELD OFFSHORE SDN BHD
201301012999 (1042837-A)

Job Description - Human Resource and Admin Intern

Internship Description

A fast-growing local company providing services to the oil and gas industry is seeking a personable and highly motivated HR & Admin intern to support the team in day-to-day administrative tasks and activities.

This internship will provide hands-on experience in areas such as recruitment, employee development, policy coordination, and general HR support. If you are eager to build practical skills in a dynamic office environment and gain valuable insight into HR best practices, this role offers an excellent learning opportunity.

Duties & Responsibilities

- Assist in maintaining and monitoring the department's centralized filing system, including office supplies and inventory.
- Involve in drafting and scheduling content for the company's social media postings.
- Assist in preparing draft memos, letters, and other documentation as and when needed.
- Assist in monitoring office amenities and supplies, including stock tracking and attending to staff requests.
- Provide assistance for company programs, activities, and events.
- Initiate improvement from the current status into digitalization.
- Support administrative projects, research tasks, and timely task completion.
- Organize and store documents for easy access and reference.
- Carry out any other related or ad-hoc duties as and when required.

Requirements

- Diploma or above students majoring in Human Resources Management, Business Administration or other related fields
- Proficient in both verbal and written English and Bahasa Malaysia.
- Good computer literacy in Microsoft Office 365, Google etc.

Benefits

- Gain hands-on experience with various HR-related projects
- Exposure to a collaborative office environment and internal HR processes
- Opportunity to work closely with experienced HR members
- Attend and assist in organizing company meetings and networking events
- Monthly allowance available

How to apply?

To apply for this position, please send your resume and a brief introduction of yourself to internship@keyfieldoffshore.com or contact us at 03-7972 9118. For more information about Keyfield Offshore Sdn Bhd, please visit our website at <https://keyfieldoffshore.com/>.