



Mitsui & Co. (Malaysia) Sdn. Bhd.
Level 29, Menara Hap Seng 2, Plaza Hap Seng,
No. 1, Jalan P.Ramlee, 50250 Kuala Lumpur

INTERNSHIP OPPORTUNITY

Human Resources & Administration Division (3-6 months)

Responsibilities

- Assist with **resume screening, onboarding, and induction session arrangements**
- Assist in setting up **training sessions, including logistics, HRDC grant application, and administrative reporting**
- Support **corporate events, CSR activities, and internal communications**
- Handle **general administrative support duties** of the HR & Admin Team
- Assist in **daily operations, documentation, and coordination tasks**
- Participate in **process improvement and workflow optimization projects**

Requirements

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| HR, Psychology, Business Administration, or related disciplines course | Able to work independently or in a team |
| Good communication and interpersonal skills | Fluent in English |
| Microsoft Excel, Word, PowerPoint | Eager to learn |



APPLY NOW



Send your CV to
hrrecruit-klpaj@dg.mitsui.com