



**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

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



**APPLY NOW**



**Send your CV to**

[hrrecruit-klpaj@dg.mitsui.com](mailto:hrrecruit-klpaj@dg.mitsui.com)