

ALLSOME WAREHOUSE SDN BHD

ALLSOME



About Us

# We're Hiring!

## Internship Admin (4 Days per week).



RM 1000– RM1800

Working Hours: 4 days per week,  
8.30am to 8.30pm



Subang Jaya,  
Selangor

## What We're Looking For:

- ✓ Diploma or Degree in Administration, Business, Logistics, or related fields
- ✓ Fluent in Mandarin (written & spoken) and able to communicate in basic English & Bahasa Malaysia
- ✓ Proficient in Microsoft Office (Excel, Word, PowerPoint)

## What You'll Do:

- ✓ Assist with asset tracking and record updates
- ✓ Provide general administrative support
- ✓ Manage attendance, office supplies, & doc.
- ✓ Coordinate courier services and data entry
- ✓ Support ad hoc tasks as needed

**Apply Today !**

Send Your Resume / CV:



Hiredly



Gmail

cv@allsome.com

