



KICKSTART YOUR CAREER

Shape Tomorrow, Start Today.

APPLY NOW!



Send your resume to:

hr@mayairgroup.com



Position:

Business Relation Intern



**REAL-WORLD
EXPERIENCE**



**DEVELOP KEY
SKILLS**



**GROW IN A
DYNAMIC ENVIRONMENT**



**BUILD YOUR
FUTURE**

ABOUT THIS OPPORTUNITY

Join our team as a Business Relation Intern and gain valuable hands-on experience in customer coordination and business operations. This internship offers exposure to real-world business processes while allowing you to develop communication, coordination, and administrative skills in a dynamic working environment.



WHAT WE OFFER

- 1 Hands-on experience in business coordination and operational support activities.
- 2 Exposure to real-world customer service and order management processes.
- 3 Opportunity to develop communication, coordination, and administrative skills in a manufacturing environment.



JOB DESCRIPTION:

- 1 Issue Purchase Requisitions (PR).
- 2 Follow up on order/project status.
- 3 Send emails to MP1 for casing requests.
- 4 Receive customer orders, issue Delivery Notes (DN), and arrange deliveries for certain customers.
- 5 Assist superior with any ad hoc tasks as assigned.

WHAT YOU'LL NEED



MUST HAVE

- Niploma qualification or higher.
- Basic Microsoft Excel and computer/software skills.
- Good communication and coordination skills.



GOOD TO HAVE

- Multi-lingual skills in speaking and writing in Bahasa Malaysia, Chinese, and English.



LEARN



CONNECT



GROW



SUCCEED

JOIN US. LEARN. GROW. SUCCEED. *Be Part of Something Great!*