

WE ARE**HIRING!**

HR cum Admin Intern

**Monthly allowance RM1,000****One City, Subang Jaya**

Responsibilities

- Assist in the recruitment and onboarding process, including job postings, resume screening, scheduling interviews and new employee on-boarding.
- Assist in planning and organizing company events and improving staff experiences within budget constraints.
- Assist to prepare and distribute internal communications and announcements as needed.
- Assist in maintaining office supplies, amenities, and safety equipment, and place orders or handle general insurance administration when necessary.
- Perform any other ad-hoc duties assigned by the superior to support daily operations.

Requirements

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office and other office software.
- Ability to work independently and prioritize tasks.
- Positive attitude and strong work ethic.

Benefits

- Free parking available
- Meals & Accommodation provided
- Opportunities for promotion
- Professional development

Apply Now**SEND CV AND PORTFOLIO TO :**
hr@mldc.com.my