



HR INTERNSHIP

3 - 6 MONTHS | INTERNSHIP ALLOWANCE AT RM1,000

WHO ARE WE?

VoxEureka is an award-winning digital communications consultancy based in Subang Jaya, Malaysia. We help brands shape, discover, and amplify their voice through inspiring, integrated ideas. The #VoxFam is made up of 65+ media, digital, content, and creative professionals, working with some of the world's biggest brands – including **BMW, TikTok, Skyline Luge, L'Oréal, The Coffee Bean & Tea Leaf, PUMA, Sunway, Michelin, OPPO** and many more.

WHY JOIN US?

We take pride in our culture of togetherness, kindness, and ambition—and as we #GunForGreatness in 2025, we want to attract and develop top talent while fostering a thriving, high-performance workplace. This internship offers a hands-on opportunity to gain experience in employee engagement, recruitment, workplace culture, and people development in a fast-paced, dynamic environment. If you're passionate about HR, company culture, and creating meaningful workplace experiences, we'd love to have you on board!

WHAT YOU'LL DO:

Employee Engagement & Culture

- Support and organize company-wide events (town halls, festive celebrations, team-building activities, volunteering programs).
- Assist in executing employee engagement initiatives to foster a positive and motivated work environment.

Recruitment & Employer Branding



- Assist in job postings, candidate outreach, and interview coordination.
- Contribute to employer branding efforts across LinkedIn and job platforms to showcase VoxEureka as an employer of choice.

People Development

- Help coordinate learning & development programs and track employee growth initiatives.
- Support onboarding and offboarding processes to ensure smooth experiences for new and exiting employees.

Office Operations & Upkeep

- Manage office supplies, pantry stocking, and workspace organization for a comfortable and efficient environment.
- Support day-to-day operations to keep the workplace running smoothly.

Process & SOP Optimisation

- Assist in reviewing and refining SOPs to streamline workflows and improve efficiency.
- Create easy-to-follow guides for internal processes.

Ad-hoc Support & Administrative Tasks

- Maintain checklists, handle administrative duties (data entry, document organization, scheduling).
- Support additional HR & operations projects as needed.

WHAT YOU'LL GAIN FROM THIS INTERNSHIP:

-  Real-world HR & People Operations experience in one of SEA's top agencies.
-  Exposure to employer branding & recruitment marketing.
-  Opportunities for mentorship and career insights from our People & Culture team.
-  A dynamic, high-energy work environment where your ideas are valued.

WHAT WE ARE LOOKING FOR:

- ✓ Passion for people & culture, HR, recruitment, or employer branding.
- ✓ Strong communication, organisational, and problem-solving skills.
- ✓ Proactive, adaptable, and eager to contribute to a fast-paced environment.
- ✓ Detail-oriented with an interest in process improvement and workplace efficiency.
- ✓ (Preferred but not mandatory) Students or recent grads in Human Resources, Psychology, Communications, Business, or related

Schedule: Monday to Friday, 9:30am - 6.00pm (In-Office)

Office Address: 10-1, Jalan SS 19/5B, Ss 19, 47500 Subang Jaya, Selangor



Allowance: RM1,000 per month

HOW TO APPLY:

✉ Send your resume + a short introduction on why you'd love to be part of our People & Culture team to interns@voxeureka.com.

✂ **Email Subject:** [Your Name] – People & Culture Intern Application

Check us out here:

voxeureka.com

[www.fb.com/voxeureka](https://www.facebook.com/voxeureka)

www.instagram.com/voxeureka

[linkedin.com/company/voxeureka](https://www.linkedin.com/company/voxeureka)