

JOB DESIGNATION: Internship (Administration)**DEPARTMENT:** Special Project (SP)**DIVISION/PILLAR:** Research, Innovation & Ecosystem Development (RIED)**REPORTING TO:** Assistant General Manager/Head of Department, Special Project (SP)**JOB DESCRIPTION**

1. Assist in preparing, organizing, and maintaining project documentation, schedules, and reports.
2. Maintain and organize project records and schedules, ensuring accurate and up-to-date documentation.
3. Assist in preparation of project deliverables, including related reports and supporting documents.
4. Document team activities, including progress updates and meeting minutes.
5. Assist in coordinating and supporting training sessions, including managing user inquiries.
6. Collect and compile feedback from training sessions and prepare summary reports.
7. Organize and manage project documents to ensure proper documentation and record-keeping.
8. Perform ad-hoc task or any other tasks assigned from time to time by the immediate superior or the Management to support the department's objectives.

COMPETENCIES

- Diploma or Bachelor's Degree in Business Administration, Office Management, Project Management, IT Management or Equivalent.
- Strong organizational and documentation skills.
- Proficient in Microsoft Office and Google Workspace.
- Good verbal and written communication skills in both Bahasa Malaysia and English.
- Able to work independently with minimal supervision.