

WE ARE HIRING!

INTERNSHIP IN ADMIN/ MARKETING

Details:

📍 Location: Wisma QUEST, No.36-4, Jalan Metro Pudu, Fraser Business Park off Jalan Yew, 55100 Kuala Lumpur, Malaysia (Near LRT/MRT Chan Sow Lin)

💰 Allowance: RM700/month

🕒 Working Hours: Monday to Friday (9am to 6 pm)

Responsibilities:

- ✓ Process and prepare documents
- ✓ Answer calls, direct inquiries, and take messages
- ✓ Sort, file, and manage office records
- ✓ Communicate with customers, employees, and others
- ✓ Maintain and update filing, inventory & mailing

Requirements:

- ✓ Diploma/Degree in Business Admin / HR / Marketing/ related field
- ✓ Excellent interpersonal & communication skills (English)
- ✓ Strong analytical & multitasking skills
- ✓ Able to meet deadlines & work under pressure
- ✓ Self-motivated, proactive & a team player

Send Your Resume to Us

➡ Email: hr@qscasia.com

➡ Contacts: 016-3036825 (Santhanabarathi)