



Denomination of the position	:	Intern, Administration
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DUTIES & RESPONSIBILITIES

- Assist in gathering information and preparing questionnaires for various services;
- Assist in developing a new visa process system and digitalization;
- Dealing with various local authorities, local agencies, and local councils;
- General administrative assistance to the department;
- Communicate with foreign clients in English.
- Undertake any other duties from time to time as assigned by Supervisor

REQUIREMENTS

- Able to commit to full-time internship for at least 4 - 6 months
- Pursuing a degree or equivalent
- Proven ability to appropriately handle sensitive information required
- Excellent interpersonal and communication skills
- Self-motivated, collaborative and strong focus on service delivery, quality and efficiency
- Well-organized with good time management in completing given tasks

Please send us your CV and duration of internship via email to hr@malaysia.ahk.de

Only shortlisted applicants will be notified