

Denomination of the position	:	Intern, Events Management
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DUTIES & RESPONSIBILITIES

- Assist with market research on events and industry trends.
- Support event/project preparation and execution, including ad hoc tasks as required.
- Perform basic data analysis to support the Memberships or Events team.
- Attend meetings and take accurate minutes.
- Undertake other tasks assigned by the Supervisor to support the Events team.

REQUIREMENTS

- Available for full-time internship (4–6 months).
- Currently pursuing a degree or equivalent.
- Able to handle sensitive information with discretion.
- Excellent interpersonal and communication skills.
- Self-motivated, collaborative, and focused on quality and efficiency.
- Well-organized with strong time management skills.

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

Only shortlisted applicants will be notified