

Job Description Template

Section A : Job Context	
Position Title	Internship Trainee
Job Grade	N/A
Division	Group Human Resource Division
Department	Learning and Talent Development Department
Location	Glenmarie Office
Reporting To	Head of Group Learning and talent Development
Duration	4 weeks and above

Section B : Job Purpose
<p>Internship programs offer hands-on experience, skill development, and career exploration opportunities for interns while providing organizations with a talent pool, fresh perspectives, and cost-effective support.</p>

Section C : Key Accountabilities		
Key Result Areas	Major Activities	Outcomes
<p>1. Assist with ongoing projects and tasks</p>	<ul style="list-style-type: none"> • Create social media content, such as posts, graphics, and videos • Write blog posts and articles • Assist with market research and analysis • Prepare reports and presentations for operations meetings • Assisting with project planning, organization, and coordination 	<ul style="list-style-type: none"> • Interns gain direct exposure to the practical aspects of their chosen field, allowing them to apply their theoretical knowledge and academic skills to real-world scenarios.
<p>2. Administrative Task</p>	<ul style="list-style-type: none"> • Handling incoming emails, drafting responses, and maintaining email records. Preparing and distributing documents, reports, and presentations • Entering data into spreadsheets, databases, and other software systems. Maintaining accurate records, files, and archives. • Creating and managing social media content, responding to comments and inquiries, and monitoring social media engagement. 	<ul style="list-style-type: none"> • Intern able to demonstrate their ability to handle administrative tasks effectively

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<p>3. Assist on Research & Development</p>	<ul style="list-style-type: none"> • Conduct basic research, gathering data, and preparing reports on relevant topics • Conduct market research to understand consumer trends, market demand, and competitor activities 	<ul style="list-style-type: none"> • Interns gain valuable hands-on experience, develop essential skills, and contribute to the innovation process
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Section D : Job Dimension (ex: Limit of Authority, Financial Metrics, etc.)

N/A

Section E : Job Challenges

1. Interns may need to adapt to a new work culture, with different norms, expectations, and communication styles
2. Interns may find it challenging to navigate the organizational structure, understand internal processes, and identify appropriate individuals for assistance or guidance.

Section F : Job Requirements

Qualification	Bachelor Degree with minimum CGPA 3.00
Functional/Technical Skills & Knowledge	<ol style="list-style-type: none"> 1. Strong communication skills are crucial for interns to convey their ideas clearly, both verbally and in writing 2. Able to identify problems, analyze situations, and develop effective solutions. 3. Able to collaborate effectively with colleagues from diverse backgrounds and work styles. 4. Able to manage their time effectively to meet deadlines, prioritize tasks, and balance multiple responsibilities. 5. Able to maintain a well-organized workspace and manage their files and documents efficiently
Years of Experience	N/A
Additional Certification	

Section G : Behaviourial Competencies

1. Verbal Communication: Ability to articulate ideas clearly, concisely, and persuasively, both in one-on-one conversations and group settings.
2. Written Communication: Ability to write clear, concise, and professional emails, reports, and other documents.
3. Active Listening: Ability to pay attention attentively, understand what others are saying, and ask clarifying questions.
4. Creativity: Ability to think outside the box, generate new ideas, and approach problems from different angle

Section H : Internal & External Relationships

Internal Relationship

BERNAS Employees

External Relationship