Job Description Template

Section A : Job Context	
Position Title	Internship Trainee
Job Grade	N/A
Division	Supply Chain Division
Department	Project and Reporting Department
Location	Glenmarie Office, Shah Alam
Reporting To	Head of Supply Chain Department
Duration	4 weeks and above

Section B : Job Purpose
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.

Section C : Key Accountabilities

Key Result Areas	Major Activities	Outcomes
1. Invoice Processing and Administration	• Process and verify logistics-related invoices and maintain payment records. • Track and organize documentation for payment approvals and audits. • Ensure compliance with internal policies and external regulations in invoice handling. • Maintain accurate databases and archives of invoices and supporting documents.	• Intern gains practical experience in managing administrative tasks and maintaining records.
2. Event and Logistics Coordination Support	• Assist in planning and coordinating logistics for events, workshops, and team activities. • Prepare event-related materials such as agendas, attendance lists and presentations. • Ensure proper post-event documentation and feedback compilation.	• Intern develops coordination, organization, and facilitation skills essential for logistics.
3. Reporting and Data Compilation	• Assist prepare and compile rice surveyor reports and logistics data for analysis. • Assist in preparing monthly division reports and presentations for management.	• Intern enhances their reporting, documentation, and data analysis skills in a logistics context.

	• Gather and organize data required for internal or external reporting.	
4. Logistics Operations Support	• Assist in tracking and resolving issues related to invoice discrepancies in logistics operations. • Support documentation for procurement and shipping activities. • Collaborate with team members to improve logistics workflows and resolve operational challenges.	• Intern gains exposure to practical logistics operations and problem-solving in a professional setting.

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 in Logistics, Supply Chain Management, or related fields with minimum CGPA 3.00**
Functional/Technical Skills & Knowledge	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	**External Relationship**
BERNAS Employees	N/A

Date Approved:

Reviewed By

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HR Department [Insert Name & Designation]