

Job Description Template

Section A : Job Context	
Position Title	Internship Trainee
Job Grade	N/A
Division	Supply Chain Division
Department	Warehouse Department
Location	Warehouse Port Klang / Prai / Sabah / Sarawak
Reporting To	Head of Warehouse
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
1. Orientation and Initial Training	<ul style="list-style-type: none"> Familiarize with warehouse safety and health procedures. Learn about the warehouse structure, operational workflow, and key projects (e.g., rice handling automation, palletized rice stacking, and asset disposal). 	<ul style="list-style-type: none"> Intern gains a comprehensive understanding of warehouse operations, safety protocols, and key project workflows.
2. Rice Handling Automation Project	<ul style="list-style-type: none"> Assist in gathering detailed project requirements, including equipment specifications. Participate in evaluating potential vendors by analyzing proposals and technical specifications. 	<ul style="list-style-type: none"> Intern develops skills in project management, vendor evaluation, and procurement processes relevant to automation projects.
3. Palletized Rice Stacking Project	<ul style="list-style-type: none"> Collaborate in gathering requirements for palletized rice stacking operations. Support vendor evaluation and proposal analysis. Assist in the procurement process, including documentation, budgeting, and scheduling. 	<ul style="list-style-type: none"> Intern gains insights into modern stacking systems and learns procurement and documentation procedures for operational enhancements.
4. Administrative Tasks	<ul style="list-style-type: none"> Assist prepare and review documents related to procurement and warehouse management. Assist in scheduling meetings and feedback sessions. 	<ul style="list-style-type: none"> Intern acquires practical skills in electrical maintenance, enhancing their technical competency and troubleshooting abilities.

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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 in Logistics, Supply Chain Management or related fields 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 writing2. 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

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Section H : Internal & External Relationships	
Internal Relationship BERNAS Employees	External Relationship N/A

Date Approved:

Reviewed By

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HR Department [Insert Name & Designation]