

INTERNSHIP/JOB PLACEMENT FORM

A. ORGANISATION DETAILS			
NAME	:	VISION TECHNOLOGY CONSULTING SDN BHD	
ADDRESS	:	Vision Technology Consulting Sdn Bhd (Klang Valley) E-32-03 & E-32-3A, Menara Suezcap 2, KL Gateway, No 2, Jalan Kerinchi, Gerbang Kerinchi Lestari, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia	
CONTACT	:	Name: Susan Chong Email: susan@vtcholding.com Name: Valencia Connie Anak Bernard Email: valencia.connie.anak.bernard@vtcholding.com	
OFFICE NO.	:	03-79319331 / 03-79320931	FAX NO. :

B. JOB DETAILS		
JOB TITLE	:	Human Resource cum Admin Intern
JOB DESCRIPTION	:	<ol style="list-style-type: none"> 1. Provide daily support in general HR and Administrative tasks. 2. Able to perform ad-hoc tasks assigned by the management team.
REQUIREMENT	:	<ol style="list-style-type: none"> 1. Candidate must possess or currently pursuing a Diploma or Bachelor's Degree in Business Studies/Administration /Management, Human Resource Management or equivalent. 2. Required skill(s): MS Office. 3. Preferred language(s): English. 4. Applicants must be willing to work in Klang Valley.
INTAKE	:	August 2024 onwards
DURATION	:	3 months / 4 months / 6 months
SALARY/ALLOWANCE	:	RM 500 - RM 600