



# WE ARE HIRING!

## Internship Admin Project




### Requirements:

- Solid communication soft skill and interpersonal skills
- Friendly, open-minded, and confident
- Basic administration or sales skills
- Basic computer skills such as words, excel and others
- Have a driving license (motorcycle OR car).
- Stay in Malacca

### Job desk:

- Perform data entry
- Provide business information, convey service details and respond queries by email and call
- Identify and comprehend the project's requirements.

Submit your Resume at:

 012-2342454 (Miss Ain)  
Admin HR

 LOCATION:

NO.14, JALAN TASIK UTAMA 63,  
KAWASAN PERINDUSTRIAN  
TAMAN TASIK UTAMA, 75450  
AYER KEROH, MALACCA