



GlobalClub Master Sdn Bhd

(1164060-K)

Share. Socialize. Rewards.

Web : www.1gc.club

www.1globalclub.com

Email : 1globalclub@gmail.com

HQ : Kuala Lumpur

4807-17-1, CBD Perdana 2

Persiaran Flora, Cyber 12

63000 Cyberjaya

Sepang SELANGOR

Tel / Fax : 603-83209489

Branch : Kota Kinabalu

3-1, Lot 102, First Floor, Blok C

Plaza Kingfisher, Lorong Kingfisher 5

Kuala Inanam, 88450 Kota Kinabalu

Tel : 088-395390 Fax : 088-395380

Email : globalclubempiresb@gmail.com

Internship Programme

Dear all,

If you're looking for a career that will unlock new opportunities, join our Internship Programme with 1GC. We offer opportunities support and rewards that will take you further.

We are new social media company that give reward or royalty to both active and non-active user.

GlobalClub Empire Sdn Bhd is currently looking for students who are interested to do an internship/industrial training in those departments:-

| Department / Team | Requirement |
|---------------------|--|
| i. Marketing | <ul style="list-style-type: none">➤ All student encourage to apply➤ Priority given to IT student, Business and Marketing➤ Have own transport and place to stay➤ Final year student given opportunity to join the company as permanent staff.➤ 20 position available come and bring your friend.➤ CGPA : 3.0 and above➤ Responsibilities:<ul style="list-style-type: none">■ You will be given opportunity to participate in management meeting with leading corporate companies,consult and elevate their businesses .■ Meaningful, real-work experienced.■ Combination of team work.■ Internship student will be exposed in full spectrum of Admin division functions. |



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| | |
|----------------------|---|
| | <ul style="list-style-type: none">■ Assisting in providing first line technical support to users.■ Manage proper records on support and services with users and vendors.■ Any other duties as assigned from time to time. |
| ii. Technical | <ul style="list-style-type: none">➤ Open to student in any related IT field➤ Have own transport and place to stay➤ Able to perform multi-tasking➤ Willing to relocate to another department➤ CGPA : 3.0 ➤ Responsibilities:<ul style="list-style-type: none">■ Internship student will be exposed in full spectrum of Admin division functions.■ Assisting in providing first line technical support to users.■ Manage proper records on support on support and services with users and vendors.■ Organizing, maintaining, handling, and filling all related documentation and correspondence.■ Provide first level support for ERP data entry.■ Provide proactive technical support to prevent errors re-occurring.■ To perform any other ad-hoc duties assigned.■ Knowledge in Microsoft Window Operating System.■ Database maintenance.■ Ability to identify and distinguish between hardware, software and network problem.■ Any other duties as assigned from time to time. |





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iii. Human Resources (HR)

- Course : HR course
- Candidates will be exposed to Compensation and Benefits recruitment's and some other parts of Human Resource. This is a good opportunity for hired interns to be a HR generalist in the end.
- Have own transport and place to stay
- CGPA : 3.0
- Responsibilities:
 - To assist the HR Department Head in General HR Administration assist and manage the general HR administration such as draft letter, staff leave record, staff attendance and other HR admin with instructed.
 - To assist and manage the worker wages.
 - To handle Private and Confidential matters with direction.
 - Follow up with all the document tightly.
 - Data entry and maintain proper filing system.

Interested candidate kindly drop your resume along with application letter to 1globalclub@gmail.com or call us at 03- 8688 1530



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