Inter-Excel Group - Established since 1996, we are a leading aviation company in South East Asia providing Aviation training, consultancy and placement solution to many international airlines such as Singapore Airlines, Saudi Arabian Airlines, Tiger Air, Jetstar Asia, Scoot etc. (Our Group consist of Inter-Excel Advisory Sdn Bhd, Inter Excel Tourism Academy S/B, Agensi Pekerjaan Kaler S/B and Excel International Holdings Co Ltd)

We are currently looking for enthusiastic individuals to join our offices in Kuala Lumpur/ Penang/ Johor Bahru for the practical job experience before embarking to a competitive working world.

We are seeking self-motivated candidate to fill the following vacancy : 

**Internship for Business/ Communication/ Marketing/ Human Resources/ Psychology/ Social Science/ Design Students**
(Kuala Lumpur / Penang or Johor Bahru)

**During the internship period, you will be exposed to various area of job function including those relevant to your course major:**

**Marketing**

- Coordinate and execute marketing plans, social media campaigns and other related activities;
- Design simple leaflet for open day, announcement, workshop etc (applicable for multimedia or design students only)
- Submit regularly the work progress report and reports on marketing campaigns/ recruitment
- Co-ordinating, planning & executing career talks at secondary schools/ colleges/ universities. Participate in career exhibition, job fairs, talent search etc.
Admin, Human Resource & Counselling

- Assist in Open Day, preparing documentation for orientation programmes and handouts to new students;
- Expose to the various HR activities
- Offer Counselling to inhouse students who need encouragement and advice (Psychology major)
- Assist in student & office administration, tuition fee & hostel payment collection & record
- Keeping track and filing of office monthly expenses, bills & receipts
- Prepare and submit monthly report, conduct vacancy research and survey for employment agency subsidiary (if applicable only)

Requirements:

- Candidate must possess or currently pursuing a Bachelor’s Degree in Business Studies/Administration/Management, Mass Communication/ Human Resource Management/ Marketing/ Psychology, or equivalent.
- Positive personality, with good command of English
- Required language(s): English
- Preferred language(s): Bahasa Malaysia and Chinese
- Applicants may choose to work either in Kuala Lumpur or Penang or Johor Bahru office.

Interested applicant should email resume and 1 passport size photo to: resume@excelmalaysia.com stating the preferred internship location as follow :-

**Inter-Excel Advisory Sdn Bhd**
Kuala Lumpur : 3A-19, Blk 3A Level 19, Plaza Sentral, Jalan Sentral 5, KL Sentral, 50470, Kuala Lumpur
Telephone: 03-2274 2800/ 22734800/ 22735800/ 018-7666100

Johor Bahru : No 29-A, Jalan Harimau Tarum, Taman Century, 80250 Johor Bahru, Johor.
Tel : 07-3330020/ 018-3545550

Penang : **Inter Excel Tourism Academy Sdn Bhd**
Wisma Perkeso (Heritage Building) No.269, Jalan Burma 10538 Georgetown, Penang, Malaysia
T: +604-2288 820/ 30/ 2277 600

**FB: fb.com/interexcelmalaysia**
**Website :** www.excelmalaysia.com