INTER EXCEL GROUP OF COMPANIES

Our company specialises in Aviation Placement Consultancy cum Cabin crew training, Career Counselling & Education. We are seeking self-motivated candidate to fill the following vacancy:

**Internship for Business/ Communication/ Marketing/ Human Resources/ Psychology/ 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 University major:**

**Marketing**

- Provide marketing-related support to management;
- Coordinate and execute marketing plans, social media campaigns and other related activities;
- 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.
- Design simple leaflet for open day, announcement, workshop etc (applicable for multimedia or design students only)

**Admin, Human Resource & Counselling**

- Assist in Open Day, preparing documentation for orientation programmes and handouts to new students;
- Resume checking, Appointment fixing
- Screening of candidates via telephone/ Skype interview
- Offer Counselling to inhouse students who need encouragement and advice
- 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 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.
- Foreign applicants of the following nationality are also allowed to apply: Russian, Korean, Japanese, Indonesian
- 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: Email: 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/interexcelemalaysia
**Website:** www.excelmalaysia.com