



INTERNSHIP Human Resources

Do you consider yourself as a hardworking and dynamic individual?

Are you flexible and enjoy problem solving?

Then come and join our HR team! Our HR Internship offers a wide range of practical challenges for a passionate individual who would like to test their HR capabilities in one of Malaysia most successful NGOs. You will have the opportunity to work in an international and motivated team that drives our organization towards success. The position is designed to develop you and prepare you for a career in HR, while also giving you the exciting experience of living in, and exploring, Malaysia - a fast growing emerging economy. We can guarantee a challenging and HR relevant workday, an active social life and the experience of a lifetime!

Length of internship: 3 - 12 months

Location: Kuala Lumpur, Malaysia

Benefits

- The chance to meet an array of different people in a multicultural environment.
- Develop your interpersonal skills.
- Freedom to grow and take on tasks according to capabilities.
- Learn how to work in dynamic international environment.
- Spend time with the awesome HR team!

Key Tasks

- Assisting the entirety of our recruitment and selection process.
- Promoting our positions to the specific target groups both nationally and internationally.
- Be a part of the team which makes the office policies and community living culture.
- Organize internal and external HR-related events, such as recruitment drives.
- Maintaining all the administrative work related to HR.

Allowance

- This is an unpaid internship.
- Internships lasting longer than 4 months may receive an allowance on a case-by-case basis.
- Food and accommodation will be provided to all interns.

Requirements

- Able to commit to a minimum of 3 months to gain full exposure of an HR team.
- Preferably currently pursuing Diploma/Degree.
- High English proficiency (written and verbal).

Contact

- To apply download the SOLS 24/7 Malaysia application form from <http://www.sols247.org/join/internship/>
 - Send the completed form and most recent grade transcript to apply@sols247.org
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