

We are
looking for
INTERNS.
It Could Be You.

Internship Programme

Kuala Lumpur - Damansara Heights (Office based)

Synthomer is one of the world's major suppliers of lattices and specialty emulsion polymers supporting leadership positions in many market segments including coatings, construction, textiles, paper and synthetic latex gloves.

What's in it for you?

- Real work experience
- Project involvement
- Personal effectiveness development in the area of:
 - Presentation
 - Communication
 - Problem solving

If your background study is related to the following fields:

Human Resource, Corporate Communication, Media/ Mass Communication, Business Administration, Marketing, English Language/ Linguistic/ Literature, Journalism or any related field,

apply or reach out to us through these channels.

Because who knows, it could be you!



www.synthomer.com



career.asia@synthomer.com



<https://www.linkedin.com/company/synthomer>



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Internship in Human Resource

Kuala Lumpur - Damansara Heights

During the internship period, you will be exposed to these areas:

Responsibilities:

- Assist HR BP Malaysia and Vietnam on all communication related programmes.
- Be involved in HR initiatives such as assisting in HR programmes coordination, preparing of presentation material, translation of literature from English to Bahasa Malaysia
- Assist in programmes such as Assessment Centres & Workday HRIS.
- Assist in administrative work such as C&B filing and other HR documents housekeeping.

Requirements:

- Candidate must possess or currently pursuing a Bachelor's Degree in Corporate/ Business Communication, English Language/ Linguistics/ Literature or any related field.
- Good communication and interpersonal skills
- Motivated, adaptable and detail-oriented
- Willing to learn and enjoys problem-solving
- Excellent command of English language – both spoken and written
- Familiar with Microsoft Word, Excel and PowerPoint
- Minimum internship period of 3 months



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