



Internship for Communication (January 2020 Intake)

Job description

- Assist the team with PR campaigns and media relations strategies
- Assist the team with PR reports
- Assist the team with marketing and branding ideas
- Assist the team with managing Facebook, YouTube, LinkedIn & Glassdoor
- Assist with the design and content creation.
- Provide overall administrative support in helping the department operate as efficiently and effectively as possible.

Job Requirements

- Diploma/ Degree in /Design/Creative Multimedia, Mass Communications, Advertising/Media or equivalent.
- Excellent interpersonal and communication skills
- Ability to work in a fast-paced
- Proficiency in Microsoft Word, Excel and PowerPoint
- Strong organizational, analytical and problem solving skills

Allowance

- RM1000

Application process

- Drop your cv/resume to syalini.g@qigroup.com
- Only shortlisted candidates will be contacted for an interview.
- Average processing time : 1-2 weeks



Internship for Marketing (February 2020 Intake)

Job description

- Perform market analysis and research on latest trends
- Assist in daily administrative duties
- Design and present new social media campaign ideas.
- Monitor all social media platforms for latest update, news, ideas and feedback
- Help with the planning and hosting of marketing events
- Research and evaluate competitor marketing and digital content
- Assist team members with creation and editing of content for the blog and newsletter
- Help distribute marketing materials

Job requirement

- BS in Marketing or relevant field
- In depth understanding of different marketing techniques
- Outstanding verbal and written communication skills
- Computer Literacy (MS Outlook, MS PowerPoint, MS Word, MS Excel)
- Excellent organizational and time management skills
- Outstanding multitasking abilities.

Allowance

- RM 1000

Application process

- Drop your cv/resume to syalini.g@qigroup.com
- Only shortlisted candidates will be contacted for an interview.
- Average processing time : 1-2 weeks



Internship for IT (February 2020 Intake)

Job description

- Shadowing members of the IT department as they perform their duties
- Support the IT team in maintaining hardware, software, and other systems
- Assist with troubleshooting issues and provide technical support
- Organize and maintain IT resources
- Inventory management
- Lend IT support in areas such as cybersecurity, programming, analytics, and data center management

Job requirement

- Computer Science, Information Technology, or Management Information Systems major
- Familiar with Java, NET, JavaScript or HTML/DHTML and Microsoft Office Suite
- Strong verbal and written communication
- Excellent analytical and problem-solving skills
- Ability to work well in teams
- Strong work ethic and attention to detail

Allowance

- RM1000

Application process

- Drop your cv/resume to syalini.g@qigroup.com
- Only shortlisted candidates will be contacted for an interview.
- Average processing time : 1-2 weeks



Internship for Social Development (February 2020 Intake)

Job description

- Assist Program Officer in coordinating the activity session at the Maharani Learning Center
- Assist in planning, arranging, coding and listing the appropriate resources in the RF Resource corner.
- Assist in collecting, evaluating, and tabulating data for Human Interest stories and event write ups.
- Map out the potential partners for Birthday Projects
- Taking photos and compiling
- Visit YWCA MLL and Taarana
- Any other task deem suitable assigned by the program Manager and HOD

Job Requirements

- Diploma/ Degree in Social Work/Sociology/Psychology or any related field
- Interested in learning about Social Development work
- Excellent interpersonal and communication skills
- Ability to work in a fast-paced
- Proficiency in Microsoft Word, Excel and PowerPoint
- Strong organizational, analytical and problem solving skills

Allowance

- RM1000

Application process

- Drop your cv/resume to syalini.g@qigroup.com
- Only shortlisted candidates will be contacted for an interview.
- Average processing time : 1-2 weeks



Internship for Accounting (February 2020 Intake)

Job Description

- Shadowing members of the Accounting department as they perform their duties
- Assist with research, filing, data entry, recording and maintaining accurate financial records
- Reconcile balance sheet accounts
- Perform credit checks
- Assist with data entry
- Help with accounts receivable, payable, and bank statement reconciliation

Job requirement

- BS in Accounting or relevant field
- Strong technical and organizational skills
- A high level of integrity, accuracy, dependability, enthusiasm, and confidentiality.
- Proficient in Microsoft Office applications (Excel, Word, and PowerPoint).
- Excellent organizational and time management skills
- Outstanding multitasking abilities.

Allowance

- RM1000

Application process

- Drop your cv/resume to syalini.g@qigroup.com
- Only shortlisted candidates will be contacted for an interview.
- Average processing time : 1-2 weeks



Internship for Communication (February 2020 Intake)

Job description

- Assist the team with PR campaigns and media relations strategies
- Assist the team with PR reports
- Assist the team with marketing and branding ideas
- Assist the team with managing Facebook, YouTube, LinkedIn & Glassdoor
- Assist with the design and content creation.
- Provide overall administrative support in helping the department operate as efficiently and effectively as possible.

Job Requirements

- Diploma/ Degree in /Design/Creative Multimedia, Mass Communications, Advertising/Media or equivalent.
- Excellent interpersonal and communication skills
- Ability to work in a fast-paced
- Proficiency in Microsoft Word, Excel and PowerPoint
- Strong organizational, analytical and problem solving skills

Allowance

- RM1000

Application process

- Drop your cv/resume to syalini.g@qigroup.com
- Only shortlisted candidates will be contacted for an interview.
- Average processing time : 1-2 weeks