



**RECRUIT EXPRESS SERVICES SDN BHD**  
Unit 28-06, Level 28 Q Sentral, 2A, Jalan Stesen  
Sentral 2, KL Sentral, 50470 Kuala Lumpur



Tel: (603) 2713 8830  
Fax: (603) 2713 8083

[www.recruitexpress.com.my](http://www.recruitexpress.com.my)

# INTERNSHIP PROGRAM

## Job Descriptions:



- Managing candidates & clients' database.
- Developing and managing ongoing client relationships.
- Sourcing and hunting for the best candidates to suit our client's business needs and requirements.
- Providing appropriate and professional advice to candidates pertaining to their career progression and development.
- Understanding needs of candidates and help oversee the process from job introduction to closure

- Undergraduate in any field
- Optimistic and positive attitude
- High persistence and enjoys new challenges
- Excellent written and spoken communication
- Self-driven
- Ability to work independently and thrive in a fast paced environment

## Job Requirements:



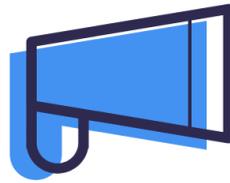
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 **PIKTOCHART**

WANT MORE THAN JUST A JOB?



Established in 1996, we have grown to become a leading recruitment consultancy firm with 14 offices in Singapore and footprints in Hong Kong, Kuala Lumpur and Taipei.



Embark your career with our "People Business" today



# BE OUR RECRUITERS

## The Role

A Recruitment Consultant's job is a hybrid role - it is not just about recruitment. It also encompasses business development, account management, marketing, customer service all rolled into one. It is about understanding people's needs and motivations and managing clients' and candidates' expectations. It is about building relationships.

A challenging role indeed, but a very meaningful one!

*join us and be part of our dynamic team*



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## **Company Overview:**

Established since 1996 in Singapore, Recruit Express has emerged as a leading staffing solutions provider that has set a proven track record for matching the right people with the right placement within the shortest time. With a vast network of resources, extensive databases and defined recruitment processes, we have been successful in connecting talented job seekers of the highest caliber to employers who want the best in their teams and success in their business.

At Recruit Express, we endeavor to maintain Dedication, Quality and Speed as our key strengths. We live by our mission with pride and serve with distinction to exceed clients' and jobseekers' expectations. Driven by passion and a strong desire to strive continually towards excellence, we adopt the best practices and dynamic growth strategies in expanding operations aggressively across the Asia Pacific regions: Hong Kong, Singapore, Taiwan, Malaysia, and Australia, as well as a partner network in Shanghai, Tokyo and Bangkok.

**Our Vision: To Be The Leading and Most Admired Recruitment and Staffing Consulting Firm in Singapore and Asia Pacific.**

**Type of industry: Human Resource Management/ Consulting**

**Nature of Business: Recruitment and Staffing**

**Website URL: [www.recruitexpress.com.my](http://www.recruitexpress.com.my) , [www.searchasia.com.my](http://www.searchasia.com.my) , [www.recruit-legal.com](http://www.recruit-legal.com)**

## **Internship**

<b>Company Name</b>	<b>Internship Post</b>	<b>What is your company's training requirement? e.g. GPA and course</b>	<b>How many interns your company wishes to recruit?</b>	<b>What is the scope &amp; responsibilities of the internship placement?</b>	<b>Is there any allowance provided or any other benefits?</b>	<b>Duration</b>
Recruit Express Services Sdn Bhd	Internship	1. Bachelor degree in Business, Marketing, HR, Psychology, Mass communication, Sociology 2. Good communication and interpersonal skills 3. Outgoing, Positive and energetic individual 4. Willing to learn and willing to take challenges	5	1. Developing new and managing ongoing clients relationships 2. Sourcing and hunting for the best candidates to suit clients' business needs and requirements 3. Posting jobs advertisements on job portals 4. Arranging and conducting interviews 5. Provide career advice to candidates	RM800 per month, Special Temp bonus and monthly birthday celebrations!	At least 3 months

## **Full Time Position- Recruitment Consultant**

<b>Company Name</b>	<b>Position</b>	<b>Requirements.</b>	<b>Responsibilities.</b>	<b>Basic Salary</b>
Recruit Express Services Sdn Bhd	Recruitment Consultant [Fresh Graduates]	<ol style="list-style-type: none"><li>1. Bachelor degree in ANY Field</li><li>2. Good communication and interpersonal skills</li><li>3. Outgoing, Positive and energetic individual</li><li>4. Willing to learn and willing to take challenges</li><li>5. Fresh graduates are welcome! Training is provided</li></ol>	<ol style="list-style-type: none"><li>1. Developing new and managing ongoing clients relationships</li><li>2. Sourcing and hunting for the best candidates to suit clients' business needs and requirements</li><li>3. Posting jobs advertisements on job portals</li><li>4. Arranging and conducting interviews</li><li>5. Provide career advice to candidates</li><li>6. Meet clients demands and change accordingly</li></ol>	RM2700- RM3000 with Attractive incentives scheme, Annual and medical Leave, Dental benefits, Quarterly Workshops and Trainings

**Location:** Unit 28-06, Level 28 Q Sentral, 2A Jalan Stesen Sentral 2, KL Sentral, 50470 Kuala Lumpur

**Person to contact:** Send latest resume with a picture to Teresa Lee, HR Business Partner 03-27138830