

Job Profile

Organisational Information	
Ayvens Job Title	Accounts Intern
Global Role Profile Title	NA
Division	Finance
Reports To	Finance Manager
Key Purpose of Division	Manage day to day financial and accounting related matters
Job Level	Interns
Process Ownership	NA
Number of People Managed	NA

Job Contribution	
Overall Job Purpose	Assist in day to day financial and accounting tasks.
Key Responsibilities	<ol style="list-style-type: none"> 1. Assist in Completing all WO/VO/VR. 2. Assist in payment processing. 3. Assist in data entry in MILES and SUNS accounting system. 4. Sending out monthly lease invoices to customers. 5. Assist in bank reconciliation. 6. Assist in requesting Statement of account and reconciling on a quarterly basis. 7. Assist in monthly, quarterly and annual closing. 8. Assist in liaising with auditor or tax agent. 9. Filling of documents. 10. Other duties as assigned from time to time.
Key Internal Collaboration Partners	Mainly finance team, and with other teams as and when required.
Education & Technical Ability	<ol style="list-style-type: none"> 1. A-level or equivalent experience. 2. Pursuing a degree related to Accounting and Finance, with basic knowledge in Accounting and Finance. 3. Fluent in business English language - written and verbal. Second or third language preferable. 4. Working knowledge of core Microsoft applications - Word, Excel, PowerPoint & Teams.
Desired Previous Work Experience	NA
Global Competencies	All roles are subject to the AYVENS global competency framework.

Interested candidates may submit a resume, cover letter, and academic transcripts via email to Stephie.tan@aldautomotive.com or Whatsapp 012-9889741

ALD MHC Mobility Services Malaysia Sdn Bhd
Role Profile- Account Intern
Version 1, reviewed and agreed on 19 August 2024

Job Profile

Organisational Information	
Ayvens Job Title	Operations Intern
Global Role Profile Title	N/A
Division	Operations
Reporting Line	Senior Technical Service Advisor
Key Purpose of Division	In Charge of Repair, Maintenance and Tyre Replacement
Job Level	Intern
Process Ownership	
Number of People Managed	N/A

Job Contribution	
Overall Job Purpose	Internship in the Operations Dept - Repair, Maintenance and Tyre Service team. Assist in communication with customer and driver for all service orders.
Key Responsibilities	<ul style="list-style-type: none"> Ensuring maintenance, repair and tyre replacement request and orders are fulfilled using Miles. Performing pick up, delivery of customer vehicle for service, maintenance, tyre replacement order. Managing the relief vehicles process including physical delivery of relief car to customers. Other duties (such as customer returned vehicle inspection) that are assigned from time to time.
Key Internal Collaboration Partners	<ul style="list-style-type: none"> Operations Department, Finance Department, Commercial Department, Admin.
Education & Technical Ability	<ul style="list-style-type: none"> Completed, or currently pursuing technical diploma courses related to Automotive. Ability to converse and write English and Bahasa Melayu. Good customer relation and communication skills. Valid driving license.
Desired Previous Work Experience	N/A
Global Competencies	All roles are subject to AYVENS global competency framework.

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ALD MHC Mobility Services Malaysia Sdn Bhd
(To be rebranded as Ayvens)

Role profile- Operations Intern Version 3- 09
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