

# INTERNSHIP OPPORTUNITY

## Internship - Business Admin / Finance / HR

The logo for softinn, featuring the word "softinn" in white lowercase letters on a green square background.

Type of Vacancy : Internship

Preferred education level (s) : Degree, Diploma

Preferred Major (s) : Accounting, Finance, Marketing, Business Management

### Organization details :

Company : Softinn Solutions Sdn Bhd  
Website : <https://www.mysoftinn.com/>  
Address : No. 1-1 & 1-2, Jalan Komersial TAKH 3, Taman Ayer Keroh Heights, 75450 Melaka, Malaysia.

### Job Responsibility :

1. Assist in Finance & Bookkeeping tasks
2. Assist in the HR processes & administrative tasks
3. Assist in updating and creating Softinn products' user guides and knowledge base (video guide compilation)
4. Conduct research (market research, competitor research, internal metrics research) to better improve business performance
5. Assist operation manager in general business correspondence (internal and external)
6. Assist in office administrative duties, if any

### Job Requirements and Qualifications :

1. Pursuing a Diploma/Degree in Business Admin, HR, Marketing, International Business, Secretarial, Finance & Accounting, LCCI, or equivalent
2. Good in English (both written and oral). Being fluent in Bahasa or Mandarin is a plus point.
3. Proficient computer skills
4. Familiar with video and photo editing software (Canva, Filmora)
5. Open to trying any online tools and apps that help in operational efficiency, and ability to adapt to a fast-paced environment
6. Ability to communicate clearly with team members
7. The minimum internship duration is 3 months, preferably more than 4 months

Benefits : -

### Person-in-charge :

Name : Zetty  
Contact No. : 062531592  
Email : [career@mysoftinn.com](mailto:career@mysoftinn.com)