

INTERNSHIP OPPORTUNITY

Internship for Business Administrative

Type of Vacancy : Internship

Preferred education level (s) : Diploma, Degree, Master

Preferred Major (s) : Business



Organization details :

Company : Grownce Sdn Bhd
Website : <http://ukubear.com/about-us>
Address : No. 14, Jalan SILC 2/4, Kawasan Perindustrian SILC, 79200 Nusajaya, Johor.

Job Responsibility :

1. Data management.
2. Business System Process Flow.
3. SOP management.
4. Customer Communication.
5. General Administration Support

Job Requirements and Qualifications :

1. Candidate must possess or currently pursuing a Bachelor's Degree in Business Studies/Administration/Management, Economics or equivalent.
2. Creative with new ideas and initiatives.
3. Excellent verbal communication skills & presentation.
4. Knowledge of Google Cloud Based, such as Google Doc, Slide & Spreadsheet.
5. Willing to learn.
6. Available for work from home or work at office.

Benefits :

- ✓ Work from home

Person-in-charge :

Name : KOH YENN XING
Contact No. : 018-281 7886
Email : ukubear.yennxing@gmail.com



Grownce Sdn Bhd

14, Jalan SILC 2/4, Kawasan Perindustrian SILC,
79200 Iskandar Puteri, Johor.
<https://ukubear.com/about-us/>



Guinness World Record Holder Company WE ARE HIRING INTERNS!

Position for Internship

- Human Resource
- Administration
- Accounting
- Finance
- Multimedia
- Mass Communication
- Psychology
- Marketing

Why Choose Us?

- **Lively and Fun working environment.**
- Inhouse **Gym Facilities, Karaoke, Pool Table , Game Station** and many more.
- **Young working enviroment** and easily adapt to Company Working Culture.
- **High chance** for intern **convert to Full Time Employee.**
- Excellent Intern's performance are entitle **"Recommendation Letter"** from Company.
- **Guinness World Record Holder "World Largest Music Lesson"**.
- **Work from Home / Office** is Allowed!



Pool



Gym



Durian



Badminton



Movie Day

JOIN US NOW !

Submit your resume today to the email and be on your way to an amazing career!

Email: ukubear.yennxing@gmail.com
Contact: 016-7227416 (Steven)