INTERNSHIP OPPORTUNITY

Intern - Outdoor Operation

Type of Vacancy : Internship

Preferred education level (s) : Diploma, Degree

Preferred Major (s) : Business, Electric & Electronic Engineering, IT, Mass communication

Organization details :

Company : Belive Ventures Sdn Bhd
Website : www.belive.asia
Address : No. 42-46, Ground Floor, Jalan SS 19/1d, Ss 19, 47500 Subang Jaya, Selangor

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Job Responsibility :

1. Understand physical operations, check-in/out procedures and inspections.
2. Learn coordination between housekeeping, maintenance, and tenant services.
3. Can perform room inspections, report defects, and update logs accurately.
4. Update and manage Lark Base operation logs

Job Requirements and Qualifications :

1. Have your own transport is a must
2. Any field of study are welcome (preferably related to business, management, operations)
3. Maintain punctuality, discipline and professionalism.
4. Uphold confidentiality, integrity and data accuracy.

Benefits :

✓ **annual leave**

Person-in-charge :

Name : Anthony Lim
Contact No. : 018-380 3877
Email : anthony.lim@belive.my

BeLive - Structured Internship Programme

Company Profile

Company Name:
Belive Ventures Sdn. Bhd.

Company Registration Number:
202101035366 (1435666-K)

Date Established:
26 October 2021

Business Address:
No. 42-46, Ground Floor, Jalan SS 19/1d, Ss 19, 47500 Subang Jaya, Selangor

Additional Information:
Email : info@belive.asia
Website : https://belive.asia/
Facebook : https://www.facebook.com/BeLiveCoLiving
Instagram : https://www.instagram.com/belivecoliving/#
Tik Tok : https://www.tiktok.com/@belivecoliving
Youtube : https://www.youtube.com/@BeLiveColiving?app=desktop

Company Background
Belive Ventures Sdn. Bhd. was established on 26 October 2021 under the name **Designnow Sdn. Bhd.**, specializing in interior design and renovation. On 10 January 2024, the company rebranded as **Iliving Protech Sdn. Bhd.** to expand its services into property management. Finally, on 20 February 2024, the company adopted the name **Belive Ventures Sdn. Bhd.** to better align with its vision of delivering innovative and community-focused co-living solutions.

Programme Overview

Programme Title : BeLive - Structured Internship Programme
Duration : 3–6 Months
Mode : Hybrid (Office, On-Site, Field Training)

Departments Covered:

- Outdoor Operation
- Outdoor Sales
- Indoor Operation
- Indoor Sales
- Owner Relations
- Owner Sales
- Marketing
- Housekeeping
- Maintenance
- Admin
- Renovation
- Property Sales

Programme Purpose:

To develop future-ready talents with industry-relevant skills, hands-on experience, and professional competencies

2. Training & Learning Framework

The internship programme includes:

- Structured modules with objectives and outcomes
- Practical, on-site exposure
- Assessments and supervisor evaluations
- Skills development and competency tracking
- Final reporting, presentation and certification

Core Competencies Developed Across All Departments:

- Data Management (Collection, organization, storage)
- Data Analysis (Excel, dashboards, performance metrics)
- Data Visualization (Graphing, KPI reports, presentations)
- Communication & Customer Engagement
- Problem-Solving & Decision-Making
- Professional Conduct, Leadership & Discipline
- Co-Living Operational Knowledge

3. Core Internship Modules (For All Interns)

Module 1: Company & Industry Orientation

Learning Objectives:

- Understand co-living ecosystem, tenant cycle, and market structure.
- Learn company SOPs, safety procedures, and operational workflows.

Learning Outcomes:

- Can explain co-living business model.
- Can follow SOPs and compliance procedures.

Practical Tasks:

- Orientation briefing
- Department walk-through
- System onboarding (Lark, CRM, dashboards)

Module 2: Data Management & Digital Skills

Learning Objectives:

- Learn to collect, organize, clean and store data properly.
- Understand analytics tools for operations/sales performance.

Learning Outcomes:

- Able to prepare dashboards, analyze trends, and generate insights.

Practical Tasks:

- Excel training (SUMIF, COUNTIF, VLOOKUP, Pivot)
- Weekly data updates
- Dashboard building

Module 3: Communication & Professional Development

Learning Objectives:

- Develop confidence in communication with team and customers.
- Learn professional etiquette and problem-handling.

Learning Outcomes:

- Able to draft professional emails, respond to enquiries, and participate in meetings.

Practical Tasks:

- Customer enquiry handling
- Team meeting participation
- Email writing practice

Module 4: Problem-Solving & Project Execution

Learning Objectives:

- Apply critical thinking to solve daily operational challenges.
- Execute a real mini-project based on department needs.

Learning Outcomes:

- Able to present analysis, propose improvements, and defend solution.

Practical Tasks:

- Weekly issue logs
- Small operational improvement project
- Final presentation to management

4. Department-Specific Modules & Job Descriptions

Each intern receives one dedicated department module while also gaining exposure to core modules.

Outdoor Operation Intern

Learning Objectives:

- Understand physical operations, check-in/out procedures and inspections.
- Learn coordination between housekeeping, maintenance, and tenant services.

Learning Outcomes:

- Can perform room inspections, report defects, and update logs accurately.

Job Scope:

- Assist check-in/out
- Conduct property inspections
- Update Lark Base operation logs
- Support inventory counting

Skills Developed:

- Site operations, coordination skills, reporting accuracy

Outdoor Sales Intern

Learning Objectives:

- Understand sales funnel, market demand and customer segments.

Learning Outcomes:

- Able to support on-ground sales strategies and lead acquisition.

Job Scope:

- Roadshows & flyer distribution
- Lead follow-up with agents
- Competitor research

Skills:

- Customer engagement, field sales, analytical thinking

Indoor Operation Intern

Learning Objectives:

- Learn back-office operational management and reporting.

Learning Outcomes:

- Able to manage data dashboards and summarize operational performance.

Job Scope:

- Occupancy tracking
- Payment follow-up support
- Daily/Monthly operation reporting

Skills:

- Data visualization, analysis, reporting

Indoor Sales Intern

Learning Objectives:

- Develop sales communication skills & CRM proficiency.

Learning Outcomes:

- Able to handle inbound leads and convert them effectively.

Job Scope:

- Manage online enquiries
- Update online listings
- Assist with sales documentation

Skills:

- CRM management, communication, digital sales

Owner Relations Intern

Learning Objectives:

- Learn property owner communication, reporting & profit distribution cycles.

Learning Outcomes:

- Able to prepare owner statements and maintain owner databases.

Job Scope:

- Monthly owner profit report preparation
- Owner meeting coordination
- Data updates

Skills:

- Stakeholder management, reporting

Owner Sales Intern

Learning Objectives:

- Learn property investment sales strategy.

Learning Outcomes:

- Can assist in preparing investor presentations and market analysis.

Job Scope:

- Market study
- Sales deck preparation
- Investment proposal support

Skills:

- Presentation skills, market analysis

Marketing Intern

Learning Objectives:

- Learn social media management, branding and content strategy.

Learning Outcomes:

- Able to design content, run campaigns and generate analytics reports.

Job Scope:

- Content creation (video, poster)
- Social posting & scheduling
- Weekly analytics reporting

Skills:

- Creative design, video editing, data analytics

Housekeeping Intern

Learning Objectives:

- Understand housekeeping SOPs, quality checks & scheduling.

Learning Outcomes:

- Able to conduct QC checks and produce cleanliness score reports.

Job Scope:

- QC inspections
- Inventory control
- Cleaning schedule support

Skills:

- Operational management, SOP compliance

Maintenance Intern

Learning Objectives:

- Learn preventive maintenance, defect reporting and asset management.

Learning Outcomes:

- Able to log and track maintenance issues.

Job Scope:

- Equipment testing support
- On-site servicing assistance
- Maintenance log updates

Skills:

- Technical understanding, asset tracking

Admin Intern

Learning Objectives:

- Learn administrative operations, HR support and internal documentation.

Learning Outcomes:

- Able to prepare administrative reports and manage workflows.

Job Scope:

- Filing & documentation
- HR data entry
- Scheduling support

Skills:

- Administrative management, communication

Renovation Intern

Learning Objectives:

- Learn project coordination, budgeting, materials management and vendor communication.

Learning Outcomes:

- Able to support renovation projects from planning to execution.

Job Scope:

- Site checks
- Cost estimation support
- Material ordering assistance

Skills:

- Project management, costing

Property Sales Intern

Learning Objectives:

- Learn real estate sales, buyer profiling, pricing strategy.

Learning Outcomes:

- Able to support property viewing and listing management.

Job Scope:

- Property listing creation
- Client communication
- Market pricing research

Skills:

- Sales negotiation, communication

5. Employer Expectations

- Maintain punctuality, discipline and professionalism.
- Uphold confidentiality, integrity and data accuracy.
- Submit weekly logbooks and required reports.
- Participate actively in meetings and trainings.
- Learn proactively and demonstrate initiative.

6. Assessment & Evaluation Methods

Weekly Logbook Submission:

- Track tasks, learning, challenges and hours.

Monthly Supervisor Evaluation:

- Technical competence
- Communication skills
- Work quality
- Problem-solving
- Teamwork & attitude

Final Project & Presentation:

- Data-driven findings
- Operational improvements
- Presentation to management

End-of-Internship Report:

- Summary of learning journey
- Personal reflection
- Skills gained

7. Programme Completion & Certification

Interns who complete the programme will receive:

- BeLive Ventures Internship Certificate
- Supervisor Evaluation Report