INTERNSHIP OPPORTUNITY

Admin Executive 行政人员

Type of Vacancy : Internship

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

Preferred Major (s) : Business

Organization details :

Company : Global English Academy
Website : https://www.facebook.com/GlobalEnglishAcademyHQ
Address : 8, 8A, 8B, Jalan Indah 15/3, Taman Bukit Indah, 79100 Johor Bahru, Johor

Job Responsibility :

1) Handle daily administrative tasks, including document management and filing
   处理日常行政事务，包括文件管理和归档
2) Manage class schedules, student enrollments, and attendance records
   管理课程安排、学生注册和考勤记录
3) Coordinate with teachers and students for class arrangements and materials
   与教师和学生协调课程安排和材料事宜
4) Support finance-related tasks such as invoicing, fee collection, and petty cash handling
   协助财务相关工作，例如开具发票、收取费用和处理零用现金
5) Maintain and update student databases and ensure accurate records
   维护和更新学生数据库，确保记录准确无误
6) Provide customer service support, responding to inquiries via phone, email, or walk-ins
   提供客户服务支持，通过电话、电子邮件或来访方式回复咨询
7) Coordinate office supplies, inventory, and vendor management
   协调办公用品、库存和供应商管理
8) Perform other general office duties as assigned
   完成其他分配的日常办公任务

Job Requirements and Qualifications :

1) Confident and capable of handling jobs professionally.
2) With the ability to work well without supervision.
3) Good inter-personal communication skills.
4) Good in handling Excel or related spreadsheet software.
5) Language Proficiency: English, Malay and Mandarin will be added an advantage

1) 具有良好的服务意识、细心、有责任感
2) 能晚上和周末工作
3) 熟练使用Microsoft office (word, excel)、基本操作电脑、canva
4) 有相关工作经验者优先

Benefits :

- ✓ Opportunities for promotion
- ✓ Professional development

Person-in-charge :

Name : Miss Wong
Contact No. : 012-911 8649
Email : ptgajb@hotmail.com

To foster excellence & self-confidence in learners.

phonics. Unlock. Potential.

Let's See What The Parents Said

Graduation & Awards Ceremony

Our Location

Global Academy & Global English Academy (HQ)
8, 8a & 8b, Jalan Indah 15/3,
Taman Bukit Indah, 81200, JB.
+6012-897 5688

Branches
Global English Academy (Mutiara Mas)
45a & 45b, Jalan Mutiara 1/9,
Taman Mutiara Rini, 81300 Skudai, Johor.
+6016-711 6488

Global English Academy (Setia Tropika)
53-01, Jalan Setia Tropika 1/17,
Taman Setia Tropika, 81200, Johor Bahru, Johor
+6012-911 8649

Office Hours

Tuesday & Wednesday
10:00am-9:00pm

Thursday to Saturday
10:00am-6:30pm

Sunday
10:00am-5:30pm

Global ENGLISH ACADEMY

We prepare for
Cambridge
English Qualifications

Global ENGLISH ACADEMY

✱ 英语音标 GLOBAL PHONICS
✱ 剑桥英语 CAMBRIDGE ENGLISH

globalacademy.edu.my

Learn. Confidence.

About

Global English Academy, a leading language institution in Johor Bahru, offers comprehensive English programs for learners aged 4–18. We are the first in the city to host a fully English Summer Camp, welcoming both local and international students. Through Cambridge English Qualifications, experienced tutors, and an engaging, learner-focused curriculum, we help children build a strong foundation and reach their full potential.
As a proud sub-brand of the JL Global Academy Group, we continue the Group's mission of delivering high-quality education.

Vision
To foster excellence and self-confidence in learners.

Mission
To empower learners with a strong language foundation for confident, effective international communication.

Motto
"Speak with Confidence, Connect Globally"

Popular Courses

Global Phonics (4–8yrs old)

Cambridge English for Young Learners (6–12yrs old)
- Pre-A1 starters
- A1 Movers
- A2 Flyers

Cambridge English for Teens (13–18yrs old)
- A2 Key for Schools (KET)
- B1 Preliminary for Schools (PET)
- B2 First for Schools (FCE)
- C1 Advanced (CAE)

Cambridge English — trusted worldwide, accepted by 25,000+ schools and universities.

Exam Preparatory Course (Cambridge English/ IELTS/ IGCSE / PTE)

English Writing Class - Write smarter, better, and excel in academic writing.

"The Young Speaker" Public Speaking Holiday Workshop
Always fully booked — the most anticipated holiday program! Where kids beat stage fright, gain confidence, and shine as young speakers.

Summer English Camp
A summer camp brings together students from across the globe to master English, build confidence, and shine together.

Small Group Class & Private 1 on 1 Class

Why Us??

- **100%** 100% English Immersion — Master all 4 skills naturally
- Expert Teachers — Caring, with proven exam success
- Cambridge Certificates — Prestigious, recognised worldwide
- Affordable Tuition Fee — High-quality education at fair fees
- Fun, Engaging & Multimedia Driven Teaching
- Presentation & Public Speaking — Build real-world confidence
- UK-Based Learning Materials — Trusted resources that guarantee progress
- Graduation & Awards Ceremony — Celebrate success

Awards & Recognitions

- Certified Cambridge Preparatory Centre – Bronze Level Preparation Centre
- Official Corporate Partner of the Oxford Placement Test
- Authorised IELTS Registration Centre for the British Council
- Authorised IELTS Registration Centre for the IDP Education
- Certified Training Provider under HRD Corp Malaysia

MTE 2023

Pilihan Pengguna Consumers Choice MTPN

HRD Corp Approved Training Provider

oxford english testing .com

In partnership with idp IELTS Referral Agent

BRITISH COUNCIL IELTS Registration Centre

How to Get Started with Us?

Visit us today for a FREE consultation → FREE Placement Test + Trial Class Discount → Register now & unlock exclusive offers!