

## **Internship for Marketing / Business / Finance**

### **Responsibilities:**

- Perform and manage different tasks by the assigned department.
- Provide assistance and administrative support to the assigned department.
- To ensure all procedures comply with the Corporation's standards and policies.
- Assist in ad-hoc issues/duties that are assigned from time to time.

### **Requirements:**

- Minimum Diploma in Marketing, Business Administration, Finance or equivalent.
- Computer literate.
- Good interpersonal skills especially in dealing with stakeholders, authorities, etc.
- Good communications skills – written and spoken.
- Initiative, results driven and able to work independently.
- Team player with ability to multi-task.