Intern

Job Scope

As an Intern, you will provide administrative support to the team while gaining valuable exposure to project workflows and professional processes. This role enhances your organizational, communication, and project coordination skills through hands-on learning and project-based activities.

Responsibilities

- Provide administrative support by organizing and maintaining project documentation and related files.
  Assist in processing requests ensuring timely follow-up on administrative tasks.
  Support the team in tracking and updating project information in the company's software systems.
  Participate in project-related meetings, assist in taking meeting minutes, and follow up on action items.
  Collaborate with team members to ensure smooth project workflows and assist in maintaining project schedules.
  Conduct research on industry trends, market conditions, and innovative tools to support ongoing team projects.
  Help prepare and distribute internal reports and project updates to the team.
  Actively participate in learning activities to gain knowledge of professional practices and industry trends.

Requirements

- Currently pursuing a degree in Business Administration, Project Management, or a related field (preferred).
  Strong organizational skills with attention to detail.
  Proficiency in Microsoft Office (Word, Excel, PowerPoint).
  Ability to manage multiple tasks and prioritize workload efficiently.
  Strong written and verbal communication skills.
  Ability to work well both independently and in a team environment.
  A proactive and positive attitude with a willingness to learn.
  Experience in an administrative or support role (internships, part-time jobs, etc.).
  Interest in project management or related industries.
  Basic understanding of office software and document management systems.
  Other duties as requested