Your Company Logo

**Job Description Format [Sample]**

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| **General information** |  |
| Name of the company: | *Malaysian Dutch Business Council (MDBC)* |
| Corporate description (brief): | *The MDBC is a bilateral trade support organisation. Now with a wide variety of almost 300 members, our tasks centre around providing membership services. The MDBC provides information, deals with dialogues and issues, organises events and brings networking opportunities.* |
| Location of the company: | *Malaysian Dutch Business Council (MDBC)*  *Unit 808, 8th Floor*  *Wisma Lim Foo Yong*  *50200 Kuala Lumpur*  *Malaysia* |
| Preferred starting date: | *September 2020* |
| Preferred gender: | *Male/Female/No Preferences* |
| Preferred age: | *Year old/No Preferences* |
| Preferred school year /  type of internship: | *Third year student* |
| **Job Description** |  |
| Tasks/Responsibilities/Project/  Research: | One of MDBC’s main services and programs is the MDBC Internship Program. The student intern is expected to:  - *Assist in organisation of events for students;*  - *Assist in the administrative process regarding the MDBC Internship Program*  - *Assist in communication/promotion of the Program;*  - *Pick up students on arrival from KL Sentral;*  - *Assist and liaise with students on documentation and activities.* |
| Typical work activities (daily /weekly /monthly): | *Besides your project-related activities, you will be fully involved in the day-to-day workload, which consist of answering phone calls, E-mail control.* |
| Department:  Reporting to: | *MDBC’s Student Internship Program Mngr.*  *Executive Director* |
| **Requirements** |  |
| We are looking for: | *A social and responsible intern with good English communication skills who knows how to work with Microsoft Office* |
| **We Offer** |  |
| What the intern can expect at our company: | *We offer an internship with a variety of work in a challenging industry which will expose the student to real work responsibilities and business challenges. Well-structured organisation with friendly and competent colleagues.* |

Based on MDBC’s overview of available study-areas, can you indicate which of these study-area(s) would best fit your requirements?

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Or do you have specific requirements or expectations based on your previous experiences with student interns and/or our partner-schools:

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An example of a Job Description is given in the second column; please change this to your own corporate details and requirements. Kindly ensure that you are as precise as possible, this will make it easier for all parties to source for the best suitable intern for your company.

Please return by email to: internship@mdbc.com.my

For questions or comments: 03 – 2722 8335