**Job Description Format**

Insert Your Company Logo Here

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| **General information** |  |
| Name of the company: | *Malaysian Dutch Business Council (MDBC)* |
| Corporate description (brief): | *MDBC is a bilateral trade support organisation. Now with a wide variety of more than 280 members, our tasks centre around providing membership services. MDBC provides information, deals with dialogues and issues, organises events, and brings networking opportunities.*  |
| Location of the company: | *Malaysian Dutch Business Council (MDBC)**21-3A Binjai 8 Premium Soho**Lorong Binjai, off Jalan Binjai**50450 Kuala Lumpur, Malaysia* |
| Preferred starting date: | *September 2024* |
| Preferred gender: | *Male / Female / No Preferences*  |
| Preferred age: | *Years old / No Preferences* |
| Preferred school year /type of internship: | *Third year student / Fourth 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): | *In addition to your project - related activities, you will be fully involved in the day – to - day workload, which consist of answering phone calls and monitoring the relevant e - mail correspondences.* |
| 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, please indicate which study - area(s) would best fit your requirements?

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Or if 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 provided in the second column of the table above; 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 e - mail to: internship@mdbc.com.my