



EDUSPEC
HOLDINGS BHD
The No.1 K12 IT Education Provider in Asia

INTERN – HUMAN RESOURCE

Responsibilities:

- Assist in recruitment process including advertising, screening and arranging the interview.
- Assist in maintaining and updating attendance record, medical claim and training record.
- Assist in updating relevant resumes in the bank resume.

Requirements:

- Candidate must possess at least a Bachelor's Degree in Human Resource Management/ Business Administration or equivalent.
- Required language(s): Bahasa Malaysia, English.
- Independent and well organized.

Interested applicants should email resume to hr@eduspec.com.my stating current and expected salaries and contact number.

You may visit us at www.eduspec.com.my to get more details.

Only shortlisted candidate will be notified.