

Business Development Internship

About the Job

- You will be responsible for handling day-to-day operational tasks and responsibilities in the fields of business development in one of our ventures
- You will work closely with our senior staff and be pushed to your limits working in a team of outstanding individuals
- You get exposure to and gain knowledge on venture building and business development

Who we're looking for

- Candidate currently pursuing a Diploma or Bachelor's Degree in Business Studies/Administration/Management, Communications, or equivalent and are at or near the top of your class
- You are very structured, attentive to details, hardworking, hands-on and ambitious
- Written and oral fluency in English is required
- Minimum period of 3 months
- CGPA should be 3:00 and above.

What you can expect from us

- You'll be working with a mix of young and hungry talent, as well as experienced heads who know how to bring out the best of people
- Great opportunities for personal and professional development, you are encouraged to take risks, learn from your mistakes, and apply that learning to new challenges
- We value our employees and recognize their contributions towards the success of the teams and organization. Therefore you can expect a lot of rewards and benefits from us.

If you would like to become part of the LaunchPad team and excited about learning in a fun, driven environment, we would love to hear from you! Please send an email to recruitment@launchpadstartups.com with "Graphic Design Internship " in the subject line, a short cover letter, resume and grades as soon as possible. Interviews are conducted within 1-2 weeks of application submission.

Graphic Design Internship

About the Job

- You will be responsible for handling day-to-day activities and tasks in the field of graphic designing in one of our ventures
- You will be responsible for working on exhibitions and display of the websites
- You will need to ensure that you choose the media and style to meet our objectives
- You will be required to think creatively to produce new ideas and concepts and developing interactive design
- You will be responsible for managing the company's social media account.
- You will be required to use innovation to redefine a design brief within the constraints of cost and time presenting finalised ideas and concepts to managers/Head of Ventures
- You will be required to proofread materials to produce accurate and high-quality work
- You will be required to create videos (if necessary)
- You will work closely with our senior staff and be pushed to your limits working in a team of outstanding individuals
- You get exposure to and gain knowledge on venture building and business development

Who we're looking for

- Candidate currently pursuing a Diploma or Bachelor's Degree in Graphic Design, Digital Media, Multimedia, or equivalent and are at or near the top of your class
- You are willing to work within given schedule
- You are very structured, attentive to details, hardworking, hands-on and ambitious
- You are good in Adobe Photoshop and Illustrator
- You are a fun and positive person to work with
- You are creative and innovative
- You must have your own laptop
- Written and oral fluency in English is required
- Preferably a final year student
- Minimum period of Internship 3 months
- CGPA should be 3:00 and above.

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Customer Service Internship

About the Job

- You will be responsible for handling day-to-day operational tasks and responsibilities in the field of customer service in one of our ventures
- You will work closely with our senior staff and be pushed to your limits working in a team of outstanding individuals
- You get exposure to and gain knowledge on venture building and business development

Who we're looking for

- Candidate currently pursuing a Diploma or Bachelor's Degree in Communication, PR, Business Studies/Administration/Management, or equivalent and are at or near the top of your class
- If you have worked with customers in the past and you enjoy interacting with people
- You are very structured, attentive to details, hardworking, hands-on and ambitious
- Written and oral fluency in English is required
- Minimum period of 3 months
- CGPA should be 3:00 and above.

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Human Resource Internship

About the Job:

- To coordinate interview, conduct reference check, prepare medical letter and letter of appointment, update organizational chart, create new personal files, prepare staff announcement and update phone directory.
- Ensure all employees employment records are updated and maintained in both personal file and HR system.
- To assist in handling any ad hoc Human Resources projects.
- To stay in touch with the universities local and abroad.

Who we're looking for

- Candidate must possess or currently pursuing a Bachelor's Degree in Human Resource Management or equivalent.
- Written and oral fluency in English is required
- 2 Internship position(s) for duration of 3 - 6 month(s).
- Remuneration RM600 - RM1000
- Free Parking
- Location: Bandar Utama

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- We value our employees and recognize their contributions towards the success of the teams and organization. Therefore you can expect a lot of rewards and benefits from us.

If you would like to become part of the LaunchPad team and excited about learning in a fun, driven environment, we would love to hear from you! Please send an email to recruitment@launchpadstartups.com with "Human Resource Internship " in the subject line, a short cover letter, resume and grades as soon as possible. Interviews are conducted within 1-2 weeks of application submission.