



<https://pcco.com.my/job/secretarial-intern/>

Secretarial Intern

Description

- To assist in all aspect of corporate secretarial work including preparations and/or fillings of statutory returns/forms, maintenance of statutory records, etc.
- Good command of written and spoken English.

Qualifications

- Pursuing degree in corporate administration.
- Computer literate.
- Good personality and positive working attitude.

Hiring Organization

Esprit Management Services Sdn Bhd

Employment Type

Intern

Job Location

3rd Floor, No 17, Jalan Ipoh Kecil,
Kuala Lumpur

Working Hours

9:00 AM – 5:30 PM