

JOIN OUR DYNAMIC FINANCE & LOGISTICS TEAM

Internship - Administration

Head Office

JOB DESCRIPTION:

The person will be responsible to manage corporate mobile services, utilities data analysis across branches. Coordinates timely payments for essential services and oversees logistics, including fleet management.

REQUIREMENTS:

- Fresh graduate with a Bachelor's degree in Administration, Business Management or Logistics from a recognized University/ Institute.
- Strong organizational and multitasking skills
- Excellent verbal and written communication abilities
- Proficiency in MS Office (Word, Excel, PowerPoint) and basic IT tools

[Click here to apply](#)

*By applying, you consent to the processing of your personal information for recruitment purposes and acknowledge that reference checks may be conducted.