TAPIO MANAGEMENT ADVISORY SDN BHD

Communication & Public Relations Internship (Remote Internship)

Malaysia - Kuala Lumpur – City Centre

TAPIO is a team of local and international advisers located in Kuala Lumpur that specialize in Asia and international markets. TAPIO assists clients make forward thinking decisions in the best interests of their companies. We lead the way for superior corporate governance by providing experience and advice to our customers through an extensive network of experts and specialists.

Job responsibilities: -

This is not just an internship but a Leadership Internship Programs for students from foreign as well as local higher education institutes. The objective of this program is to mentor students and enable the students to participate in real-life projects under the guidance and supervision of Managers and Directors. You’ll learn how to monitor marketing and media trends and modify your writing style to suit your audience.

Interns will be conduct real live business tasks which will be a great platform to gain experience and to learn new skills that are beneficial to their future careers.

During the internship period, you will be exposed to these areas:-

- Assisting the team in developing and implementing PR strategies.
- Assisting in plan, produce, write, curate engaging content to be used in format; blog, video, article, e-book, report, infographic.
- Assisting in monitor news releases from specified corporations and government agencies.
- Assisting in market research which may involve the writing of summaries, conduct interviews, or focus group assessments.
- Researching and curating compelling marketing content and communication deliverables.
- Write social media descriptions for posts and proofread content before any release.
- Monitoring social media web analytics on a weekly basis (Facebook, Twitter, etc.), and provide reports of growth and other activity.
- Write and disrepute press releases of newsworthy events from the company.
- Meeting with Business Executives, Government officials, NGO’s, and Diplomats from various organizations and nations.

Requirements:-

- Candidate must possess or currently pursuing a Masters or Bachelor Degree in Communications / Public Relations / Professional Communication / Mass Communication / Multimedia / Administration / Management or equivalent.
- The host company will not bear any cost of the students during or after the internship tenure such as, foods & visa & other personal expenses while they are in Malaysia (if any).
- We only accept unpaid internships. However, the student will receive a small reward after the successful completion of the internship.
- Internship position available for a minimum duration of 3 to 6 months.
- Students are required to speak and write in English very well.
- The students compulsory to have formal attires which will be useful during they attend any cooperate / government / diplomatic officials events (if any).
- The students compulsory to have their own laptops to conduct their tasks during their internship.

To understand more about TAPIO please visit: https://www.tapio.my & to know more about the internship program, visit https://www.malaysiainternship.my Interested candidate may email your application at internship@tapio.my