TAPIO MANAGEMENT ADVISORY SDN BHD

Business Management 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:-

Business Management Internship known as TAPIO’s Leadership Internship Programme aims to train and mentor local and foreign higher education students to be leaders. The interns will work on real live projects that contribute directly to the operations of the firm under the guidance and supervision of the Manager and Directors.

Interns will get an opportunity to work in individual projects, manage internal responsibilities and directly provide assigned work to superiors 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 a team of advisors through managing multiple research projects.
- Assisting in compiling & analyzing & presenting results internal and external market research projects across a range of industries.
- Learn how to take notes and minutes of Meeting with Business Executives, Government officials, NGO's and Diplomats from various organizations and nations.
- Attending cooperate events with Directors & Managers & meeting with C-Level / high profile people
- Learn the importance of relationships and teamwork.
- Assisting the team in developing and implementing PR strategies.

Requirements:-

- Candidate must possess or currently pursuing a Masters or Bachelor Degree in Business Studies / Marketing / Administration / Management / Economics / Commerce 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