

Industrial Training for English Language / Communication Students

- You will be paid during your internship period with us.
- The successful applicant will gain an insight knowledge of accounting processes.
- Gain transferable skills as well as interpersonal and communication skills.
- This will be a first step on gaining valuable experiences and learning ethical practices in accounting.

Job Description

- To familiarize with the publishing process including Editorial & Production
- To evaluate, edit and proofread manuscripts
- To adapt existing materials to other formats
- To update publishing information with social media publicity
- To carry out other ad-hoc duties related to Publishing Department

Job Requirements:

- Candidates must possess at least a Diploma/Degree in English Linguistics, Mass Communication or any related field;
- Able to communicate in English and Bahasa Malaysia;
- Mature with pleasant personality, self-motivated, multi-tasking, and able to work independently.