

## 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