



KUALA LUMPUR, MALAYSIA

TRAINEE

WE'RE HIRING TRAINEE!

Talentum EQ Consulting is looking for a driven talent who is searching for an opportunity to learn more about HR Development in Malaysia!

Talentum EQ Consulting is an established HR company that specializes in Emotional Intelligence methods to use for their HR development processes. Unique understanding of HR development.

Job Description

- Assist clients in placing qualified and quality candidates within their organisations as per job descriptions and requirements.
- Reach out to potential clients to offer recruitment, training and HR support.
- Handle client management/ recruitment report generation weekly.

Requirements:

- **Fluent in English, Chinese and Bahasa Malaysia, other languages are a plus.**
- **Good understanding of Excel and Word Document.**
- **Able to do power point presentations.**
- **Experience in HR/ administration will be an added benefit**
- **At least 1,5 years working experience.**

Applications, shall include CV, name of references, recent photo and current package. Talentum EQ is undertaking the consultancy work of the above position. Please email your application in English to: liann@talentumeq.com or elif@talentumeq.com