

Position Description

Designation: Graduate Trainee

Closing Date: 14th April 2019

Summary

Perdana University Graduate Trainee Program aims to provide a tailored training experience for high-potential graduates to develop into the next generation of high-caliber leaders. The programme includes exposure to the day-to-day operations of key services in the university allowing the Graduate Trainee to acquire practical on-the-job functional knowledge and skills. The Graduate Trainee will gain experience in at least three functional portfolios. The functional rotations will equip the Graduate Trainees with well-rounded and multi-faceted understanding of key areas of the university.

Job Description

1. Customer Service Excellence

- Ensure excellent customer services in providing effective advice relevant to the assigned portfolio.
- Initiate and implement enhancements to impact customer service experience.
- Develop good understanding of Perdana University business operations.

2. Professional Administration

- Develop good understanding of relevant policies and processes relevant to the assigned portfolio.
- Observe, analyse and identify trends and suggest solutions to effectively manage business-related issues.
- Support the execution of task and responsibilities relevant to the assigned portfolio.
- Contribute ideas on business process improvement opportunities relevant to the assigned portfolio.

3. Project Management

- Plan and implement appropriate project management strategies to ensure timely completion of assigned project in line with the expected outcomes.
- Provide support and contribute towards the successful delivery of the assigned project.

Requirements

- Must be graduates of a diploma or undergraduate programme from any accredited University.
- Must be willing to work on weekends and public holidays (allowance will be provided).
- Must have strong oral and written communication skills.
- Prior experience in student recruitment or customer service activities will be an advantage.

Allowance

Duration:	Maximum of 6 months
Monthly allowance:	RM 1,500
Subsistence allowance:	RM 100/day on weekends and public holidays

Application Procedure

Please email a letter of application clearly outlining your interest in and suitability for the post, and a copy of your curriculum vitae. Kindly forward the above details to hrrcruitment@perdanauniversity.edu.my by **14th April 2019**.

This version supersedes all previous advertisements.