

## INTERNSHIP JOB DESCRIPTION

<b>Position</b>	<b>: Operations Intern</b>
<b>Department</b>	<b>: Operations department</b>
<b>Work Hour</b>	<b>: 8 Hours</b>

### Key Responsibilities

- Assist in coordinating ongoing projects and organisational activities.
- Maintain records, reports and documentation related to programs and operations.
- Support communication and coordination between different teams and departments.
- Assist in planning and organising meetings, events and project activities.
- Help track project progress and prepare basic updates or reports.
- Support administrative tasks and organisational workflow
- Assist in managing project-related data, files and internal documentation.
- Contribute to improving operational processes and team coordination.

### Preferred Skill Include

- Basic proficiency in Microsoft Excel, Microsoft Word and Google Workspace.
- Interest in social impact and development sector work.
- Basic understanding of project coordination and reporting.
- Strong attention to detail and problem-solving abilities.
- Ability to manage multiple tasks and meet deadlines.
- Basic knowledge of documentation and reporting.

### Benefits

Candidate will gain practical experience in organisational operations and project coordination while working on real social impact initiatives. They will receive exposure to NGO management, CSR projects and grassroots development work, along with an internship certificate upon successful completion