



SOUTHEAST ASIA

RECRUITMENT PACK AND JOB DESCRIPTION

Greenpeace, one of the world's most respected and dynamic organizations, is an international non-profit global campaigning organization that acts to ensure the ability of our Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent direct actions against environmental abuses and destruction.

Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action.

Greenpeace, an international environmental non-government organization, is comprised of 27 independent national and regional offices across the world covering operations in more than 55 countries. To maintain our independence, Greenpeace does not accept donations from governments or corporations but relies on contributions from individual supporters and foundation grants.

For over 40 years, Greenpeace has been successful in our campaigns to reverse environmental degradation by bearing witness to environmental destruction and exposing and confronting environmental abuses. Greenpeace campaigns have been vital in informing government policies on the environment and effecting changes in business practices, which lead to various environmental problems.

Greenpeace in Southeast Asia

Greenpeace Southeast Asia (GPSEA) offers you a variety of challenging opportunities to grow professionally. Collaborating with talented and passionate professionals, you will address the planet's most pressing ecological issues and mobilize citizens, corporations, and governments to change.

Greenpeace Southeast Asia (GPSEA) employs nearly 200 staff, all dedicated to meeting the professional standards expected of the world's leading campaigning organization for

the environment. From our offices in Kuala Lumpur, Bangkok, Jakarta, and Manila we lead globally important campaigns within a national and regional context. We are financially supported by tens of thousands of people across the region. To remain independent we have a policy of not accepting funding from companies and governments and therefore only accept donations from individuals and private foundations.

THE POST: OFFICE ADMIN INTERN

Key Duties

1. General Administrative Support

- Assist with document management, data entry, and filing.
- Handle office correspondence, emails, and scheduling.

2. Office Coordination

- Support office supply management and inventory tracking.
- Assist in organizing meetings, taking minutes, and preparing reports.

3. Clerical Support for Departments

- Help different teams with paperwork, documentation, and coordination.
- Maintain records and update databases as needed.

4. Communication & Documentation

- Ensure smooth communication between departments.
- Assist in preparing office documents, letters, and presentations.

Working Experience:

- Basic knowledge of office administration and clerical tasks.
- Familiarity with Microsoft Office (Word, Excel, PowerPoint) and Google Workspace.
- Strong organizational skills and attention to detail.
- Ability to handle emails, data entry, and document filing.
- Good communication skills for internal coordination.

- Ability to multitask and prioritize tasks effectively.
- Fluency in written and spoken English and Bahasa Malaysia is preferred.

Field of study: Diploma/Degree holder in Business Admin or related field.

THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST

JOB TYPE

Internship (3 months).

WORKING HOURS

Normal hours of work for full time Employee will be forty (40) per week or (5) days in a week, at 8 hours per day excluding an hour lunch break. This will be from Monday to Friday, between the hours of 8:30 am to 5:30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

ALLOWANCE

RM900/Month

EQUAL EMPLOYMENT OPPORTUNITY

Greenpeace Southeast Asia is an equal opportunity employer with a longstanding commitment to providing a work environment that respects the dignity and worth of each individual. We recognise and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, colour, disability, ethnicity, family or marital status, gender, gender identity or expression, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other legally protected characteristic. Selection will be in accordance with objective, job-related criteria and the appointment will be on the basis of the applicant's merits and abilities.

HR POLICIES AND PROCEDURE

Greenpeace management and staff are given guidance on the implications of the equal opportunities policy. Policies and procedures are reviewed to review and adapt current practices to promote equality of opportunity. Other organizational policies and procedures will be fully discussed to the successful applicant.

APPLICATION GUIDELINES

Interested candidates are invited to send your CV and relevant documents and email to jobsmy@greenpeace.org

As we receive a large number of applicants for our advertised vacancies, we are unable to respond to those applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted.

Thank you and we look forward to receiving your application.