

## INTERNSHIP FOR STUDENTS

### ADMIN ASSISTANT IN THE ADMINISTRATIVE AND FINANCIAL DIVISION

#### OUR MISSION AND VALUES

The French School of Kuala Lumpur (LFKL) is a non-for-profit, parent-run school located in Segambut, Kuala Lumpur. Originally founded in 1962 for the French and Francophone communities, it now welcomes over 640 students of nearly 40 different nationalities following the French curriculum.

Our staff is also evolving in a multilingual context and we are very keen to offer opportunities to students from Malaysia and all over the world to enrich their professional background with solid credentials through long term internships (min. 4 months) and stimulating challenges.

#### CONTEXT AND MISSION SUMMARY OF THE ADMINISTRATIVE AND FINANCE DIVISION

The Administrative and Financial Division (DAF) role is to support the educational mission by allocating resources and implementing priorities defined by the management in conjunction with the Board of Directors. It coordinates the administrative work and the interaction between the various departments and services: purchasing, HR, IT, operations, accounting and communication. The purchasing function is currently shared between the procurement officer, the operations manager, the IT department and the communication officer.

The DAF is currently running a project to digitalize procedures and upgrade budgetary and financial tools. The intern will witness this important change and might take the opportunity to position him/herself as a proactive stakeholder.

#### RESPONSABILITIES AND DUTIES

Under the authority of the Administrative and Financial Director (CFO), the Intern will be trained and accompanied by the Executive Assistant. The intern will:

- assist in processing and monitoring the expenditure managed by the purchasing department. This task requires coordination with teachers and management, solid understanding of the workflow process, and an engaging attitude towards our suppliers and vendors.
- assist the teachers in the organization and the monitoring of overnight field trips and outings. Proactive stance is required with a focus on deadline management and security issues.
- assist in the logistics and the re-invoicing of services pooled by the Agency with other schools in the Asia Pacific region. This task requires good organization skills.
- assist in all administrative tasks required by the formal governance of the company and subject to the control of the Company Secretary. This task requires a solid understanding of legal English as well as a focus on deadline management.
- assist the Executive Assistant in all administrative tasks.

## REQUIREMENTS AND QUALIFICATION

- Solid proficiency in English, French and Bahasa Melayu would be an asset.
- Internship open to Higher Education students only currently staying in Malaysia
- Basic knowledge in accounting and finance would be an asset
- Organized, Team player, eager to learn with a problem-solving mindset.
- Commitment required: 40h per week over min. 4 months.

## CAREER OUTLOOK

- The intern will benefit from an immersive experience in a school community with French values. If successful, the intern may benefit of solid credentials to be valued locally in the international school's community, or abroad in our network of French school or the European corporate network.

**Signature of the applicant**

**Signature of the Management**