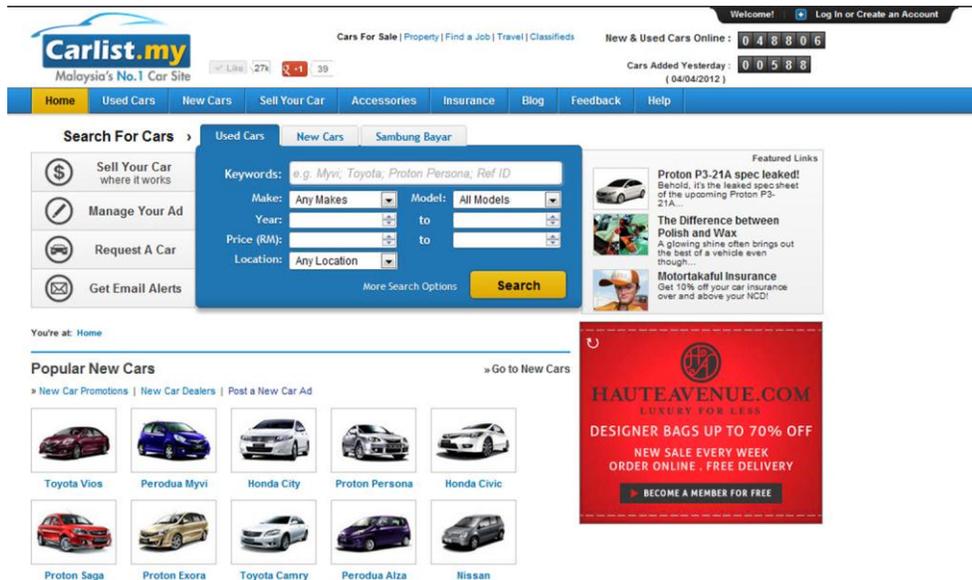


# Company Introduction



Carlist.my is Malaysia's largest car classifieds website. We are rapidly growing and currently hiring a large number of interns. The students we work with at Carlist.my deals with various aspects of business operations, from management, logistics, sales, marketing and customer service.

Come join our team of highly capable individuals for a fun exposure in the classifieds industry. This internship is open to **all students** regardless of major.

## What Do Interns Do at Carlist.my?

Interns work in a team consisting of Carlist.my managers as well as fellow interns in carrying out various business development projects at Carlist.my. The variation of projects provides a dynamic and engaging experience for students looking for exposure and experience in a real-world work environment.

Interns will be exposed to various aspects of Carlist.my from management, product development, sales, marketing, logistics and customer service.

## What Are the Requirements?

- Candidate should be able to converse fluently in English. (Bahasa Malaysia, Mandarin and Cantonese a plus)
- Determined and enthusiastic.
- Able to work in our office at Damansara Perdana, Petaling Jaya, Selangor. (Next to The Curve)

Students interested should contact Mr. Teoh at 012-392-3721 or email [jobs@carlist.my](mailto:jobs@carlist.my).

**Things you might want to know:**

- Basic allowance of RM800 is provided.
- Working hours are from 9.30am – 6pm, Mondays to Fridays.
- Dress code is smart casual.

Visit <http://www.carlist.my/jobs/about-us.php> to find out more about us!

## Job Description

### ***Business Activities***

Carlist.my operates as Malaysia's largest car classifieds website. In addition, various services related to Buying/Selling Used Cars are provided; such as: Car Insurance, Car Inspection, and Tyre Refitting.

### ***Skills Utilized by Interns:***

Interns attached to Carlist.my will be rotated in three main departments (Migration, Marketing, Services) during their internship to allow the interns to obtain the following experiences:

#### ***Migration:***

The migration department deals with obtaining listings for our website.

#### **Tasks:**

1. Liaise with used car dealers to list their inventory on Carlist.my. Perform site visits to used car dealers to assist them in taking the car pictures and necessary information. (***Problem solving/Communication skills***).
2. Handle tele-migration calls to convince individual car sellers to list their cars for sale on Carlist.my. (***Persuasion/Marketing/Selling skills***)
3. Work on getting raw data and images into the correct form so that it can then be automatically bulk loaded into the Carlist.my website by our custom software. (***Exposure to automated systems and custom software***).
4. Perform new feature tests on Carlist.my development environment before rolling out the new feature on the live website. (***Gains knowledge in functional software testing***).
5. Extract data from the website by running SQL scripts to generate reports. (***Gains knowledge on reporting tools/scripts and business needs for reports***).
6. Understand operation processes and contribute ideas to optimize the process. Apply critical thinking skills and out of the box thinking. (***Process engineering***).
7. Documentation of new operation processes. (***Process documentation***).
8. Plan tasks during site visit to ensure optimum usage of time on site to achieve listing target. (***Planning/resource management***).

9. Work in teams in order to meet common goal and KPI. (**Teamwork and adaptability working with people from various background**)

### **Marketing:**

The marketing department deals with increasing exposure and traffic to our web portal ([www.carlist.my](http://www.carlist.my)). Interns will assist and help manage the multiple marketing campaigns of Carlist.my. Campaigns vary from time to time thus providing the interns with a dynamic marketing experience.

#### **Tasks:**

1. Work in teams to plan new marketing campaigns. (**Exposure to management of marketing campaigns**).
2. Manage ongoing campaigns to ensure campaigns meet set targets. Modify campaigns to increase measurable effectiveness. (**Troubleshooting/Problem Solving skills**).

### **Services:**

The services department deals with various services provided by Carlist.my to assist our users in the automotive industry. Services we provide includes help in buying/selling a car, car insurance, car inspection and tyre refitting.

#### **Tasks:**

1. Handle support call from customers using the Carlist.my website. Troubleshoot basic customer problems (**Understand customers/problem solving/Communication skills**).
2. Handle service request by using our custom software. The software is used to capture relevant service request data which is then forwarded to the respective parties for action. (**Understanding of custom software which aids/optimizes business processes**).
3. Learn the various automotive services provided by Carlist.my to better serve our customers. This includes understanding of the processes required to complete a service and the multiple parties involved. (**Exposure to the service industry and the associated processes to complete a service**).

### **Product Development:**

The Carlist.my portal goes through various changes each month to better serve our users. The product development department deals with various new features and functionality that will be developed for the Carlist.my website.

#### **Tasks:**

1. Ensure all important requirements are captured in a requirements document. (**Understanding of the importance of a requirements document**).
2. Design layout of new features and functions based on the requirement documents. (**Understanding of usability in product design**).
3. Test new features and functionality and report any issues to the developers. (**Understanding of the importance of testing**).

### **Programming:**

The IT team handles all the technology and platform used by Carlist.my. This includes the maintenance and enhancement of the external website (<http://www.carlist.my>) and the various internal applications used day-to-day by the other teams in the organization.

Interns and trainees will be exposed to best practices involved in developing a high traffic dynamic Web 2.0 site. They will also learn how to utilize the newest and latest open source software and technologies such as Linux, Apache, MySQL and PHP. Finally, they will get a chance to apply what was learned in class to a real-life project; participating in all phases of the software development life-cycle.

**Tasks:**

1. Design and develop new features for the Carlist.my platform based on the requirements specified by the product development team (***Programming and design skill***).
2. Assist the marketing and product development team in doing technical feasibility study of proposed new features for the site (***Communication, teamwork***).
3. Develop the test cases used by the product development team for their quality assurance testing. Enhance and add new test cases based on feedback (***Testing***).

***Accounting:***

The accounting department manage and process financial information for Carlist.my.

**Tasks:**

1. Obtain a thorough understanding of generally accepted accounting standards and common accounting procedures and techniques. (***Understanding accounting standards & procedures***).
2. Responsible for closing of monthly accounts, accounting consolidation and processing claims for payroll. (***Exposure to accounting practises***).
3. Report & work closely with accounting team on all accounts & financial matters (***Communication, teamwork***).
4. Able to work on other tasks assigned (***Exposure to other facets of the company***).