



## Join Our Team

### INTERNSHIP FOR INFORMATION TECHNOLOGY (3 months)

Location: Shah Alam (HQ)

#### COMPANY OVERVIEW

APP Timber was founded in 1998 and is the largest European-owned Asian-based supplier of legally sourced imported timber products. We focus on delivering added value in providing material and service solutions to wood-related industries.

Our headquarter is located in Shah Alam, Malaysia; we run sales operations in five major markets China, Indonesia, Malaysia/Singapore, Thailand, and Vietnam, with warehouses in Shah Alam and Semarang/Indonesia. We also service other emerging markets such as Bangladesh, India, Mauritius, Maldives, Sri Lanka and others. Besides, we export Asian-made products to Europe and the USA.

Our **VISION** is "To be the trusted partner and customers' ultimate choice for legally sourced sustainable timber solutions."

Our **MISSION** is "To provide excellent service to global partners and be market leader in timber and service solutions".

#### JOB DESCRIPTION

The Intern will assist in the IT Operation support. He/she is reporting to the System Development Manager.

#### PERIOD

January – March 2022

#### JOB RESPONSIBILITIES

- The selected intern will create the an "User Documentation/Manual for APPiC" using an online WIKI Platform. He/she will need to immerse with different departments using the system for 2-3 weeks in order to understand how APPiC works and its relationship and function to these departments
- The intern will also create the final software specification documentation based on information and notes provided by the principal developer. This will be in a hard document format and not available online (only for the principal developer's records)
- Ad-hoc duties as assigned as and when deemed necessary

#### REQUIREMENTS

- Currently pursuing computer science/computer engineering/information technology courses
- Profound knowledge of Technical writing
- Possess some understanding on creating simple technical graphics and videos for inclusion in documentation.
- Willing to undergo an online course provided by an online provider, if needed (Udemy, Coursera, Skillshare etc.).
- Advanced knowledge of software development is an added advantage
- Resourceful, independent, team player, reliable, creative problem-solver, strong attention to detail, hands-on

- Good command of spoken and written English

#### **WHAT DO WE OFFER?**

- The possibility for young students to work in a competitive environment interacting with colleagues in various departments so a good stepping stone for future employment
- Attractive working environment, we believe in teamwork
- Five days working week (from 9am to 5pm)
- Competitive remuneration

#### **WHY JOIN US?**

APP Timber currently employs about 45 staff in five countries. We believe in focusing on personal engagement and training (in-house & external) and your further development initiative. All colleagues work closely and harmoniously as a team and are proud of being part of the APP Timber family, made up of people from different cultures, countries, races, and religions, comprising staff from Malaysia, Indonesia, Thailand, and Vietnam, China, Germany, and the Netherlands. All together, we make APP Timber "*a great place to work!*".

Visit [www.apptimber.com](http://www.apptimber.com) to learn more about our company, people, and the work we do. Interested candidates are advised to email their full resume together with a recent photo to the [hr@apptimber.com](mailto:hr@apptimber.com).

#### **APP Timber Sdn Bhd**

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