Internship at Planyourwedding.my

Version: 0.1
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1 Introduction

1.1 Overview
Planyourwedding Sdn. Bhd. is a Malaysian start-up that owns and operates a photo-sharing platform www.Planyourwedding.my. We have in depth knowledge of the internet industry and we have a solid track record as we previously ran Malaysia’s No.1 car site – www.Carlist.my.

As a rapid growing start-up, we are hiring interns who have a passion in the internet industry to join our team. The students we work with at Planyourwedding.my deals with various aspects of business operations, from management, sales, marketing, product development, IT and customer service.

Join us and be a part of the team, we believe you will find that amazing things do happen here. 😊

1.2 What Do Interns Do At Planyourwedding.my?
Interns work in a team consisting of 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.

1.3 What Are The Requirements?
- Candidate should be able to converse in fluent English. (BM, Mandarin and Cantonese is a plus).
- Determined and enthusiastic.
- Able to work at our office at Damansara Perdana, Petaling Jaya (next to The Curve).
- We hire all year round and regardless of major. Anyone can join.

Interested candidates please get in touch with Mr. Teoh at 012-392-3721 or drop us an email at careers@planyourwedding.my.
1.4 Things You Might Want To Know

- Interns will be given a basic salary of RM800 per month.
- Working hours are 9.30am – 6pm, Mondays to Fridays.
- Dress code is smart casual.
- We encourage you to bring your own laptop to work.

2 Job Description

2.1 Business Activities

Planyourwedding Sdn. Bhd. operates a photo-sharing platform for brides to connect with vendors they love. We believe the internet is the best place to organise wedding information and make it accessible to everyone.

2.2 Skills Utilised By Interns

Interns attached to Planyourwedding.my will be rotated to different departments during their internship to allow them to obtain the following experiences:

Operations:
Operations department deals with obtaining pictures for our website.

Responsibilities:
1. Vendor acquisition. Get in touch with wedding vendors to obtain wedding photos accompanied with necessary information. (Negotiation/Communication Skills involved).
2. Image processing. Process wedding photos, completing them with relevant information such as category, theme, venue and tags before uploading them on the site. (Exposure to automated systems and custom software).
3. Reporting. Generate daily, weekly and monthly reports to track progress. (Gains knowledge on reporting tools/scripts and business needs for reports).
4. Understand operation processes and contribute ideas to optimize the process. Apply critical thinking skills and out of the box thinking. (Process engineering).
6. 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 platform (www.Planyourwedding.my). Interns will assist and help manage the multiple marketing campaigns of Planyourwedding.my. Campaigns vary from time to time thus providing the interns with a dynamic marketing experience.

Responsibilities:
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).

Customer Care:
The customer care department deals with various services provided by Planyourwedding.my to assist our users in the wedding industry.

Responsibilities:
1. Handle support call from customers using Planyourwedding.my platform. 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 features and services provided by Planyourwedding.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 Planyourwedding.my platform 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 Planyourwedding.my platform.

**Responsibilities:**
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 Planyourwedding.my. This includes the maintenance and enhancement of the external website (http://www.Planyourwedding.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.

**Responsibilities:**
1. Design and develop new features for the Planyourwedding.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).**

**3 Join Us**

**3.1 Email**
Drop us an email together with a copy of your resume at careers@planyourwedding.my. We would love to hear from you 😊

**3.2 Call us**
Reach out to our person in charge directly at 03-7733-5355 or at 012-392-3721. Remember to ask for Mr. Teoh. He won’t bite!
4 Revision History

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