

Job Title : Corporate Account Intern

Criteria : Singapore Citizen/PR

Salary :\$800

Period: 3 months

We are looking for an enthusiastic, self-motivated, people person with a positive attitude, that has the ability to effectively communicate with stakeholders from different backgrounds. You will be assisting the project lead as part of the core team in exciting events throughout the tenure, creating opportunities in spreading the message of an important cause - water conservation!

This internship will offer you an opportunity to learn about general business processes in an NGO setting; about emphasis on producing results; time management in a business environment; volunteer management, influencing the target audience and working with various stakeholders on an international environment. If you are looking to be a part of a memorable and meaningful corporate event serving a big brand, we would love to hear from you!

Qualifications

- Fresh College Graduate
- Event management experience is a bonus
- Experience in project management or event management

Skills

- Microsoft Word, Excel, PowerPoint
- Event management
- Project management
- Ability to multitask and take initiative
- Research work and data entry
- Ability to take direction and absorb information quickly
- Experience with content creation a plus, even if not professionally

Position Responsibilities:

- Assist corporate team with day-to-day operations and event planning
- Answer incoming calls and make calls to external parties
- Email third parties for event planning
- Assist in inquiries in relation to logistics for events
- Research work in relation to current project(s)
- Help manage projects for events
- Assist with the design & marketing set-up of events
- Other tasks as appointed

Required Document:

- Photo
- A cover letter
- Resume