

**Advancer Global Limited Internship Programme –
Intern, Corporate Affairs Department**

<p>Description of Company</p>	<p>Advancer Global Limited is an established and integrated workforce solutions and services provider in Singapore. Listed on the Singapore Stock Exchange, the Group operates through two main business divisions: (i) Employment Services, and (ii) Facilities Management Services, to provide a holistic suite of solutions and services to its diverse base of customers.</p> <p>The Employment Services division offers integrated and comprehensive employment solutions and services including sourcing, recruitment, training and deployment of foreign domestic workers to households and foreign workers to corporations. The Group offers employment solutions and services through its well-recognised brands, “Nation” and “Enreach”.</p> <p>The Facilities Management Services division encompasses two sub-divisions: (i) Building Management Services, and (ii) Security Services, which the Group through its well-established subsidiaries, provides property management, security services, pest control, and cleaning and stewarding services to a diverse base of customers including residential and commercial properties, hospitals and hotels.</p> <p>The Group continues to enhance efficiency and brings effectiveness to its business platforms by infusing technology to enable greater convenience for its customers.</p> <p>For more information, please visit the company’s website at www.advancer.sg.</p>
<p>Job Scope / Description</p>	<p>In this role as an intern in the Corporate Affairs Department of the Group, you will be assigned to the following tasks:</p> <ul style="list-style-type: none"> - Develop, implement and evaluate the <i>overall customer service standards of subsidiaries</i> in the group. You may be assigned a subsidiary during the internship. You would need to be comfortable dealing and processing data. - Research and compile a <i>report on upcoming trends in the industry</i>. - <i>Coordinate Corporate Social Responsibility</i> activities for the group. - Any other tasks in the department. <p>Apart from the actual tasks, you will need to be an inquisitive learner who is proactive and passionate about finding and solving problems. You will get your hands dirty and experience first-hand the inner workings of a home grown, Singapore company. We will offer you the chance to develop your skills and experience through your interactions with colleagues and senior management, and on-the-job training.</p> <p>You should also have completed at least one-year of undergraduate studies.</p>
<p>Remuneration</p>	<p>\$800/mth</p>
<p>Duration</p>	<p>Able to commit at least 8 weeks, 5-day work week (Start: mid-May 2020)</p>
<p>Number of Positions</p>	<p>1</p>