



# DISCOVER:

## Semester Internship (Aug 2019) (FULL TIME/PART TIME)

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# [OPS-SEM001] 2019 Semester Internship – Life Operations (Enterprise Solution Claims) – (Full Time Only)

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## Job Description

### BAU Activities

- Exposure on the concept of Insurance and the various functions within Life Operations in particularly on Claims
- Exposed to adjudication and hands on experience of processing simple medical claims
- Support the administration of Minor (Accident & Medical) and Enterprise Solution (ES) Claims in the following areas:
  - Prepare and monitor medical report requests sent to medical practitioners and ensure timeliness and periodic follow-ups on such outstanding requests
  - Compilation of daily ES claims documents received via claims portal or manual submission for distribution to claims assessors
  - Record and compile list of ES insured members required for updating in the system by the Policy Administration team

### Divisional Project

- Exposure to eClaims

## Pre-Requisites

- Good communication and interpersonal skills
- Proficient in MS Office – Word, Excel
- Must be detail-oriented with good follow through
- Willingness to take on administrative tasks
- Positive attitude and work ethic
- Preferred specialization in Insurance / Business / Mathematics

# [OPS-SEM002] 2019 Semester Internship – Operations Support, Life Operation (Process Improvement and UAT) – (Full Time Only)

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## Job Description

- Facilitate process review session with end-users
  - Map AS-IS and TO-BE processes in flow chart format by using Microsoft Visio
- Documentation of the findings and solutions
  - To Develop Standard Operating Procedure (SOP) for current processes
  - Performing user acceptance test (UAT) under guidance

## Pre-Requisites

- Must be detail-oriented with good follow through
- Willingness to take on some administrative tasks
- Positive attitude and work ethic
- Preferred specialization in Business Process and System Engineering

# [OPS-SEM003] 2019 Semester Internship – Operations Support (Billing and Collection) – (Full Time Only)

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## Job Description

### Programme

- Introduction to Insurance Industry, specifically Prudential Operations Support which handle premium collection
- In-depth business process analysis to create Standard Operating Procedure
- Actively involved in performing daily functions of Operations Support (Collection)
- Involvement in improvement project (collection)

### Work Scope

- Actively involved in performing daily functions of Operations Support (Collection Function)
- Mapping existing process to develop Standard Operating Procedure
- Involvement in process improvement projects

## Pre-Requisites

- Detail oriented and meticulous
- Willingness to do more
- Positive attitude

# [OPS-SEM004] 2019 Semester Internship – Operations Support (GIRO) – (Full Time Only)

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## Job Description

### BAU Activities

- Assist in processing GIRO applications
- Supporting / assisting in performing daily functions within the department
- Handling enquiries and exceptions
- Updating of SOP

### Divisional Project

- Involvement in E-GIRO project
- Enhancement of the current GIRO application process

## Pre-Requisites

- Detail oriented and meticulous
- Willingness to do more
- Positive attitude

# [OPS-SEM005] 2019 Semester Internship – Life Operations (PruShield Claims) – (Full Time Only)

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## Job Description

### Programme

- Briefed on the concept of Insurance and the various functions within Life Operations in particularly on Claims
- Exposed to adjudication and hands on experience of processing simple medical claims

### Work Scope

- Support the administration of PruShield Inpatient and Pre/ Post Hospitalisation Claims in the following areas:
  - Prepare and monitor medical report requests sent to medical practitioners and ensure timeliness and periodic follow-ups on such outstanding requests.
  - Hospital recovery: Identify and record all claims transactions whereby refund payments were received from medical institution. Adjustment in accounting records is to be completed after crediting of the refund payments into the specific claim transaction and accounts.
  - Follow-up on reminders on medical report requests and outstanding documents from claimants

## Pre-Requisites

- Good communication
- Good interpersonal skills
- Proficient in MS Office – Word, PowerPoint, Excel, Outlook

# [OPS-SEM006] 2019 Semester Internship – Operations New Business Underwriting

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## Job Description

### BAU Activities

- Processing new business applications, including basic underwriting activities
- Participating in system enhancement & process improvement projects
- Process requests received from customers/agents/bankers according to internal guidelines set
- Provide timely support and services to Financial Consultants and customers
- Preparation of ad-hoc reports for management team
- Liaise with internal stakeholder to ensure applications are accepted promptly

## Pre-Requisites

- Keen learner and able to work independently
- Customer-oriented, with good interpersonal and communication skills
- Meticulous, able to process requests with accuracy and meet service standards
- Effective co-ordination and communication with stakeholders
- Ability to multitask in a fast-paced and challenging environment
- Possess a strong customer centric personality and mindset
- Flexible and adaptable to change
- Proficient in MS Office

# [OPS-SEM007] 2019 Semester Internship – Operations Enterprise Solutions

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## Job Description

### BAU Activities

- Validating of supporting documents submitted for processing
- Support the renewal / new business team in policy administration and issuance of policies
- Provide timely support and services to Financial Consultants and customers
- Handling of mailbox enquiries, ensuring that emails received are attended to within SLA set
- Liaise with internal stakeholder to ensure applications are accepted promptly
- Preparation of ad-hoc reports for management team
- Administering corporate policies from new business to renewal
- Support Financial Consultants and partners for pre and post sales enquiries
- Develop an understanding of employee benefits in an insurance context for new business and renewal with exposure to various processes and tools used in the day to day operations

## Pre-Requisites

- Good in Excel and if possible Macros as well
- Keen learner and able to work independently
- Customer-oriented, with good interpersonal and communication skills
- Meticulous, able to process requests with accuracy and meet service standards
- Effective co-ordination and communication with stakeholders
- Ability to multitask in a fast-paced and challenging environment
- Possess a strong customer centric personality and mindset
- Flexible and adaptable to change

# [FIN-SEM001] 2019 Semester Internship – Finance (Tax)

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## Job Description

### BAU Activities

- Learn about and appreciate Singapore corporate tax rules through supporting the tax reporting cycle
- Support the preparation of certain schedules to be included in the tax returns to the authorities
- Assist with fulfilling any tax requirements imposed by foreign jurisdictions to minimize the Company's exposure to foreign withholding taxes
- Support group tax reporting cycle
- Project management support for ongoing GST project
- Support the Company's FATCA/CRS returns filing process

### Divisional Project

- Interfund streamlining project

## Pre-Requisites

- Excellent communication, interpersonal and problem-solving skills
- Meticulous and able to handle details and numbers
- Preferred specialization in Accountancy

# [FIN-SEM002] 2019 Semester Internship – Finance (Enterprise Supply Chain)

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## Job Description

PACS is rolling out Coupa Source-to-Pay system in Feb 2019. The system enables real time budgetary control, improve spend management, use of preferred suppliers and contracts and drive overall process efficiency in the source to pay lifecycle.

Enterprise Supply Chain is a function responsible for:

- Managing procurement activities and sourcing decisions by bringing relevant supply chain intelligence and strategic frameworks to foster innovation, competitiveness and alignment with company objectives and policies
- Vendor Management and Outsourcing management
- Workplace services

## BAU Activities

- Be part of ESC Transformation Journey
  - Support the delivery of the Systems and Process pillars of the Procurement Transformation Journey
- Be a key and valued member of the ESC team
  - Encouraged to be creative and challenge processes by adopting a continuous improvement ethos
  - Gain experience in Procurement operations, particularly contract management and supplier enablement space
  - Support ESC Sourcing Business Partners in contract review and upholding of active contracts and catalogs in the Coupa system

## Divisional Project

- Coupa S2P deployment: drive maximum supplier adoption and usage via Supplier Enablement strategy
  - work with ESC wider team to develop strategies and recommendations across a number of areas covering spend analytics, process improvement, buying channels and catalog enablement through to execution

## Pre-Requisites

- Currently pursuing studies in Supply Chain Management, Operations, Business or relevant fields
- Excellent verbal and written communication skills
- Ability to work with cross-functional teams
- Has initiative and is results-oriented
- Ability to analyze, explain and draw conclusions based on data from multiple content areas
- Proficient with Word, Excel and Powerpoint
- Preferred specialization in Business

# [FIN-SEM003] 2019 Semester Internship – Finance Governance (Controllership) – (Full Time Only)

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## Job Description

### BAU Activities

- Manage, analyse and provide recommendation on budget requests for company-wide strategic projects
- Follow up on completed projects to ensure deliverables and spend are accounted for
- Participate in governance meetings to understand risks/issues faced by business
- Review and manage emerging risks or reported incidence from within Division
- Perform quality assurance checks on financial data to ensure compliance with regulatory requirements

### Divisional Project

- Assist in Implementation of a budget/forecast system as well as an ACR/PIR tracking system. These systems serve to support internal control and procedures for expense budget management, as well as providing timely management information to LTs/CLTs
- Depending on candidate's ability, the successful candidate may assist or lead individual tasks assigned. Priority would be given to candidates who can commit to internship on a full-time basis

## Pre-Requisites

- Meticulous and strong organizational skills
- Strong communication skills, both verbal and written
- IT Skills in MS Office
- Preferred specializations in Finance/Accountancy, Business Administration, Mathematics

# [CUS-SEM001] 2019 Semester Internship – Digital Marketing – (Full Time Only)

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## Job Description

The emphasis of role will be towards executing brand awareness activities using digital marketing and improving ROI by looking on our customers' needs – their satisfaction and online experiences when using different digital platforms.

You will work closely with cross functional partners across the Marketing, Digital, Compliance, Legal, and IT teams.

This role will get exposure to different digital marketing techniques but not limited to Search Engine Optimisation, Search Engine Marketing, Conversion Rate Optimisation, Performance Marketing, Social Media Marketing, Online Reputation Management, Mobile Marketing, Video Marketing, Web Analytics and Website Optimisation.

## BAU Activities

- Assist with the execution of digital marketing action plans and strategies to help drive traffic and engagement to the website and social media profiles
- Work with other digital marketing team members, media agencies and digital agencies to plan, develop and execute campaigns on the digital medium for scaling new customer acquisitions
- Execute leads generation campaigns, and improve leads management experience within the organisation
- Listen, analyse and deep-dive into digital and social media analytics to identify social media influencers, competitive trends and insights, and optimize performance at the platform level. Stakeholders reporting included
- Engage with social media users and manage responses to any mentions over multiple social media channels
- Generate and propose new content marketing ideas based on research and audience insights. Contribute to the company blog and help for content distribution
- Assist in planning, developing and executing video marketing campaigns including video/photo shoots to perform and primary video editing
- Provide ad-hoc insights and reports to leadership regarding internal data, industry trends and e-commerce news
- Manage and work with external agencies, internal teams such as digital, corporate affairs, compliance, operations and tech teams to plan, develop PACS' digital marketing assets including website
- Assist with general day to day administration tasks

## Divisional Project

- Overall search engine optimization to drive growth in organic search traffic
- Working with customer experience team to implement website feedback and customer rating/review system

## Pre-Requisites

- Positive attitude
- Good Analytical skills
- Excellent written and oral communication skills
- Should be comfortable at project management and working within tight timelines.
- Familiar with social media platforms such as Facebook, Instagram and LinkedIn
- Proficient command of MS, Excel, and PowerPoint with analytics skills
- Excellent written and oral communication skills
- Past exposure or experience in digital marketing is a plus point

# [CUS-SEM002] 2019 Semester Internship – Marketing (Health & Wellness)

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## Job Description

The emphasis of role will be towards developing our health and wellness platform and strategy for execution in 2019.

You will work closely with cross functional partners across the Marketing, Digital, Compliance, Legal, and IT teams.

## BAU Activities

- Assist with the execution of wellness project action plans and strategies to help drive traffic and engagement from targeted audience
- Assist in managing day-to-day action planning, strategies and project management
- Provide ad-hoc insights and reports to leadership regarding internal data, industry trends and e-commerce news
- Manage and work with external agencies, internal teams such as digital, corporate affairs, compliance, operations and tech teams to plan, develop PACS' digital marketing assets including website
- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures
- Organizing, attending and participating in stakeholder meetings
- Documenting and following up on important actions and decisions from meetings
- Preparing necessary presentation materials for meetings
- Ensuring project deadlines are met. Determining project changes
- Providing administrative support as needed
- Undertaking project tasks as required
- Developing project strategies
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project
- Assess project risks and issues and provide solutions where applicable
- Ensure stakeholder views are managed towards the best solution
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members
- Create a project management calendar for fulfilling each goal and objective
- Assist with general day to day administration tasks



## Divisional Project

- Health and wellness project to drive wellness strategy

## Pre-Requisites

- Positive attitude
- Good Analytical skills
- Exceptional verbal, written and presentation skills
- Should be comfortable at project management and working within tight timelines
- Ability to work effectively both independently and as part of a team
- Proficient command of MS, Excel, and PowerPoint with analytics skills
- Excellent written and oral communication skills
- Exposure or experience in marketing or project management is a plus point

# [CUS-SEM003] 2019 Semester Internship – Customer Experience & Segments (High Net Worth)

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## Job Description

### BAU Activities

- Supports marketing communications and fulfillment of HNW segment privileges (eg. Welcome gifts, birthday privileges, etc)
- Assist in customer events which include coordinating with internal stakeholders (sale channels and Events team), external vendors and managing RSVP of customers
- Liaise with internal and external vendors to prepare and check data and mock-ups for monthly communications to targeted customers
- Execute customer marketing communications (SMS and Emails) using in-house digital CRM systems

### Divisional Project

- Opportunity to work on a new content marketing and engagement project for HNW segment

## Pre-Requisites

- Possess good communication skills (written & spoken) and interpersonal skills
- Strong coordination and execution skills
- Able to work independently and well in an environment with tight deadlines
- A team player with positive attitude
- Good knowledge of Microsoft office applications such as Excel, CSV and Powerpoint, with interest to learn new IT applications / systems
- Preferred specializations in Business, Marketing or Communication

# [CUS-SEM004] 2019 Semester Internship – Customer Experience & Segments

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## Job Description

### Customer Communications

- The Customer Experience Management team is embarking on an exciting project – to redefine and reimagine the way we communicate and interact with customers
- Supports with the discover process for customer communications. Helping us understand current processes and flows
- Will be heavily involved in coming up with new ideas and ways for interacting with customers
- Supports the development of governance for the business. Helps set up foundations to ensure consistency across the organisation
- In addition, the role will help support the delivery of service standards across the organisation

### Voice of Customer Actions

- Work closely with the team to act on customer feedback. This could be in the form of simple solutions to experiences that could potentially impact the business

## Pre-Requisites

- Comfortable with ambiguity and the need to shift and adapt to various business dynamics
- Positive, can do attitude with the ability to think creatively
- Proficiency in PowerPoint, Excel
- Good-to-Have knowledge: Creative graphic design
- Analytical with a keen interest in digital marketing
- Good-to-Have knowledge: HTML scripting and/or Google Analytics

# [DIS-SEM001] 2019 Semester Internship – New Partnerships, Distributions

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## Job Description

### BAU Activities

- Manage existing partnerships and drive innovative sales and marketing strategies to monetise and grow the customer base
- Support optimisation and manage operational processes and systems that New Partnerships rely on for Business-As-Usual (BAU) items
- Coordinate with key stakeholders for the onboarding of new partners, including identifying the relevant IT systems required, setup and deliver the end-to-end operational processes

### Divisional Project

- Work closely with the New Partnerships team to identify and drive strategic initiatives to grow the business through the acquisition of new partners
- Develop and assess the business model of new partners to co-develop the service and sales strategy to deliver a successful needs-based solution to partners and customers

## Pre-Requisites

### Hard Skills

- Finance and accounting knowledge with strong Powerpoint and analytical skills (and/or)
- IT background with strong Microsoft excel and access skills
- Knowledge on web management systems/software and programming languages
- Preferred specializations in Finance, Business, IT
- Preferably 2<sup>nd</sup> year onwards

### Soft Skills

- Strong interpersonal and communication skills
- Critical thinking with strong business acumen
- Inquisitive, quick learner and possess problem-solving skills
- Team player that is agile and can adapt to changing circumstances



# [DIS-SEM002] 2019 Semester Internship – Campaigns Management, Leads Management

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## Job Description

### BAU Activities

- Develop collaterals and execute communication plans for campaigns
- Be the brand guardian and ensure tone of message is appropriate and collaterals are in adherence to guidelines
- Manage the digital assets including displays at Scotts and Fuji Xerox Tower offices and websites by collaborating closely with all content providers to ensure contents are updated timely

### Divisional Project

- Channel marketing campaign on Q4 incentive to Agency Force

## Pre-Requisites

- Excellent command of spoken and written English
- Creative and proficient with Photoshop and Illustrator
- Meticulous
- A good team player
- Able to excel in a fast-paced environment
- Degree in mass communications or related fields of study

# [CEO-SEM001] 2019 Semester Internship – Innovation

## Job Description

### BAU Activities

- Work with the Innovation team to roll out company-wide initiatives on entrenching innovation culture and capabilities in Prudential Singapore
- Unique Opportunity to build game-changing innovation-related projects and manage engagement events
- Lead on innovation-driven community projects with external stakeholders

### Divisional Project

- Select from a range of Innovation projects and see one of them through end to end as a team member

## Pre-Requisites

- Ability to work in a fast-paced environment and manage ambiguity
- Great attitude and a team player
- Familiar with emerging technologies (or willing to pick up quickly)
- To have one or more of these skill sets: programming/ data science/ gamification/ community mobilization/ business/ start-up

# [CEO-SEM002] 2019 Semester Internship – Community Investment – (Full Time Only)

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## Job Description

To support Prudential Singapore's Community Investment function encompassing education, health, arts and the environment

### BAU Activities

- Conduct research on community investment topics related to health, education, arts and the environment
- Support with collaterals development including writing, designing and coordinating with third parties
- Assist with project implementation, coordination with internal employees and external third parties
- Provide onsite support for community outreach events, as well as pre- and post-event support with volunteer management
- Support with administrative work

## Pre-Requisites

- Experience conducting research
- Good written and verbal communications skills
- Proven ability to manage project deadlines effectively
- Proficient with Microsoft Office (Excel, PowerPoint, and Word)



# [IT-SEM001] 2019 Semester Internship – IT Portfolio Management – (Full Time Only)

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## Job Description

### BAU Activities

- Support activities in IT Portfolio Management operational data analysis and reporting
- Establish playbook (policy, procedure, work instructions) for IT Portfolio Management
- Evaluate and implement tools that support IT Portfolio Management activities

### Divisional Project

- Business process improvements on one of the IT Division processes

## Pre-Requisites

- Strong communication skills (verbal and written) preferred
- Analytical thinking and problem-solving skills
- Ability to work independently
- Duration of 5 month(s)
- Preferred specializations in Software Engineering, Business Analysis and Project Management

# [IT-SEM002] 2019 Semester Internship – IT Strategy & Transformation

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## Job Description

### BAU Activities

- Perform landscape sweep of insurance technology in Singapore, Asia and across technology applications in other industries globally
- Identify the biggest insurance technology start-ups and scale-ups and trending ideas
- Provide a view of how competitors are using technology solutions to improve customer service, accelerate processes, generate leads and create new products/customer segments
- Create sharing of findings/research within IT to bring in thought leadership and provoke deeper and wider thinking about using technology to drive business outcomes
- Develop an understanding of the insurance technology landscape and an appreciation of the opportunities and challenges to big corporates balancing legacy systems/practices and new technology

## Pre-Requisites

- Good research skills with ability to distil information into thematic narratives
- Able to create powerful visuals to communicate ideas and information
- Has keen interest in technology and its applications to solve business problems
- Preferred specializations in Business / Arts & Social Sciences

# [COM-SEM001] 2019 Semester Internship – Compliance (Regulatory Compliance & Implementation Section (RCI)) – (Full Time Only)

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## Job Description

### BAU Activities

- Assist to manage and maintain the regulatory change database, regulatory compliance matrix in accordance with the PCA Regional Compliance Standards
- Assist and facilitate gap assessments of the regulatory changes, newly issued regulations and engagement of the relevant BUs
- Assist the team lead in advising and guiding business units on prevailing laws and regulations (MAS regulations, LIA industry guidelines etc) as well as PCA and Group compliance related policies

### Divisional Project

- Assist team lead to liaise with vendor, and to develop the regulatory compliance portal to better manage the regulatory obligations effectively
- Assist Divisional projects and events such as the Compliance & Risk carnival etc

## Pre-Requisites

### Experience & Skills

- Analytical and attentive to details
- Good problem-solving skills

### Language

- Strong command of the English language



# [COM-SEM002] 2019 Semester Internship – Compliance (CERM, Compliance Sales Quality) – (Full Time Only)

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## Job Description

### BAU Activities

- Assist in performing audit requirements in accordance with MAS Notices and Guidelines i.e. documentation checks, client surveys
- Assist in Mystery Shopping assessment
- Assist in data consolidation and reporting

### Divisional Project

- Assist Division projects and events

## Pre-Requisites

- Analytical and meticulous
- Able to work independently
- Team player
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Strong interpersonal and communication (written and spoken) skills

# [ACT-SEM001] 2019 Semester Internship – Corporate Actuarial (DEV) – (Full Time Only)

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## Job Description

### BAU Activities

- Assist in testing and enhancing tools and processes for special projects, including but not limited to Prophet Cloud implementation
- Design controls / SOP around these tools and processes

## Pre-Requisites

- Good technical, analytical and problem-solving skills, with the ability to work independently
- Experience with data processing software e.g. SQL/VBA is preferred
- Pursuing degree in Actuarial Science/Mathematics/Statistics/Finance/IT
- Good progress in actuarial exams
- 1 to 3 years of study

# [ACT-SEM002] 2019 Semester Internship – Corporate Actuarial (Modelling)

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## Job Description

### BAU Activities

- Support the team in the annual review of the Model Point Grouping DCS programme
- Assist in the review of products in the Prophet Model
- Assist in the maintenance and development of Prophet Deterministic models
- Assist in ad-hoc modelling projects

## Pre-Requisites

- Good technical, analytical and problem-solving skills, with the ability to work independently
- Experience with Prophet is preferred
- Pursuing degree in Actuarial Science/Mathematics/Statistics/Finance/IT
- Good progress in actuarial exams
- 1 to 3 years of study

# [ACT-SEM003] 2019 Semester Internship – Corporate Actuarial (RI)

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## Job Description

### BAU Activities

- Assist in reinsurance administrative process, not limited to design and automate reinsurance process
- Design and enforcement on controls / SOP around reinsurance system setup and changes/enhancements
- Assist in reinsurance reporting to Finance and ERM
- Answer queries related to reinsurance from Claims department
- Support supervisor on other special projects, including but not limited to financial KPI analysis, and communication to DVP

## Pre-Requisites

- Good technical, analytical and problem-solving skills, with the ability to work independently
- Experience with data processing software e.g. SQL/VBA is preferred
- Pursuing degree in Actuarial Science/Mathematics/Statistics/Finance/IT
- Good progress in actuarial exams
- 1 to 3 years of study

# [ACT-SEM004] 2019 Semester Internship – Corporate Actuarial (PFM)

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## Job Description

### BAU Activities

- Assist in enhancement of reporting processes
- Assist in request for revised benefit illustration escalated to Actuarial
- Assist in policy enquiries escalated to Actuarial
- Assist in documentation relating to Par and UL processes
- Assist in other ad hoc requests / projects relating to Par and UL business

## Pre-Requisites

- Good technical, analytical and problem-solving skills, with the ability to work independently
- Experience with Microsoft Excel VBA is preferred
- Pursuing degree or diploma in Actuarial Science/Mathematics/Statistics/Finance
- Good progress in actuarial exams
- 1 to 3 years in relevant fields of discipline

# [ACT-SEM005] 2019 Semester Internship – Corporate Actuarial (IFRS)

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## Job Description

### BAU Activities

- Assist in SQL enhancement and validation
- Actuarial data maintenance and model point generation for valuation
- Assist in investigation on policies and data
- Assist in automation/enhancement of processes
- Support supervisor on other projects, including financial analysis and actuarial reporting

## Pre-Requisites

- Good technical, analytical and problem-solving skills, with the ability to work independently
- Experience with data processing software e.g. SQL/VBA is preferred
- Pursuing degree in Actuarial Science/Mathematics/Statistics/Finance/IT
- Good progress in actuarial exams
- 1 to 3 years of study

# [ACT-SEM006] 2019 Semester Internship – Corporate Actuarial (IF Management)

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## Job Description

### BAU Activities

- Build and maintain databases to be used for analytics
- Assist in annual experience monitoring exercise, review the assumption and propose changes to the assumptions if applicable
- Using advanced analytics methods including statistical analysis and predictive modelling, develop insurance business solutions based upon insights from data
- Active participation in projects that allow us to utilize insights into our data to drive better financial outcomes
- Discover hidden trends/insights/embedded patterns to allow business stakeholders to make better informed decisions
- Handle queries related to the project
- Support supervisor on other special projects, including but not limited to financial KPI analysis, and communication to DVP
- Consolidate, explore and analyze data from multiple data sources within PACS

## Pre-Requisites

- Good technical, analytical and problem-solving skills, with the ability to work independently
- Experience with data processing software e.g. SQL/VBA is preferred
- Good programming skills
- Pursuing degree in Actuarial/Banking & Finance/Computer Science/Mathematics/Statistics

# [HR-SEM001] 2019 Semester Internship – Culture and L&D

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## Job Description

### BAU Activities

- Participate in and plan culture related events to drive adoption of values within the organization
- Plan, coordinate and execute events for the Culture team within approved budget and timelines covering venue, F&B, logistics & communications to participants
- Support analyses, validation of programmes and insights relating to culture surveys and exercises
- Support content creation & communication materials; including EDMs, and collaterals where necessary
- Liaise with various internal and external parties to ensure smooth execution of events and related activities
- Independently manage on-site set-up from start to end, working collaboratively and independently with stakeholders within the organization to make things happen
- Assess, evaluate and incorporate learning on what has or has not worked – measure effectiveness of programme through compiling and analyzing feedback
- Prepare and update results, dashboard & provide insights supporting data
- Help shape the physical workspace via strategy and design

## Pre-Requisites

- Excellent communication skills, both written and verbal, ability to communicate effectively and manage stakeholders
- Independent, focused, works well across different functions
- Experience in project management/event planning
- Proficient in MS Office Suite (Qualitative and Quantitative), PowerPoint, Excel, Word