



Mission: To provide the best feeder solutions, and be the feeder carrier of choice.

Core Values: To ensure **Integrity** by delivering what we promise and be **Service Oriented** by putting our customers before us, always going the extra miles to service their needs.

Vision: To be the world's most geographically diverse common carrier.

Internship

General Information

Main function: Human Resource and Administration (HRA) enables and manages a strategic and comprehensive approach to managing people, workplace culture, and the environment. Through the development of HR policies, procedures and best practices, it enables employees to contribute effectively and productively to the company. In addition, this further adds to the development of the employee's competencies and career ambitions, as well as accomplishing the goals and objectives of the company. HRA is also responsible for the prompt payment of salaries and is integral part of the recruitment process.

Purpose of the internship: To experience the buzz behind the HRA functions including budgeting, annual performance management and staff relations.

Reports to: Head of HR

Internship objectives

- Shadow and learn on the various functions of HR
- Experience and learn on how HRA prepares for the annual budget
- Assist in coordinating the annual performance appraisal process
- Assist with the collation and filing of bonus and increment letters
- Take part in ad-hoc projects as assigned

Working Information

Working Days: Monday to Friday

Working hours: 0845hrs to 1800hrs

Meal break: 1300hrs to 1400hrs

Dress code: Smart office attire

Internship Allowance: S\$1000 per month

CPF: Not applicable

Overtime is payable in accordance to the Employment Act guidelines.