Position Description 1
1. Review of Corporate cost centres, analysis of actual spend to budget and forecast of future spend to year-end
2. Performing ad hoc Financial analysis on sales performance against top titles. Locating where we are falling short of initial estimates and obtaining detailed explanations
3. Assisting with monthly invoicing of Channel Affiliates. Prepare invoices that match contractual terms for issue to clients.
4. Preparing uploads of forecast to SAP and reporting to ensure upload is correct
5. Perform TV Sales and Digital benchmarking of effective price per hour within territory and across territories. Create and maintain a reference database from which we can benchmark new deals to prevent margin erosion.

Position Description 2
Working in the Financial & Risk business, the Marketing intern will support the marketing managers on various marketing initiatives in the region to achieve our retention and growth targets. The role will support the broader marketing mix to deliver marketing programs, including thought leadership, lead generation initiatives and digital marketing.
Key Tasks:
ASEAN marketing initiatives
- Collate reports on competitors’ activities in content marketing (videos, social media etc.)
- Generate ideas from non-financial companies’ marketing activities
- Marketing support for key product migration roll out

Marketing to Wealth Management business in Asia
- Identify key themes and topics in WM (Global; Asia)
- Research how our competitors are representing themselves in the market: which activities are they engaged in, conferences that they are sponsoring etc

Other day-to-day activities:
- Customer event execution/logistical support
- Tracking and reporting of event activities and ROI
- Ad-hoc marketing support

Position Description 3
You will be supporting the merger and integration of our Consulting practice with the global consulting practice.
Your main role will be supporting our efforts in planning and coordinating the roll out of the integration efforts, in terms of financial reporting, management reporting and process enhancements. You will be provided opportunities to be exposed to senior management team personnel to understand how to run a consulting business and the key performance indicators used to identify the profitability and efficiency of running such a business.
Skills to be learnt will include:
(a) Understanding of the end-to-end of running a Consulting business
(b) Financial consolidation of information and synergies arising from integration
(c) Developing a business plan and strategy for executing of the regionalization efforts
(d) Deep dive analytical skills so as to provide meaningful analysis and interpretation of the financial results
(e) Driving streamlining efforts to maximize efficiencies in management and financial reporting, as well as identifying cost maximization opportunities

**Position Description 4**

Logistics and Operation Intern’s Responsibilities

**Salvage Area**
- Carry out detailed process analysis at Salvage processes
- Analyze the data with Lead facility data and identify the gaps
- Identify opportunities for improvements
- Prepare the project plan

**Test Paint Pack Area**
- Carry out detailed process analysis at Test, Paint and Packaging operations
- Analyze the data with Lead facility data and identify the gaps
- Identify opportunities for improvements
- Prepare the project plan

**Position Description 5**

The intern will support the Human Resource team in 2 HR projects:

A) **Team Lead Training Project**
   - Identify types of soft skills & leadership training required for a Team Lead and implement

B) **Career Planning Project for Production Associates**
   - Design a career path for Production Associates
   - Look into different levels for a specific role based on salary level- eg, Welder 1, Welder 2