JOB TITLE: Business Development Intern
(possible conversion to a full-time role)
TENURE OF HIRE: Internship (maximum of 6 months)
HIRING MANAGER: Chief Investment Officer, Head of Operations
TIME CRITICALITY: Immediate
INDUSTRY TYPE: International Trading

Job Brief
GrowHub is a multinational corporation with its main operations in Singapore and Australia. At GrowHub, we pride ourselves as the foremost provider of sustainably grown, high-quality agricultural produce that enriches the well-being of consumers worldwide.

GrowHub is looking to hire a Business Development Intern to assist in the streamlining of its international trade operations and exploring new working opportunities with local and overseas supply chain partners. The individual will have the opportunity to work with a wide range of constituencies including investors, entrepreneurs/business owners, public officials, and media both in and out of Singapore.

The ideal candidate is an individual seeking real-world experience in the international supply chain management and logistics and with GrowHub, aiming to seize an enormous opportunity to develop an understanding about international business structure and framework.

Description and Responsibilities
● Assist with the preparation of persuasive Expression of Interest (EOI)
● Proposals for international development consulting projects
● Conduct relevant research and due diligence on international development projects
● Cold reach-out to international suppliers
● Conduct research on market trends
● Soliciting of partnerships and business partners
● Establish and maintain rapport with suppliers
● General administrative tasks

Job Requirements
● Proficiency in Microsoft office
● Graduates with bachelor’s degree and above, from any faculty
● Excellent verbal, written, and interpersonal skills
● Self-directed, highly organized, and able to multi-task
● Some knowledge of the entrepreneurial and investment community ecosystem but not required
● Ability to stay positive while conducting cold reach-out

Please send your CV/Resume to enquiries@thegrowhub.co
Application Deadline: 15 September 2020
Job Brief
GrowHub is looking to hire a Supply Chain & Operations Intern to assist in the streamlining of its international trade operations, performing complex and specialized support to areas of the supply chain or operations. GrowHub is a multinational corporation with its main operations in Singapore and Australia. At GrowHub, we pride ourselves as the foremost provider of sustainably grown, high-quality agricultural produce that enriches the well-being of consumers worldwide.

The ideal candidate is an individual seeking real-world experience in the international supply chain management and logistics and with GrowHub, aiming to seize an enormous opportunity to develop an understanding about international business structure and framework.

Description and Responsibilities
• Coordinate activities, alongside the Ops team, across entire supply chain including suppliers, logistics providers to ensure timely delivery of products
• Assist senior management in masterplan scheduling and provision of sales forecasts, inventory and production updates
• Prepare Request-for-Quotes (RFQs) for submission to suppliers, analyzing quotes for accuracy, cost comparisons to standards and targets
• Track orders/shipments and assist with tracing as needed
• Receive and certify documents to ensure accurate movement of goods
• Assist with analyzing and generation of summarized operational reports for Head of Operations and management team
• Address internal and external customer inquiries regarding shipments, billing, status, services, carriers, and other needs
• Perform administrative functions and related tasks to support the procurement process
• Successful interns may be offered a full-time position with the organization

Job Requirements
• Proficiency in Microsoft office
• Graduates with bachelor’s degree and above, from any faculty
• Knowledge of SAP, procurement software and databases an added advantage
• Independent, detail-oriented and able to multi-task
• Previous purchasing, logistics, or supply chain experience preferred but not required

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Application Deadline: 15 September 2020