

School of Art, Design & Media (NTU)

Informal internship application

Students: If this is for credited internship, please bring company into the internship programme as a **self-source option** upon successful placement. If this is for **self-enrichment**, the school **will not** intervene and the agreement will be strictly between you and the organization. Please read carefully before committing.

Name of company:

NIPSEA Management Company Pte Ltd



Internship / Freelance work title

Employee Communications Intern

About the company and no. of intern(s)

Number of Intern: 1

As a paint and coatings specialist, NIPSEA Group beautifies urban landscapes and continually creates superior Nippon Paint products to enhance people's lives. With more than 70 NIPSEA companies spread throughout Asia, it understands the local needs of its customers in every community. Each company embraces diversity and operates together with a strong Pan-Asia presence.

NIPSEA Group has over 23,000 employees with 80 manufacturing facilities and operations in 18 geographical locations with its headquarters in Singapore, efficiently serving all aspects of the business, from production to customer satisfaction.

More commonly known as Nippon Paint across Asia, people associate the name with dedication to quality and top-of-the-line innovation. With its exceptional customer service and ground-breaking products, NIPSEA Group has led the way in changing the landscape of the paint and coatings industry.

Relevant website and links:

<https://www.nipponpaint.com/>

Internship job scope and responsibilities description:

- Participate in the creation of video contents related to employee communications and engagement for NIPSEA Group.
- Assist in employee communication by creating and designing communication materials in the company's intranet.

Continue on next page...

- Support Group HR in the development and implementation of Learning & Development initiatives, not limiting to curation of learning materials and working with HR representatives across the NIPSEA Group.

Pre-requisite from candidate (if any):

Ability to create video content is crucial to this role.

Estimated time frame/period

- 1) Mid Nov 2020 to Mid Jan 2021
- 2) Mid May 2021 to Mid Aug 2021
- 3) 6 months internship from Jan 2021 to May/June 2021
- 4) Part time could be considered on case by case basis with at least 6 months commitment.

We are open to the different time frame but a 6 months internship is ideal.

Allowances

\$1000 / month

Contact person / email to respond to

junyu@nipsea.com.sg

Other instructions / comments for applicants