

Intern Requisition Form

Department: Marketing

Headcount: 1

Requirements (Attributes and skills preferred for the role)

- Pursuing a Bachelor's Degree in Marketing or other related programs.
- Excellent English verbal and written communication skills.
- Knowledge in Digital Marketing is an advantage but not required.
- Good work ethics and knows how to take initiative.
- Good research skills.
- Willing to work in BGC.

Role Description

The Marketing intern will learn about Digital Marketing techniques based on experiential approach. The department will also require the interns to generate reports based on what were the tasks given to them and present. The intern will also be given additional tasks outside the scope of Digital Marketing.

Main Activities

- Learn Digital Marketing; SEO, Social Media and Email Marketing
- Linkbuilding
- SERP checking
- News Jocking and Photoshop
- Reporting and Adhoc tasks

Department: Human Resources

Headcount: 1

Requirements (Attributes and skills preferred for the role)

- Pursuing a Bachelor's Degree in Psychology, HRDM, or other related programs.
- With good communication skills
- Must have initiative and high sense of responsibility
- Strong willingness to learn
- Knowledgeable in MS Office (Excel, Word and PPT)
- Willing to work in BGC

Role Description

The intern will work under the HR Department focusing on the Recruitment and Benefits function. She/He will help with filling in manpower requisitions and building connection with other universities for the company's internship program. She/He is also expected to assist the HR team in fulfilling their programs and activities within the organization by providing administrative support.

Main Activities

- Consolidation for PHIC, HMDF and BIR updates for New Hires
- 201 Organization
- Assist on HR daily activities
- Scanning and filing HR Documents
- Assists in call-outs of applicants and universities
- Assists in onboarding and immersion plan of the new hires

Department: Visa Services

Headcount: 2

Requirements (Attributes and skills preferred for the role)

- Pursuing a Bachelor's Degree in Legal Management, Office Management, Communications or other related courses
- Ability to interact with people
- With Organizational skills
- With Analytical skills
- Ability to multitask

Role Description

The intern shall be responsible in preparing all necessary documents for submission to the BI, DOLE, or other related government agencies. He/She shall also be responsible in keeping track of the progress of the applications given to him/her with the designated GLO.

Main Activities

- Prepare documentary requirements which needs to be submitted to the Department of Labor and Employment, Bureau of Immigration, DOJ
- Assist in notarization of necessary documents
- Assist in Records Management
- Assist in the daily activities of the Visa Services Department
- Ad hoc tasks

Department: Legal

Headcount: 2

Requirements (Attributes and skills preferred for the role)

- Preferred courses: Philosophy, Literature, Political Science, Legal Management, and other related course (e.g. Asian Studies, International Studies, History, Sociology, and Humanities)
- Must be highly organized
- Keen attention to detail is an advantage
- Must possess good listening and communication skills oral and written)

Role Description

The intern will be responsible for providing support in the implementation, management and monitoring of various engagements including coordinating with POCs and various government agencies, and drafting of various legal documents. Likewise, the intern is responsible for administrative functions such as receiving and filing of various documents, printing, photocopying, preparing of petty cash replenishment and daily transportation reimbursement of the liaison officer, and other similar functions.

Main Activities

- Contacting POCs and various government agencies
- Performing administrative tasks such as printing, photocopying, and scanning of various of documents
- Drafting of documents, such as but not limited to, transmittal form and/or letter, affidavit, business letter/reply etc.
- Conducting legal research
- Preparing, collating, and organizing of files and/or documents

Department: Finance

Headcount: 2

Requirements (Attributes and skills preferred for the role)

- Pursuing any Business course (Bachelor's degree)
- Knowledgeable in MS Office (Excel and Word)
- Has Strong analytical and planning skills;
- Must possess initiative and a high sense of responsibility,
- Keen attention to details is an advantage

Role Description

Our intern/s will be assigned to accounting-related tasks. Each task will facilitate the updating of financial records of both Treasury and Spend Team. In exchange, intern/s will get the chance to explore and be able to have real working experience.

Main Activities

- Manager's check manual monitoring update
- Petty cash replenishment
- Check and transmittal consolidations
- Scanning and encoding financial documents
- Official receipt preparation