



Company profile for Partner Singapore Internship Program 2024

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| Company Name : | NinjaVan |
| Company Website : | |
| Brief Company Description : | |
| Hours of Work : | 9am-5pm* |
| Working Days: | Monday-Friday |
| Monthly Allowance: | Recommended 5000 Baht and above* |
| Location: | Head Office at Punnaewithi, Bangkok |

Job Description(s):

1. RFI Management

- Support the Head of Operations Excellence in developing and implementing strategic initiatives to optimize operational processes and drive continuous improvement
- Gather client requirements regarding current vehicle usage, types of products, daily pricing, expected pricing, and operational zones
- Analyze gathered information and propose standard pricing with profit margins for sales

2. RFP Coordination

- Collaborate with cross-functional teams to identify opportunities for efficiency gains, cost reduction, and service enhancement
- Conduct data analysis and provide insights to inform decision-making and drive performance improvement initiatives

3. RFQ Handling

- Develop quotes for approval, send proposals to clients, and negotiate pricing if necessary
- Collaborate with Solutions Design to revise designs if pricing is not accepted by the client

4. Implementation Support

- Coordinate kick-off meetings with Operations, Transport, and other relevant teams
- Liaise with Transport for vehicle types, routes, and loading points as per Solutions Design
- Collaborate with Operations Development for daily reporting

requirements

- Work with Finance to establish billing conditions, timelines, and invoicing specifics

5. Go-live and Monitoring

- Ensure smooth transition and performance evaluation during the initial stages of implementation
- Monitor and report on the performance of clients during the initial implementation phase
- Other duties may be assigned as necessary so long as the duties assigned are reasonably related to the job/position and do not exceed the equivalent of a full- time load, as defined in this Agreement

Internship Requirement(s):

Experience Required

- Proven prior experience of minimum 1 year in project management, or a related role, with a track record of success in delivering services to clients

Education / Qualifications

- Bachelor's degree in Industrial Engineering or a related field

Skills / Attributes

- Proficient knowledge of Microsoft Office Applications or G-suite
- Expected to understand operations reasonably well in order to close sales successfully
- Proven track record in negotiation, interpersonal and communication skills that enable self to engage at all levels of the organization, both internally and externally

Functional Competencies

- Continuous Improvement Management Level 3
- Stakeholder Management Level 3
- Process Improvement and Optimisation Level 3
- Project Management Level 4
- Project Execution and Control Level 4

Additional Note(s):

As an Associate in the Project Management Operations, you will play a key role in supporting the development and implementation of strategic initiatives to optimize operational efficiency and drive continuous improvement.

Core Competencies - Communication Intermediate

- Customer Orientation Intermediate
- Influence Intermediate
- Interpersonal Skills Intermediate
- Leadership Intermediate
- Problem Solving Intermediate

Language Requirements

- Good command of spoken and written English. [Basic understanding]

For further queries, reach out to businessdevelopment@goldeneyecorp.com

(*) to be changed accordingly