

## Company profile for Partner Singapore Internship Program 2024

<b>Company Name :</b>	Forvis Mazars
<b>Company Website :</b>	<a href="https://www.forvismazars.com/th/en">https://www.forvismazars.com/th/en</a>
<b>Brief Company Description :</b>	Forvis Mazars is a leading global professional services network operating under a single brand with just two members: Forvis Mazars, LLP in the United States and Forvis Mazars Group SC, an internationally integrated partnership operating in over 100 countries and territories. Both members share a commitment to providing an unmatched client experience, delivering audit & assurance, tax, advisory and consulting services across the globe.
<b>Hours of Work :</b>	9am-5pm
<b>Working Days:</b>	Monday-Friday
<b>Monthly Allowance:</b>	5000 baht
<b>Internship Period:</b>	Mar – Aug 2025
<b>Location:</b>	
<p>Job Description(s):</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>• Assist in posting job openings on various job boards, company career page, and social media platforms.</li> <li>• Screen resumes and applications to identify potential candidates for various roles.</li> <li>• Schedule and coordinate interviews with candidates and hiring managers.</li> <li>• Conduct initial phone screenings and interviews, providing feedback to the hiring team.</li> <li>• Maintain and update candidate databases and tracking systems, ensuring accuracy and confidentiality.</li> <li>• Assist with organizing recruitment events, such as career fairs or webinars.</li> <li>• Support the onboarding process by coordinating pre-employment documents and assisting with orientation sessions.</li> <li>• Provide administrative support to the Talent Acquisition team on an as-needed basis.</li> </ul>	

**Internship Requirement(s):**

- Strong interest in recruitment and talent acquisition.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational skills.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Team player with a positive attitude and willingness to learn.

**Additional Note(s):**

For further queries, reach out to [businessdevelopment@goldeneyecorp.com](mailto:businessdevelopment@goldeneyecorp.com)