



Talent Transformation- Intern

We are looking for two proactive and detail-oriented interns to support our Training & Transformation team. The interns will assist in building training modules, coordinating training sessions, and ensuring smooth execution of training activities across teams.

About SmartQ

We go many miles beyond the F&B industry into capturing hearts and making a real difference by resolving the root cause of the business problem. At the core we strive to understand our clients' requirements through the display of empathy and provide solutions with an analytical mind that are both scalable and sustainable.

In less than a decade we have made significant strides, streamlining cafeteria operations across the globe across multiple industries through our cutting-edge technology. Armed with a global presence across 14+ countries, we believe in the principle of serving our clients and the ultimate users wholeheartedly. We are relentless at solving the key insight of “how do we make people feel the best every day!”

On the macro, we are built on 4 key pillars-great people, great food, great experience, and greater good. These pillars keep us firmly grounded to our work culture that resonates with humility and hard work, which shows in the projection of our growth trajectory.

To know more about the 5 key pillars that surround our culture check out our LinkedIn ‘Life’ page. You will be amazed to be a part of our growth story - <https://www.linkedin.com/company/smartq-bottlelabs/life/cdc290f8-ff81-4e7f-9c96-37d842f936c4/?viewAsMember=true>

Key Responsibilities:

- Assist in creating, updating, and organizing training modules and learning materials.
- Coordinate with internal teams to schedule and manage training sessions.
- Support the TT team in tracking training attendance, feedback, and completion reports.
- Help maintain training data, documentation, and dashboards.
- Ensure timely communication and follow-ups with stakeholders related to training activities.
- Provide administrative and operational support for all training-related tasks.

Skills & Qualifications:

- Pursuing or recently completed MBA/MSA or related program.
- Strong communication and coordination skills.
- Good understanding of MS Office (Excel, PowerPoint).
- Attention to detail and ability to manage multiple tasks.
- Quick learner with an interest in training, operations, or HR-related functions.

What We Offer:

- Hands-on experience in training operations and module development.
- Opportunity to work closely with the TT team on live projects.
- Exposure to real-time organizational processes and cross-functional collaboration.

Message from CEO:

We've come to realize that we're not merely in the B2B Food service industry; we're in the business of 'Capturing Hearts.' We find ourselves in a unique position to turn ordinary, mundane corporate cafeterias into places of pure delight, where individuals can freely express themselves, find inspiration, and share happiness. Such a profound transformation opportunity is a rare gift, where the purpose of our enterprise transcends the ordinary. If this vision resonates with you, we invite you to join us in our mission to spread joy and happiness in a world weighed down by stress and pressure. Together, let's play our part in making this world a more beautiful place.