

## 1) Corporate Planning Intern

### Responsibilities

- Identify key sources of data and information for data collation, undertake analysis and develop insights as well as drawing out the strategic issues and implications of industry developments for enhancing the Group's knowledge
  - Maintain and update Information Hub for the group in the collation of industry, customer & competitor information;
  - Analyze data and produce insights on Industry trends, new market developments & innovations, customers' strategies & direction, and competitor activities;
  - Produce reports to management and internal stakeholders on a regular and ad-hoc basis
- Assist the facilitation of the strategy making process and strategy workshops in order to enhance business position:
  - Identify and assess key market insights, issues, opportunities & threats
  - Develop SWOT for AET & key Competitors
  - Obtain & map out top 10 Key Customers' Long Term & Short Term Strategies & Objectives
  - Establish Strategic Direction for AET (Short, Medium & Long Term)
  - Screen & analyze opportunities for organic and inorganic growth
  - Develop tracking mechanisms to measure key initiatives

## 2) Finance Intern

### Responsibilities

- Make reassessment of existing customers credit rating.
- Prepare journals and support month end financial closing.
- Involve in SAP financial reports automation.
- Assist Accountants to prepare monthly balance sheet schedules.

## 3) IT Internship

### Responsibilities

- Involved in testing and documentation of the migration of IMOS from on-premises to SaaS project.
- Involved in testing and documentation of the migration of Biztalk2010 to Workato for NSE and IMOS to SAP project.
- Supporting Service for the vessels and will be involved in activities such as remote software installation and updates.
- Support the team to setup computer for the fleet, ship infrastructure, vessel communication technologies and remote support for vessels.
- Recognise phishing emails and come out with plans if you are compromised.
- Managing of IT asset such as tagging and inventorising assets.
- Be familiar with Microsoft 365 tools including Teams, SharePoint, Forms, PowerApp
- Managing of IT equipment issues in the conference rooms.
- Design and publication of tip of IT communication.
- Choose a topic that will help increase user productivity or reduce risk to the company (data theft, cybersecurity).
- Craft communication that is understandable and relevant to all levels in AET.
- Managing of vendors by attending vendors monthly service review.

### Requirements:

- There is no minimum requirement to apply for the above internships.
- Internship eligibility applies to students who are Singaporeans, Singapore PRs or student pass holders.

#### 4) Product and Chemical Shipping Intern

##### Responsibilities

- IMOS Familiarisation and updates
- Record keeping of claims
- Update of Cargo Docs archive
- Vessel Documentations for Pre-Fixture – CPP
- Generate of Reports and Ageing List from IMOS
- General Printing, binding and documentation storing

#### 5) Legal Intern

##### Responsibilities

- Assist Legal Counsel to negotiate, draft and finalise contracts for new projects and ventures, including joint ventures, acquisitions, shipbuilding contracts, ship sale and purchase and charterparties.
- Assist Legal Counsel to advise and review, on existing contractual arrangements involved in international shipping.
- Assist to monitor, developments in the law (Singapore, UK, EU and international) relating to the Company's business and provides update to the same.
- Assist Legal Counsel with respect to general matters from the Company's offices worldwide including employment and compliance issues, provision of supply of goods and services, data protection laws and corporate administration.
- Liaise with the Company's internal stakeholders with respect to relevant matters.
- Assist Legal Counsel in ensuring consistent service delivery during periods of frequent travel/absence from the office
- Conduct legal research as required.
- Carry out corporate secretarial work for the Group's portfolio of companies to ensure compliance with the Group's statutory and regulatory requirements.
- Manage statutory compliances and filings with ACRA, SSM and regulatory bodies in other jurisdictions. This includes maintaining and updating statutory registers and records, the filing of financial statements and preparing the board resolutions.
- Provide administrative support relating to the corporate secretarial work as and when required.

##### Qualifications

**Education:** Law Degree

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