

Intern, Communications

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Company: BASF South East Asia Pte. Ltd.

Location: Singapore

Category: arts-design-entertainment-sports-and-media

Objectives of the Position

As part of the Communications team, you will be supporting the team in internal and external communication tasks to enhance engagement with employees and customers to achieve its business goals. Join us and you will get a chance to develop your skills within project management and coordination, content development and strategy, reputation management and employee communication.

Main tasks

Generate ideas and support content development - internal/external/online/market communication materials (e.g., newsletter, videos, brochures, etc.)

Responsible for maintaining intranet/internet and other internal collaboration platforms (e.g., MS Stream)

Support the organization of trade exhibitions or events

Coordinate with vendors/agencies for the development and production of communication materials

Support any other communication programs as assigned by the supervisor

Requirements

Commitment to 6 months full-time internship is preferred or part-time or mix of both from June 2024

Students of Bachelor's degree in communications, media, marketing, or any related disciplines

Excellent command of English in spoken and written form.

Highly proficient in Microsoft 365, photo and video editing

Knowledge of content management systems (e.g. Adobe Experience Manager) is preferred.

Attention to detail, creative, and result oriented.

Able to work from the office and work from home (at least 20% work in the office) and virtual collaboration with colleagues in different locations as needed to support regional managers in the Asia Pacific covering different countries in the region.

About BASF in Singapore

BASF has been present in Singapore since 1978, supplying to customers from various industries, including chemicals, construction, electronics, personal care, and health and nutrition. The company today operates four production facilities in Singapore, as well as Human Nutrition Application Lab Asia Pacific for its nutrition and health business. BASF posted sales to customers in Singapore of about €300 million in 2023 and had 520 employees as of the end of the year. Further information is available on

For more information about BASF Internship Program, please click here.

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