

Singapore Jobs Expertini®

Internship

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Company: CoStar Group

Location: Singapore

Category: other-general

RESPONSIBILITIES

- Assist APAC team members with engaging clients (Business Development and/or Account Management)
- Facilitate project launches with Team APAC, Team London, and Team US
- Coordinate workflow and resolution support to business development, account management and client services teams
- Researching different market data, events and analyse impact on performance data
- Facilitate interaction between different regional teams
- Participate in other project work as required by regional offices

Administrative Support

- Special projects assistant
- Assist with fulfilling report generation
- Create or update existing process documents

QUALIFICATIONS

- An effectively and efficiently working attitude
- Have a keen eye for detail
- Maintain data confidentiality and accuracy
- Ability to prioritise tasks and timelines
- Good problem-solving skills
- An analytical and structured thinker yet creative in implementing new process launch / changes

- Willing to learn and contribute as a team member
- Vibrant, outgoing and dynamic personality
- Confident with numbers, charts and workflows
- Ability to speak an Asian language besides English
- Good MS Office skills – Word, Excel and Powerpoint

WHAT'S IN IT FOR YOU?

Working at CoStar Group means you'll enjoy a culture of collaboration and innovation that attracts the best and brightest across a broad range of disciplines.

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