

3E ACCOUNTING PTE. LTD.

Graduate Trainee (Digital and Research) #SGUnitedTraineeships

MCF-2020-0110772

📍 51 GOLDHILL PLAZA 308900 🕒 Internship/Traineeship 🧑 Fresh/entry level 📧 Marketing / Public Relations

\$2,300 to \$2,300 Monthly

0 application Posted 08 Jun 2020 Closing on 08 Jul 2020

Roles & Responsibilities**Traineeship Description:**

Contract learning programme as a mechanism for professional preparation for a career in the Digital Marketing, Advisory, Programme Management and Strategic Communication spheres. It comprises on-the-job training, Training & Development workshops and mentorship with various functional heads and seniors.

Responsibilities:

Trainee will be placed in the function that best suits their qualification and area of interest. Throughout the 12-months, they will be able to be guided in the areas of Digital Marketing, Advisory, Programme Management and Strategic Communication.

- Through systematic and quality feedback, the trainee will develop technical and operational skills to achieve professional goals and career progression within the firm for local and overseas markets.
- Trainees will provide customer relationship management support to clients for both local and international digital marketing projects.
- Trainees will monitor social media of key opinion leaders and social media influencers to propose engagement strategies to build and increase the firm's online presence.
- Trainees will research on relevant digital trends and propose plans to expand the firm's reach to the widest audiences and improve user experience which not limited to blogs, news and resources.
- Opportunity to convert to a full-time role on completion of programme depending on the Management's review. The Management may decide which department/position the trainee would be most suitable to be assigned to, taking into account qualifications, skillsets and the trainee's interest.

Technical Skills and Competencies Trainee will learn:

- Trainee will learn to manage the execution of the organisation's branding and marketing efforts across print, broadcast, online and social media platforms to create positive customer engagement.
- Trainee will learn how to enhance the company's brand reputation and brand image consistently across all marketing channels by leveraging on market research and analysis to identify marketing opportunities, target markets and channels.

Requirements:

- Singapore Citizen or Permanent Resident; and a. Graduated or graduating in calendar year 2019 or 2020 from ITEs, polytechnics, universities, or other educational institutions (e.g. private universities and overseas institutions); or b. Graduated earlier from above institutions and completed National Service in 2019 or 2020.

**About the Company**

In Singapore, the choice is clear: for the best in incorporation, accounting, taxation and clerical support, you need 3E Accounting, the leader in cost-effective professional solutions. With 3E Accounting, you are assured of results that exceed your expectations at a price that will make you smile.

3E Accounting is a Singapore-based firm that provides professional incorporation, accounting, tax and compliance services for start-ups and small- to medium-sized firms. Our head office is conveniently located in Novena – the central area of Singapore's Island.

We have been recognized by ACCA as an Approved Employer since 21 May 2012. The ACCA Approved Employer Program only names companies that ACCA recognizes to have high standards of staff training and development. On 27 June 2013, 3E Accounting became the Accredited Training Organisation (ATO) in Singapore. The Accreditation is given only for the company which provides adequate training and development opportunities for Candidates.

We are growing quickly and are looking for bright individuals who thrive in a fast-paced work environment. We look for good communicators who can articulate their ideas and understand the big picture surrounding the incorporation business. If you are energetic, dedicated and passionate, 3E Accounting wants you!

We have various open positions and are looking for partners and associates who can be part of our dynamic team of accounting, taxation, corporate secretarial and immigration professionals. We're committed to helping you grow and succeed. Be a part of 3E Accounting's dynamic team of professional accountants, tax specialists and business managers!

Open the link to view our corporate video: <https://www.youtube.com/watch?v=kvcRO6WHMIY>

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