



HR Internship Opportunity at Coty

Job title: HR Intern, Benefits & Shared Services
Supervisor: Global Functions HRBP & Head of Shared Services
Internship Period: From January 2018 onwards
Minimum Duration: 5/6 months
Office Location: 11 North Buona Vista Drive, #16-07, The Metropolis Tower 2, Singapore 138589

About Coty

Coty is one of the world's leading beauty companies with approximately \$9 billion in revenue, a rich entrepreneurial heritage and an iconic portfolio of leading brands. We are the global leader in fragrances, with the number two position in salon hair and number three in color cosmetics.

Our key fragrances brands include Calvin Klein, Gucci, Hugo Boss, Marc Jacobs, Chloe and Miu Miu. Other notable consumer and salon brands include Adidas, OPI, Sally Hansen, Wella, Nixon, Covergirl and Max Factor.

We treasure our legacy, but are driven to develop new opportunities for our partners, employees and customers. United by leaders with vision and commercial acumen, Coty aims to disrupt the conventions of the beauty industry.

Our Mission is to become, over time, a global industry leader by being a clear challenger in beauty delighting our consumers and creating long term shareholder value.

Check out our website at www.coty.com

Main Purpose

This is a HR Specialist and HR service delivery position. The role will get to work along with the warm and friendly HR Shared Service Team, and interact with internal HR stakeholders and employees across all levels and departments. The key focus of this role will be on **Benefit Review, Policy Writing, and day-to-day HR Shared Service activities.**

The success candidate will be someone who is service-oriented, organized, enjoys working on excel, possess strong attention to detail and hold high standards of data confidentiality. The person should also be a self-starter and able to embrace a fast-paced and ambiguous environment. Good written and verbal communication skills is required. Interest in the consumer goods industry is a must!

Key Responsibilities

- **Onboarding & Off-boarding Administration:** Support in triggering the start and end of an employee lifecycle
- **Benefits administration & helpdesk support:** Support in medical and insurance enrollment and play an advisory role to employee on benefit queries from time to time
- **Benefit Review:** Support in the benchmarking and analysis of benefits to review/revamp the benefit offering in Singapore including driving in-house communication roadshows
- **Policy Writing/Review:** Write and Update existing HR Policies and guidelines which can span across Compensation, Benefits, Payroll and HR Administration.
- **Employee Letter Request:** prepare ad-hoc letters, and be the overall guardian of all standard letter templates in Singapore & SEA
- **HRIS:** Update HR systems, Excel tracking of Expat data and report generation
- **Others:** any other ad-hoc duties as assigned e.g. MOM survey

Coty Core Values

- **Own it. Drive it:** Drive multiple projects across geographies, teams and varying go-to-market scenarios, managing the projects with ownership and integrity. Tenacious and willing to overcome obstacles.
- **Live beauty, breath beauty:** Possesses, or willing to acquire, a deep and intimate knowledge of our consumers and how he/she sees beauty. Driven to enhance our products and brands to enable them to feel more attractive, confident and liberated in their beauty. Think consumer-first.
- **Think like a start-up:** Intelligence to navigate through changing priorities and project timelines with agility and clarity. Leadership to drive long range business plan by engaging and enabling global, regional & local teams.
- **Be brave & go beyond:** Inherently seeks to over-deliver. Capability to combine strong analytical capabilities with a solid understanding of key business drivers to drive the decision making process of senior leaders through strategic insights and recommendation. Bravery to communicate ideas and plans with confidence and clarity.
- **Win for the team:** Able to maximize and focus personal and team efforts on the achievement of aligned goals

Application Process

To apply, please email to yinghui.tan@cotyinc.com your resume, your earliest start date and period of commitment. This internship must be on a full-time basis.

Priority will be given to those who can commence early and can commit for a longer period.



Business Operations Intern

Introduction

The seafood industry is a very special place to be, and this is more so at Hai Sia Seafood, a company that is at the crossroads of a transformational change. Food is a large part of our lives – it is a form of sustenance for some, and an art for others. Seafood promises boundless possibilities, in terms of quality, sources, seasons, cooking styles and presentations. At Hai Sia, seafood is a craft. We believe that good seafood can be affordable and accessible. Above all, we believe this craft, so close to our hearts, should be shared with more people.

Just as the mastery of seafood is a craft, a huge part of this transformational change hinges on seeking and developing like-minded people. People who enjoy food as much as we do, people who believe in value-creation as much as we do, and people who believe that better things can come if we put our hearts into perfecting our work.

About Hai Sia

Hai Sia, translated from Teochew, means *the sound of the sea*. From her humble beginnings in 1976 as a hawker stall at Mei Ling Street, Hai Sia has grown to be a familiar establishment at Jurong Fishery Port.

Today, Hai Sia is a HACCP-certified company that is involved in both the fresh and frozen seafood trade. Hai Sia provides integrated services including processing, packaging, deep-freezing and cold storage.

We are on an exciting track of change and have an opportunity for an individual to join us as a **Business Operations Intern**.

Background knowledge

Hai Sia will be embarking on an Enterprise Resource Planning (ERP) system implementation to integrate four key areas – Procurement, Sales, Inventory and Finance. This will be a milestone project for the company, and the ERP system is set to go live by end 2018.

Roles & Responsibilities

- Understand Hai Sia's operations from a fresh perspective, and highlight areas for improvement.
- Assess and critique recommendations put forth by ERP vendor to systemise Hai Sia's operations.
- Draft SOPs to tighten the processes of using the ERP system.
- Assist in data migration and ensure that data hygiene is in place before system implementation.
- Lead a special project of any nature that will be managed single-handedly by the candidate.





Special note from the management team

At Hai Sia, there is a second generation taking over the business, and with this, there is a strong motivation to modernise and professionalise this company that is growing. In recent times, Hai Sia has also been shortlisted as Google Singapore's hero case study for the use of Digital Marketing.

Mentored by two individuals who see themselves as visionary, creative and analytical, Hai Sia is looking for an intern who appreciates both the art and science of Marketing.

Please read more about the company at www.haisia.com.sg.

Hai Sia is also open to a part-time internship where the candidate can come to work 2 to 2.5 days per week. For both a full-time and part-time internship, the minimum commitment period is 12 weeks. No prerequisite is required.

Interested candidates, please send your CV to hr@haisia.com.sg and melvin@haisia.com.sg.



HR Internship Opportunity at Coty

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Supervisor: Global Functions HRBP & Head of Shared Services
Internship Period: From December 2017/January 2018 onwards
Minimum Duration: 5/6 months
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Main Purpose

This is an Assistant HR Business Partnering role supporting the Senior HR Business Partner cum Head of Shared Services. The role will get to work directly with business stakeholders and support across the full HR spectrum with key focus on **Talent Acquisition, Onboarding Programme and Coty Learning Academy**.

The success candidate will be someone who enjoys interacting with people, good emotional quotient, and possess strong coordination and project management skills. The person should also be self-starter and able to embrace a fast-paced and ambiguous environment. Good written and verbal communication skills is required. Ability to appreciate the consumer goods industry is a must!

Key Responsibilities

- **Talent Acquisition:** Lead end-to-end recruitment across multiple functions such as Supply Chain, Finance, IT, R&D and Digital
- **Talent Management:** support in the cross-divisional Talent Council for SEA
- **Learning & Development:** support in the setup of the Coty academy and the New Hire College
- **Employee Engagement:** Lead the New Hire Onboarding Programme #WinningStart
- **Policy and Documentation:** Draft HR Policies to support the setup of the HR Function
- **HRIS:** data validation and reporting of employee data with support from HR shared services
- **Others:** Lead and/or participate in ad-hoc HR initiatives as required

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Marketing Intern

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Roles & Responsibilities

- Conceptualise Hai Sia's Marketing plans for 2018, and build the long-range plans from 2019 to 2021.
- Scan for business opportunities for Hai Sia to tap on through market research, also known as 'market scan' internally.
- Plan for trade engagement activities, for example, for Christmas 2017 and Chinese New Year 2018.
- Increase Hai Sia's brand awareness through collaborations and partnerships, a focus area for Hai Sia.
- Create new Marketing content for Hai Sia through print, photography and videography.
- Lead a special project of any nature that will be managed single-handedly by the candidate.





Special note from the management team

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