



Intern/Trainee, HR & Admin (3-months Contract)

ERGO Insurance Pte. Ltd. is a registered general insurer regulated by the Monetary Authority of Singapore. We are a wholly owned Singapore subsidiary of ERGO Group AG, one of the major insurance groups in Germany and Europe, and we are the primary insurance arm of Munich Re, one of the leading reinsurers and risk carriers worldwide.

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There are countless good reasons to pick **ERGO** as an Employer.

No matter where you are in your career, we offer various development opportunities in all departments at all levels.

You'll experience a fair and open-minded culture where every employee is trusted and valued.

We support you on your career path. Professional development is a central part of our philosophy: we give all our staff the opportunity to develop, both personally and professionally.

If you have a strong passion to succeed and aspire to join a company that can offer you an interesting and diverse career, we look forward to meeting you!

We are seeking a highly-motivated individual to join our Team.

Job Requirements

The successful applicant will have the following pre-requisites:

- "A" Levels, Diploma/Degree in Human Resource Management or equivalent HR professional qualifications
- Existing ITE/Polytechnic/University students/New Graduates
- Experience in Human Resources is not a must but would be an added advantage
- A team player with initiatives and good interpersonal skills
- Able to plan, organize, and manage multiple projects and tasks simultaneously in a fast-paced environment
- Meticulous with high-level of accuracy and strong personal integrity
- Good command of both written and spoken English
- Good analytical and problem-solving and time management skills
- Proficient in Microsoft Office

Job Responsibilities

Provide support in the following areas: -

Administration (90%)

- Act as **back-up to Customer Service Officer** to handle incoming calls when required
- **Attend to visitors/deliveries/couriers** etc for the office
- **Handling of daily mails**, eg. franking mails and posting mails for the company, opening of letterbox, receiving mails, distributing mails to the correct department, and arranging for courier service.
- **Liase with building/office vendors on office maintenance** and contracts including landscaping services, water dispenser servicing, carpet washing, repair works etc when required.
- **Liase with storage vendor** for retrieving and archiving of documents.
- **Keep and maintenance inventory** of office assets & supplies eg. telephone sets, stationeries, pantry supplies etc
- Any other administrative related duties as assigned by reporting manager/supervisor

HR (10%)

- Assist in the end-to-end **recruitment process** of positions of all levels.
- Assist with **updating organization chart and telephone list**
- Assist with **coordination of training activities** and **update CPD training hours**
- Any other HR related duties as assigned by reporting manager/supervisor.

Contact

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