

# Project IMDD



Company Name  
SATS Ltd

Website  
<https://www.sats.com.sg/>

No. of Vacancies

10

Internship Allowances

SGD\$850

Sign up your interest &  
Submit Resume – Scan QR  
Code



## Job Positions Available

All job positions stated under SATS are 5 days work week, 8:30AM to 5:30PM, Monday to Friday.

### 1. Job Position: Intern, Hub Ops (Cargo)

**Department:** Hub Ops, **Business Unit:** Cargo

#### Main Duties and Responsibilities

- Data Compilation and Analysis.
- Contribute to ongoing safety and process improvement initiatives, opportunity to develop Critical Thinking skills and Project Management capabilities.
- Involve in the study and analysis of cargo operational trends. Apply theoretical knowledge in the context of Air Hub Operations. Provide improvement suggestions and develop a deeper understanding of operational realities.
- Support Managers and AOs in daily activities, including interactions with leading Airlines and Freight Forwarders, incident investigation, running operations and employee engagement activities.

#### Job Requirements

- Proficient in Microsoft Excel, Word, PowerPoint & etc.
- Strong written and interpersonal communication skills
- Good presentation and time management skills
- Able to manage multiple projects concurrently
- Interest in the Aviation industry

### 2. Job Position: Intern, eCommerce / Mail (Cargo)

**Department:** eCommerce AirHub / Mail, **Business Unit:** Cargo

#### Main Duties and Responsibilities

- Organize and coordinate inbound, outbound and transit mail.
- To plan mail bag allocation on airline flights.
- Liaise with customers such as postal agency and airlines to organize space booking and allocation for mail.
- Prepare reports that tracks the performance and service level.
- To be involved in Airmail planning and rescheduling. enhancement of track and trace, messaging capabilities of the airmail module in the cargo system.

#### Job Requirements

- Proficiency in analytical skills using Microsoft Excel
- Proficiency in the use Microsoft PowerPoint
- Team player
- Self-driven

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## Job Positions Available

### 3. Job Position: Intern, Hub Solutions (Cargo)

**Department: Hub Solutions, Business Unit: Cargo**

#### Main Duties and Responsibilities

- Assist with app designing and development
- Attend meetings and taking minutes
- Perform research at a Manager and AO's request
- Create PowerPoint presentations, draft reports, analyse trends

#### Job Requirements

- Proficient in App Designing/Development, Microsoft Excel, Word, Power BI & etc.
- Strong written and interpersonal communication skills
- Good presentation and time management skills
- Able to manage multiple projects concurrently
- Interest in the Aviation industry

### 4. Job Position: Intern, Import (Cargo)

**Department: Import, Business Unit: Cargo**

#### Main Duties and Responsibilities

- Assist to collect and analyze RCF data.
- Review daily storage capacity in the MHS.
- Conduct audits to improve warehouse ops safety especially forklift and tractor handlings.
- Assist in support services at Import Operations such as reports and taking minutes.
- Good time management to adhere to deadlines

#### Job Requirements

- Strong critical thinking skills
- Good interpersonal communication skills
- Proficiency in MS Office Suite (Powerpoint, Excel, Word, etc.)
- Data analysis skills
- Basic project management skills
- Interest in aviation, supply chain management

### 5. Job Position: Intern, CGO ULD (Cargo)

**Department: ULD, Business Unit: Cargo**

#### Main Duties and Responsibilities

- Documentation of Unit Loading Device (ULD) inventory.
- Data collation and review.
- Fieldwork - inspection and audit of ULD storage.
- Digitalize Data and Documents Job Requirements.
- Work instructions and Refinement of SOPs.

#### Job Requirements

- Proficiency in project management and/or analytical skills
- Proficiency in the use Microsoft Excel/ PowerPoint
- Team player
- Self-driven

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## Job Positions Available

### 6. Job Position: Intern, Customer Airlines (Cargo)

**Department: Customer Airlines, Business Unit: Cargo**

#### Main Duties and Responsibilities

- Assist with project implementation.
- Assist to compile and collate data to analyse operational SLAs and KPIs.
- Tracking of safety incidents and operational trends.
- Support AOs and Managers in daily operational matters including matters relating to employees, airlines and freight forwarders.
- Provide suggestions on process / facilities improvement to improve operational capabilities.

#### Job Requirements

- Intermediate / advance level proficiency in excel / powerpoint and Power BI
- Interest in Aviation / Logistics industry
- Good time management skill and strong interpersonal communication skills

### 7. Job Position: Intern, DG Ops (Cargo)

**Department: DG Ops, Business Unit: Cargo**

#### Main Duties and Responsibilities

- Assist with regular audits on DG.
- Assist with DG data analysis.
- Help build DG material for workshop.
- Participate and organise DG activities to support DG awareness and enhance knowledge of DG.
- Support the preparation of reporting requirements.

#### Job Requirements

- Proficient in MS Excel, Powerpoint, Words
- Good Communication
- Team Player
- Self-driven

### 8. Job Position: Intern, Service Quality (Cargo)

**Department: Service Quality, Business Unit: Cargo**

#### Main Duties and Responsibilities

- Assist in the development and implementation of the Truck Dock Slot Booking project.
- Assist in the preparation for ISO9001 audits.
- Assist in other projects that the department undertakes.

#### Job Requirements

- Proficiency in analytical skills using Microsoft Excel
- Proficiency in the use Microsoft PowerPoint
- Team player
- Self-driven