

# Project IMDD



## Company Name

Speedmark Air  
Transportation Pte Ltd

## Website

<https://www.speedmark.com.sg/>

## No. of Vacancies

3

## Internship Allowances

SGD\$800

Sign up your interest &  
Submit Resume – Scan QR  
Code



## Job Positions Available

### **Job Position: Inside Sales (Airfreight) Intern**

Location: 18 Tai Seng Street, #04-05/06, 18 Tai Seng, Singapore 539775

#### **Main Duties and Responsibilities**

- Support the Inside Sales team in handling incoming leads and preparing quotations.
- Communicate with overseas agents and airline partners to source competitive freight rates.
- Assist in maintaining quotation records and customer service follow-up.
- Conduct an analysis of the current Inside Sales processes.
- Propose actionable improvements to strengthen competitiveness and sales conversion.

#### **Job Requirements**

- Diploma in Business, Logistics, Supply Chain or related fields.
- Good analytical, communication, and presentation skills.
- Proficient in Microsoft Excel and comfortable with data and research.
- Interest in sales strategy, market analysis, and global logistics.

#### **Learning Objectives & Outcomes**

- Exposure to international freight negotiation and sales support functions.
- Opportunity to develop analytical thinking and business proposal writing skills.

### **Job Position: Warehouse & Traffic Intern**

Location: 115 Airport Cargo Road, #01-27/28/29, Cargo Agents Building C, Singapore 819466

#### **Main Duties and Responsibilities**

- Assist in daily warehouse operations including cargo handling and preparation for export lodge-in.
- Support import cargo delivery and local route planning activities.
- Learn to operate and analyse delivery schedules using the Versafleet Management System.
- Study the current utilisation of Versafleet and identify gaps in truckload maximisation.
- Research competitor practices and suggest process enhancements or system features that can be adopted.

#### **Job Requirements**

- Diploma in Logistics, Supply Chain, or relevant field.
- Analytical mindset with curiosity to learn operational systems.
- Comfortable working in a fast-paced, hands-on environment.
- Able to work independently on research and improvement projects.

**[Cont. to the next page]**

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## Job Positions Available

### [Cont.]

#### Learning Outcomes:

- Practical understanding of warehouse workflows and transport planning.
- Real-world application of system-based logistics optimisation.

#### Job Position: Logistics Operations Executive Intern (Logistics Hub)

Location: 3 Changi North Street 2, #01-04/05, #03-04/05, LogisTech, Singapore 498827

#### Main Duties and Responsibilities

- Support daily logistics operations at the warehouse hub, including receiving, inventory management, and order fulfilment.
- Assist in monitoring and documenting stock movements, picking, and packing activities.
- Participate in inventory checks and reconcile discrepancies.
- Investigate recurring issues of missing parts identified during customers' annual stock takes.
- Map current processes, identify gaps and potential root causes, and recommend preventive measures.

#### Job Requirements

- Diploma in Logistics, Supply Chain, Operations Management, or related discipline.
- Detail-oriented with strong analytical and observational skills.
- Able to communicate findings clearly and work independently on improvement tasks.
- Familiarity with WMS or inventory systems is a bonus.

#### Learning Objectives & Outcomes

- Hands-on exposure to logistics hub operations and inventory control.
- Develop problem-solving and process-mapping skills in a real warehouse environment.
- Learn to work with cross-functional teams to implement corrective actions.