



<b>Host Employer:</b>	Farmio (Singapore)
<b>Internship Position:</b>	Operation
<b>Industry</b>	Technology
<b>Department:</b>	Supply Chain
<b>Duration:</b>	Between early May to end Aug (minimum 10 weeks internship)
<b>Internship Location:</b>	Singapore
<b>Job Code:</b>	A176c
<b>Company Website:</b>	<a href="https://farmio.io/en/">https://farmio.io/en/</a>

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Farmio is a technology-driven service company dedicated to revolutionizing the food industry across Asia. We empower food business suppliers and retailers by providing the tools and automation technology they need to embrace digital transformation. With operations in Singapore and Hong Kong, Farmio is at the forefront of integrating technology into the food supply chain.

### **Job Summary**

This position offers a unique opportunity to contribute to Farmio's operational excellence by streamlining daily processes, improving workflows, and optimizing supply chain operations. Interns will gain hands-on experience in daily workflow coordination, advanced operation management, and process improvement strategies. The role requires strong analytical thinking, a proactive mindset, and the ability to collaborate across teams.

### **Related Disciplines**

FB, FH

### **Key Duties and Responsibilities**

1. Assist with inventory management.
2. Support the operations team with order fulfillment and shipment processes.
3. Help coordinate and manage logistics, including supplier communications.
4. Monitor and report on key operational metrics and performance.
5. Participate in the improvement of operational workflows and efficiency.
6. Support in preparing reports and analyses to improve decision-making.
7. Assist in maintaining relationships with clients, vendors, and service providers.
8. Provide administrative support to the Operations Manager and team.
9. Work closely with the team on special projects and initiatives as needed.

### **Essential Attributes:**

1. Currently pursuing or recently completed a degree in any disciplines.
2. Fluency in both English and Chinese (Mandarin), with strong communication skills.
3. Proficiency in Microsoft Office (Word, Excel, PowerPoint).
4. Strong organizational skills and attention to detail.
5. Ability to work independently and manage multiple tasks.
6. Prior experience in sales, business development, or operations is a plus but not required.

**Desirable Attributes:**

1. Problem-Solving Mindset: Quick adaptability to handle unexpected issues, such as supply chain disruptions or inventory discrepancies.
2. Technical Skills: Familiarity with tools such as Microsoft Excel (advanced), warehouse management systems, or process mapping software.

**Language Requirements**

English (Spoken), Mandarin (Spoken), English (Written), Mandarin (Written)

**Working Days and Working Hours**

5 days a week, Working hours 9:30-6:30 (Monday to Friday) with 1 hour lunch break

**Benefits provided, if applicable**

Mentorship Program, Collaborate with a diverse team across 7 countries, bringing global perspectives to every project, Happy hour time, with games mingling with team members from multiple countries, and Connect with SEA Industry Leaders. The opportunity to work in Singapore.