



Host Employer:	Xignam Consulting Pte Ltd in Singapore
Internship Position:	Internship (Client Success Executive)
Industry	Management Consulting
Department:	Department Operation
Duration:	Between early May to end Aug (minimum 10 weeks internship)
Internship Location:	Singapore
Job Code:	A184
Company Website:	www.xignam.com

Provides comprehensive services including ACRA compliance, immigration assistance, work pass facilitation, and EDM investment plans to support businesses and individuals in navigating Singapore's regulatory and business environment.

Job Summary

The role focuses on managing client queries, ensuring accurate documentation, building strong relationships, collaborating with the sales team, and staying updated on market trends to ensure customer satisfaction.

Related Disciplines

FB, MM, FH

Key Duties and Responsibilities

1. Responding to client queries quickly and professionally.
2. Submitting documentation on time and accurately.
3. Building strong relationships with clients.
4. Ensuring customer satisfaction by meeting client needs.
5. Working with the sales team to provide great service.
6. Keeping up with market trends and industry news.

Job Requirements

Essential Attributes:

1. Excellent command of English and Chinese.
2. Attention to detail and organizational skills to ensure accuracy and timely delivery of services.

Desirable Attributes:

Student majoring in business & management / Human Resources / Legal Studies/ Communication/ Marketing / Languages / International Relations is a plus.

Language Requirements

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

Working Days and Working Hours

Monday to Friday 09:30 am to 05:30 pm, with 1 hour lunch break