Student Assistant (Intern)- Project Management

Objective:
To develop communication and coordination skills, gain understanding of energy industry telecommunication project lifecycle and coordination processes, learn how to track procurement and delivery, improve documentation and time management practices and build confidence, responsibility, and professional behaviour.

Program:
Onboarding and Introduction (Week 1)
a) Orientation & introduction (safety briefing, company overview, team introduction, company policies and guidelines, internship goals)
b) Assignment of Mentor
c) Introduction to telecommunication systems in energy industry
d) Access to project management tools
e) Introduction to Project Management
f) Review of project scope
g) Project structure and roles

Project Management Support – Phase-1 (Week 2 – 4)
a) Document preparation assistance
b) Minutes of Meeting recording skill
c) Project tracking & update
d) Project Management process

Team Coordination – Phase-1 (Week 5 – 7)
a) Meetings scheduling
b) Actions item follow-up
c) Team communication support

}Logistic & Procurement – Phase-1 (Week 8 – 10)
a) Delivery tracking
b) Supplier follow-up
c) PO progress monitoring

Midpoint Review & Feedback (Week 11)
a) Progress review
b) Feedback session
c) Identify learning gaps
d) Plan adjustments, as required

Project Management Support – Phase-2 (Week 12 – 14)
a) Progress reporting assistance
b) Gantt chart
c) Risk Management support

Team Coordination – Phase-2 (Week 15 – 17)
a) Take ownership of small coordination tasks
b) Following up with cross-functional team

Logistic & Procurement – Phase-2 (Week 18 – 19)
a) Review of outstanding deliveries
b) Delivery status logs
c) Logistic summary

Final Review & Presentation (Week 20)
a) Presentation of the tasks learned
b) Completed tasks
c) Suggestion for improvement
d) Feedback from mentor & project management

Qualifications:
- Currently pursuing or recently graduated with a degree in Telecommunications, Electrical & Electronics Engineering, Computer Engineering, IT, or a related field with NTU
- Strong interest in learning about telecommunications and project engineering.
- Good organizational and documentation skills.
- Basic understanding of engineering drawings and technical documentation is an advantage.
- Willingness to learn, proactive attitude, and ability to work collaboratively in a team environment.

- Proficiency in Microsoft Office (Excel, Word, etc.) and good communication skills in English (spoken and written).