

## JOB DESCRIPTION

<b>Job title</b>	Intern
<b>Company</b>	Singapore Space and Technology Association
<b>Employment Type</b>	Internship (August – October 2018)
<b>Working Location</b>	Singapore

### Job purpose

Looking for an outgoing Intern to maintain and update the association's website and social media accounts.

### Responsibilities

Responsible for

- Updating website and social media accounts according to managers' request
- Handling basic enquiry from the general public on association's programmes
- Carrying out basic clerical work

### Qualifications

GCE O Level and above

### Experience

Competent skills on

- WordPress
- Adobe Photoshop/Illustrator
- Microsoft Word, Excel and PowerPoint

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Interested parties please send your CV to the following email:

[jermaine.tan@space.org.sg](mailto:jermaine.tan@space.org.sg)

However, we regret that only shortlisted candidates will be notified and contacted.