

Intern, Solar Import Project

JTC Summit (Near Jurong East MRT)

Responsibilities:

- Assist the Project Team in managing the project documents for a solar import project
- Attend project meetings, prepare meeting notes and follow up with required actions
- Manage the project document database, including licences, permits, technical and commercial agreements.
- Monitor the project budget and development schedule
- Prepare internal reports on the project status for internal and external stakeholders
- Ensure the Project complies with all Singapore permits, licences and regulations during the development phase
- Prepare presentations for external engagement

Requirements:

- Candidate must possess excellent written communication skills, with proven ability to write for a range of different audiences
- Experience with Word, Excel and Powerpoint
- Possess good time management, self-motivated and a team player
- Quick learner and organised,
- Creative and able to work independently

Others:

- 5-day work week.





Interested applicants, please forward your detailed resume including your last drawn salary, expected salary and date of availability to:

HR.SG@pacificlight.com.sg

Please indicate the position that you are applying on the subject.

(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)

By submitting your personal data and/or resume to PacificLight (“us”) or to HR.SG@pacificlight.com.sg, you shall be deemed to have given consent to us collecting, using, and disclosing your personal data for the purpose of assessing your job application. Information collected may also be disclosed to PacificLight Group of Companies (“PacificLight”) which includes PacificLight Power Pte. Ltd and PacificLight Energy Pte. Ltd. for this purpose. Please read our privacy policy [here](#).



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