



**Mission:** To provide the best feeder solutions, and be the feeder carrier of choice.

**Core Values:** To ensure **Integrity** by delivering what we promise and be **Service Oriented** by putting our customers before us, always going the extra miles to service their needs.

**Vision:** To be the world's most geographically diverse common carrier.

## Internship

---

### General Information

---

**Main function:** Business Transformation Team

The Business Transformation Team runs a series of programmes with the objective of achieving among others, integrated processes and systems. These are delivered through projects that target to automate, standardize and improve data quality, ultimately bringing our business capabilities to a higher level. Interns attached to our team have in the past involved in initiatives on Reporting Tools, Business Intelligence and data analysis to get better insights into our customers and markets.

**Purpose of the internship:** To have an overview on how the team manages multiple project plans and related activities using project management skills and techniques to manage and drive project milestones toward successful outcomes. Interns also get to interact with our various business units to get a grasp our process alignment along with customer engagement strategy. The internship will commence with 6 weeks attached to one of our business hubs who operate vessels and services. This will give intern the domain and contextual knowledge of our business they will need to understand the data they will be handling upon their return to BTT.

**Reports to:** Head of Business Transformation

---

### Internship objectives

---

- Assist with the generation and analysis of Business Intelligence reports
- Works with Line Manages and Marketing Managers on specific projects where business analytics will be used
- Participate in and contribute to the Business Transformation projects of the Company
- Data-cleaning and categorizing of data for analysis
- Data analysis and trendspotting, using Excel pivot tables and charts where useful
- Monitoring shipping schedules for timeliness and data accuracy
- The internship may involve a ship visit depending on the COVID situation at the time.

---

### Working Information

---

Working Days: Monday to Friday

Working hours: 0845hrs to 1800hrs

Meal break: 1300hrs to 1400hrs

Dress code: Smart office attire

Internship Allowance: S\$1000 per month

CPF: Not applicable

Overtime is payable in accordance to the Employment Act guidelines.