



SUMMER INTERN PROGRAM

Six months negotiable program in the Singapore office

Singapore departments to participate:

- Cryptocurrency Exchange Business
- Marketing & PR -APAC
- Research & Analytics
- ICO Advisory & Partnerships

Assistant Events

Role Description:

- The candidate will be assisting his / her managers and senior executives in coordinating, organising and putting together regional events in Singapore, Malaysia, Vietnam, Cambodia, Thailand and Indonesia (not limited to just these countries).
- The ideal candidate should be organized, be able to plan and execute tasks. He / she should also be a go-getter with the initiative to come up with solutions when faced with challenges that may arise.
- The candidate should also enjoy meeting people and socialising with event attendees. He / she should also enjoy traveling as the role will require traveling on a regional scale.

Tasks / Job Description:

- Coordinate and liaise with venue and other vendors for the successful execution of regional events
- Assist in planning of regional events on shared calendar so that there is no clash in events
- Coordinate with speakers and events crew to ensure everyone is aware of dates and roles
- Coordinate and liaise with Marketing and other departments to ensure the smooth delivery of all aspects of the event
- Assist with registration, ushering, AV and other tasks on the ground during the actual event.
- Be familiar with Microsoft Office and Google Suite for collaborative purposes
- Assist superiors in whatever tasks are necessary
- Be able to come up with solutions to challenges that may arise on the ground during events

Benefits to the intern:

- Earn in-depth, hands-on experience well beyond what is possible in the classroom or in a traditional internship
- Earn hands-on experience of planning and executing events
- Try a variety of positions/departments at a company to find out what type of work they excel at and enjoy the most

- Learn how the company works behind the scenes and how different roles and departments work together
- Develop leadership skills that will be critically important to advance in a career
- See what it takes to successfully launch a startup and have an ICO from the ground up
- Students will leave the course as a “Certified Bitcoin Professional” and will have an extreme grasp of the overall FinTech sector, blockchain technology and implementations, etc.

Benefits to trade.io:

- Develop strong relationships with leading global universities to funnel top students to us over institutional banks
- Low cost with high-talent return
- Leverage intern experience to build brand marketing and awareness
 - LinkedIn posts about what they’ve learned and experienced
 - They can bring back to university and spread their experience

Assistant Partnership

Role Description:

- The candidate will be assisting his / her managers and superiors in the area of recruiting partners to promote the company and its products and services and also to manage and keep constant contact with partners. The role will be akin to Investor Relations but this is applied to partners of the company.
- The candidate should be outgoing and enjoy getting to know new people as well as have a genuine interest and liking for helping partners of the company achieve and exceed their goals.
- A large part of the role will entail corresponding with existing partners as well as searching out new partners.

Tasks / Job Description:

- Search for and reach out to new partners to expand the partnership pool for the company
- Liaise with and correspond with existing partners and keep them well informed of current happenings in the company
- Work with superiors to design incentive programs for partners in order to incentivise them to perform
- Coordinate and liaise with Marketing and other departments to ensure the smooth delivery of all partnership incentives and competitions
- Assist superiors in whatever tasks are necessary
- Be familiar with Microsoft Office and Google Suite for collaborative purposes

- Be creative in coming up with solutions and incentives that will motivate partners
- Work with other country offices and departments to devise innovative campaigns that can increase visibility and awareness for company

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