

JOB DESCRIPTION (Career Kickstarter)

| | |
|--------------------|---|
| Designation | Internal Communications & Events Management Associate |
| School/Department | Human Resource Department (HRD) |
| Number of Position | 1 |
| Duration of Role | 6-12 months |

KEY RESPONSIBILITIES

Overview

As the Human Resource Communications & Events Management Associate, you will be the voice and creative spark behind how our staff hear, feel and connect with HR initiatives. This is a hands-on and meaningful role designed for creative and curious individuals who are keen to support the HR Department in delivering clear, engaging and timely communications to staff across TP. You will get to build foundational skills in internal communications, event management, vendor coordination and stakeholder engagement.

HR Internal Communications and Collaterals

- Design, develop and schedule eDMs for HR Initiatives, policy updates, HR events and briefing sessions
- Maintain HR communications calendar to ensure timely and coordinated rollouts
- Keep HR content on Intranet and Staff Portal fresh and up to date
- Proofread and ensure consistency in tone, branding and formatting across HR communication materials
- Support the development of a welcome collateral to shape our new joiner experience
- Source and liaise with external vendors on design, sample, pricing and delivery timelines

Event Management

- Plan and coordinate logistics for HR events and briefings sessions
- Support venue booking, refreshments, attendee registration and on the day set-up
- Compile post-event reports

PREREQUISITES

- Qualification in Human Resource, Marketing, Communications, Design, Media, Visual Communication or related disciplines.
- Creative mindset with an attention to detail.
- Strong written and verbal communication skills.
- Good interpersonal skills with the ability to collaborate across teams.
- Positive attitude and willingness to learn.
- Able to work independently with minimal supervision when required.