

JOB DESCRIPTION

Designation	Digital Solutions Associate (TP Career Kickstarter)
School/Department	Temasek SkillsFuture Academy
Number of Position	1
Duration	12 months

Key Responsibilities
<ul style="list-style-type: none"> • Develop and maintain dashboards and reports for data-driven decision-making. • Design and maintain RPA solutions to automate processes and improve operational efficiency. • Collaborate with business stakeholders to identify automation opportunities and optimise workflows. • Document process automation workflows, best practices, and standard operating procedures. • Monitor and analyse the performance of automation solutions to ensure continuous improvement and alignment with business goals. • Provide training and support to team members on RPA tools and data analytics practices to build internal capability and drive adoption. • Support events (e.g. roadshows, career fairs and workshops) • Contribute to cross-functional and inter-agency projects.

Prerequisites
<ul style="list-style-type: none"> • Qualification in any discipline. • Proficient in Power BI, Power Apps and Power Automate. • Knowledge of data analytics skills (Python, SQL) is a plus. • Familiarity with data mining, process streamlining, workflow automation, and AI-driven automation. • Meticulous, motivated, good time management and ability to multitask. • Excellent written and verbal communication skills, with strong interpersonal skills. • Strong analytical and problem-solving abilities. • Resourcefulness and willingness to learn. • Able to work independently and collaboratively in a fast-paced environment.