

planitswiss Asia | Multimedia – Digital Intern

planitswiss Asia, is part of a group of companies servicing the communication and Events needs of its corporate customers. Our activities range from physical events to fully immersive digital packaged solutions. Our services also include training and e-learning services, streaming services, video services, design, 3D, motion design, audio-visual services, and management technical equipment. In the business for over 18 years, we have our headquarter in Switzerland and a regional office in Singapore, Rwanda and France and we operate all around Europe, Asia and Africa as one core group. Our experienced team offers unparalleled innovative technical expertise leverage on its experience in events management to create unforgettable experiences, always putting customer needs at the center of our developments.

If you are independent, have an entrepreneurial acumen with a strong service-oriented personality and likes to learn and take ownership, this position is for you!

Your responsibilities will be to support and contribute to conceptualizing and delivering multimedia services to our valuable customers with the objective to provide the best customer experience.

ROLE

Under the supervision of the head of Multimedia and Country Director, your role will be to assist the group's global offices with all the multimedia related services. You will be working in a globally located team of experts that have a wide range of expertise.

VALUES

Entrepreneurial drive, organization, keeping employees' and customers' interests in mind, ethical behavior and environmental respect count in everything you do. Respecting company and customer values as well as work ethic is a must.

We all like to learn, challenge ourselves and innovate as a team.

LANGUAGES

Fluent English is mandatory. Any other regional language is an asset.

SKILLS REQUIRED

- Be flexible
- Be structured and organized
- Comfortable in exchanging with customers and colleagues
- Proficient in Microsoft Office (especially Excel & Word)
- An experience in streaming, web development or other digital aspects will be a plus
- Able to multi-task and work in a fast-paced environment
- Committed, independent, energetic, self-driven and able to think outside the box
- Willing to learn, pro-active and with a “can do” attitude
- Good interpersonal skills and comfortable working with different levels of people both locally and internationally

DUTIES & RESPONSIBILITIES

Your duties include working alongside the Multimedia Team and the Project Managers to assist with the following tasks:

- Configure customer tailor digital online platforms
- Convert content into HTML content
- Manage streaming tools
- Troubleshoot technical issue with customers
- Keep our technical equipment up to date and with latest versions
- Deliver tasks within a defined timeframe
- Manage post events reports

For more insights on what we do, visit <https://www.linkedin.com/company/470097>

Has this opportunity triggered your interest?

You are Singaporean or PR, send us your CV with references and photo by email to hr@planitwiss.com (please indicate the job position you are applying for in the subject of the email).