

Job description Management Traineeship AQ Services International Singapore

Function: All round Management Trainee
Location: Singapore

Company Name: AQ Services International PTE Ltd.

Internet: www.aq-services.com

Location: Singapore

Duration Traineeship: 6 months

Industry: Mystery Shopping & Market Research

Job Type: Management Traineeship

Company Description: AQ Services is a full service quality research agency, specialized in developing and executing mystery shopping programs, market research and employee motivation programs for both local and International companies.

AQ Services differentiates itself from its competitors through its professional offer of services, its methodology in the execution of programs, its advanced reporting services and applications, and through its world-wide coverage and international orientation. AQ Services is a founding member of The IMSA (International Mystery Shopping Alliance, www.theimsa.com) and the MSPA (Mystery Shopping Providers Association, www.mysteryshop.org).

AQ Services is best described as flexible, innovative, professional, enterprising, and proactive and seeks the same qualities in their employees.

Traineeship Description: ALLROUND MANAGEMENT TRAINEESHIP

AQ Services offers a diversified management traineeship. The trainee will primarily be in charge of coordinating several accounts. There will also be room for the trainee to conduct one or more research projects during the traineeship period. The tasks involved are described here below.

Account Management:

AQ Services has numerous accounts for which mystery shopping programs and/or other research projects are developed and executed. The trainee will be trained as an account manager and will be responsible for the execution, the coordination and the communication of the program. At first you will assist another business manager in these tasks.

The tasks included are as follows:

- Communication with mystery shoppers
- Scheduling mystery shoppers for the mystery visits
- Instructing mystery shoppers
- Verifying the results
- Reporting the results to the client
- Reporting the results to the AQ Services management
- Processing alterations in the questionnaires, instructions etc.

Projects:

The secondary role of the trainee includes conducting short or long term research projects. The nature of the project is dependable of the situation at that time. An example of such a project would be to coordinate a research project carried out for a magazine article.

Specifics tasks during Research projects:

- Writing the research project plan
- Setting up the program contents for the research project
- Coordinating the operational aspects of the project
- Reporting the findings of the Research project
- Communication with the client
- Finalizing the project

Job Requirements:

The trainee will work directly together with the team of AQ Services. The degree to be obtained by the trainee must be a Bachelor's degree. Fluency in the English language is required and fluency in the Mandarin language is preferable. The trainee is expected to have good communication skills, have affinity with service, have a hands-on mentality, be a strong team player and at all times be flexible. The trainee should perceive it a challenge to work in a young, growing and dynamic company. He or she likes to take initiatives, has a strong sense of responsibility and can perform independently.

Contact person:

Mrs. Stephanie Van Aken

E-mail:

aken@aq-services.com