



UOB-SMU  
Asian Enterprise Institute

## Business Consulting Opportunities with UOB-SMU AEI



## Project 974FY24 – HR Processes

### Brief Company Profile

With more than 30 years of experience into the beverages business and more than 40 SKUs, the company is into the 2nd generation.

### Objective of the consulting project

The company is going through a revamp currently. The management would like to get ready itself in order to hire more efficiently and effectively.

### Project Scope

It is looking for a team of students to beef up its HR functions, with the onset focus on employee handbook as well as job description documentation.

- Employee Satisfaction survey
- Research on industry best practices
- Staff Interview and JD documentation
- Develop employee handbook, incorporating HR policies, code of conduct, best practices, general policies, etc

### Student Requirements

- A **3-member** team with students from the Organisational Behaviour and Human Resources (OBHR) major is a must.
- The team will be mentored by a [Project Advisor](#).

### More Information

Start Date: ASAP

Duration of project: 16 working weeks

Stipend: \$3000 per team (excluding incidental expenses incurred during the course of the project)

Working hours: Flexible working hours

Internship filing: Up to 10 weeks

\*Only applicable to undergraduates from the Lee Kong Chian School of Business, School of Economics and School of Social Sciences.