



## AIA Singapore

1 Robinson Road, AIA Tower  
Singapore 048542  
T : 1800 248 8000

AIA.COM.SG

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[AIAVitality.com.sg](http://AIAVitality.com.sg)

## Commercial

Roles in this category are functions that are either directly at the frontline of the business or supporting the frontline of the business. These roles will provide Interns with an insight into the day to day operations within the company.

While these are not technical in nature, Interns will require proficiency in Microsoft Office tools, strong general knowledge as well as ability to connect the dots quickly.

### **Intern, Internal Controls**

Division - Dept: Corporate Solutions – Internal Controls

Location: AIA Tampines

#### **Duties**

- Review and audit activities relating to all Business Units within the Division.
- Assist with the completion of Internal Controls' review to ensure Division adheres to internal and external requirements.
- Participate in projects involving risk & compliance with a focus on PDPA and how it impacts business operations in a high regulated industry.

#### **Requisite**

- Open in area of study, interest in Internal Controls.

#### **Learning Outcome**

- Learn the basics of the Internal Controls function (i.e. complying with Company guidelines and MAS requirements).
- Appreciate the importance of strong risk culture in the conduct of insurance business.
- Learn to coordinate with other teams in the Division to improve internal processes.
- Understand the importance of complying with the PDPA in today's technology driven culture.

### **Intern, Corporate Solutions**

Division - Dept: Corporate Solutions – Middle Office

Location AIA Tampines

#### **Duties**

- Supports business cases by performing business transactions relating to Anti Money Laundering (AML) process.
- Administration of third-party vendor claims.

#### **Requisite**

- Relevant area of study in Business with an interest in B2B transactions while working in a high regulated environment.

#### **Learning Outcome**

- Understand how the Corporate Solution business works, what AML is and how the process works.
- Understand how businesses are worked through partnerships and various channels to provide further value proposition to corporate clients.



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### **Intern, Brand & Corporate Communications**

Division - Dept: Marketing – Brand and Corporate Communications

Location: AIA Tower (Robinson Road)

#### **Duties**

- Assist in PR / Comms / Marketing / Logistics for project specifics such as product/solution launches, survey launches, corporate/CSR events etc.
- Handle social media content (e.g. LinkedIn).
- Assist in reviewing agency collateral(s) when required from a branding perspective.
- Follow up on basic media queries (as and when required).

#### **Requisite**

- Open in area of study, interest in Marketing & communication.
- Strong ability to present and communicate orally and in written form would be beneficial.

#### **Learning Outcome**

- Gain insights to PR and Communications / Marketing / Branding profession.
- Garner experience with creative content and story-telling; how brand and value proposition is fronted to various stakeholders to showcase the major values of the company.



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### **Intern, Digital & Channel Strategy**

Division - Dept: Partnership Distribution –  
Digital & Channel Strategy (Bancassurance)

Location: AIA Tower (Robinson Road)

#### **Duties**

- Analyse key drivers of seller campaigns for AIA's key bank partner.
- Analyse productivity of AIA's key bank partner's sellers.
- Assist in preparing presentations to senior management.
- Prepare analysis reports for business use.
- Participate in strategic project work when necessary.

#### **Requisite**

- Relevant area of study, and background in basic financial product knowledge, IT programs along with a positive attitude.
- Data analytics would be beneficial.

#### **Learning Outcome**

- Gain understanding of data-driven campaigns and how data enables decision making.
- Gain experience with the digitalisation within bancassurance.
- Learning of bancassurance landscape.

### **Intern, Channel Marketing**

Division - Dept: Partnership Distribution –  
Channel Marketing, Partnerships

Location: AIA Tower (Robinson Road)

#### **Duties**

- Support delivery of marketing campaigns (Channel, Existing & Digital) for key AIA partners.
- Work with and manage external agencies and third-party vendors for delivery of marketing campaigns.
- Consolidate results of marketing campaigns for analysis.
- Support creation of presentation materials.

#### **Requisite**

- Relevant area of study, and background in basic financial product knowledge, IT programs along with a positive attitude.
- Data analytics would be beneficial.

#### **Learning Outcome**

- Understanding of how marketing campaigns are running for channel partners.
- Gain major insights and knowledge into the regulated financial industry particularly insurance products.