



Business Operations Intern

Introduction

The seafood industry is a very special place to be, and this is more so at Hai Sia Seafood, a company that is at the crossroads of a transformational change. Food is a large part of our lives – it is a form of sustenance for some, and an art for others. Seafood promises boundless possibilities, in terms of quality, sources, seasons, cooking styles and presentations. At Hai Sia, seafood is a craft. We believe that good seafood can be affordable and accessible. Above all, we believe this craft, so close to our hearts, should be shared with more people.

Just as the mastery of seafood is a craft, a huge part of this transformational change hinges on seeking and developing like-minded people. People who enjoy food as much as we do, people who believe in value-creation as much as we do, and people who believe that better things can come if we put our hearts into perfecting our work.

About Hai Sia

Hai Sia, translated from Teochew, means *the sound of the sea*. From her humble beginnings in 1976 as a hawker stall at Mei Ling Street, Hai Sia has grown to be a familiar establishment at Jurong Fishery Port.

Today, Hai Sia is a HACCP-certified company that is involved in both the fresh and frozen seafood trade. Hai Sia provides integrated services including processing, packaging, deep-freezing and cold storage.

We are on an exciting track of change and have an opportunity for an individual to join us as a **Business Operations Intern**.

Background knowledge

Hai Sia will be embarking on an Enterprise Resource Planning (ERP) system implementation to integrate four key areas – Procurement, Sales, Inventory and Finance. This will be a milestone project for the company, and the ERP system is set to go live by end 2018.

Roles & Responsibilities

- Understand Hai Sia's operations from a fresh perspective, and highlight areas for improvement.
- Assess and critique recommendations put forth by ERP vendor to systemise Hai Sia's operations.
- Draft SOPs to tighten the processes of using the ERP system.
- Assist in data migration and ensure that data hygiene is in place before system implementation.
- Lead a special project of any nature that will be managed single-handedly by the candidate.





Special note from the management team

At Hai Sia, there is a second generation taking over the business, and with this, there is a strong motivation to modernise and professionalise this company that is growing. In recent times, Hai Sia has also been shortlisted as Google Singapore's hero case study for the use of Digital Marketing.

This candidate will also be working in close proximity with the management team.

Please read more about the company at www.haisia.com.sg.

Hai Sia is also open to a part-time internship where the candidate can come to work 2 to 2.5 days per week. For both a full-time and part-time internship, the minimum commitment period is 12 weeks. No prerequisite is required.

Interested candidates, please send your CV to hr@haisia.com.sg and melvin@haisia.com.sg.

