



People Intern

Our Team

Mighty Jaxx is the leading integrated future culture platform in Southeast Asia today. With a mission to supercharge future culture phygitaly, Mighty Jaxx's integrated platform will empower future pop culture brands with an end-to-end supply chain of digital and phygital collectibles, including artist development and incubation, proprietary IP operation and providing global consumers access to new D2C experiences.

Mighty Jaxx partners with the greatest creative talents in the world, as well as top global brands such as Netflix, Formula 1, Hasbro, Toei Animation, Cartoon Network, Nickelodeon, Warner Brothers, Adidas and many more to ship millions of phygital collectibles to over 90 countries worldwide.

We are proud to be an equal opportunity employer with a diverse, inclusive work environment and encourage our employees to bring their authentic, fun-loving, and high-energy selves to the workplace.

The Job

As our People Intern, you will play an integral role in assisting the team with all things People-related! This includes working closely with the People team on Candidate Experience projects, Operations, Policies, and Employee Experience projects. You will work with the human resources team to create a culture of openness, learning, operational excellence, collaboration, honesty and innovation.

****We are looking for an intern to join us from end May / early June 2024 onwards, for a minimum period of 6 months.****

Responsibilities

People Operations

- Ownership of people operations specific to our Internship programme (i.e. submission of GRT claims, creation of P-files, onboarding and offboarding emails)
- Create and develop a creative way to present a Global organisation chart, by tapping on external applications and/or internal tools
- Identify and on-board new vendors for internal corporate discounts

People Policies



- Support with the review and revamp of HR policies to ensure relevance and alignment globally

People Experience

- Support with internal communications of HR policies and initiatives
- Support with internal engagement and learning events

Candidate Experience

- Assist in recruitment operations which would include scheduling tasks, posting of open roles, communication with candidates, as well as stakeholder management
- Assist in Mighty Jaxx's internship recruitment process across the organisation
- Resume screening, and involvement in various interview processes for open roles

Requirements

- Open to university students of any seniority
- Able to commit for a minimum of 6 months
- Candidates with a specialisation in Human Resource or related degree preferred
- Candidates with prior internships in HR roles preferred
- **Available from end May / early June 2024 onwards**

To apply, please send an updated copy of your resume to people@mightyjaxx.com

While we value all submissions, we regret that only shortlisted candidates will be contacted by our People team.