MISUMI KAIZEN | MIRAI VENTURES

Internship Opportunities — Marketing & Content Track

Based at Misumi Kaizen | MIRAI Innovation Space, SUTD Innovation Hub (Library Level 2), 8 Somapah Road, Singapore 487372

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Marketing & Communications Intern, Fast Fit Mobility

Position	Marketing & Communications Intern - Fast Fit Mobility
Positions Available	1
Term	6 or 12 months (part-time during term, full-time during vacation windows)
Location	Misumi Kaizen | MIRAI Innovation Space, SUTD Innovation Hub (Library Level 2), SUTD campus
Reports To	Chief Operating Officer, ASEAN
Preferred Profile	Polytechnic students or recent diploma graduates
Allowance	Monthly internship allowance provided in accordance with ASEAN tertiary rates

About Fast Fit Mobility

Fast Fit Mobility is the express automotive fitment and service workstream of Misumi Kaizen | MIRAI Automotive - quick-turnaround tyres, batteries, wipers, lighting, accessories and vehicle health checks for the ASEAN aftermarket, powered by the MIRAI SOURCE platform. We are building the brand the way the best automotive marques do: every customer touchpoint consistent, every communication on-brand, every visit an experience worth repeating.

Job Purpose

To support the Fast Fit Mobility workstream in the planning and delivery of regular marketing and customer communications across our channels - supporting the partner workshop network across in-store and digital touchpoints, and assisting with the delivery of the marketing programme as the workstream scales across Singapore and the region.

Core Responsibilities

Customer Communications

- Support the development of materials that support the Fast Fit Mobility customer journey - service menus, pricing cards, care reminders, and after-service follow-ups.
- Support the customer care programme with the operations team: appointment confirmations, service reminders, and seasonal EDM activations.

- Assist with customer database hygiene and campaign lists, ensuring data is accurate and up to date.
- Liaise with suppliers and print/production vendors on communication materials, ensuring deadlines are met and copy is checked.

Workshop Network & Channel Marketing

- Support content maintenance across our digital channels - keeping the online 'shop window' accurate, current and on-brand.
- Assist in the planning and delivery of service launch events, partner workshop openings, and promotional drives.
- Prepare monthly marketing toolkits and updates for partner workshops.
- Support in-store point-of-sale materials and digital screen content at partner locations.
- Act as brand guardian for all content reviewed - every piece leaves the building on-brand.

General

- Track and analyse monthly social media, campaign and media monitoring reports; share a short monthly update with insights.
- Support the team with marketing procurement tasks and budget administration - timely processing of vendor documents.
- Coordinate marketing topics between MKMV entities and partner workshops across Singapore, Malaysia and the UK export channel.
- Assist with market and competitor research across the ASEAN fast-fit and aftermarket service landscape.

Requirements

- Currently studying (or recently graduated in) Business, Marketing, Communications or a related field - polytechnic students preferred.
- Fluent written and spoken English, with excellent writing and communication skills.
- Strong organisational skills; excellent attention to detail.
- Quality- and excellence-oriented; a team player who is also able to work independently without constant supervision.
- Intercultural understanding and a professional, proactive attitude.
- Proficient in MS Office (Word, Excel, PowerPoint); comfortable learning new software and tools.
- Keen interest in digital marketing and social media; an interest in the car industry is a strong plus.
- Past internship experience preferred but not essential - demonstrated interest counts.

What We Offer

- Real ownership - you will run defined communication programmes end to end, not just assist.
- Real, published work across our channels, with your name credited.
- Direct mentorship from the COO (ASEAN), with feedback on your work every week.

- Exposure to a multi-entity automotive business spanning Singapore, Malaysia and the UK - rare ground for a first or second internship.
- Flexible working around your studies, based at our SUTD Innovation Hub space.
- A recommendation letter or LinkedIn recommendation on successful completion.

How to Apply

Send your CV and a short note on why you want to build the Fast Fit Mobility brand with us to m@misumikaizen.com, subject: “Fast Fit Mobility Intern - [Your Name]”. Indicate your availability (6 or 12 months) and earliest start date. We regret that only shortlisted candidates will be notified.

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