



Galilee Internship Programme 2023

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Introduction

Galilee is a young and dynamic boutique fund management company based in Singapore with a strong focus on investing in real estate in the region. We exist to help our investors achieve their investment objectives along with our goal of helping the less fortunate around us along the way.

Galilee was established in 2018 and got approval to operate as a Registered Fund Management Company (RFMC) in 2019. We started operating two funds in 2020 and have since established another three new funds. With a total of 5 managed funds, with 2 more in the pipeline, we have a current Assets Under Management (AUM) of more than S\$65M and are on track to achieve more than S\$250M in AUM within the next three years.

Our structured internship program is one of the pillars for supporting our fast-paced growth, thereby providing interested applicants with an enriching opportunity to have an inside look into the different aspects of a Fund Management Company. Due to our small set up, we are uniquely positioned to offer a hands-on experience in many aspects of the business, with opportunities to network and learn from industry peers.

General Programme Overview

Our internship programme could range from 10-20 weeks, depending on which opening you sign up for. We have two openings in 2023 with varying internship commencement dates and durations:

Application and Selection Period	Internship Commence	Internship Duration ¹
November -December 2022	January 2023	20 weeks
March - May 2023	May 2023	10 weeks or 20 weeks

Each internship programme consists of 3 distinct Phases:

- Phase 1 (1-2 weeks)** - Orientation: During this phase, you will learn about the fundamentals of the Fund Management Industry and Investment Process.
- Phase 2 (4-8 weeks)** - Attachment: During this phase, you will be attached to different funds to get firsthand experience on supporting parts of the Investment process.
- Phase 3 (4-14 weeks)** - Project and Implementation: During this phase, you will be given a specific project scope of your choice, depending on your course of study. Your project proposal will be assessed and evaluated by the management, with the potential to be implemented within the Company.

An overview for each programme's scope with more details can be found in [Appendix A](#).

Benefits

- ❖ Stipend - S\$1,000-S\$2,000/month depending on commitment and experience.

¹ Internship duration can be discussed if successful applicants have other commitments during the internship period.

- ❖ Gain a deeper understanding, experience and knowledge in the Fund Management Industry
- ❖ Networking and Mentorship - You will be provided with a mentor throughout the programme, with planned networking and mentorship sessions depending on availability, to enhance your learning experience.
- ❖ Project Implementation - If done well, your project could be selected for implementation and we will provide you with a Letter of Commendation.
- ❖ Offer Letter - If you perform well during the Programme, you could potentially be offered a placement to join us permanently.

Requirements

- ❖ You are a university undergraduate in your 2nd last or final year of your study.
- ❖ You are in one of the following courses of study - Business, Economics, Accounting, HR, Marketing, Communications, Media, IT.
- ❖ You are able to commit to at least 3 full weekdays per week for the duration of the programme for you to be considered.
- ❖ You have a strong inclination to work in the fund management or investment industry.
- ❖ You are fluent in English, with excellent verbal and written communication skills.
- ❖ You can present your conclusions in a clear and well-structured manner.
- ❖ You are proficient with the use Microsoft Office tools such as excel, powerpoint and word or Google Workspace tools such as sheets, slides and docs.
- ❖ You are able to work independently, and within a team.
- ❖ You are self-motivated, curious and have an entrepreneurial spirit.
- ❖ You have a can-do attitude and a willingness to learn.

How to Sign Up?

1. Go to <https://www.beglobalready.gov.sg/>
2. Click log in on the top right of the page.
3. Sign in via Singpass and register for an account.
4. Once you registered an account, log in via Singpass again and you will enter into your personal portal.
5. Complete your Profile.
6. Select Opportunities>Internship Listings for
7. Go to <https://www.beglobalready.gov.sg/InternshipListing> and search for Galilee Investment Management.
8. The result should show our internship listing for Fund Management Support Intern.
9. Click on "Express Interest". Note that point 5 has to be completed before this button will appear on the internship listing.
10. Check "I acknowledge" and click "Confirm".
11. Once done, we will contact you to follow up with an interview session.

Appendix A - Detailed Programme Scope

Phase 1 - Orientation	Phase 2 - Attachment	Phase 3 - Project and Implementation*	
10-week Programme			
Week 1-2	Week 3-6	Week 7-10	
<ul style="list-style-type: none"> ● Orientation ● Introduction to Fund Management Industry ● Introduction to Investment Process 	<ul style="list-style-type: none"> ● Attachment to Fund 1 ● Attachment to Fund 2 	<ul style="list-style-type: none"> ● Project Assignment ● Project Implementation ● Other adhoc assignments 	
20-week Programme			
Week 1-2	Week 3-8	Week 9-12	Week 13-20
<ul style="list-style-type: none"> ● Orientation ● Introduction to Fund Management Industry ● Introduction to Investment Process 	<ul style="list-style-type: none"> ● Attachment to Fund 1 ● Attachment to Fund 2 	<ul style="list-style-type: none"> ● Project Assignment 1 ● Other adhoc assignments 	<ul style="list-style-type: none"> ● Project Assignment 2 ● Project Implementation ● Other adhoc assignments

***Potential Project Areas**

1. Develop Investors' and Partners' onboarding and relationship management solutions (processes & dashboards) to enhance experiences & outcomes for all stakeholders
2. Design effective PR engagements to promote Galilee's successes.
3. Develop Galilee's branding and promote Galilee's value proposition to a wider audience to grow investor and partner base.
4. Leverage software tools & methodologies to propel capability growth in Galilee's market research & analytics, due diligence processes, financial modeling, risk profiling and management, compliance keeping & ... to be one of our competitive advantages.
5. Design Training and Development Programmes and Initiatives for Employees
6. Develop effective business development strategy that position Galilee for new opportunities