

WELCOME TO



READ ON TO FIND OUT WHAT AN INTERNSHIP WITH US LOOKS LIKE!



WHO ARE WE?

Founded in 2017, MindFlex has established itself to become the **#1 Home Tuition Agency in Singapore**, beloved by parents and students alike!

Here at MindFlex, our internship programme is structured around **fulfilling & practical** learning. Interns can expect to be exposed to **real-world** working scenarios & problem-solving **as a team**.

Through our nurturing environment, we hope to groom our interns into **outstanding, all-rounded individuals** who are capable and employable. **Full & Part-Time job opportunities** will also be offered to interns who have excelled in their internship.



What To Expect As An: **OPERATIONS INTERN**

JOB SCOPE



Client Relations:

- Take charge of handling tuition requests via Forms & WhatsApp
- Ask clients the right questions to gather information efficiently
- Address clients' queries and concerns that they might have
- Transfer clients' requirements into a concise job-post format
- Provide after-sales service to clients (and tutors)
- Monthly check-in on existing client base for any feedback, staying connected and maintaining good relations with them

Tutor Relations:

- Broadcasting assignments via automated outreach channels (Email, Telegram, etc.) to our database of 50,000+ tutors
- Apply filters (eg. Location, Tutor Type, Qualifications) to tag each assignment to the correct target audience
- Assist in profiling, and marketing tutors in a way which captures the client's attention based on their needs
- Assist tutors with technical issues & application processing
- Clarification of agency's commission & policies to tutors

Business to Business (B2B):

- Take charge of MindFlex's B2B arm and work with tuition centres, government agencies & educational institutes.
- Schedule interviews (phonecall, online, face-to-face) between tutors and organisations
- Manage confirmation contracts & invoices for clients

Internal Processes:

- Work with customised back-end software, specially designed to fulfill the company's business needs & improve efficiency

- Maintain cohesive inter-department and intra-department relations, ensure good customer handover between colleagues
- Take charge of designating clients to various teams (traffic control), depending on each team's existing workload
- Maintain an organised record of clients for different departments to contact and follow-up with in future

Business Development:

- Analyse company's past data and trends, to forecast peak periods and develop relevant plans
- Active participation in Business Development meetings to brainstorm for process streamlining and automation
- 1-to-1 consultations with MindFlex's upper management on strategy building for the company's operations

KEY TAKEAWAYS



- Hone fast-thinking abilities and good decision-making skills
- Build professional communication and customer service skills
- Develop confident problem-solving and mediation skills
- Learn to stay organised, meticulous and calm in a fast-paced environment
- Become an effective team-player and an independent worker
- Witness firsthand how SMEs create their own in-house software and solutions (from conceptualisation to development to usage)
- Deep involvement and familiarisation in both back-end and front-end processes of the company & industry
- Exposure to real-world data and applications, that puts theory into practice
- Last but not least, private mentoring & sharing sessions with company's founders and management (P.S. we love sharing)



THE STUDENTS WE HAVE IMPACTED



400+ 5-Star Google Reviews!



Natalia Lee
2 reviews

★★★★★ 5 months ago

Used a few agencies for my daughter over past came across so far, in terms of tutor profiles an

Perhaps maybe because they are one of the t pool of tutors, and having dedicated staff to re



May L.

Local Guide · 44 reviews · 49 photos

★★★★★ 10 months ago

Responsive, wide range of tutors to c time.



Gk
Local Guide · 658 reviews · 152 photos

★★★★★ a year ago

Below is my review for Mindflex.

1) the tutor is really good and patience, I tutor.

2) Mindflex is a very good ag many of my relatives.

Highly recommended

Reply Like 1



Debby Poon

8 reviews · 3 photos

★★★★★ 9 months ago

Good tuition agency that is flexible. Have large amount of tutor profiles to select from. No commitment should you find the tutor unsuitable. We eventually found a good fit for our child who is in Primary 1. We have just started lessons and our son really looks forward to it!



Zen Ho Min Wei

Local Guide · 58 reviews · 65 photos

★★★★★ a year ago

The coordinator who served me, Angela, is very polite and helpful, managed to interview and confirm lessons with a good tutor within just a few days

Reply Like



Estrella Chong

Local Guide · 87 reviews · 563 photos

★★★★★ 7 months ago

... to accommodate on locations. Patience with explain



Anna Teo

3 reviews · 2 photos

★★★★★ 5 months ago

Fast and hassle free! Without the need to meet in person, managed to get a tutor in a week! Payment is after 2 lessons which is simply based on trust. Thanks for the services!

Reply Like



Norhayati Mydeen

7 reviews

★★★★★ a week ago NEW

The tutor is very good. He is punctual. My son is able to adapt to his teaching fast. He review the scope of lessons he went through with my son by Whatapp to me.

The agency is reliable. Prompt reply on my first enquiry. Their follow-up to find a suitable tutor for me was fast. Within 3 days we have a tutor for my son and the tutor is good and reliable. Thank you for your good services



Anna Teo

3 reviews · 2 photos

★★★★★ 5 months ago

Fast and hassle free! Without the need to meet in person, managed to get a tutor in a week! Payment is after 2 lessons which is simply based on trust. Thanks for the services!

Reply Like



Juliana Tukiman

5 reviews · 3 photos

★★★★★ a year ago

Mindflex is very responsive when I request for a suitable tutor. They gave me a list of suitable candidates making it easier for me to choose. I am happy with teacher Jasmine. She is patient and very good as handling upper primary kids.

Reply Like 2



8 reviews · 3 photos

★★★★★ a month ago

I am delighted to share my gratitude for the wonderful tutor my child has been working with. Mindflex's diligent efforts in finding an experienced teacher who not only found joy in learning again but also... Thanks to not only ited

What To Expect As A:

MARKETING INTERN

JOB SCOPE



- Assist in Digital Marketing Tasks, Planning & Strategy
- Design eye-catching marketing collaterals to fulfill marketing campaign objectives
- Manage social media campaigns, tools and strategies on marketing platforms (eg. Facebook, Instagram, Carousell)
- Design and send Electronic Direct Mail (EDMs) to remain connected with existing clients & tutors
- Copywrite articles and content creation for website blog pages and SEO improvement
- Creation of webpages on company's website through web building tools such as WordPress
- Casual brainstorm huddles with management on company's marketing direction & growth

KEY TAKEAWAYS



- Develop design skills such as photo and video editing
- Obtain persuasive & professional writing skills
- Exposure to practical real-life marketing tools such as Google Analytics, Carousell Ads, Facebook Ads
- Be exposed to application & conceptualisation of business strategies from the perspective of market leaders in the tuition industry
- Learn more about business strategies within the home tuition industry, and the considerations behind a marketing campaign
- Become more organised as you work on several marketing tasks concurrently

MARKETING SHOWCASE

Collaterals done by our Marketing Interns

Find Assignments on Web...

Via this tab:

Tuition Assignments

(on the left side of our website)



Or via this QR Code!

on App...



150+ New Assignments Daily!




[Scan to download the app!]

...Or on our Telegram Channel!



t.me/TuitionAssignmentsSG

All Assignments will be posted in the Channel!



Banner for the Website

Carousell Posts

YouTube Videos



1-To-1 Home Tuition Tutor - PSLE O N A Lev...
\$525
Primary School / PSLE / ...
♥ 39
View insights
Promote



1-To-1 Home Tuition Tutor - PSLE O N A Lev...
\$525
All Levels
♥ 40
View insights
Promote



1-To-1 Home Tuition Tutor - PSLE O N A Lev...
\$525
O Level / N Level / IP / ...
♥ 40
View insights
Promote



1-To-1 Home Tuition Tutor - PSLE O N A Lev...
\$525
PSLE / O Level / A Level...
♥ 43
View insights
Promote



1-To-1 Home Tuition Tutor - PSLE O N A Lev...
\$525
PSLE / O Level / A Level...
♥ 44
View insights
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View insights
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1-To-1 Home Tuition Tutor - PSLE O N A Lev...
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1-To-1 Home Tuition! Tutor Presch N1 N2 K1...
\$525
PSLE / O Level / A Level...
♥ 2



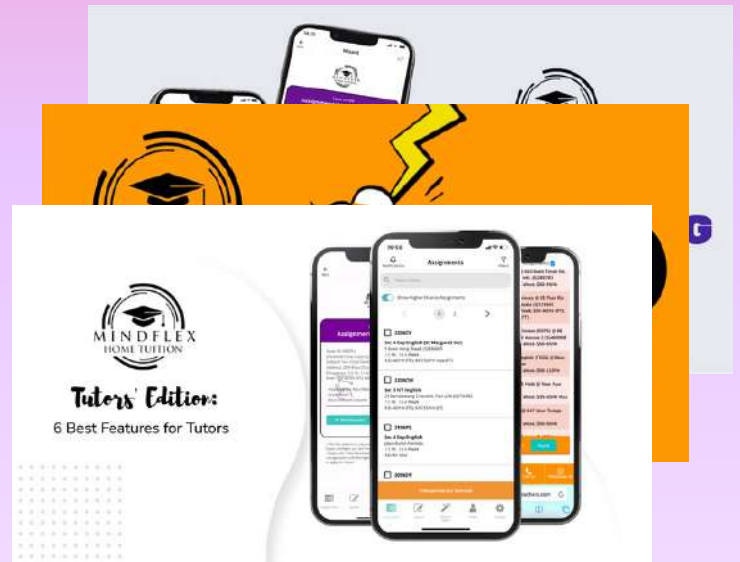
1-To-1 Home Tuition Tutor - PSLE O N A Lev...
\$525
O Level / N Level / A Lev...
♥ 22



1-To-1 Home Tuition Tutor - PSLE O N A Lev...
\$525
PSLE / O Level / A Level...
♥ 23



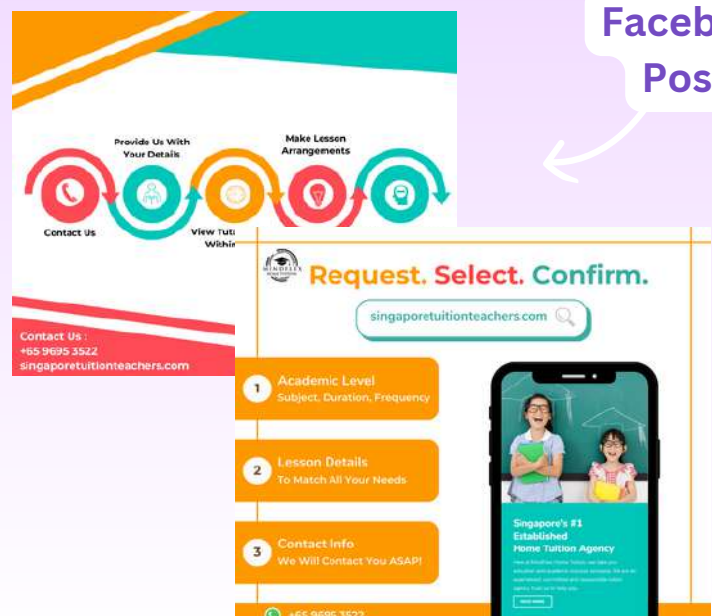
1-To-1 Home Tuition Tutor - PSLE O N A Lev...
\$525
IBDP / IB
♥ 23



MINDFLEX HOME TUITION

Tutors' Edition:
6 Best Features for Tutors

Facebook Posts



Request. Select. Confirm.

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- 1 Academic Level
Subject, Duration, Frequency
- 2 Lesson Details
To Match All Your Needs
- 3 Contact Info
We Will Contact You ASAP!

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singaporetuitionteachers.com

Singapore's #1 Established Home Tuition Agency

English Tuition in Singapore – 30 Top English Tuition Choices & Reviews

English Tuition in Singapore: The Top 30 English Tuition Options in Singapore (With Reviews Included)

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10. Considerations When Selecting English Tuition in Singapore
11. Conclusion - The Best English Tuition in Singapore

Free Request For English Tuition

Name * Mobile *

Student's Level / Grade *

[Add Another Student](#)

☐ Request Now, Decide Later, No Obligations!

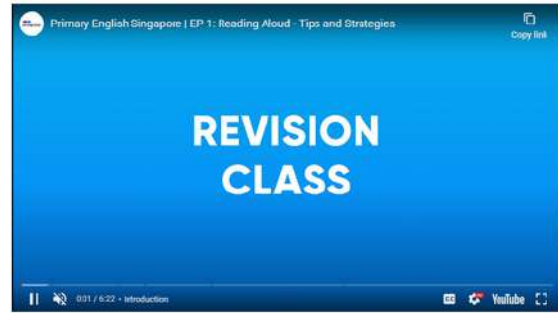
☐ Receive A Good List of Tutor Profiles ASAP

☐ Experienced, Committed & Professional Tutors

[FIND ME A TUTOR](#)

1. English Tuition in Singapore

English Tuition in Singapore has always been a very popular option that parents turn to, to help their children improve in their reading, writing, oral and higher-order thinking skills. A [tutor survey](#) jointly conducted by The Straits Times and Nexus Link helped to analyse the top 3 tuition subjects for Pre-school, Primary and Secondary levels, and results have revealed that English appears as one of the top subjects for all the 3 categories.



On top of being the lingua franca of the world, English is an official language of Singapore and is the medium language used for the government, education and most businesses in the country. It is paramount that all our students gain a solid foundation in the language, and this is why parents start sending their children to English enrichment and speech and drama lessons even from as young as 2 years old. This is so that our students would hone the necessary skills to be able to comprehend others and express themselves accurately and clearly through verbal and textual means. This then enables them to strengthen both social and professional communications and relations with others in the long-run. In spite of English being the [most common language used in households](#) now, English tuition in Singapore is still on high demand as parents still find it a necessity to send their children for classes. A major reason for this is because of the prevalent injection of "Singlish" into the English language, thus forming many bad habits of grammatical mistakes and errors in sentence structures.

Website Editing & SEO Writing

3. A Level Chemistry Exam Format

At H1 Chemistry level, students are required to sit for 2 papers (Paper 1 & 2), whereas H2 Chemistry students are required to sit for 4 papers (Papers 1-4), inclusive of 1 practical.

The A Level Chemistry Exam Format At A Glance	
H1 Chemistry Paper 1: MCQ 30 marks, 1 hour 30 compulsory MCQs Paper 2: Structured Questions 60 marks, 2 hours Section A: compulsory structured questions: 40 marks Section B: choose 1 question out of 2 options: 20 marks	H2 Chemistry Paper 1: MCQ 30 marks, 1 hour 30 compulsory MCQs Paper 2: Structured Questions 60 marks, 2 hours Paper 3: Free Response Questions 60 marks, 2 hours Section A: 2 of 4 free response questions: 40 marks Section B: choose 1 question out of 2 options: 20 marks Paper 4: Practical 30 marks, 2 hour, 30 mins
MindFlex Home Tuition	

Here's an overview of the A Level Chemistry Exam Format:

Email Newsletter Infographics

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<https://singaporetutoringteachers.com/>

And many more...!

FAQs

WHAT REQUIREMENTS DO I NEED?



You have to be a **Singaporean currently enrolled in a Polytechnic or University**. You should have good command of verbal and written English and decent computer skills. **Team players** with great **communication skills** and **organisational skills** are also highly appreciated.



WHAT ARE THE WORKING HOURS?

Working hours are from **9.00am-6.30pm**, with a **1 hour lunch break** in between. We stand out from other employers with our **no overtime** and **no taking work home** policy.

HOW IS THE ENVIRONMENT?



At MindFlex, it's all about family. We are a **small-sized, close-knit team** of **15-20 young employees**, of which about 1/4 are fellow interns! We **work hard and play hard**; the office is equipped with facilities like a Karaoke Set and PlayStation 5 for employees to enjoy during lunch or after work. **Company welfare** includes a snack pantry, company-sponsored meals, and outings.



WHAT IS THE SALARY?

The Intern Allowance is **\$800-\$1,000/month** for Polytechnic interns and **\$1,000-\$1,200/month** for University interns.

Join us now & experience these benefits for yourself!

HEAR WHAT OUR INTERNS HAVE TO SAY

The working environment is **relaxed** and the **no-overtime rule** is strongly enforced, which was a pleasant surprise after working for other companies. Having done up about 60-70 marketing collaterals for Carousell, Youtube, Email, etc. in 9 weeks, I became more skilled in **B2B and B2C marketing communication**. Overall, this internship gave me a **valuable learning opportunity to glean transferrable skills**.

HANNAH YU, SMU, Y2 STUDENT

This internship helped me develop certain key skills. Liaising directly with clients and other businesses helped me develop my **communication skills**. Since the job involves thinking on your feet to respond to unconventional requests, I also got to develop my **critical thinking skills**. Lastly, I also became a stronger **team player** after working closely with my team. A **fruitful experience** overall!

JERLYN LIM, NUS, Y3 STUDENT

I truly enjoyed my time at MindFlex, and I even **converted** to a part-time position afterwards! It was **rewarding** to see that my day-to-day job could help children excel in their academics and reach their **full potential**. **Company welfare is great** and the management team is **open to new suggestions** from the employees & interns. I would **highly recommend** doing your internship here!

ELISE WONG, SIM-UOL, Y3 STUDENT

Working with MindFlex allowed me to develop my **organisational skills** as we learnt how to streamline our work to maximise efficiency. In my 6 months here, I forged **good memories and valuable friendships**. MindFlex's upper management's 1-to-1 consults were also very **insightful** as we got to witness firsthand the considerations behind managing a business.

NG WAN LIN, TP, Y3 STUDENT