



Employment and Employability Institute

JOB LISTING BOOKLET

Your Gateway to Hospitality Careers

with e2i @ Career Forward 2026

[28 & 29 March | 11am to 7pm]

Last registration: 6.30pm



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg

Only for Singaporeans

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#1 ACCOR SINGAPORE (IBIS SINGAPORE ON BENCOOLEN)

Vibrant economy hotel, open to everyone

Stay at the award-winning ibis Singapore on Bencoolen, a 4-star hotel in the heart of Bugis. Ideal for business and leisure travellers, our 534-room hotel offers refurbished rooms, modern comfort, and excellent connectivity. With four MRT stations-Bencoolen, Bugis, Rochor, and Bras Basah-nearby, enjoy easy access to Orchard Road, Chinatown, City Hall, Little India, and Suntec City. Plus, a direct MRT link from Bugis connects you to Singapore Changi Airport. Enjoy a refreshed stay in a prime location.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Sales Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> A assist Sales Manager will manage sales activities and events in line with the hotel strategies to achieve/exceed budget. He/She will direct the juniors and provide leadership towards the achievement of maximum profitability and growth in line with the company's vision and values The assist Sales Manager performs his/her duties within the framework defined by the chain and hotel norms and by internal regulations as specified by the Director of Sales The assist Sales Manager will also be responsible to the Director of Sales for the Corporate Section and all Sales Personnel within the section <p>Pre-requisites</p> <ul style="list-style-type: none"> Knowledge of and skilled use of PC and Windows-based software Working knowledge of operation and application of the Hotel's computer/data processing system (Opera System preferred) Minimum 2 to 3 years relevant experience in similar capacity with a demonstrated track records Degree in any discipline or an equivalent combination of education and experience in a hospitality or hotel sales and marketing setting 	<ul style="list-style-type: none"> 5-day work week 9am to 6pm Postal Code: 189657
Chief Engineer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for the day-to-day management of the Engineering and Maintenance operations in an efficient condition to ensure the safety and comfort of guests and employees Lead a team of engineering and maintenance specialists responsible for all engineering operations such as trouble shooting operation, repair, built-up, maintenance of mechanical, electrical service and general building To ensure the compliance of all local fire safety, building control & environmental codes and regulations Coordinate and linking with various service companies, contractors, consultant, architect, and government, etc. Trouble shooting operation, repair, built-up, maintenance of mechanical, electrical service and general building Strive to implement the Accor Vision and demonstrate active use of the Accor Values 	<ul style="list-style-type: none"> 5-day work week 9am to 6pm Postal Code: 189657

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Monthly report according to company policy, all utilities consumption, staff monthly roster, medical of vacation leave correspondence, purchase request, store control and inventory, set-up yearly expense budget, analyzing and controlling the expense, analyzing of complaints, log book and various check lists, handling of repair and job orders • Hold regular meeting or briefing with staff, daily morning briefing with General Manager, Operations Manager and other department head • Handling safety committee, monthly meeting for energy and environmental conservation committee 	
Duty Engineer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist the Chief Engineer/ Assistant Chief Engineer in training and coaching within the department • Ensures the smooth daily operation in the department through supervision, delegation of duties and coordinate all engineering activities within the Hotel • Ensures the preventive/ corrective maintenance for all the hotel's facilities are done promptly (ACMV especially) • Routine check and log data of all facilities and follow up on faults and repair works if required • Source for quotation for spare parts and repair work • Emphasize teamwork within the department and colleagues in the Hotel • Strive to implement the Accor Vision and demonstrate active use of the Accor Values • Assist in fire safety issue within the Hotel <p>Pre-requisites</p> <ul style="list-style-type: none"> • Assist the Chief Engineer/ Assistant Chief Engineer in the daily operation of the department • Performs functions within the department to the satisfaction of the Superior • Responsible for the efficient operation and maintenance of all services and equipments 	<ul style="list-style-type: none"> • 5-day work week • Shift Work (44 hours per week) • Postal Code: 189657
Duty Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Profitability, ensuring the department meets its quantitative and qualitative targets • Leadership and employee matters, including managing and motivating front office teams in order to provide high quality services for guests • Lead and support all Guest Experience Initiatives within the property • Guest Satisfaction, to ensure guests have a smooth running stay at the hotel • Maintains close relationships with guests throughout their stay in order to foster loyalty • Anticipates guests' needs and takes them into consideration 	<ul style="list-style-type: none"> • 5-day work week • Shift Work (44 hours per week) • Postal Code: 189657

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Handles guest complaints if they have not been dealt with by team members and provide a rapid solution • Monitor guest satisfaction through (but not limited) Voice of the Guest (VOG) program including online reputation, survey and in-house guest feedbacks • Strive to implement the Accor Vision and demonstrate active use of the Accor Values <p>Pre-requisites</p> <ul style="list-style-type: none"> • Knowledge of and skilled use of PC and Windows-based software • Working knowledge of operation and application of the Hotel's computer/data processing system (Opera System preferred) • Minimum 2 to 3 years relevant experience in hotel 	
Housekeeping Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The Housekeeping Manager is responsible and accountable for maintaining the highest standard of room and public area cleanliness and appearance, guest service, as well as engendering team spirit and motivation in all staff. The Housekeeping Manager must be fair and just in any staff disciplinary action as required • To work closely with other departments of the hotel and attend regular meetings on a periodic basis • Manage the quality and cost of the “outsourcing” contract and regularly source updated prices to ensure this cost is as well managed as possible & with quality outsourced staff • Strive to implement the AccorHotels Vision and demonstrate active use of the AccorHotels Values <p>Pre-requisites</p> <ul style="list-style-type: none"> • Responsible for the cost-effective rostering of all staff in the Housekeeping Department and Public Area cleaning • The main objective of the Housekeeping Manager in rostering is to keep wages to a minimum whilst ensuring the highest possible level of service to the guests of the Hotel and the highest level of productivity • Prepares weekly staffing schedules, monitors staff attendance, and assists in planning work schedules • Prepares various monthly reports as required by the General Manager • Conducts regular operational meetings to review, monitor, adjust, and upgrade the performance of the Department as a whole, explaining new directions, policies, and procedures at the same time • Prepares the annual capital and operating budgets for the Department in conjunction with the General Manager and ensures that the departmental expenditure is kept within budget by presenting the P & L for the Department to the General Manager on a monthly basis • Manages Profit & Loss by forecasting for three months at a time each month end and ensures an error margin of no more 	<ul style="list-style-type: none"> • 5-day work week • 9am to 6pm • Postal Code: 189657

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>than +-5%. As and when required, forecasts P&L for Full Year for Accor & Owners LE2/3 or cash flow estimates</p> <ul style="list-style-type: none"> • Responsible for ensuring that all staff under his jurisdiction are at all times immaculately groomed, e.g., correct and complete uniform, personal hygiene such as hair, make-up, etc. • Participates in providing and receiving constructive criticism with regard to the Department and the Hotel as a whole, in order to improve efficiency, productivity, and guest service 	
<p>Senior Duty Engineer</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist the Maintenance Officer/ Senior Duty Engineer in the daily operation within the department • Ensures the standard maintenance for the hotel's different equipment is attended to: plumbing, electrical appliances, locks, heating, air conditioning, bathroom fixtures and that all other related equipments are in good working condition • Take on small renovation jobs such as painting, carpeting, furnishings etc. • Be familiar with the operational duties and the services • Check system or equipment for faults and follow up on the repair works if required • Gives colleagues any help they require in terms of hotel maintenance • Strive to implement the Accor Vision and demonstrate active use of the Accor Values <p>Pre-requisites</p> <ul style="list-style-type: none"> • To maintain the tidiness and neatness of the store and workshop • To ensure that all spare parts are available for use whenever required and proper storage of supplies & materials • Extend co-operation to Superiors and be receptive to instructions • Posses the initiative and ability to work independently • Maintain fire fighting facilities and equipments • Ensure that all fire fighting facilities and equipments are ready to use at all times • Monitor the service and maintenance of all equipments and controls • Follow up on preventive and corrective maintenance. To keep a record for proper control for efficiency • Keep a daily log that inventories the work done in the hotels • Keep up to date on safety-related administrative documents • Ensures life and property safety • Ensure his/her own safety and the safety of others during your interventions and those of the external service providers 	<ul style="list-style-type: none"> • 5-day work week • Shift Work (44 hours per week) • Postal Code: 189657

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Supervisor FO	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Able to assist the Duty Manager to ensure smooth operations at the front office at all times • Assist the Duty Manager to review staffing roster at commencement of shift to ensure best deployment for maximum efficiency • Able to assist the Guest Service Executive in resolving any operational issues • Able to assist Duty Manager in controlling of room inventory. Managed allocations according to hotel directives. Plan room allocation and preparing arrivals, bearing in mind of any special requests • Coordinating with housekeeping on a daily basis to ensure rooms are cleaned on time, departures are checked out timely and VIP arrivals checked • Update PMS (Opera) and being able to use the program as an expert for Front Office area. Able to train others to do so too • Promote, develop and maintain strong working relations, ensuring that your shift / team runs smoothly and guests are greeting professionally, in a Heartist manner • Identify the person to whom he/she is speaking, the subject of the request and direct the guest accordingly • Monitor performance standards, reporting issues/concerns as needed • Able to assist the Duty Manager in handling guests' request and complaints • Able to train all existing and new team members <p>Pre-requisites</p> <ul style="list-style-type: none"> • Have adequate knowledge on products of the hotel • Look out for any person behaving in a suspicious manner and inform Duty Manager & Security accordingly • Understand hotel standard procedures in case of emergencies, e.g. fire, to direct and assist guests to the designated assembly point • In the event of a complaint, follow and act accordingly by using the fifteen minutes log procedure • If the problem cannot be resolved, seek Duty Manager • Raise Guest Incident Report carefully & professionally as they are legal documents, having the Duty Manager finalise the report • Work closely with all other departments to ensure smooth operations • Work for and with each other so that the hotel achieves its highest performances • Attend briefings on time • Use all the functions of the telephone switchboard and answers calls on the third ring. Transfers calls to Accor Call Centre or to reroute a guest to another Group hotel • Adapt the word of welcome depending on the call and on the guest • Express yourself with ease in the country's language 	<ul style="list-style-type: none"> • 5-day work week • Shift Work (44 hours per week) • Postal Code: 189657

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Explain to the guest how to get to the hotel. Give local, cultural and practical information • Orient and guide guests using a map of the region • Ensure guests have fully understood the information provided • Explain the hotel and network pricing policy to guests • Call upon neighbouring hotels, giving priority to those in the Accor Group (reservations, book-outs) 	

#2 ACCOR SINGAPORE (MONDRIAN SINGAPORE DUXTON)

Mondrian is a way of travel. A luxury lifestyle hotel, a global destination for locals or travelers. Mondrian is always at the heart of the most exciting cultural scenes in the world. Mondrian Singapore Duxton is a luxury lifestyle hotel built in the heart of the city's prominent Duxton Hill neighborhood featuring 300 guestrooms, a lower three-story building in a contemporary and luxury loft suite. Historic architecture takes on the famous Singapore 'shophouse' building typology on a modern spin, with a terracotta roof, and colonial-style window shutters, at the rear, connected by a garden, will be the main tower containing a mix of guest rooms, a speakeasy bar, and rooftop pool. The location is flawless with a bevy of signature restaurants, stylish bars, and local street food vendors all within walking distance. Ennismore and Accor's joint venture to create the world's fastest-growing lifestyle and entertainment hospitality company, with a global collective of entrepreneurial and founder-built brands with creativity & purpose at their heart. For more information visit www.mondrianhotels.com

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Barista	<p>Key Responsibilities Under the general guidance of the Manager or any other authorized by the management, to manage and develop the restaurant food and beverage standards and to ensure maximization of departmental profits. To optimize guest satisfaction through consistent high operating standards, and to carry out Management shifts and take responsibility for entire operation</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 3 years of relevant working experience 	<ul style="list-style-type: none"> • 5-day work week • Refer to Hiring Manager • Postal Code: 089970
Bartender	<p>Key Responsibilities The Bartender is the core of the Food and Beverage Department operation. He/she must be customer service-oriented and be able to perform quality work efficiently with minimal supervision. He/she is expected to work on a shift patterns, and may also need to work on weekends and public holidays. He/she is responsible for offering guests of the bar and lounge an enjoyable, expertly served beverage and/or dining experience conforming to Four Seasons standards of excellence for quality, professionalism and friendliness</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 3 years of relevant working experience 	<ul style="list-style-type: none"> • 5-day work week • Refer to Hiring Manager • Postal Code: 089970

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Chef de Partie	<p>Key Responsibilities The Chef de Partie is required to supervise and oversee the preparation of breakfast, lunch, and dinner food items per guest orders or as assigned by kitchen management in accordance with production requirements and quality standards while maintaining a safe, sanitary work environment. We are looking for an individual who is passionate about cuisine! He/She should be attention to detail and has a strong work ethic. The candidate is expected to work together with other team members on a daily basis to ensure a flawlessly executed final product and the ability to supervise and train the line cooks is required</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 5 years of relevant working experience 	<ul style="list-style-type: none"> • 5-day work week • Refer to Hiring Manager • Postal Code: 089970
Commis	<p>Key Responsibilities The Commis is an essential member of the Food & Beverage team dedicated to providing exceptional quality and service to our guests. The incumbent is required to prepare, cook and serve food and to ensure that the highest possible quality is maintained and that agreed standards for food preparation and presentation are met at all times under the general guidance of the Executive Chef or any other authorized by the management and restaurant standards</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 2 years of relevant working experience 	<ul style="list-style-type: none"> • 5-day work week • Refer to Hiring Manager • Postal Code: 089970
F&B Supervisor	<p>Key Responsibilities Under the general guidance of the Director Of Restaurants & Bars or any other authorized by the management, as a Restaurant Supervisor, you are responsible for supervising all aspects of the restaurant for its smooth operation on a daily basis. You are also responsible for delegating tasks to all the restaurant personnel and ensuring that the responsibilities are completed in a timely orderly manner</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 3 years of relevant working experience 	<ul style="list-style-type: none"> • 5-day work week • Refer to Hiring Manager • Postal Code: 089970
Front Desk Agent	<p>Key Responsibilities Under the general guidance of the Front Office Manager or any other authorized by the management, perform all duties connected with arriving and in-house guests, ensure that all our regular and VIP guests receive high quality, personalized service, an Engaging, Dynamic Guest Experience and maintain our guest recognition program</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 0 to 2 years of relevant working experience 	<ul style="list-style-type: none"> • 5-day work week • Refer to Hiring Manager • Postal Code: 089970

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Hostess	<p>Key Responsibilities Under the general guidance of the Restaurant Manager, or any other authorized by the management assist in ensuring friendly, efficient and effective service of food and beverages to all guests in a timely fashion in accordance with standards and individual guest requirements, at all times respecting the Mondrian Singapore Duxton Vision</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 2 years of relevant working experience 	<ul style="list-style-type: none"> • 5-day work week • Refer to Hiring Manager • Postal Code: 089970
Reservation Agent	<p>Key Responsibilities Under the general guidance of the Reservation Supervisor or any other authorized by the management, handle all room reservation enquiries to the required standard, maintain accurate and complete records of all reservations, and take every opportunity to maximize revenue potential for the hotel through upselling and increasing length of stay</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 1 to 2 years of relevant working experience 	<ul style="list-style-type: none"> • 5-day work week • Refer to Hiring Manager • Postal Code: 089970

#3 ACCOR SINGAPORE (NOVOTEL SINGAPORE ON STEVENS | MERCURE SINGAPORE ON STEVENS)

Novotel Singapore on Stevens and Mercure Singapore on Stevens are committed to attracting, recruiting and retaining diverse talents from all walks of life. At Novotel Singapore on Stevens and Mercure Singapore on Stevens, we value and celebrate diversity, provide pay equity and equal opportunities for promotion, training and development programmes. We pride ourselves in creating and sustaining an inclusive and equitable working and learning environment for all.

Located along the arterial road that leads to Singapore's iconic Orchard Road sits a stunning new lifestyle hub – the 254-room Novotel Singapore on Stevens and 518-room Mercure Singapore on Stevens, along with an eclectic array of F&B outlets.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bar Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provides functional assistance and direction bar's daily operations • Produce high levels of bar & beverage quality to satisfy the needs of guests • Ensure that all standard recipes are followed in the preparation process • Be ready to assist guests at the bar whenever required • Check that all mis en-place of all items are prepared correctly and ready • Pays attention to portion control of the beverage order • Check the food items to ensure that food & beverage served are of quality standards 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 257878

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure that the display on the bar counter is correct • Supervises and assist in the preparation of bar orders <p>Pre-requisites</p> <ul style="list-style-type: none"> • Food Hygiene Certificate 	
Bellman	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Timely delivery of guests' luggage, messages and any other items for delivery within the property • Personalize guests' orientation of their room in a professional, friendly and engaging way • Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests • Service focused personality is essential; customer related experience is an asset • Ability to work well under pressure in a fast-paced environment • Excellent communication skills and a professional presentation • Ability to work cohesively with fellow colleagues as part of a team • Perform other reasonable duties assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Comply with hotel and department policies and procedures at all times • Attend all briefings, meetings and training as assigned by management • Report for duty on time wearing a clean and complete uniform at all times • Maintain a high standard of personal appearance and hygiene at all times • Perform other reasonable duties assigned by the Head of Department 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 257878
Duty Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage, supervise and coordinate the daily operations of the Hotel • Ensure that all procedures are performed in accordance with established standards and procedures at all times to reach optimal guest satisfaction • Assist the Assistant Front Office Manager in establishing a front desk standard and procedures manual as a guideline for the front desk operations • Assist the Assistant Front Office Manager to select, hire, and train employees to the hotel's standard and procedures <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess Degree/Diploma in Hospitality or relevant qualification • Minimum 3 to 5 years of related experience preferably in the Hotel industry 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 257878

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Mature, energetic, assertive, independent and a team player • Strong leadership skills with excellent interpersonal and communications skills 	
Finance Executive	<p>Key Responsibilities</p> <p>The Income Auditor is responsible for reviewing and verifying all hotel revenue transactions to ensure accuracy and compliance with internal controls and accounting policies. The duties often include:</p> <ul style="list-style-type: none"> • Audit all sales and revenue transactions (room revenue, food and beverage sales, miscellaneous income, etc.); Ensure that discrepancies are identified and resolved • Prepare daily income audit reports, highlighting any discrepancies or issues • Work closely with other departments (front office, F&B, etc.) to resolve audit issues • Assist in month-end financial closing activities, ensuring revenue is properly recorded and aligned with accounting records <p>Accounts Payable (AP):</p> <ul style="list-style-type: none"> • The Accounts Payable team is responsible for managing and processing expenses, ensuring that suppliers are paid on time, and maintaining accurate records of financial transactions. The responsibilities include: • Receive and review invoices from suppliers, vendors, and contractors • Ensure invoices are accurate, complete, and match with purchase orders or contracts • Process payments for goods and services received by the hotel • Ensure timely and accurate payments are made to avoid late fees or disruption in services • Any other ad hoc works assigned by management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Comply with hotel and department policies and procedures at all times • Attend all briefings, meetings and training as assigned by management • Report for duty on time wearing a clean and complete uniform at all times • Maintain a high standard of personal appearance and hygiene at all times • Perform other reasonable duties assigned by the Head of Department 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 257878

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Guest Services Executive</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for ongoing communication of pertinence using the logbook provided to other shifts • Responsible for ensuring that clear and constant communication lines are kept with all staff, other area and Departments • To ensure that all guest enquiries and requests are attended to in a helpful, professional yet warm and friendly manner • To ensure on a daily basis that you are fully aware of all arrivals to the Hotel, and in particular, VIP's and return guests, and that you are aware of any special requests so that they may be acted accordingly • To ensure that you are completely aware of the complete range of services and facilities that the hotel provides to its guests and visitors • To ensure you have a complete and thorough knowledge of the outlets of the hotel, their operating hours and the scope of services that they provide • To ensure that Guest Services Desk is not left unattended at anytime whilst on duty • To be completely aware of the Fire and Emergency Procedures of the hotel and your responsibilities in an emergency • To acquire, through training provided, a complete knowledge of all policies and policies as set down by the hotel that relate specifically to the Guest Services • To ensure at all times that personal presentation is immaculate and your uniform or work clothes are in line with relevant Guest Services and Hotel uniform and clothing codes • To ensure that you as a Guest Services Executive at the hotel have a comprehensive knowledge of town and what is happening within the city at all times, and to ensure that all guest enquiries are met with prompt, informative yet friendly solution • To maintain and be aware of the importance of guest recognition • Responsible for adhering to the rules and regulations of the hotel as set down in the Staff Handbook • To train and development new GSAs and interns in front office operations • Perform other reasonable duties assigned by the assigned by the Head of Department <p>Pre-requisites</p> <ul style="list-style-type: none"> • Comply with hotel and department policies and procedures at all times • Attend all briefings, meetings and training as assigned by management • Report for duty on time wearing a clean and complete uniform at all times • Maintain a high standard of personal appearance and hygiene at all times 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 257878

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Perform other reasonable duties assigned by the Head of Department 	
Houseman	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To check and verify room status report To clean all assigned rooms and designated public areas in accordance with the established procedures Be responsible for the care and maintenance of his/her work store, trolley and all equipment Assist with replenishment of amenities and supplies Ensure a high standard of cleanliness of corridor and service areas Assist in the dilution of chemicals for distribution for guest rooms and public areas use Perform other reasonable duties assigned by the assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> Comply with hotel and department policies and procedures at all times Attend all briefings, meetings and training as assigned by management Report for duty on time wearing a clean and complete uniform at all times Maintain a high standard of personal appearance and hygiene at all times Perform other reasonable duties assigned by the Head of Department 	<ul style="list-style-type: none"> 5-day work week 44 hours per week Postal Code: 257878
Junior Housekeeping Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Conduct daily briefings with staff at floor level Manage and supervise all tasks of his/her team Clean and ensure cleanliness of guest rooms, guest room balconies, guest corridors, linen rooms and housekeeping pantries according to standards and procedures set Maintain a section floor report and conduct regular room checklists Record room status in allocated section accurately Perform other reasonable duties assigned by the assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> Comply with hotel and department policies and procedures at all times Attend all briefings, meetings and training as assigned by management Report for duty on time wearing a clean and complete uniform at all times 	<ul style="list-style-type: none"> 5-day work week 44 hours per week Postal Code: 257878

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Maintain a high standard of personal appearance and hygiene at all times • Perform other reasonable duties assigned by the Head of Department 	
Senior / Guest Service Agent	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist guests with check in and checkout, as well as other cashiering duties • Review arrival lists and prepare compendiums prior to guests' arrival and check-into system if necessary • Welcome guests on arrival, register and issue room keys according to departmental standards and procedures • Ensure that members consistently receive all benefits, and repeat guests and other VIP's receive special recognition and service. Prepare and send welcome cards and amenities to room prior to guest arrival • Liaise closely with other relevant departments to ensure that guests requests and needs are met • Update and maintain repeat guest history system • Promote Inter-Hotel sales and in-house facilities according to departmental standards to maximize revenue • Handle guests' complaints and comments tactfully and efficiently • Handling guests' mails, messages, and answering of phone calls • Maintain the privacy and confidentiality of all guests by ensuring that no details of the guests are disclosed • Be vigilant in regard to in-house credit matters and act upon any discrepancies • Alert Security or Duty Manager of suspicious-looking person(s) / articles • Perform other reasonable duties assigned by the assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Comply with hotel and department policies and procedures at all times • Attend all briefings, meetings and training as assigned by management • Report for duty on time wearing a clean and complete uniform at all times • Maintain a high standard of personal appearance and hygiene at all times • Perform other reasonable duties assigned by the Head of Department 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 257878

#4 ADRENALIN GROUP

Founded in 2008, Adrenalin is an integrated communications company specialising in experiential events and in-house video production, with a people-first and purpose-driven approach.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Development Executive	<p>Key Responsibilities</p> <p>This is an entrepreneurial role - ideal for someone who thrives on building from scratch, spotting new opportunities, and driving their own success. You'll need to be proactive, resourceful, and motivated by outcomes, not just activity</p> <p>We want to be transparent: this role comes with a lower base and high commission structure, designed to reward results and performance. It's well suited for someone who wants the freedom to build and earn based on what they close</p> <p>You will be an individual contributor with room to drive your own portfolio and strategy. The role is supported by a collaborative team, but the success of your portfolio will be in your hands</p> <p>What You'll Be Doing:</p> <ul style="list-style-type: none"> • Own the full sales cycle - from prospecting and pitching to closing deals • Actively source and develop new business opportunities • Craft tailored proposals that meet client needs and showcase our value • Represent Adrenalin at meetings, networking events, and industry functions • Work closely with internal teams to ensure smooth handover and delivery • Manage your pipeline, track metrics, and continually refine your approach • Stay ahead of market trends to keep your outreach relevant and effective <p>Pre-requisites</p> <p>What You Bring:</p> <ul style="list-style-type: none"> • Minimally 2 years of experience in business development, sales, events, or marketing • An entrepreneurial mindset - self-starter, resourceful, and solution-focused • Confidence in pitching ideas and building relationships • Strong follow-through and attention to detail • Excellent communication and interpersonal skills • Ability to manage your own time, targets, and workload • Familiarity with tools like LinkedIn and Canva • Bonus if you have event or client-facing experience and want to pivot into sales 	<ul style="list-style-type: none"> • 5-day work week • 10am to 6pm • Postal code: 319262

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Developer Executive</p>	<p>Key Responsibilities Aether Lab is the technology and innovation arm within Adrenalin Group, focused on building digital products, platforms, and experimental solutions</p> <p>What you'll be doing:</p> <ul style="list-style-type: none"> • Develop and maintain web or digital solutions across Aether Lab projects • Work closely with product, UX, and project teams to translate requirements into working features • Support prototyping, testing, and iterative improvements • Maintain code quality, documentation, and version control • Troubleshoot and resolve technical issues across builds <p>Pre-requisites What we're looking for:</p> <ul style="list-style-type: none"> • Strong fundamentals in software development • Comfortable working in fast-moving, iterative environments • Able to collaborate with non-technical stakeholders • Curious, solution-oriented, and open to learning new tools and frameworks 	<ul style="list-style-type: none"> • 5-day work week • 10am to 6pm • Postal code: 319262
<p>Project Event Executive</p>	<p>Key Responsibilities This is a client-facing, individual contributor role where you will lead your own projects, build strong client relationships, and deliver high standards of execution. You will also have the opportunity to grow your capabilities in end-to-end event management, from planning through delivery</p> <p>If you're motivated, enjoy ownership, and are comfortable navigating fast-paced environments, this could be a strong fit</p> <p>What You'll Be Doing:</p> <ul style="list-style-type: none"> • Take ownership of event timelines, budgets, and deliverables, with guidance and alignment from management • Lead client communications across projects, ensuring clear updates and a strong focus on client experience • Pitch creative event ideas and translate brand objectives into engaging experiences • Set clear execution plans and manage day-to-day project coordination • Track project budgets and identify opportunities to optimise resources • Ensure workflows, timelines, and quality standards are met throughout planning and delivery • Provide regular progress updates, flag risks early, and support problem-solving • Contribute ideas to improve how we plan and execute events • Stay informed on event trends and digital activations to enhance client solutions • Support post-event wrap-ups, including reporting and client feedback 	<ul style="list-style-type: none"> • 5-day work week • 10am to 6pm • Postal code: 319262

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites What We're Looking For:</p> <ul style="list-style-type: none"> • At least 2 years of experience in events, project coordination, or client servicing • Strong communication skills and confidence in managing client relationships • Highly organised, with the ability to manage multiple timelines independently • Collaborative team player with a proactive, solution-oriented mindset • Basic budgeting or cost tracking experience is an advantage • Calm under pressure and comfortable solving problems in real time • Comfortable using tools such as Canva and other content platforms • Open to incorporating new technologies, including AI and LLM tools, to enhance delivery and creativity 	
<p>Project Manager</p>	<p>Key Responsibilities This is a client-facing, individual contributor role at a managerial level, with a strong emphasis on project ownership and account management. You will lead projects end to end, serve as a trusted partner to clients, and ensure delivery excellence through clear direction and coordination</p> <p>Candidates with deeper experience may be considered for a Senior Project Manager role.</p> <p>What You'll Own:</p> <ul style="list-style-type: none"> • Lead client relationships and projects end to end, from brief to delivery • Oversee execution by coordinating teams, timelines, and stakeholders • Manage budgets, scope, and commercial considerations • Support junior team members and improve project workflows <p>Pre-requisites Who You Are:</p> <ul style="list-style-type: none"> • 3 to 5 years of experience in project or event management in a client-facing environment • Comfortable owning client relationships and leading projects independently • Commercially aware, organised, and confident in decision-making • Clear communicator who works well across different business units and stakeholders • Background in live, hybrid, or digital events is an advantage • Open to using new tools and technologies, including AI and LLMs, to enhance delivery 	<ul style="list-style-type: none"> • 5-day work week • 10am to 6pm • Postal code: 319262

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Project Manager (AI-Led Projects)	<p>Key Responsibilities This role manages AI-driven initiatives across Adrenalin Group, focusing on applied AI solutions for operations, creative workflows, and business innovation</p> <p>What you'll be doing:</p> <ul style="list-style-type: none"> • Manage AI-led projects from concept to implementation • Coordinate between internal teams, vendors, and AI solution partners • Translate use cases into clear scopes, timelines, and delivery plans • Track risks, dependencies, and change management • Support adoption of AI solutions across teams <p>Pre-requisites What we're looking for:</p> <ul style="list-style-type: none"> • Experience managing digital, automation, or AI-related projects • Comfortable working with emerging technologies and ambiguity • Strong stakeholder management and execution skills • Able to balance experimentation with delivery discipline 	<ul style="list-style-type: none"> • 5-day work week • 10am to 6pm • Postal code: 319262
Project Manager (Tech & UX)	<p>Key Responsibilities This role manages technology-driven projects under Aether Lab, with a focus on UX-led digital products and platforms</p> <p>What you'll be doing:</p> <ul style="list-style-type: none"> • Manage end-to-end delivery of tech and UX-focused projects • Coordinate between developers, designers, and stakeholders • Translate business and UX requirements into clear project plans • Track timelines, scope, and dependencies to ensure smooth delivery • Facilitate alignment between user experience, technical feasibility, and business goals <p>Pre-requisites What we're looking for:</p> <ul style="list-style-type: none"> • Experience managing tech or digital projects • Strong understanding of UX workflows and product development cycles • Clear communicator who can bridge technical and non-technical teams • Structured, calm, and delivery-focused 	<ul style="list-style-type: none"> • 5-day work week • 10am to 6pm • Postal code: 319262
Sales Admin	<p>Key Responsibilities This is an entry-level administrative support role that supports teams across Adrenalin Group. As a Sales Admin, you will help with quotation preparation, organise costing information, and support backend processes that keep our projects running smoothly.</p>	<ul style="list-style-type: none"> • 5-day work week • 10am to 6pm • Postal code: 319262

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Fresh graduates are welcome to apply. This role is suitable for someone who prefers structured work, is comfortable with numbers and spreadsheets, and values clear instructions. Exposure to events or sales is helpful, but not required. Training and guidance will be provided</p> <p>If you enjoy working behind the scenes and take pride in accuracy and consistency, this could be a good fit</p> <p>What You'll Be Doing:</p> <ul style="list-style-type: none"> • Support the preparation and updating of quotations • Organise and maintain costing and pricing information • Liaise with vendors via email to request or confirm prices • Support basic administrative tasks related to documentation • Follow established processes to ensure information is accurate and up to date <p>Pre-requisites</p> <p>What We're Looking For:</p> <ul style="list-style-type: none"> • Comfortable with structured, routine tasks • Detail-oriented and careful when working with numbers • Basic proficiency in Microsoft Excel • Clear and polite in written communication • Dependable, consistent, and willing to learn • Basic exposure to events, sales, or admin work is a plus, but not required 	

#5 ASCOTT INTERNATIONAL MANAGEMENT

The Ascott Limited (Ascott) is one of the leading international lodging owner-operators, with headquarters in Singapore. The company's serviced residence and hotel brands include Ascott, Citadines, Somerset, Quest, The Crest Collection, lyf, HARRIS, FOX HARRIS, YELLO, POP!, Preference and HARRIS Vertu, with each brand catering to the distinct needs of our guests.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Executive, Guest Service	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist residents with check-in and check-out procedures • Ensure all residents are attended to at the Front Desk • Issue apartment access key cards • Attend to and anticipate all residents' queries and needs • Provide recommendations on nearby amenities, places of interest and assist residents in making travel, tours and restaurant reservation arrangements • Manage residents' accounts, information and apartment availability in the system • Perform simple bookkeeping • Make and confirm reservations • Assist with the onboarding process for new employees 	<ul style="list-style-type: none"> • 5-day work week • Rotating Shifts • Multiple locations

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Respond to all queries through walk-ins, emails and calls and assist with requests • Handle and record resident feedback and complaints, referring them to supervisors and managers • Receive and convey messages to residents promptly • Handle the safekeeping of cash and residents' valuables and belongings • Perform related tasks as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • A dynamic and self-motivated with strong presentation, verbal and written communication skills • A passionate individual with a passion for entrepreneurial, tech, creative, and collaborative communities • One with knowledge of current trends and happenings • A people person and a do-er: be ready to get all hands-on! • Someone with an attention to detail and possess the ability to anticipate and react to the needs of guests' demands • Tech savvy, able to pick up and use new systems and technology solutions easily • One with an exciting skill/talent (lyf skill) such as coffee making, bartending, singing, computer geek (plus point!!!) • Willing to do 5-day work week shifts, including night shifts 	
Manager, Social & Performance Marketing	<p>Key Responsibilities</p> <p>The Manager, Social & Performance Marketing will lead and oversee the social media and digital performance strategy for two hotel brands across eight properties in Singapore. Working closely with appointed creative and media agencies, this role ensures strong brand presence, consistent content quality, and effective paid media execution. The role will also partner closely with the Revenue Management Team to optimise PPC campaigns, drive qualified demand, and support overall commercial performance. This position plays a critical role in strengthening brand visibility, driving direct bookings and maximising returns on marketing investment. He or she will report to the Country Director, Revenue Management and Area Manager, lyf and TUC</p> <ul style="list-style-type: none"> • Lead the planning, coordination, and execution of social media content across all official platforms • Partner with the Revenue Management team to support all PPC and paid media initiatives (Google Ads, Meta Ads, display, retargeting, etc.) • Work with media agencies to plan, implement, and optimise paid campaigns focused on driving direct bookings • Develop and maintain regular performance reports for social media and paid campaigns • Prepare quarterly reports covering reach, engagement, traffic, conversions, and revenue impact • Align marketing activities with key periods such as high-demand events, promotions, and seasonal campaigns • Agency performance and delivery standards 	<ul style="list-style-type: none"> • 5-day work week • 830am to 6pm • Postal code: 218773

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor’s degree in Marketing, Business, Communications, or related field will be preferred • Minimum 3 to 5 years of experience in digital, social, or performance marketing (hospitality or lifestyle sector preferred) • Proven experience working with external creative and media agencies • Strong understanding of PPC platforms (Google Ads, Meta, programmatic, retargeting) • Solid knowledge of analytics tools (Google Analytics, Meta Business Manager, and dashboards) • Strong project management skills • Excellent communication and presentation abilities • Detail-oriented with strong commercial acumen 	
<p>Manager/Assistant Manager, Sales</p>	<p>Key Responsibilities</p> <p>The Manager/Assistant Manager, Sales is part of the Sales Team that focuses on achieving sales targets and increasing revenue and market shares for a portfolio of more than 10 serviced residences in Singapore. He or she will report directly to the Country Director, Sales</p> <ul style="list-style-type: none"> • Develop and implement sales strategies to align with the Company’s direction and growth • Maintain existing business accounts and develop new accounts through aggressive and creative sales and marketing programs • Negotiate contracts with major corporate accounts • Conduct sales presentations to our prospective clients • Represent Ascott in promotional events and trade shows • Assure coordination with the Revenue Management and Global Sales functions • Conduct benchmarks and market analysis <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree in Business Administration, Hospitality Management or an equivalent • At least between 3 to 6 years of relevant experience in the hospitality industry • Good spoken and written English • Proficient in Microsoft Office applications, especially PowerPoint and Excel • Confident, good organisational and people development skills • Outgoing personality and positive work attitude • Independent and an excellent team player • Analytical skills • Good negotiation skills and willing to learn attitude 	<ul style="list-style-type: none"> • 5-day work week • 830am to 6pm • Postal code: 049247

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Manager, Sales (Leisure)	<p>Key Responsibilities</p> <p>The Senior Manager, Sales (Leisure) is part of the Sales Team that focuses on achieving sales targets and maximising revenue opportunities and market shares for the leisure segment of a portfolio of more than 10 serviced residences in Singapore. He or she will report to the Country Director, Sales</p> <ul style="list-style-type: none"> • Develop and implement sales strategies to align with the Company’s direction and growth • Maintain existing business accounts and develop new accounts through aggressive and creative sales and marketing programs • Negotiate contracts with major corporate accounts • Conduct sales presentations to our prospective clients • Represent Ascott in promotional events and trade shows • Assure coordination with the Revenue Management and Global Sales functions • Conduct benchmarks and market analysis • Review sales and other revenue generating business plans, identify gaps, ensure proactive measures to fill hotel and conference space capacity and meet set targets <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree in Business Administration, Hospitality Management or an equivalent • At least 6 years of relevant experience in the hospitality industry • Good spoken and written English • Proficient in Microsoft Office applications, especially PowerPoint and Excel • Confident, good organisational and people development skills • Outgoing personality and positive work attitude • Independent and an excellent team player • Good analytical skills • Good negotiation skills and willing to learn attitude 	<ul style="list-style-type: none"> • 5-day work week • 830am to 6pm • Postal code: 049247

#6 FAIRMONT SINGAPORE & SWISSÔTEL THE STAMFORD

Strategically located in the heart of Singapore’s shopping, dining and entertainment districts and with the City Hall and Esplanade Mass Rapid Transit (MRT) train stations and other major transportation nodes at its doorstep, Fairmont Singapore and Swissôtel The Stamford are the gateway to explore Singapore’s landscapes at your convenience. With a total of 2,030 well-appointed guestrooms, both hotels also offer a distinct collection of 12 lifestyle and dining choices including Michelin-starred fine dining restaurant JAAN by Kirk Westaway, cutting-edge meeting space at Raffles City Convention Centre with 34 meeting rooms and one of Asia’s largest spas, Willow Stream Spa.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Guest Services Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assign sufficient manning to cater for daily operational needs • Planning of group movement/arrivals/departures and ensuring operational efficiency • Ensure smooth running of driveway and traffic flow in particular during heavy check-in/out of groups arrival/departure and functions/events in hotels • Liaise and coordinate with Convention Organizer to ensure efficient error free handling of group luggage and deliveries as well as smooth traffic flow at driveway • Plan and review rosters to ensure productivity goals are met • Lead the Guest Services team to personalize the guest arrival/departure experience • Conduct audit checks on colleague's service standards and ensure compliance with hotel standards • Personal involvement in the arrival, rooming, and departure of key/VIP guests • Lead a Heartist® approach to guest experience/service with the team • Presence at lobby and driveway at critical guest flow time • Planning, reviewing, training, monitoring, evaluation and counseling of employees • Counseling and disciplinary action for colleagues non-compliance with procedures and behavior • Attend any department and operational meetings • Attend to emergency situations • Handling and investigation of guest requests/complaints <p>Pre-requisites</p> <ul style="list-style-type: none"> • Tertiary education in any discipline and hotel related experience • Minimum 2 years experience in supervisory position in the service industry • English with knowledge of second language preferred • Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel's computer system • Knowledge of operations of Bell, Concierge & Valet operations • Knowledge of processes and procedures of delivery systems. Currently SSM/RSM • Communication skills for all levels of colleagues/guests, confident, clear English • Interpersonal skills to deal with guests and colleague issues • Possess leadership qualities • Leads to constantly improve the guest service experience • Willingness to embrace changes and new technology • A team player, guest focused and service oriented attitude 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bar Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee and coordinate daily Front of the House and Heart of the House operations, ensuring effective delegation and operational efficiency • Manage guest service, the beverage program, and overall financial performance • Collaborate with mixologists to develop a cocktail menu based on current trends and market research • Conduct research to enhance the outlet’s reputation, aiming for inclusion in the top 50 bars in Asia • Partner with regional bars to increase the commercial visibility of Antidote • Lead marketing and public relations efforts to promote the outlet and support the goal of top industry recognition • Design and implement comprehensive training programs to ensure the team remains knowledgeable and competitive • Facilitate ongoing training and re-training as needed • Develop and execute long-term strategies to advance the outlet's objectives • Identify and capitalize on opportunities for expansion or strategic realignment based on market trends • Analyze and manage outlet budgets to reduce expenses and enhance profitability • Oversee the control of outsourced labor, casual staffing, and overtime in line with budgetary constraints • Identify and address potential issues to improve operational efficiency and revenue generation • Monitor reservation status and coordinate with the culinary team to ensure seamless service • Plan and manage staffing levels to meet business needs and adhere to budgetary guidelines • Collaborate with Talent & Culture to recruit and onboard qualified team members • Conduct daily briefings and monthly department meetings to ensure clear communication and team alignment • Service Standards and Compliance: <ul style="list-style-type: none"> • Maintain and enforce service standards and procedures • Ensure compliance with hygiene and food safety regulations in line with Fairmont and corporate guidelines <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma / Degree in Hospitality Management • 1 year in Bar manager role • Minimum 3 years as Head Mixologist • Experience in Asia or World 50 best bar is a must. • Leadership / People management • Knowledge in Financial and Marketing Area • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of employees • Service oriented with an eye for details 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Strong computer skills and proficient in Microsoft Office- Words & Excel • Strong problem solving and decision making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment • Can use sensitivity and discretion in supporting guest needs • Leads to constantly improve the guest service experience and team performance • Leadership skills developed – collaborative, enabling, and entrepreneurial • Career focused, wanting to grow and develop, self-driven 	
Bellman	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure timely provision of service for luggage delivery, luggage pick-up, delivery of amenities • Assist guests with check in and checkout, and other cashiering duties • Provide a warm welcome to guests on arrival and register them as well as issuing room keys by using the appropriate standards • Efficient in assisting guests throughout their stay with any requirements, handling guest feedback, provide direction and give suggestions • Handle guests’ mails, messages, and answering phone calls • Maximizing room revenue by up-selling to a higher rate category and selling the highest possible rates for walk-in guests <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must be physically able to carry out duties of Porter • Guest focused with good communications skill • Guest oriented individual with pleasant and courteous disposition • A team player and efficient worker • Flexible and adaptable • Possess good attitude and initiative • Possess integrity and honesty 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882
Chef Concierge	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assign sufficient manning to cater for daily operational needs • Planning of VIPs and limousine movement for arrivals and departures and ensuring operational efficiency • Ensure smooth running of Lobby Greeter lobby duties in particular during heavy check-in/out of groups arrival/departure and functions/events in hotels • Handle guest issues when needed • Limousine bookings and assignment of limousine jobs, handling of its billings and forecast of limousine revenue • Plan and review rosters to ensure productivity goals are met • Ensure LQA service standards are in practice as always set by the hotel 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Conduct audit checks on colleague’s service standards and ensure compliance with hotel standards • Have Lobby/Driveway presence to ensure operations are in order, guests assistance required is rendered accordingly and colleague’s service standards are met • Consistently offer professional, engaging and friendly service • Lead a Heartist® approach to guest experience/service with the team • Be part and take an active role in the Singapore Society of the Golden Keys • Planning, reviewing, training, monitoring, evaluation and counseling of employees • Counseling and disciplinary action for colleagues' non-compliance with procedures and behavior • Attend any department and operational meetings • Handling and investigation of guest requests/complaints <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE ‘O’ Level or equivalent • Minimum 2 years of relevant experience in similar position • Read, Write and Speak English Fluently • A second language would be advantage • Member of Les Clefs d’Or (Society of Golden Keys, Singapore) • Outstanding guest interaction, interpersonal and communication skills • Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel’s computer system • Strong organizational skills • Must have a friendly and engaging service attitude • Possess good guest relations skills, confident, clear English • Focused on customer service, detail oriented in training, development and performance management • Responsive to continuous challenges and open to making changes to achieve targeted results • Build partnerships with other departments to ensure that guests’ needs are attended to promptly • Interpersonal skills to deal with guests and colleague issues • Possess drive, initiative and must be able to work independently 	
Chef De Partie	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Maintain daily mise en place and prepare ingredients • Inspect and clean food preparations areas, to ensure safe and sanitary food-handling practices • Ensure the highest standards and consistent quality in the daily preparation • Keep up to date with the new products, recipes and preparation techniques • Have full knowledge of all menu items, daily highlights and promotions • Adhere to recipes and stock management • Adjust cooking based on guest preferences 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Effective communication between colleagues to ensure a secure and friendly working environment • Establishing and maintaining effective inter-departmental working relationships • Consistently offer professional, friendly and proactive guest service while supporting fellow Colleagues • Actively share ideas, opinions and suggestions • Efficiency in preparations and execution • Follow guidelines provided in Colleague Handbook • Set example to others on personal hygiene and cleanliness on and off duty • Guide and train the Junior Colleagues on a daily basis to ensure high motivation and productive working environment • Acquire culinary knowledge and skills to grow as a Junior Sous Chef <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum of 4 years in basic culinary position, preferably in similar operations • Basic Food Hygiene Certificate • Certificate in Culinary • Knowledge of different culinary techniques • Technical Culinary Skills • Good Open Communication • Reliable and consistent • High Personal Hygiene and Presentation, Clean/Tidy • Ability to work in a team • Self-motivated and energetic • Eager to learn 	
Commis Cook	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Maintain daily mis-en-place and prepare ingredients • Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices • Ensure the highest standards and consistent quality in the daily preparation • Keep up to date with the new products, recipes and preparation techniques • Have full knowledge of all menu items, daily highlights and promotions • Adhere to recipes and stock management • Adjust cooking based on guest preferences <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum of 1 year in basic culinary position • Knowledge of different culinary techniques • Certificate in Culinary, preferred 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Concierge	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist guests in tours, golf, restaurant, flight booking, reconfirmation and making changes • Providing directional information, shopping, places of interest, etc. • Handling of Mail and Message and Lost & Found • Maintaining of brochures of hotel chain as well as places of interest • Limousine bookings and assignment of limousine jobs, handling of its billings and forecast of limousine revenue • Handle administrative matters pertaining to their respective shift • Ensuring hotel service standard goals are met • To assist in any tasks given from time to time • Ensure LQA service standards are in practice as set by the hotel at all times • Able to provide information and assistance to guests as and when required • Listen actively and is able to display self-control and empathy in challenging interactions and offer suitable alternative • Involvement in the pre-arrival arrangement, e.g. Birthday decorations, honeymooners, anniversaries etc. • Making reservations and is well versed with booking system in Singapore for theatre seats, airlines, transportation etc. • Assist guest with local and foreign governmental rulings, immigration customs visas requirement • Able to provide information and is fully conversant with Singapore's places of interests, commercial centers • Familiar with hotel computer interface, property management systems and internet access • Handling and investigation of guest requests/complaints • Ensure grooming standard set by the hotel at all times • Ensure work areas are adequately stocked and inventory properly recorded and maintain good housekeeping of work areas • Ensure department compliance with safety and security procedures at all times • Handle all telephone enquiries and requests and ensure timely completion of pick-up and/or delivery service <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess good communication and interpersonal skills at all levels of management • Good time management skills • Multicultural awareness and able to work with people from diverse cultures • Flexible and able to embrace and respond to change effectively • Ability to make decision independently • Self-motivated and energetic 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Culinary Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Maintain daily mis-en place and prepare ingredients • Inspect and clean food preparations areas, to ensure safe and sanitary food-handling practices • Ensure the highest standards and consistent quality in the daily preparation • Keep up to date with the new products, recipes and preparation techniques • Have full knowledge of all menu items, daily highlights and promotions • Effective communication between colleagues to ensure a secure and friendly working environment • Establishing and maintaining effective inter-departmental working relationships • Consistently offer professional, friendly and proactive guest service while supporting fellow colleagues • Efficiency in preparations and execution • Provide a level of Safety and Security for all team members whilst working • Follow guidelines provided in Colleague Handbook • Adhere to the hotel standards on personal hygiene and cleanliness on and off duty <p>Pre-requisites</p> <ul style="list-style-type: none"> • Good open communication • Reliable and consistent • Personal hygiene and presentation, clean/tidy • Ability to work in a team • Self-motivated and energetic • Eager to learn 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882
Dining Reservation Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure all calls & emails are answered in a courteous, friendly and prompt manner, following LQA standards and VOG initiatives • Record accurate guest details in ResDiary • Offer alternatives or Standby List to guests should the restaurant be fully booked • Keep online portals open during slow periods <p>Pre-requisites</p> <ul style="list-style-type: none"> • Good interpersonal, telephone etiquette and communication skills • Computer Knowledge, i.e. well versed with emails, Microsoft word & excel, online information • Seat and handle continuous calls for a prolonged time • Prolonged glare from workstation monitor • Energetic and cheerful attitude in handling repetitive calls • Ability to handle guest negative feedback • Show empathy should a request not be met 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
F&B Guest Services Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform all the service sequence and tasks according to guest's needs and comply with departmental standards & LQA • Check the table setting, cleanliness and side station preparation as per workstation assigned prior to start of operation hour on each meal period • Greet and farewell guests in a friendly, courteous manner • Offer menu options, offer menu advice and take orders • Serve food in efficient manner • Operate and use POS <p>Pre-requisites</p> <ul style="list-style-type: none"> • Communication skills in English spoken/written • Reliable and consistent • Personal presentation & grooming, clean/tidy • Comes across as enthusiastic 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882
F&B Team Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform all the service sequence and tasks according to guest's needs and comply with departmental standards & LQA • Check the table setting, cleanliness and side station preparation as per workstation assigned prior to start of operation hour on each meal period • Greet and farewell guests in a friendly, courteous manner • Offer menu options, offer menu advice and take orders • Serve food in efficient manner • Offer drinks, pre, during and after meal service • Operate and use POS <p>Pre-requisites</p> <ul style="list-style-type: none"> • Communication skills in English spoken/written • Basic computer skills-Microsoft Word & Excel • Reliable and consistent • Personal presentation & grooming, clean/tidy • Comes across as enthusiastic, energetic • Can work as part of a team 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882
Guest Relations Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct random audit on master keys, walkies, notebooks and log sheets to assess compliance with procedures, staff productivity and efficiency • Ensure department compliance with safety and security procedures at all times • Planning, reviewing, training, monitoring, evaluation and counselling of employees • Monitor and ensure inventory control of all collateral, amenities and items for all areas including approval • Administer preventive maintenance programme for all operational equipment e.g. trolleys and signage stands and tools to ensure all are in good and safe working condition • Conduct audit checks on colleague's service standards and ensure compliance with hotel standards 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Counselling and disciplinary action for colleagues' non-compliance with procedures and behaviour • Follow-up with unclaimed luggage and turn in to Lost & Found department and/or liaise with guests concerned in accordance with hotel's procedures on storage • Develop, undertake and/or administer projects and programmes as and when required • Preplanning of group movement/arrivals/departures and ensuring operational efficiency • Attending to emergency situations • Handling and investigation of guest requests/complaints • To attend any department and operational meetings, when necessary • To plan and review rosters to ensure productivity goals are met • To handle any projects that may be given from time to time • To ensure smooth running of driveway and traffic flow in particular during heavy check-in/out of groups arrival/departure and functions/events in hotels • Liaise and coordinate with Convention Organizer to ensure efficient error free handling of group luggage and deliveries as well as smooth traffic flow at driveway • Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel's computer system • Knowledge of operations of Bell, Concierge & Valet operations • Hands-on knowledge of computer hardware and software • Knowledge of different room categories, room amenities and appliances • Knowledge of processes and procedures of delivery systems (Currently SSM/RSM) • Knowledge of inventory and stock control <p>Pre-requisites</p> <ul style="list-style-type: none"> • Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel's computer system • Focused on customer service, detail oriented in training, development and performance management • Responsive to continuous challenges and open to making changes to achieve targeted results • Build partnerships with other departments to ensure that guests' needs are attended to promptly • Must have a friendly and engaging service attitude • Posses good guest relations skills, confident, clear English • Interpersonal skills to deal with guests and colleague issues • Possess drive, initiative and must be able to work independently 	
Guest Relations Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist guests in tours, golf, restaurant, flight booking, reconfirmation and making changes. Providing directional information, shopping, places of interest, etc. • Handling of Mail and Message and Lost & Found 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Maintaining of brochures of hotel chain as well as places of interest • Limousine bookings and assignment of limousine jobs. Handling of billings and forecast of revenue • To perform all luggage handling and duties as required by Bell Desk Operations • To perform taxi bookings for guest • To manage the store maintenance and orders of supplies • To manage stored luggage audits required • To assist in Valet operations • To assist in lobby duties which will include managing crowds, directing and assisting guests in the lobby • To assist in any tasks given from time to time • Be familiar with booking system in Singapore for theatre seats, airlines, transportation, etc. • Be familiar with local and foreign governmental rulings, immigration customs visas requirements <p>Pre-requisites</p> <ul style="list-style-type: none"> • Customer service focused • Responsive to continuous challenges and open to making changes to achieve targeted results • Build partnerships with other departments to ensure that guests' needs are attended to promptly • Friendly and engaging service attitude • Dynamic and self-motivated • Interaction and communication skills with people of all levels, computer literate and able to use the email & internet confidently • A team player and efficient worker • Flexible and adaptable • Possess good attitude and initiative • Possess leadership qualities 	
Head Mixologist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Setup bar counter and prepare mise-en-plus as per workstation assigned prior to start of operation hour • Handle stock requisition, collection, replenishment and disposal of used stock • Handle all beverage production in accordance with the outlet standards and recipes, with highest quality and freshness • Operate and use POS • Conduct stock inventory on daily basic • Handle with the general cleaning of the outlet bar equipments and furniture • Greet and farewell guests in a friendly, courteous manner • Use guest names wherever possible • Adjust service to suit guests' requests, personalise to meet needs • Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Look for ways to upsell and add value • Respond positively, politely, and efficiently to all extraordinary requests from guests • Act professionally when dealing with guest complaints or problems, and keep manager or immediate superior informed on all matters • Efficiency of work in bar counter, pantry, and service preparations • Cleanliness and work safety in food preparation and service areas • Perform or assist in the Hosting and Floor Service duties whenever is required • Perform opening shift and closing shift duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Completion of formal Secondary / GCE 'O' Level Education • Prior experience in Mixology is required • Technical service skills • Interpersonal skills – communicates easily/openly • Communication skills in English spoken/written • Reliable and consistent • Personal presentation & grooming, clean/tidy • Comes across as enthusiastic, energetic • Can work as part of a team 	
House Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Carry out instructions from the Team Leaders/Assistant Managers on the preparation of VIP and LCAH rooms and amenities • Conduct Preventive Maintenance cleaning in the guestrooms • Be part of a team with Room Attendants, assist the Room Attendants by stripping beds, cleaning bathrooms and spotting carpets as and when necessary • Report any damages or loss of linen, furniture, fixture and equipment to the supervisor/housekeeping coordinator • Immediately report all maintenance deficiencies to the team leader/housekeeping coordinator • Clean and correctly supply the assigned floors and rest rooms in an 8 hour shift • Responsible for the safety and security of assigned keys, mobile and equipment by correctly wearing them and using them according to procedures • Cleaning of colleagues' toilets, staircases and service areas • Transport furniture, supplies and linen as required by the department • Changing light bulbs and exit lights where necessary and removing all obstructions from corridors, exits and staircases • Report any damages or loss of linen, furniture, fixture and equipment to the supervisor • Immediately report all maintenance deficiencies to the team leader 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Send all soiled shower curtains, pillows, blankets and bedspreads from Service Areas to Laundry department • Pack amenities for the Room Attendant's cart and ensure that there are sufficient supplies daily • Assist in the counting of all storage items monthly and to inform the Assistant Manager should there be any shortage of items • Responsible for the safety and security of assigned keys, mobile and equipment by correctly wearing them and using them according to procedures <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to communicate in basic English • Technical skills for Housekeeping • Interpersonal skills well developed with guests and colleagues • Physically prepared for the physically demanding role • Attention to detail especially cleanliness, room presentation • Able to work independently, reliable, self-motivated 	
Housekeeping Team Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Allocation of rooms for cleaning and supervision of room cleaning process • Room checking to ensure cleanliness and appearance meets brand room standards including amenities/collateral • Liaise with coordinators and Front Office for the release of rooms • Checking the functional operation of each room, liaise with Engineering to rectify issues • Leading a housekeeping shift to personalize the in-room guest service whenever possible • Check on the preparation of VIP and LCAH rooms and amenities • Induct and train the Housekeeping team to focus on welcome and communication when guests are on floors / in rooms • Lead guest service and the team using a Heartist® approach • Induction and training of room attendants in technical skills and process as outlined in the ABC 20 Steps Guideline • Supervise proper care and use of equipment, linen lockers, carts, cleaning and guestrooms supplies. • Oversee the provision of room supplies, cleaning equipment, linen, and chemicals • Coach room attendants to constantly improve or maintain performance, give guidance where performance is below expectations <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'O' Level Education • Minimum 1 year in Housekeeping Position • Able to read, write and communicate in English • Computer skills will be an advantage • Use/knowledge of PMS e.g. Opera 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Technical skills for Housekeeping including use of the iPhone for eHousekeeping • Supervisory and leadership skills – collaborative, enabling, and entrepreneurial • Interpersonal skills well developed with guests, employees, management • Able to solve problem/make decision within scope • Attention to detail especially cleanliness, room presentation • Able to work independently, reliable, self-directed 	
Junior Sous Chef	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Efficient preparation of dishes and meals • Ensure consistent and smooth running of food production • Accuracy in recipes, cost control, ordering and stock management • Strict adherence to purchasing procedures • Leading by examples on all hygiene requirements • Regular review of guest comments so that improvement can be driven in VOG • Liaison between Food and Beverage departments and rest of hotel effective for guest experience • Exceeding customer’s expectation by encouraging and promoting high level of service Present in the Kitchen during service time • Recruit, induct and train a Culinary team who are competent and confident to exceed guest expectation • Ensure that the kitchen staff work harmoniously in order to ensure timely production of quality foods • Support the Culinary and Stewarding team to be consistent in service, use a collaborative, enabling leadership style, have regular team meetings • Drive constant service and system improvement, be entrepreneurial • Developing strategy for cross-marketing with the aim of increasing profit • Use the performance review process to identify and develop talent for growth management performance issues • Guide and train the junior colleague on a daily basis to ensure high motivation and productive working environment • Acquire culinary knowledge and skills to grow as a Sous Chef • Interface the needs/requirements of other department with Kitchen: Chefs Office, Engineering, F&B service, Security, Finance, People & Culture, Stewarding and Food Safety Hygiene <p>Pre-requisites</p> <ul style="list-style-type: none"> • Relevant Culinary School or College Diploma, preferred • Minimum of 3 to 5 years relevant experience in the management culinary position, preferably in similar operations style • Basic Food Hygiene Certificate 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Strong working knowledge with computer, Microsoft Office, Procurement & Requisition Module • Good interpersonal skills with ability to communicate with all levels of employees • Service oriented with an eye for details • Ability to work effectively and contribute in a team • Good presentation and influencing skills • Multicultural awareness and able to work with people from diverse cultures 	
Laundry Operator	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Check all laundry bag for laundry list with room number inside the soiled laundry bag • Indicate hotel count on all laundry lists and tally with guest count • Tag on all garment accurately at appropriate location to indicate folding/hanging • Prepare laundry tag card, check laundry list for accurate posting • Sort fold and hang item accordingly into correct number box and hanging bar as per marking • Pack folded item, perform quality control and complete packing using the appropriate packing accessories (shirt card, collar card, plastic bag). Re-sent item required for re-pressing, sewing, stain removal and others • Pack hang item, perform quality control and complete packing using the appropriate packing accessories (tie card, plastic bag). Re-sent item required for re-pressing, sewing, stain removal and others • Request stain letters, if required • Update packing records accordingly • Ensure guest clothing packaging are completed in accordance to LQA Standards • Report any discrepancy to Service Co-Ordinator/ Senior Assistant Manager on duty • Perform above required steps for Executive Laundry using appropriate reusable packing material (non woven coatbag) • Carry out instructions from the Team Leaders/Senior Assistant Laundry/Valet Managers on the laundry that require special attention (VIP, baby item, guest with sensitive skin, special garment design or material) • Ensure guest receive required notification (voicemail for minor defects, return undone letter for major defect, lost & found letter, unremoved stain letters and other when required) • Report immediately to Team Leader and Senior Assistant Manager should any guest/ executive laundry encounter reported loss or damage <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Primary 6 Education • Experience preferred but not necessary • Able to communicate in basic English 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Able to read and write and recognise numbers. • Interpersonal skills; good rapport with colleagues. • Able to withstand prolong standing • Attention to detail especially cleanliness, packing and folding presentation • Able to work independently, reliable, self-motivated 	
Reservation Coordinator	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support the reservations sales team and operations teams to ensure all key KPIs are met and maintained including conversion, abandoned call rate and quality assurance • Ensure travel agency commissions, reservations sales conditions, profile tracking and guest recognition is checked, completed and updated accordingly • Maintain accuracy of arrivals including billing, VIP status and other guest preferences • Maintain high level of performance within the reservations guest experience, including the support for the reservations and operations team • Ensure that a “RevPRO culture” is spread in the hotel, through regular liaison with operational and call centre teams • Manage rooming lists, corporate bookings, and crew blocks as required <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum of 1 year of relevant experience in the reservations sales • Strong working knowledge of CRS, PMS, RESAWeb or distribution systems • Detail-Orientated • External and internal environment understanding • Ability to work effectively and contribute in a team • Great communication, presentation and influencing skills • Customer/Commercial focus • Multicultural awareness and able to work with people from diverse cultures • Flexible and able to embrace and respond to change effectively • Self-motivated and energetic 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882
Restaurant Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist the Outlet Manager on daily Front of the House and Heart of the House operations • Monitor the reservation status and communicate with culinary team • Plan and arrange manning to meet business needs • Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period • Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure hygiene and food safety compliance in the outlet and related areas <p>Pre-requisites</p> <ul style="list-style-type: none"> • Evidence of Leadership / People management • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management • Service oriented with an eye for details • Good computer skills and proficient in Microsoft Office-Words & Excel • Good problem solving and decision-making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment • Use sensitivity and discretion in supporting guest needs 	
Room Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Clean and correctly supply 16 rooms or its equivalent in an 8 hour shift • Enter every room assigned and adhering to the 20 steps cleaning method when servicing/cleaning guest rooms • Ensure guest rooms are completed in accordance to LQA Standards • Report any damages or loss of linen, furniture, fixture and equipment to the supervisor/housekeeping coordinator • Immediately report all maintenance deficiencies to the team leader/housekeeping coordinator • Immediately report all maintenance deficiencies to the team leader/housekeeping coordinator • Update guest room status according to procedure • Carry out instructions from the Team Leaders/Assistant Managers on the preparation of VIP and LCAH rooms and amenities • Hand in all property left by the guest from checkout room to Housekeeping Office • Ensure that no guest property including cash is removed whilst cleaning • Report immediately to Team Leader and Assistant Manager if a guest item should be accidentally damaged or broken • Report all accidents, major or minor to the Team Leader immediately when the accident occurs and Team Leader must be present at scene to examine circumstances • Remove all In Room Dining trays and trolleys and leave in the service areas without causing obstruction • Carry out turn down service for guest rooms according to the standards set out during the evening the shift • Carry out daily duties and interactions using the Heartist® approach • Ensure that safe working practices are followed including emergency procedures 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Comply with hotel and department policies and procedures at all times • Carry out any other duties as and when assigned by the Management of the Hotel and department <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Primary 6 Education • Experience preferred but not necessary • Able to communicate in basic English • Technical skills for Housekeeping • Interpersonal skills well developed with guests and colleagues • Physically prepared for the physically demanding role • Attention to detail especially cleanliness, room presentation • Able to work independently, reliable, self-motivated 	
Sales Manager (Proactive)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To manage assigned portfolio of accounts and ensure the following are achieved: • No accounts are lost to competitors in an unmanaged way, which fit our rate and volume criteria • All necessary actions are taken to maximize GOP from existing accounts in the assigned portfolio • Ongoing efforts are being identified and develop new accounts to meet portfolio growth objectives as identified in the annual performance appraisal • To address client requests to maximize client satisfaction while observing the hotel's policies where appropriate • Maintain close contacts with assigned portfolio of accounts at both the hotel selection level and individual making hotel bookings using the following media as and when appropriate: • Field sales calls • Telephone contact • Entertainment and Site Inspection • Emails – newsletter, collaterals and personalized mails • Maintain adequate communication with other departments in the hotel so that the needs of customers can be anticipated and met in an organized manner • Maintain updated records on all accounts in Opera /Anais with an effective tracing system • Ensure contact details is always updated in Opera /Anais • Compile information and feedback from clients with regards to our hotel services in relation to: • Client's needs • Competitor hotel services, facilities and benefits • Update information on competitor hotel profiles and activities to prepare for contributions on market segment strategies and sales tactics <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate must possess at least a GCE "A" Level or certificate or Diploma 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • At least 4 years of relevant experience in the hotel industry • Strong computer knowledge of Microsoft Office and Opera system • Possess good communication and interpersonal skills at all levels of management • Ability to manage and develop sales portfolio of clients • Multicultural awareness and able to work with people from diverse cultures • Flexible and able to embrace and respond to change effectively • Ability to make decision independently • Self-motivated and energetic 	
Sales Manager (Reactive)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To manage and ensure timely response to assigned sales leads • Strong conversion in corporate sales leads • Achieve sales goals set by management • Conduct sales activities such as follow up call and hotel site inspection • Responsible for new bookings and managing existing business blocks in Opera • Effective communication with conference & event services team to ensure smooth execution of events • To handle any other duty/projects assigned by Director of Sales and/or Senior Director of Sales <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess good communication and interpersonal skills at all levels of management • Good time management skills • Multicultural awareness and able to work with people from diverse cultures • Flexible and able to embrace and respond to change effectively • Ability to make decision independently • Self-motivated and energetic 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882
Security Executive	<p>Key Responsibilities</p> <p>Responsible for supporting the daily security operations of the hotel, including monitoring CCTV and access points, conducting patrols, and responding to security, safety, and medical emergencies. The role ensures the safety of guests, colleagues, and property while maintaining control of security systems, incident reporting, and key management. The officer also assists with crowd control, VIP escorts, and emergency response activities, while supporting the Security team in maintaining compliance with hotel safety procedures and standards</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'O' Level Education • At least 4 years of hotel's security experience in a 4/5 hotel 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Former Law Enforcement Officer at Supervisory level is preferred • Previous administration of persons in lifesaving or property protection situations • Experience in CPR, First Aid, Fire-Fighting and Crowd Control • Fluent in English • Knowledge of 2nd Language • Proficient in reading and writing • PLRD License • Company Emergency Response Team Certificate • Minimum Chief Security Officer Certification required by local authorities • Conversant with various systems in Hotel Security Room • Report Writing, Communication Skills, Investigation and Questioning Aptitude • Computer Literate • Physically fit and able to react fast in situations • Ability to assess a situation and provide clear instructions or direction • Well-groomed and presentable, with leadership qualities • Honest with high level of integrity • People-oriented and a Team Player • Able to work independently and under pressure 	
Security Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee the Hotel Security Control Room, CCTV monitoring, and all security systems • Conduct regular patrols of guest areas, back-of-house, and hotel perimeter • Manage access control, visitor and contractor entry, and pass issuance • Respond promptly to security, fire, medical, and safety incidents • Perform VIP escort duties, lift control, and assist with guest/colleague emergencies • Handle lost & found, key control, incident documentation, and system alarms • Plan and deploy security officers across all shifts and access points • Ensure staff adherence to SOPs and conduct regular checks on deployed personnel • Lead preliminary investigations, including CCTV review and interviews • Prepare and submit incident reports, daily occurrence summaries, and escalations • Support and cover security officers' duties when required • Train, guide, and mentor security officers on surveillance equipment, report writing, patrol procedures, first aid/CPR/AED, and hotel policies • Conduct refresher training and ensure information from management is cascaded accurately 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Act as part of the HEAT/CERT teams, coordinating emergency response actions • Manage fire alarms, bomb threats, evacuation procedures, and crisis situations • Liaise with the Singapore Police Force, SCDF, and government agencies during incidents • Assist Duty Managers and lead emergency personnel during critical situations • Ensure all security systems and life-safety equipment are functioning correctly; report and follow up on faults • Maintain accurate inventory of keys, passes, security equipment, and emergency supplies • Maintain all logbooks and security documentation in accordance with SOPs <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'N' Level Education • At least 4 years relevant hotel experience or private security law enforcement at a supervisory level • Fluent in English • Knowledge of 2nd Language • Proficient in reading and writing • Minimum officer certification required by local authorities for Senior / Security Supervisor • Possess occupational CPR and AED • Basic Fire-Fighting • First Aid Management • PLRD License • Company Emergency Response Team (CERT) Certificate • Knowledge in Fire Prevention & Protection of Building • Conversant with the various systems in Hotel Security Room • Art of self-defences, report writing, verbal and written skills, investigation and interrogation aptitude • Physically fit and able to react fast in situations 	
Senior Security Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Report for duty as per schedule in roster and be in attendance for the daily 15 minutes pre and post shift briefing • Don essential company issued equipment such as Mobitalk, Bluetooth device, torchlight and pocket mask during duty • Assist with duties at the Hotel Security Control Room when tasked • Ensure all official security documents are handled accurately in accordance to SOP • Manage access points as assigned to ensure all entries are authorized • Maintain keen vigilance at the pass counters where colleagues, part-timers, casual labors, vendors, contractors, and visitors check in • Manage the Visitor Management System for visitors, contractors, and vendors 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Manage the Casual labor system for casual labors and part-timers • Monitor CCTV coverage within the hotel property and highlight any issues observed • Perform static lobby / convention Centre coverage and duty • Perform roving security and safety clocking patrol within and around the hotel premises • Perform patrol on guest floors and the heart of house • Perform enforcement tasks as assigned • Ensure security system are in working order, and if not, to highlight to Supervisor and collaborate to raise maintenance reports <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'N' Level Education • At least 1 year of relevant hotel experience or private security law enforcement • Fluent in English • Knowledge of 2nd language • Proficient in reading and writing • PLRD License • Minimum Security Officer Certification required by local authorities • Possess occupational First Aid and AED • Basic Fire-Fighting • Conversant with various systems in Hotel Security Room • Ability to react fast in situations • Interpersonal skills to handle challenges with guests and colleagues • Well-groomed and presentable, with leadership qualities • Pro-active 	
Sous Chef	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure that all recipes and product yields are accurately costed and reviewed regularly • Ensure that all food items are prepared as per standard recipe cards whilst maintaining portion control and minimizing waste • Ensure that food stock levels within the culinary department areas are of sufficient quantity and quality in relevance to the hotel occupancy and function forecasts • Creative menu planning and correct food preparation for each outlets including banquets • To work in close conjunction with the Food and Beverage Manager and respective & teams, to create a yearly marketing Plan for the outlet • Interacts with guests to obtain feedback on product quality and service levels • Responds to and handles guest problems and complaints • Make recommendations to the Executive Chef regarding succession planning • To be aware of all financial budgets and goals 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 178882

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure that the culinary department adheres to all company and hotel policies and procedures • Recruit and select a suitable culinary team who are able to work within a decentralized management philosophy • Project a positive and motivated attitude amongst all colleagues • Support the Culinary and Stewarding team to be consistent in service, use a collaborative, enabling leadership style, have regular team meetings • Manage associates fairly and take a personal interest in knowing all culinary associates • Ensure that the overall culinary department is motivated and that positive feedback on work performance is given • Coach and counsel employees in a timely manner and in accordance with Company policy • Identify strengths and weaknesses and provide timely feedback to the individual • Ensure that weekly work schedules and annual leave planners are administered and filed correctly • Assist to set departmental targets and goals, and lead the Culinary team to achieve the goals • Communicate effectively with the Quality Team on objectives and goals in order to improve food and event quality • Work with engineering department to improve on functional operation of kitchens • Identify, experiment and implement new technology enhancements to improve work processes <p>Pre-requisites</p> <ul style="list-style-type: none"> • Basic Food Hygiene Certificate • Relevant Culinary School or College Diploma, preferred • Minimum of 3 to 5 years relevant experience in the management culinary position, preferably in similar operations style • Strong working knowledge with computer, Microsoft Office, Procurement & Requisition module • Good interpersonal skills with ability to communicate with all levels of employees • Service oriented with an eye for details • Ability to work effectively and contribute in a team • Good presentation and influencing skills • Multicultural awareness and able to work with people from diverse cultures • Flexible and able to embrace and respond to change effectively • Ability to work independently and has good initiative under dynamic environment • Self-motivated and energetic • Possess strong leadership qualities, sound judgment and decision making and problem-solving skills and with high integrity 	

#7 FAR EAST HOSPITALITY

Far East Hospitality Holdings Pte Ltd (Far East Hospitality) is an international hospitality owner and operator with a diverse portfolio of 10 unique and complementary brands of hotels, serviced residences and apartment hotels, including Oasia, Quincy, Rendezvous, Village, Far East Collection, A by Adina, Adina Hotels, Vibe Hotels, Travelodge Hotels and TFE Hotels Collection. We own more than 10 hospitality assets and operate a combined portfolio of more than 17,000 rooms across 100 hotels and serviced residences in 10 countries - Australia, Austria, Denmark, Germany, Hungary, Japan, Malaysia, New Zealand, Singapore, and Switzerland.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant / Sales Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Exemplify professionalism through proper grooming, conduct, and effective presentation of hotel product and services • Engage in day-to-day sales activities, including telemarketing, sales calls, hotel visits, virtual presentations, and entertainment • Demonstrate proficiency in the sales process, building rapport, asking open questions, following up, managing expectations, addressing conflicts, overcoming objections, closing deals and obtaining post-feedback • Identify and pursue new sales leads and prospects to grow account/ client base • Nurture and strengthen relationships with existing clients to foster loyalty • Promptly handle leads, inquiries and provide suitable solutions to clients • Utilize various company systems and sales tools diligently including property management systems, customer relationship management systems, and booker loyalty • Collaborate with the Operations team to ensure exceptional guest experiences • Collaborate with Revenue Management team to optimize hotel / serviced residence rates • Attend client events and provide assistance as needed • Ensure timely responses and communication with clients • Gather and provide publicly available market information to stay informed • Regularly update superiors and the team on activities and market information • Achieve monthly sales targets to meet overall cluster budget • Promote and enroll clients in the booker loyalty program • Regularly review the account portfolio, analyzing the performance of each account, and presenting action plans to management • Adhere to statutory regulations and internal guidelines/ SOPs • Follow up with clients whose payments are outstanding and long overdue • Participate in ad hoc or promotional client and hotel/ serviced residence activities 	<ul style="list-style-type: none"> • 5-day work week • 40 hours per week • Postal Code: 059817

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Assume any other assigned duties by superiors diligently and professionally <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Sales and Marketing • At least 1 year of relevant experience • Excellent communication, interpersonal, networking and organisational skills • Strong negotiation and presentation skills • Able to work well under pressure in a fast-paced environment 	
Assistant Housekeeper	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Supervise and guide Room Attendants to maintain guest rooms, public areas, and service corridors to the highest standards of cleanliness, comfort, and safety • Conduct regular inspections of rooms and facilities, ensuring prompt reporting and follow-up of maintenance issues with the Engineering Department • Handle guest requests and feedback promptly, ensuring service excellence and guest satisfaction • Oversee daily staffing and scheduling to ensure optimal coverage based on occupancy levels • Recommend and implement procedures and policies for housekeeping operations to keep abreast of market best practices • Act as a people manager who communicates performance expectations in accordance with job descriptions and monitor progress • Maintain adequate inventory of housekeeping supplies and ensure proper use and storage of equipment • Monitor departmental expenses and support cost-control initiatives to optimize resources • Liaise closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure • Act as an advocate on safe work practices in the workplace by ensuring that housekeeping employees follow established safety regulations when using work equipment and supplies • Provide directions to external vendors such as the public area cleaners, pest control, landscape, and laundry to ensure that service level agreements are met • Schedule periodic works with outsource cleaning supplier for lobby area, public restrooms, corridors, meeting rooms, as well as carpet shampooing • Perform any other duties assigned by supervisors, carrying them out diligently and professionally <p>Pre-requisites</p> <ul style="list-style-type: none"> • O-Level education or equivalent • At least 2 years of supervisory experience in Hotel Housekeeping • Proactive, meticulous and able to perform strenuous activities and handle heavy load 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 059817

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Housekeeping Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure guest rooms and public areas are maintained in accordance with policies, standards and guidelines • Inspect assigned areas regularly to ensure furnishing, facilities and equipment are cleaned and maintained • Take charge of assigned areas and ensure housekeeping services are in line with the established standards • Conduct random checks on service areas • Ensure trolleys are replenished and properly parked at designated areas • Perform Room Attendant assignments (i.e., completion of rooms cleaning and allocation of extra duties) • Ensure work orders and requests are carried out promptly and efficiently • Investigate and follow up on feedback regarding housekeeping services <p>Pre-requisites</p> <ul style="list-style-type: none"> • O-Level education or equivalent • At least 2 years of supervisory experience in Hotel Housekeeping • Proactive, meticulous and able to perform strenuous activities and handle heavy load 	<ul style="list-style-type: none"> • 6-day work week • 44 hours per week • Postal Code: 059817
Duty Manager / Senior Duty Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for ensuring the proper, efficient, and profitable functioning of the Hotel • Supervise sections in the Front Office, including reception, cashier, telephone, reservation, and baggage services. Monitor staff members' conduct and job performance and to project a positive corporate image to guests • Provide prompt, courteous, and efficient service to guests and handle guest complaints with tact and diplomacy. Assist in guest check-ins and check-outs • Assist in inspecting rooms assigned to VIPs before their arrival, escort VIPs to their rooms and ensure complimentary amenities are provided. Inform relevant departments about VIPs' arrival • Check the Logbook for messages and follow up actions at the beginning of each shift. Issue keys to authorized personnel only and initiate correspondence regarding enquiries, reservations, and complaints. Monitor housekeeping discrepancy reports and take corrective actions when necessary 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Multiple locations

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Handle security-related matters, such as directing guests reporting incidents or theft and addressing guest conduct issues with the Security Department • Maintain the cash float amount according to expected occupancy. Authorize rate and room changes, paid outs, cash advances, and acceptance of cheques following procedures and credit policies • Take charge of training all reception staff members, include planning, organizing and conducting on-the-job training • Conduct spot checks on outlets in the absence of the Outlet Manager • Monitor room inventory closely to maximize room utilization and generate higher revenue. Collaborate with Sales to optimize revenue and occupancy from group allotments • Take on the responsibility of evacuating staff members and guests during a fire in the absence of the Safety & Fire Manager. Attend CERT training as required by law and regulations <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum a Diploma holder with at least 5 years of experience in a similar capacity • Demonstrate strong business acumen, effective leadership skills, and a proven track record of driving results with teams 	
Guest Service Assistant, Belldesk (Islandwide)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Work closely with the Residence Manager and Deputy Residence Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries • Collaborate closely with Front Office Cashier on guests 'arrival and departure • Establish contacts with house guests/long-staying guests and offer assistance when needed • Conduct courtesy calls to guests • Stay well-versed and updated on all tourist-related information • Maintain and manage stock of promotional materials for daily operations • Undertake any other duties assigned by superiors diligently and professionally <p>Pre-requisites</p> <ul style="list-style-type: none"> • O-Level education or equivalent • Willing to perform rotating shifts • Positive attitude with outgoing personality and good communication skills • Experience in hospitality and knowledge of HMS will be advantageous 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Multiple locations

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Guest Service Officer (Islandwide)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Work closely with the Residence Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings • Handle cashiering functions and adhere to the residence's Standard Policies and Procedures • Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude • Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary. Write glitch reports when required • Ensure guest room security, emergency, and fire procedures are followed. Encourage the use of Safe Deposit boxes (El-Safe) and adhere to policies and procedures for their use • Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication • Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard <p>Pre-requisites</p> <ul style="list-style-type: none"> • O-Level education or equivalent • Willing to perform rotating shifts • Positive attitude with outgoing personality and good communication skills • Experience in hospitality and knowledge of HMS will be advantageous 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Multiple locations
Reservation Sales Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle reservations received via all channels timely and accurately according to SOPs • Liaise with bookers and hotels/sales to ensure smooth pre-arrival experience • Maintain up-to-date information of all promotions and hotels information • Maximize opportunities through upselling techniques • Ensure proper filing and recording of all correspondences • Compliance with department's related policies and procedures • Supports management as and when required <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Diploma in any field • Knowledge in Property Management System will be an advantage 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 059817

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in MS Office, email system, reservations system will be an advantage • Display high level of customer service • Possess strong communication and administration skills • Able to adapt in a fast-paced environment • Able to work independently as well as a team • Able to work shifts, including weekends and public holidays (off-in-lieu if work on public holidays) 	
Senior/Guest Service Executive (Islandwide)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings • Handle cashiering functions and adhere to the residence's Standard Policies and Procedure • Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude • Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible • Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary • Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (El-Safe) while adhering to related policies and procedures • Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel • Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Diploma in Hospitality • Able to perform rotating shifts • Positive attitude and outgoing personality and good public relations skills • Previous experience in hospitality and Opera knowledge will be advantageous 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Multiple locations
Senior/Guest Service Assistant (Islandwide)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries • Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Multiple locations

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Establish contacts with house guests/ long-staying guests and offer assistance when needed • Conduct courtesy calls to guests • Stay well-versed and updated on all tourist-related information • Maintain and manage stock of promotional materials for daily operations • Undertake any other duties assigned by superiors diligently and professionally <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum completion of PSLE or its equivalent • Willing to work rotating shifts • Positive attitude with an outgoing personality and good communication skills • Preferred experience in the hospitality industry, along with familiarity of the Opera system 	

#8 MARRIOTT INTERNATIONAL

Marriott International, Inc. is an American multinational company that operates, franchises, and licenses lodging brands that include hotel, residential, and timeshare properties. Marriott International owns over 30 hotel and timeshare brands with 8,785 locations and 1,597,380 rooms across its network.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Manager, Spa	<p>Key Responsibilities</p> <p>Assists with supervising and coordinating activities of employees delivering spa services, including salon, skin care, program coordination, reservations, reception desk, massage and locker room areas. Position focuses on ensuring guest and employee satisfaction. Assists with achieving the operating budget</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Strong leadership and team management skills • Excellent communication and interpersonal skills • Ability to handle guest complaints and resolve issues effectively • Good organizational and multitasking abilities • Proficient in property management systems (PMS) and Microsoft Office • Ability to make decisions under pressure • Knowledge of health, safety, and security regulations 	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731
Demi Chef	<p>Key Responsibilities</p> <p>Demi Chef play an important role in support of several hotel functions and support cleaning and basic kitchen preparation needs. Whether preparing fresh clean linen and spotless dining ware for guests to enjoy, operating and maintaining cleaning equipment and tools (e.g., dishwashing machines, hand wash</p>	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>stations), or transporting dishware across the hotel, these associates do whatever it takes to get the job done</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Strong knowledge of food preparation and presentation • Ability to work under pressure in a fast-paced environment • Good knife skills and basic culinary techniques • Attention to detail and consistency in food quality • Team player with good communication skills • Ability to follow recipes and instructions accurately • Willingness to learn and develop culinary skills 	
<p>Director of Restaurant</p>	<p>Key Responsibilities Areas of responsibility include Restaurants/Bars and Room Service, if applicable. Supervises daily restaurant operations and assists with menu planning, maintains sanitation standards and assists servers and hosts on the floor during peak meal periods. Strives to continually improve guest and employee satisfaction and maximize the financial performance in areas of responsibility. Determines training needed to accomplish goals, then implements plan</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Exceptional leadership and team-building skills • Strategic planning and business development abilities • Strong financial acumen including budgeting, forecasting, and cost control • Excellent communication, negotiation, and interpersonal skills • Ability to analyze data and market trends to drive business growth • Knowledge of health, safety, and sanitation regulations • Proficiency with restaurant management software and POS systems 	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731
<p>Duty Manager</p>	<p>Key Responsibilities Serves as the property Manager on Duty and oversees all property operations, ensuring that the highest levels of hospitality and service are provided. Represents property management in resolving any guest or property related situation. Manages the flow of questions and directs guests within the lobby. Serves as Guest Relations Manager and handles the tracking of service issues</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Strong leadership and team management skills • Excellent communication and interpersonal skills • Ability to handle guest complaints and resolve issues effectively • Good organizational and multitasking abilities • Proficient in property management systems (PMS) and Microsoft Office 	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to make decisions under pressure • Knowledge of health, safety, and security regulations 	
F&B Agent / Captain (Signature Restaurant / Room Service)	<p>Key Responsibilities Serve food courses and alcoholic beverages to guests. Set tables according to type of event and service standards. Answer questions on menu selections. Communicate with the kitchen regarding menu questions, the length of wait, re-cook orders, and product availability. Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen. Record transaction in MICROS system at time of order. Check in with guests to ensure satisfaction with each food course and/or beverages. Maintain cleanliness of work areas, china, glass, etc., throughout the day. Complete closing duties, including restocking items, turning off lights, etc. Present physical and accurate check to guest and process payment</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Excellent communication and customer service skills • Attention to detail and a good memory for orders • Ability to work well in a team environment • Professional appearance and hygiene standards • Knowledge of food and beverage menus and service etiquette • Ability to multitask and work under pressure • Willingness to work flexible hours (nights, weekends, holidays) 	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731
F&B Host / Hostess	<p>Key Responsibilities Our jobs aren't just about putting food on the table that our guests will enjoy until they ask for their bill. Instead, we want to build an experience that is memorable and unique – with food and drinks on the side. Our F&B Host/ Hostess take the initiative and deliver a wide range of services to make sure that guests enjoy their meal. Whether setting tables, communicating with the kitchen, interacting and serving guests, or cleaning work areas and supplies, the F&B Host/ Hostess makes transactions feel like part of the experience</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Excellent communication and customer service skills • Attention to detail and a good memory for orders • Ability to work well in a team environment • Professional appearance and hygiene standards • Knowledge of food and beverage menus and service etiquette • Ability to multitask and work under pressure • Willingness to work flexible hours (nights, weekends, holidays) 	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Guest Relations Agent</p>	<p>Key Responsibilities The Guest Relations Agent is responsible for ensuring exceptional guest experiences and promoting customer satisfaction and retention. This role involves actively engaging with guests, coaching team members, and maintaining high service standards throughout the property. Take the initiative to deliver a wide range of services that guide guests through their entire stay. They are empowered to move about their space and do what needs to be done. Whether processing operational needs, addressing guest requests, completing reports, or sharing the highlights of the local area, the Guest Relations Agent makes transactions feel like part of the experience</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong organizational and multitasking abilities • Problem-solving and conflict resolution skills • Proficiency in Microsoft Office and hotel management systems • Professional appearance and demeanor • Ability to remain calm and courteous under pressure • Strong attention to detail 	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731
<p>Guest Service Agent</p>	<p>Key Responsibilities Process all guest check-ins, check-outs, room assignments, and room change/late check-out requests. Secure payment; activate/reissue room keys. Ensure rates match market codes, document exceptions. Verify/adjust billing for guests. Communicate to appropriate staff when guests are waiting for an available room. Advise guest of messages. Clear departures in computer system. Coordinate with Housekeeping to track room status and guest concerns. File guest paperwork or documentation. Operate telephone switchboard station. Run and check daily reports, contingency lists, and credit card authorization reports. Supply guests with directions and information. Answer, record, and process all guest calls, requests, questions, or concerns; follow up to ensure each has been met to guests' satisfaction. Arrange transportation for guests/visitors. Count and secure bank at beginning and end of shift. Cash-guests' checks, process all payment types, vouchers, paid-outs, charges, and provide change. Notify Loss Prevention/Security of any reports of theft</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong organizational and multitasking abilities • Problem-solving and conflict resolution skills • Proficiency in Microsoft Office and hotel management systems • Professional appearance and demeanor • Ability to remain calm and courteous under pressure • Strong attention to detail 	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Spa Receptionist	<p>Key Responsibilities Schedule services for individuals and large groups using spa/salon reservations software system. Call guests to confirm scheduled services. Answer questions about available services. Update the reservations/cancellations list throughout the day, inform providers of last-minute changes, and resolve scheduling issues as needed by working with supervisor/manager. Check in guests for appointments, confirm first and last name, and provide general spa orientation to guests upon arrival. Promote and sell spa/salon services. Obtain assigned bank and ensure accuracy of contracted monies, obtain change required for expected business level, and keep bank secure at all times. Process guest payments for spa/salon services and obtain payment authorization as needed. Accept and log cash tips for employees. Balance, scan, and drop receipts with Accounting. Notify Engineering of maintenance and repair needs</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Strong organizational and multitasking abilities • Problem-solving and conflict resolution skills • Proficiency in Microsoft Office and hotel management systems • Professional appearance and demeanor • Ability to remain calm and courteous under pressure • Strong attention to detail 	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731
Technician/ Senior Technician	<p>Key Responsibilities Respond and attend to guest repair requests. Communicate with guests/customers to resolve maintenance issues. Perform preventive maintenance on tools and kitchen and mechanical room equipment, including cleaning and lubrication. Visually inspect tools, equipment, or machines. Carry equipment (e.g., tools, radio). Identify, locate, and operate all shut-off valves for equipment and all utility shut-offs for buildings. Maintain maintenance inventory and requisition parts and supplies as needed. Communicate each day's activities and problems that occur to the other shifts using approved communication programs and standards. Display basic knowledge or ability to acquire knowledge in the following categories: air conditioning and refrigeration, electrical, mechanical, plumbing, pneumatic/electronic systems and controls, carpentry and finish skills, kitchen equipment, vehicles, energy conservation, and/or general building. Perform all surface preparation, painting, minor drywall and wood trim repair, light bulb and A/C filter replacement and the complete and thorough cleanup of the painting or repair</p>	<ul style="list-style-type: none"> • 5-day work week • Rotating shift • Postal Code: 249731

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>area. Test, troubleshoot and perform basic repair on all types of equipment, plumbing (e.g., plunge toilets and unclog drains), electrical components including lamps, cosmetic items, extension cords, vacuum cleaners, internet devices, replace electrical switches and outlets, and other guestroom items. Program TV's and perform general housekeeping and engineering-related inventory duties. Use the Lockout/Tagout system before performing any maintenance work. Perform repairs on interior and exterior landscaping as well as external landscaping sprinklers. Display basic computer skills including inputting air handler schedules and making temperature changes</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Strong problem-solving and analytical skills • Ability to read and interpret technical manuals, schematics, and blueprints • Proficient in using diagnostic tools and software • Good communication skills for reporting and teamwork • Attention to detail and accuracy • Ability to work independently and manage time efficiently • Knowledge of safety regulations and protocols 	

#9 RAFFLES HOTEL SINGAPORE

Raffles Hotel Singapore is one of the few remaining great 19th century hotels in the world, perfectly preserved both inside and out, giving it an intoxicating blend of luxury, history and classic colonial design. Its distinctive architecture, legendary heritage and iconic service continue to enthrall visitors where suites, social spaces, award-winning restaurants and bars are presented for discerning travellers. No visit to Singapore is complete without a stay here, where the grand historic hotel exudes old-world grandeur infused with the unique charm of the city state.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant / Purchasing Executive	<p>Key Responsibilities</p> <p>The position is responsible for ensuring the smooth operation of daily purchasing of F&B as well as General Supplies across the hotel which includes sourcing of requests at the most competitive pricings and the right vendors</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate must possess at least Diploma or equivalent • Minimum 1 year or of relevant Purchasing experience in F&B, General Supplies and Engineering in Hotel Industry • Strong working knowledge on Negotiation and Purchasing Policies • Strong computer literacy on Microsoft Office Excel especially Pivot and V-lookup functions as well as Microsoft Word • Ability to multitask and prioritize tasks in a fast-paced environment 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with relevant laws, regulations, and best practices in purchasing and supply chain management • Good Communication skills with all levels of colleagues and suppliers with confidence to achieve the best deal for the hotels • Good presentation and data analytical skills • Knowledge on Food Safety & Green Globe requirements 	
Assistant Executive Housekeeper	<p>Key Responsibilities The position is responsible for assisting the Director of Housekeeping in the overall management and strategy enactment of the Housekeeping Department. The focus of this position is to handle the day-to-day flawless operation of rooms cleaning, public areas as well as laundry</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree preferably in hospitality or related field • Minimum 7 years in industry experience with minimum 5 years in middle management positions • Experience in luxury hotel/resort • Good communication and interpersonal skills • Working knowledge of Microsoft Office (Excel, Outlook, PowerPoint, Word) and Opera Cloud system • Exercises sensitivity and discretion when dealing with guests and colleagues issues and constantly improve the guest service experience • Confidently able to resolve problems and make decisions 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Assistant Housekeeper	<p>Key Responsibilities The position is responsible for the managing the department in a professional, efficient and flexible manner. He/she is also responsible for ensuring the maximum guest satisfaction and high standards of cleanliness throughout the hotel, which is achieved through consistent planning, organising, directing, and controlling the Housekeeping Department operations and administration</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree preferably in hospitality or related field • Minimum 4 years of relevant industry experience, minimum 2 years in a management level position • Experience in luxury hotel / resort environment • Oral and written fluency in English. Ability to converse in other languages is an advantage • Working knowledge of Microsoft Office (Excel, Outlook, PowerPoint, Word) and Opera PMS • High level of confidence and strong interpersonal skills to handle all levels of communication to colleagues and guests 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Outlet Manager	<p>Key Responsibilities The position assists the Restaurant Manager in supervising the overall operation and service standards of the outlet to meet and exceed guest's dining expectations and achieving set financial targets</p> <p>Main responsibilities include, but are not limited to, assisting the Restaurant Manager in developing a loyal following of local guests, maximising revenues, achieving financial and quality targets, confirming required staffing levels, conducting training and development of team members</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree/diploma in Food & Beverage/Hospitality Management • Minimum of 4 years of relevant experience in the hotel or free-standing restaurant and bar environment, minimum of 2 year in similar position • Strong working knowledge of Microsoft Office • Good communication and interpersonal skills 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Bar Manager (Writers Bar)	<p>Key Responsibilities The Bar Manager is the “face”, leading the venues’ personalities and soul. He/she is responsible for supervising the overall operation and service standards of the outlets to meet and exceed guests’ dining experience expectations as well as to contribute to the achieving the set financial and other targets</p> <p>Main responsibilities include, but are not limited to, creating a Food and Beverage destination within Raffles Hotel Singapore, maximising revenues, achieving financial and quality targets, marketing, confirming required staffing levels, conducting training and development of the team</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor Degree in Food & Beverage/Hospitality Management or extensive hands on experience in a cocktail bar concept • Minimum of 5 years of experience in the hotel or free-standing restaurant and bar environment, minimum 2 years in similar position • Strong working knowledge of Microsoft Office • Strong communication and inter-personal skills • High level of confidence and strong interpersonal skills to handles all levels of communication to colleagues and guests 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Butler Manager	<p>Key Responsibilities The Butler Manager assists the Director of Butler Operations in the overall management of the Butler team. A person who is intuitive, meticulous, organized, good listener, exuberate warmth, strong motivator, leader by example, residents and colleagues engaging that ultimately drives high colleague engagement through passionate and committed Butlers. Skillful and experienced in Butler and Front Office tasks, confident in addressing guest</p>	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>feedback and constantly seeking new ways to create experiences that are astounding and superlative</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree from Tourism and Hotel Management • Strong Butler and Front Office skills and knowledge • Minimum 3 years at a management level of a luxury hotel • Excellent communication skills in English and ability to communicate in a second language • Possesses strong interpersonal skills • Ascertains and effectively address guest / colleagues needs 	
<p>Chef de Partie</p>	<p>Key Responsibilities</p> <p>The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Professional Certificate in a Culinary-related field • Minimum of 3 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant • Good interpersonal skills with ability to communicate with all levels of colleagues • Service oriented with an eye for details 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
<p>Food & Beverage Service Associate</p>	<p>Key Responsibilities</p> <p>The Food and Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Certificate or Diploma in Hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style • Good communication and interpersonal skills • Able to work as part of a team • Guest and people oriented 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
<p>Food & Beverage Service Executive</p>	<p>Key Responsibilities</p> <p>The Food and Beverage Service Executive supervises his/her team members through proactive, interactive and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their dining experience. He/she assists the management in supervising the overall operation and service standards of the restaurant to meet and exceed guests' dining experience expectations as well as to</p>	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>contribute to the achieving of the outlet's set financial and other targets</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Certificate or Nitec in Hospitality or related field • Minimum 2 years of relevant experience in an international cuisine restaurant • At least 1 year of relevant experience in a similar capacity is an advantage • Good communication and interpersonal skills 	
Lobby Ambassador (Front Office)	<p>Key Responsibilities</p> <p>The Lobby Ambassador (Front Office) is responsible in managing various aspects of the Lobby operation in the delivery of the Raffles Hotel Singapore's service experience throughout the entire guest journey</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma and Degree from preferably hospitality or related field • Minimum 1 to 3 years relevant experience • Excellent communication and interpersonal skills • Focuses on service with an eye for detail and an approachable attitude 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Lobby Host (Front Office)	<p>Key Responsibilities</p> <p>The Lobby Host is the face of the Raffles Hotel Singapore Lobby, responsible for the welcoming and engaging of all visitors and residents with warmth, poise, and professionalism. This role ensures every guest and visitor is acknowledged, assisted, and connected to the appropriate department, while maintaining the exclusivity, security, and ambiance of the Lobby at all times</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Education qualification from preferably hospitality or related field • Minimum 1 year of relevant experience • Displays exceptional interpersonal and communication skills • Naturally warm, polished, and confident presence 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Lobby Manager (Front Office Duty Manager)	<p>Key Responsibilities</p> <p>The position is responsible for conducting all teams partaking in a guest's arrival and departure. The Lobby Manager also acts as the center of all communication and action during any irregular incident during a resident stays or guest visits</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree from preferably hospitality or related field • Minimum 5 years relevant experience with at least 2 years at a management level • Excellent interpersonal and communication skills • Ascertains and addresses guest/colleague needs 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Directs, trains and motivates individuals and creates and maintains a cohesive team • Focuses on service with an eye for detail and an approachable attitude 	
Lobby Supervisor (Front Office)	<p>Key Responsibilities The position is responsible in managing various aspects of the Lobby Operation at Raffles Hotel Singapore and ensures the seamless delivery of the service experience throughout the entire guest journey. Together with the Lobby Operations management team, the Lobby Supervisor acts as the center of all communication and action during any irregular incident during a guest's stay</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or degree from preferably hospitality or related field • Minimum 3 years' relevant experience with at least 1 year at a supervisory level • Excellent communication and interpersonal skills • Supervises, trains and motivates individuals and creates and maintains a cohesive team • Strong working knowledge of Microsoft Office and Opera Cloud 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Mixologist	<p>Key Responsibilities The Mixologist is one of the key pillars of the restaurant, leading the venue personality and soul. The Mixologist is to assist the restaurant management team, to lead, supervise the bar operation and maintain the service standards of the restaurant/bar, to meet and exceed the guest's experience</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 2 years of experience in craft cocktail programs • At least 2 years of supervisory bar experience with similar standing or profile • Experience with luxury hotel properties and/or Michelin rated restaurants • In-depth knowledge of classic/international cocktails, spirits and hospitality 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Raffles Service Executive / Agent (Reservations)	<p>Key Responsibilities The Raffles Service Executive / Agent delivers friendly and professional service that meets guest's call experience expectations and is able to answer all types of enquiries</p> <p>The position offers a centralised communication service in an efficient manner supporting all departments of the Hotel and is supervising Raffles Service Agents ensuring every call meets the standards</p> <p>Pre-requisites</p>	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Diploma or Degree preferably in hospitality or any related field • Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management • Minimum of 2 years of relevant experience in the hotel industry • Strong interpersonal and communication skills 	
Resident Bartender	<p>Key Responsibilities The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. He/she engages with our guests during their visit, receives and serves orders and delivers accordance to Raffles Hotel Singapore service standards</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 1 year of relevant bar experience with similar standing or profile • Knowledge of classic/international cocktails, spirits and hospitality • Previous relevant bar experience with similar standing or profile as bartender • Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Security Officer	<p>Key Responsibilities The Security Officer delivers the safety and security measures that meet the requirement of the Hotel Management</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must be a registered Security Officer with Police Licensing & Regulatory Department (PLRD) and holds a valid Security License issued by PLRD • Secondary education with WSQ Certification in Security Operations • Certified in First Aid, CPR and AED • Certified CERT member as per Singapore Civic Defence Force (SCDF) guidelines under High Risks Installation (HRI) Tier 1 • Minimum of 2 years of relevant experience in the hotel industry • Ability to remain calm under duress 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Senior / Facilities Technician	<p>Key Responsibilities The Senior / Facilities Technician is responsible for daily engineering sections to support the hotel operations</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing • Minimum of 1 year of relevant experience • Good working knowledge of Microsoft Office 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior / Housekeeping Attendant (Rooms)	<p>Key Responsibilities The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Primary school education • Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures • Service oriented with an eye for details • Ability to work efficiently and independently under pressure in a dynamic environment • Flexible and able to embrace and responds to change effectively • Self-motivated and energetic 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Senior / Raffles Butler	<p>Key Responsibilities The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience. This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements. The Butler will strive to listen attentively, observe the little details, and personalise interactions with the aim to anticipate and be intuitive of residents' needs and wants. An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree from School for Tourism and Hotel Management • Minimum 2 years' relevant experience • Excellent communication and interpersonal skills • Ascertains and addresses guest/colleague needs • Focuses on service with an eye for detail and an approachable attitude • Works well under pressure, analyses and resolves problems, exercises good judgment and with a high degree of professionalism 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Senior Housekeeping Manager	<p>Key Responsibilities The position is responsible for managing the department in a professional, efficient and flexible manner. He/she is also responsible for ensuring maximum guest satisfaction and high standards of cleanliness throughout the hotel, which is achieved through consistent planning, organizing, directing, and controlling the Housekeeping Department operations and administration</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree preferably in hospitality or related field • Minimum 4 years of relevant industry experience, minimum 2 years in a management level position 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in luxury hotel / resort environment • Working knowledge of Microsoft Office (Excel, Outlook, PowerPoint, Word) and Opera PMS • High level of confidence and strong interpersonal skills to handle all levels of communication to colleagues and guests • Confidently able to resolve problems and make decisions 	
Sommelier	<p>Key Responsibilities The position is responsible for delivering friendly and efficient wine service that meets guest dining experience expectations. The Sommelier is concerned with assisting/supporting the Head Sommelier in daily operations and duties of the outlets</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Certificate or Diploma in Hospitality or related field • Certificate in Wine or equivalent (e.g. Court of Master Sommeliers, WSET Level 3 etc.) • 1 to 2 years in a wine service position, or similar operations • Has service or retail experience • Excellent interpersonal and communication skills 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673
Spa Attendant	<p>Key Responsibilities Taking guidance and instruction from the Senior Spa Attendant, the Spa Attendant is responsible for the hygiene, cleanliness and sanitisation of the spa and gym. They are required to orientate guests with the spa facilities, greeting guests as they enter the facilities and providing personal guest service. The Spa Attendant is also responsible for keeping the lounges, lockers and other guest areas neat, clean and well stocked with all amenities</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Ability to provide legible communication • Minimum 1 year experience in customer service, hospitality or the spa industry • Good interpersonal and communication skills 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal Code: 189673

#10 SUNSET HOSPITALITY GROUP

Sunset Hospitality Group is a leading multinational lifestyle hospitality group, with a wide portfolio encompassing Hotels & Resorts, Restaurants, Beach Clubs, Nightclubs, Fitness Centers, and more. SHG operates over 81 venues and with presence in 22 countries with a commitment to deliver authentic & diverse hospitality experiences that bring people together, all around the world. METT Singapore, a Heritage Icon in the heart of Fort Canning Park. The hotel blends colonial charm with contemporary soul. Just minutes from Orchard Road, this lifestyle hotel features 84 rooms and suites, 2 pools, and exclusive venues for dining, wellness, and social connection. With every detail designed to inspire meaningful moments, METT Singapore is a destination where simplicity meets refined living.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Restaurant Manager	<p>Key Responsibilities The Assistant Manager give support for leading and managing the service operations teams in all aspects and ensure service standards are followed and ensure the delivery of the brand experience to guests. Manage and oversee the service staff and provide training. Manage to ensure that restaurant set up at the corrective time before each service. Manage to ensure the restaurant areas are clean and well maintained at all times. Set, monitor and maintain standards of the brand ensuring correct procedures and systems are followed by everybody at all times. Provide a courteous, professional, efficient and flexible service at all times. Monitor, coach and assign tasks to staff and offer support as required. Keep daily inventory and manage stock levels, ordering as required to ensure guest needs are met. Create and maintain a team which is highly adaptive and versatile</p> <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • BA degree in Hospitality from a reputable university • Minimum 3 to 4 years of experience in a similar position in the field of hospitality • Excellent communication skills • Good interpersonal skills • Fluent in English • Good computer skills • Excellent management skills • With sense of urgency and discipline • Highly cooperative team spirit • Problem-solving skills • Very good market knowledge • Professionalism • Detail oriented 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881
Bartender	<p>Key Responsibilities The Bartender is responsible for serving all beverages with friendly, individualized attention towards each</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards • Deliver excellent customer service, at all times • Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers • Maintains the highest quality, consistent beverage standards • Follows as the restaurant's beverages recipes and procedures • Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal • Order, receive, or stock supplies or retail products • Set up or restock product displays 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times • Follows health, safety, and sanitation guidelines for all products • Handles all working material and equipment correctly and keeps it well cleaned • Handles guest problems and complaints • Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned • Communication & Working Relationships: • Interacts closely with customers and promotes an image of professionalism and gallantry at all times <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • At least high school diploma • Minimum 1 to 2 years of experience in similar position in a high-volume, fine dining concept • Fluent in English • Excellent communications skills • Outstanding customer service skills • Positive and high energy level • Highly cooperative team spirit • Ability to work in a high stress, faced-paced environment <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Long hours, covering different shifts and working during public holidays • Walk and stand for entire shift 	
Bellman	<p>Key Responsibilities As a Bellman, you are the first point of contact with our guests as they enter the hotel. Your friendly personality will spark joy to our guest and make their welcome experience a truly experience one. You are passionate to deliver true hospitality. You are in the know and always ready to assist our guests, either with their baggage delivery or call for a transportation for them to explore Singapore</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting guests with their luggage from the taxi/car/transportation • Assisting arriving and departing guests by opening and closing car and taxi doors • Be aware of daily arrivals and departures with emphasis on VIPs • Communicating with different departments to welcome VIP guests • Assisting guests with the check-in/check-out process via the self-check in kiosks • Guiding the guest through check-out process and answering basic billing enquiries 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Providing basic information of the room e.g. directions, room type and basic features <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with different departments <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • A minimum qualification in GCE 'O' Level • Independent and motivated individual with friendly personality • Knowledge – Be knowledgeable about Singapore and places for business travellers/ tourists • Good knowledge of the Opera System • Candidate must be able to work on rotational shift including weekends and public holidays <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • The job of the Bellman may require long working hours 	
Chef de Partie	<p>Key Responsibilities The Chef De Partie is responsible for preparing all food products in relevant sections and making them ready for in-house service</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards • Completes assigned prep work and beautification duties in an efficient time frame • Moves prepared food out of the prep area continuously • Works together in a team-oriented environment to produce foods in a timely and orderly manner • Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations • Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas • Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized • Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations • Collaborates with Sous Chef to create new ideas for their sections • Constantly develop skills and knowledge • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment <p>Pre-requisites</p>	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 4 years of kitchen experience, at least 1 year as Demi Chef De Partie • Understands oral and written instructions in English • Handles multiple priorities and works under stress • Maintains all international standards of health guidelines for food preparation and safety • Passes all required job-related tests • Ability to perform manual labor <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions 	
Commis Cook	<p>Key Responsibilities</p> <p>The Commis Cook is responsible to assist in preparation of all sections and making them ready for the superiors</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Coordinates with Chefs to ensure correct quantities for bulk food preparation • Cleaning, peeling, cutting of all food items according to the company's standards and assuring efficient food service • Follows recipes and cooking procedures precisely • Ensures good quality and freshness of food items • Ensures accurate storage of food by using label and day-dots • Responsible for the proper cleaning and sanitary matters of working area and/or as delegated by the Head Chef • Handles all working material and equipment correctly and keeps it well cleaned • Reports all necessary repairs to his Superior • Follows all statutory hygiene and safety requirements • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment <p>Pre-requisites</p> <p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 2 to 3 years of kitchen experience • Understands oral and written instructions in English • Handles multiple priorities and works under stress • Maintains all international standards of health guidelines for food preparation and safety • Passes all required job-related tests • Ability to perform manual labor 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions 	
<p>Demi Chef de Partie</p>	<p>Key Responsibilities The Demi Chef is responsible for preparing all food products in all kitchen sections and making them ready for in-house service or dispatching to delivery</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant’s recipes and standards • Completes assigned prep work duties in an efficient time frame • Support the Chef de Partie or Sous Chef in the daily operation and work • Moves prepared food out of the prep area continuously • Works together in a team-oriented environment to produce foods in a timely and orderly manner • Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations • Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas • Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized • Observes compliance with the company’s policies and procedures, as well as governmental laws and regulations • Collaborates with CDP to create new ideas for their sections • Constantly develop skills and knowledge • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 3 to 4 years of kitchen experience, previously worked in a fine dining concept • Understands oral and written instructions in English • Handles multiple priorities and works under stress 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Maintains all international standards of health guidelines for food preparation and safety • Passes all required job-related tests • Ability to perform manual labor <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions 	
<p>Events Executive - Members Club</p>	<p>Key Responsibilities</p> <p>The Events Executive will work closely with the Membership and Sales Manager but to help plan events and deliver incredible events. To understand how the operations work, you will also spend some time cross training with the reception and concierge team to better understand the club operations and how the teams interface</p> <ul style="list-style-type: none"> • Contribute to content and event ideas for all types of events to more unique events capturing the passions of our members • Source decor, props, games, materials etc. required for events • Support the preparation of decor elements needed for events • Assist with the set-up, running and breakdown of events • Manage RSVPs for events and greet members and guests warmly on the day of events • Ensure highest level of member and guest experience • Assist team with day-to-day operations and event planning • Stay up to date with what's happening in Singapore and the region, to ensure we are constantly on the pulse and relevant • From time-to-time support Marcoms team social media and marketing collaterals related to special projects such as large events • Communicate effectively and collaborate with clients to understand their event goals and perspectives • Partnership and sponsorship sourcing for special projects and events as and when required • Plan and coordinate private events for members and corporate clients <p>Pre-requisites</p> <p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • 1 to 3 years' experience within a similar role is advantageous • Flexible to work occasional evenings and weekends including public holidays • Strong communication skills • Strong interpersonal skills and a 'can do' attitude • Strong team player 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to work and maximize relationships within a diverse team • Strong proficiency in organization, problem solving and communication 	
F&B Runner	<p>Key Responsibilities The Runner is responsible for delivering the food from the kitchen to the customer tables, and clear tables</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Prompt, and courteous greeting of customers • Continually bus tables throughout shift • Reset tables as soon as the customers finished their meals • Deliver food to customers on the table in an accurate and timely manner, ensuring orders are correct • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations • Follow sequence of service standards as per brand guidelines • Maintain cleanliness and hygiene standards • Ensure the cleanliness and refilling of condiment sets and napkin containers • Keeps all workstations and equipment as clean as possible at all times • Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude • Communicate professionally with the supervisor in charge <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 1 year of experience in similar positions in a high-volume, fine dining restaurant • Good in English • Good communications and interpersonal skills • Customer oriented with a positive attitude and smiling face • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling trays • Covering different shifts and working during public holidays • Stressful conditions • Standing for long hours 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>F&B Station Captain</p>	<p>Key Responsibilities The Station Captain is responsible to provide high levels of customer service to all diners to ensure they have a memorable experience and return</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Knows and uses the service guidelines by the brand guideline. • Prompt, and courteous greeting of customers • Deliver food to customers on the table in an accurate and timely manner • Ensure all guests receive positive and professional service to the highest standards to exceed the customer’s expectations • Follow sequence of service standards as per brand guidelines • Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers • Ensure food quality and consistency is delivered at all times • Manage the set up and close down of tables within section • Ensure tables are turned around and ready with minimal delay • Maintain cleanliness and hygiene standards • Ensure the cleanliness and refilling of condiment sets and napkin containers • Keeps all workstations and equipment as clean as possible at all times • Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude • Communicate professionally with the supervisor in charge <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 1 to 2 years of experience in similar positions in a high-volume, high-end restaurant preferred • Good in English • Good communications and interpersonal skills • Customer oriented with a positive attitude and smiling face • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling trays • Covering different shifts and working during public holidays • Stressful conditions • Standing for long hours 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>F&B Waiter/Waitresses</p>	<p>Key Responsibilities The Waiter is responsible for representing the restaurant and providing high levels of customer service to all diners to ensure they have a memorable experience and return again</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Knows and uses the service guidelines by the brand guideline. • Prompt, and courteous greeting of customers • Assists the Head Waiter in taking orders • Deliver food to customers on the table in an accurate and timely manner • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations • Follow sequence of service standards as per brand guidelines • Have a complete and thorough knowledge of all menu items to be able to describe and make suggestive selling to customers • Ensure food quality and consistency is always delivered • Manage the set up and close down of tables within section • Ensure tables are turned around and ready with minimal delay • Maintain cleanliness and hygiene standards • Ensure the cleanliness and refilling of condiment sets and napkin containers • Always keeps all workstations and equipment as clean as possible • Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude • Communicate professionally with the supervisor in charge <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 1 to 2 years of experience in similar positions in a high-volume, fine dining restaurant • Good in English • Good communications and interpersonal skills • Customer oriented with a positive attitude and smiling face • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling trays • Covering different shifts and working during public holidays • Stressful conditions • Standing for long hours 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Hostess/Host	<p>Key Responsibilities The Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Greets guests, escorts them to tables, and provides menus. • Manage waiting list as per brand guidelines • Offer appropriate seating arrangements • Receive and record customers dining reservations • Ensure all orders are filled in a timely and accurate manner • Maintain clean and organized tables and work area • Observe proper grooming and personal hygiene at all times • Assist waiters and head waiters when needed • Manage event related work including setting up tables of the restaurant • Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations • Handles guest problems and complaints • Attend all regular departmental briefings and contribute to an open communication within the assigned team • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude • Communicate professionally with the supervisor in charge <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 1 to 2 years of experience in similar position in hospitality industry, preferred but not limited to • Good in English • Good communications and interpersonal skills • Basic computer skills (Recommended to have previous experience in restaurant software) • Customer oriented with a positive attitude and smiling face • Friendly and approachable • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level • A willingness to go the extra mile in ensuring guests' needs are met • A huge passion for customer service and hospitality <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Covering different shifts and working during public holidays • Stressful conditions • Standing for long hours 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Junior Sommelier	<p>Key Responsibilities Junior Sommelier is to offer recommendations on the best pairing to the guests</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting the Sommelier Team in all tasks • Assists guests with wine selections in a helpful, thoughtful, and gracious manner • Ensure wines are served at the right temperature and within the proper glassware • Informing guests on the variety of wines available • Store open bottles properly to maintain taste • Complying with health and safety regulations • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Interacts closely with Sommelier Team and promotes an image of professionalism and gallantry at all times • Work closely with Sommelier team to update wine list when it is necessary <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Certification as a Sommelier or a Degree in Hospitality is beneficial (WSET Certification) • Previous experience as a Sommelier, or in a Hospitality role • Extensive knowledge on wines and regions of the different types • Knowledge of local vineyards and wineries • An understanding of the wine making process • Ability to perform manual labor <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Long hours, covering different shifts and working during public holidays • Walk and stand for entire shift, up to 10 hours 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881
Junior Sous Chef	<p>Key Responsibilities The Junior Sous Chef is responsible for assisting the Sous section of the kitchen while working closely with the Sous Chef and replacing in the absence of Sous Chef</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Give assistance to day-to-day operations of the kitchen • Prepares a wide variety of goods by following standard restaurant recipes • Work closely with Sous Chef and assist in developing, designing and creating new ideas and items • Follows proper handling and right temperature of all food products • Supervise and coordinate all preparation and presentation • Monitor stocks of ingredients and make appropriate orders within budget 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Check quality of material and condition of equipment and devices used for cooking • Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately • Observes compliance with the company’s policies and procedures, as well as, governmental laws and regulations • Performs other duties pertinent to this job as assigned <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Communicates professionally with the Sous Chef • Communicates report and kitchen operational issues on a daily basis with the Sous Chef • Works closely with subordinates to ensure information transmission at all times <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Certified Culinary Arts Diploma • Minimum 3 years as Chef de Partie • Good knowledge of different types of cuisines especially Japanese, Peruvian • Prior management experience in a similar kitchen environment • Fluent in English • Good knowledge of kitchen policies and procedures, their development and applications • Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics • Ability to maintain high quality control standards • Excellent interpersonal, communication and management skills • Strong planning and budgetary skills • High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams • Highly cooperative team spirit • Excellent leadership skills and the ability to lead by example in a multicultural environment <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling objects up to 25 kilograms • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises • Long working hours, working during holidays, and covering different shifts (night shifts and weekends) • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Maintenance & Electrical Technician</p>	<p>Key Responsibilities Reporting to the Senior Technician and Facilities Manager, the Technician assists in carrying out shift duty smoothly by repairing, maintaining and ensuring that all electrical and mechanical equipment including lighting throughout the hotel are operating satisfactorily</p> <p>Principal Accountabilities:</p> <ul style="list-style-type: none"> • Assisting the Shift Engineer with the design of a preventative maintenance program • Carrying out minor repairs at guest rooms or public areas • Service and repair all electrical and mechanical equipment such as, but not limited to, motors, starters, switchgears, fittings, wiring, vacuum machines, all laundry, kitchen equipment, cables and all electrical machines throughout the hotel • Carry out masonry works for all walls, beams, pillars and posts; cement floor traps, floor tiles, vinyl tiles, long bath grouting, pipe duct and staircases • Clear all obstructions in sewer, waste pipe, soil channels and grease interceptor system • Repair defective flushing system, toilet bowls, urinals, basins, vent pipes and air-conditioning waste pipes as well as service and clean all grease traps • Assist other technicians to perform other jobs as required by Management within and outside hotel premises <p>Communication & Working Relationships:</p> <ul style="list-style-type: none"> • Coordinate with different departments to guarantee effective communication <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum Professional Certificate/ NiTEC/ Diploma in Engineering • Minimum 2 years of proven working experience in similar position • Basic in English language • Understanding of advanced principles of air conditioning, refrigeration, and heating • Proficient in balancing air and water treatment systems in line with HVAC protocols • Proficient in reading schematics and work plans • Good written, verbal, and interpersonal skills • Communication and project management skills • Ability to work in confined spaces • Positive and high energy level • Highly cooperative team spirit • Ability to work in a high stress, faced-paced environment <p>Physical Requirements of the job:</p> <ul style="list-style-type: none"> • Attending the operations (after duty hours) in case of emergencies and should always be reachable by phone • Require to work rotating shift (day, afternoon, night) 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Long hours and working during public holidays • Work in confined spaces • It also necessitates some physical handling of products, including lifting and transportation 	
Marketing Executive - Members Club	<p>Key Responsibilities The Marketing Executive will work closely with the Head of Marketing to support pre-launch, opening, and growth phases by executing marketing campaigns, managing content, and supporting member engagement initiatives</p> <ul style="list-style-type: none"> • Coordinate timelines, content calendars, and campaign rollouts • Assist with photoshoots, video content, and preparation of marketing materials • Manage day-to-day social media posting and content scheduling • Support email marketing, website updates, and paid digital campaigns • Track basic performance metrics and support reporting on engagement and reach • Ensure communications are timely, polished, and on-brand • Help prepare media kits and brand assets as required • Provide marketing support for events, launches, influencer activations, and VIP experiences • Maintain marketing assets, content libraries, and databases • Support regular reporting on marketing activities and performance <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Diploma or Bachelor’s degree in Marketing, Communications, or a related field • Minimum 1 year of marketing experience, preferably in hospitality, lifestyle, or luxury brands • Strong written and verbal communication skills • Familiarity with social media platforms, content creation, and digital marketing tools • Well-organised, detail-oriented, and comfortable juggling multiple projects • Passion for hospitality, lifestyle, and community-building 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881
Personal Trainer	<p>Key Responsibilities The Personal Trainer will deliver personalised, engaging fitness experiences that motivate and support members and support daily gym operations and help maintain a welcoming, high-energy wellness environment</p> <ul style="list-style-type: none"> • Conduct one-to-one personal training sessions tailored to individual goals and fitness levels • Perform consultations, fitness assessments, and create customised training programmes 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Engage members on the gym floor with guidance, motivation, and support • Lead group fitness and HIIT-style classes (indoor and outdoor) • Support the Gym & Wellness Manager in maintaining service standards and atmosphere • Guide members on the use of Technogym equipment and connected wellness technology • Ensure safety, professionalism, and presentation standards across all fitness areas • Support wellness events, workshops, and community initiatives <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Certified Personal Trainer (ACE, NASM, ISSA, or equivalent) • Minimum 2 years' personal training experience, preferably in a premium or hospitality-led environment • Confident communicator with strong interpersonal skills • Experience leading group fitness or HIIT classes preferred • Additional wellness qualifications (e.g. stretch therapy, sports massage) are an advantage • Energetic, professional, and passionate about fitness, wellness, and member experience 	
Receptionist - Members Club	<p>Key Responsibilities The Receptionist for Members Club represents Madison House at the front of the member journey. This role requires strong presence, professional judgement, and refined communication skills. Hosts are responsible for maintaining service flow, managing member communications, and coordinating with internal departments to ensure a consistent, high-quality experience</p> <p>Principles responsibilities:</p> <ul style="list-style-type: none"> • Act as a main point of contact for members and guests • Deliver a warm, professional service experience • Handle member and guest enquiries via email and messaging platforms • Provide clear and timely information on bookings, access, and club services • Support guest invitations and basic member administration • Support service recovery and escalation when needed • Maintain data accuracy, confidentiality, and policy compliance • Support front-of-house operational readiness <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Experience in hospitality, members' clubs, luxury retail, or similar environments • Strong verbal and written communication skills • Well-organised with good judgement and attention to detail 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Professional appearance and conduct Able to work rotating shifts, including weekends and public holidays 	
Recreation Attendant	<p>Key Responsibilities</p> <p>The Facilities & Recreation Attendant and Instructor ensures that Madison House’s pools, gym, padel & pickleball courts and changing room spa facilities (cold plunge, sauna, steam room) are maintained to the highest standards of service and presentation as well as conducts group classes. Attendants are responsible for creating a seamless, welcoming environment for members by preparing facilities for daily use, offering guest support, and maintaining cleanliness and readiness throughout the day</p> <ul style="list-style-type: none"> Opening & Closing: Prepare and secure all facilities at the start and end of each shift (pools, gym, sauna/steam, courts) Member Service: Welcome members, provide towels and water, and ensure their comfort across recreation areas Poolside & Terrace Care: Set up loungers, umbrellas, and towels; clear and reset promptly after member or hotel guest use Towel & Laundry Management: Collect used towels, empty towel bins, and coordinate with laundry to ensure availability Inventory & Supplies: Monitor stock levels for towels, water, and amenities; notify the team when replenishment is needed Facility Monitoring: Conduct regular checks on pools, gym, courts, and Madison House wellness areas to ensure cleanliness, safety, and readiness Maintenance Reporting: Identify and escalate maintenance or safety issues to the Facilities team / Gym & Wellness Manager Health & Safety Compliance: Ensure adherence to hygiene, safety, and emergency procedures, including first aid response if trained Event Support: Assist with set-up and logistics for wellness, fitness, or recreation-related events Collaboration: Work closely with F&B, Housekeeping, and Wellness teams to deliver an exceptional member experience Group Classes: Design, promote and lead a variety of safe and engaging group fitness or recreational classes for clients of all skill levels <p>Pre-requisites</p> <p>Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> Previous experience in hospitality, wellness, or recreation environments preferred Basic First Aid and/or Lifeguard certification advantageous Strong communication skills in English; additional languages a plus 	<ul style="list-style-type: none"> 5-day work week 44 hours per week Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Restaurant Manager	<p>Key Responsibilities The Restaurant Manager is responsible for providing complete customer satisfaction by ensuring that the restaurant provides all necessary services and anticipating, and meeting guests' needs and requests</p> <ul style="list-style-type: none"> • Manage the performance of the Restaurant focusing on delivering the highest quality and brand service standards to constantly meet and exceed customer expectations • Monitor that all guest supplies and amenities are offered and refilled to the required standards maintaining the customer satisfaction • Ensure that the food produced and served is at best quality and in compliance with the budget and the targeted profit margin • Handle and addresses guest's complaints and requests taking action to facilitate and promote the delivery of high quality of customer service and experience • Conduct regular meetings with the FOH team to keep colleagues informed of policies and procedure, special events, further improvement plans and guest comments to ensure that colleagues are aware of the relevance and importance of their activities and how they contribute to the department objectives • Ensure that staff members are wearing the proper clean uniforms at all times to assure their adherence to the brand dress code and following the hygiene standards • Organize and supervise the day-to-day operations of the Restaurant to ensure that all work is carried out in an efficient manner that is consistent with operating policies and procedures and delivers service excellence • Provide on-the-job training and constructive feedback to subordinates to support their overall development • Ensure compliance to all relevant Health, Safety and Environment management procedures and controls within a defined area of activity so that HANU provides excellent hospitality services to its guests • Implement approved departmental policies, processes and procedures and provide instructions to subordinates and monitor their adherence so that work is carried out in a controlled and consistent manner while delivering a quality service to guests and maintaining standards of excellence • Performs other duties pertinent to this job as assigned <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • BA degree in Hospitality from a reputable university • Minimum 5 years of experience in a similar position in the field of hospitality, in a fine dining restaurant • Excellent communication skills • Fluent in English • Excellent interpersonal and customer service skills • Excellent computer skills 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent management skills • Highly cooperative team spirit • Problem-solving skills • Capable of multi-tasking • Professionalism • Detail oriented • Proficient in MS Office 	
<p>Restaurant Supervisor</p>	<p>Key Responsibilities The Supervisor will work closely with the Restaurant Manager to ensure all operations are in line with company procedures, supervise team members, ensure quality and hygiene standards are met. Keep the Restaurant Manager up to date with relevant issues in the restaurant and gets their input and advice where necessary. Coaching and training of staff, in order to improve performance and to achieve the department’s objectives and targets. Discipline team members through ongoing feedback and the establishment of performance expectations. Conduct the closing and opening procedures consistently and thoroughly. Ensures the proper practices are being adopted in the restaurant from Food safety, food & equipment sanitation, and personal hygiene in all restaurant internal and external areas</p> <p>Pre-requisites Knowledge, Skills, and Experience:</p> <ul style="list-style-type: none"> • Minimum 3 years of experience in similar positions in a high-volume, fine dining restaurant • Good in English • Good communications and interpersonal skills • Customer oriented with a positive attitude and smiling face • Cooperative and self-giving team player • Ability and willingness to perform under stress • Positive and high energy level 	<ul style="list-style-type: none"> • 5-day work week • 44 hours per week • Postal code: 178881

e2i SERVICES





Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.com.sg/app>



You can also reach them at the following centres (By appointment only):

<p> e2i Career Centre (DNI) Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p> e2i Career Centre (OMB) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p> e2i Career Centre (OTH) ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>
<p> e2i Career Centre (WCC) ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900</p>	<p>Operating Hours Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands</p>

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