

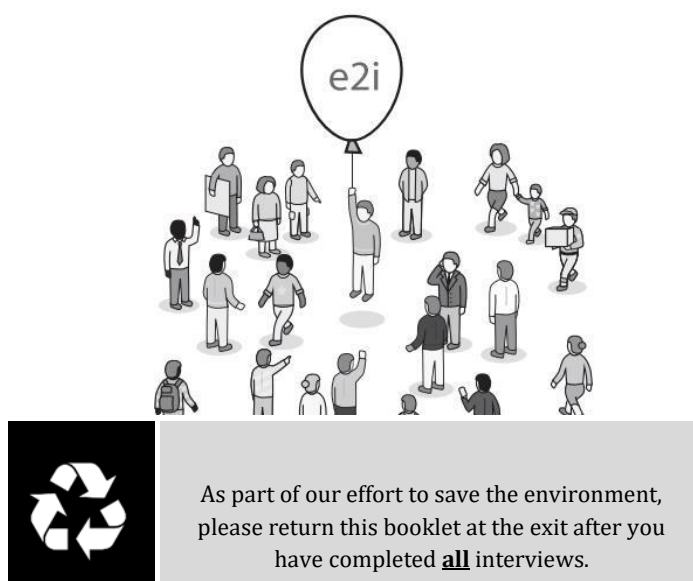
Career & Skills Level Up **SkillsFuture Festival @ North East**

Date: 4 August 2024 (Sunday)

Time: 10am to 6pm

Venue: Buangkok CC, Level 3 MPH

JOB LISTING BOOKLET



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

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#1 ABR Holdings

ABR Holdings Limited operates more than 25 restaurant outlets. Over the past four decades, ABR Group has expanded the brands to offer a variety of cuisines in multiple dining formats for customers. From Swensen's sundaes, Tip Top's traditional homemade curry puffs, Seasons's freshly baked breads to Chilli Padi delicacies. There is an offering in ABR's family of brands for everyone and for any occasion. Our mission is to create memorable dining experiences that bring friends and families together.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Cook (Full Time)	No Experience needed	Prepare quality food for customers according to standard recipes.	As rostered
Supervisor	Experience in F&B	Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant.	As rostered
Customer Service Representative (Full Time)	No Experience needed	Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures.	As rostered
Deputy Restaurant Manager	Experience in F&B	Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness. Handle restaurant administrative matters.	As rostered
Cook (Part Time)	No Experience needed	Prepare quality food for customers according to standard recipes.	As rostered
Customer Service Representative (Part Time)	No Experience needed	Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures.	As rostered
Dishwasher (Full Time)	No Experience needed	Keep a consistent standard of tidiness, cleanliness in the dishwashing area in accordance to standard operating procedures.	As rostered
Assistant Food Technologist	Food Development & Manufacturing or related field	Product Development, Quality Control, Product & Technology Transfer	8am-5:30pm
Quality Control Officer	Knowledge in Halal, HACCP, ISO and FSMS. Product Specification and SOP. Handle Food Safety. Internal audits	To assist Production Manager/Quality Assurance Manager in audits and maintaining the Quality Assurance System in the Central Manufacturing Plant and entire cold chain.	8am-5:30pm
Senior Cake Decorator	Food Preparation And Kitchen Assistants	Cake decoration, chocolate making for cake decorator.	8am-5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Cake Decorator	Cake decoration, chocolate making for cake decorator.	To assist Senior Cake Decoration, Ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake.	8am-5:30pm
Service Crew	Experience in F&B	Greet and attend to customer with a positive attitude. Maintain product quality and ensure pleasant presentation of products. Provide go-the-extra-mile service to create a positive customer experience To assist in cooking preparation including cutting and washing raw ingredients To assist superior on cooking and cleaning kitchen appliance/tools with care Well-versed in product knowledge to upsell and cross-sell. Assist in opening, operating and closing of shifts Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. Proficient in operating the POS system – input of orders and cashiering. Pack and serve products according to SOP. Follow Tip Top's personal, food and beverage hygiene standards Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule. Generate sales report from POS at the end of the day	Rostered Shift (8am-10pm)
Service Crew	Experience in F&B	Greet and attend to customer with a positive attitude. Maintain product quality and ensure pleasant presentation of products. Provide go-the-extra-mile service to create a positive customer experience To assist in cooking preparation including cutting and washing raw ingredients To assist superior on cooking and cleaning kitchen appliance/tools with care Well-versed in product knowledge to upsell and cross-sell. Assist in opening, operating and closing of shifts Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. Proficient in operating the POS system – input of orders and cashiering. Pack and serve products according to SOP. Follow Tip Top's personal, food and beverage hygiene standards Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule. Generate sales report from POS at the end of the day	As rostered
Supervisor	Experience in F&B	Greet every customer with a sincere smile and a positive attitude Maintain product quality and ensure pleasant presentation of products Provide go-the-extra-mile service to create a positive customer experience	Rostered Shift (8am-10pm)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Well-versed in product knowledge to upsell and cross-sell Food and Beverages quality are made consistent in accordance to company's standards. Products are ordered and rotated in accordance to business needs and demands, ensuring freshness and optimum quality. Ensure attractive and enticing product presentation Manage assigned shift in tandem with, or in the absence of Store Manager/Store-In-Charge Delegate tasks to staff, implements follow-up to ensure tasks are completed in a timely manner Place orders according to stock-on-hand as well as business trends Anticipate and communicate product and/or supply shortages to Store Manager/Store-In-Charge Monitor product usage and minimize wastages Maintain a clean, friendly and organized store environment Ensure a clean and tidy store work environment by ensuring that the counters, tables and shelves are clean and floor is swept and mopped regularly Ensure compliance with all safety and security procedures Ensure that cleaning chart is in place and adhered to Strives to meet sales targets during assigned shift Daily banking in of cash sales Participate in monthly stock take	
Outlet Manager	Experience in F&B	Assist the Area Manager in terms of control and guidance in accordance to company's policies and guidelines. Set targets for self and team in achieving sales target and ensures that daily operations run smoothly and efficiently. Assist company in achieving business targets in terms of revenue growth and market share. To ensures compliance with the company's policies and procedures Perform outlet visitation checks regularly Ensure that cash handling procedure is in place. Shares relevant and pertinent news/information with the store/outlets staff on a regular basis Conduct regular store / outlets meeting to disseminate and collect information To ensures thorough and smooth implementation/launch of new programs or products through effective training. To ensures quality of products, services, outlet ambience consistently meets and/or the company standards. Plan and lead the Outlet's profitability and the cost controlling measures. To ensure sufficient stock is in place for the day to day operation of the store. Plan weekly labour and scheduling, ensuring sufficient manpower in the store / outlets to secure a smooth operational flow. To ensure accurate and prompt submission of daily sales to Finance department. To reduce in product waste and minimize loss by monitoring closely on store/outlets performance. Responsible for the Sales and Profit performance of each store/	Rostered Shift (8am-10pm)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		outlets under your supervision. Conduct monthly Sales analysis and implement immediate action plan for areas of improvements. Manage on outlets' petty cash expenditure. Monitor and responsible for Stores' maintenance and repair costs. To ensure proper cash handling controls such as accurate daily cash reports, change funds and petty cash funds. To ensures that all new employees undergo orientation and training. Responsible for continuous training and staff development	

#2 BELLS Institute of Higher Learning

Formerly known as AGB Education, BELLS is an established name in adult learning. Our commitment to building learning communities and enriching lives with in-demand skills has earned us the trust and partnership of leading industry bodies such as e2i Singapore and NTUC. Through these collaborations, we equip our learners with the industry-relevant skills that they need to thrive in today's world of work.

We operate seven training centres across Singapore, where our seasoned trainers have helped more than 140,000 adults learn with zest.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Trainer	Ability to collaborate with management team Ability to meet deadlines on a recurring basis Ability to report training data to relevant authority, using provided tools Ability to travel to client site as needed Ability to stand for prolonged periods of time in the classroom Self-motivated, detail-oriented, problem solver Working knowledge of voice recognition software Demonstrate the ability to work independently or in a team environment Ability to collaborate with team lead or principal trainer to troubleshoot application problems or training and implementation challenges Prepared to innovate by employing tools to enhance the end-user learning experience	Primary Classroom Trainer for multiple applications Maintains the physical Classroom spaces to make sure they present a professional and friendly environment. Responsible for training materials upkeep, making sure that everything is ready and available when end users come to class. Work with different skill levels of adult learners Manage training schedules Conduct user needs assessment and evaluate knowledge retention Assist in the creation of tools to make the process more efficient and accurate Protects data integrity and validity Follows policies and procedures to respect the internal or external client's expectations Comply with company policies regarding attendance and dress code	9am-6pm
Sales Executive	Share exciting leveling up Technology courses that's impacting the world Share Baking courses to unearth baking talent! Good service and attitude towards lifelong learning Acquire new learners 5 days work inclusive of weekends	Share with learners baking / technology courses and our state-of-art facilities Passionate about promoting lifelong learning Good service attitude	Shift hours
Centre Manager	Competency in interpersonal and communication skills Computer literacy with proficiency in MS Office applications Excellent in service skills Negotiation skills At least 5 year(s) of relevant experience in Supervisory role in Customer Service Dynamic individual with service aptitude, passion for service delivery and a proactive approach Strong written and oral communication	Manage day to day operations of the Training Centre assigned to you is well-managed and daily operations are carried out without any lapses; Ensure overall customer service of the reception counter is maintained at a satisfactory level, where visitors visit and leave the space delighted Manage staff under your supervision complete their daily operation duties to facilitate class administration processes To ensure that all documentation for	Shift hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	skills, analytical, administrative and interpersonal skills A strong team player with positive work attitude and committed to work duties to maintain and exceed the expected service level where required Ability to function effectively and multi-task in a fast-pace, dynamic environment IT savvy with good working knowledge of Microsoft, web-based applications and Training Management System (Preferably) Support work before office commencement and/or extended hours under staggered shift duty arrangement as well as weekend a must	class start is readily prepared and completed for Trainers to apply during the start of classes Ensure all transfer and withdrawal processes are completed accurately and timely as per required by the Company and/or Program Partners Ensure that all documents submitted meet the standard for invoicing Report in a timely fashion, any disruptions, challenges, and non-compliant behaviours that are affecting daily operations at the Training Centre.	
Student Service Executive	Priority & better compensation for candidates who able to work Weekend shift Minimum A level / Diploma in any discipline will have an advantage. Dynamic individual with service aptitude, passion for service delivery and a proactive approach Good written & oral communication skills Strong team player with self-initiatives & commitment to excel. Ability to function effectively and multi-task in a dynamic environment. Structured career progression plan to groom potential candidates Local & Msian Candidates preferred (please state the type of work pass you are currently holding, if any)	Provide personalized assistance to students regarding academic, administrative, and personal matters. Offer guidance on academic programs, course selection, and career pathways to students. Delivery & inoculate an excellent service culture to enhance student experience. Work closely with inter departments and partners to ensure high quality and timely expedition of customers' inquiries and/or requests. Maintain accurate records of student interactions, issues raised, and resolutions provided. Handle collection of payments and all centre related administrative duties	Shift hours
Baking & Operations Assistant / Packer	Able to to work shifts / weekends / flexible hours No experience needed Willing to learn Able to carry light load (eg: Box of flour) Able to converse simple English Immediate employment available	Baking Assistant to the Chef Teaching basic baking steps to customers Tidying and washing up at the studio Attending to customers Flexible hours Able to learn and experience cake baking, decorating and customer service To pack all required ingredients in a timely manner Assist in the preparation of ingredients, which includes weighing, packing, cutting, and sorting all dry and wet ingredients Follow house rules for all perishables	9am-6pm

#3 Chye Thiam Maintenance

CTM was founded in 1979 and has grown to be one of Singapore biggest environment and building maintenance companies. Since the conception of the company, our commitment is always to care for the environment that contributes in creating better life. We are honoured to have collaborated with many valuable clientele, including Changi Airport Group, SATS, OCBC, NEA, SMRT, Resort Worlds Sentosa, and many more. We strive to build partnership in delivering the right solution for their needs. Through combination of dedicated people, progressive equipment, we deliver performance to preserve our environment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Environmental Service Specialist (Full-time)	Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHub	To operate various types of ES machinery and equipment to ensure the project sites environmental services are carried out as per customers' requirements. Review and propose continuous improvement initiatives to improve time, cost & quality management through analysis of ES data	44 hours per week
Environmental Service Specialist (Part-time)	Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHub	General Cleaning and operating of various types of ES machinery and equipment	Min 16 hours per week
Supervisor	Able to lead and supervise, possess WSQ Supervise Service Operations an advantage	To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area.	0800-1700, 1700-2200, 0700-1500, 1500-2100, 2300-0700
Indoor Cleaner	Able to work shifts	General Cleaning	0800-1700, 0800-1200
Street/ Estate Cleaner (Central Area)	General Cleaning and able to withstand adverse weather conditions	Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor	0700-1700
Night Shift Outdoor Cleaner	General Cleaning and able to withstand adverse weather conditions	Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor	2200-0600
Multi Skilled Cleaner cum Machine Operator	Able to operate machineries	Manage high-jet pressure flooring and using scrubbing machine	0700-1500
Food Handler	F&B knowledge	Heat and top up food, display can drinks/beer at the chillers	0700-1500, 1500-2100, 2300-0700
Table-Top Cleaner (Full & Part Time)	Positive attitude & able to work night shift	Collect & Wash Plates, Arrange all the dishes/glasses/cutleries keep at the buffet area	0800-1500, 1600-0000, 1700-2100, 1500-2300, 0700-1500

#4 FirstCom Academy

FirstCom Academy is an registered training provider, offering short and effective WSQ courses with a proven track record in enabling individuals and SME businesses after course completion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Student Services Executive	Able to commit on weekend classes (5 days work week) Candidate must possess at least "O" Level or equivalent. Minimum 1 year of relevant experience in an Administrative or Customer Service role Good follow up and coordination skills Proficient with Microsoft Office	Liaise with learners, trainers and related departments & organisations to ensure programmes run smoothly Provide support for learners and companies through telephone, emails and walk-ins Ensure smooth daily operational activities Assist in classroom facilitation Preparation of course materials Administrative work (Attendance, Evaluation, Document Filing, etc) Monitor and schedule all trainings to ensure compliance Assist in the company's continuous improvements and training related areas	830am - 6pm
Business Development Executive	Diploma / Degree or equivalent practical experience. At least 2 years of experience in sales or client engagement. Hunter mentality and a "no fear" approach to prospecting clients. Passion in promoting lifelong learning and employability. Ability to communicate efficiently and possess strong presentation skills. A strong work ethic, positive attitude and genuine desire to learn. Highly disciplined and good time management. Able to converse in Mandarin in order to liaise and communicate effectively with Mandarin speaking clients	Be responsible for direct sales to professionals and corporate customers. Identify, build and manage sales pipeline and business relationships. Drive the entire sales cycle – from leads generation, initial customer engagement, qualifying, consultation to closure. Participate in prospecting activities to build a strong pipeline for the company. Consult with prospects and pursue sales opportunities to close the deals effectively. Engage professionals to advance opportunities by sharing on the benefits of our curriculum and understanding their learning aspirations. Engage corporate customers to advance opportunities by carrying out activities such as using relevant marketing tools and platforms such as Google Analytics to understand clients' digital marketing performance and propose training solutions for business digital marketing transformation.	9am - 6pm

#5 Genki Sushi Singapore

Genki Sushi Singapore operates a total of 21 outlets island-wide, with more to come. Focusing on Kaiten (revolving) sushi, a concept pioneered by the brand's founder Fumio Saito, Genki Sushi prides itself on offering quality and contemporary Japanese cuisine at an excellent value.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew	Minimum secondary school education. At least 1-year relevant experience working in the kitchen. Team player Ability to work in a fast-paced environment.	• Prepare the store (front-of-house and back-of house) for business operations. • Assist to run Shift and to ensure the following practices are carried out in your store. • Performing station functions in Service/Kitchen area. • Handle cleaning of dining and kitchen area. • Carry out stewarding duties. • Perform cashiering duties. • Handle customer queries. • Ensure compliance to food safety, hygiene and sanitation standards.	9am - 6pm 1pm - 10pm
Cook/Kitchen Helper	Minimum secondary school education. At least 1-year relevant experience working in the kitchen. Team player Ability to work in a fast-paced environment.	Handle food and beverage preparation. Maintain and upkeep kitchen equipment. Handle cleaning of dining area, kitchen and storage area. Carry out stewarding duties (in the absence of a dishwasher). Ensure compliance to food safety, hygiene and sanitation standards according to statutory guidelines. Ensure that policies and standard operating procedures are strictly adhered to	9am - 6pm 1pm - 10pm

#6 Grand Hyatt Singapore

We care for people so that they can be their best, and it is our natural propensity to care that differentiates us as the Hyatt family. At Grand Hyatt Singapore, the commitment to care is extended to all stakeholders, including communities, guests, and most importantly our team members. Care is at the heart of our business, and it's this distinct guest experience that makes Hyatt one of the world's best hospitality brands and one of the world's best place to work. Make a difference in the lives around you, and join a company that values respect, integrity, empathy, inclusion, wellbeing, and experimentation.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Materials Clerk	Minimum 'N' / 'O' level / ITE qualification Basic knowledge in Purchasing is preferred Basic computer skills particularly in the use of MS Office	You will be responsible to provide an excellent and consistent level of administrative support to your customers. The Materials Clerk is responsible for purchasing materials and supplies from vendors, ensuring the smooth operation and efficient running of the purchasing function while meeting department's objectives.	8:30am to 6:15pm
Assistant Manager - Materials	Diploma or university degree in Finance, Hospitality, or related field. Minimum 2 years of purchasing experience in F&B or hospitality industry. Strong understanding of purchasing principles and applications. Excellent negotiation, communication, and interpersonal skills. Ability to work independently, prioritize tasks, and meet deadlines. Singaporean citizenship or Permanent Resident status is required.	As Assistant Manager – Materials, you will play a crucial role in ensuring the smooth operation of our procurement processes in accordance with company policies and industry standards. Collaborating closely with the Materials Manager, you will be instrumental in sourcing, negotiating, and selecting suppliers while upholding the highest standards of quality and service. Your responsibilities will encompass a range of purchasing functions, contributing to the overall efficiency and effectiveness of our materials management system. Key Responsibilities: Negotiate with suppliers to secure the best purchase packages in terms of quality, price, terms, deliveries, and services, under the approval of the Materials Manager. Continuously evaluate pricing, payment terms, lead times, and service levels to optimize procurement processes. Coordinate deliveries from local and overseas suppliers to ensure timely receipt of all items. Verify supplier invoices against purchase orders and maintain accurate documentation. Evaluate vendor performance to ensure compliance with standards and expectations. Update and maintain the master price list and manage item records in the procurement system. Manage documentation control, including	8:30am to 6:15pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Supplier SFA License, ISO Certificate, and other relevant certificates. Assist in ad-hoc assignments related to purchasing functions as directed by management.	
Engineering Manager (Projects and Sustainability)	Minimum 3 years of Project Management experience Knowledge in innovation and sustainability industry, green certification, net zero carbon and zero energy. Candidate with certified green mark manager will be an advantage	You will be responsible for the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Engineering Manager is responsible to assist the Director of Engineering and Assistant Director of Engineering in ensuring Capex projects and green projects are completed within scope, time and cost.	8:30am to 6:15pm
Engineering Assistant Manager (Shift Operations)	Possess an Engineering Diploma/Degree in Electrical / Mechanical / Facility Management or equivalent. Competence in financial planning and contract management. Good working knowledge of MS Word, Excel, Powerpoint. Possess good creative-thinking and problem-solving skills. Results-driven individual capable of effective people management, quality control and projects delivery on-time within budget in a fast-paced environment. Pro-active, independent and able to work with minimum supervision. General knowledge of all facility and building systems including HVAC, power distribution, fire protection system, plumbing and building maintenance. Able to perform duty on weekends and public holidays. Prior experience in the hotel industry will be an advantage. Applicants from the building and engineering industries are welcome to apply.	You will be responsible to provide an excellent and consistent level of service to your customers. The Assistant Engineer is responsible to assist in the smooth and efficient running of the Engineering Department in support of all other operating departments.	Rotating Shift
Team Leader - Engineering	Minimum 3 years of relevant working experience in related field is preferred. Qualification in Electrical/Mechanical Engineering and/or Building	You will be responsible to complete all maintenance works/requests and preventive maintenance tasks timely and according to the established schedule and ensure high quality of finishing work; and report any abnormal	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Management/Facility Management Good team player, ability to work with minimal supervision Able to work on rotating shifts, weekends and public holiday	conditions noticed with safety related equipment or installation.	
Event Sales Manager - Weddings	Ideally with a relevant degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Wedding Sales Manager. Good problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Event Sales Manager - Weddings is responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets.	8:30am to 6:15pm
Event Sales Executive / Manager	Ideally with a relevant degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Event / Catering / Sales Manager or Executive. Candidates with more years of relevant work experience may be considered for Senior Event Sales Manager role. Good problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Event Sales Executive / Manager is responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets.	8:30am to 6:15pm
Event Planning Manager	Ideally with a university degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Catering / Event Manager or Convention Services Manager. Good operational, administrative and interpersonal skills are a must.	You will be responsible for the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Event Planning Manager is responsible to assist the Director of Events in the implementation of all Policies & Procedures specific to Event Sales and Convention Service.	8:30am to 6:15pm
Sales Manager	Minimum 2 years work experience as Sales Manager or Sales Executive.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting associate, guest and owner expectations. The Sales Manager - Corporate / MICE is responsible to act as a sales specialist and be responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets.	8:30am to 6:15pm
Sales Executive	Ideally with a relevant degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Sales Executive in	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Sales Executive is responsible to act as a sales	8:30am to 6:15pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	hotel operations. Candidates with more years of relevant work experience may be considered for Senior Sales Manager role. Good problem solving, administrative and interpersonal skills are a must.	specialist and be responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets.	
Information Systems Coordinator	Ideally with a diploma or certificate in Information Systems and/or Computer Programming. Networking experience would be an advantage. Experience with Property Management System/Point of Sales would be an advantage. Minimum 2 years work experience as Information Systems Coordinator in an operation with advanced technology. Good attitude, problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Information Systems Coordinator is responsible to assist in the smooth and efficient running of the Information Systems Department.	8:30am to 6:15pm
Commis Chef - Le Pristine Singapore	Minimum 1 year of experience in a similar position.	As Commis Chef you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift
Demi Chef - Le Pristine Singapore	Minimum 1 year of experience in a similar position.	As Demi Chef, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift
Chef de Partie - Le Pristine Singapore	Minimum 2 years' experience in a similar position.	As Chef de Partie, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift
Sous Chef - Le Pristine Singapore	Minimum 4 years' experience in a similar position Aware of current trends and kitchen techniques. All-round kitchen experience in gastronomic restaurants.	As Sous Chef, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift
Pastry Chef - Le Pristine Singapore	Minimum 2 years work experience as Pastry Chef in a hotel or large restaurant with good standard Aware of current trends and kitchen techniques.	As Pastry Chef, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Commis Chef - Poolside Restaurant	Experience is required Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to provide an excellent and consistent level of service to your customers. The Commis Chef - Poolside Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.	Rotating Shift
Demi Chef - Poolside Restaurant	Experience is required Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to provide an excellent and consistent level of service to your customers. The Demi Chef - Poolside Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.	Rotating Shift
Chef de Partie - Poolside Restaurant	Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi / Commis in a hotel or large restaurant with good standards Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	As a Chef de Partie - Poolside Restaurant, you will be responsible to supervise the assigned station / section of the outlet kitchen, contributing to the overall success of the restaurant, in accordance with the hotel's standards and financial goals.	Rotating Shift
Commis Chef - Italian Restaurant	Experience is required Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to provide an excellent and consistent level of service to your customers. The Commis Chef - Italian Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.	Rotating Shift
Demi Chef - Italian Restaurant	Experience is required Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to provide an excellent and consistent level of service to your customers. The Demi Chef - Italian Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.	Rotating Shift
Chef de Partie - Italian Restaurant	Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi / Commis in a hotel or large restaurant with good standards Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to supervise the assigned station / section of the outlet kitchen, contributing to the overall success of the restaurant, in accordance with the hotel's standards and financial goals.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Chef (Indian/Malay Cuisine)	Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi / Commis in a hotel or large restaurant with good standards Able to cook and prepare Indian / Malay cuisine Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate	You will be responsible to assist with the efficient running of the department in accordance with the hotel's standards and financial goals. The Chef (Indian / Malay Cuisine) is responsible to assist the Sous Chef / Chef de Cuisine in managing the assigned kitchen operation in accordance with the hotel's standards and financial goals, ensuring maximum guest satisfaction, and contributing to the overall success of the restaurant.	Rotating Shift
Pastry Chef	Minimum 2 years work experience as Pastry Chef, or Assistant Pastry Chef in a hotel or large restaurant with good standards; preferably with experience in luxury international brands. Ideally with an apprenticeship or professional diploma in Food Production with pastry specialisation. Good practical, operational and administrative skills with a flair for creativity are a must.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Pastry Chef is responsible to manage the Pastry Kitchen as a successful independent profit center, ensuring maximum guest satisfaction, through planning, organizing, directing, and controlling the Kitchen operation and administration.	Rotating Shift
Waiter/Waitress - Le Pristine Singapore	Minimum 2 years' experience in a similar position.	For this new restaurant, we can use your positive energy, vibrant personality and work ethic. Sergio's philosophy is that eating at Le Pristine should be a celebration. Do you want to take up the challenge in a team of hospitality professionals?	Rotating Shift
Bartender / Mixologist - Le Pristine	Minimum 2 years' experience in a similar position.	For this restaurant, we can use your positive energy, vibrant personality and work ethic. Sergio's philosophy is that eating at Le Pristine should be a celebration. Preparing our Le Pristine cocktails and various Classic cocktails behind the bar will be your main task. Do you want to take up the challenge in a team of hospitality professionals?	Rotating Shift
Assistant Sommelier - Le Pristine	Minimum 2 years' experience in a similar position.	For this restaurant we can use your positive energy, vibrant personality and work ethic. Sergio's philosophy is that eating at Le Pristine should be a celebration. As Assistant Sommelier of Le Pristine you have the opportunity to work with unique and exclusive wine references. Do you want to take up the challenge in a team of hospitality professionals?	Rotating Shift
Team Leader - Le Pristine Singapore	Hands-on experience with cash register and ordering information systems (e.g., Infrasy, Lightspeed or Toast POS)	Present menus and provide detailed information when asked (e.g., about portions, ingredients, or potential food allergies) Prepare tables by setting up linens, silverware, and glasses	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Basic math skills Basic wine knowledge	Offer menu recommendations upon request Take accurate food and drinks orders, using a POS ordering software, order slips, or by memorization Communicate order details to the kitchen staff Serve food and drink orders	
Host / Hostess - Le Pristine Singapore	Familiar with reservation management systems (e.g., Table Check, Table Solutions, OpenTable)	Greet guests warmly as they enter the restaurant Manage reservations and waitlists using the restaurant's reservation system Escort guests to their tables, providing menus and informing them of the day's specials	Rotating Shift
Assistant Manager - Le Pristine Singapore	Minimum 3 years of experience as a assistant manager in a similar leadership role in the hospitality industry	Oversee the daily operations of the front-of-house, ensuring a smooth and efficient service	Rotating Shift
Waiter / Waitress	Ideally with GCE 'O' Level. Minimum 6 months work experience. Good customer service, communications and interpersonal skills are a must.	You will be responsible to provide an excellent and consistent level of service to guests. The Waiter/Waitress is responsible to serve Food & Beverage to guests in the assigned Place of Work. To Attend to guests' enquiries, taking necessary actions to anticipate their needs and ensure that they have a positive dining experience by exceeding their expectations. Provide a courteous, professional, efficient and flexible service in order to maximize guest satisfaction.	Rotating Shift
Captain	Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management. Minimum 2 years work experience in hotel operations. Good customer service, communications and interpersonal skills are a must.	You will be responsible to provide an excellent and consistent level of service to your customers. The Captain - Outlet is responsible to serve Food & Beverage to guests in the assigned Place of Work, provide a courteous, professional, efficient and flexible service in order to maximize guest satisfaction. The Captain - Outlet is also responsible to oversee work stations in the assigned Place of Work.	Rotating Shift
Food & Beverage Team Leader	Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management. Minimum 3 years work experience hotel operations. Good problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Team Leader - Outlet is responsible to assist the Outlet Manager in ensuring that the outlet is managed efficiently according to the established concept statement, providing courteous, professional, efficient and flexible service at all times.	Rotating Shift
Bartender	Minimum 2 years work experience as a Bartender in a bar, hotel or restaurant Have an eye for detail and understanding of drink mixing	You will be responsible to assist the Bar Manager in delivering efficient and quality service to guests according to Hyatt's standards. The Bartender will be responsible for taking and fulfilling beverage orders,	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	tools and techniques Knowledgeable about cocktails, mocktails, liquors and spirits, beers and wines Possesses Strong Money-Handling Skills Available to work nights, weekends, and holidays	maintaining positive guest interactions and performing beverage inventories.	
Guest Service Officer - Guest Service Centre (Telephone Operator)	Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 6 months work experience in hotel operations. Possess good customer relations, communications and interpersonal skills. Able to work night shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your customers. The Guest Service Officer (Telephone Operator) is responsible to attend to both internal and external calls, conduct trouble-shooting and direct guest requests to relevant department.	Rotating Shift
Host - Front Office / Grand Club	Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 6 months work experience in hotel operations. Possess good customer relations, communications and interpersonal skills	You will be responsible to provide an excellent and consistent level of service to your customers. The Host is responsible to contribute to the smooth and efficient running of the Front Office within the Rooms Division.	Rotating Shift
Host - Guest Experience	Able to work shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your customers as well as assisting the daily shift operations in line with brand standards. The Host - Guest Experience is responsible to contribute to the smooth and efficient running of the Guest Experience team within the Rooms Division, including the Concierge and Belldesk team.	Rotating Shift
Team Leader - Grand Club	Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 2 years work experience in hotel operations. Possess good customer relations, communications and interpersonal skills. Able to work shifts, weekends and public holidays.	You will be responsible to assist with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest and owner expectations. The Team Leader - Front Office / Grand Club is responsible to assist to ensure the smooth and efficient running of the Front Office within the Rooms Division.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Assistant Manager - Front Office / Grand Club	Ideally with a relevant degree or diploma in Hospitality or Tourism management. Minimum 2 years work experience as Assistant Manager or Team Leader - Front Office / Guest Relations in a hotel. Well-developed communication and customer relations skills. Good problem solving, administrative and interpersonal skills are a must.	You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Assistant Manager - Front Office / Grand Club is responsible to assist the Manager in managing the day-to-day operation of the front desk / Grand Club at the hotel.	Rotating Shift
Housekeeping Clerk	Able to work shifts, weekends and public holidays	You will be responsible to assist the efficient running of the department in line with Hyatt brand standards, whilst meeting guest and owner expectations. The Housekeeping Clerk is responsible to provide administrative support to the Housekeeping.	Rotating Shift
Housekeeping Attendant	Possess GCE 'N' level and above Pleasant disposition, well-groom, enthusiastic and energetic Able to work shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your customers. The Housekeeping Attendant is responsible to conduct cleaning duties in the assigned place of work and provide a courteous, professional, efficient and flexible service to your customers. The Housekeeping Attendant is responsible to ensure the cleanliness of the hotel's guest rooms and floors, corridors and surrounding back areas.	Rotating Shift
Housekeeping Supervisor	Possess minimum G.C.E. "O" Levels. Minimum 2 years experience in hotel operations in similar capacity. Possess good problem solving, administrative and interpersonal skills.	You will be responsible to assist the efficient running of the department in line with Hyatt brand standards, whilst meeting guest and owner expectations. The Housekeeping Supervisor is responsible to assist to manage all functions related to the cleanliness of the hotel's guest rooms and public area.	Rotating Shift
Garment Cleaner	Able to work shifts, weekends and public holidays	You will be responsible to assist with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest and owner expectations. The Garment Cleaner is responsible to contribute to the smooth and efficient running of the Laundry Department.	Rotating Shift
Laundry Operator	Able to work shifts, weekends and public holidays	You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Laundry Operator is responsible to contribute to the smooth and efficient running of the Laundry Department.	Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Assistant Laundry Supervisor	Good communication and customer relations skills. Able to perform duty on weekends and public holidays. Prior supervisory experience in the hotel industry will be an advantage.	You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Assistant Laundry Supervisor is responsible to contribute to the smooth and efficient running of the Laundry Department.	Rotating Shift
Spa Receptionist	Possess GCE 'O' level qualification and above At least 6 months of prior experience in similar capacity in a spa environment Pleasant disposition and well-groomed Good command of spoken and written English Able to work shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your customers. The Receptionist is responsible to ensure the smooth and efficient running of the reception within Damai.	Rotating Shift
Spa Attendant	Able to work shifts, weekends and public holidays	You will be responsible to provide an excellent and consistent level of service to your guests. The Spa Attendant is responsible to ensure the overall cleanliness of the Spa and to ensure maximum efficiency, safety and uncompromised attention to our guests or club members.	Rotating Shift

#7 Leathersolution

Dr. Bags is the trusted aesthetics clinic for your designer bags. Using ground-breaking Korean technology, chemicals and techniques. Dr. Bags provides the best care and maintenance for your luxury bags, shoes and wallets

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Customer Service Executive	- needs to provide excellent customer service and meet sales quotas for our business. - Candidates with strong communication skills who can make customers feel welcome in our store will stand out. - You will help identify client needs, present and answer questions about our products and services and recommend solutions. - A positive attitude and a desire to promptly resolve potential customer issues or complaints will make you successful in this role. - Ultimately, you will ensure that customers leave our store satisfied and you will contribute to the store's profitability.	• Manage simple customer enquiries, and processing of bags at counter • Maintain a positive, empathetic, and professional attitude towards customers at all times • Respond promptly to customer inquiries • Communicate with customers through various channels • Acknowledge and resolve customer complaints • Know our products inside and out so that you can answer questions comprehensively • Process orders, forms, applications, and requests • Keep records of customer interactions, transactions, comments, and complaints • Communicate and coordinate with colleagues as necessary • Provide feedback on the efficiency of the customer service process • Ensure customer satisfaction and provide professional customer support • Do skilled checking, assessment and explanation, cleaning, colouring, and repair services for bags, wallets, and shoes • Pack and process the orders of bags, wallets, and shoes for servicing • Manage and follow up on collection deadlines and schedules • Assist to cover colleagues at shop locations when instructed by Management • Any other tasks as assigned by your supervisor or Management	Mon - Fri 10am - 7pm
Repair Specialist	* Craftsmanship: Demonstrated craftsmanship and skill in working with delicate materials and intricate designs. * Problem-Solving: Strong problem-solving abilities and the ability to troubleshoot complex repair issues. * Customer Service: Excellent communication and interpersonal skills for interacting with customers and providing exceptional service.	• Skillfully restore and repair various leather products. • Work closely with our operational team to implement industry best practices and knowledge. • Additional consideration if you possess expertise in both leather and textile arts. • Demonstrate your capability to initiate tasks and successfully bring them to completion. • Join a rapidly expanding and robust team that creates a substantial impact. • Take full ownership of your responsibilities	Mon - Thurs 9am-7pm Friday 9am-6pm.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	* Ethical Conduct: Adherence to ethical standards and respect for the authenticity and integrity of leather goods. * Flexibility: Willingness to adapt to changing repair priorities and customer needs.	and proactively drive your professional growth. • Cultivate proficiency in leather products, including care, materials, and construction for bags. Also, gain expertise in color matching and creation, as well as proficiency in basic tools.	
Cleaning Specialist	- Requires product knowledge of various leathers, fabrics and materials, - Proper cleaning of bags or personal items brought by customers with specialized dry cleaning agents - Good eyesight is sufficient - Good working and learning attitude - Good teamwork and communication skills - Ability to learn and follow protocols and step by step instructions - Detailed and Meticulous	• Clean and repair bags, jackets, footwear, wallets, and accessories • Perform technical repairs for all products according to company repair standards and requirements, and provide appropriate solutions • Restore worn leather products • Assist in inventory control, sourcing, and replenishment of working materials, tools and equipment • Assist to identify and report quality issues encountered while repairing items • Monitor and operate various industrial machines and equipment. This includes adjusting equipment and/or machines, ensuring proper chemicals are used, and following all instructions for each article • Play an active role in the maintenance of materials stocked, as well as tools and equipment • Monitor KPIs to ensure smooth and efficient quality cleaning and restoration • Continuously learn and keep up with the right skills level for high quality repairs of luxury products • Strictly keep to order due dates, production targets, and deadlines of orders, inventory checking, and packing • Assist to cover colleagues at shop locations when instructed by Management • Any other tasks as assigned by your supervisor or Management • Order management, Inventory checking, quality control, packing and keeping strictly to order due dates and production targets and deadlines.	Mon - Thurs 9am-7pm Friday 9am-6pm.
Social Media Content Creator	- ability to make videos/reels - ability to take beautiful still images - marketing related courses - Diploma holder or equivalent - Flexible and Fit in to Dr.Bags brand direction - Creative - Ability to think out of the box	- raw images/videos - creating and optimising company pages on social media platforms and websites - marketing related prints and videos - marketing statistics tracking - designing and executing strategies developed based on research, creating, editing and publishing contents daily to build meaningful connections with customers	Mon - Fri 10am - 7pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	- Need to be able to talk in front of the camera - Confident and able to convey the right message - pleasant demeanor - highly motivated	- work with companies, personalities and co-workers on creating long term partnerships	

#8 Nexus Link

Nexus Link is your reliable partner in market research, offering a comprehensive range of services from innovative research design to actionable insights reporting. Our diverse portfolio includes clients from various industries and prominent public sector organizations, ensuring tailored solutions that meet your unique needs.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Market Research Interviewers	-Minimum Secondary education -Fluent in English and at least one other local language -Good communication and interpersonal skills. - Demonstrate responsibility and commitment to delivering on deadlines. -Willingness to travel extensively within Singapore for interviews. - No prior experience required; comprehensive training will be provided. - Prior experience in market research fieldwork is advantageous but not mandatory.	As a market research interviewer, you will be responsible for conducting face-to-face and phone interviews with members of the public and businesses. Your primary task will be to gather essential data and feedback through these interactions. Key Responsibilities: -Conduct face-to-face interviews with the public and business representatives. -Carry out phone interviews to collect survey data. -Accurately record responses and ensure data integrity. -Follow survey guidelines and protocols to maintain consistency and reliability. -Achieve set quotas for the number of completed surveys.	40 hours

#9 NTUC Health

NTUC Health Co-operative Limited (NTUC Health) is an NTUC social enterprise that provides a comprehensive and integrated suite of quality and affordable health and elderly care services to meet the growing needs of families and their dependents. Building on more than five decades of experience and expertise, NTUC Health is among the largest senior day care, nursing home, and home personal care providers in Singapore. We also offer other services for seniors such as active ageing centres, community support for vulnerable seniors, and a sheltered senior group home.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Programme Associate/Senior Programme Associate	"Masters or Degree in Business Management / Psychology / Gerontology or other relevant fields Candidates with Diploma with relevant working experience will be considered"	The duties of a Programme Associate are as follows: - Promote NTUC Health Active Ageing Centres' eldercare services and programmes - Conduct/support active ageing programmes and encourage active participation with seniors. The services include: conducting community screening assessments, organising and conducting active ageing programmes, provide befriending services (conducting home visits) and monitoring their vital signs. - Where required, coordinate care and support services through internal referral or to external agencies. - Provide support to seniors at outreach events and programmes. - Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner. - May be required to perform additional duties and work over the weekends or after office hours. Senior PA: Planning and Operations - Promote NTUC Health Eldercare services and programmes - Develop and implement outreach plans to engage and profile seniors for appropriate follow-up actions - Plan, implement and manage the active ageing programs and activities for seniors which are age-friendly and culturally appropriate, and within budget. - Collect regular feedback from befrienders on vulnerable seniors' conditions and engage appropriate community partners to address those issues - Plan marketing activities and develop publicity materials with the support of the Corporate Communication representative. Partnerships - Develop the network and collaborate with community partners and national bodies, for	8.30am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		example, RHS, grassroots, social service agencies, NAC, SportSG, etc. on suitable programmes and activities for seniors - Empower and develop active seniors to serve other vulnerable seniors in the community. - Attend networking sessions and management meetings as required Administrative work - Ensure accurate record keeping and report submissions in a prompt and timely fashion - Support necessary evaluation and all critical reporting processes for the management and funders of the programme Supervisory role Support CIC/Cluster Manager in recruiting, training and supervising staff, Micro jobbers and volunteers to assist with the work of AAC. May require to perform additional duties as requested	
Centre-in-Charge	Masters or Degree in Business Management / Psychology / Gerontology or other relevant fields Candidates with Diploma with relevant working experience will be considered	Planning and Operations - Promote NTUC Health Eldercare services and programmes - Ensure the overall smooth operations of AAC within the allocated budget - Lead and plan seniors outreach activities to know our seniors in the community - Plan and organize active ageing programmes that improve daily attendance at the centre - Upkeep AAC to provide a safe and conducive environment for seniors - Ensure all the senior activities and programmes in the AAC promote a community climate of multi-racial tolerance, harmony and cooperation among residents - Collect regular feedback from befrienders on vulnerable seniors' conditions and engage appropriate community partners to address those issues - Plan marketing activities and develop publicity materials with the support of the Corporate Communication representative. Partnerships - Develop the network and collaborate with community partners and national bodies, for example, RHS, grassroots, social service agencies, NAC, SportSG, etc. on suitable programmes and activities for seniors - Empower and develop active seniors to serve other vulnerable seniors in the community. - Attend networking sessions and management meetings as required Administrative work	8.30am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		- Support necessary evaluation and all critical reporting processes for the management and funders of the programme - Ensure on time and accurate reporting to the management and funders Supervisory role - Recruit, supervise, and engage staff, micro jobbers, volunteers to help run or assist in the AAC's programmes - Coach and guide the team members to deliver their duties May require to perform additional duties as requested	
Community Care Associate	Nitec / Diploma / Certificate in Healthcare or equivalent course Some experience in social service or the healthcare industry would be an advantage Facilitation skills and healthcare knowledge would be an advantage	As a Community Care Associate, you contribute directly to our seniors' everyday happiness and quality of life. You are an integral part of a motivated care team that ensures our seniors leave our centres happy and look forward to returning everyday. You do this through our person-centred care model that encourages our seniors' independence and stimulates their cognitive and physical functions, whilst also looking after their care needs. You will continue to grow in your role with support and training from our dedicated team of professionals. You will assist in the day-to-day operations of the centre by carrying out the following duties: Clinical Skills Assist in serving & witness pre-packed medication / apply to prescribe a topical medication Assist in client health monitoring & assessment Assist in the implementation of an Initiate Care Plan (ICP) Monitor & provide feedback on ICP activities Provide Dysphagia care & Eatsafe protocol Support client on distressed Functional Skills Assist in Modified Barthel Index (MBI) assessment Plan & conduct activities Conduct structured and interactive activities Perform Basic Activities of Daily Living (ADL) Assist with Passive Range of motion exercises (PROM) Assist with and implement individual therapy Operational Skills Perform escort duties & build rapport with residents and their family members Response to service challenges	Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, and 9.30 am to 7 pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Manage workplace challenges with resilience (relationship & emotional support)	
Patient Service Associate	Minimum secondary education Minimally 1 year of experience working in outpatient setting preferred Customer service oriented Conversant in basic computer skills Good interpersonal and communication skills Cheerful and pleasant personality Able to commit to 5.5 day work week - Mon-Fri (full day), Sat (half day)	The Patient Service Associate will provide administrative support to clinic and ensure a smooth flow in the clinic operations. Perform counter duties including registration, appointment scheduling, payment collection and dispensing of medication Attend to walk in and call in patients' enquiries Manage patients' feedback and enquiries Perform service recovery Prepare patients' records and documentation pre- and post- consultation and procedures Provide post-consultation instructions where necessary Maintain inventory of office supplies, stationery for clinic Perform any duties as assigned	Mon-Fri: 8am-5pm Sat (Alternate): 9am-1pm
Centre Supervisor	Diploma holder or equivalent	As a Centre Supervisor, you will assist the Centre Manager in ensuring smooth operations of the Senior Day Care Centre (SCC).	Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, and 9.30 am to 7 pm
Medical Social Worker	Degree in Social Work or related discipline At least 5 years of relevant experience Social work in healthcare background preferred Good interpersonal and problem-solving skills Caring, positive and self-disciplined individual Ability to work well in a team Proficient in Google Workspace (i.e. Gmail, Google Docs, Sheets, Slides etc)	You will be part of an integrated care team that delivers a person-centred care model for our seniors, including persons with dementia. Ideally, this person should also be promoting seniors' independence and maintaining their cognitive and physical functions. This person will facilitate small-group activities in SCC to enable seniors to live with dignity and fulfilment.	8.30am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Part Time Care Associate	No experience needed, training will be provided Proactive Good team player who is caring and with a passion to serve seniors Able to speak one or more dialects is an advantage	The incumbent is expected to participate in activities and function in accordance to the Senior Care Center. Assist in day to day operations of the centre. Attend to the needs of the elderly, guide / supervise or take the initiative to engage them during activities.	Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, and 9.30 am to 7 pm

#10 Paris Baguette Singapore

Born from a love of bread and a passion for quality, we are an international, company-owned and franchised fast-casual bakery-café founded in 1988, specializing in both French and Asian-inspired goods. Apply to join a talented, diverse, collaborative, and highly competitive team—a collection of individuals united by a desire to have fun and with a passion to succeed. We work hard to bring world-class product and guest experience to our customers. And with your help, we'll continue with that mission!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew	Min. GCE "N"/ "O" Level, customer service certificate or any related fields. No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment.	Welcome guest in a warm and friendly manner. To provide excellent customer satisfaction through exceeding expectations of guests. To provide excellent customer service to guest in a timely and friendly manner, ensuring diners a pleasant dining experience. Upsell promotional items. To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). Perform day to day pre-opening and closing activities as per SOPs. To adhere to service SOPs. Ensure that food hygiene and safety standards are maintain and comply. Maintain day to day outlet cleanliness. Perform general housekeeping and equipment maintenance duties. Report on time, in proper uniform and grooming standard. Work together with other team members to provide good quality service. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	44
Service Crew (Part Time)	Min. GCE "N"/ "O" Level, customer service certificate or any related fields. No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. Pleasant,	Welcome guest in a warm and friendly manner. To provide excellent customer satisfaction through exceeding expectations of guests. To provide excellent customer service to guest in a timely and friendly manner, ensuring diners a pleasant dining experience. Upsell promotional items. To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). Perform day to day pre-opening and closing activities as per SOPs. To adhere to service SOPs. Ensure that food hygiene and safety standards are maintain and comply. Maintain day to day outlet cleanliness. Perform general housekeeping and equipment maintenance duties. Report on time, in proper uniform and grooming standard.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	friendly, cheerful and able to work under pressure and in a high-volume environment.	Work together with other team members to provide good quality service. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	
Service Crew (Flexi Part Time)	Min. GCE "N"/ "O" Level, customer service certificate or any related fields. No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment.	Welcome guest in a warm and friendly manner. To provide excellent customer satisfaction through exceeding expectations of guests. To provide excellent customer service to guest in a timely and friendly manner, ensuring diners a pleasant dining experience. Upsell promotional items. To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). Perform day to day pre-opening and closing activities as per SOPs. To adhere to service SOPs. Ensure that food hygiene and safety standards are maintain and comply. Maintain day to day outlet cleanliness. Perform general housekeeping and equipment maintenance duties. Report on time, in proper uniform and grooming standard. Work together with other team members to provide good quality service. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	44
Senior Service Crew	Min. GCE "N"/ "O" Level, customer service certificate or any related fields. No experience/ At least 1 year of experience working in customer service or relevant experience in F&B. Pleasant,	Welcome guest in a warm and friendly manner. To provide excellent customer satisfaction through exceeding expectations of guests. To provide excellent customer service to guest in a timely and friendly manner, ensuring diners a pleasant dining experience. Upsell promotional items. To perform quality checks in ensuring guests are enjoying their meals and take appropriate action to correct any problems (if any). Perform day to day pre-opening and closing activities as per SOPs. To adhere to service SOPs. Ensure that food hygiene and safety standards are maintain and comply. Maintain day to day outlet cleanliness. Perform general housekeeping and equipment maintenance duties. Report on time, in proper uniform and grooming standard.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	friendly, cheerful and able to work under pressure and in a high-volume environment.	Work together with other team members to provide good quality service. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	
Management Trainee (Operations)	Possess effective management skills. Possess capability to lead, motivate and manage subordinates. Good command of spoken English. Any additional language (eg. Korean) would be an added advantage. PC literate with knowledge in MS Office. Min. Diploma in F&B management or any related fields. At least 3 years of experience in management in Food and Service Operations.	Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. Create good working environment and develop subordinates by identifying areas that needs training and action to support it. Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual. Manage an efficient team of service staff by taking an active interest in their welfare and development. Ensure daily opening and closing duties in the outlet are properly executed. Manage, direct and co-ordinate all operation-related activities in a proficient and pleasant method. Maintain high level of customer service as per QSC standards. Ensure overall store image is maintained and the brand is always well represented at all times. Monitor opening and closing duties of the outlet. Communicate daily and act as liaison between operations staff and management. Ensure that POS system is operational and accurate at all times. Provide co-ordination and services for both kitchen and service. Report on time, in proper uniform and grooming. Provide suggestion or develop new SOP to improve on operation. Execute any other duties as requested by immediate superiors. Achieve Business KPIs set by management. Monitor food and stocks wastage in the outlet. Managing of daily sales transactions and cash float. Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. Verify & process daily and monthly payroll (Timesheet). Ensure that all the supplies and stocks in the outlet are sufficient for the day to day operations. Maintain an attractive and an orderly appearance in the outlet. Prepare the daily sales report. Monitor proper ordering, receiving, storage procedures are being followed. Motivate, guide and train the staff in upselling the food and beverage items. Attend to guest requests and attend to guest complaints as required. Ensure that all staff are properly informed on the promotions and information.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Assistant Store Manager	Possess effective management skills. Possess capability to lead, motivate and manage subordinates. Good command of spoken English. Any additional language (eg. Korean) would be an added advantage. PC literate with knowledge in MS Office. Min. Diploma in F&B management or any related fields. At least 3 years of experience management in Food and Service Operations.	Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. Create good working environment and develop subordinates by identifying areas that needs training and action to support it. Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual. Manage an efficient team of service staff by taking an active interest in their welfare and development. Ensure daily opening and closing duties in the outlet are properly executed. Manage, direct and co-ordinate all operation-related activities in a proficient and pleasant method. Maintain high level of customer service as per QSC standards. Ensure overall store image is maintained and the brand is always well represented at all times. Monitor opening and closing duties of the outlet. Communicate daily and act as liaison between operations staff and management. Ensure that POS system is operational and accurate at all times. Provide co-ordination and services for both kitchen and service. Report on time, in proper uniform and grooming. Provide suggestion or develop new SOP to improve on operation. Execute any other duties as requested by immediate superiors. Achieve Business KPIs set by management. Monitor food and stocks wastage in the outlet. Managing of daily sales transactions and cash float. Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. Verify & process daily and monthly payroll (Timesheet). Ensure that all the supplies and stocks in the outlet are sufficient for the day to day operations. Maintain an attractive and an orderly appearance in the outlet. Prepare the daily sales report. Monitor proper ordering, receiving, storage procedures are being followed. Promotion Assistance Motivate, guide and train the staff in upselling the food and beverage items. Attend to guest requests and attend to guest complaints as required. Ensure that all staff are properly informed on the promotions and information.	44
Store Manager	Possess effective management skills. Possess capability to lead, motivate	Recruit & select staff that meet set expectations and are suited to work in a customer-oriented environment. Create good working environment and develop subordinates by identifying areas that needs training and action to support it. Orientate and train employees to ensure that each individual has a complete understanding of the company's policies by using the operations training manual.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	and manage subordinates. Good command of spoken English. Any additional language (eg. Korean) would be an added advantage. PC literate with knowledge in MS Office. Min. Diploma in F&B management or any related fields. At least 3 years of experience management in Food and Service Operations.	Manage an efficient team of service staff by taking an active interest in their welfare and development. Ensure daily opening and closing duties in the outlet are properly executed. Manage, direct and co-ordinate all operation-related activities in a proficient and pleasant method. Maintain high level of customer service as per QSC standards. Ensure overall store image is maintained and the brand is always well represented at all times. Monitor opening and closing duties of the outlet. Communicate daily and act as liaison between operations staff and management. Ensure that POS system is operational and accurate at all times. Provide co-ordination and services for both kitchen and service. Report on time, in proper uniform and grooming. Provide suggestion or develop new SOP to improve on operation. Execute any other duties as requested by immediate superiors. Achieve Business KPIs set by management. Monitor food and stocks wastage in the outlet. Managing of daily sales transactions and cash float. Monitor handling of vouchers, discount, cash, petty cash and tips in the outlet is adhere to company's cash handling policy and guidelines. Verify & process daily and monthly payroll (Timesheet). Ensure that all the supplies and stocks in the outlet are sufficient for the day to day operations. Maintain an attractive and an orderly appearance in the outlet. Prepare the daily sales report. Monitor proper ordering, receiving, storage procedures are being followed. Promotion Assistance Motivate, guide and train the staff in upselling the food and beverage items. Attend to guest requests and attend to guest complaints as required. Ensure that all staff are properly informed on the promotions and information.	
Baker / Pastry Chef / Cook	At least PSLE, technical certificate or any related fields At least 1 year of experience working in kitchen as baker or/ & baking preparation.	Prepare, bake and present all baked items effectively and efficiently, meeting the company operations manual and gold standards. Assist in the preparation, baking and presentation of all baked items. Keep up to date with the current promotions and new items in the menu. Ensure that procedures for suppliers, equipment, and work areas are in compliance to the established standards. Assist in keeping food wastage to minimum, through correct product measurement. Maintain good knowledge on baking preparation through training	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		by immediate superior/ manual provided by the company. Maintain the kitchen cleanliness. Ensure that food hygiene and safety standards are maintained and comply. To adhere to kitchen SOPs. Report on time, in proper uniform and grooming standard. Maintain good personal hygiene as well as high work and safety standards in the workplace. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	
Management Trainee (Bread / Pastry / Cook)	Graduated from a recognized culinary institution, such as Culinary Institute of America, Le Cordon Bleu etc. is preferred At least 1 year of proven experience. Exceptional proven ability of kitchen management Able to work well under pressure in a fast-paced environment	Bake artisan and decorative breads/ cakes. Produces a wide range of breads, pastries and other baked items. Review and construct menus with new or existing culinary creations ensuring the variety and quality of the servings. Keep up to date with the current promotions and new items in the menu. Supervise the baking team in preparing baked items and adopting new baking techniques to add variety to the menu. Guide and train employees on the use of the baking equipment and coordinate provision of appropriate training where needed. Maximize the productivity of the kitchen staff. Ensure that procedures for suppliers, equipment, work areas are in compliance to the established standards. Ensure correctness of food quantities, keeping food wastage to minimum. Ensure production targets of assigned section are met and food products meet required production standards. Report and escalate repairs or preventive maintenance to equipment suppliers and vendors. Monitor the set-up of work stations for cleanliness and safety compliance with local regulations and company requirements. Maintain good knowledge on standard food preparation by immediate superior/ manual provided by the company. Maintain the kitchen cleanliness (housekeeping). Ensure that food hygiene and safety standards are maintained and comply. To adhere to kitchen SOPs. Report on time, in proper uniform and grooming standard. Maintain good personal hygiene as well as high work and safety standards in the workplace. Assist in dishwashing duties as and when required. Execute any other duties as assigned.	44

#11 PCF Sparkle Care

PCF Sparkle Care is an integrated eldercare facility. The Senior Care Centre provides centre-based community care services for seniors who are physically frail and in need of supervision during the day while their loved ones are at work.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Care Programme Coordinator	• Advanced/Higher Certificate in Community & Social Service [Senior Care Services] and good “O” level [minimum 3 credits] or WSQ Higher Certificate in Healthcare Support [Nursing care]	• Care for the well-being and safety of elderly clients [at all times] in the Senior Care Centre • Prepare and conduct programme activities for elderly clients • Organize social and recreational group excursions • Update Individual Care Plans and relevant records daily • Support caregivers and volunteers in caring for clients	44
Therapy Assistant	• Certificate in Rehabilitation Therapy	• Run therapy programmes and exercises for rehabilitation clients [in close coordination with Physiotherapist and Occupational Therapist]. • Provide assistance in active daily living activities; e.g. feeding, toileting and dressing. • Provide secondary support for the conduct of care programme and activities for day care clients. • Care for the well-being and safety of day care and rehabilitation clients.	44
Health Care Assistant	• Degree in Nursing from an overseas institution	• Care for the health, well-being and safety of elderly clients [at all times] in the Senior Care Centre • Deliver nursing care needs for elderly clients [under supervision of the centre’s Registered Nurse] • Prepare and conduct programme activities for elderly clients • Organise social and recreational group excursions • Update Individual Care Plans and relevant records • Look after clients’ personal care needs and cleanliness • Support caregivers and volunteers in caring for clients	44
Senior Nurse	• Diploma in Nursing • Fully Registered with the Singapore Nursing Board	• Take charge of entire clinical nursing practice in a Senior Care Centre • Take charge of nursing care for elderly clients; including fall risks and hospitalization processes • Take charge of medical procedures in an outbreak of infectious diseases • Conduct client assessments during admissions and periodic reviews • Participate in multidisciplinary case discussions • Oversee adequacy of medical supplies and equipment	44
Senior /Physiotherapist	• Bachelor degree or Diploma in Physiotherapy • Qualified and registered with	• Plan and run Physiotherapy services in the Senior Care Centre [in coordination with the Centre Manager and Occupational Therapist]. • Conduct assessments for SCC clients during admission and periodic reviews.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	AHPC [Allied Health Professions Council].	• Institute an appropriate and effective client therapy treatment. • Participate in multidisciplinary case discussions with the SCC care team. • Contribute to formulation and follow-up of clients' Individual Care Plan [ICP] to ensure holistic health and care coverage. • Plan and conduct group therapy programme and activities for day care clients. • Review and revise programme schedule when necessary to enhance quality of therapy program. • Take charge of proper documentation of therapy records. • Understand dementia issues and know how to manage clients who display behavioural problems [associated with onset of dementia]. • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients. • Take charge of other duties which the Centre Manager may assign from time to time.	
Senior /Occupational Therapist	• Bachelor degree or Diploma in Occupational Therapy • Qualified and registered with AHPC [Allied Health Professions Council].	• Plan and run occupational rehab therapy services in the Senior Care Centre [in coordination with the Centre Manager and Physiotherapist]. • Conduct assessments for SCC clients during admission and periodic reviews. • Institute an appropriate and effective client therapy treatment. • Participate in multidisciplinary case discussions with the SCC care team. • Contribute to formulation and follow-up of clients' Individual Care Plan [ICP] to ensure holistic health and care coverage. • Plan and conduct group therapy programme and activities for day care clients. • Review and revise programme schedule when necessary to enhance quality of therapy program. • Take charge of proper documentation of therapy records. • Understand dementia issues and know how to manage clients who display behavioural problems [associated with onset of dementia]. • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients. • Take charge of other duties which the Centre Manager may assign from time to time.	44
Cleaner		• Undertake to keep the entire SCC indoor and immediate external areas [including toilets, walls and partitions, doors to rooms, floor and windows] clean.	44
Kitchen Assistant	• At least one year relevant working experience	• Prepare and serve morning breakfast and afternoon tea to clients • Undertake to keep the kitchen area clean • Purchase needed groceries and toiletries for use in the	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	• Possess a passionate disposition to work with frail Seniors	Centre • Purchase sundries on instructions • Serve refreshments to visitors and clients • Wash crockery and refrigerator when necessary • Undertake any other duties as assigned from time to time	
Executive, Admin & Finance	• Degree in any discipline from a recognized tertiary institution or Polytechnic Diploma in Business or Management]	• Manage admin and performance related functions in a Senior Care Centre • Interact with new clients and prepare client Service Contracts • Process fee invoices and handle fee collection • Manage scheduling of clients for the service and their transportation • Perform compilation and analysis of key indicators where required • Be involved in SOP preparation and digitalization • Process subvention claims for submission to regulatory agencies • Take charge of inventory controls and equipment maintenance • Oversee purchasing functions • Support administration of customer service and client feedback • Be involved in projects or process improvements (either self-initiated or assigned)	44
Executive, Active Ageing Centre	Bachelor's degree or diploma from an accredited University or Polytechnic.	Review referrals for befriending and buddying services and conduct home visits for clients referred for the service. Update IRMS on status of referral and ensure that there is proper handover of clients who reject or does not meet criteria of the service. Deliver high level of customer service and maintain frequent engagement with seniors and community partners. Support targeted outreach and provide quality befriending or buddying services to socially isolated seniors as guided by the service requirements. .Provide information and referral services to seniors or the community in need at the Active Ageing Centre. Support in Active Ageing activities and outings organised for the seniors. Maintain proper records, documentation on the check calls, and information and referral of the engaged seniors. Support and assist the Center Supervisor in compiling data to meet reporting requirements. Work closely with volunteers for befriending and buddying. Ensure that volunteers meet service requirements and there are no service lapses. Any other responsibilities and duties the Center Supervisor/Senior Management assign.	44

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Assistant Executive, Active Ageing Centre	O Level	Support the centre Supervisor and Executive in the day to day execution of activities/related tasks at the Active Aging Centres (AAC) Engage elderly residents in the community and encourage them to participate in activities which the AAC organises Organise social activities and outings for the community at the designated AAC Co-plan and support integrated home-based or offsite programs/activities extended from the centre and fulfill 4 domains recommended by AIC Engage and support volunteers for programs and activities Source of suitable locations for the conduct of activities and programs Deliver a high level of customer service and engagement with seniors and community partners Attend to phone calls to centre hotline and walk-ins enquiries Support targeted outreach and contact seniors within centre's service cluster annually collect and complete data attend to any ad-hoc duties as and when required.	44
Executive, Volunteer Management	• Qualification: Degree or Diploma in any discipline. Certifications in management, social services or related field would be advantageous. • Experience: Preferably with at least 1 year of working experience in volunteer management or a related field	• Recruit volunteers through various channels, including participation in community events, social media campaigns and online platforms to attract new volunteers. • Develop and implement strategies to enhance volunteer recruitment and retention efforts. • Conduct comprehensive orientation and training for volunteers to enable them to perform their duties effectively. • Work closely with Senior Care Centres and Active Ageing team for volunteer deployment based on program needs, as well as volunteers' preferences and availability. • Monitor volunteer performance and gather feedback from volunteers, staff and stakeholders to improve volunteer engagement and volunteer management practices and processes. • Build and maintain strong, positive relationships with volunteers, staff and stakeholders. • Maintain administrative tasks related to volunteer management, such as maintaining of accurate volunteer records, managing databases and handling relevant correspondence. • Plan and execute volunteer appreciation events and initiatives, including acknowledgements on social media. • Coordinate and manage special assignments or projects involving volunteers, such as facilitating research studies, school projects or interviews with volunteers. • Stay updated on emerging trends and best practices in volunteer management to enhance efficiency and volunteer satisfaction. • Be available to work on ad hoc weekends to support community events and ensure smooth operation of programs. • Attend to any other responsibilities and duties assigned by the reporting officer.	44

#12 PCF Sparkletots

Since the 1960s, PAP Community Foundation (PCF) has been running kindergartens. As a Foundation, PCF has touched the lives of many young children in Singapore by providing them with a high quality pre-school education and inculcates in them a culture of life-long learning. It has more than 360 centres strategically located in the heartlands as well as suburban housing estates throughout the island, to serve the needs of the community. At PCF, we are passionate about nurturing the lives of children and we make learning fun and engaging for them. Be part of our journey and make a difference!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Teacher	Diploma in Early Childhood Care and Education (DECCE-T) or equivalent.	Key Responsibilities: The Teacher I create a secure and quality learning environment for children through fostering meaningful relationships with them. He/She supports the holistic development of children by implementing a developmentally and culturally appropriate curricula, and nurturing trusting and respectful relationships with the children. He/She builds partnerships with parents and families, and actively engages in Centre initiatives to support its collaborative efforts with the community. He/She works closely with colleagues and contributes to a culture of collaboration and collegiality. As a Teacher I, He/She participates in professional development and service quality improvement activities Critical Work Functions and Key Tasks: - Plan and Implement Curriculum and Programmes - Implement developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks - Conduct learning needs assessment - Engage children meaningfully in accordance with the curriculum and pedagogical frameworks - Implement classroom management strategies - Enhance the learning environment with developmentally appropriate learning materials and resources - Apply the health, safety, nutritional and hygiene practices in accordance with standards and procedures - Document children's learning and development Build Stakeholder Relationships and Partnerships - Build rapport with colleagues in accordance with Centre's strategies and policies to foster positive workplace relations - Collaborate with families to ensure continuity of care and learning between the home and the Centre Manage Family and Community Programmes - Execute outreach activities to promote Centre programmes and services - Execute collaborative projects with families and community stakeholders - Propose areas for improvements for family and community initiatives and programmes Conduct Routine Caregiving - Conduct caregiving assessment	44 working hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		- Provide caregiving in accordance with standards and procedures - Identify areas for improvements in caregiving routines Uplift Professional Practice - Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools - Identify areas for improvements for professional practice - Participate in professional development and service quality improvement activities - Demonstrate behaviour that is aligned with the Centre's vision, mission and values	
Educarer	Higher Certificate in Infant Care (HCIC) / Advanced Certificate in Early Years (ACEY) / Advance Certificate in Early Childhood Care & Education (ACECCE)	Key Responsibilities: The Educarer is responsive to the needs of young children. He/She creates a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them. He/She creates a quality learning environment by implementing developmentally appropriate curricula and programmes through the observation and assessment of the children's needs and developmental milestones. To provide a holistic development for the children, He/She forges trusting and respectful relationships and partnerships with families. He/She actively carries out the Centre's initiatives and supports its collaborative efforts with the community. As an Educarer, He/She engages in continuous learning and development. Critical Work Functions and Key Tasks Plan and Implement Curriculum and Programmes - Implement developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks - Enhance the quality of learning environment with developmentally appropriate learning materials and resources - Document children's learning and development - Implement classroom management strategies - Apply the health, safety, nutritional and hygiene practices in accordance with standards and procedures Build Stakeholder Relationships and Partnerships - Build rapport with colleagues in accordance with Centre's strategies and policies to foster positive workplace relations - Engage with families to facilitate the continuity of care and learning between home and Centre - Coordinate activities between home and Centre - Collaborate with families and caregivers to enhance Centre's programmes and services Manage Family and Community Programmes - Implement collaborative project, initiatives and programmes with families and community stakeholders - Implement outreach activities to promote Centre programmes and services - Identify areas of improvements for family and community initiatives and programmes	44 working hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Conduct Routine Caregiving - Conduct routine caregiving assessment - Provide routine caregiving practices in accordance to standards and procedures - Identify areas for improvements for routine caregiving Uplift Professional Practice - Demonstrate behaviour that is aligned with the Centre's vision, mission and values - Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools - Identify areas for personal development to improve work performance - Participate in professional development and service quality improvement activities - Identify new teaching and learning approaches based on observations	
Assistant Teacher	Qualification: Fundamental s in Early Childhood Care and Education Certificate Experience: · Other Knowledge / Skills / Attributes	Key Responsibilities (to assist in all duties below): The Assistant Teacher creates a secure and quality learning environment for children through fostering meaningful relationships with them. He/she supports the holistic development of children through implementing a developmentally and culturally appropriate curriculum, and nurturing trusting and respectful relationships with children. The Assistant Teacher is intentional in building partnerships with parents and families, and actively engages in centre initiatives to support its collaborative efforts with the community. He/she works closely with colleagues and contributes to a culture of collaboration and collegiality. As an early childhood educator, the Assistant Teacher engages in continuous learning and reflective practice. Developing the Child Holistically Child Development · Apply understanding of how children (birth to age 8) learn and develop (Beginning Pre-school Teacher) Curriculum & Pedagogy · Evaluate teaching and learning approaches aligned to Curriculum Frameworks · Apply classroom management strategies, and strategies to observe and document children's learning · Inculcate the core values of early childhood education through classroom activities and programmes (Beginning Pre-school Teacher) Learning Environment · Set up quality learning environments (Beginning Preschool Teacher) Interactions & Relationships · Foster trusting, respectful relationships with children through positive interactions with them · Guide the development and enhancement of self-awareness, self-regulation, social awareness and confidence in children Health, Safety & Nutrition · Adhere to health, safety, nutritional and hygiene standards and procedures (Beginning Pre-school Teacher)	44 working hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Collaborating with Families and Community Family & Community Partnerships · Establish home-centre partnerships (Beginning Pre-school Teacher) · Engage in collaborative projects with community stakeholders (Beginning Pre-school Teacher) Building Professional Capacity Professional Mastery · Engage in continuous learning and reflective practice (Beginning Pre-school Teacher) Professional Values & Ethics · Demonstrate ethical behaviour and professionalism (Beginning Pre-school Teacher) Building Organisational Capacity Teamwork & Collaboration · Collaborate with colleagues to foster positive workplace relations (Beginning Pre-school Teacher) · Engage in centre initiatives and programmes Visioning & Planning · Demonstrate understanding of the centre's vision, mission and values (Beginning Pre-school Teacher)	
Cleaner	- Enjoys practical work - Methodical - Able to bend and lift - Honest and trustworthy - Has initiative and is committed	Key Responsibilities: - Operate vacuum cleaners to clean floor, work areas and machinery. - Sweep, mop and scrub the floors. - Shampoo carpets and rugs. - Clean walls and windows. - Remove graffiti. - Empty and clean waste containers. - Clean and disinfect laundry, toilet and bathroom. - Maintain the cleanliness of the office and reception area. - Disinfect premises, furniture, equipment and toys if centre has to be closed.	44 working hours per week
Cook	- Enjoys practical work - Methodical - Able to bend and lift - Honest and trustworthy - Has initiative and is committed	Key Responsibilities: - Prepare daily menu for all meals consumed by the children and staff in the centre. - Strive to ensure food served to children are balanced and met the dietary guidelines for children and youth as recommended by the Singapore Health Promotion Board. - Purchase ingredients used in daily cooking. - Ensure that the food is prepared in a clean and hygienic way. - Ensure meals served are on time. - Ensure that kitchen/cooking area are well cleaned after cooking. - Maintain the cleanliness of the centre during the absence of the Centre Attendant (Cleaner).	44 working hours per week

#13 ROYAL INSIGNIA

ROYAL INSIGNIA is a premier luxury brand for Medals, Jewellery, and Fine Gifts for members of the world's Royal families and international ministries.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
2D Designer	Minimum ITE/Diploma in Graphic and/or Product Design, or any relevant field of study Prior experience as a graphic/product designer would be an advantage	Design and produce artwork, design illustrations, and graphic documents using a range of manual and digital techniques and media Produce 2D drawings & models for 3D presentation purposes. The drafter should be well-versed in design software such as Photoshop, Illustrator, and Rhinoceros Maintain an awareness of trends and developments in design, materials, techniques and technology. Keep abreast of design trends in the luxury lifestyle industry Participate in the product conceptualisation phase and see the product from concept to final design Record measurements, information for design reference, work constructed, and produce design for the purpose of production Provide strategic insight and share expertise to improve the company's design processes and capabilities Generate ideas for new design concepts and prototypes	9am - 630pm
3D Designer	Minimum Diploma in 3D Design/Drafting/ Precision Engineering	Develop technical drawings and engineering designs for manufacture components & end products Produce and post-process the tool path data into machine specific codes for multi-axis computer numerical control (CNC) machining Create prototypes using 3D printing technology Consult with the design team regularly to understand the aesthetics of the design and the effect the designers are trying to achieve Produce 3D models of 2D designs for presentation purposes Conduct extensive research to identify machinery and technology that can make the manufacturing process more efficient and produce interesting effects	9am - 630pm
Interior Designer	Diploma/ Bachelor's degree in Interior Design or a related field. Proven experience as an Interior Designer with a strong portfolio showcasing successful projects. Proficient in AutoCAD, 2D/3D modeling software,	Space Planning and Design Conceptualization And Visualization Material And Furniture Selection Budget Management Collaboration And Coordination Quality Control Trend Research And Innovation	9am - 630pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	and other design tools. Strong understanding of space planning, color theory, and material selection. Excellent communication and collaboration skills. Ability to work within deadlines and manage multiple projects simultaneously. Familiarity with sustainable design practices is a plus.		
Business Development Executive	Min Degree in Sales & Marketing / Business Administration or equivalent Minimum 1-2 years of relevant working experience in sales and marketing Good conceptualizing skills to identify and develop new business ideas Excellent interpersonal, communication, negotiation, and presentation skills	Reporting to the Director, the Business Development Executive's key deliverables will include but not limited to the following: Identify, develop, and execute new revenue streams for the business within APAC Plan and carry out direct sales activities to attain new accounts in accordance with agreed sales and business plans Establish a customer development plan to grow the target accounts (i.e. strategies to leverage existing customers into more Asia Pacific countries) Perform vertical related administrative support (CRM, monthly report) for regional or global stakeholders Support internal parties to develop best possible solutions for the customers Achieve and meet the sales budgets for the defined area for new and/or existing business	9am - 630pm
Accounts Assistant	Minimum Higher Nitec with at least 2 years of relevant working experience	Perform month-end closing activities Perform month-end closing activities Record and process all business transactions in the accounting system using double-entry accounting Record transactions and events relating to inventory, accruals, prepayments, capital structure and finance costs Calculate customer and/or supplier account balances and reconcile with totals Compile the relevant business documentation used in banking processes Process payroll transactions into the organisation's accounting system Record transactions and events relating to sales, purchases, receivables, payables and cash	9am - 630pm
Project Executive	Minimum Diploma in Mechanical Engineering, Industrial Engineering, Interior Design or a related	Assist in developing project plans and schedules to meet customer requirements while optimizing resource utilization and minimizing downtime. Monitor project processes closely to ensure	9am - 630pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	field Previous experience in a manufacturing or production role, preferably within the precision engineering industry. Knowledge in CNC machining, Polishing and other precision manufacturing processes will be advantageous Strong understanding of manufacturing processes, techniques, and technologies. Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines. Effective communication and interpersonal skills, with the ability to collaborate with cross-functional teams. Detail-oriented with a focus on quality and accuracy. Proficiency in Microsoft Office applications.	adherence to quality standards and production schedules, identifying and addressing any issues that may arise. Conduct regular inspections to ensure they meet specified quality standards, working closely with the quality assurance team to implement corrective actions as needed. Support inventory management efforts by monitoring inventory levels, coordinating with procurement to ensure timely replenishment of materials, and minimizing excess inventory. Collaborate with production staff to ensure effective communication and coordination, facilitating smooth workflow and resolving any conflicts or issues that may arise. Assist in maintaining a safe working environment by adhering to all health and safety regulations and guidelines, identifying and addressing potential hazards, and promoting a culture of safety among staff. Generate regular reports on production performance, analyzing key metrics and KPIs to track progress and identify areas for improvement. Contribute to ongoing process improvement efforts by identifying opportunities for efficiency enhancements and cost savings, implementing new techniques and best practices as appropriate. To feedback on potential issues or errors found in 3D drawings. To meetup with designers and production staff to ensure that designs are able to be feasibly worked on by production.	
Driver	Must be familiar with Singapore routes. Safe Driving Record for the past 3 years	Safely transporting company products and materials to and from specified locations in a timely manner.	9am - 630pm
Boutique Ops Manager	Minimum Diploma/Degree in Operations Management, Supply-chain Management or Retail Management Minimum of 3 years' experience in the retail/logistics industry occupying a management position Excellent communication and interpersonal skills with good command of English	Develop and implement plans for the management of the import, export, and logistics requirements of the brand Develop strategies and plans for delivering service and operations excellence across multiple customer touch points Oversee all stock control operations in the warehouse, ensuring that there is adequate stock and all items are accounted for Ensure that all staff adhere to food and beverage hygiene policies and procedures Implement and oversee an inventory management system capable of running	9am - 630pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		smoothly across all channels Forecast and plan for the brand's stock requirements. Receive and process stock requirements from the boutique, corporate orders, and e-commerce site Conduct research and development to further improvement current business processes Oversee the warehouse team, ensuring that all corporate orders and stock requisitions are met within the stipulated timelines Ensure that all warehouse/boutique operations are compliant with WSH guidelines and advisories. Drive organisational discussion on adoption of the latest technology innovations and determine key messages to communicate to stakeholders for application of latest technology trends Plan and oversee the operations of roadshows, promotions and/or other forms of corporate events. Any other duties and responsibilities as deemed fit by the management	
CNC Supervisor	Minimum Diploma in 3D Drafting/ Precision Engineering 5 years in similar role. At least 2-years' experience as a supervisor Demonstrated capacity to keep a safe work environment. Experience hiring, evaluating, and training of CNC Operators. Capacity to read and interpret technical drawings. Knowledge and practical experience using lathe, milling, grinding, cutting, and press machines. Knowledge and practice of fabrication of metal parts similar to those needed in manufacturing of cosmetic products and electronic industries. (sheet metal etc). Experience distributing work to operators. Experience fabricating fixtures and templates for production. Experience interacting with	Apply three-dimensional (3D) computer modelling and programming to create models and drawings for manufacturing. Develop and determine appropriate processes, tools and equipment for manufacturing products Monitor and adjust process parameters to maintain or enhance production systems Oversee shop floor operations for conformance to product and process specifications Implement organisational quality systems in manufacturing production processes Supervise manufacturing activities for workplace safety and health (WSH) Investigate issues in manufacturing processes and product designs to formulate corrective measures Coordinate maintenance of equipment and machinery Apply lean techniques to enhance manufacturing Assist in implementation of improvement projects operations Identify opportunities for continuous improvement projects Perform evaluations and/or experiments Collect data for analysis Align staff development activities with manufacturing and business needs through coaching and mentoring machinists	Mon - Thu 830am - 630pm Fri 830am - 530pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	Design Group in fabrication of prototypes. Experience keeping tools and documentation organized. Purchase of some materials used in the shop. Training that demonstrates a systematic approach to his trade. Proficient in CAD/CAM, tool-path analysis and modelling. Experienced in SOLIDWORKS. Knowledge and experience providing equipment maintenance. Experience servicing Production department in a factory. Experience using Lean tools, such as 5s, SMED, Standard Work, or waste reduction		
Retail Sales Assistant	Min ITE/ Diploma / Degree Excellent communication and interpersonal skills Able to converse fluently in English	Interact with customers to sell products and provide customer service Generate new businesses (walk-ins and/or phone enquiries) Attain and maintain required service standards Respond to service challenges, e.g. handling customer queries and / or complaints Provide supporting activities; i.e. invoicing, packing, replenishment, stock-receiving/taking Maintain housekeeping standards at the Boutique	Retail Hours

#14 Tower Transit Singapore

Tower Transit aims to be the world's most respected public transport operator in the world's top cities. Which is why we're here in Singapore and in London, operating people-centric bus services that are personable and dependable. That's how we roll.

Job Positions	Pre-requisites	Key Responsibilities
CFMS Controller	- This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. - Commercial awareness and an understanding of the LTA contract regime; - Good geographical knowledge of the Singapore area; - Excellent communications skills, both verbal and written. - Ability to effectively communicate over the phone and two-way radio to a culturally diverse workforce and community; - Computer literate and the ability to be trained in a GPS real-time vehicle management environment such as the LTA CFMS system, and - Personal performance will be assessed including overall compliance with Excess Wait Time key performance indicators, efficient use of bus captains in managing issues with the services, on-time performance results, first and last bus key performance indicators and the instance of mileage not operated through missed, or curtailed trips.	<u>SUMMARY:</u> Responsible for ensuring the safe, punctual and cost effective delivery of services by managing the flow of bus captains and vehicles along the route. Liaising with Bus Captains, Interchange Supervisors, Depot Supervisors and maintenance personnel to resolve issues and restore service levels. To ensure that the highest levels of service are provided to ensure a customer centric approach is taken when dealing with service irregularities. <u>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</u> - Monitoring and controlling services to ensure punctuality, or service headways are maintained; - Communicate with bus captains and Interchange Supervisors to enable them to effectively deliver a reliable and safe service to the customer; - Communicating in a polite, professional and courteous manner at all times to employees and external parties; - Manage on-road issues that potentially impact on service deliver; - Maintain a close working relationship with response agencies such as fire and police; - Responsible for reporting on punctuality concerns in relation to service issues; - Continually liaise with supervisors, particularly the Interchange Supervisors and Depot Supervisors to ensure that services operate in accordance with timetabled instructions; - Ensuring that the first and last services on all routes run to the scheduled timetable; - Deal with Major Incidents and Security Issues in accordance with the respective procedures; - Responsible for building a strong working relationship with the maintenance team to ensure effective change overs in relation to vehicle breakdowns; - Undertake any additional duties as requested by the CFMS Manager, and - Undertake any training and development activities as requested by the CFMS Manager.
Interchange Supervisor	- This position involves shift work and work on weekends. You will be required to work such	<u>SUMMARY:</u> - Responsible for ensuring a safe, punctual, reliable and cost effective delivery of services by: - managing the allocations of duty cards and information to

Job Positions	Pre-requisites	Key Responsibilities
	hours as deemed necessary to provide appropriate coverage. - Commercial awareness and an understanding of the LTA contract regime; - Good geographical knowledge of the Singapore area; - It is essential that you are PC literate and able to use Word, Excel and email, it would be desirable to have experience of the Grampian GUI allocation system. - Must have a working knowledge of Part IV of the Employment Act. - Attention to detail is imperative. - It is essential that you are able to forward plan to ensure operational cover is achieved. - Excellent communications skills, both verbal and written. - Driver communication and liaison is imperative to ensure success in this role and you must demonstrate that you can efficiently liaise with Drivers in a polite and professional manner. - Organisation skills are essential for you to be able to succeed in this role; - Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures.	Drivers to ensure they leave the interchange on time to commence in service; - managing the flow of drivers and vehicles along Tower Transit Operated routes through liaison with CFMS Controllers on duty; - identifying and communicating issues with schedules, allocations, specific drivers, and/or vehicles; - ensuring the safe movement of vehicles and pedestrians within the interchange whilst at all times having regard for the company safety policies - forward planning on-the-day service requirements through to end-of-day. - undertaking a variety of Administration duties in line with the business requirements. <u>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</u> - Responsible for overseeing all driver reporting and daily driver contact at the interchange. - Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered. - Responsible for ensuring that drivers absences are accurately recorded and notify the Staff Managers of any staff who have not reported absent and have failed to report for duty. - Responsible for the prompt allocation of duty (including cards and vehicles) to ensure that drivers are ready to leave on time, record any issues of lateness and reasons for delay in service and if any mileage is subsequently lost. - Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA. - Responsible for liaising with CFMS Controllers to ensure that services are effective and efficient. - Responsible for communicating with customers and offering help, advice and guidance as applicable. - Responsible for responding to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. - Responsible for logging any lost property and for dealing with any customer enquiries relating to lost property. If possible identify and contact owners of any lost property. - If necessary take control of any emergency situations that may arise within the interchange, particularly if you are the site responsible person. - Responsible for ensuring a full and effective hand over and coordination across shifts. - Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage. - To undertake any additional reasonable duties at the request of your Line Manager. - To undertake any training and development activities at the request of your Line Manager.

Job Positions	Pre-requisites	Key Responsibilities
Vehicle Technician	- Flexibility of working hours is essential as shift and weekend are a feature of this role. - Hold the relevant trades certificates for the functions undertaken within the position. - Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. - An engineering awareness and familiarity with vehicle component parts; - Experience using computer based inventory systems; - Hold and retain a valid forklift operator licence, - Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position	SUMMARY: Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company's policies and procedures; as well as legislative and LTA contractual obligations. PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: - Responsible for maximising personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection; - Ensure a 'right first time' approach to maintenance, remaining flexible and adaptable to the changing maintenance demands; - Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions; - Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines; - Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance; - Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary; - Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards; - Respond to Operations Control requests to attend to on-road repairs; - Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule; - Responsible for correctly booking out any parts required to carry out maintenance; - Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; - Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to deliver a reliable maintenance service; - Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; - Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; - Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. - Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. - Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. - Maintain good housekeeping, safety and security of

Job Positions	Pre-requisites	Key Responsibilities
		workshop and work areas. - Ensure compliance with all workshop procedures, safe work practices and work instructions. - Mentor and supervise assigned staff under your charge. - Ensure Zero Industrial accident and compliance to all statutory and or government regulations.
Bus Captain	- Valid Certificate 4/4A driving licence or Valid Certificate 3 driving licence for SG/SGPR only - Valid Omnibus/Bus Driver's Vocational License (Company sponsor for suitable candidate without ODVL) - Secondary 2 education/WPL Level 3, or an equivalent - High standard of safe driving skills and behaviour; - Demonstrated record of exceptional customer service, exhibiting compassion and empathy for persons with disabilities; - Detailed knowledge of the "HOT" process and other security procedures and protocols; and - Professionally presented.	<u>SUMMARY:</u> Every passenger enjoys a smooth and pleasant journey. That is why our Bus Captains are the core of what we do at Tower Transit Singapore. Our Bus Captains bring our passengers safely to their destination, all this whilst ensuring that proper bus fares are collected. They are professionals who work with pride and keep Singapore moving. <u>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</u> - Safe operation of the bus; - Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times; - Communicate with the Operations Control Centre for instructions when there is a potential timing impact to journey times; - Ensure the bus destination is correct for the journey being undertaken; - Comply with bus ticketing procedures and ensure the correct operation of the bus; - Ensure proper payment of bus fares; - Provide a high standard of customer service at all times, positively influencing the customer experience; - Assist passengers with information regarding journey options or factors that may influence their journey; - Act in a friendly and professional manner to customers, other employees and members of the public; - Be on the alert for anti-social behaviour or activities that may pose a risk to the security and safety of customers, employees and members of the public; - Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high visibility safety vest and completing a pre-service vehicle check before taking a bus into service; - Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to; - Report all accidents and incidents using the Company's reporting procedures; and - Comply with the rules governing driving hours and rest periods for bus captains and advise operations supervisors of any potential conflict with abiding by the respective legislation and EBA obligations.

#15 UEMS Solutions

Established in 1988, UEMS is a leading Integrated Facilities Management (IFM) company in Singapore, providing both technical maintenance work and support services that help you enhance the quality of your facilities and the performance of your staff. Starting out as a company focusing on housekeeping services for the healthcare and hospitality sectors, we have since evolved into a leading service provider for Healthcare, Commercial, Public, Industrial, Educational and Religious institutions in Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Healthcare Attendant	No pre-requisites	• Distribute water jugs and cups • Top up patients' water flask • Clearing meal trays, cups & cutleries and put inside the food trolleys • Clearing of patients' tea cups and plates after tea break and put in pantry • Wipe and sanitize each cardiac tables after patients' meals / tea break • Clean sluice room • Clean up patient pantry • Clear soiled linen, put into bags, tie and send to refuse room • Distribute clean pyjamas and towels for next day • Clear rubbish from patient cubicles and staff area (midnight team only) • Any other relevant duties as and when assigned by the Superior	6.45am to 4.15pm or 12.15pm to 9.45pm
Healthcare Attendant	No pre-requisites	• Assisting in sending specimens to labs. • Assisting in sending patients to wards if needed. • Topping up of PPE and consumables in screening area. • Assisting in collection of medications. • Perform any other duties assigned by the department-in-charge.	7am-7pm / 7pm-7am
Linen Attendant	No pre-requisites	• Report to Linen Supervisor/Executive on any linen operational concerns • Receive and verify the quantity of clean linen delivered by launderer • Pack and store clean linen onto linen room rack and/or designated linen locations • Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise • Collect soiled linen daily as per schedule • Conduct linen quality inspection and prepare linen condemn list in accordance to pre-determined schedule • Examine laundered items to ensure cleanliness and serviceability • Issue memo to launderer for rewash linen • Maintain proper and accurate inventory linen stock movement record • Keep linen room in clean and orderly condition • Assist in answering calls from service hotline • Any other relevant duties as and when assigned by Linen Supervisor/Executive	7.30am to 3.30pm / 7:30am to 4:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Patient Service Associate / Conceirge Specialist	No pre-requisites	• Perform visitor registration, concierge services and information counter services - Handle complaints/ feedback and resolve issues by performing service recovery. • To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues • Assist in kiosk registration, queue management, entry and exit access via gantries • Attend to patients/ visitors' enquiries and feedback • Provide wayfinding and wheelchair assistance	11.30am to 9.00pm
Housekeeping Team Leader / Supervisor	No pre-requisites	• Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas. • Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. • Handle feedbacks and complaints, respond to customer's request promptly. To escalate to Superior when necessary. • Maintain and ensure that all equipment clean, well labelled and in good working conditions. • Oversee the planning and scheduling of the Housekeepers. • Any other relevant duties as and when assigned by the Superior	7am to 4pm / 8am to 5pm / 9am to 6pm / 12pm to 9pm / 1pm to 10pm / 9pm to 6am / 10pm to 7am
Team Leader (Visitor Management Service)	No pre-requisites	• To carry out counter operations according to the hospital's guidelines, procedures and policies consistently. • Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters. • Supervise and monitor performance of staff to ensure service levels are met. Provide coaching and counselling when necessary. • Manage resources including manpower, equipment and supplies in daily operations. • Investigate causes of discrepancies and complaints and take corrective actions. Raise necessary documentations (Incident Report [IR])	630am to 4pm / 730am to 5pm / 1030am to 8pm / 1130am to 9pm
Room Attendant	No pre-requisites	• Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. - Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management. - To carry out other duties as assigned by the housekeeping supervisor or the Management. - Handle housekeeping requests by guests - To check and deliver the guest's laundry to the guest room daily. - Able to handle all kinds of chemicals required for cleaning duties - Undertake any other ad hoc duties as and when assigned by the superior.	8am to 430pm
Public Area Cleaners	No pre-requisites	- Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times - Maintain cleanliness of walls, floors, doors and table tops as and when necessary, in the lobby area at all times. - Empty and clear trash bins in public areas	7:00 am to 4:00 pm 9:00am to 6:00 pm 2:00 pm to

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior Handle all lost and found properties by following the correct procedure Carry out any projects and assignments as directed by the Superior	11:00 pm 10:00 pm to 7:00 am
Meal Service Associate	No pre-requisites	Updating patient's meal requirements in meal ordering system Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service Preparation and serving of beverages Serving of adhoc beverages, snacks and supper General maintenance and stocking of ward pantry (includes wipe down of ward trolleys) Gather patient feedback and attend to and resolve patients' feedback on meal related issue May be required to conduct beverage preparation in Central Kitchen Any other Meal Service Associate related work scope as required	44 hours / week
Concierge Service	Minimum O' level Ability to handle difficult situations Willing to work on weekends & public holidays Able to start immediately or within short notice	Project an exceptionally professional demeanour with a strong focus on hospitality and top-notch customer service. Ensure every customer/tenant receives a warm and genuine welcome upon arrival and a heartfelt farewell when departing, both from you and your team. Provide assistance at the driveway or entrance while maintaining an elegant appearance in the customer lobby and Concierge areas at all times. Create unforgettable experiences for customers/tenants by delivering swift and personalized service, with a keen eye on recognizing and recording their preferences. Resolve tenant concerns promptly and utilize their feedback to enhance overall service satisfaction. Gather and share local insights to fulfil customer requests, including information about sporting events, points of interest, and local dining establishments. Foster strong customer and tenant relationships in a brief period. Skilfully meet the unique cultural requirements of customers from diverse backgrounds around the world. Extend a tailored service experience to C-Suite or equivalent customers/tenants. Support in any other ad-hoc duties when assigned	7:30am to 5:00pm / 9am to 630pm / 12:00pm t o 9:30pm