

# Talent Link 2.0

## *Partnering You in Your Job Placement*

# JOB LISTING BOOKLET

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1. Sign up for the [Job Referral Event here](#)
2. Upload your resume on [your e2i Profile](#)
3. Indicate [which jobs you want to apply for in this form](#) **by 31 December**

### 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](http://www.e2i.com.sg).

# Participating Companies


[Click on the specific role to view more details]

<b>#1 Device Electronics .....</b>	<b>4</b>
• Customer Service Executive  .....	4
<b>#2 Diabetes Singapore .....</b>	<b>5</b>
• Finance Executive  .....	5
<b>#3 Elitez.....</b>	<b>7</b>
• HRSS Specialist  .....	7
<b>#4 Exceltec Property Management.....</b>	<b>9</b>
• Assistant/ Facilities Manager  .....	9
• Condominium Manager (MCST)  .....	9
• Facilities/ Building Manager  .....	10
• Property Executive (MCST)  .....	11
• Property/ Facilities Executive  .....	13
• Team Manager (MCST)  .....	13
<b>#5 Mattson Technology Singapore .....</b>	<b>15</b>
• Infrastructure Support Analyst  .....	15
<b>#6 Mclean Technologies.....</b>	<b>16</b>
• Customer Service & Purchasing Assistant  .....	16
<b>#7 Paris Baguette Singapore .....</b>	<b>17</b>
• Store Manager  .....	17
<b>#8 Precepts Legacy .....</b>	<b>18</b>
• Associate, Estate Planning  .....	18
<b>#9 Precepts Trustee .....</b>	<b>19</b>
• Trust Associate  .....	19
<b>#10 RSM SG Assurance LLP .....</b>	<b>20</b>
• Associate, Assurance  .....	20
<b>#11 RSM Stone Forest Corpserve .....</b>	<b>21</b>

• Assistant, Corporate Secretarial 	21
<b>#12 Sensetac</b>	<b>22</b>
• Sales Support Executive 	22
<b>#13 Singapore Management University</b>	<b>23</b>
• Manager, Finance Business Partnership, Office of Finance 	23
<b>#14 Supreme Components International</b>	<b>25</b>
• Sales Manager – Electronic Components Division 	25
<b>#15 Toppan Ecquaria</b>	<b>26</b>
• IT Application Project Manager 	26
• IT Sales Account Executive/ Manager	26
<b>#16 VisionPower Semiconductor Manufacturing Company</b>	<b>28</b>
• Electrical Engineer 	28
• Equipment Engineer (Etch, Photo, Thin Film, Diffusion) 	28
• Intelligent Manufacturing Center Engineer 	29
• IT Operation Support Engineer 	29
• Process Engineer (Etch, Photo, Thin Film, Diffusion) 	29
• Process Integration Engineer 	29
<b>e2i Services</b>	<b>30</b>

## #1 Device Electronics

*Device Electronics was founded in 1978 as a distributor and agent for active and passive components. Customers' satisfaction is demonstrated through our team of highly competent sales and technical support, dedicated to building and maintaining a long-term mutually beneficial relationship.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Customer Service Executive</b> 	<ul style="list-style-type: none"> <li>Minimum Diploma, preferably in Business/ Biomedical Science/ Science/ Radiology.</li> </ul>	<ul style="list-style-type: none"> <li>As a Customer Service Executive, you are in charge of sales and purchase order processing, and delivery/ shipment planning.</li> </ul>	8.30am-5.30pm  8 Kaki Bukit Avenue 1, (S)417941


Click Here for Table of Content

## #2 Diabetes Singapore

*Diabetes Singapore is the only registered charity organization, dedicated solely to the fight against diabetes in Singapore, since 1971. In line with the International Diabetes Federation, Diabetes Singapore has observed World Diabetes Day annually since 1991 with talks, lectures, and exhibitions for members and the public. We are proud to state that in 2021, Diabetes Singapore marked its 50th Anniversary. Beyond 50 years, we continue to retain our focus on the prevention and management of diabetes whilst extending our services to overall chronic disease management.*

*Our range of services include various screenings to monitor chronic conditions and diabetes-related complications: Diabetic Retinal Photography (eye screening), Diabetic Foot Screening, HbA1c Test, Lipid Profile, Counselling; and service touch-points at 2 clinics and 2 mobile vans.*

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Finance Executive</b> 	<ul style="list-style-type: none"> <li>Degree / Diploma in Accounting or Finance or a relevant field, or ACCA.</li> <li>At least 1-3 years of relevant experience, preferably some audit experience.</li> <li>Experienced in handling Audit.</li> <li>Excellent computer skills and proficiency in Excel/Google Sheets are highly desirable.</li> <li>Experience in financial reporting standards, managing budgets, and media campaigns would be an added advantage.</li> <li>Experience in Xero accounting system is advantageous.</li> <li>A team player who is hands-on and meticulous.</li> <li>Strong analytical, communication and interpersonal skills,</li> </ul>	<p>Business Partnering and Financial Planning and Analysis:</p> <ul style="list-style-type: none"> <li>Handle full set of accounts.</li> <li>Assists in Annual Budgets and Financial Forecasts.</li> <li>Assists with ongoing financial monitoring and analysis.</li> <li>Responsible for accurate and timely month-end closing of accounts, Submission of management reports and variance analyses.</li> <li>Assists in fundraising activities and applications for applicable government grants.</li> <li>Working alongside internal stakeholders from various departments to provide financial information, tools, analysis and insight to make more informed decisions and drive business strategy.</li> <li>Process payroll and ensure compliance with all relevant local tax rules and statutory reporting requirements.</li> <li>Maintain and ensure compliance with accounting policies, guidelines and internal control systems as laid down by the Management Committee.</li> <li>Assist in other financial matters as required.</li> <li>Bank reconciliation.</li> </ul>	9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>possess initiative and ability to handle pressure and tight deadlines.</p> <ul style="list-style-type: none"> <li>• Excellent problem-solving skills organised and attention to detail.</li> <li>• Good command of written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• Organizing and filing documents</li> <li>• Daily invoicing for completed projects, and campaigns, preparing documents requested by clients.</li> <li>• Assist team with month-end closing activities, journal entries and adjustments.</li> <li>• Assist and support the Executive Director with administrative duties.</li> <li>• Any other ad-hoc tasks that may be assigned.</li> </ul> <p>Financial Reporting:</p> <ul style="list-style-type: none"> <li>• Ensure adherence with Financial Policies &amp; Procedures, timely close of financial records.</li> <li>• Perform reporting not limited to MOH, Quarterly GST, and other regulatory submissions.</li> <li>• Able to liaise independently with bankers, Auditors, and management committee members.</li> <li>• Ensure data accuracy and integrity of the systems across the region, perform data audits regularly.</li> <li>• Assist in financial processes to ensure that all financial management requirements are completed in a timely and accurate manner.</li> </ul>	


### #3 Elitez

*Elitez Group was formed out of our collective expertise to enable our clients' growth with quality and timely Human Resource Outsourcing Services.*

*Our commitment towards People Excellence and Operational Excellence serve as the twin pillars supporting the vision of our clients. From outsourcing of business processing to developing internal capabilities through training.*

*We want to increase human capital for the benefit of individuals, corporations and societies at large, at a profit that re-injects funds back through the same cycle, by innovation and modern technology, with like-minded people who are here to make a difference.*

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>HRSS Specialist</b> 	<ul style="list-style-type: none"> <li>Minimum Diploma</li> </ul>	<ul style="list-style-type: none"> <li>HR service delivery contact for the location assigned</li> <li>Provide efficient, high-quality HR service delivery to employees, line managers, and HRBPs in assigned locations</li> <li>Deliver a coherent transactional processing service, providing high-quality advice, support to managers and employees, and query resolution throughout the employee's life cycle</li> <li>Manage all the employee-related data entry into the HR system</li> <li>Ensure integrity, consistency, and security of all data you deal with</li> <li>Perform regular audits and reconciliation to ensure consistency and accuracy of the HR data maintained</li> <li>Manage the HR shared services ticketing tool and ensure all requests/queries are attended to promptly</li> <li>Actively contribute to case analysis and identification of issue trends</li> <li>Ensure key performance metrics including Service Level Agreements (SLAs) are met</li> <li>Generate timely and accurate HR reports for data analysis and provide insights where applicable</li> <li>Participate in new technology implementation, system enhancements, and continuous improvement efforts</li> <li>Update and maintain all related knowledge management documents (eg. SOPs, desktop procedures, and process workflows)</li> </ul>	9am to 6pm  16 International Business Park, (S)609929

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Support the annual HR cycle including Merit, Incentive, Year-end, Audits, and the like</li> <li>• Build strong mutual trust and relationships with key stakeholders and keep regular communications with them to obtain feedback on daily operations</li> <li>• Operational management of the scope of work defined in our HR service catalogue, handling employee inquiries, HR operations tickets</li> <li>• Support of employees and managers regarding HR queries as well as administrative implementation of those</li> <li>• Operational support of specialized HR departments (HR Business Partner, Talent Acquisition, Talent Management)</li> <li>• Contributing to global and regional HR projects</li> <li>• Any ad-hoc duties assigned</li> </ul>	





## #4 Exceltec Property Management


*Exceltec was incorporated in 1997 and is a progressive Property & Facilities Management company in Singapore. The company provides a comprehensive suite of property-related advisory and management services, empowered with technology and delivered through great service.*

*We develop sustainable property and facilities management solutions that create value. Our capabilities are technology-empowered and people-driven, enabling the potential of people, spaces and environment.*

*Our core range of services include Property and Strata Management Services, Integrated Facilities Management Services, Environmental & Cleaning Services, Project Management & Consultancy Services, Green Sustainability.*



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant/ Facilities Manager</b> 	<ul style="list-style-type: none"> <li>• Relevant Bachelor's Degree holder in Engineering, Facilities Management, or equivalent.</li> <li>• Minimum 3 years of post-degree experience in related Facility Management or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that a building or facility is properly maintained, operated, and managed.</li> <li>• Oversee maintenance and repair work.</li> <li>• Manage operating budgets and resources.</li> <li>• Ensure compliance with safety and environmental regulations.</li> <li>• Manage staff and contractors.</li> <li>• Coordinate with other departments and stakeholders, and plan and implement facility improvements.</li> <li>• Possess strong organizational and leadership skills.</li> <li>• Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously.</li> <li>• Experience in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred.</li> </ul>	9am - 6pm, 9am - 1pm  IMM building - 2 Jurong East Street 21, (S)609601
<b>Condominium Manager (MCST)</b> 	<ul style="list-style-type: none"> <li>• 3-5 years experience in managing condominium/ complex.</li> <li>• Preferably possess an Estate Management Diploma and familiarity</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a Condominium Manager to manage and upkeep the condominium units and grounds maintenance effectively.</li> <li>• The incumbent is responsible for preserving the good condition of</li> </ul>	9am - 6pm, 9am - 1pm  IMM building - 2 Jurong East

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>with BMSMA/Certificate in Strata Property Management.</p> <ul style="list-style-type: none"> <li>• Strong communication and negotiation skills.</li> <li>• Exhibit organizational and leadership skills.</li> <li>• Well organized and optimise cost, space, and equipment while working within the budgeted operational costs.</li> <li>• Able to handle pressure, multiple tasks, prioritize and manage time effectively.</li> <li>• Able to handle all levels of people with a customer service-oriented mindset.</li> </ul>	<p>the infrastructure so that they are safe, maintained, and functioning.</p> <ul style="list-style-type: none"> <li>• Fully responsible for the day-to-day operation of the complex / building, ensuring all facilities are fully operational at all times.</li> <li>• Schedule, coordinate and supervise all maintenance functions to the highest standard expected for the client and the subsidiary proprietors.</li> <li>• Plan, coordinate and facilitate council meetings and Annual General meetings.</li> <li>• Prepare Minutes of Council Meetings.</li> <li>• Manage and supervise all maintenance and administrative staff assigned to the complex/building.</li> <li>• Manage and review all vendor contracts, agreements and insurance 2 months before their expiry and recommend renewal or call for quotation/ tender.</li> <li>• Ensure all contract works/ routine servicing is carried out accordingly as specified in their contract's agreement.</li> <li>• Maintain continuous contact and communication with vendor contractors, clients and staff.</li> </ul>	Street 21, (S)609601
<b>Facilities/ Building Manager</b> 	<ul style="list-style-type: none"> <li>• Relevant bachelor's degree holder in Architecture or Engineering or Facilities Management or equivalent.</li> <li>• Minimum 2 years of post-degree experience in related Facility Management or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop quality standards and procedures for preventive and corrective maintenance works.</li> <li>• Formulate plans to improve facility operations and establish incident response procedures.</li> <li>• Evaluate the services provided by third parties against contractual terms and scope of work.</li> <li>• Maintain trust and rapport with users through consistency in service standards.</li> </ul>	<p>9am - 6pm, 9am - 1pm</p> <p>IMM building - 2 Jurong East Street 21, (S)609601</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Preferably Certified Fire Safety Manager by SCDF/equivalent.</li> <li>• LEW7 or LEW8 licence will be a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate technical reports and progress reports to propose recommendations.</li> <li>• Review tender specifications and risks in bidding and evaluate quotations from third-party service providers.</li> <li>• Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans.</li> <li>• Cascades organisational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the organisation's green building strategy.</li> <li>• Deploy resources to support operations and identify recruitment needs and areas for technical and business management training and development to ensure the achievement of performance metrics.</li> <li>• Analyses the viability of proposed continuous improvement initiatives to improve time, cost and quality.</li> <li>• Implement the latest smart facilities management trends and technologies.</li> </ul>	
<b>Property Executive (MCST)</b> 	<ul style="list-style-type: none"> <li>• Effective management of recreation facilities, common areas including car park, landscape areas and all M&amp;E plants, fixtures and fittings.</li> <li>• Effective preventive maintenance programs to avoid large, expensive repairs.</li> <li>• Planning and organizing activities and</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for day-to-day operations.</li> <li>• Coordinate and supervise site staff and service providers for the maintenance of the estate.</li> <li>• Attend to residents' feedback and enquires.</li> <li>• Coordinate and attend the Council meetings and general meetings.</li> <li>• Administration and management of contracts.</li> <li>• Handle any ad-hoc duties as required Knowledge of BMSMA.</li> </ul>	9am - 6pm, 9am - 1pm  IMM building - 2 Jurong East Street 21, (S)609601

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>decorations during major festive seasons.</p> <ul style="list-style-type: none"> <li>• Competitive tendering to ensure purchases and service contracts are on competitive terms.</li> <li>• Recommending a sound budget to determine the amounts to be collected for the Management Fund and Sinking Fund.</li> <li>• Ensuring proper coordination/ management of renovation works.</li> <li>• Ensure a proper and fair booking system system for all recreational facilities.</li> <li>• Lead a team of personnel providing maintenance, security, fire safety and car park management.</li> <li>• Plan preventive building maintenance works for common facilities and properties.</li> <li>• Place orders for building maintenance materials and keep track of their issuance as and when required.</li> <li>• Oversee the security of the estate.</li> <li>• Maintenance of cleaning standards.</li> <li>• Guide and supervise the building officer in carrying out all his duties.</li> <li>• Review all contracts, agreements and insurance two months</li> </ul>		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>before expiry and recommend renewal or call for quotation/tender.</p> <ul style="list-style-type: none"> <li>Advise Council if the expenditure is within the budget approved at the General Meeting.</li> </ul>		
<b>Property/ Facilities Executive</b> 	<ul style="list-style-type: none"> <li>Minimum Diploma in Building or Facilities disciplines from a recognised tertiary establishment (with M&amp;E background is preferred).</li> <li>At least 3 years of relevant working experience.</li> </ul>	<p>The duties of the Property Executive shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>Supervise workers on maintenance matters, service facilities, conservancy work and others.</li> <li>Manage the day-to-day permit to work system.</li> <li>Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting.</li> <li>Provide technical support and attendance where necessary and act as an authorised person.</li> <li>Manage and act as the coordination point between the Main Contractor and the client; Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner.</li> <li>Co-ordinate, manage and monitor all corrective and preventive maintenance programmes.</li> <li>Attend to complaints and feedback from tenants.</li> <li>Investigate and report tenancy infringements by tenants.</li> <li>Assist in all surveys required by the client.</li> <li>Attend to any other matter as assigned from time to time.</li> </ul>	<p>9am - 6pm, 9am - 1pm</p> <p>IMM building - 2 Jurong East Street 21, (S)609601</p>
<b>Team Manager (MCST)</b> 	<ul style="list-style-type: none"> <li>Possess at least Bachelor's Degree in Building/ Estate Management, Facilities</li> </ul>	<ul style="list-style-type: none"> <li>Lead a Team in HQ, managing multiple projects.</li> <li>Responsible to the Division Head for the business result of the team.</li> </ul>	<p>9am - 6pm, 9am - 1pm</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Management, or Engineering disciplines with Accredited.</p> <ul style="list-style-type: none"> <li>At least 8 - 12 years of working experience in related field, preferably with both managing agent and asset management experience.</li> <li>Knowledge of MCST function and BMSMA an added advantage.</li> <li>Good communication, Interpersonal, and Organisation Skills.</li> <li>Knowledge of accounting, contracts administration, and statutory requirements.</li> <li>Strong analytical skills, meticulous and able to work independently.</li> <li>Excellent writing and oral skills.</li> <li>Good computer literacy.</li> <li>Able to handle pressure and handle multiple tasks.</li> <li>Candidates with lesser years (less than 8 years) of relevant experience will be considered for (HQ) Assistant Property Manager position.</li> </ul>	<ul style="list-style-type: none"> <li>Undertake continued development of the team in accordance with the approved business success plan.</li> <li>Source business for the company / division generally by client contact, networking with other Exceltec (XC) departments as well as general promotion of XC services.</li> <li>Undertake training and development of the people within the Team and promote an on-going career path for them within PAM.</li> <li>Provide leadership, managerial direction and personal encouragement to all employees within the Team, including guidance on all property management procedures.</li> <li>Responsible for the efficacy of complaints management within the Team.</li> <li>Liaise with existing building owners on property management performance, including the use of tenant and client surveys.</li> </ul>	<p>IMM building - 2 Jurong East Street 21, (S)609601</p>

## #5 Mattson Technology Singapore

*Mattson Technology, Inc. designs, manufactures, markets and globally supports semiconductor wafer processing equipment used in the fabrication of integrated circuits.*

*We are a key supplier of plasma and rapid thermal processing equipment to the global semiconductor industry. Our processing equipment utilizes innovative technologies to deliver advanced processing capabilities and high productivity for the fabrication of current and next-generation integrated circuits. Our equipment and technologies are used by leading memory, foundry and logic device manufacturers, worldwide. New innovations from Mattson Technology in Atomic Surface Engineering TM address the most critical 3D logic and memory manufacturing challenges.*

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Infrastructure Support Analyst</b> 	<ul style="list-style-type: none"> <li>Degree in Computer Science, Computing, Electrical Engineering or IT or equivalent with at least 5 years of experience.</li> <li>Proficiency in Microsoft Office applications and troubleshooting.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the management of Operations, Service Levels and Contract Administration of the technologies and infrastructures.</li> <li>Assist in the IT Service Management processes, which cover Service Level Management, Incident and Problem Management, Change and Release Management, Configuration Management, Capacity Management, Availability Management, Backup and Recovery Management and Security Management.</li> <li>Manage the escalation processes and perform service recovery for incidents that directly impact services or users.</li> <li>Support user projects involving infrastructure acquisitions and evaluations.</li> <li>Ensure the Infrastructure servers and networks systems are adequate, and secured, and the necessary security tools and monitoring systems are in place.</li> </ul>	8.30am-5.30pm  159 Kampong Ampat, (S)368328

## #6 Mclean Technologies

*Mclean Technologies Group is committed to be the best Precision Cleaning & Surface Treatment service provider.*

*We are committed to continuously review and improve on our system to meet our customers, statutory and regulatory requirements.*

*In recent years, we have shifted our focus from just being a service provider to being a manufacturing service provider, and we continue to explore more collaborative and creative ways to work with our customers to provide value-adding services, especially in the Hard Disk Drive, Oil & Gas, Energy Management and Automation industries.*


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Customer Service &amp; Purchasing Assistant</b> 	<ul style="list-style-type: none"> <li>Basic knowledge of Excel.</li> </ul>	<ul style="list-style-type: none"> <li>As a customer service &amp; purchasing personnel, you are responsible to monitor the customers' weekly forecast and liaise with customers for discussing the delivery and collection schedules.</li> </ul>	8.30am-5.30pm  2 Woodlands Sector 1, (S)738068

Click Here for Table of Content



## #7 Paris Baguette Singapore

*We are an international bakery founded in 1988, born from a love of bread and a passion for quality following the path of history of commitment and innovation for an honest taste that makes the world a happier place.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Store Manager</b> 	<ul style="list-style-type: none"> <li>• Clear verbal communication skills.</li> <li>• Organization skills.</li> <li>• Ability to stand and walk for long periods of time.</li> <li>• Clear attention to detail.</li> <li>• Problem-solving skills.</li> <li>• Knowledge of current food and beverage trends.</li> <li>• At least 3 to 5 years of working experience in the restaurant industry is required for this position.</li> <li>• Preferably Manager specialized in Food/ Beverage/ Restaurant Service or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• The Store Manager is responsible for the profitability of the chain restaurant outlet.</li> <li>• He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support.</li> <li>• He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet.</li> </ul>	<p>Morning shift: 7am to 5pm /</p> <p>Mid-shift: 1pm to 11pm/</p> <p>Night shift: 7pm to 5am - only for 24/7 outlets</p> <p>Location: Islandwide</p>


Click Here for Table of Content

## #8 Precepts Legacy

*Since its management buy-out in September 2019, PreceptsGroup has emerged as the new face of the Rockwills Singapore Group of Companies. With roots tracing back to 2008, the transformation has seen all former Rockwills Singapore entities rebranded under the PreceptsGroup banner.*

*Today, we stand as a pillar of trust for thousands of families in Singapore, delivering expert Estate and Trust services through Precepts Trustee Ltd. As a licensed Trust Company, we operate under the vigilant oversight of the Monetary Authority of Singapore, providing you with the utmost peace of mind and financial security.*

*We are dedicated to providing comprehensive planning and solutions for wealth distribution, wealth succession, and estate administration for individuals and families.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Associate, Estate Planning</b> 	<ul style="list-style-type: none"> <li>• A minimum of a Degree in any discipline.</li> <li>• Prior experience in a legal or paralegal setting is preferred.</li> <li>• Excellent command of English (proficiency in other languages is an advantage, especially for translation).</li> <li>• Strong attention to detail and accuracy in handling documents.</li> <li>• Able to manage multiple tasks and deadlines effectively.</li> <li>• Proficient in Microsoft Office and general computer literacy.</li> <li>• Experience as a paralegal or working in a law firm or legal department preferred.</li> <li>• Meticulous, organised, and attentive to detail.</li> <li>• Adaptable and able to thrive in a fast-paced environment.</li> <li>• Willing to learn, proactive, and hands-on.</li> <li>• Easy to work with, dependable, and a strong team player.</li> <li>• Good communication and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Wills based on client instructions.</li> <li>• Check and vet submitted documents for accuracy and completeness.</li> <li>• Liaise with franchisees and clients regarding Will drafts and revisions.</li> <li>• Interpret and understand instructions, and accurately transpose them into draft documents.</li> <li>• Prepare final documents, including Wills and supporting documents.</li> <li>• Assist in the attestation process, including signing as a witness.</li> <li>• Verbally translate the contents of the Will to clients in a language they understand.</li> <li>• Prepare invoices for services rendered.</li> <li>• Handle printing, scanning, and document management.</li> <li>• Process and verify proof of payment.</li> <li>• Perform other ad-hoc administrative duties as required.</li> <li>• Work closely with internal team members and cross-functional departments.</li> </ul>	9am to 6pm  10 Anson Road, International Plaza, (S)079903


Click Here for Table of Content

## #9 Precepts Trustee

*Since its management buy-out in September 2019, PreceptsGroup has emerged as the new face of the Rockwills Singapore Group of Companies. With roots tracing back to 2008, the transformation has seen all former Rockwills Singapore entities rebranded under the PreceptsGroup banner.*

*Today, we stand as a pillar of trust for thousands of families in Singapore, delivering expert Estate and Trust services through Precepts Trustee Ltd. As a licensed Trust Company, we operate under the vigilant oversight of the Monetary Authority of Singapore, providing you with the utmost peace of mind and financial security.*

*We are dedicated to providing comprehensive planning and solutions for wealth distribution, wealth succession, and estate administration for individuals and families.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Trust Associate</b> 	<ul style="list-style-type: none"> <li>• Conversant in English.</li> <li>• Education and qualification: Diploma and above.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Ability to identify appropriate options for clients in estate planning and trust services.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to maintain tact, composure, and professionalism when situations become stressful.</li> <li>• Meticulous and shows pride in the accuracy of work.</li> <li>• Prior background in client facing work preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Assists clients with formation of new trust accounts.</li> <li>• Provide advice concerning types of trusts and arrangements that are best suited for the situation.</li> <li>• Collaborate with clients, estate planner/introducer, and Will drafter to draft Will, LPA and trust documents specifying trust and estate provisions, duration, and other matters.</li> <li>• Facilitates the process of transferring funds and assets to trust.</li> <li>• Promotes the trust services to clients, estate planner/ introducer.</li> <li>• Conducts training/sharing sessions.</li> <li>• Liaise with clients, beneficiaries, collecting due diligence documents and arrangement of documents for signing.</li> <li>• Liaise with intermediaries in relation to services related to trust administration.</li> <li>• Performs other related duties as assigned.</li> </ul>	9am to 6pm  10 Anson Road, International Plaza, (S)079903


Click Here for Table of Content

## #10 RSM SG Assurance LLP

*RSM Singapore is the largest professional services firm outside the Big Four in Singapore and a member of RSM, the sixth-largest professional services network globally.*

*We provide assurance, tax, advisory, as well as business solutions, with a focus on helping growing businesses to optimise profits, enhance business value and internationalise.*

*We also support international businesses with their ASEAN set up, offering expertise in corporate compliance and governance, payroll, accounting, staffing, as well as technology consulting and managed services.*


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Associate, Assurance</b> 	<ul style="list-style-type: none"> <li>• Bachelor's degree in Accountancy or professional accounting qualifications recognised by ISCA.</li> <li>• Proactive and committed to learn.</li> <li>• Possess initiative.</li> <li>• Team player.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform assurance engagement in compliance with professional standards - act with integrity and professionalism.</li> <li>• Use of data analytics tools to gather and analyse data.</li> <li>• Empathise and discuss client's issues through good understanding of client's business – develop business adviser mindset early, build good personal rapport with client in a business-like manner.</li> <li>• Be a passionate team member - clarify instructions to ensure work requirements are clearly understood; participate actively in promoting positive work life environment.</li> </ul>	9am to 6pm  Wilkie Road, (S)228095

## #11 RSM Stone Forest Corpserve

*RSM Singapore is the largest professional services firm outside the Big Four in Singapore and a member of RSM, the sixth-largest professional services network globally.*

*RSM Stone Forest provides a comprehensive suite of business solutions to support your growth in Singapore and globally. We help simplify, digitalise, and manage your business functions, allowing you to focus on generating revenue and growing your presence.*

*For over 35 years, our firm has built a reputation on technical competence, proactive client service, and a commitment to uncompromising integrity, professionalism, and high standards of service. Clients benefit from our one-stop professionalism, convenience, and peace of mind..*


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant, Corporate Secretarial</b> 	<ul style="list-style-type: none"> <li>• Diploma in Business Studies, Accountancy or Law preferred.</li> <li>• Ability to work in a fast-paced environment and meeting deadlines.</li> <li>• Good interpersonal and communication skills.</li> <li>• Meticulous and strong organizational skills.</li> <li>• On-the-job training will be provided.</li> <li>• Previous corporate administrative experience is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of documents relating to the setting up of companies, Singapore branches etc.</li> <li>• Drafting of directors' resolutions, such as change of directors and/or secretary, opening and closing of bank accounts, acceptance of banking facilities etc.</li> <li>• Drafting of shareholders' resolutions and minutes of meetings relating to change of auditors, allotment of shares, payment of dividends etc.</li> <li>• Preparation of annual general meeting documents.</li> <li>• Updating the statutory records and minutes book of companies.</li> <li>• E-filing of various returns, resolutions and annual return with ACRA.</li> <li>• Providing administrative and operational support to the assigned team.</li> </ul>	9am to 6pm  Wilkie Road, (S)228095

Click Here for Table of Content

## #12 Sensetac

*Founded in Singapore, our products are all made in Singapore with a commitment to our Core Values. Purveyor of flavours and fragrances, we create, develop and manufacture solutions to enhance sensory experiences.*

*We are committed to delivering quality with innovation through research and development to meet our customers' needs for unique tastes and scents.*


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Sales Support Executive</b> 	<ul style="list-style-type: none"> <li>Diploma in Business, Marketing, Chemistry, Food Science.</li> </ul>	<ul style="list-style-type: none"> <li>Provide strong commercial support to ensure customer satisfaction in terms of product supply and service.</li> <li>Develop a deep understanding of Sensetac's products to provide effective support to clients.</li> <li>Manage client projects and arrange timely sample deliveries, working with cross-functional teams to ensure objectives are met.</li> <li>Assist to develop inspiring market trends and concepts, keeping abreast with trends in the region.</li> <li>Coordinate marketing events, such as trade shows and webinars, working closely with cross functional teams to ensure alignment of event goals.</li> <li>Provide support in various digital marketing activities as required.</li> <li>Perform other ad-hoc duties as assigned.</li> </ul>	8.30am-5.30pm  15 Woodlands Loop, (S)738322

Click Here for Table of Content

## #13 Singapore Management University

*A premier university in Asia, the Singapore Management University (SMU) is internationally recognised for its world-class research and distinguished teaching. Established in 2000, SMU's mission is to generate leading-edge research with global impact and to produce broad-based, creative, and entrepreneurial leaders for the knowledge-based economy. SMU's education is known for its highly interactive, collaborative, and project-based approach to learning.*

*Home to over 13,000 students across undergraduate, postgraduate professional and postgraduate research programmes, SMU comprises eight schools.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Manager, Finance Business Partnership, Office of Finance</b> 	<ul style="list-style-type: none"> <li>Degree in Accountancy, preferably with CA qualifications.</li> <li>At least 5 years of relevant experience.</li> <li>Successful track record in business partnering and financial planning &amp; analysis (FP&amp;A).</li> <li>Keen interest in driving process improvements.</li> <li>Strong inter-personal and communication skills.</li> <li>Able to work independently and handle multiple priorities in a fast-paced environment.</li> <li>Proficient in Microsoft Excel, Powerpoint, Word.</li> <li>Familiar with BI tools (eg. Power BI, QlikSense, Tableau).</li> <li>Familiar with SAP usage and data extraction.</li> <li>Fluent in both written &amp; spoken English.</li> <li>Candidates who do not possess the stipulated qualifications but have relevant work experience may still apply.</li> </ul>	<ul style="list-style-type: none"> <li>Review the financials of the Schools, Offices, Centres and Institutes ("SOCIs") monthly to ensure accuracy, completeness, and appropriate presentation.</li> <li>Prepare regular financial performance reports in compliance with standards and regulations.</li> <li>Evaluate the financial performance with relevant stakeholders to determine any actions to be taken.</li> <li>Provide training / guidance to the SOCIs' management team (e.g. HODs, Assistant Deans, Budget coordinators).</li> <li>Support budgetary control, including monitoring of fund utilisation and performing system budget/fund transfers.</li> <li>Post accounting entries necessary for effective management reporting.</li> <li>Handle queries from SOCIs on financial systems and other information.</li> <li>Planning &amp; Analysis</li> <li>Facilitate SOCIs' budget &amp; forecast submissions.</li> <li>Communication</li> <li>Be the central point of contact for the SOCIs on all financial matters.</li> </ul>	9am to 6pm  81 Victoria Street, (S)188065

Click Here for Table of Content


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	appointment terms shall commensurate with qualifications and experience. SMU reserves the right to modify the appointment terms where necessary.	<ul style="list-style-type: none"> <li>• Enhance awareness and adherence to financial policies.</li> <li>• Build strong, effective relationships across SOCIs to ensure their needs are addressed and finance policies are understood.</li> <li>• Process Improvement</li> <li>• Align and streamline processes within and across SOCIs to achieve consistency and efficiency.</li> </ul>	

Click Here for Table of Content



## #14 Supreme Components International


Headquartered in Singapore, Supreme Components International (SCI) is a premier broadline franchised distributor of electronic components. With over two decades of industry leadership, SCI specializes in providing OEM and EMS companies a comprehensive range of electronic components, including active, passive, and electromechanical components across major industries such as automotive, aerospace, industrial, and consumer electronics.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Sales Manager – Electronic Components Division</b> 	<ul style="list-style-type: none"> <li>Diploma/ degree required. Electronics or Microelectronics Engineering degree preferred.</li> <li>A background in purchasing or sourcing high-tech electronic components is highly preferred.</li> <li>Possess a minimum of 3+ years of inside or outside sales experience in a consultative, B2B environment.</li> <li>Excellent command of the written and verbal English language.</li> <li>Fluent written and verbal communicator in either Thai, Korean, Japanese, Mandarin, Hindi, and/or Bahasa.</li> <li>Knowledge of the Electronics Components and/or supply chain industry preferred.</li> <li>Excellent attention to detail.</li> <li>Thrives in a high-pressured fast-paced, team-oriented environment.</li> <li>Ability to work independently on strategic issues with client; capable of managing fairly complex projects.</li> </ul>	<ul style="list-style-type: none"> <li>Exceed revenue goals through new prospect attrition and existing customer engagement and retention.</li> <li>Manage the complete sales process leveraging different virtual and face-to-face selling techniques.</li> <li>Research, identify, and qualify high-potential prospects by assessing the customer's challenges and needs.</li> <li>Drive increased revenue from current accounts by penetrating into uncovered problem areas.</li> <li>Partner with internal peers cross-functionally (sales, logistics, finance, and senior management) to prospect, build new business, and ensure that the products have been shipped.</li> <li>Partner with franchised manufacturers (or distributors) to negotiate better product pricing and lead times.</li> <li>Provide monthly and quarterly performance status reports to senior management about key accounts within their territory.</li> </ul>	8.30am-5.30pm  62 Jalan Eunos, (S)419508

Click Here for Table of Content

## #15 Toppan Ecquaria

*At Toppan Ecquaria, we are at the heart of digital government. We harness the latest in technology to deliver digital government solutions; enabling governments to unlock their digital assets and connect with their citizens.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>IT Application Project Manager</b> 	<ul style="list-style-type: none"> <li>• Computer Science background or equivalent</li> <li>• At least 3 years' experience in project management and 5 years' experience in IT with good problem analysis techniques (those with less experience may be considered for a junior position).</li> <li>• Strong written and communication skills.</li> <li>• Strong inter-personal relationship.</li> <li>• CITPM or PMP - Certified will be a huge added advantage.</li> <li>• Good understanding of Cloud Computing and Java / .NET / Web technologies will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the development and implementation of TOPPAN Ecquaria's solutions and applications.</li> <li>• Manage and lead a team of business analysts and developers in the entire project development life cycle.</li> <li>• Manage each phase of the development life cycle and ensure that all tasks/objectives in each phase are met.</li> <li>• Manage the expectations of Stakeholders and Clients.</li> <li>• Coordinate with suppliers and internal departments.</li> <li>• Accountable for the scope, schedule and resources used.</li> <li>• Manage and oversee the profit and loss of the project.</li> </ul>	9am - 6pm  11 Toa Payoh Lorong 3 Jackson Square, (S)319579
<b>IT Sales Account Executive/ Manager</b>	<ul style="list-style-type: none"> <li>• Degree or Diploma in Computer Science, Marketing or Business.</li> <li>• Minimum 1-3 years of sales experience in corporate function, experience in handling government accounts will have added advantage.</li> <li>• Sales experience in handling government accounts will have added advantage.</li> <li>• Excellent presentation, communication and interpersonal skills.</li> <li>• Sales and Account Management in government sectors (SI) is an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify, develop and manage accounts to achieve sales targets.</li> <li>• Lead, strategise and drive the sales bid process to secure new business deals.</li> <li>• Promote company's consultancy, solutions and software.</li> <li>• Work with team of pre-sales consultants to prepare tender proposals and presentations.</li> </ul>	9am - 6pm  11 Toa Payoh Lorong 3 Jackson Square, (S)319579

Click Here for Table of Content



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"><li>• Proven track record in winning tenders and deals in the government sectors (SI) is an added advantage.</li><li>• Fresh Graduates are welcome to apply.</li></ul>		

Click Here for Table of Content





## #16 VisionPower Semiconductor Manufacturing Company

*VisionPower Semiconductor Manufacturing Company Pte Ltd (VSMC) is a new joint-venture 300mm semiconductor wafer manufacturing facility to be built in Singapore.*

*We are looking for committed, resilient and passionate talents to launch a promising future that power the next generation devices and systems. If you share the same passion to pursue excellence, join us to make an impact and be part of something special!*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Electrical Engineer</b> 	<ul style="list-style-type: none"> <li>Bachelor's degree in Electrical Engineering or related field.</li> <li>300mm fab facility electrical system operating experience, especially 22~66 kV/ GIS/ Main Transformer &amp; Emergency Generator Systems.</li> </ul>	<ul style="list-style-type: none"> <li>Take charge of facility MEP package concept design and RFP Preparation for 300mm semi-conductor Fabrication plant.</li> <li>Supervise and monitor EPC contractors or design consultants' design progress.</li> <li>On-site management MEP package construction schedule and commissioning.</li> <li>Evaluate electrical products and systems by designing testing methods.</li> <li>Test finished products and system capabilities.</li> <li>Keep necessary equipment operational.</li> <li>Contribute to team efforts by accomplishing related results.</li> </ul>	<p>8.30am to 6pm</p> <p>1 Tampines Industrial Avenue 5, (S)528830</p>
<b>Equipment Engineer (Etch, Photo, Thin Film, Diffusion)</b> 	<ul style="list-style-type: none"> <li>Bachelor's degree or higher in Electrical and Electronics Engineering, Chemical Engineering, Materials Science, Physics, or a related STEM field.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible and focus on improving tool performance and availability, in charge if maintenance, diagnosing failures and implementing effective solutions to meet uptime and cycle time requirements in the respective modules: Etch (Dry Etch and Wet Etch); Photolithography; Diffusion; Chemical Mechanical Planarization (CMP); Chemical Vapor Deposition (CVD); or Physical Vapor Deposition.</li> </ul>	<p>8.30am to 6pm</p> <p>1 Tampines Industrial Avenue 5, (S)528830</p>

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Intelligent Manufacturing Center Engineer</b> 	<ul style="list-style-type: none"> <li>Bachelor's or higher degree in Computer Science, Electrical , Mechanical, or Industrial Engineering</li> <li>Strong understanding of semiconductor technology is preferable.</li> <li>Knowledge of CIM, Full Automation, and Quality Management.</li> </ul>	<ul style="list-style-type: none"> <li>Your role is to optimize manufacturing efficiency and productivity through innovative applications, breakthrough analysis, and strategic planning to enhance production processes and meet customer demands.</li> </ul>	8.30am to 6pm  1 Tampines Industrial Avenue 5, (S)528830
<b>IT Operation Support Engineer</b> 	<ul style="list-style-type: none"> <li>Bachelor's or higher degree in Computer Science, Electrical , Mechanical, or Industrial Engineering.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for developing CIM system solutions, leading full-automation implementations, defining operational processes, and spearheading automation in 12" fab operations and wafer manufacturing processes.</li> </ul>	8.30am to 6pm  1 Tampines Industrial Avenue 5, (S)528830
<b>Process Engineer (Etch, Photo, Thin Film, Diffusion)</b> 	<ul style="list-style-type: none"> <li>Bachelor's or higher degree in Electrical and Electronics Engineering, Chemical Engineering, Material Science, Physics or STEM related fields.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible to deliver robust and efficient semiconductor manufacturing process with data driven analytics and systemic problem-solving skills in the respective modules: Etch (Dry Etch and Wet Etch); Photolithography; Diffusion; Chemical Mechanical Planarization (CMP); Chemical Vapor Deposition (CVD) or Physical Vapor Deposition (PVD).</li> </ul>	8.30am to 6pm  1 Tampines Industrial Avenue 5, (S)528830
<b>Process Integration Engineer</b> 	<ul style="list-style-type: none"> <li>Materials Science/ Electrical Engineering/ Chemical Engineering/ Mechanical Engineering/ Physics/ Chemistry or a related engineer discipline.</li> </ul>	<ul style="list-style-type: none"> <li>Failure analysis and yield improvement of new products and mass-produced products.</li> <li>Maintenance of daily operations and resolution of issues.</li> <li>Monitoring and management of production process parameters, analysis of product abnormalities, and maintenance and improvement of SPC (Statistical Process Control).</li> <li>Strong communication skills and ability to work within cross-functional teams, including internal and external partners.</li> </ul>	8.30am to 6pm  1 Tampines Industrial Avenue 5, (S)528830

## e2i Services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

### Meet an e2i Career Coach

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

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## Discover our Services at a Centre Near You

📍 **e2i Career Centre (DNI)**  
Devan Nair Institute for Employment and Employability  
80 Jurong East St 21 Level 2  
Singapore 609607

### Operating Hours

Mondays: 2:30pm to 5pm  
Tuesdays to Fridays: 9am to 5pm  
Saturdays: 9am to 1pm  
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**  
One Marina Boulevard  
1 Marina Boulevard #B1-03  
Singapore 018989

📍 **e2i Career Centre (OTH)**  
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Our Tampines Hub  
1 Tampines Walk #01-21  
Singapore 528523

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