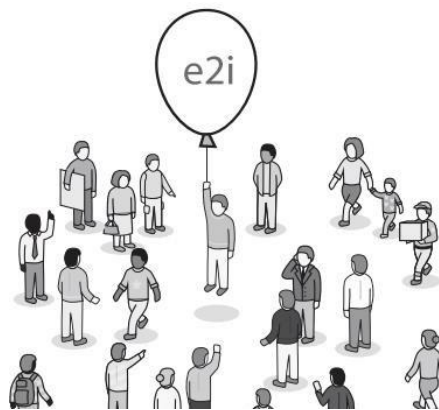


# e2i Skills and Career Fair @ YewTee Point

## 20 April 2026

### Trade & Connectivity Sector Jobs

### JOB LISTING BOOKLET



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






#### About e2i (Employment and Employability Institute)

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

Legend:  – PMET Roles

# Participating Companies

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## #1 Birch Forest Trading

Birch Forest Trading - We are a well-established warehouse fulfilment and service center for e-commerce clients located in Singapore. We are dedicated to exceeding our client's expectations in quality standards and service through ongoing improvement and proactive customer engagement.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Junior Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>• Safety and cleanliness.</li> <li>• Order preparation and processing.</li> <li>• Pick and fill Orders from stock.</li> <li>• Counting and confirming items.</li> </ul>	<ul style="list-style-type: none"> <li>• Pick Pack Scanning and ad hoc assigned by TL/ Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 8.30am - 5.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 67 Ubi Road 1 (S)408730</li> </ul>
<b>Senior Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>• Safety and cleanliness.</li> <li>• Order preparation and processing.</li> <li>• Pick and fill Orders from stock.</li> <li>• Counting and confirming items.</li> </ul>	<ul style="list-style-type: none"> <li>• Load and unloading, Pick Pack Scanning and ad hoc assigned by TL/ Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 8.30am - 5.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 67 Ubi Road 1 (S)408730</li> </ul>
<b>Supervisor</b> 	<ul style="list-style-type: none"> <li>• Safety and cleanliness.</li> <li>• Order preparation and processing.</li> <li>• Pick and fill Orders from stock.</li> <li>• Counting and confirming items.</li> </ul>	<ul style="list-style-type: none"> <li>• Manpower Deployment</li> <li>• Manage day-to-day warehouse operations such as Receiving, Put-away, Storage, Picking, Routine Stock Take etc.</li> <li>• Manage space and resource utilization, inventory accuracy.</li> <li>• Liaison with External and Internal stakeholders</li> <li>• Constantly strive to improve productivity.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 8.30am - 5.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 67 Ubi Road 1 (S)408730</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Team Leader</b></p> 	<ul style="list-style-type: none"> <li>• Safety and cleanliness.</li> <li>• Order preparation and processing.</li> <li>• Pick and fill Orders from stock.</li> <li>• Counting and confirming items.</li> </ul>	<ul style="list-style-type: none"> <li>• Ad-hoc tasks will be assigned based on warehouse needs</li> <li>• Manpower Deployment</li> <li>• Manage day-to-day warehouse operations such as Receiving, Put-away, Storage, Picking, Routine Stock Take etc.</li> <li>• Manage space and resource utilization, inventory accuracy.</li> <li>• Liaison with External and Internal stakeholders</li> <li>• Constantly strive to improve productivity.</li> <li>• Ad-hoc tasks will be assigned based on warehouse needs</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days/ week, 8.30am - 5.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 67 Ubi Road 1 (S)408730</li> </ul>


## #2 BWY Wilmar

BWY Wilmar operate as a one-stop shop for home bakers and commercial F&B businesses, offering products through retail outlets and a central kitchen.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Customer Service Executive</b> 	<ul style="list-style-type: none"> <li>• Open to work on weekend (rotating shift)</li> <li>• Experienced in working with MS Office</li> <li>• Min 1 year of experience in B2B/ Food Service/FMCG sector</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as the first point of contact for Singapore-based customers via email and WhatsApp</li> <li>• Handle product inquiries, lead time, pricing, and order-related enquiries</li> <li>• Handle post-delivery issues such as goods exchange/ return requests</li> <li>• Provide relevant documents (Halal Certificate, Product Specification, Certificate of Analysis, etc.) to customers upon request</li> <li>• Work closely with internal stakeholders such as Warehouse, Logistics and Sales to drive positive customer outcomes</li> <li>• Process various backend documents to ensure order, picking and delivery accuracy</li> <li>• Prepare customer quotations based on approved pricing and input from sales/ commercial team</li> <li>• Match/File Physical Documents</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week 44 hrs / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 457 Jalan Ahmad Ibrahim (S)639933</li> </ul>
<b>Retail Assistant</b>	<ul style="list-style-type: none"> <li>• Standing for long hours</li> <li>• Willingness to work shift</li> <li>• Basic English is required</li> <li>• Open to work on weekends and public holidays</li> <li>• Min 1 year of experience</li> </ul>	<ul style="list-style-type: none"> <li>• Greet customers and provide friendly assistance.</li> <li>• Operate POS system, process payments, and issue receipts.</li> <li>• Restock shelves, arrange displays, and maintain store presentation.</li> <li>• Receive, check, and bring in goods for storage or display.</li> <li>• Monitor stock levels and expiry dates, following FEFO/FIFO practices.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days / week 44 hrs / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 28 Biopolis Road, Wilmar</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain overall store cleanliness — staff take turns with cleaning duties as there are no dedicated cleaners.</li> <li>• Ensure hygiene of counters, dining area, and equipment.</li> </ul>	International (S)138568
<b>Sales Executive</b> 	<ul style="list-style-type: none"> <li>• Strong negotiation, interpersonal, and communication skills.</li> <li>• Experienced in working with MS Office</li> <li>• Min 2 yr of experience in B2B/ Food Service/ FMCG sector</li> </ul>	<ul style="list-style-type: none"> <li>• Set and meet sales goals</li> <li>• Generate new sales leads through cold calling, networking, and social media</li> <li>• Qualify prospects and identify their needs</li> <li>• Prepare and deliver presentations on products and services</li> <li>• Close deals and negotiate contracts</li> <li>• Maintain relationships with existing customers</li> <li>• Provide excellent customer service</li> <li>• Track and report on sales data</li> <li>• Participate in sales team meetings and training</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days / week 44 hrs / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 28 Biopolis Road, Wilmar International (S)138568</li> </ul>

## #3 Jurong Port

Jurong Port (JP) is a world-class multipurpose port operator serving as Singapore's premier gateway for general and bulk cargo. Its port operating expertise includes efficient handling of general, bulk, and containerised cargo at JP Homeport, management and operations of the Tuas Offshore Marine Centre, Lighter Terminals in Penjuru and Marina South as well as overseas ports in China and Indonesia.

JP also owns and operates two of the most modern tank storage terminals in Singapore - Jurong Port Tank Terminals (JPTT) and Jurong Port Universal Terminal (JPUT). With a combined storage capacity of almost three million cubic meters, JP is the largest independent oil storage terminal operator in Singapore. JPUT, in particular, supports approximately 30% of Singapore's annual bunkering volume, reinforcing the nation's position as the top bunkering hub in the world.

JP caters to regional and domestic markets across diverse industry supply chains which include construction, shipbuilding, offshore, transport, logistics, energy, and manufacturing industries. JP's local and overseas terminals handled a total of about 70 million tons of general and bulk cargo and more than half a million TEUs in 2022.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Equipment Maintenance Specialist</b>	<ul style="list-style-type: none"> <li>• Possess minimum NITEC in Electrical or Mechanical Engineering, Port Equipment Technology and/or equivalent.</li> <li>• Must have at least 3 years on seaport cargo handling maintenance and/or relevant industrial experiences</li> <li>• Able to perform shift work and response to call back promptly.</li> <li>• Proficient in Microsoft Office.</li> <li>• Basic Programmable Logistic Controls (PLC), AC/DC Motors, Mechanical &amp; Hydraulic System, install/maintain electrical circuitry and equipment up to 415V.</li> <li>• To assist Engineers in inspecting and</li> </ul>	<ul style="list-style-type: none"> <li>• To handle breakdown promptly and minimize breakdown time.</li> <li>• To carry out daily maintenance work effectively, efficiently and in compliance with safety and regulatory requirement as per routine checklist according to vessels' schedule plan.</li> <li>• To assist Corrective &amp; Preventive Maintenance Section to carry out any specific job as and when required.</li> <li>• To create Enterprise Asset Management System Work Order before/after completion of every job order.</li> <li>• To monitor SCADA (Supervisory Control and Data Acquisition) system at Central Control Room (CCR) for operation at T1 and T2</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 days/ week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 37 Jurong Port Road (S)619110</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	commissioning of new equipment.	cement terminal and RMC Eco-plant. <ul style="list-style-type: none"> <li>To complete daily common tasks assigned by IC.</li> </ul>	
<b>Mobile Crane Operator</b>	<ul style="list-style-type: none"> <li>Mobile crane license (mandatory, pre-requisite)</li> <li>Minimum 2 years of experience operating mobile crane will be preferred. Candidates with no experience are welcome to apply.</li> <li>Comfortable working in an IT-enabled environment (use of gadgets, iPad, etc.)</li> <li>Able to perform shift work (8/12 hours)</li> <li>A good team player</li> <li>Able to adapt in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>Operate Mobile crane for the handling of ship supplies &amp; provisions from shore to boat and/or vice versa</li> <li>To handle cargo efficiently and in full compliance with safety and regulatory requirements</li> <li>Coordinates between boat crew members as well as external contractors for cargo handling</li> <li>Report technical faults or/and safety/security infringements</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 3.5 days/ week  DNOR  12 hours shift  Day shift: 7am to 8pm Night shift: 7pm to 8am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 71 Marina Coastal Drive, Marina South Wharves (S)018946</li> </ul>
<b>Operations Specialist</b>	<ul style="list-style-type: none"> <li>Minimum ITE educational qualification.</li> <li>Strong knowledge of port operations, cargo handling, and vessel operations would be an added advantage.</li> <li>Candidates with no prior experience are welcome to apply.</li> <li>Proficient in computer skills and basic software applications.</li> <li>Possession of a valid Class 3 Driving License.</li> </ul>	<b>Operational Responsibilities:</b> <ul style="list-style-type: none"> <li>Monitor port operations and enforce cargo processes to ensure vessel productivity and optimal resource allocation, achieving recommended cargo handling productivity rates.</li> <li>Communicate, control, and troubleshoot all port operations flow and issues within the assigned sector.</li> <li>Liaise with vessel crew regarding safety and operational matters related to the vessel.</li> <li>Conduct checks and facilitate the handover/takeover of the</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 3.5 days/ week  DNOR  12 hours shift  7am to 8pm 7pm to 8am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 37 Jurong</li> </ul>


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possession of relevant safety certificates would be preferable.</li> <li>• WSQ Supervise Safe Lifting Operations</li> <li>• WSQ Perform Rigger &amp; Signalman Tasks</li> <li>• WSQ Respond to Fire &amp; HazMat Emergency</li> <li>• Occupational First Aid</li> <li>• Manage/Perform Work at Height</li> <li>• Willingness to work in 12-hour shift duties.</li> <li>• Ability to work independently, prioritise tasks effectively, and adapt to changing priorities in a dynamic environment.</li> </ul>	<p>wharf between stevedore companies and relevant departments.</p> <ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date records/documents across multiple platforms pertaining to the overall cargo operations of the vessel.</li> <li>• Promptly communicate and update information related to vessel activities, including operational progress and any disruptions or stoppages.</li> <li>• Communicate with Stevedore Vessel Checkers and foremen's gang regarding any matters related to cargo operations.</li> </ul> <p><b>Safety Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Oversee cargo handling operations and ensure compliance with safety requirements.</li> <li>• Conduct thorough checks on gang workers' passes and verify the validity of equipment certificates.</li> <li>• Review submitted checklists to confirm accurate completion and documentation of necessary safety procedures, equipment checks, and protocols.</li> <li>• Review Method Statements, Risk Assessments, and Lifting Plans to ensure alignment with safety requirements.</li> <li>• Conduct incident investigations and prepare reports on accidents, near-miss incidents, and safety violations.</li> <li>• Maintain accurate records of safety inspections, incidents, and corrective actions taken.</li> </ul> <p><b>Other Responsibilities:</b></p>	<p>Port Road (S)619110</p>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Perform other administrative duties and handle ad-hoc tasks as instructed by supervisors.</li> <li>Stay updated on industry's best practices, emerging trends, and safety guidelines while proactively incorporating them into daily operations.</li> </ul>	
<p><b>Port Operations Executive, West Gate Operations</b></p>	<ul style="list-style-type: none"> <li>GCE "O" Level, NITEC in port operations or related fields</li> <li>2 years' experience in logistics operations would be an added advantage</li> <li>Able to adapt in a fluid and challenging environment</li> <li>Able to perform 12-hour shift work</li> <li>Computer literate</li> <li>Strong team player, and experience in port operations</li> <li>Good team player, and communication skill</li> </ul>	<p><b>1) Gate Operations Management</b></p> <ul style="list-style-type: none"> <li>Ensure container and vehicle physical attributes tally with the system declaration before submitting the transaction after mandatory checks have been performed as per Standard Operations Procedure (SOP)</li> <li>Monitor traffic using closed circuit tv and open additional lanes whenever necessary.</li> <li>Achieve average processing time of 60 seconds per vehicle at in and out lanes.</li> <li>Check with driver (taking delivery of container) via intercom that he has reported to ICA Jurong Scanning Station for scanning before exiting Jurong Port</li> <li>Ensure smooth traffic</li> <li>Compliance to Safe Work Procedure (SWP) and Risk Assessment (RA)</li> </ul> <p><b>2) Gate System Management</b></p> <ul style="list-style-type: none"> <li>Read and attend to all errors and warning messages prompted by AGS, EIM and JPOL accordingly as per SOP</li> <li>Ensure driver collects TID and EIR slips from smart pass kiosk.</li> </ul> <p><b>3) Support Gate IC whenever necessary</b></p>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 3.5 days/ week  DNOR  12 hours shift  Day shift: 7am to 8pm Night shift: 7pm to 8am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 37 Jurong Port Road (S)619110</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Perform other duties whenever Gate IC is engaged with other duties. E.g. provision of weighing service, counter documentation duties, IMS-ITH, etc.</li> </ul>	
<b>Store Executive</b>	<ul style="list-style-type: none"> <li>Certificate-level or equivalent qualifications in Warehouse Management, Logistics, or Supply Chain.</li> <li>Minimum 3 years of experience in warehousing and inventory management.</li> <li>Possession of a Singapore Class 3 Driving License is an advantage.</li> <li>Valid forklift license with experience operating forklifts in a store or warehouse environment.</li> <li>Technical knowledge of spare parts is an advantage.</li> <li>Proficient in Microsoft Office applications (Word, Excel).</li> <li>Able to perform shift duties</li> </ul>	<p><b>Inventory &amp; Store Operations</b></p> <ul style="list-style-type: none"> <li>Receive, check, label and store the stock item according to specific location.</li> <li>Issue spares accurately based on approved requests.</li> <li>Familiar with technicalities of stock items.</li> <li>Ensure effective and efficient use of warehouse space.</li> <li>Ensure compliance with company policies, procedures, and safety standards.</li> </ul> <p><b>System &amp; Documentation</b></p> <ul style="list-style-type: none"> <li>Update all stock movements accurately in the inventory system.</li> <li>Maintain proper documentation for receiving, issuing, and returns.</li> <li>Perform stock counts, cycle counts, and investigations of variances.</li> </ul> <p><b>Store Safety &amp; Housekeeping</b></p> <ul style="list-style-type: none"> <li>Maintain cleanliness and orderly arrangement of the store.</li> <li>Handle spares safely, including heavy, sensitive, or critical components.</li> <li>Comply with safety, storage, and pallet racking requirements.</li> </ul> <p><b>Support &amp; Coordination</b></p> <ul style="list-style-type: none"> <li>Coordinate with maintenance teams on spares availability and urgent requests.</li> <li>Assist in audits, inspections, and improvement initiatives.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 37 Jurong Port Road (S)619110</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p><b>Workplace, Safety &amp; Health Officer</b> </p>	<ul style="list-style-type: none"> <li>• No experience are welcomed</li> <li>• Min Diploma in Health, Safety and Environmental or related discipline</li> <li>• Self-starter, take initiatives to deliver high standard and quality of work</li> <li>• Ability to work with diverse groups of people i.e., ops, tech, contractors</li> <li>• Proficient in Microsoft Office</li> <li>• Excellent analytical and problem-solving skills</li> <li>• Possess good oral communication and interpersonal skills</li> <li>• Good verbal and written of English language</li> <li>• Organized and details oriented</li> <li>• Valid Singapore’s class 3 driver license is an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Perform other store-related duties as assigned.</li> <li>• Responsible for port safety standards.</li> <li>• Establish and manage WSH targets.</li> <li>• Develop and execute programmes/projects to drive proactive safety culture.</li> <li>• Monitor and evaluate effectiveness of programmes/projects.</li> <li>• Upkeep WSH Management Systems to align with JP context and requirements.</li> <li>• Track progress, provide timely updates of targets, programmes and projects.</li> <li>• Any other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week  Mon to Thurs: 8:30am to 6pm  Fri: 8:30am to 5:30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 37 Jurong Port Road (S)619110</li> </ul>

## #4 Singapore Post

Singapore Post (SingPost) is a leading postal and eCommerce logistics provider in Asia Pacific. The portfolio of businesses spans from national and international postal services to warehousing and fulfilment, international freight forwarding and last mile delivery, serving customers in more than 220 global destinations. Headquartered in Singapore, SingPost has approximately 3,000 employees, with presence in 14 markets worldwide. Since its inception in 1858, the SingPost has evolved and innovated to bring about best-in-class integrated logistics solutions and services, making every delivery count for people and plane.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Mail Ambassador</b>	<ul style="list-style-type: none"> <li>• Possess a valid Singapore Driving License (Class 2B/3)</li> <li>• Familiar with the functions of a smartphone</li> <li>• Able to speak and write English as the work required reading in English manual and for communication to customers</li> <li>• We welcome Singaporean candidates with/without relevant experiences as training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Perform daily maintenance checks on assigned company's vehicle and report for any fault discovered</li> <li>• Perform general sorting and allocation of mail and parcels</li> <li>• Operate company vehicles to deliver / collect mail items and parcels (ranging from 10-30kg) at / to assigned locations</li> <li>• Monitor and track the delivery / collection status using in-house application in real-time</li> <li>• Regularly update delivery / collection progress within the in-house application to ensure accuracy</li> <li>• Communicate with supervisor, customers, or other stakeholders to resolve any issues or delays</li> <li>• Report any discrepancies, delays, or issues to supervisor for resolution</li> <li>• Perform any other duties as and when assigned by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days / week 44 hours / week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 10 Eunos Road 8 (S)408600</li> </ul>

## #5 Woodlands Group


Woodlands was formed in February 1991 and operates primarily in the construction industry covering all aspects of site services.

Woodlands is responsible as sub-contractors for the construction activities covering site electrics, mechanical, security systems and drain jetting. With its experienced professional management team, provides clients with an approach ensuring cost and time certainty. The group head office of the company is based in Crayford, Kent, where it directs its team of engineers to provide design and back up facilities. With International facilities in Holland Office.


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Admin Executive</b> 	<ul style="list-style-type: none"> <li>GCE O level, Nitec or Diploma in a relevant field in Business Administration or Office Management</li> <li>Proficiency in Microsoft Office (Word, Excel and PowerPoint)</li> <li>Minimum 3 years of relevant experience in an administrative or office environment</li> <li>Able to start work within short notice</li> </ul>	<ul style="list-style-type: none"> <li>Data Input - Input and update data into the VMS system</li> <li>Provide administrative support for fleet maintenance, workshop and parts departments</li> <li>Manage customer phone calls, email inquiries and requests related to administrative tasks</li> <li>Submit insurance claims to insurance companies, ensuring all forms are completed accurately and completely</li> <li>Undertake special projects or administrative tasks assigned by direct supervisor</li> <li>Prepare daily reports such as daily attendance, overtime records, inventory reports, and tire report</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 8.30am to 5.30pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 8 Gul Circle (S)629564</li> </ul>
<b>Bus Driver (Coach)</b>	<ul style="list-style-type: none"> <li>Class 4 driving licence with valid BDVL</li> </ul>	<ul style="list-style-type: none"> <li>Drive bus to pick up passengers from point A to point B.</li> <li>Transport passengers to Genting Highlands</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week 6am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 8 Gul Circle (S)629564</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Bus Driver (Workers)</b>	<ul style="list-style-type: none"> <li>Class 4 driving licence with valid BDVL</li> </ul>	<ul style="list-style-type: none"> <li>Drive bus to pick up passengers from point A to point B</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week 6am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 8 Gul Circle (S)629564</li> </ul>
<b>Business Support Executive</b> 	<ul style="list-style-type: none"> <li>Diploma</li> <li>Min 1 year experience</li> <li>Able to start work as early as 0630hrs when required</li> <li>Able to commute to different schools in a day</li> </ul>	<ul style="list-style-type: none"> <li>As a Business Support Executive in the bus industry, you will be responsible for providing administrative and operational support to ensure the seamless functioning of the organization.</li> <li>You will work closely with different departments and play a vital role in maintaining productivity, customer satisfaction, and compliance with industry regulations.</li> <li>Provide support on transport operations of multiple international and local schools</li> <li>Effective management as per client's instruction and daily operations</li> <li>To be involved in planning and optimizing departmental annual budgets to create strategies for organizational growth together with Business Support Lead</li> <li>Assist in Transport IT system queries</li> <li>To be involved account receivable matter and finance team</li> <li>To be involved in implementation of Transport IT system for various stakeholders</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week</li> <li><b>Location:</b> Islandwide</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>To be involved in local schools' subsidies</li> <li>To work closely with Business Support Lead to prepare for contract tendering documents</li> <li>To provide timely verification and resolution of payment matters or issues such as subcon invoice, Bus attendant salary and bus fare collection</li> <li>Any other ad hoc duty requested by Business Support Lead or Head of School</li> </ul>	
<p><b>Customer Service Executive</b> </p>	<ul style="list-style-type: none"> <li>Minimum Diploma / Degree or equivalent</li> <li>1 to 3 years of experience in a customer service role, preferably in the transportation industry</li> <li>Excellent communication and interpersonal skills</li> <li>Ability to work effectively in a fast-paced, dynamic environment</li> <li>Strong organizational and time management skills</li> <li>Proficient in Microsoft Office suite</li> <li>Able to prioritize and multitask</li> <li>Good written and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Provide excellent customer service</li> <li>Manage customer complaints and ensure prompt resolution</li> <li>Maintain a strong understanding of our operation and service to effectively support customer inquiries and issues</li> <li>Prepare regular reports on customer service performance</li> <li>Respond to inquiries from parents/guardians regarding bus routes, schedules and other related information</li> <li>Work closely with operation and school officials to ensure timely and safe transportation of students</li> <li>Resolve customer complaints and issues promptly and effectively</li> <li>Maintain accurate records of customer interactions, transactions, and feedback</li> <li>Collaborate with the operation team of optimize route planning and scheduling</li> <li>Assist in following up in Accounts Receivables</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 6am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 8 Gul Circle (S)629564</li> </ul>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Any other assignments by the management</li> </ul>	
<b>Mechanics / Technicians (Vehicle Breakdown)</b> 	<ul style="list-style-type: none"> <li>At least NTC, NITEC or Technical Trade Certificate</li> <li>At least 3 years of hands-on experience in repairing buses/trucks OR motorcycles</li> <li>Preferably with Class 2 or 3 driving licence</li> </ul>	<ul style="list-style-type: none"> <li><b>Perform Routine Maintenance:</b> conduct regular servicing</li> <li><b>Component Repairs</b> - repair or replace faulty components such as engines, brakes and suspension</li> <li><b>Diagnose vehicle fault</b> - use diagnostic equipment and manual inspection to identify faults</li> <li><b>Ensure Safety and Compliance</b> - follow all safety protocols when using tools and equipment</li> <li>Ensure vehicles meet safety and regulatory standards</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 days/ week 8 – 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 8 Gul Circle (S)629564</li> </ul>
<b>Operations Executive</b> 	<ul style="list-style-type: none"> <li>Previous experience in managing transport or school bus transport business is advantageous.</li> <li>High level of interpersonal skills.</li> <li>Communicate effectively both verbally and in writing.</li> </ul>	<ul style="list-style-type: none"> <li>Manage all elements of planning, organization, coordination, supervision and customer service of the operational aspects of assigned school.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week 6am</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 8 Gul Circle (S)629564</li> </ul>
<b>Operations Executive (Overland Products &amp; Operations)</b> 	<ul style="list-style-type: none"> <li>Excellent customer service oriented</li> </ul>	<ul style="list-style-type: none"> <li>Oversee and manage the daily operations within the operations team.</li> <li>You will ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 4 days/ week 8.45am – 6.15pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> 8 Gul Circle (S)629564</li> </ul>
<b>Prime Mover Driver</b>	<ul style="list-style-type: none"> <li>Preferably one (1) year of relevant driving experience</li> <li>Valid Singapore LTA-issued Class 4 driving license</li> </ul>	<ul style="list-style-type: none"> <li>Delivery of precast components from precast yards to sites in Singapore</li> <li>Report any defects, accidents or violations to the supervisor</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days/ week 8am to 5pm</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to adapt to the construction working environment</li> <li>• Adherence to safety rules and regulations</li> <li>• Good navigation skills to use maps and/or GPS for route planning</li> <li>• Excellent time management skills to meet delivery schedules</li> <li>• Strong listening and communication skills</li> <li>• Fast learner</li> <li>• On the job training will be provided</li> <li>• Able to work till 8pm</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain cleanliness and upkeep of the vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 8 Gul Circle (S)629564</li> </ul>
<b>Tour Consultants</b>	<ul style="list-style-type: none"> <li>• Certification or training in travel planning, familiar with computer reservation system (CRS).</li> <li>• Excellent communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Provide excellent customer service and respond to client inquiries and concerns.</li> <li>• Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week 11am – 9pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> 8 Gul Circle (S)629564</li> </ul>

## #6 YCH Distripark

Founded in 1955 by the late Mr Yap Chwee Hock, YCH began as a modest passenger transportation company. However, in the 1970s, the family business lost its main contract. With the need to diversify the business, Mr Yap Chwee Hock roped in his eldest son, YCH Group's current Executive Chairman, Dr. Robert Yap in 1977. This marked the start of the company's venture into the cargo transportation business, which subsequently grew to include extended supply chain and logistics services such as warehousing and freight management.

Today, YCH is Singapore's largest home-grown supply chain solutions company and leading regional supply chain management partner to many of the world's leading brands across Asia Pacific.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<b>Logistics Assistant</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least Primary/ Secondary School/ O Level certification.</li> <li>• At least 1 year of working experience in the relevant working fields. (Logistic / 3PL / Supply Chain)</li> <li>• Candidate possesses minimal computer knowledge and operating scanning equipment.</li> <li>• Candidates are required to be physically fit to lift carton boxes of up to 20KG.</li> <li>• Able to multitask and work well in a fast-paced environment.</li> <li>• Able to commit overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible to support day-to-day operations in warehouse by performing pick &amp; pack, kitting, receiving &amp; shipping operations according to internal and external customer requirements including returns.</li> <li>• To ensure all inventory transactions are completed within the timeline and maintain stock accuracy.</li> <li>• To perform any on line tasks (i.e. loading of boxes, accessory insertion, bar-code scanning) required for final shipment of cargo, if any.</li> <li>• To ensure filing of documents is completed on time and accurately.</li> <li>• To conduct inventory count and assist to verify stock discrepancies.</li> <li>• Operating warehouse equipment such as forklift, reach truck and stacker and ensure the equipment is well maintained at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Mon - Fri, 8am - 5.30pm Alt. Sat 8am - 12pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 8 Bulim Avenue (S)648166</li> </ul>
<b>Logistics Officer</b>	<ul style="list-style-type: none"> <li>• At least 3 years of working experience in</li> </ul>	<ul style="list-style-type: none"> <li>• To support day-to-day operations in warehouse,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>the relevant working fields. (Logistic / 3PL / Supply Chain)</p> <ul style="list-style-type: none"> <li>• Proficient with computer function, Microsoft Office, email, warehouse management system and operating scanning equipment.</li> <li>• Meticulous, detail-oriented, organized, and able to prioritize tasks.</li> <li>• Ability to work independently with minimum supervision, multitask and work well in a fast-paced environment.</li> <li>• Positive customer service skills with an ability to communicate eloquently and effectively.</li> <li>• Able to commit overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<p>monitor and coordinate deliveries and shipment.</p> <ul style="list-style-type: none"> <li>• To prepare all shipping documents for import and export shipment.</li> <li>• To perform the role of contact point with internal and external stakeholders on shipment arrangement.</li> <li>• To assist on customers / suppliers' inquiries via phone call or email.</li> <li>• To ensure all inventory transactions are completed within the timeline and maintain stock accuracy.</li> <li>• To upkeep and file related documentation on time and accurately. (E.g. delivery orders, shipping documents and inventory records etc.).</li> <li>• To plan and conduct periodic Stock Quantity Cycle Count in accordance with company policy &amp; procedures.</li> <li>• To prepare and submit regular reports on warehouse utilization, inventory, stock movement and general matters for management review.</li> <li>• To ensure storage and office areas are well-maintained.</li> <li>• To perform other job-related functions as and when necessary, as directed by Superior.</li> </ul>	<p>Mon - Fri, 8am - 5.30pm Alt. Sat 8am - 12pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 8 Bulim Avenue (S)648166</li> </ul>
<p><b>Lorry Driver</b></p>	<ul style="list-style-type: none"> <li>• Candidates must possess at least 1 year of relevant working experiences and with valid class 3/4/5 driving license.</li> <li>• Candidates must have clean driving records.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the timely collection and distribution of goods and shipments.</li> <li>• To assist in the loading and unloading of goods and shipments from truck.</li> <li>• To unpack cargos and dispose of irrelevant goods.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Mon - Fri, 8am - 5.30pm Alt. Sat 8am - 12pm</li> <li>• <b>Employment Type:</b></li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Candidates must be good at communication skills during customers' queries and verify delivery forms.</li> <li>• Candidates must be able to work independently with minimum supervision and able to work under pressure.</li> <li>• Candidate experience with goods handling preferred.</li> <li>• Experience with GPS navigation and mapping.</li> <li>• Ability to drive long distances while maintaining focus.</li> <li>• Self-motivated and able to work without supervision.</li> <li>• Candidates must remain proactive and a team player.</li> <li>• Able to commit for overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• To assist on installation of goods and shipments when reach customer location.</li> <li>• To verify and collect delivery notes and invoices.</li> <li>• To attend to customers' queries onsite.</li> <li>• To help maintain the cleanliness of the truck.</li> <li>• To perform other ad-hoc duties as per assigned by Supervisor.</li> </ul>	<p>Full Time</p> <ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 8 Bulim Avenue (S)648166</li> </ul>
<p><b>Prime Mover Driver</b></p>	<ul style="list-style-type: none"> <li>• Candidates possess at least secondary education level</li> <li>• Candidates must possess at least 1 year of relevant working experience and with driving license</li> <li>• Candidate must be able to lift heavy objects</li> <li>• Candidates must be able to understand and communicate in basic English to address customers' queries and verify delivery forms</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the timely collection and distribution of goods and shipments.</li> <li>• To assist in the loading and unloading of goods and shipments from truck.</li> <li>• To unpack cargos and dispose of irrelevant goods.</li> <li>• To assist on installation of goods and shipments when reach customer location.</li> <li>• To verify and collect delivery notes and invoices.</li> <li>• To attend to customers' queries onsite.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Mon - Fri, 8am - 5.30pm Alt. Sat 8am - 12pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 8 Bulim Avenue (S)648166</li> </ul>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Candidates must be able to work independently with minimum supervision and able to work under pressure</li> <li>• Candidates must remain pro-active and a team player</li> <li>• Able to commit overtime when needed</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• To help maintain the cleanliness of the truck.</li> <li>• To perform other ad-hoc duties as per assigned by Supervisor.</li> </ul>	

## e2i Services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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

<https://e2i.sg/cg-cp123?r=qr>



## 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)**  
ServiceSG Centre  
Our Tampines Hub  
1 Tampines Walk #01-21  
Singapore 528523

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