

Skill Future Festival Career Fair (23 & 24 Oct 26)

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.

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#1 APTLed Careers

APTled is a recruitment company founded by former experienced management from Singapore's Early Childhood sector-people who understand the heartbeat of care, the complexity of staffing, and the power of human connection.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Preschool Educators 	Responsibility, Passion, Patience and Love for Children	- By providing education in children's most formative years, a Pre-school Teacher plays an important role in equipping children with life skills and cultivating values that will prepare them for primary school and beyond. - To help young children develop a love for learning, the Pre-school Teacher has to create a safe and nurturing environment through creative and engaging activities. This safe learning environment will also help the teacher gain the trust and respect of her young charges in the classroom.	timing varies 8 hours
Infant Educators 	Responsibility, Passion, Patience and Love for Children	- Attuned and responsive to the needs of kids between 2 months and 3 years of age, an Infant Educator is responsible for creating a safe, playful and welcoming environment for the young ones. - Just as important as building the trust of the infants and toddlers, the Infant Educator also actively develops trust with the little ones' parents and family members. - The Infant Educator is also expected to adopt innovative and nurturing teaching approaches to help the young ones discover their potential.	timing varies 8 hours
Centre Leaders 	Responsibility, Passion, Patience and Love for Children	Leads in developing strategic plans and structures to foster a culture of care and trust, mentoring, collaborative	timing varies 8 hours

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		professionalism and continuous learning within the Centre. • He/She is responsible for managing and enhancing Centre operations while adhering to industry regulations.	
Administrative Assistants 	• Responsibility, Passion, Patience and Love for Children	• Supports daily operations by managing front-desk duties, parent communication, and enrollment. • Key responsibilities include handling phone/email inquiries, maintaining child records, processing fee payments, ordering supplies, and ensuring compliance with safety regulations as well as assisting in school events.	• timing varies 8 hours

#2 CBM

CBM provides a full range of Integrated Facility Management (IFM) services.

We address our client's unique needs and act as a single point of contact to relieve them of their daily non-core operational issues.

As a customer-oriented organization, we strive to provide the best quality service to meet our client's expectations and help them achieve their business objectives.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Officer 	• ITE and CAT graduates are welcome • Comfortable working with numbers and Microsoft Excel • Good teamwork and communication skills • Meticulous, responsible, independent, and willing to learn • Prior experience in finance/accounts is an	• Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices • Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing	44 Hrs

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	advantage but not required	• Ensure accurate and timely processing of invoices and payments under guidance • Assist in the preparation of monthly financial reports • Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters • Perform other ad-hoc duties as assigned	
Account Executive 	• Diploma in Accounting, or related field. • Comfortable working with numbers and Microsoft Excel. • Good teamwork and communication skills. • Meticulous, responsible, independent, and willing to learn. • Ability to work independently and as part of a team in a fast-paced environment.	• Handle day to day on full spectrum of financial operation activities for assigned entity(s). • Prepare and review journal entries, accruals, prepayments, and month-end closing activities. • Prepare and submit GST returns in a timely manner. • Ensure timely and accurate month-end closing and financial reporting in full compliance with FRS and regulatory deadlines. • Assist in year-end audits, including responding to auditor queries, and drafting financial statements. • Liaise with external auditors and tax agents on audit and tax related matters. • Perform other ad-hoc duties as assigned.	44 Hrs
Admin Executive 	• Possess a recognized Diploma or above from a recognized tertiary establishment with minimum 2 years relevant accounting experience. SAP accounting experience and expertise is preferred.	• Provide general administrative support to various internal divisions/sites • To manage the administration of QMS documentation and to assist in internal audit activities. • Assist in procurement of office supplies and equipment • Manage office general admin and sourcing for purchases	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Process service orders and billing • Correspond and co-ordinate with clients, suppliers and contractors • Prepare Banker's Guarantee and insurance coverage for projects • Update ISO documentations periodically • Assist in preparing reports, generate quotations & contracts • Perform customer service function as below (if required) • Provide call centre / technical helpdesk support and services • Provide front desk service and attend to visitors' enquiries • Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc • Any other ad-hoc assignments assigned by the Management.	
Admin Officer	• N/O Level / NITEC with 3 years of relevant experience	• Handling HR matters for Project Division • Perform clerical / administrative duties; typing, filing, data entry, prepare reports. • Manage, keep record and update all submission document and liaise internally with Finance • Handle administrative works for projects • Any general ad hoc dutie	
Assistant Condominium Manager 	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent.	• Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Knowledge of Electrical and M&E.	under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. - Prepare and implement preventive maintenance programme for the property - Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. - Any other duties assigned by the Corporation and management HQ office	
Area Manager 	Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent Singaporean/PR only	- Oversee and manage the performance delivery of facility management service at respective zones - Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings - Identify and troubleshoot problems and provide professional advice to the team - Develop standard operation procedure and internal work flow to maintain smooth operation at sites - Manage relation to client/ authorities, being the liaising point of contact - Oversee area budgeting and expenses - Any other ad-hoc assignments assigned by the Management.	
Assistant Engineer 	Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering.	Assist to perform Energy and Engineering audits.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	- Working closely with Energy Managers to provide accurate and informative reports. - To perform Measurement and Verification of the performance of M&E Plant. - Managing energy improvement and retrofitting projects. - Help evaluate existing buildings for appropriate energy conservation measures, - Understand financial terms, payback, ROI and related energy saving calculations. - Any other duties as and when assigned by management	
Assistant General Manager 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling commercial or/and industrial building. - Good knowledge of BMSMA Act. - Contract Management skillset is a must; - Overseas regular building maintenance and repairs; - Maintaining and updating Standard Operation procedures; - Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Dispute management;	- Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. - Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. - Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings - Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. - Promote good relations with our staff, contractors and management. - Ensure renewal of MA contract - Ensure all preventive maintenance programs for all M&E/ building equipment in	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Knowledge of BMSMA is mandatory;	compliance with relevant legislations and safe work procedures. - Conduct monthly council meeting and AGM. - Oversee preparation of annual budget and implement cost saving measures. - Provide timely guidance and advices for Site Team under his/her charge.	
Assistant Head 	- Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute - At least 5 years of relevant experiences in facilities management and business development portfolios - Able to work independently with minimum supervision - Able to conduct market outreach and marketing - Proactive and independent - Dynamic and multi-tasking capabilities	- Oversee the overall performance of Service teams. - Ensure contract compliance and meet or exceed KPIs. - Identify lapses and formulate action plans for improvement - Foster a culture of service excellence and continuous improvement - Monitor and update account processes and procedures - Collaborate with Site Leads to develop and execute strategic business plans - Cultivate teamwork, collaboration and personal development within the team. - Attending operation meeting and discussion with clients - Maintain data integrity in management systems - Uphold safety protocols and crisis management procedures - Enforce compliance with Health, Safety, Environmental and Risk Management policies. Oversee supply chain delivery, ensuring service quality - Ensure accurate and timely financial reporting and billing	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Manage staff performance, development and recruitment • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovation solutions to improve efficiency and productivities • Any other ad-hoc works assignment by the management.	
Assistant Projects Manager 	• At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems.	• To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules). • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		travel from site to site (if required). - Follow site-specific safety protocols and permit-to-work systems. - Maintain accurate records of maintenance, breakdowns, and equipment service logs. - May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. - Perform any duties as and when required by Management.	
Assistant Quality Control Manager 	Relevant qualifications from a recognized institute with minimum 3 years relevant experience.	- The on-site team shall be overall responsible to ensure the quality outcomes of all works and services. The team shall conduct checks on works and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements. - Any other ad-hoc assignments assigned by the Management.	
Assistant Sustainability Consultant 	- Tertiary education in Environmental Engineering, Sustainability, Building Services or related field. - Minimum 2 years post graduate relevant working experience. - Possess strong initiative and good analytical skills. - A committed and responsible team player with pleasant personality, independent and resourceful. - Exposure in green building certification	- Conducting Green certifications and sustainability audits. - Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. - Recommending sound policies towards energy conservation and sustainability operations - Managing customer relations. - Preparing audit report and presenting findings and solutions to Customers. - Project management for improvement initiatives	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignment within short notice period.	• Any other ad-hoc assignments assigned by the Management.	
Assistant Technical Executive 	• Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	• Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: • Oversee the facilities management within the premises. • Compiling the monthly utilities report and tabulations. • Monthly M&E reports. • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. • Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting. • Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect works carried out are proper and in satisfaction.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Liaising and managing contractors. • Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task. • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staffs. • Any other ad-hoc assignments assigned by the Management.	
Assistant Engineer 		• Oversee the overall performance of Service teams within the contract. • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement. • Monitor and update account processes and procedures. • Collaborate with Site Lead to develop and execute strategic business plans. • Maintain data integrity in management systems. • Deliver contractual and ad-hoc reports punctually. • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Oversee supply chain delivery, ensuring service quality. - Ensure accurate and timely financial reporting and billing. - Manage staff performance, development and recruitment. - Enforce compliance with Health, Safety, Environmental and Risk Management policies. - Cultivate teamwork, collaboration and personal development within the team. - Manage workload, resourcing and succession planning. - Any other ad-hoc works assignment by the management.	
Building Executive 	Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. Singapore Citizen or PR.	- Assist and report directly to Building Manager (BM) in all operation & maintenance concerns - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - Providing updates on ad-hoc and outstanding issues - Attending to clients feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contract and client. - Inspect works carried out are proper and in satisfaction	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management.	
Building Manager 	• Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. Possess FSM/WSH/GMFM or relevant certificates is preferred.	• Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relation to client/authorities/ tenants • Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management.	
Customer Service Officer		• Responsible for providing excellent customer service and support through	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		rendering assistance to callers by addressing their queries, feedback and requests.	
Carpark Attendant	• Must possess at least Primary/Secondary School/ "O" level • Must able to communicate in English • Able to work shift schedule is preferable • With own transportation is preferable • Able to endure outdoor environment		
Complex Manager 	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Others skill sets • Contract Management skillset is a must; • Oversee regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory;	• Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP).	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Knowledge of Electrical and M&E.		
Condominium Manager 		ADMINISTRATIVE FUNCTIONS - Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. - Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. - Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. - Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. - Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. - Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS - Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation. OTHER SKILL SETS • Contract Management skillset is a must. • Oversees regular building maintenance and repairs. • Maintaining and updating Standard Operation procedures. • Monitoring of maintenance budget. • Coordinate council meetings and AGM. • Dispute management. • Knowledge of Electrical and M&E. • To lead a team of 7 staffs.	
Drafter 	• Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field.	• Identifies and executes appropriate solutions to address customer queries, feedback and requests.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.		
Environmental Control Coordinator	- Higher Nitec/diploma - ECC certification (preferred)		
Electrical Engineer 	Degree in Electrical Engineering or related discipline. Minimum 5 years of relevant Singapore's Facilities Management and construction experience.	Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards.	
Facilities Manager 	- Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. - Candidate with IT and digital knowledge in built environment will be an advantage. - Good communication (verbal and written) skills and possess strong presentation skills. - Ability to multi-task and manage multiple projects simultaneously. - Problem Solving & Analysis - Passion in promoting digital transformation and technology solutions.		
Facilities Management Executive 	Diploma in Facilities Management, Engineering, Building Services, or related discipline.	Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- SIFMA CFME accreditation preferred - Tier 4 - Minimum 3 years relevant facilities management or maintenance experience. - Experience in building maintenance or IFM environment preferred. - Candidates without Diploma must possess substantial relevant minimum 8 years experiences		
Field Engineer 	- Major in Electronic, Electrical or Engineering - ITE or Diploma and above		
Fire Safety Manager 	- Valid Fire Safety Manager Certificate recognised by SCDF. - Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. - Good knowledge of fire safety regulations and systems. - Strong coordination and communication skills.	Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices.	
Foreshore Engineer 	The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of	- The foreshore operation team is responsible to oversee the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. - Scope of work for Foreshore Engineers - The Facility Management Manager will manage the	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	foreshore structures in the past three (3) years.	foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. • To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. • To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or contractors of maintenance contracts by the	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Authority. The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. All inspection report shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations. Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. • To inspect the foreshore and offshore structures together with the term contractor and/or contractors of	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. • To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. The work is to ensure term contractor response within the Contract requirement to address the issues and provide update to the Authority. Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, to carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility Management Manager shall certify the final payment and forward to the authority for	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		payment to the term contractor. - For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc. - In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. - The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include: • Date of Completion (including details of consultants, contractors etc), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Design Intent, • Engineering Performance Envelope, • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc) • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solution. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) Recommend appropriate measures or other works to ensure the structural stability or integrity of the seaward structures. • This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 "Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing" Where properties are restricted,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority.	
Green Mark Manager 	• Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations. • Experience in energy audits, building performance analysis, or Green Mark projects preferred. • Experience managing M&E systems and energy optimisation initiatives will be advantageous. • Skills & Competencies • Good knowledge of Green Mark standards, sustainability practices, and energy management principles. • Strong analytical and problem-solving capabilities. • Familiarity with ACMV systems, electrical systems, and building services operations. • Good report writing, presentation, and stakeholder management skills. • Proficient in Microsoft Excel, Power BI, and energy monitoring systems.	• QSustainability & Energy Management • Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. • Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. • Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. • Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. • Energy Audit & Performance Analysis • Conduct preliminary energy audits and energy performance assessments for building systems and equipment. • Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Ability to analyse utility data and recommend operational improvements.	- Monitor and assess the performance and efficiency of major M&E systems including: - Air Conditioning & Mechanical Ventilation (ACMV) systems - Mechanical ventilation systems - Electrical distribution systems - Data centre systems	
Instrumentation & Control Engineer 	- Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. - Minimum 3 years of experience in building automation, HVAC controls, or energy management. - Strong knowledge of BMS platforms. - Experience with PLC programming and control systems. - Understanding of HVAC systems and energy efficiency principles.	Building And Related Trades Workers, Excluding Electricians	
IT Executive 	- Knowledge of Windows OS, Microsoft 365, and basic network administration. - Familiarity with IT infrastructure, servers, and endpoint management. - Experience with troubleshooting hardware, software, and network issues. - Understanding of IT security practices and backup management. - Strong problem-solving and analytical skills.	- Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. - Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues. - Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good communication and interpersonal abilities. • Ability to work independently and manage multiple tasks. • Customer-service oriented mindset when supporting internal users.	• Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. • Coordinate and facilitate User Acceptance Testing (UAT) for in-house system implementations, including preparation of test scenarios, documentation of results, and tracking issue resolution. • Maintain proper documentation for IT systems, procedures, configurations, and asset inventory. • Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements. • Perform other ad-hoc assignments and IT-related tasks as directed by Management.	
Lead Technician	• N/O Level / NITEC with 5 years of M&E experience • Preferable with CERT or hospital Supervisory or experience is advantage		
Licensed Plumber	•	•	
Operations Manager 	• Must possess at least GCE 'N' Levels and above	• Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues.	
Projects Executive 	• At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required).	• Experience with troubleshooting hardware, software, and network issues.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office.		
Projects Manager 	• Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required	• Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management.		
Property Executive 	• Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management.	
Property Officer (ECC)	• To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors • Any other ad-hoc assignments assigned by the Management	• Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests.	
Property Manager cum FSM 	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent.	ADMINISTRATIVE FUNCTIONS • Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. • Good knowledge of BSM Act. • Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • To perform as a Fire Safety Manager for the estate; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Good Knowledge of Electrical and M&E	• Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. • Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). • Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. • Engage, with prior approval from the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. • Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. • Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. • Maintain proper and accurate accounting records for all monies received and expended. • Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). • Provide monthly financial statements and status reports to the Corporation after the close of each calendar month. • Oversee the requisition and evaluation of quotations to ensure proper cost control. • Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. • Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. • Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. • Conduct regular inspections to ensure all facilities, equipment, and common	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		areas are properly serviced and maintained by staff and contractors. • Develop and implement preventive maintenance programmes for the property. • Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. • Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. • Perform any other duties assigned by the Corporation or the HQ office.	
Quality Assurance Officer 	• Posses recognised diploma in Engineering, Facilities or Estates Management or equivalent training in Quality Management System (QMS), ISO requirement and its application	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. • Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. - Audit Records and Additional Audits - Audit records must be readily available for the SO's review. - The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	
Quality Control Officer 	Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	- Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. - Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. - Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. - Quality Assurance Audits - Independent Quality Assurance Audits must be carried out every 6 months - Audit reports must be completed after each audit, reviewed and approved by senior management,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. • Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	
Quality Manager 	• Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application. • The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. • Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Audit Records and Additional Audits - Audit records must be readily available for the SO's review. - The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. - Sampling Requirements - At least 10% of scheduled maintenance activities across all sites must be audited, including site and documentation checks. - Monthly checks must be conducted for ad-hoc works, with records submitted every 6 months. - Audits for ad-hoc works must cover at least: 20% of completed work orders, or 20 work orders, whichever is greater. - Corrective Actions - Must immediately rectify issues identified through audits or incidents at its own cost. - Measures must be implemented to prevent repeated incidents and improve the QMS continuously.	
Quantity Surveyor 	Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience. - Singaporean/PR	- Support of maintenance and project works function - Advising on procurement strategy - Prepare cost estimate - Endorse and ensure all costing by Contractors is properly checked and endorsed - Prepare and report financial projection and budgetary control including monitoring	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		of contract and provisional sums. • Prepare and recommend monthly progress payment claims and final account submitted by Contractors • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management.	
Response & Service Officer	• Responds to activations to provide on-site assistance on daily operational faults in EPS and any other situation/incidences • Conducts scheduled and routine checks to ensure the full serviceability of the EPS and area of the car parks • Performs daily maintenance of the EPS with procedures to troubleshoot and diagnose routine problem • Conducts enforcement and control within the car park purview to assist with the relevant feedback/complaints from client/motorists • Assist with the festive season on ground supports within the car park precinct • Adhere to organisational Workplace Safety and Health (WSH) practices	• Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements.	
Security Officer	• Candidate must possess at least a Primary/Secondary School/"O" Level, any field. • At least 1 year(s) of working experience in the related field is	• Conduct security monitoring with the use of surveillance systems, detect and report security breaches • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	required for this position. • Candidates with First Aid Certificate will be preferred. • Candidates must possess a valid PLRD license. • Must be able to work shifts, weekends and public holiday when necessary. • Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.	• Respond to security incident and emergencies and report to key Management staff when necessary • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security	
Senior Security Officer	• Must possess PLRD Licence	• Perform other ad-hoc assignments and IT-related tasks as directed by Management.	
Senior Property Officer 	• Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.	• To supervise of term contractors ie. security guards, landscape, pest control • Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. • Building inspection and ensure rectification of defects • Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Attend to complaints by tenants and liaise with term contractors for repair works - Ensure compliance to all service Level Agreement stipulated in the IFM contract - Any other ad-hoc assignments assigned by the Management.	
Site Engineer 	Degree in Engineering /Building/Facilities/Estates Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 years.	- Oversee the overall performance of Service teams within the contract. - Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. - Ensure contract compliance and meet or exceed KPIs. - Foster a culture of service excellence and continuous improvement. - Monitor and update account processes and procedures. - Collaborate with Site Lead to develop and execute strategic business plans. - Maintain data integrity in management systems. - Deliver contractual and ad-hoc reports punctually. - Support engineering during planned or unplanned power shutdowns. - Uphold safety protocols and crisis management procedures. - Oversee supply chain delivery, ensuring service quality. - Ensure accurate and timely financial reporting and billing. - Manage staff performance, development and recruitment. - Enforce compliance with Health, Safety, Environmental	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and Risk Management policies. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning. • Any other ad-hoc works assignment by the management.	
Technician	• N/O Level / NITEC with 2 years of relevant experience. Diploma or Degree in Information Technology, Computer Science, or a related field.	• Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently • Regular inspection of grounds and facilities to ensure they are in good working order • Attend to breakdown, servicing, repairing and emergency requests • Any work assigned by Superior	
Technical Executive 	• Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience	• Physical And Engineering Science Associate Professionals	
WSH Coordinator	• Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH.	• Conduct monthly scheduled and ad-hoc WSH inspection across various sites. • Conduct Internal Audit for Integrated Management System (ISO) • Attend regular WSH Audit conducted by client's and	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		follow-up with site teams on the rectifications. • Conduct incident investigation and advise on follow-up actions • Proactively identify hazards and advise on Corrective and preventive actions • Carry out risk management audit on contractors • Routine checks on WSH Document submissions across various contracts and advise on lapses and amendments required. • Carry out regular WSH briefing/ trainings to various site teams • Attend WSH and Risk Management meetings and provide updates on site WSH status. • Issue Work Authorization Forms after checks on contractor safety documentations. • Implementation of Permit-to-work system across various sites/ contracts • Carry out noise monitoring at various sites and advise on noise reduction measures. • Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders through meetings, dialogue and/ or trainings. • Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions. • Perform WSHO assigned duties in accordance to	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		client's contract requirements.	
Human Resources Officer	• Candidate must have at least a diploma with 1 year of relevant experience. • Fresh graduates and career switchers are welcome to apply; training will be provided. • Familiar with employment legislation, CPF Act and Income Tax Regulations will be an added advantage • Candidate with relevant knowledge in HRMS (eg. Times Software application) will be an added advantage • Candidate with recruitment background will also be an added advantage • Proficient in Microsoft Office Word & Excel applications • Possess good communication and interpersonal skills • Well-organised and able to adapt into a fast-paced environment	• Handle full spectrum of HR duties such as preparation of employment contract for new staff, tracking and processing confirmation and salary adjustment, work pass administration, medical benefits administration and leave administration • Responsible for updating of personal data into the personal information system and ensures that the system is updated and accurate • Maintain and update personal files of staff efficiently • Prepare of Tax Clearance for resignees (Foreigners) • Handle all types of leave administration and Time & Attendance Administration. • Prepare various Management and Manpower Reports • Arranging of candidates for interviews when required • Any other ad-hoc assignments assigned by the Management.	

#3 Educare Human Capital

Educare Human Capital Pte Ltd (EHC) is a Singapore-based human resources and manpower solutions company. Established in 2004, it originally started as a co-operative of the Singapore Teachers' Union (STU) in collaboration with the Ministry of Education (MOE). It pioneered the Teacher Assistant (TA) Scheme to ease administrative workloads for school teachers.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
ICT Infrastructure Engineer (Cloud & DevOps) 	• Core Technical Stack • Hands-on experience administering Linux and container platforms (AWS EKS, OpenShift, or Kubernetes). • Demonstrated expertise in NGINX administration, pass-through proxies, and SSL certificate management. • Strong understanding of network connectivity (firewalls, routing, NAT) and enterprise application integration. • Working knowledge of ITIL processes, particularly enterprise-grade operational workflows and ServiceNow Change Management. • Advanced troubleshooting and root-cause analysis capabilities within complex, distributed systems. • Bonus Qualifications • Direct experience managing or integrating Test Automation Platforms (specifically Watermelon or similar enterprise tools). • Solid background in Platform Engineering, DevOps, or Infrastructure-as-Code.	• Key Responsibilities • Platform Engineering & Cloud Orchestration • Drive Platform Excellence: Manage, scale, and support the Watermelon automation platform across Dev, QA, UAT, and Production environments. • Container Management: Oversee deployments on enterprise AWS EKS and OpenShift clusters, expertly coordinating image updates, fixes, and chaos testing integrations. • Release Operations: Execute seamless platform upgrades, patch deployments, and releases without disrupting critical banking pipelines. • Network Integration & NGINX Proxy Engineering • Architect Connectivity: Build and maintain resilient NGINX proxy infrastructure and pass-through connections between Watermelon and target enterprise applications. • Seamless Integrations: Navigate complex hybrid-cloud environments to validate connectivity across GCC, on-premise data centers, and secure project spaces. • Secure Communications: Oversee SSL certificate lifecycles and resolve advanced routing, NAT, VLAN, and firewall configurations. • Security, Governance & Stakeholder Management • Fortify the Platform: Lead vulnerability remediation, deploy vendor fixes, and ensure strict adherence to	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Previous experience delivering technology solutions in banking, finance, or other highly regulated environments.	• banking regulatory compliance standards. • Team Enablement: Support project teams by facilitating the onboarding of new applications and integrating advanced API, functional, regression, and chaos testing capabilities. • Vendor & Client Liaison: Act as the primary technical contact between financial clients and Watermelon engineering partners to drive root-cause analysis, ServiceNow change management, and incident resolution. • What You Bring to the Table	
Pastoral Care/School Counsellor 	• Preferably with prior experience working in a school environment. • - Education: Minimum Diploma qualification in Counselling, • Psychology, Social Work, Education or a related discipline. • - Experience: Preferably with experience in youth work, student support, or social services. • - Basic first aid, crisis de-escalation or Mental Health First Aid • certifications are strong advantages.	• Student Befriending & Mentoring • One-on-One Support: Serve as a dedicated befriender and mentor to • High Needs Students (HNS), including student management to support • on-ground discipline. • 2-2 • Case Management & Follow-up • Case Management: Support in case management, including factfinding, engagement with students and parents, coordination of followups and monitoring of student progress. • Case Documentation: Maintain proper case reports for students whom • the officer works with. • Social-Emotional & Behavioural Support	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Motivational Talks: Plan and conduct motivational talks to inspire • students and build resilience, drawing on personal experiences, where appropriate. • Homework Care: Monitor and ensure completion of homework. • Student Discipline: Assist in maintaining student discipline and positive • behaviour during school events and daily school routines. • Student Well-being & Engagement • Physical Activity: Lead and facilitate simple, age-appropriate physical • exercises or light physical activities with students to promote mental and • physical well-being. • Motivational Talks: Support students in developing resilience, • confidence, and a positive attitude towards school. • Parent and School Collaboration • Parent Engagement: Engage students and parents as part of case • management and follow-up. • Student Support • Coordination: Coordinate with relevant school • personnel on student concerns, interventions and follow-up. • School Programmes, Events & Administration	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• School Events: Assist in maintaining student discipline and positive well-being during school events (e.g. Speech Day, Games Day, Level Camps) as and when required. • Administrative Duties: Perform any other duties assigned by the relevant authority, including general administrative and office-related tasks.	
360 Recruiter 	• Possess at least a Diploma in any field • 1–3 years of recruitment (agency or in-house) preferred. • With 360 recruitment functions • Strong communication, relationship-building, and negotiation skills. • Able to multitask and work independently. • CEI certification is an advantage.	• We are looking for a motivated Recruiter to manage the full recruitment cycle, from sourcing to placement and client management. You will build strong relationships with clients and candidates while ensuring a smooth hiring process. • Manage full-cycle recruitment: sourcing, screening, interviews, offer negotiation, and placement. • Sourcing for new client • Build and maintain client relationships; understand hiring needs and provide talent advisory. • Develop talent pipelines through job portals, social media, and networking. • Coordinate interviews, prepare candidates, and handle feedback. • Ensure smooth onboarding and provide aftercare support. • Maintain accurate records and ensure compliance with MOM guidelines.	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Financial Planner 	• Diploma or Degree in any discipline. • Relevant CMFAS certifications or a willingness to obtain the required licences. • Training and mentorship will be provided for candidates without prior experience. • Prior experience in banking, insurance, sales, customer service, or financial advisory is an advantage but not required. • Strong communication and interpersonal skills. • Self-motivated with an entrepreneurial mindset. • Good presentation and problem-solving skills. • Proficient in Microsoft Office applications.	• Develop and maintain long-term client relationships. • Conduct comprehensive financial needs analysis and recommend suitable financial solutions. • Advise clients on wealth accumulation, protection, retirement, education, and legacy planning. • Develop personalised financial plans based on clients' goals and risk profiles. • Regularly review clients' financial portfolios and provide ongoing servicing. • Stay updated with market trends, financial products, and regulatory requirements. • Generate new business opportunities through networking, referrals, and relationship management. • Ensure compliance with industry regulations and company policies. • Deliver exceptional customer service and maintain a high standard of professionalism.	•
Chef 	• Shatec/Culinary School certification	• Key Responsibilities: • Ensure the quality of all the dishes adhere to company's standard • Liaise with other department for the maintenance of kitchen equipment • Supervise kitchen operations and ensure smooth flow of food • Familiarise with the menu • Conduct checks before operation starts • Manage the department and conduct briefings • Handle dismissal, termination and resignation	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Ensure the departments follow the 5S and HACCP requirements - To perform any other duties assigned by superiors	
Computer Education cum Multimedia Services Instructor	- Experience: Minimum 3 years in school-based ICT education, multimedia services, and workshop facilitation. - Technical Proficiency: Expertise in Microsoft Office, Python/Swift, robotics, AI tools, video editing (Canva/Capcut), and website management (Isomer). - Soft Skills: Strong classroom management, pedagogy, and student engagement abilities. - Attributes: Self-motivated, independent, and a collaborative team player.	- Job Description - We are seeking a dynamic educator to deliver lower secondary computer education and makerspace programmes. The successful candidate will be responsible for curriculum delivery, student development in Infocomm clubs, and providing multimedia and technical support for the school. - Key Responsibilities: - Curriculum Delivery: Teach and develop programmes in: - Microsoft Office: Word, Excel, PowerPoint (Microsoft Office Certification preparation). - Coding: Python, Swift (Swift Playgrounds or similar platforms). - Computational Thinking: Robotics kits (Micro:Bit, M5GO, LEGO) using Python or block-based programming. - School Platforms: Teams, OneNote Class Notebook. - AI Tools: Copilot, ChatGPT, NotebookLM. - Video Editing: Canva, Capcut or equivalent. - Makerspace Activities: Facilitate craft, design, and 3D printing sessions (e.g., Cricut). - Student Development: Train Infocomm Club students in video, graphic, and animation production; coordinate participation in multimedia competitions.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Media & Technical Support: - Maintain photography equipment and manage the school website (Isomer or equivalent). - Provide photography/videography support for school events and create collateral materials. - Develop multimedia resources for teaching and learning.	
Science Laboratory Admin Asst(school setting)	- The ideal candidate should possess a minimum GCE 'O' Level qualification or equivalent, with a valid First Aid certification (Standard or Child First Aid) preferred. - They should be proficient in English with basic knowledge of Science, and skilled in Microsoft Word and Excel. - At least 3 years of relevant experience as a Science Laboratory Assistant in a primary school is preferred. - The role requires strong interpersonal and communication skills, along with the ability to work effectively in a school environment with children. - Candidates should be resourceful in preparing teaching aids using available materials to support laboratory learning	- This role involves preparing equipment and teaching materials for Science experiments and supporting students during laboratory activities. - The candidate will replenish consumable items such as limewater, iodine, paper towels, and hand soap, while ensuring Science labs, preparation rooms, and equipment are kept clean, organized, and well-maintained. - Responsibilities also include caring for the Science garden through basic planting, watering, and removal of stagnant water, as well as ensuring laboratory items are properly labeled and adequately stocked. - The role requires preparing teaching resources and equipment for weekly CCA and E2K sessions, maintaining lab equipment such as microscopes and data loggers, and assisting the Head of Department and Subject Head in liaising with vendors. - In addition, the candidate will support Science events such	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and reduce costs, and must be comfortable working closely with students in daily school activities.	as Science Week, handle administrative tasks including inventory updates, provide reception support to visitors, and attend to unwell or injured students by providing basic first aid and escalating cases according to school procedures.	
Reception cum Admin Asst(school setting)	- The ideal candidate should possess a minimum GCE 'N'/'O' Levels, NITEC, Higher NITEC, Diploma, or an equivalent qualification. - Prior experience in receptionist, customer service, administrative, or front desk roles is preferred. - The role requires proficiency in Microsoft Office applications such as Word, Excel, Outlook, and PowerPoint, along with good verbal and written communication skills. - Candidates should have a professional and pleasant personality with strong customer service abilities, and be capable of multitasking while managing administrative duties efficiently. - Strong organisational and time management skills are essential, along with a high level	- This role involves managing reception counter operations, including handling phone calls, enquiries, and assisting walk-in students, visitors, and suppliers. - It also includes providing customer service support while maintaining accurate administrative records, filing, and inventory control. - The candidate will handle lost and found items, as well as coordinate the delivery and distribution of goods within the school. In addition, the role supports student care duties such as sickbay assistance, basic first aid, and early dismissal arrangements. - The candidate will also assist with student administration tasks including health and dental checks and school events, while performing secretarial and general administrative duties such as scheduling, meeting coordination, and maintaining cleanliness of offices and pantry areas.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	of attention to detail and accuracy in data entry and record keeping.		
Operation Support Officer(school setting)	• Experience & Skills: Prior experience in building maintenance, cleaning, or general operational support is highly preferred. Must be competent in basic handyman tasks (e.g., changing bulbs, simple plumbing). • Physical Capability: Physically fit and active, with the ability to handle manual logistical setups, perform cleaning duties, and stand outdoors for traffic warden duties. • Security Awareness: Highly vigilant and observant, with a strong commitment to maintaining a safe environment for students and staff. • Communication & Teamwork: Ability to communicate clearly and coordinate effectively with school management, teachers, and external visitors. • Flexibility: Adaptable to varying tasks and capable of managing time efficiently across different operational domains within the school.	• Facilities & Maintenance: Assist the Operations Manager (OM) with basic facility upkeep, including plumbing, pest control, and replacing light bulbs. Conduct routine facility checks and promptly report any faults to the OM. • Cleaning & Hygiene: Take full responsibility for the daily cleanliness of classrooms, special-purpose rooms, and common areas. • Security & Vigilance: Secure the premises by locking and unlocking offices, classrooms, and windows. Actively monitor the grounds to identify strangers and safely direct/accompany visitors to the school office. • Traffic Management: Act as a gate and traffic warden during peak school hours to regulate smooth traffic flow and ensure student safety. • Logistics & Event Setup: Coordinate with the Admin Manager (AM), OM, teaching staff, and CSOs to provide physical logistical support, ensuring venues are properly set up for daily activities and special events. • Inventory & Administration: Track consumable supplies in restrooms and special rooms, proactively alerting supervisors when stock is low. Handle the distribution, collection, and accurate	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		record-keeping of miscellaneous items for students in the Admin Office. Ad-Hoc Duties: Execute any additional operational tasks assigned by the AM or OM while meeting established Key Performance Indices (KPIs) and quality standards.	
Teacher Aide(school setting)	- The ideal candidate should possess a minimum GCE 'N'/'O' Levels, NITEC, Higher NITEC, or an equivalent qualification. - Prior experience in an educational setting will be an advantage. - The role requires good communication and interpersonal skills, with the ability to work well as part of a team and support teachers in daily classroom activities. - Candidates should also have basic administrative and organisational skills to assist in the smooth running of school operations.	- This role involves supporting food preparation activities, including cleaning, cutting, and distributing ingredients for cooking lessons. - The candidate will also be responsible for cleaning kitchen tables and utensils, assisting with inventory checks of kitchen equipment, and supporting simple logistical arrangements and record-keeping. - In addition, the role includes assisting in monitoring the department's monthly budget and performing ad-hoc duties as assigned by supervisors. - The candidate will also provide administrative support to other units within the Aesthetics Department and participate in school activities, which may occasionally extend beyond regular working hours.	
Crew - Restaurant	- Preferably 1-2 years experience; training will be provided for candidates with a positive attitude. - Entry level candidates are welcome to apply. - Minimum 'N'/'O' Levels is preferred. - A Food Safety & Hygiene Certificate	- Customer Service & Operations - Greet and welcome customers in a friendly and professional manner, assisting them with seating. - Take food and beverage orders accurately and efficiently, and process payments using the Point-of-Sale (POS) system.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	(e.g., SFA Basic Food Hygiene Course) is highly advantageous and may be sponsored by the company.	• Serve food and beverages promptly, ensuring high standards of presentation. • Answer customer inquiries regarding the menu, promotions, and services, providing recommendations when appropriate. • Upsell menu items and special promotions to maximize revenue. • Food Preparation & Maintenance • Assist in basic food preparation, which may include cooking, assembling, and garnishing items. • Maintain the overall cleanliness and organization of the dining and working areas, including clearing and cleaning tables. • Wash dishes, cutlery, and ensure a clean, sanitary workstation at all times. • Replenish stock and supplies (e.g., condiments, napkins, ingredients) to maintain sufficient levels ahead of peak periods. • Adhere strictly to all food safety, hygiene, and sanitation policies, including checking and recording fridge temperatures. • Teamwork & Compliance • Work collaboratively with kitchen and bar staff to ensure smooth and efficient operations. • Assist with opening or closing duties as assigned. • Report any incidents, customer complaints, or feedback to supervisors	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Teacher Aide(school setting)	- The ideal candidate should possess a minimum GCE 'N'/'O' Levels, NITEC, Higher NITEC, or an equivalent qualification. - Prior experience in an educational setting will be an advantage. The role requires good communication and interpersonal skills, with the ability to work well as part of a team and support teachers in daily classroom activities. - Candidates should also have basic administrative and organisational skills to assist in the smooth running of school operations.	Responsibilities - Prepare and organize materials for science experiments, laboratory sessions, and robotics classes and competitions to support teaching activities - Sort, store, and maintain cleanliness of equipment after classes to ensure readiness and safety - Conduct stock taking and maintain accurate inventory records of science and robotics equipment - Perform data entry, verify accuracy, and consolidate documents to support administrative processes - Manage front-desk duties including attending to telephone calls and walk-in enquiries to provide timely assistance - Assist unwell students by providing care and support as needed during school hours - Carry out general administrative tasks assigned by school leaders and the admin manager to support office operations - Handle classified information and documents in compliance with the Official Secrets Act by endorsing as required	
Shipping Asst	- The ideal candidate should possess a minimum GCE 'N'/'O' Levels, NITEC, Higher NITEC, or an equivalent qualification. - Prior experience in an educational setting will be an advantage.	- This role involves supporting food preparation activities, including cleaning, cutting, and distributing ingredients for cooking lessons. - The candidate will also be responsible for cleaning kitchen tables and utensils, assisting with inventory checks of kitchen equipment,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- The role requires good communication and interpersonal skills, with the ability to work well as part of a team and support teachers in daily classroom activities. - Candidates should also have basic administrative and organisational skills to assist in the smooth running of school operations.	and supporting simple logistical arrangements and record-keeping. - In addition, the role includes assisting in monitoring the department's monthly budget and performing ad-hoc duties as assigned by supervisors. - The candidate will also provide administrative support to other units within the Aesthetics Department and participate in school activities, which may occasionally extend beyond regular working hours.	
Customer Service Officer	- Proficient in MS Office - Able to perform overtime when required - Customer service orientated, with good communication and interpersonal skill 1 to 2 years of experience in Logistics industry / related Education background will be a bonus	- Customer Support & Communication - Handle customer enquiries via phone, email, or system platforms - Provide updates on shipment status, delivery schedules, and order issues - Resolve customer complaints or escalate issues when necessary - Order & Shipment Coordination - Process and monitor incoming customer orders in the system - Coordinate with warehouse and transport teams for timely delivery - Ensure accuracy of order details, invoices, and shipping documents - System & Documentation - Use SAP / WMS (Warehouse Management System) for order processing and tracking - Maintain accurate records of shipments, delivery status, and customer requests	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Prepare basic reports on order status or service issues • Internal Coordination • Liaise with warehouse, operations, and drivers to ensure smooth workflow • Follow up on delayed shipments or operational issues • Support operations team during peak periods when needed • Service & Compliance • Ensure service level agreements (SLA) are met • Maintain professionalism in all customer interactions • Follow company SOPs and logistics procedures	

#4 Khoo Teck Puat Hospital

Khoo Teck Puat Hospital (KTPH) is a 795-bed general and acute care hospital which officially opened in November 2010. Serving more than 550,000 people living in the northern sector of Singapore, KTPH combines medical expertise with high standards of personalised care, set within a healing environment. From intuitive wayfinding to logical clustering of services, KTPH's design is focused on providing a comfortable and hassle-free experience for patients. Since its opening, the building has garnered numerous awards for its green and energy efficient design, with wards that have views of greenery and naturally cool air. KTPH also provides a wide range of outpatient specialist services, with more than 30 specialties available to serve our patients' diverse healthcare needs.

KTPH is an anchor hospital of NHG Health, a public health system delivering quality care, clinical education and research, and committed to enabling healthier lives in Central and North Singapore.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Patient Service Associate (SOC)	• N Level • With experience will be an advantage	• To provide and implement patient services in doctors' consultation, financial counselling and patient appointments.	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- To implement service assistance to patients in the Specialist Outpatient Clinics which primarily includes (but is not limited to) registration appointment making, billing and payment and other administrative and counter duties. - To ensure patients' information is kept up-to-date and compliance with Personal Data Protection Act (PDPA). MAJOR DUTIES AND RESPONSIBILITIES (A) SPECIFIC - Operational (Consultation room) - Adhere to room assignments given by Nurse Manager (NM)/Assistant Nurse Clinic (ANC)/Senior Staff Nurse (SSN). - Perform the following basic nursing procedures/activities - Ensure service readiness of consultation rooms including adequate inventory of forms, stationery and equipment are in good condition. - Retrieve and return patient's record before and after appointment. - Chaperone doctors and provide language translation during consultation. - Prepare and assist patient for physical examination or minor procedures to be done by the doctor. - Perform simple patient care services such as taking vital signs and record in the patient's notes. - Collection of specimens	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Provide co-ordination of appointments with other clinics/hospitals where possible. • Give clear and accurate post-consultation instructions to patients pertaining to investigations, follow-up, and others relevant information. • Accompany patients to other departments when necessary. • Co-ordinate patients' appointment when doctor is on leave or contact patients when the doctor is away on urgent / medical leave. • Team leader among the room PSAs to support running of clinic. • To ensure service readiness of counter to receive patients and visitors. • To attend to enquiries from both internal and external customers. • To ensure services rendered are entered promptly for charging purposes. • To assist with appointment scheduling and payment matters. • To reconcile all transactions and be accountable for cashier opening and closing. • Maintain high standards of service delivery at all times and to be a role model for the junior staff. • Inform patients of the estimated waiting time or period of absence when the doctors are called away. • Perform patient care services such as taking weight and height for the patients.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Responsible and responsive to patient's feedback/complaints before referring to the supervisor or Executive/Manager. - Keep track of daily workload in various clinics and implement actions when necessary. - Deputise supervisor and oversee handover confirmation during the absence of the supervisor. - Assist the Executive/Manager in the handling of staff and other matters when necessary. - Conduct On-the-Job training (OJT) for new staff in the clinic. (B) GENERAL - Assist NM, SSN, Executive, Manager in supervision, guidance and teaching of new staff. - Participate in initiating and implementing change to improve the quality of care and work processes in the unit. - Assist in evaluating effectiveness new methods and to communicate outcome to supervisor. - Attend continuing education and training on regular basis to maintain one's competency. - Embrace continuous improvement as our way of life by improving and refining work performance on a daily basis. - Assist with template build matters for NGEMR.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Perform other duties as assigned by NM, SSN, Executive, Manager.	
Patient Service Associate (A&E)	- N Level - With experience will be an advantage	- The Patient Service Associate Executive is responsible for providing assistance to patients which includes (but not limited to) reception duties, registration, admissions, payment collections and other administrative duties in the Emergency Department. To ensure Patient's information are up-to-date and accurate. To be in compliance with personal data protection act (PDPA). MAJOR DUTIES AND RESPONSIBILITIES (A) SPECIFIC - Liaising with Nurses and Doctors of patients' long wait time to consultation. - Maintain Yishun Health Standards of Service Delivery at all times. - To conduct On-the-Job Training (OJT) for new staff in the A&E. - Ensure Service Readiness at all times. - To assist the Supervisor in the planning of departmental roster when staff report absents from work. - Assist the Manager/Supervisor or Nursing Officer in continuous work improvements, data collection and other related tasks when necessary. Counter - Receive patients and visitors who present themselves at the counter.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Answer telephone calls and attend to enquiries courteously and promptly at all times. • Demonstrate good interpersonal skills with to members of the public and staff. • Maintain Yishun Health Standards of Service Delivery at all times. • Maintain confidentiality of patient's information. Registration • Perform registration for all patients at A&E. • Inform patients of the estimated waiting time for consultation. • Collect payment in advance for A&E service and after end of A&E attendance for non-standard services rendered. • Be accountable for payments collected. Admission • Prepare necessary forms for admission. • Perform admission paperwork and provide financial counseling to patients and family members. • Financial counseling for decant of patients to other hospitals. • Advise and direct patients who require financial assistance to the appropriate department/s. • Collect payment for services rendered and be accountable for payment collected. • Collect General Consent for admission and proper documentation for any follow-up action required.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Monitor Financial Counselling turnaround time and assign cases to PSA team members on same shift Appointment - To obtain SOC appointment for urgent cases and advice patient of appointment time via SMS or call. - Inform SOC of OPAT case from EDIEDTU. Death Registration - Perform death registration for deceased patients. - Reporting to ICA for any trouble shooting on the ground. - Other administrative work - To undertake safekeeping of patient's property - Responsible and responsive to patient's feedback/complaints before referring to the Supervisor / Executive / Manager. - Updating data on chat group for management of bed wait and financial counselling TAT and or other ad hoc data required by management. - Any ad-hoc duties assigned by Supervisor / Executive / Manager. - Trainer for new junior staff for on the job training (B) GENERAL - Arrange and replenish brochures, magazines and newspaper daily. - To maintain the cleanliness and tidiness of all counters and patient waiting area. - Ensure the following equipment are in good working order: - Fax machine	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Laser Printers • Photocopier • Computers and bar code readers • Labels printing machine • Encourage patients to complete Feedback forms. • Perform all filing work required • Assist in Data collection for statistics purposes. • Call Facility/ Maintenance Department VITD for repair works. • To participate in Process Improvement Projects and streamline work processes that enhance productivity. • Participate in corporate events whenever necessary. • Undertake other duties directed by the Manager/Nurse Manager/Supervisors. JOB REQUIREMENTS (EDUCATION, TRAINING AND EXPERIENCE) • Minimum N level, ITE Nitec, ITE Higher Nitec, Diploma • Good communication and interpersonal skills • Minimum one year experience as Team Leader • Minimum two years working experience will be advantageous • For Diploma holder, one year experience with good performance • Basic PC knowledge is required	
Staff Nurse	• Hold a valid registration with the Singapore Nursing Board.	• Join a team of well-trained professional staff to administer personalised and quality person-centred care in the inpatient wards.	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Possess a Diploma or Bachelor Degree in Nursing educational qualification. • Must have relevant working experience or relevant post-basic certification for senior positions.	• Provide professional nursing care, educate patients and their family and perform related duties as required. • Supervise and coach a team of nurses to provide optimal care and service to patients. • Be provided with opportunities for training and development.	
Research Assistant	• Diploma or specialized diploma in health sciences (e.g. nursing, pharmacy, clinical/public health research) or related field • Knowledge or experience in research preferred	• The responsibilities include liaising with the Principal Investigator and various departments, coordinating research workflows, and screening participants for eligibility. • The role involves explaining protocols, obtaining informed consent, enrolling participants, and ensuring compliance. • Additionally, it includes scheduling appointments, conducting interviews for data collection, and performing data management tasks. • The individual will assist in maintaining study documents, arrange clinical tests, coordinate stakeholder meetings, and may require travel to participants' homes. • Training and supervising interviewers and performing quality checks as an Institution Monitor are also part of the role.	•
Social Work Associate	• Diploma in Social Work/ Gerontology/ Psychology from a local polytechnic.	• As a SWA, you will be responsible for providing psychosocial care (including financial assistance) to our patients. • Working closely with multi-disciplinary team to establish	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		a holistic care plan and carry out appropriate interventions are essential aspects of the work as a SWA. You are also required to provide support to the MSW in the casework management and department admin work such as managing front counter duties.	

#5 Success Human Resource Centre

Success Human Resource Centre (SHRC) has been in the staffing industry since February 1997 with the objective of providing quality and excellence recruitment and payroll services. As a reputable recruitment agency of Singapore, it is known for efficient and personalized excellent service to meet the staffing needs of various industries in Singapore from permanent placement, contract and temporary assignments.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Finance Executive 	- Minimum Diploma in accounting or any other relevant field - Minimum 3 years of relevant working experience - Meticulous, analytical and independent - Ability to meet the tight deadlines - Proficient in MS Office applications and Xero - Able to use Whyzehr software for payroll services.	- Overview: We are looking for detail-oriented, proactive, and results-driven Finance Executive to join our team. As a Finance Executive, you will play a key role in managing payroll, preparing financial reports, and handling essential payments. You will also support the HR team and have opportunities to develop your financial expertise, contributing to the company's success and your professional growth. - Responsible for the full set of Accounts – preparation of audit schedule, financial statement, balance sheet and cashflow monitoring and control. - Responsible for quarterly budgeting and forecasting for the business.	- Working Hours: - Mon to Fri: 8.30am-5.30pm, Sat: 8.30am-12.30pm (Alternate Sat) - Working Location: - Ubi Avenue

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Analyze monthly financial statements (Profit and Loss, Balance sheet, income and cash flow statements) and effectively convey analysis to Management on weekly basis. Provide advice to Management for financial decision making. - Manage Project Cost Accounting to track costs of respective projects closely and highlight any discrepancies or extraordinary increase/decrease to Management. Work closely with Operations and recommend cost control measures, if any, to reduce costs. - Manage annual Audit to ensure completion and submission before official deadline by working closely with the assigned Auditor as well as follow-up for tax computation and proper closure. - Process employee reimbursements and petty cash claims, ensuring proper documentation and reconciliation. - Monthly payroll for staff salaries and/or allowances in accordance with local employment regulations, ensuring that all required statutory deductions are made and paid. Ensure timely salary compensation and submission of CPF payments and reports. - Reconcile bank accounts and general ledger accounts as	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		well as updating cash books on a daily basis. • Monitor AR Ageing Report weekly by inputting the invoices and payments on a timely basis. • Timely submission of government-led surveys (Eg. MOM, IMDA) • Manage road tax, season parking, insurance and supplier related payments. • Any other administrative tasks as directed by the management.	
Finance Operations (Processing) Specialist, Group Finance 	• Minimally diploma or degree with at least 1 to 2 years relevant experience in banking with Account Payables knowledge preferred • Strong analytical and problem-solving skills, with attention to detail and ability to communicate effectively • Experience with financial systems and processes, including accounting and reporting • Ability to work collaboratively with various stakeholders, including finance, risk, and compliance teams • Strong organisational and time management skills, with ability to prioritise tasks and meet deadlines	• Processing of vendor invoices for payments and related GL posting • Handle tax requirements relating to processing • Prepare general ledger reconciliation and expense reports • Comply with archival requirements • Handle monthly closing related matters • Participate in implementing system functionalities and enhancements • Participate in developing and maintaining policies and procedures • Participate in project work including process improvement activities	• Location: Raffles Place • Working Hours: 9am to 6pm, Monday to Friday
Project Finance Support Officer 	• Minimum Diploma holder with relevant experience from related industry	• The position takes care of all reimbursement claims and reports of funding agencies,	• Location: • West Area • Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		budget reports preparation for department reporting. • Manage research projects by monitoring and maintaining program budget: tracking all expenditures, cumulative claims and claims received to-date • Coordinate with funding agencies on matters related to funding mechanism and ensure funding is in place on time • Work closely with the appointed auditors for account audits and any other project research accounts • Perform monthly financial budgeting and reports for all research project accounts • Submission of claim and audit report to funder on a timely basis • Creation of account/variation request in system • Monitor fund budget and aid in procurement activities in the research program • Compliance monitoring for regulatory requirements • Liaise with funding agencies, PI, Profs, researchers, peers, etc on projects related matters. • Work with PI on budgeting, KPIs, milestones and finance matters • Other tasks as assigned by supervisor	• Monday – Thursday, 8.30am to 5.45pm • Friday, 8.30am to 5.15pm
Finance Operations Specialist 	• Degree in Accounting, Finance, Business, or related discipline with at least 5-7 years of working experience in finance operations.	• Fixed Assets Management • Support fixed asset accounting activities, including the timely capitalisation of completed projects, creation and maintenance of WBS	• Location: Changi • Working Hours: Monday to Friday,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Experience supporting fixed asset management, including capitalisation, asset register maintenance and fixed asset verification. - Working knowledge of SAP is essential. - Experience supporting ERP implementation, system migration, or finance transformation projects, including data migration and User Acceptance Testing (UAT), will be an advantage.	- elements and asset master records, and upkeep of the fixed asset register. - Perform fixed asset verification and sighting activities, maintain supporting documentation, and assist with asset transfers, disposals, and reconciliations to ensure accurate asset records. - Support business divisions on fixed asset matters by providing guidance on capitalisation requirements and assisting with the application of the Company's accounting policies and applicable SFRS(I) requirements. - System Migration Support - Support end-to-end data migration activities for ERP migration and EPM implementation, including data extraction, cleansing, validation, reconciliation, and cutover support to ensure data integrity and completeness. - Participate in User Acceptance Testing (UAT) by reviewing and developing test scenarios, documenting test results, tracking defects, and working with system vendors to ensure timely and successful resolution of issues. - General Finance Support - Review accounts payable transactions and supporting documentation to ensure completeness, accuracy, and compliance with the	8.30am to 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Company's policies and approval requirements. Support the review of monthly shareholder reporting packs by compiling financial information, performing reconciliations and variance analysis, and assisting with the timely submission of reports.	
Sales Admin Executive / Shipping Coordinator	- Minimum N-Level or O-Level qualification. - At least 2 years of relevant experience in sales administration or logistics coordination. - Working knowledge of shipping terms, shipping documentation, L/C preparation/negotiation, and application for Certificate of Origin and Marine Insurance is highly preferred. - Proficient in Microsoft Office applications (Excel, Word, Outlook) and SAP - Meticulous, systematic, and well-organized team player with strong communication and interpersonal skills.	- Manage and execute daily order processing duties efficiently. - Monitor truck readiness and liaise with customers to issue shipping instructions to factories and forwarders. - Partner closely with customers, factories, and freight forwarders to guarantee timely shipment and delivery. - Provide swift responses to customer inquiries, shipment updates, and freight quotations. - Record orders and shipments, ensuring up-to-date and organized documentation filing. - Coordinate and verify deposit payments prior to cargo shipment. - Plan weekly and monthly sea shipment forecasts to optimize supply chain flow. - Prepare accurate monthly operational reports for management review.	- Location: Loyang, Changi - Working Hours: Mon-Fri, 8.30am-6pm
Admin Staff 	Minimum Diploma holder with relevant admin experience from related industry	- Assist the office administration and procurement matters - Arrange interviews for admissions	- Location: West Area - Working Hours: Mon to Thurs: 8.30

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist in event management for outreach, admissions and office events - Liaise with vendors for catering service - Handle venue and facilities booking - Coordinate the production of marketing materials - Any other ad-hoc duties assigned by Admin Lead	- am to 5.45 pm - Fri: 8.30 am to 5.15 pm
Programme Administrator (General, E1) 	- Minimum Diploma holder, preferably some knowledge on the running of funded programmes. - Strong organisational and time-management skills. - Effective interpersonal and communication abilities. - Resourcefulness in problem-solving and conflict resolution. - Attention to detail and ability to handle multiple priorities. - Proficiency in Microsoft Office (Excel, Word, PowerPoint, Teams). - IT and numerical literacy with a focus on accuracy and data handling. - Proactive, cheerful, and service-oriented. - Team player with a positive and collaborative attitude. - Committed to learning, growth, and continuous improvement.	- Coordinate and provide administrative and logistical support for the delivery of funded programmes - Ensure accurate and timely processing of learner registrations, invoicing, and programme documentation. - Monitor, analyse and follow up on funding disbursements and claims payout through reports generated from systems. - Engage with learners through calls or emails to conduct post-programme surveys and gather feedback for improvement. - Engage with Trainers in the support of delivery operations. - Support the administration of career advisory initiatives, including coordination with coaches, employers, and learners. - Maintain records and generate required reports to ensure compliance with internal standards and funding requirements. - Provide administrative support for the career app, including coaching schedules,	- Location: Clementi - Working Hours: - Tuesday to Saturday: 1.00pm to 10pm (includes 1 hr break at around 6pm) - Rest days: Monday and Sunday

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Demonstrates integrity, humility, and professionalism. • Courageous in embracing challenges and change. • Dedicated to excellence and delivering quality outcomes.	• content uploads, and report generation. • Assist with ad-hoc projects, events, or initiatives to enhance learner experience and operational efficiency.	
Programme Administrator (E1) 	• Minimum Diploma holder, preferably some knowledge on the running of funded programmes. • Strong organisational and time-management skills. • Effective interpersonal and communication abilities. • Resourcefulness in problem-solving and conflict resolution. • Attention to detail and ability to handle multiple priorities. • Proficiency in Microsoft Office (Excel, Word, PowerPoint, Teams). • IT and numerical literacy with a focus on accuracy and data handling. • Proactive, cheerful, and service-oriented. • Team player with a positive and collaborative attitude. • Committed to learning, growth, and continuous improvement.	• Coordinate and provide administrative and logistical support for the delivery of funded programmes • Ensure accurate and timely processing of learner registrations, invoicing, and programme documentation. • Monitor, analyse and follow up on funding disbursements and claims payout through reports generated from systems. • Engage with learners through calls or emails to conduct post-programme surveys and gather feedback for improvement. • Engage with Trainers in the support of delivery operations. • Support the administration of career advisory initiatives, including coordination with coaches, employers, and learners. • Maintain records and generate required reports to ensure compliance with internal standards and funding requirements. • Provide administrative support for the career app, including coaching schedules, content uploads, and report generation.	• Location: Clementi • Working Hours: • Tuesday to Saturday: 1.00pm to 10pm (includes 1 hr break at around 6pm) • Rest days: Monday and Sunday

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Demonstrates integrity, humility, and professionalism. • Courageous in embracing challenges and change. • Dedicated to excellence and delivering quality outcomes.	• Assist with ad-hoc projects, events, or initiatives to enhance learner experience and operational efficiency.	
Admin Assistant	• Minimum GCE O-Level qualification or equivalent. • Prior administrative, customer service, reception or education centre experience will be advantageous. • Comfortable communicating with parents, students and teachers. • Good organisational and time-management skills with the ability to manage multiple administrative tasks. • Proficient in basic Microsoft Office applications such as Word and Excel. • Able to perform data entry and maintain accurate records and documentation. • Good verbal and written communication skills. • Service-oriented, responsible, patient and attentive to details. • Able to work independently as well as support the Centre	• Responsible for providing administrative and operational support to the Centre Manager to ensure the smooth day-to-day running of the education centre. The role involves student administration, class coordination, handling enquiries, maintaining records and supporting centre activities. • Provide administrative and operational support to the Centre Manager in the daily running of the centre. • Handle general administrative duties including filing, data entry, documentation, record keeping and updating of databases. • Assist with student enrolment, registration and maintenance of accurate student records. • Coordinate class schedules, teacher availability and classroom arrangements to ensure smooth lesson operations. • Respond promptly and professionally to enquiries from parents, students and teachers through phone, email and messaging platforms.	• Working Hours: • Monday to Friday: 10am–6pm • Saturday: 9.30am–4pm • Location: • Aljunied

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Manager and teaching team. Must be comfortable working on Saturdays.	- Track student attendance and conduct follow-up with parents or students where required. - Prepare administrative documents, reports, notices, correspondence and other centre materials. - Assist with billing, payment records, fee collection records and other basic administrative finance duties. - Support the Centre Manager in coordinating centre activities, events, programmes and other operational requirements. - Maintain a professional, organised and welcoming reception/front desk environment. - Monitor office and classroom supplies and assist with stock and inventory management. - Liaise with teachers, parents, students, vendors and other external parties when required. - Undertake any other administrative and operational duties assigned by the Centre Manager.	
Manager (Course Approval Processing & Communications Support) 	- Minimum Diploma/Degree with at least 3 years' relevant experience in programme administration, regulatory operations, communications support, or similar environments from related industry. - Strong attention to detail and a commitment to	- Course Approval Processing - Review and assess course applications for approval, evaluating relevance to adult education and fit against CPD Programme (continuing professional development) domain and dimension descriptors. - Support the end-to-end CPD Programme whitelisting cycle, including coordinating reviews, managing billing, and	- Location: Eunus - Working Hours: 8.30am to 5.30pm, Monday to Friday

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	accuracy in both written work and administrative processes. • Good written communication skills, with experience drafting or vetting stakeholder-facing documents. • Able to manage multiple workstreams and deadlines in a structured and organised manner. • A team player who works well in a collaborative environment	maintaining accurate records and status tracking. • Liaise with CPD Programme Providers on routine administrative matters relating to their applications, ensuring timely and accurate responses. • Maintain and update the CPD Programme listing on the NAE Registry, ensuring information is current and accurate at all times. • Support the drafting, vetting, and coordination of internal and external communications materials, including FAQs, advisories, templates, and stakeholder-facing guidance. • Assist in fact-checking and proofreading communications and public-facing materials prior to publication, ensuring accuracy and alignment with approved positions. • Provide administrative support for communications planning and rollout, including tracking review and approval cycles. • Support internal quality assurance and audit readiness across TAEPP workstreams, including maintaining documentation standards, ensuring records are complete and traceable, and contributing to audit preparation as required. • Undertake general administrative duties in support of team operations, including note-taking, scheduling, and contributing to cross-divisional projects as needed.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Wealth Portfolio Manager 	Minimally diploma or degree with relevant experience in FA	- Engage customers mainly through tele-consulting, along with in-person and virtual interactions to existing customers. - Convert warm and cold leads into advisory appointments through structured tele-consulting - Proactively identify, engage and develop new customer relationships through outbound advisory conversations - Achieved monthly acquisition targets through outbound prospecting and follow-ups - Build your customer base through structured outreach activities, tele-prospecting initiatives and customer engagement programmes - Understand customers' needs, goals and life stages, and share suitable banking, investment and insurance solutions in a clear and responsible way - Work closely with the Business Sales Manager to support business plans and contribute towards achieving team and individual KPIs - Participate in bank-led events, roadshows and outreach activities to meet customers and support business growth - Stay connected with existing customers by sharing relevant ideas, market updates and timely insights - Set personal goals for yourself and work steadily towards achieving them, with guidance from your manager and team	- Location: Raffles Place - Working Hours: Monday to Friday with flexible working hours, including some weekends for events when required

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Keep learning and improving — whether it's product knowledge, market awareness or communication skills	
Telesales Officer – General Insurance	- Candidate must possess at least Secondary School 'O' Levels – 3 Credits - Must have BCP, PGI and HI Certificate - Applicants must be willing to work in Novena Area - Passion and drive to launch sales career to the next level - Good Communication Skills - Self-starter, independent and possess excellent interpersonal and communication skills - Comfortable with Quotas or Sales Targets - Candidates must be able to commit to Overtime if needed - Relevant sales/acquisition experience with a proven track record is a plus	- Promote & sell Life Insurance (General Insurance) - To achieve individual sales targets - To adhere to professional standards of behaviour & conduct in dealing with customers and fellow staff - To continuously think ahead and help to develop solutions to emerging problems - To continuously suggest ways in improving the team as a whole - To actively tele-market the Bank's products to customers to generate sales revenue - To call company provided leads or customers	- Location: - Novena - Working Hours: - Monday – Friday (9.00am – 6.30pm)
Telesales Officer - Customer Engagement	- Candidate must possess at least Secondary School "O" Levels - Relevant sales/acquisition experience with a proven track record is an added advantage	- Promote & sell Credit facilities (such as Fee Waiver OR Card Activation OR Customer Engagement) - To achieve individual sales targets - To adhere to professional standards of behaviour & conduct in dealing with customers and fellow staff	- Location: - Novena - Working hours: - Monday – Friday (9am – 6.30pm)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Passion and drive to launch sales career to the next level • Good Communication Skills • Self-starter, independent and possess excellent interpersonal and communication skills • Comfortable with Quotas or Sales Targets • Able to commit to Overtime if needed	• To continuously think ahead and help to develop solutions to emerging problems • To continuously suggest ways in improving the team as a whole • To actively tele-market the Bank's products to customers to generate sales revenue • To call company provided leads or customers. • To cross sell personal loans • Other ad-hoc duties as assigned by supervisor	
Telesales Officer - Portfolio Sales Officer	• Candidate must possess at least Secondary School "N" Levels • Relevant sales/acquisition experience with a proven track record is an added advantage • Passion and drive to launch sales career to the next level • Good Requirements: • Communication Skills • Self-starter, independent and possess excellent interpersonal and communication skills • Comfortable with Quotas or Sales Targets • Able to commit to Overtime if needed	• Promote & sell Credit facilities (such as Personal Loans OR Funds Transfer OR Fee Waiver OR Credit Card OR Card Activation OR Cash Plus OR Customer Engagement) • To achieve individual sales targets • To adhere to professional standards of behaviour & conduct in dealing with customers and fellow staff • To continuously think ahead and help to develop solutions to emerging problems • To continuously suggest ways in improving the team as a whole • To actively tele-market the Bank's products to customers to generate sales revenue • To call company provided leads or customers. • To cross sell personal loans • Other ad-hoc duties as assigned by supervisor	• Location: • Novena • Working hours: • Monday – Friday (9am – 6.30pm)
Personal Wealth Executive 	• Minimum diploma • Results-oriented, dynamic and self-driven	• Join a dynamic retail banking team where your drive and ambition translate directly into rewards. You'll offer tailored financial solutions—	• Working hours: • As per bank branch

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Competent in engaging and managing internal and external clients - Proven ability to achieve sales target - Resourceful and able to work with minimal supervision	from loans and insurance to investments—while helping clients grow their wealth. If you thrive on front-line sales, crave recognition, and want rapid career progression, this is your chance. With full training and a strong support network, you'll be empowered to exceed sales targets and build lasting client relationships through expert financial advice. - As a Personal Wealth Executive within the Personal Banking business, you will be responsible for rendering financial advisory to the bank's mass-market customers. You are expected to achieve individual sales target while ensuring accurate and timely completion of the entire sales and compliance process. - Provide prudent financial advisory and investment solutions to meet the financial planning needs and requirements of Bank's clients - Develop and deepen relationships with clients who have been assigned to you - Ensure proper advisory procedures and documentation while adhering to the Bank's internal policies, business processes and regulatory requirements (i.e. FAA and other related statutory Acts)	working hours - Location: - Islandwide (closest branch to your home)
Outbound Call Agent	- Good interpersonal, communication and written skills - Proactive, committed and self-motivated	Handling inbound calls on payment related to hospital bills	- Working hours: - Mon to Fri: 9am to 6pm - Location:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Positive team player who is also able to work independently - Proficient in Microsoft Office applications (MS Word & Excel) - Candidate must possess at least Higher secondary/Pre-U/A level/College, Professional Certificate or equivalent. - Bilingual with proficiency in mandarin preferred to liaise with mandarin speaking clients	- Making outbound calls to follow up on payment related to hospital bills - Receivables management - General customer service duties - Handle patient enquiries, provide billing information to patients - Sending statement of accounts	Bukit Merah
Front Desk Assistant	- Genuine, patient-first attitude - Customer service experience in a clinic or healthcare setting, preferably within the same industry - Comfortable with clinic management software (such as Plato) and basic computer tools - Excellent telephone etiquette and communication skills - Strong organisation and attention to detail - Calm and proactive; comfortable in a fast-paced clinical environment - Professional appearance, in line with our clinic uniform and hygiene standards - Be willing to aid in other roles if the situation requires it,	- Champion the patient experience from first enquiry through to the moment they leave; greet every visitor warmly, anticipate needs, and make every touchpoint smooth - Handle patient enquiries, appointments and reminders across phone, email and messaging; with excellent etiquette and timely responses - Handle billing, payment collection, and accurate submission and filing of dental claims via CHAS, Medisave and dental insurance portals - Issue consent and Medisave forms to patients for completion when required - Handle patient queries and complaints courteously and professionally - Manage office supplies and handle incoming and outgoing deliveries and mail	- Location: - Novena - Working hours: - Mon-Fri, 9am-6pm, Sat, 9am-1pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	for effective clinic workflows.	• Maintain accurate patient and clinic records and file timely reports • Work closely with Dental Assistants, the Clinic Manager and Dentists to ensure smooth patient flow and a consistently positive experience	
Guest Service Executive	• Minimum ITE • Maintain a well-groomed appearance and a tidy work area and keep Personal Grooming at the highest standard. • Experience in similar/relevant field	• Work closely with the Assistant Manager and provides courteous services to guests and responds efficiently and tactfully to guests' complaints, requests and enquiries. • Provide courteous and efficient service and if possible, to comply with each and guests' request. Ensure that all telephone calls are handled promptly within three rings. • Handle cashiering functions and adhere to the Front Office Standard Policies & Procedures. Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude at all times. • Be familiar with all room types and rates in the hotel and their availability status • Take ownership of problems, handle guest complaints promptly according to established procedures and then report to supervisor for further follow up when necessary. Glitch reports are to be written when necessary. • Ensure guest room security, emergency and fire procedures; encourage the use of Safe Deposit boxes (El-	• Working Hours: • 5-day work week, 44 hours work week rotating shift • 3 shifts : 7am – 4.30pm, 1pm – 10.30pm, 10pm – 7.30pm • Location: • Cross street/ Sentosa/ Bras Basah/ Orchard

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Safe) and adhere to policies & procedures for their use. Be familiar with hotel facilities and functions as well as major city attractions and events; provide guests with accurate information as requested. Ensure a professional and courteous working relationship and maintain an effective flow of communication with all hotel personnel.	
Duty Manager 	- Minimum Diploma in Hospitality - Able to perform rotating shifts - Positive attitude and outgoing personality and good public relations skills - Previous experience in hospitality and Opera knowledge	- Provide courteous and efficient service and if possible to comply with each and guests' request. - Ensure that all telephone calls are handled promptly within three rings. - Be familiar with all room types and rates in the hotel and their availability status; up-sell whenever possible. - Take ownership of problems, handle guest complaints promptly according to established procedures and then report to supervisor for further follow up when necessary. - Glitch reports are to be written when necessary. - Ensure guest room security emergency and fire procedures; encourage the use of Safe Deposit boxes and adhere to policies & procedures for their use. - Be familiar with hotel facilities and functions as well as major city attractions and events; provide guests with accurate information as requested. - Ensure a professional and courteous working	- Working Hours: 5 days per week. 3 rotating shifts - Location: - Ochard

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		relationship and maintain an effective flow of communication with all hotel personnel.	
Senior Guest Service Executive	• O-Level or equivalent • Willing to work rotating shifts, weekends and Public Holidays • Positive attitude with outgoing personality and good communication skills • Experience in hospitality and knowledge of HMS will be advantageous	• Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. • Handle cashiering functions and adhere to the residence's Standard Policies & Procedure. • Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude. • Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible. • Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary. • Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (El-Safe) while adhering to related policies & procedures.	• Location: • Sentosa /Ochard /Bras Basah • Working hours: • 5 days per week. 3 rotating shifts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel. - Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming.	
Guest Service Officer (Service Residence)	- O-Level or equivalent - Willing to work rotating shifts, weekends and Public Holidays - Positive attitude with outgoing personality and good communication skills - Experience in hospitality and knowledge of HMS will be advantageous	- Work closely with the Residence Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries - Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings - Handle cashiering functions and adhere to the residence's Standard Policies & Procedures. - Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude - Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary. Write glitch reports when required. - Ensure guest room security, emergency, and fire	- Location: - Various locations - Working hours: 5 days per week. Shift hours.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		procedures are followed. Encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use • Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication • Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard • Perform any other duties assigned by supervisors, carrying them out diligently and professionally	
IT Engineer 	• In addition to meeting the provisions of the main agreement, the basic requirements for Party B's IT technical service personnel are as follows: • Physically healthy and passed health examinations. • Familiar with various Windows operating systems, printing systems and computer hardware (desktop computers, laptops, etc.). • Familiar with general network hardware and capable of performing basic troubleshooting and configuration tasks.	Software Technical Services: • System software maintenance: Routine maintenance, installation, upgrades of Windows operating systems; using guides and configuration services, and system image creation and maintenance • Application Software Services: OFFICE series software; IE series software and other business software systems installation, maintenance, and upgrades • User Guidance Services: Resolve client issues with commonly used software operation, hardware problems encountered, and provide basic training • Virus Protection Maintenance: Installation of	• Working hours: • Mon – Fri: 8.30am – 5pm • Location: • Chai Chee

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Ability to Support of Office Network, Shared Drive, Wireless, and VPN connectivity • Familiar with the configuration of various application software. • Possess a college diploma or bachelor's degree in computer science or a related field, minimum two years of relevant work experience.	antivirus software, updates for antivirus databases, and removal of viruses from client terminals Hardware Maintenance Content: • Hardware installation, debugging, network configuration, peripheral installation, and driver installation • Detection, localization, and troubleshooting of hardware faults • Providing hardware repair and delivery services • Ensuring stable operation of hardware (hard drives, motherboards, memory, etc.) through routine maintenance to extend hardware lifespan • Providing irregular guidance and training on hardware usage, software operation, and internet use based on customer needs and actual conditions to enhance customers' computer skills and efficiency • Assisting in the numbering and registration of existing equipment, and compiling statistics on maintenance rates and costs Network Issues: • Terminal network connections • Terminal network troubleshooting • Network connections and troubleshooting from switches to terminals • Support of Office Network, Shared Drive, Wireless, and VPN connectivity Helpdesk Service Content	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Handle tickets assigned by the Call Center and complete them on time - Address other Helpdesk tasks as per the client's work arrangements	
IT Sales Executive 	- Minimum 2 years of sales experience in any industry - Candidates with B2B sales experience will have an added advantage - Open to candidates from industries such as telecommunications, insurance, banking, logistics, retail, office equipment, printing, or service sales - Strong communication, negotiation, and interpersonal skills - Sales-driven, self-motivated, and proactive personality - Comfortable with client acquisition and outdoor meetings - Basic IT knowledge will be an advantage, but training will be provided	- Client is a Singapore-based IT solutions and managed services provider specializing in IT outsourcing, infrastructure support, cybersecurity, cloud solutions, server support, and IT maintenance services for businesses across various industries. - We are looking for a motivated and results-driven Sales Executive to expand our client base and drive business growth. Candidates from other sales industries are welcome to apply as training will be provided. Responsibilities: - Identify and develop new business opportunities through cold calling, networking, referrals, and client visits - Promote company services including: - Managed IT Services - IT Outsourcing & Maintenance - Server & Network Solutions - Cybersecurity Solutions - Cloud & Hosting Services - Hardware & Software Solutions - Build and maintain strong relationships with new and existing clients - Understand customers' business needs and propose suitable IT solutions	- Location: - Chai Chee - Working hours: - Mon to Fri 9am to 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Prepare quotations, proposals, and follow up on sales enquiries • Coordinate with internal technical teams to ensure smooth service delivery • Achieve monthly sales targets and KPIs • Maintain proper follow-up and sales pipeline management	
Assistant Engineer/Engineer (RF Comms) 	• Minimum Diploma in Electronics/Electrical/Mechatronics/Computer Engineering or equivalent. • Preferably with 2-3-year experience in related Engineering field. Open to candidates without experience but with a Diploma in a related field. • Positive work ethics and a team player. • Takes ownership of responsibilities. • Thrive in multi-disciplinary and cross-functional environments. • Able to work effectively in an indoor and outdoor environment. • Preferably with some knowledge in Data Analytics (e.g. failure trending/patterns). • Preferably with experience in System-Level Maintenance in the following disciplines: (Radio Communications, basic	• We are hiring an Asst Engineer/Engineer to maintain and ensure live systems are up and running smoothly 24/7. Candidates should be equipped with technical disciplines in System-Level Maintenance with knowledge of Radio Communications, Basic Networking Skills, Computer/Servers Management, Embedded Systems and/or UPS. Responsibilities: • Involve one or more teams in supporting and maintaining systems. • Report to the Team Lead/Service Delivery Manager to fulfil contractual KPI. • Assist Team Lead/Service Delivery Manager to deliver contract deliverables within budget. • Able to operate and thrive in a dynamic work environment where you are required to liaise with both internal and external stakeholders. • To perform routine Preventive Maintenance in accordance with the	• Location: • Ang Mo Kio • Working Hours: • Monday – Friday: 8:30 am to 6.00 pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	networking skills, computer/servers, embedded systems and/or UPS). Other Engineering-related experiences may be considered. • Strong written, verbal and interpersonal communication skills. • Proficient in MS Office (Words, Power-point & Excel). • Preferably with Class 3 Driving License. • Standby / Recall duties required. • Role involves working at height and handling equipment	maintenance instructions / procedures. • To carry out Corrective Maintenance in accordance with the maintenance instructions / procedures. • Liaison with procurement and vendors. • Perform after-office hours standby for fault activation. • Arrange and attend monthly meetings with customers. • Provide engineering services and support to facilitate equipment adequacy, obsolescence, configuration and design. • Provide or recommend technical solutions to mitigate RF communication systems/equipment failures. • Frequent travelling and working at customer premise(s). • Occasional backfill for Integrated Work Force (IWF) at customer premise(s).	
Engineer (Communications & Calibration) 	• Degree / Diploma in Electronics and Communications Engineering or equivalent • At least 3 years of related working experience in Electronics and Communications Equipment. • Open to candidates without experience but with a Degree / Diploma in a related field. • Experience in handling network, systems & routers, servers,	• We are looking for engineers to provide preventive and corrective maintenance on mission-critical network and infrastructure systems to ensure high availability and serviceability of our customer's network and communication systems. Job Responsibilities: • Perform troubleshooting, diagnosis, repair, calibration, and testing of communication radio systems up to depot-level maintenance standard. • Conduct preventive and corrective maintenance on the radio communication	• Location: • Ang Mo Kio • Working Hours: • Mon to Fri: 8am-5.30pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	computers, etc will be added advantage • Strong customer service orientation • Strong problem-solving, communication and listening skills. • Willingness to learn • Able to work in a team	equipment and associated subsystem. • Interpret technical manuals, schematic, wiring diagrams and maintenance procedures to support repair activities. • Use specialized diagnostic tools, test instruments, and software to identify and rectify faults. • Ensure test equipment & test jig are duly calibrated. • Replace and align defective components and modules to restore the faulty equipment back to full operational capability. • Maintain accurate maintenance records, repair documentation, and service reports in accordance with the company procedures.	
Marine Engineer 	• Ability to work overtime and weekends as required. • Willingness to travel overseas for an assignment as required. • Ability to work independently and under pressure, delivering quality results within tight schedules. • Team player • Minimum Diploma in Engineering (Electrical, Electronics, Mechanical, Mechatronics) or equivalent educational background.	• You will play a critical role in maintaining the operational efficiency of our equipment. Your expertise will ensure that our services remain top-notch, directly impacting our client satisfaction and operational success. Responsibilities: • Conduct periodic inspections, repair, service, and maintenance of equipment to ensure reliable operation. • Collaborate with clients and superintendents to deliver quality services efficiently. • Generate reports and present findings to relevant personnel. • Provide remote troubleshooting support through emails, ensuring customer issues are resolved	• Location: • Boon Lay Way • Working Hours: • Mon to Fri: 8am to 5pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		promptly to maintain high satisfaction levels.	
System Engineer 	• Knowledge in Engineering, IT, or equivalent • Knowledge and experience on Navajds system. • Naval related maintenance or training certifications would be advantageous • Knowledge in firewalls, servers, intrusion detection systems, endpoint protection, VMware, SIEM, PAM and Hyper-Converged Infrastructure (HCI) would be advantageous • Good working knowledge and experience working on-board commercial and military vessels on underwater, mechanical / electronics / electrical systems • Good working knowledge and experience on computer software (words, excel). • Understanding maintenance regime and basic experience in troubleshooting system till card level • Able to work well in a team and independently as when required.	• You will be responsible for the maintenance of Navajds systems onboard and IT security systems onboard surface vessels and shore facilities. You will work closely with other engineers, Service Delivery Managers and Project Managers to deliver quality maintenance services to our customers. You will have opportunities to be short-listed for participation in short-term overseas attachment and training courses. You will have opportunities to manage maintenance operations at team, or workshop level. • Work with the Superintendent to upkeep the systems onboard the naval platforms at the highest state of availability and readiness. • Perform Navajds systems maintenance tasks onboard vessels, workshop, and shipyards • Perform defect troubleshooting on Navajds systems • Perform installation/removal work for equipment/systems • Perform refurbishment of electronics unit/assemblies	• Working hours: • Mon – Fri: 8am – 5.30pm • Location: • Changi (Shuttle bus provided at selected MRT station)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work with challenging customers. • Able to work outdoors and onboard naval platforms. • Able to sail for up to a week if required. • Singaporean only		
Assistant Engineer – Naval Systems Maintenance 	• NITEC or Diploma in Engineering (Mechanical, Electrical, Electronics, or related fields). • Naval-related maintenance training certifications are advantageous. • Solid working knowledge of underwater, mechanical, electronics, and electrical systems on commercial and military vessels. • Familiarity with maintenance regimes and basic troubleshooting down to card level. • Strong team player with the ability to work independently when required. • Capable of handling challenging customer interactions professionally. • Willingness to work outdoors and onboard naval platforms. • Proficient in Microsoft Word and Excel. • Willing to sail for up to a week when required.	• As an Assistant Engineer, you will play a key role in ensuring the operational readiness and maintenance of naval platforms. Working closely with fellow engineers, Service Delivery Managers, and Project Managers, you will support the upkeep of onboard systems through hands-on maintenance, troubleshooting, refurbishment, and equipment installation across vessels, workshops, and shipyards. You will have opportunities to be short-listed for participation in short-term overseas attachment and training courses. Key Responsibilities: • Assist the Superintendent in maintaining naval systems at high availability and readiness. • Perform maintenance tasks onboard vessels, in workshops, and at shipyards. • Troubleshoot system defects and perform corrective actions. • Carry out installation and removal of equipment and systems. • Refurbish electronic units and assemblies to restore functionality.	• Working Hours: • Mon - Fri, 8am - 5.30pm • Location: • Changi Naval Base (shuttle service provided to and from Changi Naval Base) (Morning pick up point at Simei MRT stn and Evening drop off point at Tanah Merah MRT Stn)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Singaporean only due to security clearance requirements.		
System Engineer 	- Strong foundation in electronics engineering, IT, or digital and network engineering principles - Proficiency in networking concepts and digital services - Ability to perform preventive and corrective maintenance on naval systems - Ability to assess situations, identify issues, and develop effective solutions - Adaptability, curiosity, and a proactive approach to problem-solving and innovation - Diploma/Degree in Electronics Engineering/ IT/ Digital and Network Engineering - Other certifications with Electronics related modules may also apply - Ex-RSN personnel with experience in electronics systems may also apply - Experience in electrical works is an added bonus - Working knowledge and experience on electronics systems such as radars, communications, and weapon systems are	- We are seeking a highly skilled and motivated Engineer to join our team. The successful candidate will be responsible for the preventive and corrective maintenance of USVs. This role requires a strong background in networking, software, and digital services. Responsibilities: - Perform maintenance and troubleshooting of naval systems to ensure optimal performance - Provide technical support and training to customers and end-users - Stay updated with the latest advancements in unmanned systems and maritime technologies - Willingness to adopt new technologies, including AI, machine learning, and automation tools	- Working Hours: - Mon - Fri, 8am - 5.30pm - Location: - Changi Naval Base (shuttle service provided to and from Changi Naval Base) (Morning pick up point at Simei MRT stn and Evening drop off point at Tanah Merah MRT Stn)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	advantageous but not required • Candidates without experience are welcome. Training will be provided • Good interpersonal skill • Good teamwork and discipline • Singaporean only due to security restrictions		
Electronic, IT & Network Engineer 	• Knowledge in Engineering, IT, Networks, Cybersecurity or equivalent • Naval related maintenance training certifications would be advantageous • Good working knowledge and experience working on-board commercial and military vessels on underwater, mechanical / electronics / electrical systems • Good working knowledge and experience on computer software (words, excel). • Able to work well in a team and independently as when required. • Able to work with challenging customers. • Able to work outdoors and onboard naval platforms. • Able to sail for up to a week if required.	• You will be responsible for the maintenance of electronics IT security systems onboard surface vessels and shore facilities including firewalls, servers, intrusion detection systems, endpoint protection, VMware, SIEM, and PAM. You will work closely with other engineers, Service Delivery Managers and Project Managers to deliver quality maintenance services to our customers. Collaborate with vendors to ensure infrastructure health, and manage patching processes for systems, applications, and network devices. Proficiency in networking technologies, system hardening, and vulnerability assessment is preferred. You will have opportunities to be short-listed for participation in short-term overseas attachment and training courses. You will have opportunities to manage maintenance operations at team, workshop, or department level. Responsibilities:	• Working Hours: • Mon - Fri, 8am - 5.30pm • Location: • Changi Naval Base (shuttle bus service available at selected MRT stations)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Singaporean only	- Work with the Operation Manager to upkeep the systems onboard the naval platforms at a highest state of availability and readiness. - Perform maintenance tasks onboard vessels, workshop and shipyards - Perform defect troubleshooting on systems - Perform installation/removal work for equipment/systems - Perform refurbishment of electronics unit/assemblies	
System Engineer 	- Knowledge in Engineering, IT, or equivalent. - Naval related maintenance or training certifications and experience on weapon system, Ex-RSN would be advantageous. - Good working knowledge and experience working on-board commercial and military vessels on mechanical / electronics / electrical systems. - Good working knowledge and experience in computer software (words, excel). - Understanding maintenance regime and basic experience in troubleshooting system till card level. - Able to work well in a team and independently as when required.	- You will be responsible for maintaining advanced weapon systems onboard surface vessels, including Electro-Optic Systems, Gun Fire Control Systems, and Fire Control Radars. In this role, you will collaborate closely with engineers, Service Delivery Managers, and Project Managers to ensure high-quality maintenance services for our customers. Responsibilities: - Work with the Operation Manager to upkeep the systems onboard the naval platforms at the highest state of availability and readiness. - Perform weapon systems maintenance tasks onboard vessels, workshop, and shipyards. - Perform defect troubleshooting on weapon systems. - Perform installation/removal work for equipment/systems. - Perform refurbishment of electronics unit/assemblies.	- Working Hours: - Mon - Fri, 8am - 5.30pm - Location: - Changi Naval Base (To and From shuttle bus service provided)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work outdoors and onboard naval platforms. • Able to sail for up to a week if required. • ITE/Diploma in Electronics / Mechanical / Mechatronics / Computer Network & Systems Engineering. • Able to carry loads of not more than 25Kg. • Able to work long hours under outdoor environment. • No Acrophobia medical condition, able to work at height. • No kinetosis medical condition, able to sail onboard small vessels. • Singaporean only		
Sales Promoter (TV)	• Excellent communication and interpersonal skills with a friendly, approachable personality. • Goal-oriented mindset with a strong drive to achieve sales incentives. • Able to work retail hours, including weekends and public holidays, as required by the role.	• Proactively approach, engage, and welcome walk-in customers within the retail outlet. • Conduct live product demonstrations highlighting picture quality, sound engineering, and smart TV features. • Understand customer needs and recommend the ideal television model, size, and ecosystem accessories. • Meet or exceed monthly individual and store sales targets. • Maintain the cleanliness, neatness, and visual merchandising of the TV display counter. • Ensure all display units are functioning properly with the	• Location: • Islandwide (will be deployed accordingly to the manpower needs) • Working Hours: • Retail hours, 6 days work week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		correct demo loops and updated price tags. - Keep up to date with the latest product knowledge, technology trends, and competitor promotions. - Provide regular feedback on customer preferences and stock levels to the supervisor.	
Customer Service Officer	- Minimum experience in retail operations or customer service, preferably in an online fashion business - Strong communication skills with a customer-focused approach - Ability to multitask, work well under pressure and meet deadlines - Excellent problem-solving skills and ability to work independently or as part of a team - Proficiency with Microsoft Office, Google Drive, and social media platforms - Familiarity with e-commerce platforms and order management systems is an asset - Diploma or Bachelor's degree in Business Administration, Marketing, or related field is preferred but not required	- Assist customers with showroom try-ons and provide guidance on styling and fit - Manage online orders from start to finish includes processing orders, monitoring order status, and updating customers on any changes or delays. They may also need to coordinate with other teams, such as shipping or warehouse, to ensure orders are fulfilled accurately and on time. - Overseeing the fulfilment process of online orders. To check stock levels, pack orders, and arrange for shipping or delivery. Ensure that all orders are processed accurately and efficiently to maintain a high level of customer satisfaction. - Provide exceptional customer service and resolve any issues or complaints in a timely and professional manner - Collaborate with cross-functional teams to ensure timely and accurate order fulfilment, shipping and delivery - Work with the team to develop and implement new initiatives to improve the	- Location: - Tai Seng - Working Hours: - Mon–Fri: 10am – 7pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		online shopping experience and customer satisfaction • Maintain accurate records and reports on sales, inventory and customer interactions • Monitor social media platforms and engage with customers on Instagram, Facebook and other social media channels • Respond promptly to customer inquiries received via email and Instagram direct messages • Perform other duties as assigned by the management team	
Product Manager (Defence Platform Electronics) 	• Degree in Engineering, Business, Technology Management or a related field. An engineering background is preferred for candidates managing electronics, embedded systems or defence platform products. • At least 10 years of relevant experience in product management, business development, commercial strategy, programme management or market development within defence, aerospace, electronics, embedded systems or other high-reliability technology sectors, including prior ownership of product, market or commercial outcomes.	• This is a senior, commercially accountable product leadership role responsible for translating technology capabilities into market-winning, revenue-generating offerings. You will own the product strategy, business case and go-to-market execution for Defence Platform Electronics, driving profitable growth, pipeline conversion, margin improvement and long-term competitiveness across target defence and international markets. Job Responsibilities: • Product Strategy & Roadmap: • Own and maintain the product roadmap for Defence Platform Electronics, ensuring clear linkage to revenue growth, margin expansion and order pipeline priorities. • Align product direction with validated customer demand, addressable market	• Working Hours: • Mon–Fri, 8am–5:30pm • Location: • Jurong East (shuttle service provided from selected MRT)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Proven experience translating technical capabilities into commercially viable products, market offerings or customer solutions with measurable business outcomes. - Demonstrated ability to develop and defend product-level business cases, including revenue forecasts, pricing assumptions, cost drivers, gross margin targets, investment requirements and payback considerations. - Strong commercial acumen, with experience influencing qualified pipeline growth, order capture, revenue conversion, margin improvement or portfolio profitability. - Experience conducting market sizing, competitive analysis, customer segmentation and go-to-market planning to support product investment and growth decisions. - Proven ability to lead cross-functional teams across engineering, sales, finance, operations and external partners to	- opportunities, competitive positioning and long-term industry trends. - Develop differentiated products and investment priorities based on clear value propositions, pricing power, contribution margin and return on investment. - Market Research and Opportunity Identification: - Define priority customer segments, buying centres and ecosystem partners to build qualified opportunities and strengthen market access. - Conduct market sizing, total addressable market analysis, growth projections and competitive benchmarking to support investment, pricing and portfolio decisions. - Translate market trends, customer requirements and competitor movements into actionable product, commercial and pursuit strategies. - Develop and defend product-level business cases, including three-year revenue forecasts, cost assumptions, gross margin targets, investment requirements and payback considerations. - Go-to-Market (GTM) Strategy Development: - Develop go-to-market strategies that convert product capabilities into qualified pipeline, bookings and revenue across priority markets. - Build and manage strategic channel, sales and industry partnerships to accelerate	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	deliver product and commercial objectives. • Strong stakeholder management and communication skills, with the ability to engage senior management, customers, channel partners and industry stakeholders. • Experience with defence platform electronics, mission systems, embedded electronics or ruggedised systems is preferred. • Ability to travel on short notice to support customer engagements, partner discussions and business opportunities. • Attributes That Would Be Advantageous: • • Prior exposure to international defence markets, customer engagement cycles, export considerations or government procurement processes. • Experience working with armed forces, defence agencies, system integrators, OEMs or strategic channel partners. • Strong financial literacy, including the ability to interpret revenue forecasts,	market penetration and reduce cost of customer acquisition. • Identify emerging electronics technologies and translate them into commercially viable product enhancements, partnerships or roadmap investments. • Channel Strategy Development: • Define channel strategies that improve market coverage, sales productivity and revenue scalability. • Identify and qualify target markets and partner profiles, including distributors, resellers, system integrators and strategic industry partners with measurable sales potential. • Align channel strategy with product roadmap, business objectives, defence capability needs and annual financial targets. • Cultivate partnerships that expand addressable markets, improve win probability and support early customer adoption or reference deployments. • Product Development Lifecycle Management: • Work with engineering, sales, operations and finance teams to prioritise product features and investments based on customer value, revenue potential, delivery feasibility and margin impact. • Evaluate technology readiness, development cost, time-to-market and commercial readiness to	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	cost structures, pricing models, gross margin impact and investment returns. • Ability to balance technical depth with commercial judgement, especially when prioritising product features, roadmap investments and market opportunities. • Established network or working knowledge in defence platform electronics, mission systems, embedded electronics, ruggedised computing or adjacent technologies. • Track record of turning early-stage opportunities into qualified pipeline, customer commitments, strategic partnerships or repeatable revenue streams. • Comfortable operating in a senior, cross-functional environment where decisions must balance customer needs, engineering constraints, financial targets and business growth priorities.	support disciplined R&D investment decisions. • Forge commercial partnerships and customer engagements that create repeatable revenue opportunities and strengthen competitive positioning. • Technical Feasibility Studies: • Assess resource, manufacturing and supply-chain requirements to ensure product plans are executable within target cost, schedule and margin parameters. • Evaluate scalability, manufacturability and lifecycle cost to support market expansion, repeat orders and sustainable profitability. • Comprehensive Risk Assessment: • Identify operational, regulatory, certification and customer-adoption risks that may affect bookings, revenue recognition, delivery timelines or margin performance. • Evaluate competitive risks, pricing pressure and substitution threats, and propose mitigation actions to protect win probability and profitability. • Analyse demand volatility, market-access constraints and sales conversion risks that may impact forecast accuracy, investment returns and overall financial projections.	
Product Manager (Satcom) - PBU 	• Degree in Engineering, Telecommunications, Electronics, or a related technical discipline.	• The Product Manager is responsible for growing the Satellite Communications product business. He/she will lead the product strategy,	• Working Hours: • Mon–Fri, 8am–5:30pm • Location:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- At least 7 years of relevant experience in Satellite Communications, telecommunications, defence, aerospace, or technology product business. - Proven experience in product management, product business, technology commercialisation, or a related role involving technology-based products. - Strong business acumen, with the ability to translate market needs, customer requirements, competitive dynamics and technology trends into product strategies, business cases and financial outcomes. - Experience managing or contributing to commercial targets, including orders, revenue, gross margin, pipeline conversion, pricing, or product profitability. - Experience bringing technology products from concept through development, launch, market adoption and lifecycle management. - Technical depth in satellite communications terminal development,	roadmap, business case, go-to-market plan and lifecycle performance for the assigned product portfolio. The role is accountable for meeting yearly financial targets, including orders, revenue and gross margin. The candidate must combine strong business acumen with relevant product business technology experience and technical depth in satellite communications terminal development. He/she will work closely with engineering, business development, sales, operations and external partners to turn market opportunities into successful products and sustainable business growth. Job Responsibilities: - Product Strategy and Business Performance - Own the product strategy and roadmap for Satellite Communications products, aligned with business priorities, customer needs and technology trends. - Deliver yearly financial targets for the assigned product portfolio, including orders, revenue, gross margin and related commercial goals. - Develop clear business cases, including revenue, cost, margin and profitability assumptions to support investment decisions. - Track business performance regularly and take corrective actions to close gaps against targets.	Ang Mo Kio (shuttle service provided from selected MRT)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	including terminal architecture, system requirements, integration, qualification, manufacturability and customer deployment needs. - Working knowledge of relevant Satcom terminal technologies, such as RF, antenna, modem/baseband, waveform, network integration, ruggedisation, testing or field deployment. - Ability to work effectively across engineering, sales, business development, operations, partners and customers to convert market opportunities into product and business outcomes. - Strong communication, stakeholder management and cross-functional leadership skills. - Able to travel on short notice for business needs.	- Market and Customer Opportunity Development - Identify priority customer segments, use cases and markets with the strongest growth potential. - Assess market size, customer buying drivers, competitive positioning and product fit. - Convert market and customer insights into product priorities, pricing inputs and investment recommendations. - Define differentiated value propositions and selling points that support customer adoption and market competitiveness. - Go-to-Market and Channel Execution - Develop and execute go-to-market plans covering priority markets, customer segments, sales channels, launch approach and success measures. - Build partnerships that improve market access, strengthen credibility and accelerate customer adoption. - Define channel strategies using distributors, resellers, system integrators and other strategic partners where appropriate. - Support lead generation, early adopter engagement and conversion of opportunities into qualified pipeline. - Product Development and Technical Delivery - Work with engineering and operations to deliver products that meet customer,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		technical, commercial and quality requirements. - Assess technology readiness, product maturity, delivery risks and R&D investment needs. - Evaluate engineering, manufacturing, integration and support requirements to ensure products are scalable and deployable. - Track relevant Satcom technologies, including 5G NTN and 3GPP developments, and assess their impact on product roadmap and differentiation. - Risk Management and Business Assurance - Identify regulatory, operational, technical, supply chain and customer adoption risks that may affect product success. - Assess competitive threats from incumbents, new entrants, substitute technologies and changing customer requirements. - Update forecasts, assumptions and mitigation plans to protect revenue, margin and profitability outcomes.	
Physiotherapist 	- Degree in Physiotherapy recognised by Singapore's Allied Health Professions Council (AHPC) - Interest or experience in Cardiopulmonary Physiotherapy would be an advantage - Candidates without experience or with	- You will have opportunities to work with patients in both acute and outpatient settings, including cardiothoracic surgical intensive care unit, coronary care unit and cardiac rehabilitation. - You will be given on-the-job training to work with either heart or lung transplant patients, and patients with	- Working Hours: - Mon to Fri: 8.30am - 6pm - Location: - Central

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	experience in other fields of physiotherapy will be considered • Documented proof of: • Measles (or Mumps, Measles and Rubella) vaccination or serological evidence of measles immunity; and • Diphtheria (Tetanus, Diphtheria and Pertussis) vaccination taken during preceding 10 years at prevailing point of reference as required for all healthcare workers under the Healthcare Services Act. Applicants without these vaccinations are welcome to apply if they undertake to complete the vaccination(s) before work commencement upon successful interview and are offered employment. • We regret that only applicants who have been fully vaccinated for Covid-19 (according to MOH's definitions) will be considered for the position due to exposure risk.	heart failure on mechanical circulatory support devices.	
Dental Assistant	• Strong communication skills and a genuine, patient-first attitude: this matters most to us • A team-player mindset: dependable, supportive and ready	• Provide chairside assistance to dentists during dental procedures and treatments • Prepare treatment rooms, instruments and materials ahead of each session, and	• Location: • Novena • Working hours: • Mon-Fri, 9am-6pm,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	to pitch in when needed • Prior experience in a dental or healthcare setting • Certification in dental assisting, or equivalent relevant training (e.g. nursing certificate or healthcare aide qualification) • Good understanding of infection control and sterilisation procedures • Comfortable working in a fast-paced clinical environment • Professional clinical attire in accordance with clinic uniform policy and MOH infection control guidelines • Be willing to aid in other roles if the situation requires it, for effective clinic workflows.	ensure chairs are ready for use the next day • Maintain the highest level of infection control and sterilisation standards • Set up patients for X-rays and position them correctly for radiography • Dispense medications as instructed • Read treatment notes to ensure proper room and instrument set-up for each patient • Be on rotation for steriliser area / running nurse duties • Maintain workplace cleanliness and tidiness at all times • Complete daily reports and clinic records as required • Deliver a high standard of patient care, supporting the growth of the clinic's patient base	Sat, 9am-1pm
HR Assistant 	• Minimum Diploma in HRM or related discipline • Well-groomed with a pleasant personality • Good working knowledge and experience in WHYZE or any other Payroll software is preferred • Open to candidates without experience • Well abreast with local employment regulations • Meticulous and detail in work	• Administer and process monthly payroll, salary advances, etc. • Perform CPF & IRAS submissions and NS claims, etc. • Gather, update and maintain staff personal data in the internal HR system (Whyze) • Handle & process FW work passes & related MOM requirements or inquiries • Handle the recruitment process, including selection and interviewing of candidates	• Working Hours: • Mon to Fri: 8.30am-5.30pm, Sat: 8.30am-12.30pm (Alternate Sat) • Salary: • Working Location: • Ubi Avenue

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Possess excellent communication skills – be able to engage with all levels of staffs • Be able to work independently with minimum supervision • A self-starter to lead new initiatives • Well versed with Microsoft Office skills especially Excel and PowerPoint • Have handled more than 150 employees	• Provide detailed HR reports (payroll, headcount, leave balance, and/or staff-related data) to Management and government authorities as & when needed • Administer employee-related paperwork, such as employment contracts, letters of confirmation, promotion, warning, termination, etc. • Administer performance appraisal and work hand in hand with line supervisors/managers • Handle employment relations issues such as grievances and employee welfare • Oversee social activities for the company • Conduct induction training program • Handle registrations for staff training courses. Apply and source training grants. • Work with other departments to ensure the smooth running of the company in line with the Vision, Mission, and Business Objectives • Administer leave matters, etc • Responsible for HR-related surveys' submission • Maintain the caring and family culture • Assist in any other duties as assigned by the Management from time to time	
Temp Executive, Tripartite Alliance for Dispute Management (TADM)	• Collaborate well in a team • Good knowledge of employment laws and ability to apply employment laws in handling grievances	• Case Management: • Retrieve cases from Case Relationship Management System (CRM), assess the cases and provide timely assistance and advisory • Advise members on any workplace-related matters/	• Location: • Jurong East • Working hours: • Mon-Fri, 8.30am-6pm / 9am-6.30pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Comfortable with using multiple IT systems for resolution of cases - Excellent interpersonal skills and ability to communicate with all levels including workers, management & key working partners - Independent and possess strong analytical and problem-solving skills - High perseverance, takes initiative and willing to go the extra mile for members	- disputes at Tripartite Alliance for Dispute Management (TADM) at NTUC (stationed in Jurong East) - Provide assistance to resolve the employment disputes of members and companies such as through mediation - Follow through a case from advisory to reaching an agreed settlement for members - Ensure accurate and timely documentation of cases - Coordinate with relevant parties on employability and employment for members who require placement assistance Customer Service: - Provide efficient counter services according to duty roster - Encourage member retention Operations Support: - Identify processes or SOPs to enhance TADM at NTUC Operations effectiveness - Liaise with Tripartite partners and unions to manage cases. Others - Engage in any other duties and ad hoc projects as assigned	
Housekeeper / Room Attendant	- No experience or qualifications required. Training will be provided. - Able to perform cleaning duties - Responsible, reliable, and detail-oriented - Positive attitude and service-oriented mindset.	- Clean and prepare guest rooms/apartments according to operating standards - Maintain cleanliness of public areas and back-of-house areas - Change linens, replace towels, and replenish guest amenities - Report maintenance issues and lost & found items promptly	- Working hours: 6 days' work week, 8am-6pm - Location: - Central

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Follow hygiene, safety, and cleaning procedures - Respond politely to guest requests and respect guest privacy - Follow work schedules, instructions, and company policies	
Interior Designer	- Competent knowledge and Passion for excellence in Design - Meticulous, highly organised and efficient - Creative, flexible and innovative - Pro-activeness in getting work done and good communication and problem solving skills - Site experience - Minimum Diploma in Interior Design/ Architecture or equivalent - Able to draw 2D and 3D designs for residential and commercial projects. - Proficiency in additional languages is an advantage, as the role may involve communicating with clients from diverse backgrounds. - Preference for candidate to have experience in residential project - Work well in a team, is discipline, positive, and is willing to learn and grow with the team	- Meet and consult with clients to understand design preferences, space requirements, and budgets - Propose creative design concepts, material selections, and layouts aligned with client objectives - Prepare and present mood boards, sketches, and digital renderings for client approval - Prepare quotations, cost estimates, and design proposals to close sales - Follow up on leads, inquiries, and referrals to convert opportunities into signed projects - Liaise with design, project, and procurement teams to ensure smooth project delivery - Maintain strong client relationships and provide excellent post-sales support - Stay updated on design trends, materials, and market pricing	- Location: - Woodlands/ Site - Working Hours: - Mon to Fri: 9am-5pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- IT-savvy with design software, phone apps, social media, ZOOM, Google Docs and MS Office. - Fluent in using software(s): AutoCAD/ Google SketchUp/ 3D Studio Max/ Photoshop - Service-oriented, proactive and have an outgoing personality. - Organise, can multitask and detail in work. - Willingness to take on new roles and work as the company grows.		
Outdoor Sales Executive	- Minimum "O" Level Holders - On the job training provided - Class 3 driving licence - Ability to converse effectively in Mandarin is required to communicate with Mandarin-speaking clients. - Preferably in engine oil and lubricant background. No relevant experience is also welcome.	- Create sales leads in order to pursue new clients through referrals, business directories and even cold calling - Follow up on sales leads that might be generated by other employees or departments within the company. - Regularly call or visit existing clients to ensure that they are still happy with using the product or services and to explain new products and services as they are made available. - Ensure Customer satisfaction, retention and maintenance of sales accounts.	- Location: - Woodlands - Working Hours: - Mon–Fri: 8.30am-6.00 pm
Client Associate	- Open to candidates with no experience - Minimum GCE A level - Excellent interpersonal and communication skills - Ability to work independently and as a team player	- Conduct thorough financial assessments of clients, considering their income, expenses, investments, and long-term objectives - Develop tailored financial plans, covering investment strategies, savings,	- Working Hours: - Mon - Fri: 9am – 6pm (Flexible timing) - Salary: \$5,000 – \$15,000

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong analytical and problem-solving skills - Proficient in Microsoft Office applications	- retirement, insurance, and tax optimization - Recommend suitable financial products and investment opportunities based on clients' needs and risk profiles - Monitor and review clients' portfolios regularly, adjusting strategies as market conditions or client objectives change - Communicate complex financial information clearly and provide ongoing education to clients - Maintain up-to-date knowledge of financial products, market trends, and regulatory changes relevant to clients - Foster and grow long-term relationships with clients by delivering attentive, responsive service - Ensure compliance with legal and regulatory requirements in all aspects of financial advisory - Collaborate with other professionals (accountants, legal advisors, etc.) as needed to offer clients holistic solutions	- Location: - Somerset
Accounts Manager / Client Sales Manager	- Open to candidates with no experience - Minimum GCE A level - Excellent interpersonal and communication skills - Ability to work independently and as a team player - Strong analytical and problem-solving skills - Proficient in Microsoft Office applications	- Conduct thorough financial assessments of clients, considering their income, expenses, investments, and long-term objectives - Develop tailored financial plans, covering investment strategies, savings, retirement, insurance, and tax optimization - Recommend suitable financial products and investment	- Working Hours: - Mon - Fri: 9am – 6pm (Flexible timing) - Location: - Habourfront

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		opportunities based on clients' needs and risk profiles • Monitor and review clients' portfolios regularly, adjusting strategies as market conditions or client objectives change • Communicate complex financial information clearly and provide ongoing education to clients • Maintain up-to-date knowledge of financial products, market trends, and regulatory changes relevant to clients • Foster and grow long-term relationships with clients by delivering attentive, responsive service • Ensure compliance with legal and regulatory requirements in all aspects of financial advisory • Collaborate with other professionals (accountants, legal advisors, etc.) as needed to offer clients holistic solutions	
L1 System Engineer 	• Possess at least a Diploma in Computer Science/Electronics/IT or equivalent • Minimum 1 year of relevant working experience in IT infrastructure operation • Special Knowledge or Skills: • Preferably with Microsoft Certification and/or ITIL certification.	• To provide 24 x 7 support for Data Center running on 12 hours shift • Assisting the Customer in the verification, isolation and/or provision of a temporary work around for the incident/problem logged. • Resolving the incident/problem onsite. • Escalating unsolvable problems and service requests to the System and/or Software Engineer and reporting the escalation to the Project Manager.	• Working Hours: • 12 hours rotating shift (work 2 days, rest 2 days) (8pm-8am or 8am-8 pm) • Location: • Ang Mo Kio

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good Knowledge of following products will be advantageous: • -Linux • -Unix • -Active Directory/DNS • -Microsoft Azure Stack • -Microsoft Windows 2016-2022 • -Commvault Backup and Recovery • -Symantec Endpoint Protection • ITIL certification will be an advantage.	• Generating the relevant administrative records and reports. • Introducing and integrating new technologies into existing environments. • Applying operating system updates, patches, and configuration changes. • Adding, removing, or updating user account information, resetting passwords, etc. • Answering technical queries • Maintaining the configuration of the system. • To implement Service Request and Change Request • Contacting OEM/Vendor for technical support • Able to work shift including weekends and public holidays.	
L2 System Engineer (AD) 	• Minimum Diploma in Computer Science, Computer Engineering or equivalent, although consideration will be given to experience and certifications in lieu of degree. • Minimum 5 years of IT experience • Strong hands-on experience in enterprise-level projects • Proven AD configuration and integration capabilities • Proven GPO configuration and integration capabilities Preferred Skills:	• Administrating Active Directory and Windows Update Services • Manage and maintain all Active Directory objects, DNS records and Group Policies, handling requests for creation and removal of related items • Assisting the Support Engineer or Software Engineer in problem resolution beyond the capability of the 1st Level Support Staff. • Performing system recovery if needed. • Escalating unsolvable problems to the 3rd Level Support Staff and reports the escalation to superior. • Ensuring that the System runs according to contractual	• Location: • Ang Mo Kio • Working hours: • Mon – Fri: 8:30am – 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Past working experience in Cloud environment is an advantage • Able to handle demanding service response and recovery turnaround • Able to manage daily support tasks to meet stringent SLA requirements • Excellent scheduling and multitasking skills • Meticulous and process-oriented • Good, hard-working attitude with ability to work well under pressure • Good communication skills English (written, spoken) to liaise with native English-speaking clients • Good analytical skills with ability to work with others to resolve problems. • Good organization skills, with ability to properly document and track information. • Preferably with Microsoft Certification and/or ITIL certification. • Dynamic, customer oriented, experience working in a fast paced environment. • Good Knowledge of following products will be advantageous:- Linux, Unix, Active Directory/DNS/GPO,	• specifications after problem resolution. • Providing advice on system / database performance monitoring and tuning. • Ensuring deployments of approved patches/releases are implemented accordingly to Change Request. • Complete all Service Requested accordingly to SLA timeframe. • Assisting the Customer in the verification, isolation and/or provision of a temporary work-around for the problem logged beyond 2nd Level Support Staff capability. • Escalating unsolvable system problems and service request to the OEM/Vendor for technical support. • Coordinating system development tasks to include design, integration and formal testing on the Change Request. • Overseeing all transitions into production on the Change Request. • Developing and complete actions in system specifications, technical and logistical requirements and other disciplines on the Change Request. • Creating and maintain programmatic and technical documentation to insure efficient planning and execution on the Change Request. • Managing and document system configurations on the Change Request.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	ADFS, Microsoft Azure Stack, Microsoft Windows 2016-2022	- Perform troubleshooting and resolve incident based on SLA. - Generating the relevant administrative records and reports.	
Nacelle Specialist (Chief Engineer) 	- Bachelor's/Master's in Aerospace or Mechanical Engineering. 15–20 years' experience in nacelle design, development, and certification. - Prior nacelle-specific experience is mandatory. - Strong knowledge of FAA/EASA certification (CAAC experience is a plus). - Skilled in project management and engineering tools (CATIA, Ansys, MSC). - Excellent leadership, stakeholder influence, and mentorship abilities.	- We are seeking a highly experienced Nacelle Specialist (Chief Engineer) to lead a nacelle OEM design program. This is a confidential search for a senior leadership role that will oversee the design, development, certification, and support of nacelle systems for large-body aircraft (comparable to Airbus A350 and Boeing 787). - This position requires proven technical authority in nacelle design, including inlet (with anti-icing system) and thrust reverser, as well as strong leadership capabilities to guide and mentor a team of 80–100 engineers. Responsibilities: - Provide technical leadership and mentorship to the nacelle engineering team. - Oversee design and development of nacelle components, ensuring compliance with FAA/EASA certification standards (CAAC advantageous). - Lead program milestones including PDR, CDR, testing, and prototyping. - Establish nacelle work scope, framework, and mitigation plans within the first 6–12 months. - Collaborate with engine OEMs and strategic suppliers to ensure technical quality and program success.	- Working Hours - Monday – Friday, 8.30am – 5.30pm - Location: - Paya Lebar

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Drive continuous improvement through fleet performance monitoring and technical enhancements.	
Project Design, Coordination & Safety Associate (Roofing & Façade) 	- Job is more office-based, with flexible work arrangements after probation - Candidates with a Diploma or Degree recognised by BCA will have an advantage	- Prepare shop drawings, as-built drawings, and take-offs using AutoCAD - Coordinate with clients (mainly via phone, Zoom, or email) - Attend site/client meetings only when absolutely necessary - Submit drawings via email - Assist with preparation of safety documentation (RA, SWP, MOS, FPP – templates will be provided) - Maintain safety document library - Occasionally attend site safety walks or meetings	- Location: - Islandwide - Working Hours: - Mon to Fri: 8am to 5pm
Beauty Therapist	- Experience in Brazilian waxing, facial or IPL hair removal (minimum one area of competency). - Training will be provided to master additional services. - Strong sales mindset; comfortable with cross-selling and upselling. - Customer-oriented, well-groomed, and positive working attitude. - Able to work retail hours, weekends, and public holidays. - Good communication and interpersonal skills.	- Perform waxing, IPL hair removal, and facial treatments for clients. - Provide professional, friendly, and customer-oriented service at all times. - Recommend suitable treatments and products based on customer needs. - Cross-sell and upsell services/packages to achieve sales targets. - Maintain hygiene and cleanliness of treatment rooms, tools, and equipment. - Assist with ad-hoc duties assigned by the supervisor.	- Location: - One Raffles Place / Ngee Ann City - Working Hours: - Retail hours (One raffles: Mon – Fri 10:30 – 8pm, Sat 10:30 – 2pm; Orchard: Mon – Sat 10:30 – 8pm, Sun 11:30 – 5:30pm)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Retail Assistant/Retail Associate	• 1-3 years of experience in retail, customer service, or sales. • Minimum secondary education or high school diploma. • Strong communication and interpersonal skills. • Excellent organisational and time-management abilities. • Basic proficiency in Microsoft Office (Word, Excel). • Familiarity with IT and hardware products. • Ability to learn quickly and adapt to new technologies and store systems. • Passion for photography and videography is a plus. • Ability to work both independently and as part of a team.	• Deliver outstanding customer service by greeting and assisting customers professionally and courteously. • Guide customers in finding suitable products, offering recommendations and sharing in-depth product knowledge. • Ensure the store is clean, well-organised, and visually appealing. • Monitor inventory levels, assist with stock management, and restock shelves as needed. • Collaborate with the sales team to achieve sales targets, contributing to overall store performance. • Stay informed about new products and industry trends to offer customers accurate and up-to-date information. • Demonstrate a basic understanding of photography, including lighting, videography, and amateur photography, to assist customers with relevant products. • Perform other duties as assigned by the Store Manager.	• Location: Peninsula Plaza • Working Hours: 10am – 7pm (Mon – Sat with 1 off day and 1 rest day per week)
Beauty Therapist / Beautician	• Minimum N Level and above. • 2–5 years of relevant beauty industry experience preferred. • Experience in body slimming/body contouring treatments is highly preferred. • Experience in manicure and/or	Job Responsibilities: • Perform body slimming, body contouring and slimming treatments for clients. • Provide beauty and wellness services including manicure, eyelash services, facial treatments and waxing. • Perform meridian therapy and operate body	• Location: Clarke Quay • Working Hours: 10:00 AM – 8:30 PM, 6 days per week, 4 days off per month • Rest days may be fixed

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	eyelash services is strongly preferred. • Experience in facial treatments, Brazilian waxing, IPL hair removal or other beauty treatments will be an advantage. • Candidates with at least one strong area of beauty treatment competency are welcome to apply. • Strong sales mindset with confidence in recommending treatments and products. • Customer-oriented, well-groomed and positive in attitude. • Good communication and interpersonal skills. • Comfortable working retail hours, weekends and public holidays. • Willing to learn and pick up additional beauty treatment skills.	slimming/contouring equipment. • Recommend suitable treatments and products based on clients' needs. • Provide professional consultation and advice on beauty and body treatments. • Build good relationships with clients and encourage repeat visits. • Promote suitable treatments, packages and products through cross-selling and upselling. • Maintain a clean, hygienic and professional treatment environment. • Ensure excellent customer service and a positive experience for all clients. • Training will be provided for additional treatments and equipment where required.	on Sundays or arranged on a rotating basis.
E-commerce Packer	• Experience in e-commerce fulfilment is preferred. • Familiar with Shopify, Shopee and Lazada Seller Centre is an advantage. • Detail-oriented with good packing accuracy. • Able to handle warehouse duties.	• Pick and pack daily orders from Shopify, Shopee, and Lazada. • Print shipping labels and ensure marketplace packaging requirements are met. • Perform quality control by recording packed lighting products before dispatch. • Apply English product labels and include instruction manuals. • Arrange courier pickups and manage collection schedules.	• Working hours: • Mon to Fri & Alternate Sat: 9.30am–5.30pm • Location: • Tampines

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Process customer returns by inspecting, restocking, or flagging defective items. - Maintain packaging materials inventory. - Ensure orders are packed accurately and dispatched on time.	
Packer cum Logistics Coordinator	- Warehouse and inventory management experience. - Experience coordinating logistics, stock movement or fulfilment operations. - Familiar with WMS, Xero or inventory systems. - Able to communicate effectively in spoken and written Mandarin to liaise with Mandarin-speaking suppliers and handle documentation written in Mandarin - Strong organisational and coordination skills. - Class 3 driving licence and own vehicle preferred.	- Pack smart home project kits according to approved invoices. - Pre-pair smart switches to gateways (training provided). - Label, stage and prepare project kits for installation teams. - Receive, verify and put away incoming stock. - Review supplier invoices upon receipt of goods. - Pick and pack e-commerce orders. - Monitor inventory levels and maintain stock accuracy. - Conduct stock reconciliation and cycle counts. - Coordinate stock replenishment with the purchasing team. - Maintain warehouse organisation using FIFO and proper bin locations. - Update ClickUp, Xero and inventory records. - Track defective items and manage returns. - Arrange courier collections and support occasional deliveries.	- Working hours: - Mon to Fri & Alternate Sat: 9.30am–5.30pm - Location: - Tampines
Financial Consultant 	- Minimum Local Diploma - Open to candidates without experience	- Understand client needs and provide tailored financial planning solutions (wealth accumulation, protection, retirement, investments) - Build long-term, trust-based relationships with clients	- Working hours: - Flexible work hours - Location: - Lorong Chuan

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		through integrity and consistent follow-ups - Proactively prospect, network, and grow your client base with a hunter mindset - Continuously develop financial knowledge and stay updated on market trends - Conduct reviews to ensure clients stay aligned with their financial goals - Meet and exceed sales and activity targets while maintaining professional and ethical standards - Uphold company values and act in the best interest of clients at all times	
Assistant Ground Control Station Operations Technologist/Engineer 	- Knowledge in Aerospace / Electrical / Electronic / Computer Engineering / GIS or equivalent. - Familiarity with network and system administration is a strong advantage. - Prior exposure to satellite ground station operations is highly valued, but not essential. - Willingness to take on rotating shifts to support rotating mission operations. - Proactive, motivated, and results-driven, with the ability to work independently and contribute effectively within a team. - A strong desire to learn, adapt, and grow in a fast-evolving	- Deploy and manage ground station systems: set up, configuration, and maintenance of advanced antenna systems, network and supporting hardware. - Operate satellite ground stations: - Coordinate with satellite owners for pass bookings. - Schedule antenna operations and manage automated downlinks. - Receive and process raw satellite data into usable products. - Run quality control checks to ensure data accuracy and reliability. - Deliver processed data to clients through secure network channels. - Satellite support: contribute to remote operations, health monitoring, and anomaly resolution. - IT network stewardship: ensure stable and secure	- Location: - Ang Mo Kio (Shuttle service provided at selected MRT station) - Working hours: - Mon–Fri 8am–5:30pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	space-tech environment. • Singaporean only	ground station network operations, troubleshoot issues, and improve resiliency. • Mission impact: support the full cycle of satellite imagery from tasking, to processing, to exploitation — helping customers unlock actionable insights. • DevOps Solutioning: design, implement, and manage CI/CD processes integrating AI solutions to automate and optimize ground station and data operations.	
Satcom Lead 	• Bachelor's degree in Electrical / Electronics, Communications or System Engineering is required. • Master's degree in related field is an advantage • Minimum 8 years of experience in SATCOM product or systems development • At least 3 years of experience in a technical leadership or team-lead role • Proven track record delivering SATCOM terminals, modems, RF subsystems, or integrated communication products to production • Strong understanding of SATCOM architectures, RF systems, modems, and protocol stacks • Knowledge of environmental and	• Lead the multidisciplinary development team to realize and deliver SATCOM terminal products from concept to production • Support the Product Manager in identifying and evaluating technology partners for co-development opportunities • Identify new technologies that enhance product features, performance, and competitiveness • Define, maintain, and manage product-level requirements throughout the development lifecycle • Manage product configurations, variants, and baseline definitions to ensure traceability and consistency • Define and oversee the execution of product-level test strategies for performance, integration, and validation • Plan, manage, and execute product qualification and certification activities for regulatory and environmental compliance	• Working hours: • Mon–Fri, 8am–5:30pm • Location: • Jurong East (shuttle Service provided from selected MRT)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	EMC qualification and certification processes	Lead product acceptance activities to confirm readiness for production, delivery, and customer deployment	
Production and Facility Technician 	- Minimum NITEC or Diploma in Engineering, Manufacturing, or related field - Prior experience in GMP manufacturing or similar production environment is preferred - Good understanding in manufacturing processes and preventive maintenance - Able to perform data entry (e.g., Microsoft Office, equipment software) - Able to follow SOPs and maintain accurate documentation - Good communication and interpersonal skills with team spirit - Willingness to learn and contribute through continuous improvement	- The Production and Facility Technician plays a multiple role in supporting smooth operations in production and packaging processes; as well as machinery, equipment and environment upkeep while meeting GMP requirements. Production and Packaging Processes: - To work independently or interdependently from machine preparation, line clearance, respective activities, cleaning and end-of-batch clearance - To assist in process trial, data collection for study when necessary - To assist in improvement initiatives to enhance efficiency, reduce waste, and lower costs Machinery and Equipment: - To monitor and improve the performance of manufacturing equipment - To perform preventive maintenance to ensure machines efficiency, shelf life and minimum downtime; preferably to include planning & scheduling - To assist in equipment validation and qualification process - To source and coordinate with vendor for machines and parts (preferably) - To maintain equipment, equipment's parts, tools, spare parts and consumables	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		(include gowning supply) in production rooms, production office and warehouse Facilities Maintenance: - To clean and maintain the environment according to the respective SOP - To assist in pest control including pest count, change of pest traps, alerting if there is unusual observation - To ensure all areas are kept clean and free of conditions that could attract pests - To assist in temperature monitoring, recording including download records &/or data collection when necessary - To support the readiness of process area and equipment for use at all times - To ensure the utilities such as lights, air-con, wash area, etc. of both manufacturing area and general office are well function General cleaning - Miscellaneous Duties when necessary: - To assist in SOP review - To assist in technical investigation - To coordinate with vendor concerning machinery, equipment and facilities - Other ad-hoc tasks as assigned	
Engineer/Senior Engineer (Electronics & Maintenance Support) 	Degree in Electronics, Electrical Engineering, or related discipline (Diploma with relevant experience may be considered for Engineer role)	Responsible for end-to-end maintenance, repair, and technical support of electronics systems and sub-systems to ensure operational readiness, system availability, and compliance with	- Location: - Ang Mo Kio - Working Hours: - Mon to Fri: 8am-5.30pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Engineer: 2–5 years of relevant maintenance/support experience - Senior Engineer: 5+ years of relevant experience, including independent troubleshooting and stakeholder management - Strong knowledge of electronic systems maintenance, diagnostics, and repair - Proficiency in use of test equipment and diagnostic tools - Experience working with maintenance documentation, technical manuals, and SOPs - Familiarity with mission-critical systems or regulated environments preferred - Good communication and stakeholder management skills - Ability to work under time constraints to meet TAT and operational demands - Systems troubleshooting and fault isolation - Maintenance planning and execution discipline - Compliance with contractual requirements	contractual and defence programme requirements. Key Responsibilities: - Execute preventive and corrective maintenance activities for electronics systems and sub-systems in accordance with approved technical procedures and safety standards. - Perform fault diagnosis, troubleshooting, and workshop-level repairs to restore system functionality within stipulated Turn-Around Time (TAT). - Maintain and ensure serviceability of tools, test equipment, and test jigs to support reliable maintenance operations. - Provide technical support and conduct training to internal teams and customers to ensure effective system operation and sustainment. - Ensure all maintenance and support activities comply with contractual Scope of Work, quality standards, and regulatory requirements. - Liaise with customers, vendors, and internal stakeholders on technical, logistics, and operational matters (e.g., quotations, invoicing, shipping documentation). - Support continuous improvement initiatives to enhance system reliability, reduce downtime, and improve maintenance efficiency. (Suggested enhancement for defence context)	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Stakeholder coordination and communication - Operational readiness and reliability focus	Undertake additional operational or project-related duties as assigned to support programme delivery and business objectives.	
System Engineer (Google) 	- Degree / Diploma in Computer Science, Computer Engineering or equivalent. - Certified in Google Cloud Professional Cloud Engineer, Google Cloud Professional Cloud Architect - Minimum 2 years of experience working with Google Cloud Platform. - Strong understanding of cloud security best practices. - Excellent problem-solving and troubleshooting skills. - Strong communication and collaboration skills. Special Knowledge or Skills: - Strong understanding of core GCP services, including Compute Engine, Kubernetes Engine (GKE), Cloud Storage, Cloud SQL, and networking. - Proven experience with Infrastructure as Code (IaC) tools, preferably Terraform. - Experience with Google Distributed Cloud (Air Gap/Edge)	- Deploy and manage scalable and highly available infrastructure on Google Cloud Platform to meet stringent SLA requirements. - Monitor and optimize cloud resource utilization and costs using tools like Cloud Monitoring and Cloud Logging. - Troubleshoot and resolve cloud infrastructure issues, providing timely and effective support. - Collaborate with development and operations teams to implement cloud-native solutions. - Managing and document system configurations - Generate relevant administrative records and reports - Offsite standby after office hours	- Location: - Ang Mo Kio - Working hours: - Mon – Fri; 8:30am – 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Experience with CI/CD pipelines and automation. - Experience with containerization and orchestration technologies (Docker, Kubernetes). - Experience with scripting languages (Python, Bash). - Experience with monitoring and logging tools (Prometheus, Grafana). - Experience with big data technologies on GCP (BigQuery, Dataflow, Dataproc). In order of priority: - Google Cloud Certification (Associate Cloud Engineer) – Must have - Experience in Google Cloud implementation and operations - Redhat Certification (Redhat System Administrator) - Kubernetes certification (CKA – Certified Kubernetes Administrator or CKAD – Certified Kubernetes Application Developer). - Experience in containerization and orchestration using Kubernetes (preferably GKE).		
L1 Security Engineer 	Minimum a Diploma in Computer	To provide 24 x 7 support for the Data Center running on 12-hour shifts	Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Science/Electronics/IT or equivalent - Minimum 1 year of relevant working experience in IT infrastructure operation Special Knowledge or Skills: - Be customer and service-oriented, positive working attitude - Good Knowledge of the following products will be advantageous: -Beyond Trust -SEPM -RSA -Palo Alto -Checkpoint -Fortigate -Safenet	- Maintain systems plus controls to protect unauthorized access, disclosure, modification, and deletion of information through resources and computer networks. - Support logs, categorizes, prioritizes, tracks, and routes (i) incidents reported by users or (ii) alarms raised by monitoring tools - Interact directly with business technical specialists to guide on authentication, authorization, and encryption solutions. - Investigate known and suspected information security events and develop related reports. - Conduct hardware and software security alerts as available. - Resolve issues through responding IT threats and vulnerabilities. - Conduct routine security risk analysis, evaluate business needs against collision, vulnerabilities, and search resulting risks. - Implement Change Request and Service Request. - Perform patching on security equipment. - To implement change requests and service requests.	8pm - 8am or 8am - 8pm (12 hours rotating shift) - Location: - Ang Mo Kio
Guest Service Executive (Clan Keeper)	- O Levels or equivalent. - Able to work rotating shifts, weekends and Public Holidays. - Positive attitude with an outgoing	- Deliver personalised guest service via phone, email and face-to-face, handling enquiries, requests, feedback and complaints professionally. - Build strong guest relationships by	- Location: - Cross street - Working hours: 5 days work week, 44

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	personality and good communications skills. Those without experience are welcome to apply.	understanding preferences, special requests and service needs. - Coordinate closely with internal departments to ensure guest requests and arrangements are fulfilled smoothly and promptly. - Manage guest requests from initial enquiry to resolution, including follow-up and service recovery where required. - Coordinate reservations, amenities, arrival requirements, events and other special arrangements. - Support guest correspondence, service reports, request logs and other administrative documentation. - Provide accurate information on property facilities, dining, transport, attractions and events while identifying opportunities to improve guest satisfaction.	hours per week - Needs to work rotating shift, weekends and Public Holidays - Shift A: 9am - 6:30pm, Shift B: 11am - 8:30pm, Shift C: 12pm - 9:30pm

#6 UEMS Solutions

UEMS Solutions is a home-grown MNC that has established itself in the healthcare domain for a good 32 years since its inception in 1988. Starting off as a company focusing on housekeeping services, the company has expanded its business service deliveries in both facilities management and specialized services such as external façade cleaning, portering services, and other support services. Company's multi-faceted operations have also grown to ASEAN countries such as Malaysia as well as the Asia-Pacific region such as Taiwan.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Healthcare Attendant (SKH)		- Orientate patients to assigned beds/facilities. - Answer patient's calls and relay patient's requests to department-in-charge.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Attend to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding. - Conduct bedpan/urinal rounds; change patient's diapers. - Walk patients to toilet and assist them in toilets. - Monitor restless patients and ensure that they are safe and comfortable. - Chaperone female patients where required. - Clean spillages, discharges, and vomit bowls, urinals as and when needed. - Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. store room). - Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans). - Any other relevant duties as and when assigned by the Superior.	
Visitor Service Associate		- Perform visitor registration, concierge services and information counter services. - Handle complaints/ feedback and resolve issues by performing service recovery. - To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. - Assist in kiosk registration, queue management, entry and exit access via gantries. - Attend to patients/ visitors' enquiries and feedback. - Provide wayfinding and wheelchair assistance.	•
Room Attendant		Performing in daily cleaning of the guest room, common	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		areas, and replenishment of amenities. - Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management. - To carry out other duties as assigned by the housekeeping supervisor or the Management. - Handle housekeeping requests by guests. - To check and deliver the guest's laundry to the guest room daily. - Able to handle all kinds of chemicals required for cleaning duties - Undertake any other ad hoc duties as and when assigned by the superior.	
Public Area Cleaners		- Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times. - Maintain cleanliness of walls, floors, doors and table tops as and when necessary, in the lobby area at all times. - Empty and clear trash bins in public areas. - Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior. - Handle all lost and found properties by following the correct procedure. - Carry out any projects and assignments as directed by the Superior.	•
Meal Service Associate		Updating patient's meal requirements in meal ordering system.	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service. - Preparation and serving of beverages. - Serving of adhoc beverages, snacks and supper. - General maintenance and stocking of ward pantry (includes wipe down of ward trolleys). - Gather patient feedback and attend to and resolve patients' feedback on meal related issue. - May be required to conduct beverage preparation in Central Kitchen. - Any other Meal Service Associate related work scope as required.	
Housekeepers		- Attend regular roll call meetings to know daily operational deployment. - Attend in-service training to learn new skills and service knowledge to perform housekeeping services. - Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical surgical areas, medical center, administration offices, laboratory areas, waiting compound areas and public restrooms). - Use various cleaning chemicals and disinfectants on deployed areas. - Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Ensure the environmental service standards are met. • Escalate any matter/ feedback to the upline superior when necessary. • Undertake any other ad hoc duties as and when assigned by the superior.	
Healthcare Porters		• Attend regular roll call meetings to know daily operational deployment. • Attend in-service training to learn new skills and service knowledge to perform portering services. • Carry out portering duties which include but are not limited to the following: • With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required. • With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required. • With the help of ward staff, assist fall risk patients on and off wheelchairs. • Send patients to ancillary departments for treatment / examination. • Accompany patients to allied health departments for treatment/examination, where required. • Send and collect equipment/specimens/blood/ x-rays films/case records from allied health/ancillary departments.	•

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other relevant duties as and when assigned by the Superior.	
Housekeeping Team Leader / Supervisor		- Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas. - Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. - Handle feedbacks and complaints, respond to customer's request promptly. To escalate to Superior when necessary. - Maintain and ensure that all equipment clean, well labelled and in good working conditions. - Oversee the planning and scheduling of the Housekeepers. - Any other relevant duties as and when assigned by the Superior.	
Healthcare Attendant (TTSH)		- Accompanies the patient during intra-hospital and inter-hospital transfers when the need arises. - Assist in the transfer of specimens, documents and other material as assigned by the department staff. - Assist in case-notes management for clinic operations. - Assist in the proper storage of CSSD, linen and other supplies as directed. - Assist in preparation, collection, sorting and storage of ward linen.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist in collection, segregation and disposal of soiled linen. - Maintain general tidiness and cleanliness of wards, offices and waiting areas. - Assist in transporting equipment / furniture to appropriate department for repair and maintenance. - Assist in preparing and serving diets and beverages to patients. - Perform bed discharge and terminal cleaning procedures when the need arises. - Maintain cleanliness of patient pantry and ensure sufficient kitchen rations. - Comply with hospital infection control guidelines. - Adheres to hospital policies and procedures according to IQEHS requirements. - Demonstrate proper and economical usage of the consumables and supplies. - Other adhoc duties as assigned	
Operations Executive		- Assist Manager in daily operational activities - Conduct daily roll-call and ensure that staff are properly attired and groomed and necessary information cascaded during the roll-call - Supervise and assess the work performance of the staffs in the daily deployment basis, to ensure the service delivery of operational needs is delivered as accordance to the contractual requirement. - Ensure timely completion of all planned work schedules, prepare and maintain records	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		as per standards required by the Company and Customer • Handle feedbacks and complaints and update to the Manager accordingly • Respond to user's request promptly and update when it's completed, escalate to Manager when necessary • Assist in preparation of monthly reports, operating budgets and other relevant reports • Perform any other relevant duties as and when assigned by the Superior • Any other relevant duties as and when assigned by the Superior	

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