



JOB LISTING BOOKLET

**Learning Neighbourhood x e2i Career
Fair & Resource Exhibit @
Punggol Waterway Point
[23 January 2026 | 11am – 8pm]**



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

About e2i (Employment and Employability Institute)

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

Only for Singaporeans

Legend:  – PMET Roles

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#1 Chye Thiam Maintenance

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

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Driver	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Operate allocated mechanised cleaning equipment and/or mechanical sweeper to clean assigned area Drive different types of Class 3, 4 and 5 vehicles as assigned Transport workers from office rally point to individual work site as assigned Drive vehicle and pick up garbage bags with your cleaning partner as assigned Carry garbage bags and dispose of them properly as assigned Keep your assigned mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles fully fuelled/battery charged and in good working condition before and after each shift Return mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles to storage locations, respective depots and carparks after use <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess valid Class 3, or 4 or 5 driving license 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: North East/ Central Region
Food Handler	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Heat and top up food, display can drinks/beer at the chillers <p>Pre-requisites</p> <ul style="list-style-type: none"> F&B knowledge 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: East region
Indoor Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> General Cleaning <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work shifts 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: 528530
Management Trainee	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Train to Manage and organize daily operations schedule to ensure jobs are carried out effectively Attend meeting, respond to customer complaints/ feedback Client Servicing <p>Pre-requisites</p> <ul style="list-style-type: none"> Train to assist and support the Zone Head to lead and organize sites Operation Team to ensure safety, daily routine, 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	periodic schedule and manpower are available to meet contract standards and requirements.	
Multi Skilled Cleaner cum Machine Operator	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage high-jet pressure flooring and using scrubbing machine <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to operate machinery 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: 528530
Night Shift Outdoor Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> General Cleaning and able to withstand adverse weather conditions 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: 528530
Operations Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage and organize daily operations schedule to ensure jobs are carried out effectively Attend meeting, respond customer complaints / feedback Client Servicing <p>Pre-requisites</p> <ul style="list-style-type: none"> To assist and support the Zone Head to lead and organize sites Operation Team to ensure safety, daily routine, periodic schedule and manpower are available to meet contract standards and requirements 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: Islandwide
Outdoor Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> General Cleaning <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work shifts 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: 528530
Street/ Estate Cleaner (Central Area)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> General cleaning and able to withstand adverse weather conditions 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: 528530
Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area <p>Pre-requisites</p>	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Able to lead and supervise, possess WSQ Supervise Service Operations and advantage 	
Table-Top Cleaner (Full & Part Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Collect & Wash Plates, arrange all the dishes/glasses/cutleries keep at the buffet area <p>Pre-requisites</p> <ul style="list-style-type: none"> Positive attitude & able to work night shift 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: North East Region

#2 EM services

EM Services (EM Services Pte Ltd) is Singapore's leading property and township management company, founded in 1988 as a joint venture between HDB and Keppel Land, managing vast public housing estates, commercial properties, and providing engineering, project, and contract management, focusing on creating quality living environments.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Contract Officer / Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Check and ensure accuracy of project cost estimates and specifications for all Cyclical, Additions & Alterations and Improvement Works Prepare, call and administer the various tenders for the routine maintenance works, services and supplies Provide advice on the selection of suitable contractors / specialists for routine maintenance works, services and supplies Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payment are promptly made to contractors / suppliers <p>Pre-requisites</p> <ul style="list-style-type: none"> Recognised university degree in Estate Management / Building or recognised qualifications Good experience in maintenance contracts Good Team player Good problem solver 	<ul style="list-style-type: none"> Working Hours: 8am to 5pm Location/ Postal code: 160201
Customer Service Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handle calls and emails promptly by providing accurate and timely information, alternatives and solutions to customers on relevant products and services <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimally Diploma graduate or equivalent or experience work under Call agents 	<ul style="list-style-type: none"> Working Hours: 8.30am to 6pm Location/ Postal code: 159309

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Able to communicate fluently in English and at least one other language to attend to non-English speaking customers • Prior experience in a call centre environment is preferred • Candidates with prior customer service experience in other businesses and operations may be considered as well • Possesses a customer service mind set and is able to empathise with customers and quickly grasp the issues they're facing • Curious and excited by the challenge of solving both simple and difficult problems for customers • *Candidates who are open to perform rotating shift work is preferred (Daily shift Allowance is payable) 	
Finance & Admin Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee finance operations including income verification, arrears management, budgeting, reconciliation of accounts, preparation of financial statements, and supervision of Finance & Admin Assistants <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Accounting/ACCA, minimum 3 years' experience in accounting and related areas (internal control governance, risk management, audit), strong analytical skills, and ability to work under stress 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 160201
Internal Audit Assistant Manager – Construction Related Audits	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Gather and analyse information required for the planning of each audit assignment • Assist in the design of audit program (including audit procedures and audit tests) of each audit assignment. • Based on the approved audit program, perform internal audit work (including follow-up of past audit issues) and gather evidence in accordance with the internal audit standards. • Audit work include evaluation of technical appraisals of the project and cost estimates, site check to ascertain that work done on site comply with drawings and specifications, verification of accurate payment for work done based on measurement of quantity and correct rates being applied. • Evaluate the effectiveness and efficiency of business processes (including internal controls and risk management), and ensure compliance with regulatory requirements and Company's policies and procedures for construction-related operations • Document accurate audit work performed and audit result in a clear and organized manner, supported by audit evidence (such as comprehensive site photo) for review by Team leader. Resolve review notes and apply learning to future assignments. • Identify, develop and draft comprehensive audit observations (including root causes and risks) on weaknesses in control environment, and make value-added recommendations for process improvements. 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 160201

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • At the end of fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management. • Assist Team Leader in finalizing the audit findings, recommendations and reports, and collate management responses and action plans to mitigate risk <p>Pre-requisites</p> <ul style="list-style-type: none"> • A good Diploma in Structural & Civil Engineering/Building/Quantity Surveying/Estate Management/Construction Management or equivalent from a recognized polytechnic or relevant professional qualification. 	
Internal Audit Manager / Senior Manager (Business Audits)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage end-to end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects. • Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines and regulatory requirements. • Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance. • Ensure proper audit evidence are obtained and audit documentation are carried out in accordance with internal audit standards. • Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements. • Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations. Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee. • Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee and the Board of Directors. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Accountancy/ACCA or professional CA qualification with CIA certification. CISA or CFE certification would be an advantage. 	<ul style="list-style-type: none"> • Working Hours: 830am to 6pm • Location/ Postal code: 160201

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • At least 6 years of experience in internal audit, preferably in construction or engineering services industry with exposure in Big 4 accounting firms. • Proficiency in the use of data analytics tools (e.g. ACL, IDEA, Power BI, tableau, etc). • Self-driven individual who is adaptable to changing priorities and different challenges and thrives in a fast paced and dynamic environment. • Good interpersonal and collaborative skills with ability to exercise objective judgement. • Ability to influence and interact with confidence and develop trusted relationships with key stakeholders, management and multi-disciplinary staff across different levels. • Strong communication (verbal and written) and good report writing and presentation skills with strong problem-solving and logical thinking skills. • Meticulous and resourceful with high level of commitment and initiative. • Possess the passion to lead by example with strong organisational and critical thinking skills. • Ability to work effectively as a team player/leader, with excellent analytical and the requisite managerial skills to manage detailed/technical work without losing sight of ‘big picture’ issues. • Maintain high level of integrity and professional standards with continuous professional development. 	
Project Executive (Civil Structural)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Carry out site supervision in compliance with contracts specifications and drawings for Addition & Alteration, Repair & Redecoration and Reroofing Works. • Handle contract administration duties pertaining to projects supervised. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related • Candidate with Resident Technical Officer Certification preferred • Min. 2 years of related working experience 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 160201
Project Manager (Civil Structural)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct feasibility study and site survey to determine the scope of the project • Oversee tender management including preparing tender document, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors • Lead the project team in the execution of Repairs & Redecoration, reroofing and Additions & Alterations projects • Carry out periodic site inspections • Oversee budget & cost control for projects 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 160201

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Manage of Contractors & Consultants • Other duties as assigned from time to time <p>Pre-requisites</p> <ul style="list-style-type: none"> • Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management & Maintenance / Construction Management / Structural & Civil Engineering • Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion • Have a good understanding of WSHA • Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project • Has effective communication & negotiation skills • Able to multitask and manage time efficiently 	
Project Manager (Engineering)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for all activities on the project, the field team and people on site ensuring that quality and safety standards are not compromised. • Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications. • To prepare and submit progress reports, progress claims, safety reports, materials to purchase and ad-hoc reports for projects. • Liaison will be required with the clients and consultants for design and with management team, supply chain and vendors, suppliers, sub-contractors and internal support functions. • Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities. • The candidate will be fully accountable for the overall financial result of each project and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate on overspending in costs. • Lead the project team in the execution of projects. • Project planning and resource allocation. • Conduct site survey (pre-commencement, post project etc). • Documentation and effectively communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc). • To attend site meetings with customers and vendors. • Other duties as assigned from time to time. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate must possess at least a Bachelor's Degree, Professional Degree, Engineering (Civil), Engineering 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 159309

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>(Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent.</p> <ul style="list-style-type: none"> • At least 3 year(s) of working experience in the related field is required for this position. • WSQ Manage Workplace Safety and Health in Construction Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification • Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project • Has effective communication (written and verbal) & negotiation skills • Able to multitask and manage time efficiently • Able to perform under pressure in a fast paced environment • Good team player and able to work independently with minimum supervision • Desire to learn and possesses positive attitude with results 	
Property Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee the team in management and maintenance of buildings and common properties. • Administer tenancy/ lease related matters. • Managing yearly budgets and doing presentations • Work closely with councillors, residents, grassroots organisations and relevant government agencies. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Building Services / Facilities Management / Real Estate • Business or other building related degree Entry level candidates with relevant qualification welcome to apply • Candidates with more years of relevant position will be considered for a senior role • Must be a team player with high integrity, leadership, problem solving and interpersonal skills • Able to work under pressure and tight deadlines 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 160201
Property Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Carry out estate inspection, identify building defects and supervise maintenance and improvement works. • Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases. • Working with grassroots leaders on maintenance issues and to organize activities • Any ad hoc duties as assigned by the supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NITEC, Diploma, Advanced/Higher/Graduate Diploma, Property Development/Real Estate Management or equivalent • Diploma in Building / Facilities Management / Real Estate Business / Intelligent building 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 160201

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Non-Diploma holders are required to have at least 3 years experience in Facilities Management (minimally Nitec) • Entry-level candidate with relevant Diploma are welcome to apply • Able to work under pressure and willing to do overtime 	
Public Relations Manager / Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support the Strategic Communications & Public Relations Team to develop communications content and publicity deliverables • Work with community partners and other government agencies to curate content and organise community outreach initiatives • Support the curation and management of content for social media and estate publicity • Support digital media productions and webinars for townhall meetings • Track daily news outlets • Attend to feedback and incidents, when necessary <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma / Degree in Mass Communications / Digital Media Production / Marketing or other equivalent educational qualifications 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 160201
Senior/Finance Admin Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.) • Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc. • Handle general administrative duties • Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers & reminder notices <p>Pre-requisites</p> <ul style="list-style-type: none"> • Nitec/Higher Nitec/ Diploma in Accounting • Have positive working attitude, proactive and meticulous • Proficient in Microsoft Office (Word and Excel) • Good communication and interpersonal skills • Minimum 1 year of relevant accounting work experience preferred • Half working Saturday once every 3 weeks 	<ul style="list-style-type: none"> • Working Hours: 8am to 5pm • Location/ Postal code: 160201

#3 McDonald's Singapore

McDonald's provides a world of rewarding career opportunities both in and beyond the restaurant. Here, we believe every crew can become a leader, a manager and even a business consultant. Whether you are a full-time or part-time employee, we have an established series of training programmes to help you gain the necessary skills and knowledge to realise your potential and climb the career ladder.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Evening Crew (FT)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. This role requires energy, teamwork, and a commitment to McDonald's service standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> No prior experience required; full training will be provided to equip you with the necessary skills. Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests. Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours. Strong communication and interpersonal skills to interact effectively with customers and team members. Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations. Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts. Responsible, punctual, and committed to maintaining high standards of service and cleanliness. Open to learning and adapting to new procedures, systems, and customer service practices. A positive attitude and willingness to contribute to a supportive and respectful team culture. 	<ul style="list-style-type: none"> Working Hours: 8 hours, 6pm onwards Location/ Postal code: Multiple venues
Guest Experience Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> As a Guest Experience Leader at McDonald's, you will be the face of hospitality in the restaurant, ensuring every customer feels welcomed and valued. You will engage with guests, assist with orders, resolve concerns, and create memorable moments through personalized service. Your role includes managing the dining area, supporting promotional activities, and working closely with the restaurant team to uphold McDonald's service standards. You will play a key part in enhancing the overall customer experience and driving guest satisfaction. <p>Pre-requisites</p>	<ul style="list-style-type: none"> Working Hours: 8 hours rotating shift Location/ Postal code: Multiple venues

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Passionate about customer service and creating positive guest experiences • Friendly, approachable, and confident in engaging with people of all ages • Strong communication and interpersonal skills • Able to work in a fast-paced environment and multitask effectively • Willingness to work shifts, weekends, and public holidays • Team player with a proactive attitude and attention to detail • No prior experience required; training will be provided • Comfortable using digital tools (e.g., tablets, kiosks) to assist guests • Committed to maintaining cleanliness and a welcoming atmosphere in the restaurant 	
Restaurant Management Trainee	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • As a Restaurant Management Trainee, you will undergo structured training to prepare for a leadership role in restaurant operations. You will learn to manage daily activities, lead a team, ensure food quality and safety, and deliver excellent customer service. The program equips you with the skills to handle staffing, inventory, scheduling, and performance management. You'll be mentored by experienced managers and gradually take on more responsibilities, with the goal of becoming a certified Restaurant Manager. This role offers a clear career path and opportunities for advancement within McDonald's. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Nitec, Diploma, or equivalent qualification; fresh graduates are welcome • Strong interest in restaurant operations and leadership development • Good communication and interpersonal skills to lead and support teams • Willingness to learn and take on challenges in a fast-paced environment • Able to work shifts, weekends, and public holidays • Physically fit to handle operational tasks and long hours • Responsible, punctual, and committed to completing the training program • Positive attitude and desire to grow within the company 	<ul style="list-style-type: none"> • Working Hours: 9 hours rotating shift • Location/ Postal code: Multiple venues
Service Crew (FT)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. You will also assist in maintaining hygiene standards, restocking supplies, and 	<ul style="list-style-type: none"> • Working Hours: 3pm – 11pm • Location/ Postal code: Multiple venues

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>supporting your team to meet daily operational goals. This role requires energy, teamwork, and a commitment to McDonald's service standards.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • No prior experience required; full training will be provided to equip you with the necessary skills • Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests • Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours • Strong communication and interpersonal skills to interact effectively with customers and team members. • Willingness to work on rotating shifts, including weekend and public holidays, as part of restaurant operations • Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts • Responsible, punctual, and committed to maintaining high standards of service and cleanliness • Open to learning and adapting to new procedures, systems and customer service practices • A positive attitude and willingness to contribute to a supportive and respectful team culture 	
Service Crew (PT)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. This role requires energy, teamwork, and a commitment to McDonald's service standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> • No experience required; full training will be provided to equip you with the necessary skills • Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests • Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours • Strong communication and interpersonal skills to interact effectively with customers and team members • Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations. • Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts 	<ul style="list-style-type: none"> • Working Hours: 5pm to 10pm • Location/ Postal code: Multiple venues

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Responsible, punctual and committed to maintaining high standards of service and cleanliness Open to learning and adapting to new procedures, systems, and customer service practices A positive attitude and willingness to contribute to a supportive and respectful team culture 	

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#4 NannyPro

NannyPro, established in May 2014, a social enterprise building the community of carers for good and a licensed MOM employment agency. We have partnered with families on their parenting journey with dedicated and trained carers eg. Nannies, babysitters, educarers, and respite care.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Childminders (Full-Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Create a stimulating, nurturing, and safe environment for the child Establish the routine of the child Plan and prepare meals and bottles for, and feed, the child Prepare child for naps and bedtime Bathe the child and dress up Change diapers, potty training when necessary Administer medicine to child when necessary <p>Pre-requisites</p> <ul style="list-style-type: none"> Min. language proficiency: Written and Spoken English and/or one of mother tongue Enjoy learning and be part of community All races welcome 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: 530203
Nannies (Full-Time & Part-Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Create a stimulating, nurturing, and safe environment for the child Establish the routine of the child Plan and prepare meals and bottles for, and feed, the child Prepare child for naps and bedtime Bathe the child and dress up Change diapers, potty training when necessary Plan and lead educational activities, including reading, with the child Administer medicine to child when necessary Perform housework related to child-minding, including washing the children's clothes, cleaning up after meals, tidying play areas and washing bottle Light household chores if required – eg. Ironing, mop the floor, etc. 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: 530203

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Min. language proficiency: Written and Spoken English and/or one of mother tongue • Enjoy learning and be part of community • All races welcome 	

#5 Novotel Singapore on Stevens | Mercure Singapore on Stevens

Novotel Singapore on Stevens and Mercure Singapore on Stevens offer a modern retreat for business and leisure travelers alike, blending contemporary comfort with convenience in the heart of the city.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bellman	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Timely delivery of guests' luggage, messages and any other items for delivery within the property • Personalize guests' orientation of their room in a professional, friendly and engaging way • Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests • Service focused personality is essential; customer related experience is an asset • Ability to work well under pressure in a fast-paced environment • Excellent communication skills and a professional presentation • Ability to work cohesively with fellow colleagues as part of a team • Perform other reasonable duties assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Qualifications: Secondary • No minimum experience required 	<ul style="list-style-type: none"> • Working Hours: 44 hours a week • Location/ Postal code: 257878
Food & Beverage Captain	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Evaluate the operations and procedures and suggest improvements to the Outlet Manager • Assign responsibilities to subordinates/ casuals/ interns and offer assistance during busy periods • Hold departmental meetings and conduct daily briefings • Adhere to all house rules, regulations and Hotel Policies • Anticipate the volume of business, taking into consideration the occupancy of the Hotel, the holidays, the weather, the activities in the Hotel, and the community in general • Attend F&B meetings 	<ul style="list-style-type: none"> • Working Hours: 44 hours work week • Location/ Postal code: 257878

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Assist the Outlet Manager to analyse revenue and cost reports to be used for the preparation of a realistic annual budget • Analyse monthly Profit and Loss statements to ascertain that all costs are in line • Assist the Outlet Manager to enforce all pre-check and check-control procedures • Ensure that no reusable beverage is wasted • Monitor the quality and quantity of all food and beverage items served <p>Pre-requisites</p> <ul style="list-style-type: none"> • Food hygiene certificate required 	
Junior Housekeeping Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To provide cleaning service to guest rooms and respond to guest requests ensuring maximum guest satisfaction in accordance to Hotel established standards • To clean guest floors and surrounding service areas in accordance to the standard required by our hotel • To provide a courteous and professional service at all times • To clean all assigned rooms and designated public area in accordance with the established procedures • Ensure that all requests by guests are attended to • Be responsible for the care and maintenance of his/her work store, trolley and all equipment and ensure that all equipment and materials are left in the same place and correct manner at the end of each shift • Advise the office of any lost property and valuable and return these to the office as soon as possible <p>Pre-requisites</p> <ul style="list-style-type: none"> • Qualifications: Secondary • No minimum experience required 	<ul style="list-style-type: none"> • Working Hours: 44 hours a week • Location/ Postal code: 257878
Revenue Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You're analytical, ambitious, and ready to turn numbers into strategy • As Revenue Manager, you'll help share the commercial heartbeat of a vibrant dual-brand cluster — partnering closely with the Executive Assistant Manager / Director of Revenue Management to unlock every opportunity across Rooms, F&B, and meeting Spaces. <p>How You'll Make a Difference</p> <ul style="list-style-type: none"> • Craft strategy, not just reports: Co-create and execute revenue plans that boost market share, RevPAR, and RGI performance. • Own the insights: Turn daily pickup, segmentation, and competitor trends into actionable decisions • Keep distribution on point: Ensure parity, positioning, and visibility across TARS, Opera Cloud, and digital channels. 	<ul style="list-style-type: none"> • Working Hours: 44 hours a week • Location/ Postal code: 257878

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Forecast with precision: Support short- and long-term forecasts that balance ambition with accuracy. • Empower others: Collaborate with Sales, Marketing, and Operations so every department contributes to the topline story. • Develop commercial minds: Guide the Reservations and Distribution team to think analytically and act strategically. <p>Pre-requisites</p> <ul style="list-style-type: none"> • 3-5 years of revenue management experience in hotels or clusters • Proven exposure to multi-property or high-volume operations • Proficiency in IDEaS G3, Opera Cloud, TARS, and strong command of Excel • Sharp analytical thinking paired with business curiosity • Degree in Hospitality, Business, or Analytics; advanced certifications are a plus. • A proactive learner who thrives in dynamic, fast-paced environments 	
<p>Senior/Guest Services Agent</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist guests with check-in and checkout, as well as other cashiering duties • Review arrival lists and prepare compendiums prior to guests' arrival and check-into system if necessary • Welcome guests on arrival, register and issue room keys according to departmental standards and procedures • Ensure that members consistently receive all benefits and repeat guests and other VIP's receive special recognition and service. • Prepare and send welcome cards and amenities to room prior to guest arrival • Liaise closely with other relevant departments to ensure that guests' requests and needs are met • Update and maintain repeat guest history system • Promote Inter-Hotel sales and in-house facilities according to departmental standards to maximize revenue • Handling guests' mails, messages, and answering of phone calls • Maintain the privacy and confidentiality of all guests by ensuring that no details of the guests are disclosed • Be vigilant in regard to in-house credit matters and act upon any discrepancies • Alert Security or Duty Manager of suspicious looking person(s) /articles <p>Pre-requisites</p> <ul style="list-style-type: none"> • Qualifications: Diploma (Hospitality and Tourism Management) 	<ul style="list-style-type: none"> • Working Hours: 44 hours a week • Location/ Postal code: 257878

#6 Paris Baguette

Paris Baguette is an international, fast-casual bakery chain founded in South Korea in 1988. It specializes in French-inspired baked goods, cakes, and breads, and also offers fresh sandwiches, salads, coffee, and tea. The brand aims to provide a unique customer experience by blending traditional techniques with modern innovation and has expanded to thousands of stores globally.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Section Head (Bakery/ Culinary/ Deli)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum WSQ certificate/Nitec in Bread/Culinary and above At least 1 year of proven experience in a similar role Exceptional proven ability of kitchen management Able to work well under pressure in a fast-paced environment Able to work on weekends and public holidays 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) Location/ Postal code: 534138
Assistant Store Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Assistant Store Manager is responsible for the profitability of the chain restaurant outlet. He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support. He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet. <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 3 Year(s) of working experience in the restaurant industry is required for this position. Excellent interpersonal skills Candidate must possess at least a Diploma/Advanced/Higher/Graduate Diploma in any field. Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent. 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets Location/ Postal code: To check with employer
Baker (Day / Overnight)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Baker is responsible for making a wide range of breads, pastries, and other baked goods. This includes ensuring all baking equipment and baking area is clean prior to and post production of any baked items and ensuring compliance with regulations. <p>Pre-requisites</p> <ul style="list-style-type: none"> At least PSLE, technical certificate or any related fields experience At least 1 to 2 years of experience working in kitchen as baker or/ & baking preparation. 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets Location/ Postal code: 534138

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cook	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Pastry Chef / Senior Pastry Chef is responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them <p>Pre-requisites</p> <ul style="list-style-type: none"> At least PSLE, technical certificate or any related fields experience At least 1 to 2 years of experience working in kitchen as baker or/baking preparation. 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets Location/ Postal code: 534138
Cook (Outlet)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Control and direct the food preparation process and all related activities Review and construct menus with new or existing culinary creations ensuring the variety and quality of the servings Approve dishes before they reach the customer Plan orders of equipment or ingredients according to identified shortages Arrange for repairs when necessary Remedy any problems or defects Managing and training kitchen staff Comply with nutrition and hygiene regulations and safety standards Foster a climate of cooperation and respect between co-work <p>Pre-requisites</p> <ul style="list-style-type: none"> Min. Certificate/NITEC/Higher NITEC/Diploma in culinary. At least 1 years of proven experience in a similar role (hot/cold kitchen). Exceptional proven ability of kitchen management Able to work well under pressure in a fast-paced environment Able to work in an outlet kitchen (northeast area) 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets Location/ Postal code: To check with employer
Management Trainee (Operations)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Management Trainee is responsible for taking customers orders, answering questions, and making recommendations on menu items, serving food/beverages to customers, and performing cashiering duties. He/she is responsible for supervising staff working on the floor, assigning their work stations, resolving work-related problems and ensuring the shift runs smoothly. <p>Pre-requisites</p> <ul style="list-style-type: none"> Excellent Customer Service • Good command of spoken English • Min. GCE “N”/ “O” Level, customer service certificate or any related fields • No experience/ At least 1 year of experience working in customer service or relevant 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets Location/ Postal code: To check with employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	experience in F&B • Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment	
Management Trainee (Bakery / Cake / Culinary / Deli)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This included the process from planning the products, weighing and measuring ingredients, making various baked goods, and finally glazing or decorating them <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum WSQ certificate/Nitec in Bread/Culinary and above At least 1 year of proven experience in a similar role Exceptional proven ability of kitchen management Able to work well under pressure in a fast-paced environment Able to work on weekends and public holidays 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) Location/ Postal code: To check with employer
Pastry Chef	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Pastry Chef/ Senior Pastry Chef is responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them <p>Pre-requisites</p> <ul style="list-style-type: none"> At least PSLE, technical certificate or any related fields Experience At least 1 to 2 years of experience working in kitchen as baker or/ & baking preparation 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets Location/ Postal code: 534138
PB Future Talent Leader Programme	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Imagine this: From Management Trainee to Leader: Dive straight into the heart of our operations, mastering everything from customer delight to smooth store management. Rapid Growth: Our structured programme offers clear milestones and accelerated progression for driven individuals. See yourself taking on more responsibilities and leadership roles in a matter of years! Hands-on Experience: Get ready to roll up your sleeves and gain invaluable experience in all aspects of our bustling stores. You'll be serving customers, learning the ropes of operations, and gradually taking on management tasks. Invest in Your Potential: We're committed to nurturing your growth. You'll receive guidance, training, and the opportunity to develop crucial skills in areas like team leadership, customer service excellence, and operational efficiency. What you'll be doing as a Management Trainee (the first step on your leadership journey): Wowing our customers: Delivering exceptional service with a smile and helping them discover their next favourite treat. Keeping things running smoothly: Assisting with everything from order preparation to ensuring our stores are sparkling clean. 	<ul style="list-style-type: none"> Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets Location/ Postal code: To check with employer

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Becoming a product expert: Sharing your knowledge of our delicious offerings and exciting promotions. Learning and growing: Gradually being introduced to management responsibilities and supporting our leadership team.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Are you: A recent graduate (E.g. ITE, Polytechnics or University) eager to kickstart your career in a dynamic industry? Passionate about food and creating positive customer experiences? A quick learner with a strong work ethic and a desire to lead? Ready to take on challenges and grow with a globally loved brand? This is your chance to bake your success story with Paris Baguette SG! Apply now and embark on an exciting journey to become one of our future leaders! 	
Service Crew	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Welcome guests in a warm and friendly manner • To provide excellent customer service to guests in a timely and friendly manner, ensuring diners a pleasant dining experience. • Upsell promotional items • Ensure that food hygiene and safety standards are maintained and comply • Maintain day to day outlet cleanliness • Execute any other duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Excellent Customer Service • Good command of spoken English • Min. GCE “N” / “O” Level, customer service certificate or any related fields • No experience/ At least 1 year of experience working in customer service or relevant experience in F&B • Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment 	<ul style="list-style-type: none"> • Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets • Location/ Postal code: To check with employer
Store Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The Store Manager is responsible for the profitability of the chain restaurant outlet. • He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support • He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer’s experience in the outlet. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Clear verbal communication skills • Organization skills • Ability to stand and walk for long periods of time • Clear attention to detail 	<ul style="list-style-type: none"> • Working Hours: Morning Shift (7AM - 5PM) Mid-Shift (1PM - 11PM) Night Shift (7PM - 5AM) - only for 24/7 outlets • Location/ Postal code: To check with employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Problem-solving skills • Knowledge of current food and beverage trends • At least 3-5 Year(s) of working experience in the restaurant industry is required for this position • Preferably Manger specialized in Food/Beverage/Restaurant Service or equivalent 	

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#7 e2i SERVICES

Meet an e2i Career Coach

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



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

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

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

NTUC Job Security Council’s Telegram Channels

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(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>



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