

e2i Skills & Career Fair @ Nanyang CC

17 October 2024

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 Big-Foot Logistic Pte Ltd

BIG-FOOT LOGISTIC PTE LTD was founded in the year 1992. The Company had since developed a wide range of logistic and port services in tune with current market demands. Built with a strong customer focus as its foundation, the company has been garnering intense support from our customers, whom till today still form the backbone of the company's continual growth. As a business partner, Big-Foot is an organization that benchmarks itself against and beyond market demand. Through this, Big-Foot has been able to achieve 99.9% customer retention over the last 12 years which certain customers utilizing its services for 22 years.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Coneman / Lashing Specialist	<ul style="list-style-type: none"> Willing to work on rotating shift Physically fit and healthy with no underlying medical conditions Able to work at heights 	<ul style="list-style-type: none"> Secure and unsecure containers onboard vessels Support vessel berthing and unberthing operations Comprehensive training provided. 	<ul style="list-style-type: none"> 12 hours shift 117606 (Pasir Panjang Terminal Building)
Delivery Attendant	<ul style="list-style-type: none"> Physically fit and healthy with no underlying medical conditions 	<ul style="list-style-type: none"> Doing deliveries duty to customer 	<ul style="list-style-type: none"> 5.5/6 days 7.30am - 5.30pm
Driver (Class 3/4)	<ul style="list-style-type: none"> Physically fit and healthy with no underlying medical conditions Class 3/4 Driver License required 	<ul style="list-style-type: none"> Sending of goods to assign locations 	<ul style="list-style-type: none"> 5.5/6 days 7.30am - 5.30pm
Inter-Gateway Haulage Driver	<ul style="list-style-type: none"> Willing to work on rotating shift Physically fit and healthy with no underlying medical conditions Class 4 Driver License required 	<ul style="list-style-type: none"> Transport of shipping containers between terminals. Driving vehicle on public road 	<ul style="list-style-type: none"> 12 hours shift 117606 (Pasir Panjang Terminal Building)
Prime Mover Driver	<ul style="list-style-type: none"> Willing to work on rotating shift Physically fit and healthy with no underlying medical conditions 	<ul style="list-style-type: none"> Internal trucking containers within port Moving containers to and from vessels and container yards Comprehensive training provided. 	<ul style="list-style-type: none"> 12 hours shift 117606 (Pasir Panjang Terminal Building)

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#2 Campaign Complete Solutions Pte Ltd

Campaign Complete Solutions was established in 1986 as a small cleaning company of 20 staff in Singapore. Today, we have 1,000 employees and we are still growing. We provide a full range of facility services to commercial buildings, shopping malls, Fortune 500 companies, airport terminals, industrial sites etc.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> General cleaning Industrial building (shopping malls, cleanroom, warehouse etc.) 	<ul style="list-style-type: none"> 6 days 44 hours per week 648886 (Jurong Point) 534119 (Tai Seng Ave)

#3 Exceltec Property Management Pte Ltd

Exceltec Property Management incorporated in 1997, is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to sector such as commercial, retail, and industrial including core services such as property and asset management and integrated facilities management. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enable it to thrive.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Officer / Executive	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts. Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines 	<ul style="list-style-type: none"> 5.5 days Mon – Fri : 9am - 6pm, Sat : 9am - 1pm
Administrative Assistant / Officer	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Provide administrative support in the areas of documentation, data entry, filing, reports for operations 	<ul style="list-style-type: none"> 5.5 days Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Procurement and issuance of proforma invoice status 	
Assistant / Facilities Manager	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Ensure that a building or facility is properly maintained, operated, and managed • Oversee maintenance and repair work • Manage operating budgets and resources • Ensure compliance with safety and environmental regulations • Manage staff and contractors • Coordinate with other departments and stakeholders, and plan and implement facility improvements • Possess strong organizational and leadership skills • Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously • Experiences in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm
Building Technical Officer	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures • Lead technical investigation in response to fault calls • Review documentation on procedures and schedules of maintenance works • Track consumable and non consumable items • Review risk assessments in accordance with regulatory and organisational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices • Engage in continuous improvement initiatives to 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>improve time, cost, and quality management</p> <ul style="list-style-type: none"> Support the use of the latest smart facilities management trends or technologies. 	
Cleaning Crew	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and fixtures. Emptying waste bins. Washing and drying windows 	<ul style="list-style-type: none"> 5.5 days Mon – Fri : 9am - 6pm, Sat : 9am - 1pm
Cleaning Supervisor	<ul style="list-style-type: none"> 2 years' experience in relevant industry will have an added advantage. Good communication skills, both written and spoken. Team player, able to work independently with minimal supervision. 	<ul style="list-style-type: none"> Check equipment condition. Monitor the Service team. Coordinate and liaise with clients at work site. Facilitate effective communication and engagement at the workplace. Handle complaints and feedback from clients. Handle reassignment of tasks when needed. Identify training needs for all soft-skill staff. Inspect work done daily. Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. Monitor cleaning material stock level and re-order materials, if required. Provide help and guidance to immediate reports. Submit report, if required. Any other ad hoc duties as and when required. 	<ul style="list-style-type: none"> 5.5 days Mon – Fri : 9am - 6pm, Sat : 9am - 1pm
Condominium / Building Manager (MCST)	<ul style="list-style-type: none"> Preferably possess an Estate Management Diploma and familiar with MSMA/Certificate in Strata Property Management 	<ul style="list-style-type: none"> Fully responsible for the day-to-day operation of the complex / building, ensuring all facilities are fully operational at all times Schedule, coordinate and supervise all maintenance functions to the highest 	<ul style="list-style-type: none"> 5.5 days Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>standard expected for the client and the subsidiary proprietors</p> <ul style="list-style-type: none"> • Plan, coordinate and facilitate council meetings and Annual General meetings. Prepare Minutes of Council Meetings • Manage and supervise all maintenance and administrative staff assigned to the complex/building • Manage and review all vendor contracts, agreements and insurance 2 months before their expiry and recommend renewal or call for quotation/ tender • Ensure all contract works/ routine servicing is carried out accordingly as specified in their contract's agreement • Maintain continuous contact and communication with vendor contractors, clients and staff 	
<p>Drafter (Project Engineer)</p>	<ul style="list-style-type: none"> • Possess 3 years of proven experience in AutoCAD/REVIT/BIM, preferable in mechanical engineering field • Possess excellent computer skills in AutoCAD software, BIM and MS Office (Excel, Powerpoint, Word & Project) • Independent, team player with ability to multi-task • Possess strong communication and organization skills 	<ul style="list-style-type: none"> • Prepare CAD drawings, REVIT/BIM to support customer's project specifications and requirements • Create drawings based on PDF, hand drawn or verbal instructions using AutoCAD to support customers' project requirements • Calculate material requirements and liaise with internal team for accurate and timely material orders • Prepare drawings and compile documentation for project submission 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm
<p>Electrical Engineering - LEW Grade 8</p>	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma in Engineering (Electrical) with more than 5 years of field experience or ITC/Nitec (Electrical) with more than 8 years field experience related in 	<ul style="list-style-type: none"> • Manage and lead a team of technical officers, supervisors, technicians and contractors in facility management and operation of assigned buildings/estates • Plan and execution of corrective or preventive maintenance programme. 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Electrical maintenance work or Facilities Management.</p> <ul style="list-style-type: none"> • Strong building and M&E knowledge hands-on experiences • Able to work independently and possess good interpersonal skills • Good communication skills both verbal and written • Pro-active, independent, able to work with minimal supervision and perform under pressure. • Service orientated mind-set • Possess high level of initiative and integrity • Possess strong leadership quality, good planning and organizing ability • Provide guidance and troubleshoot Electrical Services' faults. • To possess a LEW Grade 8 qualification • Has a good safety mindset and displays good WSH behaviour 	<ul style="list-style-type: none"> • Implement efficiency improvement on the operational process, innovating and implementing systems improvement on energy conservation • Provide excellent service to meet client expectations. • Achieve effective, economic and safe operations of all Electrical Services' equipment and system by the team of technical officers and technicians. • Providing feasible solutions and coordinate with owners/users,consultants, vendors/contractors on engineering functional requirements and ensure the objectives are achieved. • Conduct regular inspection of existing Electrical installation to ensure that all maintenance programmes are implemented effectively in strict compliance with instructions and guidelines. • Ensure all works carried out safely and / or in accordance with safety procedures. • Support the operation of the projects. • Ad-hoc duties as assigned. 	
<p>Facilities Engineer (Mechanical / Electrical)</p>	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Review proposed M&E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types • At the building commissioning stage, attend training sessions and understand the operations of the various M&E systems • To attend the testing & commissioning of each M&E system • Able to perform chiller system fault detection and diagnosis 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct physical site surveys using a variety of equipment and tools • Prepare sketches and notes and perform electronic data collection • Coordinate field staff and process field data • Interface with C&S engineers, M&E engineers, architects, landscape architects, specialist vendors, and general vendors • Verify the accuracy of data, including measurements and calculations conducted at the Property • Research testing and commissioning evidence, including maps, physical evidence, and other records to obtain data needed for building systems and equipment condition appraisal • Prepare site documents and present findings to SDC • Preparation of strategic facility management plan for the next five (5) years • Preparation of operation manuals for the FM team • Develop an energy and sustainability framework for the building • Preparation of business continuity plans for the building owner and • Resilience studies 	
Facilities / Building Manager	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Develop quality standards and procedures for preventive and corrective maintenance works. • Develop quality standards and procedures for preventive and corrective maintenance works. • Formulate plans to improve facility operations and establish incident response procedures • Evaluate the services provided by third parties against contractual terms and scope of work 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintain trust and rapport with users through consistency in service standards • Evaluate technical reports and progress reports to propose recommendations • Review tender specifications and risks in bidding and evaluate quotations from third-party service providers • Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans • Cascades organisational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the organisation’s green building strategy • Deploy resources to support operations and identify recruitment needs and areas for technical and business management training and development to ensure the achievement of performance metrics • Analyse the viability of proposed continuous improvement initiatives to improve time, cost and quality. • Implement the latest smart facilities management trends and technologies 	
<p>IT Systems Engineer</p>	<ul style="list-style-type: none"> • Minimally a Diploma in Information Technology, Software/Computer Engineering, or a related field. • Knowledge and experience working on 3-tier system architecture, Express NodeJS, ReactJS, and Flutter. 	<ul style="list-style-type: none"> • System Management and Maintenance: <ul style="list-style-type: none"> a. Maintenance (API/Web/Mobile): <ul style="list-style-type: none"> - Regularly update IT platforms and applications to ensure compatibility with the latest operating system versions - Enhance performance and optimize existing features. b. Security Patching: 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with Amazon AWS services, such as EC2 and RDS. • Strong problem-solving skills, able to troubleshoot complex technical issues. • Strong communication skills, able to provide technical support to end-users with different levels of tech savviness. 	<ul style="list-style-type: none"> - Apply security patches timely to protect against vulnerabilities. - Conduct regular security audits and compliance checks. c. Bug Fixes and troubleshooting: <ul style="list-style-type: none"> - Identify and resolve system bugs or operational issues. - Dedicated support for troubleshooting issues. d. Database Management: <ul style="list-style-type: none"> - Perform regular backups of application data to prevent loss. - Perform database recovery in case of data loss or corruption. e. Restoration of Web/Mobile Application: <ul style="list-style-type: none"> - Restore web and mobile applications in the event of service outage. • 2. System Enhancement: <ul style="list-style-type: none"> a. Implementation of New Modules or Functionalities: <ul style="list-style-type: none"> - Develop and implement new system modules or functionalities as required. b. Code Review, Refactor, and Optimization: <ul style="list-style-type: none"> - Conduct regular code reviews to identify and correct inefficiencies and security issues. - Refactor code to improve functionality and maintainability. - Ensure adherence to the latest coding standards for high-quality software. 	
<p>Operations Executive - Environmental Cleaning Services</p>	<ul style="list-style-type: none"> • 2 years' of experience in the relevant industry will have an added • Good communication skills, both written and spoken. • Team player, able to work independently 	<ul style="list-style-type: none"> • Coordinate, assign and manage day-to-day operational activities • Plan and deliver schedules e.g. utilizing available manpower and equipment etc. • Maintain positive relationships with customers through a positive customer experience 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	with minimal supervision.	<ul style="list-style-type: none"> • Serve as liaison between customers and departments within the company • Prepare progress report and compile attendance for monthly submission • Prepare schedules for cleaners and schedule for periodic cleaning. • Prepare quotation for ad hoc requests form client • Record attendance and job completion forms • Attend weekly meetings in the office • Experience in writing meetings minutes is a plus 	
Property Executive (MCST)	<ul style="list-style-type: none"> • Effective management of recreation facilities, common areas including car park, landscape areas and all M&E plants, fixtures and fittings. • Effective preventive maintenance programs to avoid large, expensive repairs. • Planning and organizing activities and decorations during major festive seasons. • Competitive tendering to ensure purchases and service contracts are on competitive terms. • Recommending a sound budget to determine the amounts to be collected for the Management Fund and Sinking Fund. • Ensuring proper coordination/management of renovation works. • Ensure a proper and fair booking system for 	<ul style="list-style-type: none"> • Responsible for day-to-day operations • Coordinate and supervise site staff and service providers for the maintenance of the estate • Attend to residents' feedback and enquires • Coordinate and attend the Council meetings and general meetings • Administration and management of contracts • Handle any ad-hoc duties as required • Knowledge of BMSMA 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>all recreational facilities.</p> <ul style="list-style-type: none"> • Leads a team of personnel providing maintenance, security, fire safety and car park management. • Plan preventive building maintenance works for common facilities and properties. • Place orders for building maintenance materials and keep track of their issuance as and when required. • Oversee the security of the estate. • Maintenance of cleaning standards. • Review all contracts, agreements and insurance two months before expiry and recommend renewal or call for quotation/tender. • Advise Council if the expenditure is within the budget approved at the General Meeting. 		
<p>Property Officer (MCST)</p>	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Manage and maintain the properties in a clean and tenable condition. • Implement Routine and Preventive Maintenance for the properties • Supervise and ensure that all types of routines and ad-hoc repair works routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract • Inspect the properties according to inspection schedule for environmental health, safety concerns and advise rectification method 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Submit monthly reports on any misuse of properties • Attend to all complaints/feedback, incidents and crisis situations and submit incident report • Coordinate, attend meetings and/or inspections and follow-up with Authorities/Departments and services providers • Manage and Maintain the M&E services and equipment in the properties • Recommend and seek approval from client for all repair/replacement works • Collate and maintain all utilities and data of the properties • Conduct fire safety management according to SCDF requirement (if required) • Any other duties assigned by immediate Manager 	
<p>Property / Facilities Executive (FM)</p>	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • The duties of the Property Executive shall include but not limited to the following: • Supervise workers on maintenance matters, service facilities, conservancy work and others • Manage the day-to-day permit to work system • Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting. • Provide technical support and attendance where necessary and act as an authorised person. Manage and act as the coordination point between the Main Contractor and the client; • Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Co-ordinate, manage and monitor all corrective and preventive maintenance programmes. • Attend to complaints and feedback from tenants. • Investigate and report tenancy infringements by tenants. • Assist in all surveys required by the client • Attend to any other matter as assigned from time to time. 	
Quantity Surveyor	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Responsible for quantity take off and cost estimation • Preparation of tender submission with specific deadline • Source, negotiate and award of contracts to vendors • Responsible for material order processing and cost control • Evaluate and process vendors claims • Prepare progress claims for submission in timely manner • Finalise project accounts with clients and vendors • Any other duties as assigned by Contracts Director / Manager • Experience in pre & post contract administration • Prepare cost submission / pricing / quantity take off / cost evaluation • Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines • Able to carry out procurement and cost management process. • Source for subcontractors and suppliers 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm
Senior Fire Safety Manager	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • To oversee the general fire safety and maintenance of firefighting facilities for the assigned property, as well as the planning and execution of fire emergency procedures for the occupants. 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • To carry out routine inspections to exercise supervision over the maintenance of fire safety measures within the assigned property. • To submit the annual report to the Fire Safety Bureau (FSB) for the renewal of fire certificate • To conduct monthly inspections and assist the Employer/Client in developing an effective Fire Safety Management Programme for the assigned property • To assist in the preventive maintenance of all fire protection systems provided in the assigned property is carried out by the vendors or their local agents. • To ensure the occupants' load of any part of any building does not exceed the capacity prescribed under the fire code • To check whether any fire hazard condition is found within the assigned property • To assist the Employer/Client in complying with all fire safety requirements and providing an emergency plan according to the Fire Safety Act • To assist the Employer/Client to ensure at all times that fire safety requirements contained in the fire emergency plan are complied with • To prepare and formulate a fire emergency plan for the assigned property and to assist the Employer/Client in organizing fire drill as regulated by the Fire Safety Act in order to ensure that all persons employed in or using the property or part thereof, are familiar with all means of escape in case of fire • To assist and train the site staff to co-ordinate and supervise the occupants in the property in firefighting and evacuation in the event of fire or other emergencies 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • To assist the Employer/Client to supervise and control the operation of fire command centre in the event of fire or other emergencies. • To carry out such other duties as the Commissioner may require under Fire Safety Act 	
Supervisor / Senior Supervisor (M&E)	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Perform preventive and corrective maintenance works according to quality standards and procedures • Conduct technical investigations in response to fault calls • Provide summary reports on preventive and corrective maintenance works • Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices • Report accidents, near misses and incidents in accordance with WSH reporting practices • Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements • Engage in continuous improvement initiatives to improve time, cost and quality management • Support the use of the latest smart facilities management trends or technologies 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm
Team Manager (MCST)	<ul style="list-style-type: none"> • Possess at least Bachelor's Degree in Building/Estate Management, Facilities Management, or Engineering disciplines with Accredited • Strata Manager or equivalent • At least 8 - 12 years' experience in related 	<ul style="list-style-type: none"> • Lead a Team in HQ, managing multiple projects. • Responsible to the Division Head for the business result of the team. • Undertake continued development of the team in accordance with the approved business success plan. • Source business for the company / division generally by 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>field, preferably with both managing agent and asset management experience</p> <ul style="list-style-type: none"> • Knowledge of MCST function and BMSMA an added advantage • Knowledge of accounting, contracts administration, and statutory requirements 	<p>client contact, networking with other Exceltec (XC) departments as well as general promotion of XC services.</p> <ul style="list-style-type: none"> • Undertake training and development of the people within the Team and promote an on-going career path for them within PAM. • Provide leadership, managerial direction and personal encouragement to all employees within the Team, including guidance on all property management procedures. • Responsible for the efficacy of complaints management within the Team. • Liaise with existing building owners on property management performance, including the use of tenant and client surveys. 	
<p>Technician / Senior Technician (Electrical/M &E)</p>	<ul style="list-style-type: none"> • General competency in the use of computers; and Capable in English writing and reporting 	<ul style="list-style-type: none"> • Perform preventive and corrective maintenance works according to quality standards and procedures • Conduct technical investigations in response to fault calls • Provide summary reports on preventive and corrective maintenance works • Comply with regulatory and organisational Workplace Safety and Health (WSH) policies • Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements • Engage in continuous improvement initiatives to improve time, cost and quality management • Support the use of the latest smart facilities management trends or technologies 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
WSH Coordinator	<ul style="list-style-type: none"> • ISO 9001, ISO 14001, OHSAS 45001 knowledge preferred • Strong knowledge of WSH practices & local WSH statutory regulations • Proficient in MS computer application skills 	<ul style="list-style-type: none"> • Workplace Safety and Health (WSH), perform WSH activities such as risk assessment, safety inspection for office building, and conduct safety briefings • Assist in developing, implementing, monitoring, and reviewing WSH activities, systems, programmes, and databases to ensure it is up-to-date, in compliance with legal requirements and improve when necessary • Fulfilment of the assigned WSH KPIs and provide advice/guidance to staff, WSH champions, and WSH internal auditors • Handle and be responsible for audits for various QHSE standards: ISO 9001, ISO 14001, and ISO 45001 • Responsible for audit preparation documentation, internal and external audit, inspection matters, and product classification approvals not limited to ISO Management Systems ISO 9001:2015, ISO 14001:2018 bizSAFE, Risk Assessment, Safe Work Procedure (SWP) and Workplace Response, Fire Safety matters and SGSecure • Develop and promote effective environmental management systems in Company per ISO 14001 standards 	<ul style="list-style-type: none"> • 5.5 days • Mon – Fri : 9am - 6pm, Sat : 9am - 1pm

#4 Hoy San Stevedoring Pte Ltd

Over the past 30 years, we have expanded our services from port operations and stevedoring to logistics and warehousing. With the support of a dedicated, experienced and professional team, the latest technology and well-maintained equipment, Hoy San can now provide a one-stop, hassle-free and worry-free logistics solution. Whatever your logistics needs are, we will get it done.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
HR & Admin Executive	<ul style="list-style-type: none"> • Good numerical skills and confident with using MS Office tools such as Excel, Word & Email 	<ul style="list-style-type: none"> • General administration and some junior HR generalist tasks. 	<ul style="list-style-type: none"> • 5 days • 609018 (Penjuru)
Inter-Gateway Haulage Driver	<ul style="list-style-type: none"> • Willing to work on rotating shift • Physically fit and healthy with no underlying medical conditions • Class 4 Driver License required 	<ul style="list-style-type: none"> • Transport of shipping containers between terminals. • Driving vehicle on public road 	<ul style="list-style-type: none"> • 12 hours shift • 609018 (Penjuru) •
Lashing Specialist	<ul style="list-style-type: none"> • Willing to work on rotating shift • Physically fit and healthy with no underlying medical conditions • Able to work at heights 	<ul style="list-style-type: none"> • Secure and unsecure containers onboard vessels • Support vessel berthing and unberthing operations • Comprehensive training provided. 	<ul style="list-style-type: none"> • 12 hours shift • 117606 (Pasir Panjang Terminal)
Logistics Coordinator	<ul style="list-style-type: none"> • Demonstrated logistics, warehousing and customer service experience 	<ul style="list-style-type: none"> • Responsible for the order fulfilment process which includes handling sales inquiries, order processing, shipment and delivery of orders to the customers 	<ul style="list-style-type: none"> • 5 days • 609018 (Penjuru)
Medium Forklift Driver	<ul style="list-style-type: none"> • Willing to work on rotating shift • Physically fit and healthy with no underlying medical conditions 	<ul style="list-style-type: none"> • Manage a 10-ton medium forklift • Move containers safely from one location to another • Lifting the containers from a Prime Mover and stacking the containers accordingly • Comprehensive training provided 	<ul style="list-style-type: none"> • 5 days • 12 hours shift • 609018 (Penjuru)
Prime Mover Driver	<ul style="list-style-type: none"> • Willing to work on rotating shift • Physically fit and healthy with no underlying medical conditions • Open to individuals without driving license 	<ul style="list-style-type: none"> • Internal trucking containers within port • Moving containers to and from vessels and container yards • Comprehensive training provided. 	<ul style="list-style-type: none"> • 5 days • 12 hours shift • 609018 (Penjuru)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Security Guard	<ul style="list-style-type: none"> • Able to work independently with minimum supervision. • Able to work 44hours per week and overtime. • Able to work including weekends and public holidays 	<ul style="list-style-type: none"> • To perform guard duties within the premises. Monitor all kind of movements in and out of site. Monitor the fire alarm system 	<ul style="list-style-type: none"> • 5 days • 12 hours shift • 609018 (Penjuru)
WSHO Safety Coordinator	<ul style="list-style-type: none"> • Proven experience as a Safety Coordinator. • Ability to handle emergency situations calmly and effectively. • In depth knowledge of ISO 45001:2028, WSH standards and safety regulations 	<ul style="list-style-type: none"> • Develop, implement and monitor safety policies and procedures. Conduct regular safety inspections and risk assessments. Provide safety training and education to employees. Investigate and report on incidents and accidents. 	<ul style="list-style-type: none"> • 5 days • 609018 (Penjuru)

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#5 JP Nelson Equipment Pte Ltd

JP Nelson Group of companies is a leading supplier for equipment/machinery and major solution provider to the building environment, oil & gas, marine, offshore, shipbuilding and other relevant industries. Our dedicated management and experienced team are highly committed to meet the highest level of customer satisfaction.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Executive	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Handle the full-set of accounts, reporting packages and financial statements and ensure monthly closing is within the deadline • Preparation of monthly bank and intercompany reconciliation schedules. • Preparation of GST / withholding tax submission • Conduct performance analysis of the company • Responsible for managing and maintaining the company's accounts, books, ledgers, reports, etc. as per Company Law and Statutory requirements. • Coordinate and liaise with external auditors, tax agents, corporate secretarial agents in preparation of audit & tax 	<ul style="list-style-type: none"> • HQ

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		schedules and attend to queries/requirements <ul style="list-style-type: none"> • Liaise with bankers for financing activities • Coordinate for the interim/final stock take and report any discrepancies • Preparation of accounting reports for management review in accordance with IFRS • Support forecasting and budgeting exercise as per corporate guidelines • Other ad-hoc duties as assigned from time to time 	
Operations Executive	<ul style="list-style-type: none"> • Prefer NTC / Diploma in Engineering or equivalent • Prefer 2 to 3 years of experience handling operation works 	<ul style="list-style-type: none"> • Assist to planning, organizing and controlling the daily operation. • Maintain documentation in daily operation. • Liaising with supplier, customer and related parties. • Prefer with knowledge in warranty aspect. • To ensure all safety measure are comply in workshop and to maintain safe working environment. • Handling ISO documentation. • To conduct customer satisfaction survey and handle customer complain. • To liaise between customers and salespersons and ensure that the equipment are delivered and properly handed over to customers. • Plan and arrange daily schedule of service technicians to job site. 	<ul style="list-style-type: none"> • HQ
Personal Driver	<ul style="list-style-type: none"> • Valid Class 3 driving license with good driving record • At least 3 years of experience as a personal driver • Must be adaptable to flexible work schedule and commit to overtime if needed 	<ul style="list-style-type: none"> • To provide chauffeur service to the Managing Director from home to office, meetings and entertainments • Ensure the vehicle is clean and well maintained at all times • May need to drive to Malaysia occasionally • Perform other ad-hoc duties as assigned 	<ul style="list-style-type: none"> • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Familiar with Singapore Road 		
Safety Coordinator		<ul style="list-style-type: none"> Ensure compliance of operations with Workplace Safety and Health/ Environmental Control regulations/ Ministry of Manpower Ensure supervisors and workers are following safe work procedures Prepare and present report on accidents and violations and determine causes Supervise all workers in providing safety measures and procedures in accordance with MOM Regulations Any other Ad-hoc duties as assigned 	<ul style="list-style-type: none"> Various locations

#6 Katoen Natie Singapore (Jurong) Pte Ltd

With a rich company history spanning over 160 years, the Katoen Natie Group brings innovation to the fore with a wide range of unique solutions for the chemical industry in a global network of 68 terminals, including our Singapore Jurong Logistics Terminal.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Forklift Driver	<ul style="list-style-type: none"> NITEC holders are welcome to apply Able to handle products of 25kgs Possess a valid forklift license To commit 12-hours rotating shift work Perform work under hot and humid environment Working location is at Jurong Island (Company transportation is provided) 	<ul style="list-style-type: none"> Able to operate a forklift independently Assist in the warehouse and packaging operations Handling different products with different product characteristics Observing safety and achieving productivity target Ensures all orders handled promptly and accurately Managing data by using tablet 	<ul style="list-style-type: none"> 627841 (Banyan Place, Jurong Island)
Senior / Operations Executive	<ul style="list-style-type: none"> Min. Diploma and above in Logistics Management or equivalent. 	<ul style="list-style-type: none"> Supervising warehouse operations, including deployment of operators and equipment, inventory 	<ul style="list-style-type: none"> 627841 (Banyan Place, Jurong Island)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in managing warehouse / logistics operations such as inventory management, material reconciliation, etc. • Strong in managing teams and excellent manpower deployment & optimization skills. • Excellent supervisory and interpersonal skills are a must. • IT savviness is expected with good working knowledge in MS Excel. • Problem solving and analytical skills are necessary. • Only Singaporean may apply. 	<p>management and reporting function.</p> <ul style="list-style-type: none"> • Manage daily operations and ad hoc requests and requirements from customers. • Month end stock take and reconciliation of inventory. • Lead, develop and supervise a team of workers to support the activities of the company. • Ensure strict adherence to workplace safety and health requirements. • Look for and work on continuous improvement of productivity. 	
Technical Administrator	<ul style="list-style-type: none"> • Min. 'O' Level / NITEC / Diploma • PC proficiency (Microsoft Office) • Good communication skill • The person who has knowledge in technical/ spare parts is an advantage • Willingness to take up challenges for improvement projects • Good knowledge and understanding of best practices in procurement flow (e.g. Purchase requisition, purchase order, delivery note, service reports, invoice, proforma invoice etc.) • Good team player 	<ul style="list-style-type: none"> • System administration • Admin support to JLT Technical and Rolling Equipment • Prepares purchase orders by verifying specifications and price • Quotation sourcing, comparison, and recommendations • Obtaining approval from requisitioning department • Upkeep and arrange certification for equipment/machinery • Manage JI pass applications and internal VMS for contractors • Arrange SIC sessions for contractors • Monitoring delivery dates and arrange smooth delivery of spare parts for day-to-day operations • Communication and coordination among various stakeholders for day-to-day operations • Documentation control, management and archiving of records for audit purposes • Contract management 	<ul style="list-style-type: none"> • 627841 (Banyan Place, Jurong Island)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitoring of service contracts and ensure jobs are done promptly according to schedule • Monitoring of ad-hoc quotations from contractors to ensure that quotations furnished are in accordance to schedule of rate stipulated in contracts • Stock controlling, stock take and spare part management • Monthly reporting and deck preparation • Manage booking of boom lift, scissor lift, lifting equipment etc for internal users and contractors • Any other jobs assigned by Manager, Engineer 	
Transport Executive	<ul style="list-style-type: none"> • Diploma in Supply Chain Management, Logistics Management, Transport, or a relevant field (NITEC / Higher NITEC holders are also welcome to apply) • Experience in export, import, and general trucking order process flow. • Highly organized, structured, and meticulous. • Strong verbal and written communication abilities, ensuring clarity during engagement or presentations. • Ability to thrive in a fast-paced and dynamic working environment. • Proficient in Microsoft Office (Excel, PowerPoint, Word and Power BI). • Knowledge of SAP. • Strong ability to work independently while demonstrating effective teamwork 	<ul style="list-style-type: none"> • This role reports to the Assistant Transport Manager. • The Transport Coordinator / Executive shall assist in planning, coordinating and monitoring of transport orders and ensure that they are performed in accordance to prescribed safety, quality and productivity levels. This will include close liaison with both internal and external stakeholders (contractors and customers). • Act as the primary liaison between external hauliers and the company. • Assist in the planning and allocation of delivery and transport orders. • Maintain and preparing key data sets for reporting and presenting findings to internal stakeholders for review. • Conduct regular site observations in collaboration with hauliers. • Perform haulier audits to ensure compliance with company standards and regulatory requirements. • Coordinate with key stakeholders to plan and 	<ul style="list-style-type: none"> • 627841 (Banyan Place, Jurong Island)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and collaboration with various stakeholders. <ul style="list-style-type: none"> Customer-oriented with excellent interpersonal skills. 	execute transport orders efficiently. <ul style="list-style-type: none"> Monitor and ensure all transport orders meet the company's KPIs. Identify and follow up on operational and service level gaps. Undertake additional ad-hoc duties and projects as needed. 	

#7 Metropolis Security Systems Pte Ltd

To be the foremost Security Agency in Singapore providing high quality security services as well as to set a high industry standard in terms of providing and caring for our workforce.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Security Officer	<ul style="list-style-type: none"> Valid Security License 	<ul style="list-style-type: none"> To perform Security duties on the assigned premises 	<ul style="list-style-type: none"> 126777 289761 473435 596710 575748 649674 678671
Security Supervisor	<ul style="list-style-type: none"> Valid Security License 	<ul style="list-style-type: none"> To perform Security duties on the assigned premises 	<ul style="list-style-type: none"> 289761
Senior Security Officer	<ul style="list-style-type: none"> Valid Security License 	<ul style="list-style-type: none"> To perform Security duties on the assigned premises 	<ul style="list-style-type: none"> 289761 596710

#8 OneStop Security Platform Pte Ltd

Established in 2013, OneStop Security Platform (OSP) is a one-stop recruitment platform for all facility management services today. The careers of our workforce is the centre of our business ethos, "Your career matters". As the industry converges to integrated facility management (IFM), OSP provides you with career opportunities in security, landscape, cleaning, pest control and facility management because "your career matters" to us. OSP 2.0 provides E-learning opportunities in IFM, virtual career fairs and interviews, workforce placement opportunities and system integration and technology solutions comprehensively to meet "your career matters" needs. Available in Apple IOS and Android, OSP brings power to the hands of our jobseekers, to a quicker job match and a higher paying job every hour, every day.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Development Executive	<ul style="list-style-type: none"> • Minimum GCE 'O' level or equivalent. • Valid driver's license required. • Previous experience in a sales role, particularly within the facilities management industry, is preferred. • Creative multitasker with outstanding time management abilities, proficient in working both independently and collaboratively. • Preferably able to speak in English and Mandarin as need to liaise with Mandarin speaking customers. 	<ul style="list-style-type: none"> • Actively seek out new sales opportunities. • Maintain and build good rapport new / existing customer relationships. • Prepare appropriate presentations to potential customers. • Market partnership initiatives bridging partner interest to reach mutually beneficial partnership agreements. • Constantly improve the processes of partnership acquisition, selling, development, implementation and retention. • Respond to incoming email and phone call on sales enquiries. • Assist on additional job-related tasks as assigned by direct superiors. 	<ul style="list-style-type: none"> • 600135
Field Engineer	<ul style="list-style-type: none"> • Higher Nitec in Mechatronics, Electrical or Engineering. • Basic knowledge of electrical installation and safety protocols. • On the job training will be provided. • Able to work well both independently and as part of a team, demonstrating strong written and communication skills • Display high integrity, self-motivation and willingness to learn. 	<ul style="list-style-type: none"> • Conduct site visits to determine optimal sensor and technology placement. • Offer on-site technical support for sensor performance, smart technology, and system integration. • Install, calibrate, and commission sensor systems and smart technologies, ensuring technical and project specifications are met. • Conduct routine maintenance and troubleshoot technical issues to minimize downtime and ensure system reliability. • Conclude service calls by submitting fully completed service and risk reports. • Attend site survey/inspection to potential sites. • Ensure safety and technical compliance while educating clients and technicians. • Assist on additional job-related tasks as assigned by direct superiors. 	<ul style="list-style-type: none"> • 600135

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Product Technical Support (IoT)</p>	<ul style="list-style-type: none"> • NITEC in Engineering or Building Services. • Relevant trade training, WSQ certificates and experience will be considered. • Previous experience in an electrician role, particularly within the facilities management industry, is preferred. • Able to work well both independently and as part of a team, demonstrating strong written and communication skills. • May be expected to work after normal working hours if necessary. 	<ul style="list-style-type: none"> • Testing and Commissioning of mass scaled IoT systems (not limited to LoRaWAN, BLE, SigFox, ZigBee, NBloT, etc). • Perform hands-on site work to support M&E works. • Testing of IoT sensory and electrical equipment on site. • Reporting test results in accordance with the company standards/SOPs. • Coordinate with other technical staffs, both locally and overseas. • Opportunities to work with clients from various industries. • Assist on additional job-related tasks as assigned by direct superiors. 	<ul style="list-style-type: none"> • 600135
<p>Security Guards (SO/SSO)</p>	<ul style="list-style-type: none"> • Working location: Sentosa Island • Must be Medical Fit for Employment. • Must have a valid PLRD License. • Previous experience in concierge will be an advantage • Trained in Company Emergency Response Team (CERT) + First Aid Course. Company can sponsor candidates for certification. (T&C apply) 	<ul style="list-style-type: none"> • Access Control: Monitor and control vehicle access to and from the carpark. Verify permits, issue parking tickets, and manage guest/Vendor entry to ensure compliance with client’s policies. • Incidents Reporting: Respond to and manage any incidents or emergencies in the carpark area, including coordinating with emergency services as required, and prepare incident reports as needed. • Patrols: Conduct regular patrols of the carpark and vicinity to ensure all areas are secure and to deter potential threat. • Compliance: Ensure that all security protocols and procedures are followed. • Customer Service: Provide courteous assistance to guests and staff, including giving directions, answering queries, and resolving any parking-related issues. • Possess Class 3 license. 	<ul style="list-style-type: none"> • 098140 (Sentosa)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Security Guards (SO/SSO)	<ul style="list-style-type: none"> • Male Applicants only as the site is for male workers only • Must be Medical Fit for Employment. • Must have a valid PLRD License. • Must be able to work on weekends/alternate and Public holidays 	<ul style="list-style-type: none"> • Monitor and patrol the dormitory premises to deter and detect security threats or breaches. • Control access to the building, including verifying the identity of residents and visitors, and issuing visitor passes as required. • Conduct bag check at random time of the day, to ensure that residents comply with established policies and procedures. • Conduct routine inspections of the dormitory's security systems, including surveillance cameras, alarms, and locks, and report any malfunctions or security concerns. • Maintain detailed logs and incident reports of daily activities, security breaches, and any unusual occurrences. • Provide a visible security presence to promote a sense of safety among residents and staff. 	<ul style="list-style-type: none"> • 619267 (Westlite) • 739443 (Kranji)

#9 Red Star Restaurant Pte Ltd

Red Star Restaurant, a renowned establishment in Singapore, is celebrated for its authentic Cantonese cuisine and traditional dim sum. With a rich history dating back to the 1970s, we pride ourselves on preserving classic flavors while offering a warm, bustling dining atmosphere. As a well-known family restaurant, we value teamwork, exceptional service, and dedication to quality. Joining Red Star means being part of a legacy, offering memorable dining experiences to locals and tourists alike. Grow with us in a dynamic, customer-centric environment!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cashier	<ul style="list-style-type: none"> • Strong numerical aptitude and attention to detail. • Excellent communication and customer service skills. • Ability to multitask and work efficiently in a busy environment. 	<ul style="list-style-type: none"> • The Cashier will be responsible for processing customer transactions accurately and efficiently, handling payments, and providing excellent customer service. • The ideal candidate will have a positive attitude, strong communication skills, and the 	<ul style="list-style-type: none"> • 160054 (Chin Swee Road)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Reliable, punctual, and trustworthy. • Positive attitude and team-oriented mindset. • Willingness to work on weekends, public holidays, and during peak hours. • Experience and familiarity with POS systems is advantageous but not necessary. Training will be provided. 	<p>ability to work well in a fast-paced environment.</p>	
Dim Sum Cook	<ul style="list-style-type: none"> • Minimum 3 years of experience as a Dim Sum Cook or in a similar role within a Chinese restaurant. • Strong background in traditional dim sum preparation, including steaming, frying, and baking techniques. • Knowledge of food safety and hygiene standards. • Passionate about Chinese cuisine and committed to maintaining authenticity. • Able to work efficiently under pressure in a fast-paced kitchen environment. • Strong teamwork and communication skills. • Ability to stand for long periods and handle the physical demands of kitchen work. • Capability to work in a hot, busy kitchen environment. • Willingness to work early mornings, weekends, and public holidays. 	<ul style="list-style-type: none"> • The Dim Sum Cook will be responsible for preparing a variety of traditional dim sum dishes, ensuring high quality, consistency, and authenticity. • The ideal candidate will have experience in dim sum preparation and a strong understanding of Chinese culinary traditions. 	<ul style="list-style-type: none"> • 160054 (Chin Swee Road)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Staff	<ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Ability to manage multiple tasks efficiently. • Excellent customer service skills. • Friendly, approachable, and team-oriented. • Punctual, reliable, and able to work under pressure in a busy environment. • Keen attention to detail and a proactive attitude. • Ability to stand for long periods and carry trays or dishes. • Physically fit to handle the demands of a fast-paced restaurant environment. • Willingness to work on weekends, public holidays, and during peak dining hours. • Experience is advantageous but not necessary. Training will be provided. 	<ul style="list-style-type: none"> • The Service Staff will play a key role in providing a memorable dining experience for our guests by delivering prompt and courteous service. • This role requires excellent communication skills, a friendly demeanor, and the ability to work efficiently in a fast-paced environment. 	<ul style="list-style-type: none"> • 160054 (Chin Swee Road)

#10 Seafront Support Company

Seafront Support Company is a leader with 25 years of expertise and consistency in supplying manpower to the port industry. Be part of a team that powers one of the industry's most vital sectors! We sponsor courses to teach you how to drive trailers inside the port, and even other courses and licenses at PSA University! We offer a joining bonus and career advancement opportunities! Don't miss this chance to get your next career in a supportive and dynamic environment! Apply now and get the salary and job you want!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Container Trucking Specialist	<ul style="list-style-type: none"> • Willing to work on rotating shift • Physically fit and healthy with no underlying medical conditions 	<ul style="list-style-type: none"> • Internal trucking containers within port • Moving containers to and from vessels and container yards • Comprehensive training provided. 	<ul style="list-style-type: none"> • 4 working days • 12 hours shift • 117606 (Pasir Panjang Terminal)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Open to individuals without driving license 		
Inter-Gateway Haulier Specialist	<ul style="list-style-type: none"> Willing to work on rotating shift Physically fit and healthy with no underlying medical conditions Class 4 Driver License required 	<ul style="list-style-type: none"> Transport of shipping containers between terminals. Driving vehicle on public road 	<ul style="list-style-type: none"> 4 working days 12 hours shift 117606 (Pasir Panjang Terminal)
Lashing Specialist	<ul style="list-style-type: none"> Willing to work on rotating shift Physically fit and healthy with no underlying medical conditions Able to work at heights 	<ul style="list-style-type: none"> Secure and unsecure containers onboard vessels Support vessel berthing and unberthing operations Comprehensive training provided. 	<ul style="list-style-type: none"> 4 working days 12 hours shift 117606 (Pasir Panjang Terminal)
Medium Forklift Specialist	<ul style="list-style-type: none"> Willing to work on rotating shift Physically fit and healthy with no underlying medical conditions 	<ul style="list-style-type: none"> Manage a 10-ton medium forklift Move containers safely from one location to another Lifting the containers from a Prime Mover and stacking the containers accordingly Comprehensive training provided 	<ul style="list-style-type: none"> 4 working days 12 hours shift 117606 (Pasir Panjang Terminal)

#11 Sin Chew Woodpaq Pte Ltd

With over 50 years of experience, Sin Chew Woodpaq has grown from strength to strength into a one - stop and leading logistics provider in Singapore with key competencies in customized wooden crating, design and engineering, sensitive and heavy machinery moving and packing, heavy lifting, jacking and skidding, transportation, warehousing and material treatment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Drivers (Class 4/5)	<ul style="list-style-type: none"> Must possess a valid Singapore Class 4 driving license At least 3 year of driving experience in Class 4 vehicle Good driving records required Responsible, with good work attitude High safety awareness 	<ul style="list-style-type: none"> Timely delivery of cargo to/fro various locations Correctly load cargo at various locations, adhering to the policies and procedures of each loading locations Correctly and safety securing cargo before moving vehicle Safe handling of trailer for mounting and offloading of containers Conduct daily inspections of the vehicle at the end of the day and 	<ul style="list-style-type: none"> 5.5 days Mon-Fri: 8am - 5pm, Sat: 8am - 12.30pm 637066 (Tuas Basin Lane) 737860 (Woodland Height)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>report any problems or damage to company immediately</p> <ul style="list-style-type: none"> • Perform pre/post trip vehicle inspection in accordance with company's safety procedures. • Maintain assigned vehicle in good working condition and cleanliness of vehicle • Comply with all road safety rules and regulations and safe work practices, procedures and policies at all times. • Ensure proper documentation of all delivery and collection orders • Any other roles and responsibilities as assigned by Management. 	
Customer Service Executive (Tuas)	<ul style="list-style-type: none"> • Minimally 2 years of working experience • Prior customer service or sales coordinator experience will be an advantage • Experience in logistics industry will be an advantage • Friendly and welcoming disposition • Has initiative, independent and able to work in dynamic environment • Good command of written and verbal English • Excellent organizational and multitasking skills 	<ul style="list-style-type: none"> • Provide introductory information about the company and its products and services to new customers • Respond to customer inquiries • Advise customers on products or services to best suit their specific requirements • Prepare quotations and follow up with customers for their acceptance. • Document customer interactions when necessary, compiling job related documents to ensure that customer requirements are met. • Prepare delivery orders and other relevant documents. • Communicate all necessary job requirements clearly and efficiently to other stakeholders to ensure that customers' requirements/instructions are addressed. • Resolve customers' concerns, if any. • Build and maintain long term business relationship with new and existing customers 	<ul style="list-style-type: none"> • 5 days • Mon-Fri: 8am - 5pm • 637066 (Tuas Basin Lane)
Customer Service Manager	<ul style="list-style-type: none"> • Min Diploma in related discipline 	<ul style="list-style-type: none"> • Supervise and lead a team of customer service representatives, providing 	<ul style="list-style-type: none"> • 5 days • Mon-Fri: 8am to 5pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • At least 3 years of experience in leadership role Logistics industry or freight forwarding industry. • Possess project and time management/ time allocation and organizational skills • With drive for high performance and prioritize customer satisfaction 	<p>guidance, training, and support to ensure high-quality customer interactions.</p> <ul style="list-style-type: none"> • Develop and maintain positive relationships with customers, addressing inquiries, concerns, and complaints in a timely and professional manner. Act as the primary point of contact for escalated customer issues. • Communicate with customers to identify their needs / expectations and make appropriate adjustments to meet those needs. • Facilitate communication between internal departments such as operations, sales, and warehousing to coordinate customer orders and resolve issues efficiently. • Track and analyze customer service metrics, such as response times, resolution rates, and customer satisfaction scores, to identify areas for improvement and implement corrective actions as needed. • Continuously evaluate and streamline customer service processes and procedures to enhance efficiency and customer satisfaction. Implement best practices and innovative solutions to optimize service delivery. • Ensure compliance with company policies, procedures, and regulatory requirements related to customer service and logistics operations. • Preparation of periodic status meetings with management • Gather and analyze customer feedback through surveys, interviews, and other channels to identify areas for improvement and make recommendations for enhancing the overall customer experience. 	<ul style="list-style-type: none"> • 637066 (Tuas Basin Lane)

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide ongoing training and development opportunities for customer service team members to enhance their skills and knowledge of logistics processes, industry trends, and customer service techniques. • Collaborate with external vendors and service providers to ensure seamless coordination of logistics services and address any issues or concerns that may arise. • Monitor the customer’s payment status. • Involve in company marketing efforts. Contribute to the development of strategic initiatives and long-term plans for improving customer service operations and driving business growth in the logistics sector. • Answers customers’ questions, resolves problems, and maintains customer satisfaction by providing problem-solving resources. • Accomplishes customer service human resource objectives by recruiting, selecting, training, and coaching employees. • Contributes customer service information and recommendations to strategic plans and reviews. • Audits customer service procedures and trends and determines system improvements. • Determines customer service requirements by maintaining contact with customers and visiting operational environments. • Updates job knowledge by participating in educational opportunities, maintaining personal networks, and participating in professional organizations. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Marketing Manager	<ul style="list-style-type: none"> • Bachelor's degree (or equivalent) in marketing, business, or related field. • At least 2 – 5 years of experience in managing a marketing team • Proven success in developing marketing plans and campaigns both online and offline. • Experience with marketing automation and vendor management. • Excellent written and verbal communication skills. • Strong project management, multitasking, and decision-making skills. • May be required to travel 	<ul style="list-style-type: none"> • 1. Strategic Planning and Execution: <ul style="list-style-type: none"> ○ Develop and implement comprehensive marketing plans and strategies aligned with company goals. ○ Conduct market research to identify new opportunities, market trends, and competitor activities. ○ Collaborate with senior management to set marketing goals and objectives. • 2. Brand Management: <ul style="list-style-type: none"> ○ Oversee the development and implementation of branding initiatives to strengthen the company's market position. ○ Ensure consistent brand messaging across all marketing channels and materials. ○ Manage brand image to align with company values and objectives. • 3. Campaign Management: <ul style="list-style-type: none"> ○ Plan, execute, and oversee marketing campaigns across various channels, including digital, print, and social media. ○ Monitor campaign performance and adjust strategies to maximize ROI and achieve required KPIs. • 4. Content Creation: <ul style="list-style-type: none"> ○ Lead the creation of compelling marketing content, including brochures, newsletters, press releases, and digital content. 	<ul style="list-style-type: none"> • 5 days • Mon-Fri: 8am to 5pm • 637066 (Tuas Basin Lane)

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> ○ Ensure all content is consistent with brand voice and messaging. ● 5. Digital Marketing: <ul style="list-style-type: none"> ○ Develop and execute digital marketing strategies, including SEO, SEM and social media, working together with our vendors. ○ Manage and optimize the company’s online presence, including the website and social media platforms. ○ Analyze and report on digital marketing performance metrics and adjust strategies accordingly. ● 6. Budget Management: <ul style="list-style-type: none"> ○ Develop and manage the marketing budget, ensuring optimal allocation of resources. ○ Monitor and report on marketing expenditures and ensure cost-effectiveness. ● 7. Team Leadership: <ul style="list-style-type: none"> ○ Lead and mentor the marketing team, fostering a collaborative and innovative work environment. ○ Provide guidance and support to team members in achieving their individual and team goals. ● 8. Tradeshow Management: <ul style="list-style-type: none"> ○ Develop and execute comprehensive tradeshow plans, including booth design and logistics. ○ Coordinate with vendors and internal teams for timely preparation and delivery. 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> ○ Oversee on-site setup, staff management, and issue resolution. ○ Ensure leads management and follow up ● 9. Corporate Social Responsibility: <ul style="list-style-type: none"> ○ Develop and implement CSR initiatives that align with the company's values and goals, working with various internal and external stakeholders. ○ Promote the company's CSR efforts through marketing and communication channels. ● 10. Reporting and Analysis: <ul style="list-style-type: none"> ○ Track, analyze, and report on the effectiveness of marketing activities and campaigns. ○ Provide insights and recommendations for continuous improvement. ○ Prepare regular reports for senior management on marketing performance and impact. ● 11. Any other relevant duties assigned by Management 	
<p>Operations Controller</p>	<ul style="list-style-type: none"> ● Singaporeans Only. ● Min Diploma in Logistic/Transportation or equivalent ● At least 3 years of relevant experience in logistics operation and fleet control preferred, but not a must ● Familiar with Singapore roads to assign jobs for drivers ● Is proficient in English and able to speak Mandarin as this 	<ul style="list-style-type: none"> ● Work closely with customer service department on job arrangement ● Plan and set priorities for daily activities efficiently, including: ● Daily operation staff and fleet (heavy vehicles) deployments ● Oversee the submission of name list and other documents for pre-job clearance ● Arrange and co-ordinate with trailer & crane subcontractor, if necessary ● Ensure that all job requirements are properly arranged and 	<ul style="list-style-type: none"> ● 5 days ● Mon-Fri: 8am to 5pm ● 637066 (Tuas Basin Lane)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>position require to liaise and work closely with Mandarin speaking colleagues and clients.</p> <ul style="list-style-type: none"> • Able to work independently with minimum supervision as well as a team player 	<p>clearly disseminated to the relevant stakeholders</p> <ul style="list-style-type: none"> • Monitor daily jobs completion, ensure that all jobs are completed on time and up to service standards • Monitor drivers' movement through GPS Tracking System • Ensure all job documentation including DO and job related safety documents are prepared properly • Coordinate with warehouse for all incoming and outgoing cargo • Arrange drivers for purchasing/collecting of materials/equipment • Work closely with other controller for efficient coordination of jobs arrangement • Arrange manpower for any safety findings rectification • Work with Human Resource on training scheduling and overtime matters for operations staff • Any other ad-hoc duties assigned by superior. 	
<p>Operations Packer cum Mover</p>	<ul style="list-style-type: none"> • Candidate must be physically fit, as job requires physical handling of cargo • Willing to learn • Team player 	<ul style="list-style-type: none"> • Operate simple tools and equipment to pack, wrap, assemble/dismantle, move wide range of cargoes on & off site • Moving of machines and wooden carting • Assist to keep track of inventory and cargo movements • Assist to load/unload items onto and off trucks • Work as a team to complete assigned jobs each day • Deliver professional packing and moving service while complying with safety requirements • Assist in ad-hoc and routine tasks 	<ul style="list-style-type: none"> • 5.5 days • Mon-Fri: 8am to 5pm • 637066 (Tuas Basin Lane)
<p>Sales Executive</p>	<ul style="list-style-type: none"> • Minimally 2 years of working experience 	<ul style="list-style-type: none"> • Focus on expanding and developing market share 	<ul style="list-style-type: none"> • 5 days • Mon-Fri: 8am to 5pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Working experience in logistics or freight forwarding industry preferred Prior sales experience will be added advantage Proactive, willing to learn Independent, with sense of urgency and responsibility Good command of written and verbal English Excellent organizational and multitasking skills Possess own transport 	<ul style="list-style-type: none"> Work closely with other departments to secure and grow new and existing customers. Execute sales strategies to achieve set sales objectives with support from other departments Follow up on potential customer prospects to clinch the sales Present job proposals to customers and lead commercial negotiation with customers Regular business reviews with customers to ensure customer satisfaction and business expansion Establish and maintain good professional relationship with key accounts and critical personal at customers Coordinate across different departments to ensure jobs are carried out smoothly Understand the needs and requirements of customers and provide the right advice and assistance to the customers Follow-up and co-ordinate with customers, operational/logistics & other matters Share customer feedback, and information to relevant parties to resolve customers' issues, if any 	<ul style="list-style-type: none"> 637066 (Tuas Basin Lane)

#12 Singapore Saizeriya Pte Ltd

Saizeriya strives for the perfect balance between the seemingly contradictory goals of affordable pricing and deliciousness in everyday meals. For all occasions, whether busy times or as an occasional luxury, Saizeriya is dedicated to providing top-quality meals, taking into consideration the diversity of lifestyles and preferences. Saizeriya is a "Casual Italian Restaurant" that welcomes repeated visits with family members, and friends throughout their daily lives. We have 33 stores in Singapore, more than 1000 in our home country of Japan, and about 400 locations in China, Hong Kong and Taiwan.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Assistant (Full Time)	<ul style="list-style-type: none"> Operates 4 different stations, mainly "salad", "pasta", "grill" 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients 	<ul style="list-style-type: none"> 179098 (Peninsula Plaza)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included.</p> <ul style="list-style-type: none"> No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day. 	<ul style="list-style-type: none"> Receiving and storage of ingredients Dishwashing 	
Kitchen Assistant (Part Time)	<ul style="list-style-type: none"> Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included. No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day. 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> 179098 (Peninsula Plaza)
Management Trainee	<ul style="list-style-type: none"> Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of 	<ul style="list-style-type: none"> Perform opening/closing procedures Perform full operation cycle of service and kitchen Guest complaint management Dishwashing and other ad-hoc tasks when needed 	<ul style="list-style-type: none"> 44 hours per week 6 working days. Any additional hours committed will be considered under OT (1.5x multiplier) Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfil all attendance requirements

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included.</p> <ul style="list-style-type: none"> • Opening and closing duties, schedule planning, complain management, cash banking services, employee training, staff feedback and orientation are included as well. 		
Service Crew (Full Time)	<ul style="list-style-type: none"> • Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. • No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day. 	<ul style="list-style-type: none"> • Serving customer's orders • Clearing of plates • Preparation of cutleries • Preparation of dessert orders • Dishwashing 	<ul style="list-style-type: none"> • 179098 (Peninsula Plaza)
Service Crew (Part Time)	<ul style="list-style-type: none"> • Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. • No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day. 	<ul style="list-style-type: none"> • Serving customer's orders • Clearing of plates • Preparation of cutleries • Preparation of dessert orders • Dishwashing 	<ul style="list-style-type: none"> • 179098 (Peninsula Plaza)

#13 SPD

SPD is a local charity set up to help people with disabilities of all ages to maximise their potential and integrate them into mainstream society. Through over 20 programmes that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational,

employment and social service support, we serve people with physical, sensory and learning needs. Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralysed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrative Executive	<ul style="list-style-type: none"> • Degree/Diploma holder or relevant knowledge and at least 2 years' experience of administrative roles • Excellent interpersonal and communication skills • Strong analytical and problem solving skills • Diligent and organised with ability to multi-task while paying close attention to details and prioritizing to meet deadlines. • Sensitivity to confidential matters may be required. 	<ul style="list-style-type: none"> • Assist the Centre Manager and other key staff in overseeing the administration and ensuring the smooth operation of Continuing Therapy Programme (CTP). • Manage the general administration of the programme in the areas of database management and financial management. • Ensure timely and accurate reporting of all yearly reports and musters to internal and external stakeholders. • Respond through email/phone/meetings to the various stakeholders' queries regarding administrative processes. • Prepare or assist with the preparation of scheduled and/ad-hoc reports pertaining to the programme. • Assist in the implementation of established operational policies and procedures within the programmes. • Assist in periodical revision of administrative processes (SOP) when necessary. • Assist in maintaining the documentation needed to support the CARF accreditation. • Assist the Centre Manager in maximising the clients' schedule to ensure the efficient usage of the slots. • Assist to consolidate data and do simple reports on trends to support the Manager in the long-term planning of the programme. 	<ul style="list-style-type: none"> • 5 working days • 8:00am to 5:30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide guidance to the Administrative Assistant to ensure smooth running of operations in the programme, if applicable. • To provide coverage for other Admin Executive / Assistant's duties as and when needed, so as to ensure the smooth running of all programmes in Children Services at all times. • Interact with caregivers face-to-face, on the phone, and through email on a regular basis and manage each case in the best interests of the programme and the client. Ensure periodic updates of caregiver / client information in relevant databases. • Understand caregiver's needs, provide relevant information and address caregiver's queries in a professional and friendly manner. • Serve as the point of direct administrative contact and liaise with external institutions such as KKH, NCSS, SSAs, when needed. • Participate in Quality Improvement (QI) projects and workgroups in the programme, where needed. • Assist the Centre Manager in providing information (policies and procedures, etc.) to new staff (interns, volunteers) in the programme. • As may be assigned from time to time by Centre Manager, Assistant Director or Director, Children Services. 	
EIPIC Assistant Teacher	<ul style="list-style-type: none"> • Full GCE 'A' Level/ Polytechnic Diploma/ Certificate in Education (Special Education)/ Advanced Certificate in Early Childhood Care & Education/ At least 5 'O' Level incl. EL1 or 	<ul style="list-style-type: none"> • Assist with developing the Individual Educational Programme (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the needs of the children in the assigned classes. 	<ul style="list-style-type: none"> • 5 working days • 8:00am to 5:30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Higher NITEC in Early Childhood</p> <ul style="list-style-type: none"> • Good communication and inter-personal skills. • Good communication and inter-personal skills. • Ability to work as team player. 	<ul style="list-style-type: none"> • Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both individual and group intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance. • Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs). • Execute intervention and development strategies in collaboration with caregivers and the Trans-D team in the family centred approach. • Observe and document the development and progress of children using behaviours descriptors (BDs). Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application. • Co-conduct Routine-Based Conversation during home visits and centre visits with the Trans-D team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS. • To maintain regular and consistent communication with parents and caregivers through the various communication and 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>modalities such as Little Lives and any other electronic systems (i.e. MS Teams), communication book, telephone and emails.</p> <ul style="list-style-type: none"> • To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher, and to record in the Incident/Accident Record Book. • Ensures compliance of established policies and procedures set within the programme. • Be responsible to and liaise with the Director, Manager and other senior staff in all matters pertaining to administration. • Engages in administrative duties relevant to departmental works. • Maintains inventory of the equipment and resource materials for the programme. • As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD. 	
EIPIC Teacher	<ul style="list-style-type: none"> • Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special Education, with relevant teaching experience. • Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred. • Good communication and interpersonal skills. • Experienced in working with young children using English as a medium of instruction. 	<ul style="list-style-type: none"> • Assess the developmental needs of the children and plan Individual Educational Programme (IEP) and Progress Report (PR) to address the needs of the children in the assigned classes. • Manage or chair case conference discussions with parents, caregivers, teachers and therapists/ Allied Health Professionals (AHPs). • Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences and environments for the children through the lessons. • Monitor, assess, record and report development and progress of the children. Reporting is necessary for home visit, centre visit, discharge and 	<ul style="list-style-type: none"> • 5 working days • 8:00am to 5:30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Special Education (SPED) application.</p> <ul style="list-style-type: none"> • Conduct individual and group activities (including field trips) for the children. • Conduct home visits and centre visits along with other staff members of the professional team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/ sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children. • To work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/ AHPs. • To guide Assistant Teachers/ Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/ AHPs. • To guide parents and caregivers in executing intervention and development strategies for the children. • To maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic systems or applications, telephone and emails. • To report any accident or injury, that may occur to a child, to the 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Reporting Manager, and to record it in the Incident/Accident Record Book.</p> <ul style="list-style-type: none"> • To conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support programme. • To be involved in networking with other community organisations. • To participate in events organised / supported by SPD or research projects as assigned. • As assigned from time to time by Assistant Director/ Director of Children Services Division and Chief Executive Officer of SPD. 	
Occupational Therapist	<ul style="list-style-type: none"> • Masters or Degree in Occupational Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. • At least 5 yrs of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist. • Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> • Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes. • 2) Conduct individual or group therapy to ensure client outcomes. • Participate in public education/outreach to build an inclusive society. • Keep abreast of the latest research and development on occupational therapy and be involved in networking with hospitals and other community organisations. • 5) Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> • 5 working days • 8:00am to 5:30pm • Various locations
Physiotherapist	<ul style="list-style-type: none"> • Masters or Degree in Physiotherapy or its equivalent (preferably 	<ul style="list-style-type: none"> • Provide a wide range of services to our partners in the community sector. 	<ul style="list-style-type: none"> • 5 working days • 8:00am to 5:30pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>recognised by the Allied Health Professional Council in Singapore)</p> <ul style="list-style-type: none"> • Eligible for registration as Physiotherapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. • Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> • Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided. • Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients. • Involved in conducting public education/outreach in certain programmes • Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organisations. • Take on supervisory and administrative roles in addition to clinical work. 	
Psychologist	<ul style="list-style-type: none"> • At least a recognised Master's degree in Educational or Clinical Psychology. • Preferably, the psychologist should be registered, or eligible in the near future for registration, with the Singapore Psychological Society (SPS) as a Registered Psychologist (Singapore). • Good communication and interpersonal skills with demonstrated ability to build relationships. • Good organisation and planning skills. 	<ul style="list-style-type: none"> • To organise and undertake psycho-educational assessment of clients as appropriate. • To develop and implement appropriate intervention strategies to address clients' developmental/ learning/emotional/ behavioural issues. • To participate in admissions screening of EIPIC applicants. • To support clients throughout the EIPIC continuum, including out-of-centre placements. • To provide consultation to support stakeholders (e.g., family and staff) in management of clients' developmental/ learning/emotional/ behavioural issues. • To support teachers in developing/implementing/monitoring clients' IEPs. • To conduct Psychological Assessments for Special School Placements 	<ul style="list-style-type: none"> • 5 working days • 8:00am to 5:30pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • To maintain up-to-date records of psychologist's assessment/intervention with clients, and consultation with families/staff/other stakeholders. • To work closely with other EIPIC staff and clients' parents/caregivers. • To conduct training for SPD staff, parents/caregivers on appropriate topics, as needed. • To submit reports, logs and assessment reports, etc., as required. 	
Social Work Associate	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • The Social Work Associate works in the field of social work. • He/She is qualified and trained to assist in providing interventions and programmes, performing community development work and uplifting the professional practice in social work. • He/She assists in coordinating casework, group work and community development activities and programmes, supporting community events and performing administrative functions. • Perform stakeholder engagement and partnerships <ul style="list-style-type: none"> ○ Participate in social work practice across disciplines ○ Support in building rapport and professional relationships with clients and significant other • Conduct casework <ul style="list-style-type: none"> ○ Provide Information and Referral services • Support needs and intake assessments such as conducting Means Testing, financial assessments, conducting home visits, etc. <ul style="list-style-type: none"> ○ Provide support to Social Workers on case 	<ul style="list-style-type: none"> • 5 working days • 8:00am to 5:30pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> and care planning and interventions ○ Conduct and prepare social report to apply for financial aids and apply necessary financial schemes to help clients ○ Prepare case notes and documents ● Conduct group work <ul style="list-style-type: none"> ○ Support preparation and planning of group work interventions ○ Support implementation of group work interventions ○ Support the evaluation of group work intervention processes and outcomes ○ Perform community development work ○ Support conduct environmental scans and community needs assessments ○ Support coordination and pooling of community resources and services ○ Support development and implementation of community development initiatives ○ Support the review of community development initiatives for improvements ● Deliver Programmes <ul style="list-style-type: none"> ○ Support the development and planning of programmes to address service gaps ○ Support the implementation and evaluation of programmes 	
Social Worker	<ul style="list-style-type: none"> ● Degree or Postgraduate Diploma in Social Work or Counselling. 	<ul style="list-style-type: none"> ● Establish rapport and build professional relationship with client and caregivers. 	<ul style="list-style-type: none"> ● 5 working days ● 8:00am to 5:30pm ● Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Relevant experience in the fields of Early Intervention/Special Education or social services is preferred. • Professionals that are accredited as a social worker/social service practitioner (RSW/RSSP) with SASW are preferred. • Good communication and interpersonal skills. • Patient, positive and passionate about working with children with special needs and their families. • Works effectively both as an individual and as part of a trans-disciplinary team. 	<ul style="list-style-type: none"> • Conduct intake and needs assessment during first contact and screening to ascertain the level of complexity, key risks and protective factors of the case and prepare for necessary intervention that includes information and referral and basic counselling services to help clients and caregivers. • Plan, organise and lead the caregiver's orientation programmes for new enrolments in the programme. • Conduct and administer appropriate financial assessment and assistance. • Provide appropriate intervention and supportive counselling to the families of children attending early intervention. • Participate actively in case discussions and case conferences within a trans-disciplinary setting. • Work closely with other Early Intervention (EI) professionals to come up with a holistic family-centred intervention plan. • Conduct home and school visits with other early intervention professionals whenever necessary. • Prepare case history information, psychosocial assessment, social work intervention plans. • Plan, organise and lead transition planning briefings and actively follow up with parents and external stakeholders on application to SPED/mainstream schools or transition to the next stage of education. • Document and maintain case files and prepare reports according to the required documentation standard. • Conduct referral and closure of cases upon achieving 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>sustainable service outcome for clients.</p> <ul style="list-style-type: none"> • Plan, develop and conduct psycho-educational training and group work for children, caregivers and other EI professionals. • Plan and conduct caregiver and parent support group programmes. • Plan and conduct orientation programmes for new entrants and transition briefings for graduates • Lead or participate in collaborations efforts with external stakeholders such as preschools, SPED, primary schools and community partners. • Participate in developmental programs and supervision for personal and professional growth & development in accordance with the National Social Work Competency Framework (NSWCF). • Network with other professionals in the EI and disability sector. • Maintain minimum requirements for accreditation and renewal membership with relevant professional associations. 	
<p>Speech Therapist</p>	<ul style="list-style-type: none"> • Masters or Degree in Speech Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Speech Therapist under the Allied Health Professions Act 2011 in Singapore. • Good communication and interpersonal skills. 	<ul style="list-style-type: none"> • Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes. • Conduct individual or group therapy to ensure client outcomes. • Participate in public education/outreach to build an inclusive society. • Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organisations. 	<ul style="list-style-type: none"> • 5 working days • 8:00am to 5:30pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Fluency in local languages will be an advantage At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists. Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> Take on supervisory and administrative roles in addition to clinical work. 	

#14 Sushi-Tei Pte Ltd

Sushi Tei – where expert culinary skills and an innate appreciation of nature come together to inspire and enhance the Japanese dining experience. Since our debut in 1994, we have forged an identity of our own by combining the intricacies of sashimi with teppanyaki to offer the height of Japanese cuisine to the masses. Sushi Tei is no ordinary dining restaurant. We believe in providing an alluring ambience that sets us apart from a regular diner.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Leading Cook	<ul style="list-style-type: none"> Applicants with prior relevant experience will be advantageous Able to perform shifts and work on weekends and Public Holidays Great customer service skills with a pleasant smile Able to work in fast-paced F&B environment with minimal supervision Able to start work in a short notice 	<ul style="list-style-type: none"> Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff Ensure that all work stations are clean, tidy and ready for the start and end of the business day. Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. Uphold the hygiene standard of ingredient handling and the dishes served. Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and 	<ul style="list-style-type: none"> 6 working days 169208

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		supplies under his/her care before ordering. <ul style="list-style-type: none"> • Perform stock count for monthly closing inventory. • 6 working days/week (44-hours) • Work location: Various (https://www.sushitei.com/outlets/outlets.aspx) • Training and uniform will be provided 	
Leading Cook	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B environment with minimal supervision • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • 6 working days/week (44-hours) • Work location: Various (https://www.sushitei.com/outlets/outlets.aspx) • Training and uniform will be provided 	<ul style="list-style-type: none"> • 6 working days • 169208
Restaurant Supervisor	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays 	<ul style="list-style-type: none"> • Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease. • Present Ordering iPad /Menu to the customers. • Attend to guest's request, be helpful and answer politely. 	<ul style="list-style-type: none"> • 6 working days • 169208

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B environment with minimal supervision • Able to start work in a short notice 	<ul style="list-style-type: none"> • Recommend signature and popular dishes to customers. • Check food before presenting to guest and ensure all items ordered are served accordingly. • Seek customers' permission prior to clearing of the empty dishes. • Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly. • Take incoming calls and provide information regarding respective restaurant. • Relay customer feedbacks or comments to the duty manager in charge. • Manage daily cashiering duty to ensure all transactions are accurate & done efficiently. • Ensure complete table set up according to service SOP. • To perform other duties as assigned by superior. • 6 working days/week (44-hours) • Work location: Various (https://www.sushitei.com/outlets/outlets.aspx) • Training and uniform will be provided 	
<p>Senior Cook</p>	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B environment with minimal supervision • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. 	<ul style="list-style-type: none"> • 6 working days • 169208

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • 6 working days/week (44-hours) • Work location: Various (https://www.sushitei.com/outlets/outlets.aspx) • Training and uniform will be provided 	
<p>Service Crew / Waiter / Waitress</p>	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B environment with minimal supervision • Able to start work in a short notice 	<ul style="list-style-type: none"> • Responsible for providing courteous and efficient food & beverage services to the guests. • To present menu, take order, suggest and recommend appropriately • Attend and respond to guests' needs promptly and professionally • Setting up table arrangement and ensure cleanliness in the restaurant • To perform other duties as assigned by superior • 6 working days/week (44-hours) 	<ul style="list-style-type: none"> • 6 working days • 169208
<p>Waiter / Waitress (Part Time)</p>	<ul style="list-style-type: none"> • No experience required as training will be provided • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to start work in a short notice 	<ul style="list-style-type: none"> • Responsible for providing courteous and efficient food & beverage services to the guests • To present menu, take order, suggest and recommend appropriately • Attend and respond to guests' needs promptly and professionally • Setting up table arrangement and ensure cleanliness in the restaurant • To perform other duties as assigned by superior 	<ul style="list-style-type: none"> • Minimum 3 days • Minimum 5 hours • 169208

#15 Tower Transit Singapore Pte Ltd

Tower Transit Singapore (TTS) is a public bus operator and the first to usher in Singapore government's bus contracting model in 2015. Today, it operates 60 public bus services and over 700 buses on behalf of Singapore's Land Transport Authority. TTS manages 7 bus interchanges and employs about 1,700 employees across two bus depots. TTS's vision is to be the most respected public transport operator in Singapore. It is part of the Kelsian Group, Australia's largest integrated land and marine, tourism and public transport service provider with operations in Singapore, the UK, the USA and across Australia.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Payable Executive	<ul style="list-style-type: none"> • Minimum Diploma LCCI or NITEC or Higher NITEC in Business Studies or Accounting • Must have some knowledge of working within an Accounts Payable department. • Must be able to work accurately as it is essential that invoices are paid correctly 	<ul style="list-style-type: none"> • Ensure that invoices are checked and verified and filed correctly in both manual and electronic systems. • Liaise with Depot based staff so must be able to communicate with staff at all levels. • A flexible and adaptable approach is required as there may be a need to undertake additional hours at key times, particularly year-end and when the auditors are conducting their review. • PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: • Perform the scanning of all invoices into the system and ensure that this is completed in a timely manner. Ensure that Accounts Payable mailbox is attended to promptly and all invoices received are processed in a timely manner. • Responsible for matching and checking invoices for Tower Transit Operations in Singapore, ensuring that all invoices are matched and checked correctly. • Responsible for reviewing and preparing invoices for the weekly BACS run (AP forecast & payment), for Tower Transit Operations. Subsequent to payments, to ensure that payments made are accurately recorded in the accounting system. 	<ul style="list-style-type: none"> • 5 working days • 648170 (Bulim Drive)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Responsible for ensuring that remittance advices are sent to all suppliers regularly to enable suppliers to track payments. • Responsible for ensuring that statements for Tower Transit Operations are reconciled regularly. • Responsible for liaising with all Depot based staff and dealing with any queries or issues that may arise. • Responsible for dealing with all suppliers to promptly and accurately resolve any queries that may arise. • Undertake a variety of clerical and filing duties as necessary ensuring accuracy and high standards at all times. • To undertake any additional reasonable duties at the request of your Line Manager. • To undertake any training and development activities at the request of your Line Manager. 	
Bus Captain	<ul style="list-style-type: none"> • Valid Certificate 4/4A driving license or Valid Certificate 3 driving license for SG/SGPR only • Valid Omnibus/Bus Driver's Vocational License (Company sponsor for suitable candidate without ODVL) • Secondary 2 education/WPL Level 3, or an equivalent • High standard of safe driving skills and behaviour; • Demonstrated record of exceptional customer service, exhibiting compassion and empathy for persons with disabilities; 	<ul style="list-style-type: none"> • Every passenger enjoys a smooth and pleasant journey. That is why our Bus Captains are the core of what we do at Tower Transit Singapore. Our Bus Captains bring our passengers safely to their destination, all this whilst ensuring that proper bus fares are collected. They are professionals who work with pride and keep Singapore moving. • PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: • Safe operation of the bus; • Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times; • Communicate with the Operations Control Centre for instructions when there is a 	<ul style="list-style-type: none"> • 5.5 working days • 648170

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Detailed knowledge of the “HOT” process and other security procedures and protocols; and • Professionally presented. 	<p>potential timing impact to journey times;</p> <ul style="list-style-type: none"> • Ensure the bus destination is correct for the journey being undertaken; • Comply with bus ticketing procedures and ensure the correct operation of the bus; • Ensure proper payment of bus fares; • Provide a high standard of customer service at all times, positively influencing the customer experience; • Assist passengers with information regarding journey options or factors that may influence their journey; • Act in a friendly and professional manner to customers, other employees and members of the public; • Be on the alert for anti-social behaviour or activities that may pose a risk to the security and safety of customers, employees and members of the public; • Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high visibility safety vest and completing a pre-service vehicle check before taking a bus into service; • Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to; • Report all accidents and incidents using the Company’s reporting procedures; and • Comply with the rules governing driving hours and rest periods for bus captains and advise operations supervisors of any potential conflict with abiding 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		by the respective legislation and EBA obligations.	
<p>Facilities Executive</p>	<ul style="list-style-type: none"> • Possess a technical Diploma with relevant years of experience. • Computer literate with a broad knowledge of a range of software products. • Organisational skills with strong administration skills. • Excellent verbal and written communication skills. • Self-motivated with the ability to work on initiative and minimal supervision. 	<ul style="list-style-type: none"> • We believe that having good and functional facilities are integral to our bus operations. This role is responsible for overseeing and managing the housing arrangements for employees, as well as maintaining the overall facilities. This role ensures that both accommodations and facilities meet all standards and requirements, coordinating with various stakeholders, and providing support to employees to ensure their housing and facility needs are met efficiently and effectively. • While the role primarily involves administrative support, there will be the opportunity to develop practical knowledge and skills across the Facility Management spectrum. • Excellent planning and organisational skills are essential as are excellent written and verbal communication skills and the proficient use of all Microsoft packages and databases including Word and Excel. Experience of Facilities Management, especially dealing with contractors and government agencies would be an advantage. • PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: • Management of Company’s rental properties and coordinating the maintenance of the properties by liaising with employee(s), property agent(s) and contractor(s), • Administer all tenancy agreements/ contract agreements for the accommodation units with the landlords and/ or the landlords’ 	<ul style="list-style-type: none"> • 5 working days • 648170

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>appointed agent and ensuring compliance.</p> <ul style="list-style-type: none"> • Liaising with property agent(s) for sourcing of rental properties as and when required • Attending to employee’s enquiries and reporting regarding property management • Assist in supplier management to ensure optimal performance • Track 52 weeks maintenance schedule and service scope under operators annual work plan • Perform operation maintenance inspection and document findings, including company rental properties. • Proactively support the Facilities Manager in ensuring all Tower Transit locations, buildings and assets are safe, suitable and fit for purpose • Assist the Facilities Manager in maintaining all systems, records and documentation setting up an effective filing system that is logical and easy to use, both manual and electronic systems • Assist the Facilities Manager in compiling FM Key Performance Indicators (KPI's) and statistics • Maintain the company’s Asset Management System (Freeway) to ensure that routine maintenance/maintenance takes place on or before the due dates • Use the purchasing system (Freeway) to raise Purchase Orders for authorisation and generate spend reports. Full training on Freeway will be provided. • Assist the Facilities Manager with any corrective maintenance works that are required - this may include arranging minor works, and explaining the rationale and 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>associated costs of such works to the Facilities Manager.</p> <ul style="list-style-type: none"> • To support the Facilities Manager in ensuring our facilities management system is updated with recent developments • Coordinate the timely maintenance of our facilities management system • Assist the Facilities Manager with the minutes of meeting, reports, tender invitation, RFQ and to document processes or standard operating procedure. • To support the Facilities Manager in coordinating procurement invites and sourcing requirement. • Assist the Facilities Manager with practical aspects of the jobs to be in a position to provide support to the business • Build effective relationships with internal teams and suppliers to ensure works are completed in a safe and satisfactory manner. • Assist Facilities Manager in liaising and supervisor of contractors' work. 	
<p>Schedules Officer</p>	<ul style="list-style-type: none"> • Possess good communication skills, both verbal and written; • Able to work with a wide range of people and possess good interpersonal skills; • Ability to deal with complex unexpected problems quickly and flexibly and be able to motivate others; • An ability to work to tight deadlines; and • Good working knowledge of MS Office, particularly Microsoft Excel with Formula, or Basic 	<ul style="list-style-type: none"> • If you have a passion for how bus schedules are put together, are good with numbers and are enthusiastic about the Bus business then we would like you to join us at Tower Transit as Bus Schedules Officer. • The Bus Schedule Officer plays a vital and critical role in the provision of public bus services, to keep Singapore moving and in contributing to the change in the landscape of the network under the new bus contracting model. • Compile scheduling data by Microsoft Excel and input compiled data into Company computer-based scheduling software and LTA Infosystem. 	<ul style="list-style-type: none"> • 5 working days • 648170

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Computer Programming equivalent;</p> <ul style="list-style-type: none"> This is an Entry-level appointment. We do not specify minimum credentials, however relevant working experience will be much appreciated. 	<ul style="list-style-type: none"> Compile materials for Operations team for schedule change. Conduct ground surveys for Existing or Tender Bus services in preparation of Tender Bid. <p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Data processing for operational data such as in-service and off-service mileage, runtime and fare parameter; Responsible for runtime survey and data input for fulfilling tender specifications; Responsible for maintaining the computer database of all current and pending operations and for providing downloads as required; Responsible for Electronic Display Sign system data management and testing. Manage schedule implementation material for Operation team and frontline staff; and Responsible for ensuring that revised timetable information for the public is produced within the timescales dictated by LTA. To learn the scheduling skills over and above the above-stated Admin Duties for longer term development. 	
<p>Vehicle Technician</p>	<ul style="list-style-type: none"> Flexibility of working hours is essential as shift and weekend are a feature of this role. - Hold the relevant trades certificates for the functions undertaken within the position. Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. 	<ul style="list-style-type: none"> Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company's policies and procedures; as well as legislative and LTA contractual obligations. PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: Responsible for maximising personal performance by 	<ul style="list-style-type: none"> 5.5 working days 648170

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • - An engineering awareness and familiarity with vehicle component parts; • - Experience using computer based inventory systems; • - Hold and retain a valid forklift operator licence, • - Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position 	<p>working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection;</p> <ul style="list-style-type: none"> • Ensure a ‘right first time’ approach to maintenance, remaining flexible and adaptable to the changing maintenance demands; • Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions; • Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines;. • Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance; • Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary; • Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards; • Respond to Operations Control requests to attend to on-road repairs; • Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule; • Responsible for correctly booking out any parts required to carry out maintenance; • Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; • Communicate effectively with the Operations Supervisors, Bus 	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Captains and the Engineering Team to deliver a reliable maintenance service;</p> <ul style="list-style-type: none"> • Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; • Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; • Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. • Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. • Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. • Maintain good housekeeping, safety and security of workshop and work areas. • Ensure compliance with all workshop procedures, safe work practices and work instructions. • Mentor and supervise assigned staff under your charge. • Ensure Zero Industrial accident and compliance to all statutory and or government regulations. 	

Skills & Training Advisory Services

#T01: e2i Job Matching & Career Advisory

Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

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.sg/cg-cp123?r=q>



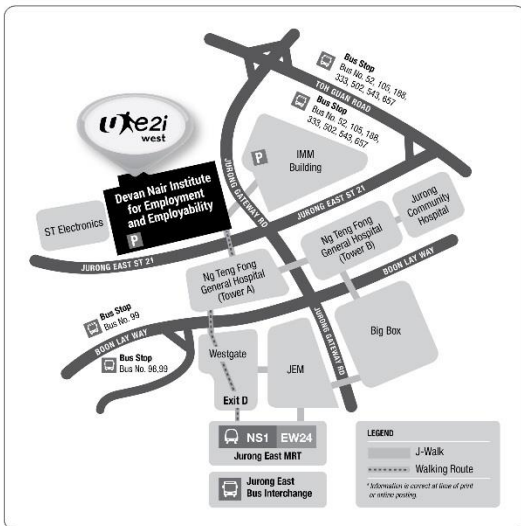
You can also reach them at the following centres (By appointment only):

e2i west
 Devan Nair Institute of Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607

Find us at these other locations.



<https://e2i.sg/locjw2?r=q>



Operating Hours: Monday till Friday: 9am to 5pm
 Saturday: 9am to 1pm
 Sunday & Public Holiday: Closed

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NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies.

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, packer roles)
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