

e2i Jobs & Skills Discovery @ Raffles City

[30 April 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

Content Page

Pages [Click on the specific role to view more details]

- #1 ADDON SYSTEMS PTE LTD..... 5**
 - Retail Sales 5
 - Retail Admin 5
 - Smart Home Sales 5
 - Client Engineer 6
 - Smart Home Engineer 6
 - Personal Assistant 6
 - Marketing Manager 7
 - Product Manager 8
- #2 BREADTALK GROUP PTE LTD..... 9**
 - Baker (BreadTalk) - FT 9
 - Baker (BreadTalk) - PT 9
 - Service Crew (BreadTalk) - FT..... 9
 - Service Crew (BreadTalk) - PT 10
 - Assistant Branch Manager 10
 - Management Trainee (BreadTalk) 13
 - Service Crew (Toastbox) - Full Time 14
 - Management Trainee (Toastbox)..... 14
 - Delivery Packer (Central Kitchen) - FT..... 15
 - Baker (Central Kitchen) - FT 15
 - Baker (Central Kitchen) - PT 16
 - Service Crew - FT 16
 - Service Crew - PT 16
 - Baker - FT 17
 - Baker - PT 17
 - Customer Service Assistant (Outlet) - FT..... 17
 - Customer Service Assistant (Outlet) - PT 18
 - Food Processing Worker - FT 18
 - Food Processing Worker - PT 18
 - Trainee Chef 19

- Waiter/Waitress..... 19
- Dishwasher/Steward 19
- Hawker Assistant..... 19
- Operations Executive 19
- Counter Crew 20
- Cook 20
- Kitchen Assistant 20
- Service Crew..... 21
- #3 CLUB21 (PART OF THE COMO GROUP)..... 21**
- Client Advisor 21
- Store Manager 22
- #4 CRISTOFORI MUSIC SCHOOL 25**
- Piano Teacher..... 25
- Guitar/Ukulele Teacher..... 25
- Drum Teacher..... 26
- Violin Teacher 26
- Sales and Operation Executive..... 27
- Outlet Manager..... 27
- Management Associate..... 27
- Office Cleaner Supervisor (Full Time)..... 28
- Office Cleaner (Full Time)..... 28
- Office Cleaner (Part Time)..... 28
- #5 CRYSTAL JADE FINE DINING 29**
- Assistant Cook (Kitchen) 29
- Restaurant Manager/ Assistant 29
- Chopper Chef (Grade 2) 30
- Cook (Dim Sum)..... 30
- Junior Culinary Specialist..... 31
- Kitchen Assistant (Dim Sum) 31
- Kitchen Assistant (Kitchen) 32
- Kitchen Assistant (Noodle & Congee) 32
- PR Manager..... 33
- Waiter/ Waitress 33

- Wok Chef..... 34
- #6 HOOGA..... 34**
- Sales Associate 34
- Sales Associate 35
- Store Supervisor 35
- #7 JAPAN HOME (RETAIL) PTE LTD 35**
- Retail Assistant..... 35
- Warehouse Assistant 36
- #8 KEBABS FAKTORY – FAST FOOD RESTAURANT..... 36**
- Outlet Manager..... 36
- Business Development Manager 37
- Accounts Assistant 38
- Service Crew..... 39
- #9 MINISO SG PTE LTD..... 39**
- Retail Assistant..... 39
- Store Supervisor 40
- Operations Assistant 40
- #18 e2i SERVICES 40**
- 1-to-1 Career Coaching 40
- 1-to-1 Resume consultation 41

#1 ADDON SYSTEMS PTE LTD

The company was established in 1992 and it has been boasting over 31 years of excellence in the IT industry. We are a leading IT solutions provider with a regional presence.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Sales	<ul style="list-style-type: none"> Willingness to work in a team environment Excellent customer service, oral and communication skills Fast learner with a passion for sales Self-motivated with a results-driven approach Passion to give customers value 	<ul style="list-style-type: none"> Serving walk-in customers and achieving sales targets as a team Providing professional advice to assist customers with product concerns Assisting in resolving issues such as order feedback, returns, and exchanges Ensuring that each client receives high-quality customer service 	<ul style="list-style-type: none"> 5 day's work week Sunday, Monday to Tuesday (11am to 8pm) Wednesday to Thursday (10am to 8pm) Friday to Saturday (11am to 9pm) Multiple locations
Retail Admin	<ul style="list-style-type: none"> Able to multi-task and well organized 	<ul style="list-style-type: none"> Provide full administrative support Responsible for all correspondence, emails, meeting arrangements and phone calls Prepare Invoicing promptly Arrange shipments and prepare relevant documents Organizing and keying in data for client/company orders Day-to-day settlement to ensure the amount received tally Warehouse management such as doing stock check-in on a daily and weekly basis 	<ul style="list-style-type: none"> 5 day's work week Sunday, Monday to Tuesday (11am to 8pm) Wednesday to Thursday (10am to 8pm) Friday to Saturday (11am to 9pm) Multiple locations
Smart Home Sales	<ul style="list-style-type: none"> Minimum 1-2 years of experience in a sales role or interior designer role Team player Possess an understanding of value creation 	<ul style="list-style-type: none"> Work together with the marketing team to understand customers' needs, create value propositions, and enhance the customer experience with the brand Build relationships with customers and close deals 	<ul style="list-style-type: none"> 5 day's work week Sunday, Monday to Tuesday (11am to 8pm) Wednesday to Thursday (10am to 8pm)

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Collaborate with internal teams to synchronize action plans and ensure effective communication Communicate with external stakeholders to enable project completion 	<ul style="list-style-type: none"> Friday to Saturday (11am to 9pm) Multiple locations
Client Engineer	<ul style="list-style-type: none"> NITEC/Diploma in Computer Engineering, Information Systems, or related field Background in IT, Computer Systems Engineering or Systems Engineering Able to work in a team and independently 	<ul style="list-style-type: none"> Install, configure, test and maintain operating systems, application software and systems management tools Ability to troubleshoot on-site and online Liaise with vendors and other IT personnel for problem resolution Maintaining customer infrastructure and networks Able to articulate issues and solutions to customers 	<ul style="list-style-type: none"> 5 day's work week 9am to 6pm Singapore 368324
Smart Home Engineer	<ul style="list-style-type: none"> Bachelor's degree in Electrical Engineering, Computer Science, or a related field Strong programming skills in languages such as Python, Java, or C++ Familiarity with IoT protocols and communication standards Knowledge of hardware design and embedded systems 	<ul style="list-style-type: none"> Product Development: Collaborate with cross-functional teams to design, develop, and test smart home solutions, including hardware and software components Prototyping: Create prototypes for new smart home features and technologies, ensuring feasibility and functionality Testing and Quality Assurance: Conduct thorough testing of smart home devices to ensure reliability, security, and optimal performance Integration: Work on integrating smart home devices with various platforms and ecosystems, ensuring seamless interoperability 	<ul style="list-style-type: none"> 5 day's work week 9am to 6pm Singapore 368324
Personal Assistant	<ul style="list-style-type: none"> Proven experience as a Personal Assistant or Executive Assistant, preferably 	<ul style="list-style-type: none"> Act as the primary point of contact for the direct reporting, managing the calendar, emails, and phone 	<ul style="list-style-type: none"> 5 day's work week 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> supporting C-level executives • Exceptional organizational skills and attention to detail • Strong written and verbal communication skills • Ability to maintain confidentiality and exercise discretion • Proficiency in Microsoft Office suite 	<ul style="list-style-type: none"> calls with professionalism and discretion • Prepare and organize documents, presentations, and reports for meetings and presentations • Conduct research and gather information as needed to support the management in the decision-making process • Assist with personal tasks and errands as required, including but not limited to managing household affairs, organizing personal appointments, and handling personal correspondence • Maintain confidentiality and handle sensitive information with discretion and integrity • Prioritize conflicting needs and handle matters expeditiously, proactively, and follow through on projects to successful completion 	<ul style="list-style-type: none"> • Singapore 368324
Marketing Manager	<ul style="list-style-type: none"> • Bachelor's degree in marketing, Business, or a related field • Proven experience (5+ years) in marketing roles, with a focus on digital marketing and strategy • Strong analytical skills with the ability to interpret data and make informed decisions 	<ul style="list-style-type: none"> • Develop and implement comprehensive marketing strategies to drive brand awareness and achieve business objectives • Oversee and execute digital marketing campaigns, including SEO, SEM, email marketing, and social media advertising • Maintain and enhance the organization's brand identity across all marketing channels • Collaborate with internal teams and external agencies to produce high-quality content that resonates with the target audience • Conduct market research to identify trends, competitor 	<ul style="list-style-type: none"> • 5 day's work week • 9am to 6pm • Singapore 368324

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		activities, and customer preferences <ul style="list-style-type: none"> • Manage the marketing budget effectively, allocating resources to maximize ROI on marketing campaigns • Lead and mentor the marketing team, fostering a collaborative and creative work environment. • Set clear goals and objectives, providing guidance and support for team members 	
Product Manager	<ul style="list-style-type: none"> • Bachelor's degree in marketing, Business, or a related field • Proven experience (5+ years) in marketing roles, with a focus on digital marketing and strategy • Able to establish successful working relationships with a wide range of diverse people, both internal and external to the organization 	<ul style="list-style-type: none"> • Conduct sales calls to generate leads, convert prospects, and drive revenue growth • Collaborate with the sales team to identify and capitalize on new business opportunities • Design and execute social media marketing strategies to increase brand visibility and engagement • Oversee the onboarding process for new customers, ensuring a smooth and positive experience • Provide product demonstrations and training sessions to clients, addressing any questions or concerns • Provide regular updates on customer feedback, market trends, and competitor activities • Work closely with customer support to ensure timely resolution of customer inquiries 	<ul style="list-style-type: none"> • 5 day's work week • 9am to 6pm • Singapore 368324

#2 BREADTALK GROUP PTE LTD

Founded in 2000, the BreadTalk Group has rapidly expanded to become a distinctive household brand owner that has established its mark on the world stage with its bakery, restaurant and food atrium foodprints.

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Baker (BreadTalk) - FT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Able to perform e-ordering/stock receiving procedure • Able to dispense and display products in an organized manner • Do different kinds of topping and fillings for all products, using the right and required ingredients per product, ensure right temperature and time setting per product being baked etc. • Ensure cleanliness, basic housekeeping 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations
Baker (BreadTalk) - PT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Able to perform e-ordering/stock receiving procedure • Able to dispense and display products in an organized manner • Do different kinds of topping and fillings for all products, using the right and required ingredients per product, ensure right temperature and time setting per product being baked etc. • Ensure cleanliness, basic housekeeping 	<ul style="list-style-type: none"> • 4 day's work week • 20 hours per week • Multiple locations
Service Crew (BreadTalk) - FT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) 	<ul style="list-style-type: none"> • Basic product knowledge • Upselling of products • Able to perform e-ordering/stock receiving procedure • Perform service related tasks which includes cashiering and lobby 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work in fast paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Cashier, be familiar with POS machine functions and interface (includes online platform device); perform standard POS opening and closing procedures; packing of breads for customer; prepare and handle cash deposits 	
Service Crew (BreadTalk) - PT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Basic product knowledge • Upselling of products • Able to perform e-ordering/stock receiving procedure • Perform service related tasks which includes cashiering and lobby • Cashier, be familiar with POS machine functions and interface (includes online platform device); perform standard POS opening and closing procedures; packing of breads for customer; prepare and handle cash deposits 	<ul style="list-style-type: none"> • 4 day's work week • 20 hours per week • Multiple locations
Assistant Branch Manager	<ul style="list-style-type: none"> • Possess at least Diploma/ Bachelor's Degree in any field • Able to work during weekends and PH • Able to stand for long hours • 6 Days/Week 8 working hours per day, shift work • Able to work in fast paced environment and hot environment 	<p>1. Cashier and Lobby</p> <ul style="list-style-type: none"> • Able to handle transactions effectively during rush hours • Be familiar with POS machine and interface • Be accurate in all transactions: purchase, return, cancel • Know all POS Functions inclusive of promotions, staff meals, various discounts, voids, cash vouchers • Perform standard POS opening and closing procedures without supervision • Prepare and handle cash deposits accurately and according to SOP • Packing of breads for customer according to SOP 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Dispense products from back kitchen • Assist customers in product enquiries, product pricings, promotions, etc • Perform suggestive selling and upsell products to customers • Achieve 99.5% accuracy in cash transactions • Must be able to name all products and know what the ingredients in each product are <p>2. Kitchen Topping Section</p> <ul style="list-style-type: none"> • Process topping for respective bread and danish types according to SOP • Euro bun toppings (in applicable outlets) • Prepare ingredients and fillings for all bun type products • Learn all products and know what are the ingredients in each product • Perform Dispensing duty to bring out freshly baked products in organized manner <p>Table Section:</p> <ul style="list-style-type: none"> • Be equipped with knowledge on using the right and required ingredients per product • Ensure right ingredients are used per product, at the correct weight per ingredient • Perform Sweet bun, Danish, Euro, Toast shaping • Perform filling for sweet breads according to product <p>Oven Section:</p> <ul style="list-style-type: none"> • Ensure right temperature and time setting per product being baked 	

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Be equipped with the right and proper knowledge for each product before baking • Responsible to ensure all bread types (sweet bread, Danish, Euro, Toast) be baked according to standard <p>3. General:</p> <ul style="list-style-type: none"> • Ensure clean, tidy and hygienic station and overall kitchen environment • Use the right tools and equipment for the right purpose (e.g. colour code cloths to wipe different surfaces, right knives etc) • Able to setup and perform various roles without supervision • Able to perform quality control and reject inferior products • Able to dispense and display products in an organized manner • Project friendly and positive image to customers • Outlet and Display cleanliness • Tray and tongs cleaning • Able to handle customer requests and enquiry • Handle cake bookings and enquiries • Coordinate cake orders, deliveries and packaging • Able to handle customer feedback and inquiry and submit report • Able to identify and troubleshoot inferior products and maintain good quality throughout his/her shift • Organize the kitchen area, floor and preparation areas 	

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>are neat, ensure equipment are in good working condition</p> <ul style="list-style-type: none"> • Planning of product schedule to ensure hot bread at all times and no excess products being held or run out • To schedule the manpower arrangement to achieve operation effectiveness. • Demonstrates good people handling skills, able to motivate others to achieve shift objective • Coach and provide feedback to staff on product Quality • Ensure no run out or excessive stocks • Order stocks for the outlet • Handle outlet operation and management – conduct QSC (Quality, Service and Cleanliness) checks • Able to analyze outlet data (transaction count, average check, daily sales, hourly sales figures) for production planning • Assist to recruit new staff and handle the interview • To do month end stock take • Responsible for outlet's Profit & Loss (P&L) • Conducting staff performance appraisal • Liaising with external vendor such as cleaner, pest control etc. • Oversee 1 outlet operations 	
<p>Management Trainee (BreadTalk)</p>	<ul style="list-style-type: none"> • Possess at least NITEC/ Diploma/ Bachelor's Degree in any field • Able to work during weekends and PH • Able to stand for long hours 	<ul style="list-style-type: none"> • As a Management Trainee, you will be trained to handle full F&B Operations which includes performing front-of-house and back-of-house duties, customer relations, people management, product quality assurance, cost control, and budget planning 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • For FT able to work 6 Days/Week minimum 10 working hours per day, shift work • Able to work in fast-paced environment and hot environment • Entry level candidates are welcomed to apply • Demonstrate a good CCA track record with excellent leadership skills • Self-Motivator with high energy level • Have passion working in the Food & Beverage Industry • Adventurous and able to work under pressure • Possess good communication and collaboration skills 	<ul style="list-style-type: none"> • Our Management Trainee Programme will train you to become a professional in F&B operations and once you mastered the skillset, you will be given management responsibility and further training to prepare you for higher management level 	
Service Crew (Toastbox) - Full Time	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Responsible mainly for food preparation, cleaning, housekeeping and customer service duties • Taking in customer's orders correctly and manage handling time of food • Perform housekeeping duties and maintain cleanliness and hygiene in the store • To perform POS opening and closing without supervision • Attend to the customers' needs and ensure that they are happy with the service 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations
Management Trainee (Toastbox)	<ul style="list-style-type: none"> • Possess at least NITEC/ Diploma/ Bachelor's Degree in any field • Able to work during weekends and PH 	<ul style="list-style-type: none"> • As a Management Trainee, you will be trained to handle full F&B Operations which includes performing front-of-house and back-of-house duties, customer relations, people management, product 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to stand for long hours • For FT able to work 6 Days/Week minimum 10 working hours per day, shift work • Able to work in fast-paced environment and hot environment • Entry level candidates are welcomed to apply • Demonstrate a good CCA track record with excellent leadership skills • Self-Motivator with high energy level • Have passion working in the Food & Beverage Industry • Adventurous and able to work under pressure • Possess good communication and collaboration skills 	<p>quality assurance, cost control, and budget planning</p> <ul style="list-style-type: none"> • Our Management Trainee Programme will train you to become a professional in F&B operations and once you mastered the skillset, you will be given management responsibility and further training to prepare you for higher management level 	
Delivery Packer (Central Kitchen) - FT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • Able to work in fast-paced environment • Able to stand long hours • Able to carry loads up to 25kg • Able to work inside chiller and freezer 	<ul style="list-style-type: none"> • Responsible for material labeling, stocking, and repackaging for daily operation duties 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Multiple locations
Baker (Central Kitchen) - FT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • PT able to work 6 Hours for 4 Days/Week (Flexible) 	<ul style="list-style-type: none"> • Prepare ingredients for baking and decoration of products • Mixing, shaping without supervision • Pack and store raw materials & finished products • Perform quality control 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work in fast-paced environment • Able to stand long hours • Able to carry minimum 20kg of goods 	<ul style="list-style-type: none"> • Basic housekeeping of kitchen 	
Baker (Central Kitchen) - PT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours • Able to carry minimum 20kg of goods 	<ul style="list-style-type: none"> • Prepare ingredients for baking and decoration of products • Mixing, shaping without supervision • Pack and store raw materials & finished products • Perform quality control • Basic housekeeping of kitchen 	<ul style="list-style-type: none"> • 5 day's work week • 30 hours per week • Multiple locations
Service Crew - FT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Basic product knowledge • Upselling of products • Able to perform e-ordering/stock receiving procedure • Ensure cleanliness, basic housekeeping • Perform service related tasks which includes cashiering and lobby 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations
Service Crew - PT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Basic product knowledge • Upselling of products • Able to perform e-ordering/stock receiving procedure • Ensure cleanliness, basic housekeeping • Perform service related tasks which includes cashiering and lobby 	<ul style="list-style-type: none"> • 4 day's work week • 20 hours per week • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Baker - FT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Able to perform e-ordering/stock receiving procedure • Able to dispense and display products in an organized manner • Do different kinds of topping and fillings for all products, using the right and required ingredients per product, ensure right temperature and time setting per product being baked etc. • Ensure cleanliness, basic housekeeping 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations
Baker - PT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours 	<ul style="list-style-type: none"> • Able to perform e-ordering/stock receiving procedure • Able to dispense and display products in an organized manner • Do different kinds of topping and fillings for all products, using the right and required ingredients per product, ensure right temperature and time setting per product being baked etc. • Ensure cleanliness, basic housekeeping 	<ul style="list-style-type: none"> • 4 day's work week • 20 hours per week • Multiple locations
Customer Service Assistant (Outlet) - FT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours • Able to carry heavy load up to 25kg 	<ul style="list-style-type: none"> • To operate POS functions including payment modes, promotion key, voucher redemption, staff meal, staff discount, and transaction void • To perform POS opening and closing without supervision • To handle POS transactions accurately and effectively during peak hours • To prepare cash deposit accurately • To handle pastries booking, inquiries and delivery • To handle product ordering and receiving upon delivery 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Assistant (Outlet) - PT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours • Able to carry heavy load up to 25kg 	<ul style="list-style-type: none"> • To operate POS functions including payment modes, promotion key, voucher redemption, staff meal, staff discount, and transaction void • To perform POS opening and closing without supervision • To handle POS transactions accurately and effectively during peak hours • To prepare cash deposit accurately • To handle pastries booking, inquiries and delivery • To handle product ordering and receiving upon delivery 	<ul style="list-style-type: none"> • 4 day's work week • 20 hours per week • Multiple locations
Food Processing Worker - FT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast-paced environment • Able to stand long hours • Able to carry heavy load up to 25kg 	<ul style="list-style-type: none"> • Prepare ingredients for producing Teochew Baked Goods • Pack and store raw materials & finished products • Perform quality control • Basic housekeeping of kitchen • Any ad hoc duties assigned 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Multiple locations
Food Processing Worker - PT	<ul style="list-style-type: none"> • Able to work during weekends and PH • Able to stand for long hours • For FT able to work 6 Days/Week and PT able to work 6 Hours for 4 Days/Week (Flexible) • Able to work in fast paced environment • Able to stand long hours • Able to carry heavy load up to 25kg 	<ul style="list-style-type: none"> • Prepare ingredients for producing Teochew Baked Goods • Pack and store raw materials & finished products • Perform quality control • Basic housekeeping of kitchen • Any ad hoc duties assigned 	<ul style="list-style-type: none"> • 4 day's work week • 20 hours per week • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Trainee Chef	<ul style="list-style-type: none"> • Able to handle food preparation eg. cutting of vegetables • Serving of food to customer 	<ul style="list-style-type: none"> • Support the kitchen team on food preparation, serving of food to customers tables 	<ul style="list-style-type: none"> • Flexi • Multiple locations
Waiter/Waitress	<ul style="list-style-type: none"> • Able to engage with guests • Able to serve food to customers 	<ul style="list-style-type: none"> • Engaging with customers on Din Tai Fung service level • Clearing and cleaning of table and setting up tables for next customer • Preparing of beverages and serving to customers 	<ul style="list-style-type: none"> • Flexi • Multiple locations
Dishwasher/Steward	<ul style="list-style-type: none"> • Able to handle heavy crockery 	<ul style="list-style-type: none"> • Clean food waste on the crockery (Plate, bowl, spoon, etc.) • Place all the crockery into the dishwasher for cleaning • Other ad-hoc duties as required 	<ul style="list-style-type: none"> • Flexi • Multiple locations
Hawker Assistant	<ul style="list-style-type: none"> • No experience required • Welcome all who have passion to learn and love cooking • Comfortable working at hawker stall/ coffee shop/ food court environment • Good team player with positive working attitude • Training provided 	<ul style="list-style-type: none"> • Cooking and food preparation • Take order, cashiering • Dishwashing and stall cleaning • Stall opening and closing • Assist in any ad-hoc duties as assigned by your superior 	<ul style="list-style-type: none"> • Flexi • Multiple locations
Operations Executive	<ul style="list-style-type: none"> • With minimum 6 months - 1 year related experience in F&B/FMCG 	<ul style="list-style-type: none"> • Assist the Branch Manager to ensure smooth operations of the atrium through daily operational duties • Conduct routine outlet hygiene checks and inventory checks • Maintain good standards of outlet's overall aesthetics (Food/Stall Display) • Point-of-contact for external contractors or suppliers • Prepare daily and monthly reports on outlet operations 	<ul style="list-style-type: none"> • Flexi • 44 hours per week • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Counter Crew	<ul style="list-style-type: none"> No experience required 	<ul style="list-style-type: none"> Provide counter service (greeting customer / product recommendation), cashiering and other ad hoc duties assigned in single / combined direct operated stall in various locations Provide pushcart service and collection of payment after sales Prepare traditional coffee, tea and homemade / cordial beverages Prepare ingredient, cook and serve desserts to customers Assist Team Leaders in stock taking, report / feedback on quality / balance of drinks, fruit and other consumables 	<ul style="list-style-type: none"> Flexi 44 hours per week Multiple locations
Cook	<ul style="list-style-type: none"> Relevant cooking skills and experience 	<ul style="list-style-type: none"> Demonstrate ability to cook, present and garnish food in accordance to recipes Prepare specialty foods/sauces/ingredient Maintain cleanliness/sufficient supply of condiments and consumables at stall front Ensuring high standards of food hygiene and following the rules of health and safety Perform cashier duties and provide good customer service in terms of courtesy and efficiency 	<ul style="list-style-type: none"> Flexi 44 hours per week Multiple locations
Kitchen Assistant	<ul style="list-style-type: none"> No experience required 	<ul style="list-style-type: none"> Simple food preparation (cutting of ingredients etc.) Provide counter service (greeting customer / product recommendation), cashiering and other ad hoc duties assigned in direct operated stall in various locations Accurately entering sales transactions into system and collection of payment 	<ul style="list-style-type: none"> Flexi 44 hours per week Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintain clean work station / sufficient supply of consumables at stall front 	
Service Crew	<ul style="list-style-type: none"> No experience required 	<ul style="list-style-type: none"> Provide counter service (greeting customer / product recommendation), cashiering and other ad-hoc duties assigned Accurately entering sales transactions into system and collection of payment Maintain clean work station / sufficient supply of consumables at stall front Wash cutlery and ensure sufficient supplies for daily usage Ensure that the kitchen and dishwashing area is hygienic, clean and tidy Clear used soiled cutleries from diners table To comply with all safety and hygiene standards 	<ul style="list-style-type: none"> Flexi 44 hours per week Multiple locations

#3 CLUB21 (PART OF THE COMO GROUP)

Founded in 1972 as a multi-label store in Tanglin Shopping Centre in Singapore, Club21 is one of Asia's leading purveyors of luxury fashion. As the fashion arm of the COMO Group, which spans the worlds of fashion, travel, wellness, cuisine and philanthropy, Club21 is an authority that have helped shaped and evolved Singapore's fashion landscape.

Our mission is making a meaningful difference to help our customers live their best lives possible. With a keen eye for impeccable style and craftsmanship, and directional fashion, Club21 has been instrumental in introducing some of the most influential fashion marques – from Japanese designers to Belgian and British stylemeisters – to Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Client Advisor	<ul style="list-style-type: none"> Proven experience in luxury fashion retail or a related field is a plus Strong passion for luxury fashion and a keen sense of style 	We are seeking a passionate and stylish individual to join our team as a Fashion Advisor. In this role, you will represent our brand, embody our values, and provide an exceptional customer experience to our discerning	<ul style="list-style-type: none"> 5.5 day's work week Shift Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Exceptional interpersonal and communication skills • Ability to work in a fast-paced, dynamic, and high-end retail environment • Sales-driven with a track record of meeting or exceeding sales targets • Knowledge of fashion trends and luxury brands 	<p>clientele. You will be a key contributor to our brand's success by promoting our products, building relationships, and creating an atmosphere of exclusivity and luxury.</p> <ul style="list-style-type: none"> • Customer Engagement: Provide exceptional customer service to all clients, offering personalized assistance, styling advice, and product knowledge • Brand Representation: Showcase a deep understanding of our brand's history, heritage, and product lines • Sales and Target Achievement: Meet or exceed sales targets, actively upselling and cross-selling our luxury products • Product Knowledge: Stay updated on the latest collections, materials, and trends in luxury fashion to provide accurate information and recommendations • Client Relationship Building: Develop and maintain strong relationships with high-end clientele, ensuring their satisfaction and loyalty to our brand • Visual Merchandising: Assist in maintaining a visually appealing store, ensuring all products are well-presented and the store's atmosphere aligns with our luxury image • Brand Events: Participate in and help organize brand events, such as exclusive launches, fashion shows, and private shopping experiences 	
Store Manager	<ul style="list-style-type: none"> • At least 4 years of relevant experience 	The Store Manager is responsible for the overall performance and	<ul style="list-style-type: none"> • 5 day's work week

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>in retail/luxury retail industry</p> <ul style="list-style-type: none"> • Bachelor's Degree in Business, Retail Management, or a related field • Proven experience in retail management or a similar role • Strong leadership and interpersonal skills • Excellent communication and customer service abilities • Knowledge of retail software and point-of-sale systems • Financial acumen and budget management skills 	<p>management of the retail store, ensuring it operates smoothly, achieves its sales targets, and provides excellent customer service.</p> <p>Store Operations:</p> <ul style="list-style-type: none"> • Oversee day-to-day store operations, including opening and closing procedures, cash management, and inventory control • Ensure the store is clean, well-maintained, and visually appealing to customers • Monitor and maintain appropriate stock levels to meet customer demand • Implement loss prevention measures to minimize theft and inventory shrinkage <p>Sales and Customer Service:</p> <ul style="list-style-type: none"> • Set sales targets and goals for the store and motivate the sales team to achieve them • Train, coach, and supervise Sales Associates/Client and Fashion Advisor to provide excellent customer service • Address customer inquiries and resolve complaints or issues promptly and professionally • Utilize sales and promotional strategies to boost sales and meet revenue targets <p>Staff Management:</p> <ul style="list-style-type: none"> • Recruit and hire new staff alongside with HR • Train new employees • Create work schedules and ensure adequate staffing levels • Conduct performance evaluations and provide constructive feedback to employees 	<ul style="list-style-type: none"> • Shift • Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Handle disciplinary actions or terminations when necessary with HR <p>Financial Management:</p> <ul style="list-style-type: none"> • Prepare and manage the store's budget, including expense control and revenue projections • Monitor sales and expenses to ensure profitability • Handle banking and financial transactions, including deposits and cash management <p>Inventory Management:</p> <ul style="list-style-type: none"> • Track and manage inventory levels to avoid overstock or understock situations • Implement inventory control and merchandising strategies to optimize sales • Coordinate with suppliers/internal stakeholders for stock replenishment and negotiate pricing when necessary <p>Visual Merchandising:</p> <ul style="list-style-type: none"> • Plan and execute store layout and product displays to attract customers • Ensure that the store is aesthetically pleasing and products are well-organized <p>Compliance and Reporting:</p> <ul style="list-style-type: none"> • Ensure the store complies with all relevant regulations and safety standards • Maintain accurate records of sales, inventory, and other operational data • Generate and submit reports to upper management as required <p>Marketing and Promotion:</p> <ul style="list-style-type: none"> • Collaborate with marketing teams to implement 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		marketing and advertising campaigns <ul style="list-style-type: none"> Participate in local community events and promotions to increase store visibility 	

#4 CRISTOFORI MUSIC SCHOOL

We popularise music education in Singapore since 1980.

For over four decades and counting, Cristofori Music has been committed to providing quality musical instruments and education to the community, inspiring more than 100,000 students in our music education programs. With 35 outlets in Singapore and a team of 400 music teachers and more than 10,000 students, we are proud to be the established music school in Singapore and have inspired countless aspiring musicians along the way.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Piano Teacher	<ul style="list-style-type: none"> Grade 8 / Diploma / Degree in Piano from recognized examination boards Knowledge on the RSL Classical/Rockschool syllabus (Training is provided) Display confidence, cheerfulness, energetic, resourceful and maintain a positive attitude at all time, creating a supportive and encouraging learning environment for students 	<ul style="list-style-type: none"> Plan and deliver piano lessons that cater to various skill levels Customize lesson plans to suit the individual and group learning needs of students Prepare students for music examinations and recital annually 	<ul style="list-style-type: none"> 40 hours per week Weekday, 1.30pm to 9pm Weekend, 9am to 7pm Multiple locations
Guitar/Ukulele Teacher	<ul style="list-style-type: none"> Grade 8 / Diploma / Degree in Guitar from recognized examination boards Knowledge on the RSL Classical/Rockschool 	<ul style="list-style-type: none"> Plan and deliver Guitar/Ukulele lessons that cater to various skill levels Customize lesson plans to suit the individual and group learning needs of students 	<ul style="list-style-type: none"> 40 hours per week Weekday, 1.30pm to 9pm Weekend, 9am to 7pm Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	syllabus (Training is provided) <ul style="list-style-type: none"> • Display confidence, cheerfulness, energetic, resourceful and maintain a positive attitude at all time, creating a supportive and encouraging learning environment for students 	<ul style="list-style-type: none"> • Prepare students for music examinations and recital annually 	
Drum Teacher	<ul style="list-style-type: none"> • Grade 8 / Diploma / Degree in Drum from recognized examination boards • Knowledge on the Rockscool syllabus (Training is provided) • Display confidence, cheerfulness, energetic, resourceful and maintain a positive attitude at all time, creating a supportive and encouraging learning environment for students 	<ul style="list-style-type: none"> • Plan and deliver Drum lessons that cater to various skill levels • Customize lesson plans to suit the individual and group learning needs of students • Prepare students for music examinations and recital annually 	<ul style="list-style-type: none"> • 40 hours per week • Weekday, 1.30pm to 9pm • Weekend, 9am to 7pm • Multiple locations
Violin Teacher	<ul style="list-style-type: none"> • Grade 8 / Diploma / Degree in Violin from recognized examination boards • Knowledge on the RSL Classical/Rockscool syllabus (Training is provided) • Display confidence, cheerfulness, energetic, resourceful and maintain a positive attitude at all time, creating a supportive and encouraging 	<ul style="list-style-type: none"> • Plan and deliver Violin lessons that cater to various skill levels • Customize lesson plans to suit the individual and group learning needs of students • Prepare students for music examinations and recital annually 	<ul style="list-style-type: none"> • 40 hours per week • Weekday, 1.30pm to 9pm • Weekend, 9am to 7pm • Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	learning environment for students		
Sales and Operation Executive	<ul style="list-style-type: none"> • Minimum 'O' Level or equivalent educational qualification • Strong work ethic and diligence, committed to achieving exceptional results • Customer-focused mindset with effective verbal communication skills 	<ul style="list-style-type: none"> • Work in music school outlet and/or retail outlet in shopping malls • Provide prompt customer service to customers, and students • Support the managers in overseeing daily business and school operations 	<ul style="list-style-type: none"> • 45 hours per week • Weekday, 11am to 9pm • Weekend, 9am to 7pm • Multiple locations
Outlet Manager	<p>To qualify as an Outlet Manager, you should possess the following:</p> <ul style="list-style-type: none"> • Experienced in retails or outlet operation for more than 3 years and above • Availability to work retail hours – outlet's opening hours • Strong interpersonal and communication skills and able to handle outlet smoothly 	<p>We're looking for a dedicated and enthusiastic individual:</p> <ul style="list-style-type: none"> • Oversee the daily operations of outlet for efficient operations • Lead a team in achieving business targets and overall performance of outlets • Maintain and improve established quality and service standards 	<ul style="list-style-type: none"> • 45 hours per week • Weekday, 11am to 9pm. • Weekend, 9am to 7pm • Multiple locations
Management Associate	<ul style="list-style-type: none"> • Graduate with a Bachelor's Degree from a recognized university; no prior working experience needed • Strong interpersonal and communication skills for effective collaboration and leadership • Initially, work in music school outlet and/or outlet in retail shopping malls, as to gain hard 	<ul style="list-style-type: none"> • Ensure the smooth day-to-day operations of the outlet, including delivering customer service, conducting sales and maintaining operation excellence • Support corporate marketing events, academic events and enhance our presence on social media platforms • Fast-track to a mid-management position with this 2 years program. A qualified Management Associate is an Outlet Manager within 3 – 6 months time 	<ul style="list-style-type: none"> • 45 hours per week • Weekday, 11am to 9pm. • Weekend, 9am to 7pm • Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	experiences of our business		
Office Cleaner Supervisor (Full Time)	<ul style="list-style-type: none"> Responsible and reliable Work thoroughly accordance with cleaning checklist Do cleaning duties diligently Willing to accept all assignments Basic reporting skill 	<ul style="list-style-type: none"> Oversee cleaning team, administrative tasks etc. Clean and maintain cleanliness of the music school premises, including piano/music studios, hallways, and common areas Perform routine cleaning tasks, such as sweeping, mopping, vacuuming, carpet and floors etc. Clean and polish surfaces, including windows, mirrors, and glass panels Perform other cleaning tasks as assigned 	<ul style="list-style-type: none"> 44 hours per week 6 hours per day without meal break i.e. 11am to 5pm / 12pm to 6pm / 1pm to 7pm Multiple locations
Office Cleaner (Full Time)	<ul style="list-style-type: none"> Responsible and reliable Work thoroughly accordance with cleaning checklist Do cleaning duties diligently Willing to accept all assignments 	<ul style="list-style-type: none"> Clean and maintain cleanliness of the music school premises, including piano/music studios, hallways, and common areas Perform routine cleaning tasks, such as sweeping, mopping, vacuuming, carpet and floors etc. Clean and polish surfaces, including windows, mirrors, and glass panels Perform other cleaning tasks as assigned 	<ul style="list-style-type: none"> 30 hours per week 6 hours per day without meal break, 11am to 6pm / 12pm to 7pm/ 1pm to 8pm Multiple locations
Office Cleaner (Part Time)	<ul style="list-style-type: none"> Responsible and reliable Work thoroughly accordance with cleaning checklist Do cleaning duties diligently Willing to accept all assignments 	<ul style="list-style-type: none"> Clean and maintain cleanliness of the music school premises, including piano/music studios, hallways, and common areas Perform routine cleaning tasks, such as sweeping, mopping, vacuuming, carpet and floors etc. Clean and polish surfaces, including windows, mirrors, and glass panels. Perform other cleaning tasks as assigned 	<ul style="list-style-type: none"> 6 hours per day without meal break i.e. 11am to 5pm / 12pm to 6pm / 1pm to 7pm Multiple locations

#5 CRYSTAL JADE FINE DINING

Singapore-based culinary brand with one-MICHELIN star and multiple MICHELIN Bib Gourmand awards, with over 100 outlets across 25 major cities. Founded on the core principles of Chinese cuisine while drawing influence from modern gastronomy, Crystal Jade provides only the most wholesome food-food that nourishes, inspires and nurtures relationships, for today-and for many more generations to come.

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Cook (Kitchen)	<ul style="list-style-type: none"> • Must have at least 1 – 3 years of experience in traditional Cantonese / Teochew cuisine • Good attitude, proactive and reliable • Team work and passionate • Maintain professional grooming and appearance and acts as a role model according to established grooming and appearance policy • To communicate regarding the tasks and job responsibility 	<ul style="list-style-type: none"> • Prepare food according to the established standards • Monitoring food presentation and quality • Cook and prepare assigned dishes for serving according to the menu (Main and Special/ Promotion dishes) • Maintain a high standard of hygiene, health and safety in the kitchen • Cleaning of food preparation areas, cooking surfaces and washing of utensils • Perform any other duties assigned 	<ul style="list-style-type: none"> • 5.5 days per work week • 9 hours per day • #04-19 Ngee Ann City, 391 Orchard Road Singapore 238872
Restaurant Manager/ Assistant	<ul style="list-style-type: none"> • Preferably with 4 – 6 years of relevant F & B experience • Good communication skills and a Team player • Excellent interpersonal and customer service skills • Always serve the guest with a warm smile 	<ul style="list-style-type: none"> • Training and supervising staff • Managing operations budgets • Ensuring compliance with licensing, hygiene and health and safety legislation/guidelines • Promoting and marketing the business • Overseeing stock levels & ordering supplies • Schedule staff rosters • Handling customer enquiries and complaints • Greeting and advising customers • Preparing and presenting staffing/sales reports 	<ul style="list-style-type: none"> • 5.5 days per work week • 9 hours per day • #04-19 Ngee Ann City, 391 Orchard Road Singapore 238872 • #05-22 The Paragon, 290 Orchard Road Singapore 238859 • #02-36 Oasis Terraces, 681 Punggol Drive Singapore 820681

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assessing and improving profitability Setting targets for staff to achieve Handling administration and paperwork Liaising with customers, employees, suppliers, licensing authorities, sales representatives etc. Making improvements to the running of the business and developing the restaurant. 	<ul style="list-style-type: none"> #03-127 Great World, 1 Kim Seng Promenade, Singapore 237994 #02-28 to 02-30, One Holland Village, 7 Holland Village Way, Singapore 275748
Chopper Chef (Grade 2)	<ul style="list-style-type: none"> Must have at least 3 years of experience in traditional Cantonese / Teochew cuisine Good attitude, proactive and reliable Team work and passionate Maintain professional grooming and appearance and acts as a role model according to established grooming and appearance policy To communicate regarding the tasks and job responsibility 	<ul style="list-style-type: none"> Responsible for matching the ingredients of all kinds of dishes and engraving to ensure the basic ingredients of the dishes and guarantee the quality of the products Responsible for preparing, processing and cutting of all ingredients for various dishes Ensure staff members practice food safety and hygienic procedures Ensure kitchen equipment are functional Responsible for stock taking 	<ul style="list-style-type: none"> 5.5 days per work week 9 hours per day #03-96 Jurong Point JP2, Jurong West Central 2 Singapore 648886
Cook (Dim Sum)	<ul style="list-style-type: none"> Must have at least 1 – 3 years of experience in traditional Cantonese / Teochew cuisine Good attitude, proactive and reliable Team work and passionate Maintain professional grooming and appearance and acts 	<ul style="list-style-type: none"> Prepare food according to the established standards Monitoring food presentation and quality Cook and prepare assigned dishes for serving according to the menu (Main and Special/ Promotion dishes) Maintain a high standard of hygiene, health and safety in the kitchen 	<ul style="list-style-type: none"> 5.5 days per work week 9 hours per day #02-21 i12 Katong, 112 East Coast Road Singapore 428802

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>as a role model according to established grooming and appearance policy</p> <ul style="list-style-type: none"> To communicate regarding the tasks and job responsibility 	<ul style="list-style-type: none"> Cleaning of food preparation areas, cooking surfaces and washing of utensils Perform any other duties assigned 	
Junior Culinary Specialist	<ul style="list-style-type: none"> Strong passion and interest in Chinese cuisine preparation and processes Able to accept criticism and work well under pressure Able to work well with others Utilise critical thinking skills required to evaluate strategic issues arising trend within culinary industry Proficient in using MS Office, Data Management Systems Team player and disciplined 	<ul style="list-style-type: none"> Prepare food according to the established standards Monitoring food presentation and quality Conduct basic research, and new product research and development of foods Develop new and improved methods and systems for food processing, production, quality control, packaging, and distribution Develop and plan new menus and daily specials Manage food costing and inventory Maintain standards for food storage, rotation, quality, and appearance Order kitchen supplies and food, maintain inventory and check food and other ingredients for freshness and taste Additional ad-hoc duties assigned by superior 	<ul style="list-style-type: none"> 5.5 days per work week 9 hours per day #02-21 i12 Katong, 112 East Coast Road Singapore 428802
Kitchen Assistant (Dim Sum)	<ul style="list-style-type: none"> Preferably 1 year of experience in traditional Cantonese / Teochew cuisine Good attitude, proactive and reliable Team work and passionate Maintain professional grooming and appearance and acts as a role model 	<ul style="list-style-type: none"> Responsible for food preparation, maintaining the kitchen equipment/utensils at utmost cleanliness and hygiene Assist Cooks with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat 	<ul style="list-style-type: none"> 5.5 days per work week 9 hours per day #01-11/12, Hillion Mall, 17 Petir Road, Singapore 678278

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> according to established grooming and appearance policy • To communicate regarding the tasks and job responsibility 	<ul style="list-style-type: none"> • Preparation and storage of ingredients in designated containers and storage areas • Portioning, weighing and measuring of ingredients • Receiving and storage of food supplies, equipment and ingredients • Removing trash and cleaning of kitchen garbage containers • Any other ad-hoc duties as assigned by superior 	
Kitchen Assistant (Kitchen)	<ul style="list-style-type: none"> • Preferably 1 year of experience in traditional Cantonese / Teochew cuisine • Good attitude, proactive and reliable • Team work and passionate • Maintain professional grooming and appearance and acts as a role model according to established grooming and appearance policy • To communicate regarding the tasks and job responsibility 	<ul style="list-style-type: none"> • Responsible for food preparation, maintaining the kitchen equipment/utensils at utmost cleanliness and hygiene • Assist Cooks with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat • Preparation and storage of ingredients in designated containers and storage areas • Portioning, weighing and measuring of ingredients • Receiving and storage of food supplies, equipment and ingredients • Removing trash and cleaning of kitchen garbage containers • Any other ad-hoc duties as assigned by superior 	<ul style="list-style-type: none"> • 5.5 days per work week • 9 hours per day • #B2-38 Takashimaya Shopping Centre, 391 Orchard Road Singapore 238872
Kitchen Assistant (Noodle & Congee)	<ul style="list-style-type: none"> • Preferably 1 year of experience in traditional Cantonese / Teochew cuisine • Good attitude, proactive and reliable • Team work and passionate • Maintain professional grooming and appearance and acts 	<ul style="list-style-type: none"> • Responsible for food preparation, maintaining the kitchen equipment/utensils at utmost cleanliness and hygiene • Assist Cooks with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat 	<ul style="list-style-type: none"> • 5.5 days per work week • 9 hours per day • #B2-38 Takashimaya Shopping Centre, 391 Orchard Road Singapore 238872

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>as a role model according to established grooming and appearance policy</p> <ul style="list-style-type: none"> To communicate regarding the tasks and job responsibility 	<ul style="list-style-type: none"> Preparation and storage of ingredients in designated containers and storage areas Portioning, weighing and measuring of ingredients Receiving and storage of food supplies, equipment and ingredients Removing trash and cleaning of kitchen garbage containers Any other ad-hoc duties as assigned by superior 	
PR Manager	<ul style="list-style-type: none"> Preferably with 2 - 5 years of F & B experience Good communication skills and a Team player Good interpersonal and guest service skills 	<ul style="list-style-type: none"> Manage reservation / table management system Handle customer enquiry through phone call, email and any other channels promptly Greet customer upon their arrival and attend to them promptly Assign table / seat for reservation or walk-in customer with the mindset of maximizing restaurant capacity / turn over Ensure main entrance and reception area are clean and neat Ensure workstation is operational ready for start of business Helping other team members when needed Perform other duties assigned by superior 	<ul style="list-style-type: none"> 5.5 days per work week 9 hours per day #04-19 Ngee Ann City, 391 Orchard Road Singapore 238872
Waiter/ Waitress	<ul style="list-style-type: none"> Good communication skills and a Team player Good interpersonal and guest service skills 	<ul style="list-style-type: none"> Ensure workstations are fully stocked up and is operationally ready Provide high quality service and make customer feel welcome according to Company standard Ensure the restaurant is clean and tidy at all times Deliver food and beverages from kitchen and bar to guests in a timely manner 	<ul style="list-style-type: none"> 5.5 days per work week 9 hours per day #05-22 The Paragon, 290 Orchard Road Singapore 238859

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare and turnover tables for next customer • Ensure all soiled dishes are cleared from the stations • Assist customer in their needs and request • Any other duties assigned by supervisor 	
Wok Chef	<ul style="list-style-type: none"> • Must have at least 4-5 years of experience in traditional Cantonese / Teochew cuisine • Good attitude, proactive and reliable. • Team work and passionate • Maintain professional grooming and appearance and acts as a role model according to established grooming and appearance policy • To communicate regarding the tasks and job responsibility 	<ul style="list-style-type: none"> • Responsible for the preparation for dishes such as seafood, poultry, meat and vegetables, also responsible for the preparation of pre-made and pastry dishes and appetizer • Coordinate with Department Cooks on the procedures and process of the dishes • Prepare food according to the established standards • Monitoring food presentation and quality • Cook and prepare assigned dishes for serving according to the menu (Main and Special/ Promotion dishes) • Maintain a high standard of hygiene, health and safety in the kitchen • Cleaning of food preparation areas, cooking surfaces and washing of utensils • Perform any other duties assigned 	<ul style="list-style-type: none"> • 5.5 days per work week • 9 hours per day • #03-127 Great World, 1 Kim Seng Promenade, Singapore 237994

#6 HOOGA

HOOGA (hue-guh) is a Singapore home décor brand that is inspired by the Danish art of cosiness.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Associate	<ul style="list-style-type: none"> • Friendly and upbeat personality • Maintain a positive attitude and focus on customer satisfaction 	<ul style="list-style-type: none"> • Providing engaging and outstanding customer service • Maintaining neatly organized shelves 	<ul style="list-style-type: none"> • 5 days work week • 11am to 10pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Comfortable with working on PH / weekends 	<ul style="list-style-type: none"> Operating cash registers Performing other ad-hoc duties as assigned 	<ul style="list-style-type: none"> Multiple locations
Sales Associate	<ul style="list-style-type: none"> Friendly and upbeat personality Maintain a positive attitude and focus on customer satisfaction Comfortable with working on PH / weekends 	<ul style="list-style-type: none"> Providing engaging and outstanding customer service Maintaining neatly organized shelves Operating cash registers Performing other ad-hoc duties as assigned 	<ul style="list-style-type: none"> 2 days work week 12pm to 10pm Multiple locations
Store Supervisor	<ul style="list-style-type: none"> Friendly and upbeat personality Maintain a positive attitude and focus on customer satisfaction Comfortable with working on PH / weekends 	<ul style="list-style-type: none"> Assess customers' needs and provide assistance and information on product features Ensure high levels of customer satisfaction through excellent sales service Assist the Store Manager in supervising associates to ensure they are in compliance with established store policies and procedures Maintain in stock and presentable condition of the store Operate cash registers to handle customer purchases Proactively supports any promotional activity within the store and contributes to an effective working environment Perform any other ad hoc duties as assigned by Manager 	<ul style="list-style-type: none"> 5 days work week 11am to 10pm Multiple locations

#7 JAPAN HOME (RETAIL) PTE LTD

Japan Home (Retail) is the One-Stop Shop for Modern Lifestyle & Household Living.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Assistant	<ul style="list-style-type: none"> Willing to work on rotating shift and weekends and PH 	<ul style="list-style-type: none"> Serve customer with positive attitude 	<ul style="list-style-type: none"> 6 days work week 10am to 10pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Integrity and responsible personality • Independent, self-motivated, take initiative to finish jobs according to instruction 	<ul style="list-style-type: none"> • Replenish of goods upon receiving orders • Goods display and off-shelves display • Price tagging and decoding • Cashier's duties • Housekeeping 	<ul style="list-style-type: none"> • Singapore 486548
Warehouse Assistant	<ul style="list-style-type: none"> • Team player with good communication skills • Responsible and take ownership for work done • Able to work well in a fast-paced environment with minimum supervision • Physically fit 	<ul style="list-style-type: none"> • Pick and pack customer orders with accuracy and efficiency • Receive incoming shipments, check quantity and condition of items received • Label products where required and put away at designated locations of the • General housekeeping to ensure workplace is neat and tidy • Any other ad hoc tasks as assigned by the Supervisor 	<ul style="list-style-type: none"> • 6 days work week • 10am to 10pm • Singapore 486548

#8 KEBABS FAKTRY – FAST FOOD RESTAURANT

Kebabs Faktory is a one-stop kebab shop where you can feast on different varieties of fresh and authentic kebabs from all over the world, under one roof. Our cuisines include Mexican, Mediterranean, Middle-Eastern, Turkish, Indian & more.

The idea behind our concept is simple; to serve healthy, fresh & tasty food of consistent quality at a great value! All our signature shawarma kebabs are freshly prepared using the finest cuts of chicken thighs & succulent lamb legs. We provide food that is authentic, great in value, mouth-watering and generously portioned while also offering healthy selections in our menu. We take pride in serving with a smile and bringing joy to our customers through our food and friendly service.

With healthier choices and alternatives on our menu, our kebabs can be incorporated most dietary preferences and requirements. With Vegan, Vegetarian, Keto-Friendly & Dairy-free choices, there is a choice for everyone.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Outlet Manager	<ul style="list-style-type: none"> • 3 years of F&B experience with at least 1 year of 	Lead your team to success. You will be in charge of day-to-day outlet operations, P&L and	<ul style="list-style-type: none"> • 6 days work week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> experience in managing staff • Experience in inventory management and ordering for supplies • P&L Management experience 	training of your own dedicated team. An excellent career opportunity and rise through the ranks!	<ul style="list-style-type: none"> • 44 hours per week • Singapore 199485
Business Development Manager	<ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Marketing, or a related field. MBA is a plus • Minimum of 5 years of experience in business development, sales, or a related role, preferably in the food and beverage industry • Proven track record in successfully expanding businesses and establishing partnerships in multiple markets • Strong negotiation, persuasion, and relationship-building skills, with the ability to influence and collaborate effectively at all levels of the organization • Excellent analytical and problem-solving abilities, with a data-driven approach to decision-making 	As the Business Development Manager, you will be responsible for identifying and executing strategic opportunities to expand the Kebabs Faktory brand in Singapore. You will play a pivotal role in developing and implementing growth strategies, establishing partnerships, and driving revenue growth. The ideal candidate has a strong business acumen, excellent communication skills, and a proven track record in driving business expansion in the food and beverage industry.	<ul style="list-style-type: none"> • 5 days work week • 44 hours per week • Singapore 199485

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Entrepreneurial mindset with a demonstrated ability to identify and seize business opportunities • Exceptional communication and presentation skills, both written and verbal • Willingness to travel frequently across Asia, as required • Knowledge of the Asian food and beverage market is highly desirable 		
Accounts Assistant	<ul style="list-style-type: none"> • Diploma or Degree in Accounting, Finance, or a related field. • Prior experience as an Accounts Assistant or in a similar role preferred • Proficient in using accounting software and MS Office applications, particularly Excel • Strong attention to detail and accuracy in financial record-keeping • Excellent organizational and time management skills • Ability to work effectively both independently and as part of a team • Knowledge of accounting 	<p>The Accounts Assistant will provide support to the Accountant in managing the financial operations of the F&B company. This includes assisting with accounts payable and receivable, reconciling financial statements, preparing financial reports, and maintaining accurate financial records. The Accounts Assistant will work closely with other team members to ensure timely and accurate completion of financial tasks.</p>	<ul style="list-style-type: none"> • 5 days work week • 44 hours per week • Singapore 199485

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	principles and procedures <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Familiarity with F&B industry and related financial processes is a plus • Ability to maintain confidentiality of financial information 		
Service Crew	<ul style="list-style-type: none"> • Proven work experience as a Food Service Worker or similar role • Excellent communication skills, both verbal and written • Basic mathematical skills • Proficient understanding of food allergies and modified diets • A high school diploma or equivalent is preferred 	Be a part of the #KebabCrew – learn and gain experience in the fast-food industry & develop excellent customer and communication skills.	<ul style="list-style-type: none"> • 6 days work week • 44 hours per week • Singapore 199485

#9 MINISO SG PTE LTD

MINISO's original intention was to enable the young generation to enjoy life through high-quality products and services. Bring affordable, well-designed, quality products to worldwide customers.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Assistant	<ul style="list-style-type: none"> • Great customer service experience is preferred • Display merchandise and replenish stocks • Cashiering duties 	<ul style="list-style-type: none"> • Customer service • Display merchandise and replenish stocks • Cashiering duties • Perform daily housekeeping 	<ul style="list-style-type: none"> • 5 days work weeks • 44 hours per week • Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Perform daily housekeeping 		
Store Supervisor	<ul style="list-style-type: none"> Great customer service experience is preferred Display merchandise and replenish stocks Cashiering duties Perform daily housekeeping 	<ul style="list-style-type: none"> Great customer service experience is preferred Display merchandise and replenish stocks Cashiering duties Perform daily housekeeping 	<ul style="list-style-type: none"> 5 days work weeks 44 hours per week Multiple locations
Operations Assistant	<ul style="list-style-type: none"> Strong communication skills, time management and project management skills Have a certain understanding of the retail industry and a strong marketing sense 	<ul style="list-style-type: none"> Strategy development: Assist the operations manager in developing strategies for improving store performance, and follow up on the implementation of store landing Data analysis: Responsible for reviewing and analyzing store performance, including weekly and monthly performance reports Upgrade store image: Independently responsible for store image optimization projects, including liaising with design suppliers, preparing materials for distribution, and optimizing materials Market research: Assist the operations manager in completing market research related tasks, including competitor research, mall research, etc. 	<ul style="list-style-type: none"> 5 days work weeks 44 hours per week Multiple locations

#18 e2i SERVICES

Services provided	Details
1-to-1 Career Coaching	<p>Our career coaches can offer you invaluable assistance such as:</p> <ul style="list-style-type: none"> Uncovering your career interests and goals Assessing your current employability gaps Expanding your job search resources and knowledge of the job market

Services provided	Details
	<ul style="list-style-type: none"> • Recommending relevant workshops to boost your skills and employability • Providing personalised job matching services • Offering support and building your confidence to advance in your career journey
1-to-1 Resume consultation	<p>Our career coaches can offer you invaluable assistance such as:</p> <ul style="list-style-type: none"> • Customizing your resume by highlighting your Unique Selling Points (USPs) targeted at the role that you wish to apply for • Learning how to leverage on our resume builder platform to customize your resume

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.com.sg/app>



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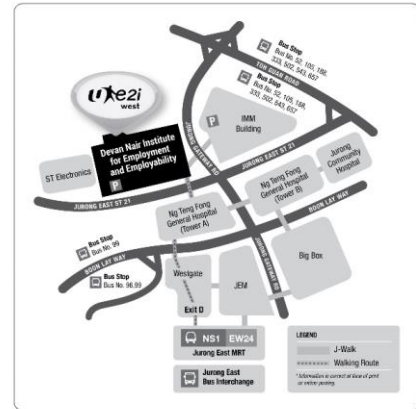
You can also reach them at the following centres (By appointment only):



e2i west

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

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)
<https://bit.ly/jsc-ja-nonpmet>

