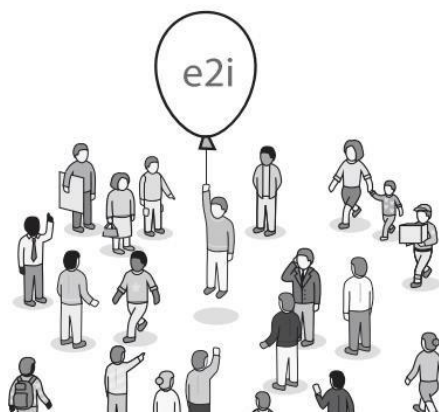


e2i Career Elevate Fair @ Catapult (Rochester Park) 3 October 2025

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 BAKER TILLY TFW LLP

Job Positions	Pre-requisites	Working Hours / Location
1. Audit Associate / Senior Associate	<p>Job Description:</p> <ul style="list-style-type: none"> Assist in carrying out quality audits and other assurance services to clients across multiple industries Assist in-charge in obtaining all necessary audit working papers and documentation including researching and documenting facts and findings Identify and communicate accounting and auditing matters to managers and partners Identify performance improvement opportunities Interact with clients to help ensure that the information flow from the client to the audit team is efficient 	<ul style="list-style-type: none"> 5 days, 8.30am to 5.30pm North Bridge Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Graduates with an Accountancy degree or equivalent professional qualification in Accountancy Graduates with non-accountancy degrees who are keen to pursue qualification as Singapore Chartered Accountant are also welcome to apply 	
2. Corporate Secretarial Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Management of end-to-end corporate secretarial functions, including, but not limited to: Company incorporation Amendments to company constitution Share allotment and/or share transfers Preparation of board meetings and AGMs documentations (e.g., minutes, resolutions and articles of association) Meeting attendance and minute-taking Attend to client enquiry on Corporate Secretarial engagement matters Supervise Corporate Secretarial Associates' work on engagement matters and ACRA filing Ensure timely AGM reminders and Filing of Annual Returns Maintain and upkeep statutory registers Perform AML KYC procedures Prepare and submit fee quotations to clients for ad-hoc corporate secretarial services 	<ul style="list-style-type: none"> 5 days, 8.30am to 5.30pm North Bridge Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Qualified Chartered Secretary or holder of other relevant professional qualifications 8 to 10 years of hands-on corporate secretarial experience, or legal background with a focus on corporate law and compliance Proven supervisory experience in managing junior corporate secretarial professionals Prior experience in a corporate service provider environment will be advantageous Good knowledge of Companies Act and Anti-Money Laundering (AML) / Counter-Financing of Terrorism (CFT) requirements of registered filing agents Exposure to public unlisted entities and non-profit organisation will be a plus 	

Job Positions	Pre-requisites	Working Hours / Location
3. Governance, Risk, and Sustainability Consultant	Job Description: <ul style="list-style-type: none"> As part of our growing Governance, Risk & Sustainability Advisory Practice, we are inviting highly talented individuals to join us as a Governance, Risk & Sustainability Consultant to deliver the following high quality professional services to our clients: Internal Audit (Co-sourcing/Outsourcing), Pre-IPO Internal controls assessment, Sarbanes Oxley Reviews, Third party business processes assurance, Enterprise Risk Management, Business Processes Consulting, Investigations, ESG & sustainability consulting. Executing advisory engagements Client servicing Supporting practice development activities 	<ul style="list-style-type: none"> 5 days, 8.30am to 5.30pm North Bridge Road
	Job Requirement: <ul style="list-style-type: none"> Relevant Bachelor's degree or diploma Excellent oral and written communication skills. Strong ability to adapt and desire to excel in a fast-paced working environment Willingness to work on cross border engagements 	
4. Restructuring and Recovery Assistant Manager / Manager	Job Description: <ul style="list-style-type: none"> Manage various modes of corporate and individual restructuring, including Liquidation, Judicial Management, Receiverships, Scheme of Arrangement, and bankruptcy cases Support clients with crisis management and corporate advisory projects tailored to their unique challenges and goals Conduct financial analysis, evaluate clients' financial health, and develop customized turnaround strategies Liaise effectively with internal and external stakeholders, including clients, creditors, and regulatory authorities, to ensure seamless communication and alignment 	<ul style="list-style-type: none"> 5 days, 8.30am to 5.30pm North Bridge Road
	Job Requirement: <ul style="list-style-type: none"> A degree or professional qualification in Accountancy At least 4 years of proven and relevant insolvency experience Strong written and verbal communication skills Excellent interpersonal skills and confidence in managing client relationships 	
5. Tax Associate	Job Description: <ul style="list-style-type: none"> Transfer Pricing: Support the Partner and Manager teams in servicing clients in relation to their tax needs in the area of transfer pricing. Our transfer pricing services include: Design cross border supply chain mode Implement pricing policies from a commercial perspective Perform industry specific economic analysis Support clients in handling their tax controversies Develop strong relationships with our clients and with our colleagues, both internally and across the Baker Tilly International Network. 	<ul style="list-style-type: none"> 5 days, 8.30am to 5.30pm North Bridge Road

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Work with colleagues internally and across the globe in relation to proposals and delivering on tax projects in transfer pricing. • Provide support in relation to marketing activities such as seminars, webcasts and business development collaterals. • GST: Support the Partner and Manager teams in servicing clients in relation to their tax needs in the area of GST. • Our GST services include: Advise clients on the GST implications and applicable treatment of their business transactions (e.g., new business arrangements, cross border transactions) • Assist clients with the application of GST registration, exemption and GST scheme • Assist clients with the review and e-filing of GST returns • Conduct GST health check reviews, GST due diligence reviews, Assisted Self Help Kit (ASK) reviews, Assisted Compliance Assurance Programme (ACAP) reviews • Assist clients in managing IRAS GST audits/investigations. • Assist clients in seeking GST rulings from IRAS • Develop strong relationships with our clients and with our colleagues, both internally and across the Baker Tilly International Network. • Work with colleagues internally and across the globe in relation to proposals and delivering on tax projects in GST. • Provide support in relation to marketing activities such as seminars, webcasts and business development collaterals. • Income Tax: Support the Partner and Manager teams in servicing clients in relation to their tax needs in the area of income tax. • Our income tax services include: Assist clients with the preparation, review and e-filing of their income tax returns (and organising the necessary information request flows, documentation and research needs) • Assist in fulfilment of clients' income tax advisory needs in relation to their business transactions (e.g., new business arrangements, cross border transactions) • Assist in fulfilment of clients' income tax advisory needs on tax structuring matters and conducting income tax due diligence reviews (typically in M&A situations) • Assist clients in managing IRAS queries/audits • Assist clients in seeking income tax rulings/clarifications from IRAS • Develop strong relationships with our clients and with our colleagues, both internally and across the Baker Tilly International Network • Work with colleagues internally and across the globe in relation to proposals and delivering on tax projects. • Provide support in relation to marketing activities such as seminars, webcasts and business development collaterals <p>Job Requirement:</p>	

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Economics, Finance or other business-related field • Ability and desire to work in a fast-paced environment • Proficient in Microsoft Excel and PowerPoint • Strong written and verbal communication • Strong analytical and problem-solving skills, with a high level of attention to details • Integrity, maturity, dependability, a positive attitude, and a strong work ethic 	
6. Tax (GST) Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • You will lead and manage engagements in relation to the provision of GST compliance and advisory services to clients. • The job scope includes, but is not limited to, the following: • Advising clients on the GST implications and applicable treatment of their business transactions (e.g., new business arrangements, cross border transactions) • Assisting clients with the application of GST registration, exemption and GST schemes • Assisting clients with the review and e-filing of their GST returns • Conducting GST health check reviews, GST due diligence reviews, Assisted Self Help Kit (ASK) reviews, Assisted Compliance Assurance Programme (ACAP) reviews • Assisting clients in managing IRAS GST audits/investigations • Assisting clients in seeking GST rulings from IRAS <p>Job Requirement:</p> <ul style="list-style-type: none"> • Graduates with a Bachelor degree in Accountancy, or any discipline or relevant professional qualification with at least 6 years of relevant GST experience preferably with an international accounting firm • A positive working attitude, meticulous and ability to work effectively in a team • Ability to multi-task and can work under pressure • Good oral communication and written skills • Strong analytical skills • Preferably an accredited member of the Singapore Institute of Accredited Tax Professionals (SIATP) i.e., Accredited Tax Advisor (ATA) (GST) or Accredited Tax Practitioner (ATP) (GST) 	<ul style="list-style-type: none"> • 5 days, 8.30am to 5.30pm • North Bridge Road
7. Outsource Accounting Associate	<p>Job Description:</p> <ul style="list-style-type: none"> • Handle full or partial sets of accounts, GST, and compliance matters • Assist to maintain and administer accounting matters for the portfolio of clients • Timely preparation of accounts and financial reports to comply with the clients' policies and statutory requirements • Responsible for the full spectrum of payroll functions in relation to the portfolio of clients (monthly CPF contribution, IR8A tax submission) • Any other ad hoc duties as required by the Outsourcing Department <p>Job Requirement:</p>	<ul style="list-style-type: none"> • 5 days, 8.30am to 5.30pm • North Bridge Road

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Entry level candidates with a Bachelor's degree in Accountancy, ISCA, ACCA, or other equivalent professional qualifications • Applicants with one year of relevant experience are welcomed to apply • Good command of the English language • Possess strong interpersonal and client relationship skills • Meticulous and organised individual with strong initiatives • Proactive in problem-solving • Positive working attitude and willingness to learn 	

#2 BULLIONSTAR PTE. LTD.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Accounts Executive	Job Description: <ul style="list-style-type: none"> • Core responsibility is to ensure the smoothness of daily closing tasks: • Multi-currency bank reconciliations, Crypto exchange hedging, reconciliations, and trade accounting • Preparing payments and liaise with bank relationship managers when required • Ensure that trade AP and AR positions are fully understood and reconciled and issue the daily financial closing report. • Based on learning curve, other responsibilities will follow: • AP and AR bookings and review (Xero), • Attending to customer enquiries related to payments • Conducting general know your customer due diligence • Contribution to GST submission • Other accounting and reporting duties as assigned by managers. 		<ul style="list-style-type: none"> • Tues - Sat: 9am to 6pm • New Bridge Road
	Job Requirement: <ul style="list-style-type: none"> • Accounting skills: A qualification within Finance/Accounting or prior exposures to accounting roles. • Meticulous: As you will be dealing with accounts, you are to be good with numbers and be meticulous and diligent in all aspects of the role, e.g., tallying figures right down to the cent. • Conscientious: You have a personality trait of being careful and take your obligations seriously. • Your working behaviour is mature and professional in dealing with your colleagues or solving issues. • Efficient: While being careful and diligent, you perform your tasks in an efficient and organized manner. • You always look for ways of improving the way you are doing things. • Communicative: As part of an integrated and international team, you are able to communicate well in English in both verbal and written form. • You are encouraged to communicate openly and directly across all levels of the organization. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">Committed: You do not leave a task half done; you take ownership of your responsibilities.		
2. Bullion Executive	Job Description: <ul style="list-style-type: none">Build and maintain relationships with customersGuide and assist customers in our bullion shopTest the authenticity of precious metalsAssist in driving, developing and improving BullionStar’s customer care programDevelop and assist in marketing effortsProvide support for BullionStar’s affiliate program		<ul style="list-style-type: none">5.5 days, 10:30am to 7:30pmNew Bridge Road
	Job Requirement: <ul style="list-style-type: none">Meticulous: As you will be dealing with highly valuable items, you are to be meticulous and diligent in all aspects of the role, e.g., conducting inventory audits, testing the authenticity of the precious metal product, handling cash, etc.Versatile: You are required to switch between speaking with customers, to hands-on operational work, to desk-bound administrative work throughout the day.Great Communicator: You need to be proficient in verbal and written English to communicate effectively with our customers.Fluency in additional languages and/or dialects is a plus. (Good communication skills in other language and/or dialects language to build and maintain relationships with multi-lingual customers)As part of an integrated and international team, you are furthermore encouraged to communicate openly and directly across all levels of the organization.		
3. Content Creator	Job Description: <ul style="list-style-type: none">On-Camera Hosting – Be the face of BullionStar’s digital content, presenting videos and live sessions with confidence and energy.Creative Content Development – Brainstorm and conceptualize engaging topics that connect with our audience.Audience Engagement – Interact with followers through live Q&A sessions, social media comments, and community discussions.Social Media Growth – Create content that increases engagement, attracts new followers, and strengthens our brand presence.Trend Monitoring – Stay updated on digital content trends and social media best practices to ensure our content remains relevant and competitive.Collaboration – Work closely with our video production and marketing teams to develop compelling content that aligns with our brand.		<ul style="list-style-type: none">5 days, 9am to 6pmNew Bridge Road
	Job Requirement: <ul style="list-style-type: none">Strong on-camera presence – Confident, engaging, and able to captivate an audience.A creative mindset – Ability to develop fun, engaging, and original content ideas.		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Social media expertise – Understanding of platform trends, audience behavior, and viral content strategies. • Excellent communication skills – Ability to break down complex topics into relatable and entertaining content. • Passion for digital content and storytelling – You love being in front of the camera and know how to keep an audience engaged. 		
4. Customer Support Specialist	<p>Job Description:</p> <ul style="list-style-type: none"> • Provide outstanding customer service by efficiently managing inquiries and support through phone and email communication channels. • Professionally handle high volume of inquiries from clients and customers. • Take ownership of achieving individual KPIs and contributing to overall team performance goals. • Assist in driving, developing and improving BullionStar's customer care program. • Continuously identify work process improvements. • Communicate effectively to other members of the team and the team lead when help is needed. • Uphold a high level of integrity by ensuring customer information remains strictly confidential at all times. • Perform office-based administrative duties whenever required. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Meticulous: As you will be dealing with highly valuable items, you are to be meticulous and diligent in all aspects of the role, e.g., conducting inventory audits, testing the authenticity of the precious metal product, handling cash, etc. • Versatile: You are required to switch between speaking with customers, to hands-on operational work, to desk-bound administrative work throughout the day. • Great Communicator: You need to be proficient in verbal and written English to communicate effectively with our customers. • Fluency in additional languages and/or dialects is a plus. (Good communication skills in other language and/or dialects language to build and maintain relationships with multi-lingual customers) • As part of an integrated and international team, you are furthermore encouraged to communicate openly and directly across all levels of the organization. 		<ul style="list-style-type: none"> • 5.5 days, 10:30am to 7:30pm • New Bridge Road
5. Technical Product Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Understand Business Needs: Take charge of BullionStar's web features by gathering and analysing requirements to ensure alignment with business objectives and customer needs. • Collaborate with Stakeholders: Define and prioritise feature developments while maintaining clear and continuous communication with all involved parties. 		<ul style="list-style-type: none"> • 5 days, 9am to 6pm • New Bridge Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Drive Product Development: Work closely with a talented development team to translate requirements into actionable user stories and drive progress toward project milestones. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Self-Motivated: You have the inner drive to manage your time effectively and push projects forward independently. Results-Oriented: You take ownership of your projects, make decisions with confidence, and consistently deliver success. Proven experience in leading web and/or back-end systems. A solid understanding of technical concepts in web. Excellent proficiency in spoken and written English. 		
6. Warehouse & Vault Operations Administrative Assistant	<p>Job Description:</p> <ul style="list-style-type: none"> Administrative Support: Liaise with logistics partners such as UPS, FedEx, and other courier services to coordinate and track shipments and deliveries Check and process relevant documentation such as invoices, shipping forms, and order records Ensure accurate filing and record-keeping for compliance and operational efficiency Support communication across departments to ensure smooth day-to-day operations Vault Assistance: Assist the Vault Manager in vaulting operations and inventory audits Assist with processing of storage-related orders Assist with inbound and outbound precious metals deliveries Maintain cleanliness of vault Operational Support: Assist in the processing of orders for shipment Assist in cash counting and testing the authenticity of precious metals Ensure that precious metals in the showroom are displayed in a presentable and appealing manner Any other tasks as assigned. 		<ul style="list-style-type: none"> 5.5 days, Mon - Fri: 10:30am to 7:30pm Sat: 10:30am - 3pm / 3pm to 7:30pm (Halfday) New Bridge Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Integrity: You are required to demonstrate integrity in all aspects of your work and your conduct Meticulous: As you will be dealing with highly valuable items, you are to be meticulous and diligent in all aspects of the role, e.g., conducting inventory audits, testing the authenticity of the precious metal product, handling cash, etc. 		
7. Warehouse & Vault Operations Assistant	<p>Job Description:</p> <ul style="list-style-type: none"> Assist the Vault Manager in vaulting operations and inventory audits Assist with processing of storage-related orders Assist with inbound and outbound precious metals deliveries Maintain cleanliness of vault Assist in the processing of orders for shipment Assist in cash counting and testing the authenticity of precious metals Ensure that precious metals in the showroom are displayed in a presentable and appealing manner 		<ul style="list-style-type: none"> 5.5 days, Mon - Fri: 10:30am to 7:30pm Sat: 10:30am - 3pm / 3pm to 7:30pm (Halfday) New Bridge Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Any other tasks as assigned. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Integrity: You are required to demonstrate integrity in all aspects of your work and your conduct Meticulous: As you will be dealing with highly valuable items, you are to be meticulous and diligent in all aspects of the role, e.g., conducting inventory audits, testing the authenticity of the precious metal product, handling cash, etc. 		

#3 ChainUp Pte. Ltd.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Account Executive (Blockchain sales)	<p>Job Description:</p> <ul style="list-style-type: none"> Cooperate with the sales director to achieve the sales targets in the responsible area. Develop long-term relationships with customers, responsible for customer management and maintenance, daily communication and provide customers with timely answers. Conduct analysis of your customers, dig deeply into their needs and integrate internal and external resources effectively to form a comprehensive solution. Grasp the dynamics of the international market, knowing and having own opinions on the market conditions. Participate in international industry summits and explore sales leads. <p>Job Requirement:</p> <ul style="list-style-type: none"> Full-time bachelor's degree or equivalent and above 2-3 years of sales related experience, entry level graduates with good qualifications could be accepted Ability to speak English fluently Positive, optimistic and proactive Careful and reliable 		<ul style="list-style-type: none"> 5 days Temasek Avenue

#4 DACTA SG PTE LTD

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Engineer/Consultant	<p>Job Description:</p> <ul style="list-style-type: none"> Looking for candidates with GRC skills and a junior-level penetration testing background. Conduct end-to-end Vulnerability Assessment and Penetration Testing (VAPT) across mobile apps (iOS/Android), cloud environments (AWS/Azure/GCP), networks, and applications for SME to enterprise clients. Support Governance, Risk, and Compliance (GRC) activities, including assisting with risk assessments, policy reviews, and compliance documentation. Perform mobile security testing including static/dynamic analysis (MobSF, Frida), reverse engineering, and assessment of anti-tampering controls. 		<ul style="list-style-type: none"> 5 days Mohamed Sultan Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Conduct host configuration reviews against CIS Benchmarks/NIST standards, identifying misconfigurations (weak permissions, default creds) and providing hardening recommendations. Perform thorough source code reviews (SAST/manual analysis) for vulnerabilities (SQLi, XSS, logic flaws) in Java/Python/.NET/Node.js applications. Provide expert risk prioritization (CVSS, exploitability) and remediation guidance tailored to client environments and business impact. Deliver detailed technical reports with proof-of-concepts (PoCs), executive summaries, and actionable mitigation steps. Conduct risk assessment on digital solutions and third parties. Identify potential risks and provide options to protect the OT critical infrastructure, ICT Infrastructure, application systems and cloud environment. Conduct compliance checks on internal controls to ensure compliance with established policies and applicable regulations. Assist in developing policies, standards and guidelines to safeguard digital assets in adherence to business needs, industrial best practices and regulatory requirements. Manage security projects and solution implementation activities that address cybersecurity risks. Plan, design and conduct cyber security incident response workshops and exercises (table-top exercises, simulation, and drills) Be aware of latest industry standards, regulatory requirements and the potential impacts to cybersecurity policies, standards and procedures. Participate in client briefings to explain findings, address concerns, and align security improvements with business goals 		
	Job Requirement: <ul style="list-style-type: none"> One year experience 		

#5 KBX Resources Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Accounts Executive	Job Description: <ul style="list-style-type: none"> Maintain full sets of accounts (AP, AR, GL) using accounting software (e.g., Xero, QuickBooks, or MYOB). Process invoices, payments, and receipts in a timely manner. Reconcile bank statements and monitor cash flow. Prepare and file GST returns (quarterly/annual) with IRAS. Generate monthly P&L, balance sheets, and cash flow statements. Assist in budgeting, forecasting, and financial analysis. Provide management with insights on financial performance. Coordinate with suppliers, customers, and banks for payment processing. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Paya Lebar Square

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Follow up on overdue invoices and manage collections. Ensure compliance with Singapore Financial Reporting Standards (SFRS). Any other tasks as directed. 		
	Job Requirement: <ul style="list-style-type: none"> Diploma in Business, Admin, Accounting or related field Preferred knowledge of financial reporting standards Ability to work independently and in a team under tight deadlines. Multilingual abilities to liaise with international trade stakeholders Career switchers are welcome to apply 		
2. Business Development Executive	Job Description: <ul style="list-style-type: none"> Conduct in-depth market research to identify emerging trends, potential clients, and untapped markets. Analyse competitor strategies and pricing to position the company effectively. Identify and evaluate new suppliers, distributors, and buyers to expand the trading portfolio. Generate and pursue new leads through cold calling, networking, trade shows, and digital platforms (e.g., LinkedIn, Alibaba). Build and maintain strong relationships with existing and prospective clients, ensuring long-term partnerships. Negotiate contracts, pricing, and terms with suppliers and buyers to maximize profitability. Develop and implement sales strategies to meet or exceed revenue targets. Prepare and present proposals, quotations, and tenders to potential clients. Collaborate with the logistics and operations team to ensure smooth order fulfilment and client satisfaction. Ensure all trade transactions comply with international regulations (e.g., Incoterms, export/import laws). Oversee the preparation of commercial invoices, shipping documents, and LC (Letter of Credit) processing. Liaise with legal and finance teams to mitigate risks in cross-border transactions. Maintain a pipeline of prospects and provide regular updates to management. Monitor sales performance using CRM tools (e.g., Salesforce, HubSpot) and adjust strategies as needed. Prepare weekly/monthly reports on business development activities, challenges, and achievements. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Paya Lebar Square
	Job Requirement: <ul style="list-style-type: none"> Diploma in Business, Marketing, International Trade, or related field. Strong negotiation, communication, and presentation skills. Ability to work independently and in a team under tight deadlines. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Multilingual abilities to liaise with international trade stakeholders Career switchers are welcome to apply 		
3. Corporate Secretarial Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Incorporation of new entities and on-boarding new business Provide guidance to clients on constitutional and procedural matters relating to Singapore entities in accordance with their articles and the Companies Act Conduct Know Your Customer and Risk Assessment for new clients Maintain company books and file changes with ACRA Ensure corporate compliance is adhered to with regard to the relevant laws and requirements in Singapore Monitor changes in relevant legislations and regulatory requirements Liaise with banks regarding the opening and maintaining of bank accounts Draft documents and letters relating to client transactions Assist clients in administrative matter Provide guidance to the corporate secretarial team and track job status on a daily basis Provide administrative support to the accounting team Build strong clients, inter-company and inter-department relationships Any other tasks as directed <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Business, Admin, or related field Preferred knowledge of MAS and AML regulations. Ability to work independently and in a team under tight deadlines. Multilingual abilities to liaise with international trade stakeholders Career switchers are welcome to apply 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Paya Lebar Square
4. HR Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Calculate monthly salaries, including overtime, bonuses, deductions, and adjustments. Compute CPF contributions (employee & employer) in compliance with CPF regulations. Process levy and foreign worker-related payments. Handle leave calculations (annual, sick, childcare, maternity/paternity leave) per MOM guidelines. Assist in IR8A and employer income tax filing (e.g., submission via Auto-Inclusion Scheme). Ensure compliance with Employment Act, CPF, and SDL (Skills Development Levy) regulations. Post job ads on portals (e.g., JobsBank, MyCareersFuture). HR executive: Screen resumes, schedule interviews, and conduct reference checks. Prepare employment contracts and work passes (e.g., EP, S Pass, WP) via MOM's WP Online. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Paya Lebar Square

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Conduct new hire onboarding (e-signatures, briefing on company policies). Assist in implementing and managing HRMS software (e.g., Payboy, JustLogin, QuickHR). Maintain digital employee records (leave, attendance, payroll). Train employees on self-service portals for leave and claims submissions. Maintain P-files (physical/digital) and ensure data accuracy. Process government-paid leave claims (e.g., childcare leave via Government-Paid Leave Portal). Handle work pass renewals, cancellations, and employee exit clearances. Any other tasks as directed. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Business, Admin, or related field Preferred knowledge of MOM regulations. Ability to work independently and in a team under tight deadlines. Multilingual abilities to liaise with international trade stakeholders Career switchers are welcome to apply 		
5. Marketing Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Plan, execute, and optimize multi-channel marketing campaigns (digital, social media, email, events, etc.). Monitor campaign performance and provide data-driven insights for continuous improvement. Manage social media platforms (Facebook, Instagram, LinkedIn, TikTok) to enhance brand presence and engagement. Execute SEO/SEM strategies to improve online visibility and lead acquisition. Oversee content creation (blogs, videos, ads) aligned with Singaporean consumer trends. Conduct competitor analysis and stay updated on Singapore's marketing trends, consumer behaviour, and industry developments. Use analytics tools (Google Analytics, Facebook Insights) to measure KPIs and ROI. Work closely with clients, internal teams, and external agencies to ensure cohesive brand messaging. Assist in client pitches and presentations with market-relevant insights. Organize and participate in marketing events, trade shows, and collaborations with influencers or brands. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Business, Communications, or related field. Strong copywriting and communication skills (English; proficiency in Mandarin or Malay is a plus). Analytical mindset with experience in data-driven decision-making. Ability to work independently and in a team under tight deadlines. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Paya Lebar Square

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Multilingual abilities to liaise with international trade stakeholders Career switchers are welcome to apply 		
6. Recruiter	<p>Job Description:</p> <ul style="list-style-type: none"> Build and maintain strong relationships with corporate clients to understand their hiring needs. Conduct business development activities to acquire new clients and expand existing accounts. Provide consultative advice to clients on market trends, salary benchmarks, and hiring strategies. Source, screen, and interview potential candidates using job portals (e.g., LinkedIn, JobStreet, Indeed), networking, and referrals. Match candidates to job opportunities based on skills, experience, and cultural fit. Manage the end-to-end recruitment process, including job postings, interviews, offer negotiation, and onboarding. Stay updated on industry trends, labour laws, and employment regulations in Singapore. Ensure compliance with MOM (Ministry of Manpower) guidelines for foreign hiring (e.g., EP, SP, WP). Provide insights on competitive hiring practices and talent availability. Meet and exceed monthly/quarterly targets for placements, client acquisitions, and revenue. Maintain a strong pipeline of candidates and job orders. Any other tasks as directed. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma in Business, Admin, or related field Preferred knowledge of MOM regulations. Ability to work independently and in a team under tight deadlines. Multilingual abilities to liaise with international trade stakeholders. Career switchers are welcome to apply 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Paya Lebar Square

#6 NCS Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Communications Engineer (Nucleus)	<p>Job Description:</p> <ul style="list-style-type: none"> Be part of project deployment team, understand objectives of the project, participate in solutioning design, review and project requirements gathering. Be involved in project roll out, including setting equipment / network in the lab, configuration, testing and review improvement in project quality. Work with team leads to ensure design and programme codes conform to architecture and design standards, including compliance and guidelines with NCS coding security, 		<ul style="list-style-type: none"> Office Hours Ang Mo Kio Street 62

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>established design methodologies and industry best practices which will meet functional and system requirements.</p> <ul style="list-style-type: none"> • Ensure quality and smooth execution of the programme through assisting in integration testing, system testing, User Acceptance Test (UAT) and implementation activities to fix reported problems/bugs in the production environment • Assist in configuration management planning, identification, controls and audit to make changes of configurable items, which include hardware, software, documentation, • Develop system / network and unit test packages, including execution and documentation of the test results and further troubleshooting as part of project quality assurance. Such reports to be regularly maintained and updated in the system to provide accuracy and efficiencies in the project operating environment 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree in Electrical & Electronics Engineering, Computer Engineering, Computer Science, Telematics, Mathematics, Statistics, Economics, Physics, or other related disciplines that possess analytical and quantitative component from a reputable institution • Entry-level candidates or less than 2 years of relevant working experience • Cisco Certified Network Associate (CCNA) or Huawei Certified ICT Associate (HCIA) certification or equivalent • Project Management skills • Software Programming skills 		
2. Data Scientist, Data & AI Engineering	<p>Job Description:</p> <ul style="list-style-type: none"> • As a Data Scientist, you will be responsible for driving data-driven initiatives, managing a team of data scientists, and collaborating closely with cross-functional teams to deliver innovative data solutions for clients. • Translate customer pain-points into problem statements, architect analytics solution, and engagingly present results and learnings to both technical and non-technical audiences. • Develop and manage entire end-to-end lifecycle of scoping of data inputs, data cleaning and pre-processing, feature engineering, building models, deploying to production and improving models by iterations • Present statistically sound model validations to justify model selection and performance • Build and deploy highly valuable, efficient, scalable advanced analytics models in production systems • Design and develop sophisticated visualizations and dashboards to explain the actionable insights • Contribute to the data architecture engineering decisions to support analytics. • Work closely with project manager and technical leads to provide regular status reporting and support them to refine issues/problem statements and propose/evaluate relevant analytics solutions 		<ul style="list-style-type: none"> • Office Hours • Ang Mo Kio Street 62

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Work in interdisciplinary teams that combine technical, business and data science competencies that deliver work in waterfall or agile software development lifecycle methodologies • The range of accountability, responsibility and autonomy will depend on your experience and seniority, including: Contributing to our internal networks and special interest groups • Mentoring to upskill peers and juniors <p>Job Requirement:</p> <ul style="list-style-type: none"> • Possess good communications skills to understand our customers' core business objectives and build end-to-end data centric solutions to address them • Good critical thinking and problem-solving abilities • Curiosity to ask why and tenacity to find the root causes • Enthusiasm for implementing machine learning products through extensive experimentation from prototyping to production • Stay up to date with evolving analytics concepts and data science platforms, tools, and techniques • Ability to work independently and manage multiple task assignments • 2 years of experience in advanced analytics delivery / research for full-time applicants or academic exposure for interns applying for this role • Ability to communicate complex quantitative analysis in a concise and actionable manner • Proficiency in manipulating and analysing complex, high-volume, high-dimensionality data (structures/unstructured) from varying sources • Strong knowledge in Feature Selection/Extraction on a variety of data types • Strong competency in various machine learning techniques (supervised/ unsupervised learning) • Solid understanding of advanced analytics (Statistics, NLP, Simulation, Optimizations, etc.) • Expertise in Python/R, Apache Spark (or similar scripting language) coding capability to operationalize data analytics workflows & processes • Experience in data visualisation tools and libraries such as Tableau, Qlik, Shiny Plotly, ggplot2, etc • Experience in machine learning model management and deployment tools using containerisation (Docker, Kubernetes) • Experience in Amazon Web Services, Microsoft Azure, Cloudera, Hadoop, Spark, Storm or related paradigms and associated tools such as Pig, Hive, Mahout • Experience with DevOps tools in analytics project delivery • Experience with application/ software development and design • Exposure in deep learning, and reinforcement learning job experience 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Experience in implementing Graph database analytics Knowledge in database modelling and data warehousing concepts 		
3. Infra Network Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Responsible for the infrastructure network design, implementation, testing, security, managing and maintenance of proposed system Work closely with Team Leader to meet system delivery milestones Provide technical documentation support to Project & Solutions Teams, as well as hand over as-built system documentation to Maintenance support team Engage with back-line support and/or with vendor's support to diagnose and rectify technical problems. Assist in day-to-day operation of the System Delivery team Carry out other technical related duties that may be required <p>Job Requirement:</p> <ul style="list-style-type: none"> Bachelor's degree or higher in Computer Science/Information Technology/Engineering or relevant field with network certification in CCNA/CCNP/CCIE Minimum 3-5 years of experience in configuring and administering routers and switches (e.g. Cisco routers and switches, etc), firewall products (e.g. CheckPoint, Forcepoint, etc.), F5 Load Balancers, AAA, NTP, IPS Good understanding of network system, network architecture, routing, switching, firewall and security Good interpersonal and communication skills to interact effectively at all levels Proficient in performing network analysis and troubleshooting using network and protocol analyzers What you might also need to have: Senior/Lead Network engineer will be required to lead a team network engineers 24 x 7 standby support and/or Shift work schedule 		<ul style="list-style-type: none"> 24x7 standby, shift work Ang Mo Kio Street 62
4. Infra Systems Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Implement and manage Windows-based infrastructure and associated technologies. Monitor and maintain the health, performance, and security of Windows servers and systems. Administer Active Directory, Group Policy, DNS, DHCP, and related services. Configure and troubleshoot Hypervisor Nutanix virtualization platforms (e.g., VMware, Hyper-V). Install, configure, and manage Windows servers and services, including IIS, SQL Server, Exchange 2019 and Skype 2019 Collaborate with cross-functional teams to implement and support enterprise-wide solutions. Perform routine system and application updates, patches, and upgrades. Develop and maintain documentation related to system configurations, processes, and procedures. Provide level 2 and level 3 support for Windows-related issues. 		<ul style="list-style-type: none"> On call rotation as needed Ang Mo Kio Street 62

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Participate in on-call rotation for after-hours support as needed. 		
	Job Requirement: <ul style="list-style-type: none"> Experience in administering Windows-based systems and infrastructure. Proficiency in Windows Server operating systems (2019). Strong understanding of Active Directory, Group Policy, DNS, and DHCP. Experience with virtualization platforms such as VMware and Hyper-V. Knowledge of scripting languages (e.g., PowerShell) for automation and scripting tasks. Familiarity with monitoring tools and systems management solutions. Excellent problem-solving and troubleshooting skills. Strong communication and interpersonal abilities. Certifications such as MCSE, MCSA, or equivalent are a plus. 		
5. Infrastructure Engineer (Fusion Poly Graduate Programme)	Job Description: <ul style="list-style-type: none"> Our Fusion Work-Study Degree Programme will enable you to kickstart and advance your professional career while attaining a Bachelor's Degree from a recognised University. As part of the programme, you will gain valuable hands-on experience in one of the following domains: Cloud Assess and incorporate ITIL standards and process into Private/Public Managed Cloud & Containers platforms to align with the industry best practices Operate and manage cloud and containers technologies that incorporates products, tools, self-service portals and automation Work with both practice/project managers and account team to design/develop, and deliver Cloud and Container Managed Services, Migration and Project Delivery Systems: Responsible for infrastructure systems sizing, design, implementation, testing and maintenance of proposed solutions Provide support to clients on a variety of system technologies including Microsoft Windows Server OS, Unix/Linux OS, Enterprise Storage and Backup, Protection, Middleware, Automation and Container technology Network: Support network planning, design, implementation, and performance optimization of Wired Network infrastructure, Wireless Network infrastructure, Network Security, Cabling, and Network Vulnerability Assessment Support network daily operational tasks such as Network infrastructure health check, move/add/change/delete request, ad-hoc support for implementation roll out, upgrades of OS and software, supporting network infrastructure on special occasions (E.g. NDP) Maintain network infrastructure and Resolve infrastructure incidents 		<ul style="list-style-type: none"> Office Hours Ang Mo Kio Street 62
	Job Requirement:		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Diploma in Computer Science or related IT/Engineering fields Entry level candidates with less than two years of relevant working experience Positive attitude, eagerness to learn, good team player and highly collaborative 		
6. Infrastructure Engineer (Nucleus Graduate Programme)	<p>Job Description:</p> <ul style="list-style-type: none"> As part of our Nucleus Graduate Programme, you'll have the opportunity to work on impactful projects with a team that shares your passion for making a difference in the world Depending on the pathway that you are assigned to, you will be exposed to the following domains: Network - Support network planning, design, implementation, and performance optimization Support network daily operational tasks Maintain network infrastructure and Resolve infrastructure incidents Systems: Responsible for the system design, implementation, testing and maintenance of proposed system Provide support to end users on a variety of system technologies including Microsoft Windows Server OS, Unix/Linux OS and Middleware. Cloud: Assess and incorporate the ITIL standards into Private/Public Managed Cloud platforms to align with the industry best practices. Operate and manage the cloud technologies that incorporates products, tools, self-service portals and automation. Work with both the product managers and the engineering/development team to design/ develop, and deliver the Cloud product roadmap <p>Job Requirement:</p> <ul style="list-style-type: none"> Degree in Computer Science, Computer Engineering, Information Technology, Information Systems, Electrical and Electronic Engineering or equivalent practical experience Entry level candidates or less than 2 years of relevant working experience Keen interest in Networks, Systems, Automation, Cloud, ITIL and Digital Solutions No experience is required. However, knowledge in the following areas may be advantageous: IT Concepts (e.g. OSI/ITIL/ITSM) Programming algorithm & coding (e.g. SQL/PHP/Python/Ruby) Operating System (e.g. Linux/Microsoft/Cisco) 		<ul style="list-style-type: none"> Office Hours Ang Mo Kio Street 62
7. IT Support Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> As an IT Support Engineer, the broad area of your job responsibilities will cover the following: Perform End User Support – Client Management Perform troubleshooting for client platform related problems. Respond promptly to incident, investigate & provide temporary &/or permanent resolution of incidents escalated. Provide timely status updates to relevant parties. Perform service request related to client platforms. 		<ul style="list-style-type: none"> Office Hours Ang Mo Kio Street 62

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Monitor the agreed service level, document & maintain the configuration of the systems; provide regular reporting to relevant parties. • Involve in client platform implementation/upgrade project. • Perform follow-up with vendor on replacement of hardware. • Perform asset management & update asset records. • Perform user account management (eg. Create password, reset & delete) • Perform local server administration to facilitate software distribution & patch management service. • Manage client platform implementation / upgrade project. • Ensure deliverables meet service level requirement. Propose and implement action plan when required. • Established facility management standards/best practices to ensure operation consistency across project / facility management teams. • Submit progress reports 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Preferably with 1 or more years related experience in Technology Administration. • Some network knowledge will be an advantage • Computer literacy in MS Office • Proficiency in Technology will be added advantage • Independent, resourceful, result-oriented individuals with a "can-do" attitude 		
8. Ops Support Executive, EUC & Svc Desk (Ignite ITE Graduate Programme)	<p>Job Description:</p> <ul style="list-style-type: none"> • Our Ignite Work-Study Diploma Programme will enable you to kickstart your career and gain valuable hands-on experience while attaining a nationally recognised Diploma. • As an Ops Support Executive, End User Computing, the broad area of your job responsibilities will cover the following domain: • Responsible for the installation and daily operations support for facility management of client platforms to meet agreed business needs & service levels. • Perform troubleshooting for client platform related problems • Respond promptly to incident, investigate & provide temporary &/or permanent resolution of incidents escalated. Provide timely status updates to relevant parties. • Perform service request related to client platforms. • Monitor the agreed service level, document & maintain the configuration of the systems; provide regular reporting to relevant parties • Involve in client platform implementation/upgrade project. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Nitec/Higher Nitec in an IT-related discipline • A team player with good communication and interpersonal skills • Desktop troubleshooting skills • Familiar with the use of iOS and Android devices 		<ul style="list-style-type: none"> • Office Hours • Ang Mo Kio Street 62

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Enterprise desktop support experience in Microsoft Windows OS, Microsoft Office Suite, Cloning Tools, MAC OS and Antivirus/Malware software will be an advantage 		
9. Service Delivery Executive, Asset Management	Job Description: <ul style="list-style-type: none"> Work with internal teams to understand asset management goals and data needs. Collect, organize, and maintain asset-related data from various sources. Conduct basic data analysis to identify trends and support decision-making. Assist in creating reports and dashboards using tools like Excel, Power BI, or other reporting platforms. Support the team in tracking asset performance and identifying areas for improvement. Help streamline data entry, extraction, and reporting processes for efficiency. Respond to ad-hoc data requests and provide insights to improve asset utilization. Maintain documentation of processes, reports, and key findings for future reference. 		<ul style="list-style-type: none"> Office Hours Ang Mo Kio Street 62
	Job Requirement: <ul style="list-style-type: none"> Bachelor's degree in Business, Finance, Economics, or a related field (or relevant work experience). 		
10. Software Engineer (Nucleus)	Job Description: <ul style="list-style-type: none"> Partner with stakeholders to understand business and system requirements Develop and enhance software applications to meet functional and technical specifications Continually improve and maintain software applications Execute unit, integration, system and user acceptance testing Using configuration management, integration and build automation tools to deploy applications Identify opportunities and suggest recommendations for system improvement 		<ul style="list-style-type: none"> Office Hours Ang Mo Kio Street 62
	Job Requirement: <ul style="list-style-type: none"> Degree in Computer Science or related Engineering fields Entry level candidates or less than 2 years of relevant working experience Proficiency in one or more frontend framework (HTML5/Angular/React JS) Proficiency in one or more backend languages (Java/.NET/Python/PHP) Proficiency in database will be an added advantage Experience in frontend and backend web application development will be an added advantage 		

#7 NEXTGEN FINTECH LEARNING CENTER PTE. LTD.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Job Description:		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. IT Product Director (Cybersecurity & Compliance Solutions)	<ul style="list-style-type: none"> The IT Product Director will lead the design, development, and implementation of cybersecurity and compliance-oriented digital products. The role requires expertise in product strategy, regulatory alignment, and integration of AI-driven tools to create secure, scalable solutions. Lead end-to-end product lifecycle for cybersecurity and compliance platforms, from ideation to launch. Collaborate with compliance specialists, cybersecurity experts, and developers to define product roadmaps. Oversee implementation of regulatory features (e.g., PDPA, ISO 27001, MAS TRM guidelines). Evaluate and integrate AI tools for threat detection, policy automation, and compliance reporting. Conduct user research, prototype validation, and feedback analysis. Manage cross-functional teams across technology, legal, security, and operations. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> 8+ years of IT product development experience, ideally in SaaS or enterprise technology. Strong understanding of cybersecurity principles and industry regulations. Familiarity with AI, machine learning, and data privacy tools. Excellent stakeholder management, communication, and agile leadership skills. Career switchers are welcome to apply 		
2. IT Product Manager (Cybersecurity & Compliance Solutions)	<p>Job Description:</p> <ul style="list-style-type: none"> Assist in managing the product lifecycle for cybersecurity and compliance solutions. Translate stakeholder requirements into product specifications and enhancements. Collaborate with developers, compliance SMEs, and UX/UI teams. Ensure platform features adhere to relevant regulatory standards. Contribute to market and user research to guide product design. Track product performance and drive improvements based on feedback. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> 3–5 years of experience in IT product management or digital transformation. Interest in cybersecurity, regulatory technology, and AI-powered solutions. Familiarity with agile methodology and product documentation. Strong communication and collaboration skills. Career switchers are welcome to apply 		
	<p>Job Description:</p> <ul style="list-style-type: none"> Manage administrative tasks across departments. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
3. Admin Manager (AI-Enabled Business Support)	<ul style="list-style-type: none"> Implement AI tools for document management, scheduling, and reporting. Coordinate HR support, vendor management, and logistics. Drive adoption of digital workflows and AI automation. Ensure compliance with data protection and governance policies. 		
	Job Requirement: <ul style="list-style-type: none"> 5+ years of experience in administration, operations, or business support. Strong organizational and multitasking abilities. Familiarity with AI/automation tools is an advantage. Proficiency in MS Office; experience with workflow platforms preferred. Career switchers are welcome to apply 		
4. Finance Manager (AI & Data-Driven Decision Support)	Job Description: <ul style="list-style-type: none"> Manage budgeting, forecasting, and financial reporting. Implement AI tools for predictive analysis, reconciliations, and automation. Develop dashboards and financial insights for management. Improve financial workflows through automation. Train team members on data literacy and finance technology. 		
	Job Requirement: <ul style="list-style-type: none"> 5+ years of finance experience, including FP&A. Strong analytical and data-driven mindset. Familiarity with BI tools (Power BI, Tableau) and automation platforms. Knowledge of financial governance and compliance standards. Career switchers are welcome to apply 		
5. Marketing Manager (AI-Driven Digital Campaigns)	Job Description: <ul style="list-style-type: none"> Design and execute campaigns with AI-enhanced tools. Analyze campaign data to optimize ROI and performance. Collaborate with sales and content teams on integrated marketing plans. Evaluate and implement MarTech platforms for automation and analytics. Stay updated on AI marketing trends and best practices. 		
	Job Requirement: <ul style="list-style-type: none"> 5+ years of experience in digital marketing or communications. Strong knowledge of AI-powered marketing tools and analytics. Expertise in campaign optimization, A/B testing, and digital strategy. Creative problem-solver with execution focus. Career switchers are welcome to apply 		
	Job Description: <ul style="list-style-type: none"> Identify and develop new business opportunities. Use AI-enhanced platforms for lead scoring and CRM optimization. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
6. Business Development Manager (AI-Enhanced Sales Enablement)	<ul style="list-style-type: none"> Build and manage client relationships. Collaborate with internal teams on proposals and sales strategies. Track sales performance and optimize pipeline conversion. 		
	Job Requirement: <ul style="list-style-type: none"> 4+ years of B2B business development experience. Familiarity with CRM and AI sales tools. Strong interpersonal, negotiation, and analytical skills. Ability to work in fast-paced, growth-oriented environments. Career switchers are welcome to apply 		
7. Business Consultant (AI-Enabled Advisory Services)	Job Description: <ul style="list-style-type: none"> Support consulting projects in digital transformation and operations. Use AI platforms for data analysis and solution modeling. Develop client proposals and presentations with AI insights. Research industry best practices and emerging trends. Collaborate with internal teams on solution design. 		
	Job Requirement: <ul style="list-style-type: none"> 3–5 years of experience in business consulting or process improvement. Strong analytical skills with interest in AI/automation. Ability to communicate insights effectively. Comfortable with digital tools and innovation projects. Career switchers are welcome to apply 		
8. Accountant (AI-Driven Finance Operations)	Job Description: <ul style="list-style-type: none"> Perform reconciliations, closings, and reporting using AI-enabled tools. Automate invoice processing, expense claims, and data entry. Create dashboards and conduct trend analysis for management reporting. Support audits and compliance with digital documentation. Collaborate with finance leadership on AI-driven forecasting. 		
	Job Requirement: <ul style="list-style-type: none"> 2–4 years of accounting experience. Knowledge of financial reporting standards. Familiarity with automation tools and BI platforms preferred. Strong detail orientation and analytical mindset. Career switchers are welcome to apply 		
9. Operations Manager (AI-Enabled Process Optimization)	Job Description: <ul style="list-style-type: none"> Manage daily operations and ensure smooth workflows. Identify opportunities for process improvement with AI tools. Implement workflow platforms for task tracking and reporting. Monitor KPIs and operational dashboards. Lead cross-functional initiatives for digital transformation. 		
	Job Requirement: <ul style="list-style-type: none"> 5+ years of experience in operations or process management. Strong organizational and analytical skills. Familiarity with workflow automation and BI tools. Interest in AI-enabled process optimization. Career switchers are welcome to apply 		

#8 OOm Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Business Manager	Job Description: <ul style="list-style-type: none"> • Drive New Business Growth – Proactively identify and engage potential clients through strategic prospecting, networking, and outreach. • Build Lasting Relationships – Establish and nurture strong partnerships with key stakeholders, ensuring long-term success and trust. • Consult & Provide Tailored Solutions – Understand client challenges and present customized digital solutions that align with their business goals. • Collaborate for Success – Work closely with internal teams to ensure seamless execution and exceptional service delivery. • Present & Influence – Deliver persuasive presentations, proposals, and pitches that captivate potential clients and drive conversions. • Negotiate & Close Deals – Structure and secure agreements that are both beneficial for clients and aligned with company objectives. • Stay Ahead of Trends – Keep up with industry developments and market insights to provide valuable recommendations and a competitive edge. 		<ul style="list-style-type: none"> • 5 days, 9am to 6pm • Grange Road
	Job Requirement: <ul style="list-style-type: none"> • Degree in any field and Entry Level candidates are Welcome • Excellent negotiation and communication skills, both written and verbal • Proficient in CRM software and MS Office Suite 		
2. Corporate Sales Executive	Job Description: <ul style="list-style-type: none"> • Conduct cold calls and prospecting to identify new potential customers and businesses that may be interested in our digital tech courses. • Develop and maintain strong relationships with key accounts and stakeholders. • Understand client needs and propose tailored solutions to meet their business objectives. • Collaborate with internal teams to ensure smooth delivery and execution of services. • Prepare and deliver compelling presentations and proposals to potential clients. • Negotiate contracts and agreements with clients, ensuring terms are favourable and aligned with company objectives. • Stay updated on industry trends and the competitive landscape to provide strategic insights and recommendations. 		<ul style="list-style-type: none"> • 5 days, 9am to 6pm • Grange Road
	Job Requirement: <ul style="list-style-type: none"> • A proven track record in B2B sales is preferred — however, relevant industry experience is not required as comprehensive training will be provided. • Strong negotiation and communication skills, both written and verbal. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proficiency in CRM software and MS Office Suite. 		
3. DevOps Engineer (AI Infrastructure)	<p>Job Description:</p> <ul style="list-style-type: none"> You will be responsible for setting up and managing the CI/CD pipelines, infrastructure automation, and cloud environments that power our AI/ML workflows. This role is ideal for someone who thrives in fast-paced environments and is excited by the challenge of enabling scalable AI product delivery. Design, implement, and maintain CI/CD pipelines for AI models, APIs, and supporting applications. Set up and manage cloud infrastructure (AWS, GCP, or equivalent) with a strong focus on scalability, cost optimization, and security. Support containerized environments using Docker and Kubernetes (EKS, GKE, etc.). Work closely with AI engineers and software developers to automate data pipelines, model training/deployment, and monitoring. Implement and maintain infrastructure as code (IaC) using tools like Terraform or Pulumi. Monitor system performance, troubleshoot production issues, and ensure system reliability and uptime. Enforce best practices in DevOps, security, versioning, and documentation. <p>Job Requirement:</p> <ul style="list-style-type: none"> 3+ years of DevOps, Site Reliability Engineering, or relevant infrastructure experience. Strong hands-on experience with cloud providers (AWS and GCP preferred). Solid understanding of CI/CD principles and experience with tools like GitHub Actions, GitLab CI, or Jenkins. Experience with Docker, Kubernetes, and container orchestration. Familiarity with IaC tools such as Terraform, CloudFormation, or Pulumi. Working knowledge of networking, security, and access control in cloud environments. Exposure to machine learning or AI deployment workflows is a strong plus. Comfortable collaborating with cross-functional teams including data scientists, backend engineers, and product managers. Nice to Have: Experience deploying AI/ML pipelines with tools like MLflow, Airflow, or Kubeflow. Understanding of GPU/TPU setup and auto-scaling strategies for training/inference workloads. Monitoring and logging using Prometheus, Grafana, CloudWatch, or similar tools. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Grange Road
	Job Description:		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
4. Full Stack Developer (AI)	<ul style="list-style-type: none"> We are seeking a skilled Developer to become a part of our Application team responsible for delivering enterprise software solutions. The role requires adherence to rigorous coding and design standards while contributing in a dynamic, innovative, and agile work environment. Design, build and test agile and user-centric AI/ML products (e.g. web applications) Design, develop, test, and debug end to end software modules Build and maintain APIs to integrate data from diverse sources Apply robust and proven practices such as code reviews and test-driven development Contribute to system architecture and design discussions Enhance and refine existing applications Adhere to industry standards for software development best practices Collaborate in an Agile (SCRUM) environment Work closely with cross-disciplinary teams to identify and resolve technical challenges Use analytical skills to troubleshoot and resolve user-reported issues, prioritizing a user-centric approach Manage version control and ensure proper documentation is maintained Stay updated on emerging technologies by self-learning, experimenting, and evaluating new tools and frameworks. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Grange Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Degree in Computer science / IT / Engineering or equivalent At least 2 years of relevant experience in Software Engineering specializing in AI and Cloud Platforms (AWS and/or Azure) Highly motivated and self-driven Strong appetite for innovation, autonomy and start-up like ecosystem Ability to complete assignments on tight schedule and limited resources Experience in Prompt Engineering and RAG based architectures, Google Gemini is an added plus. Good knowledge on software development security best practices to ensure robust and secure applications Good knowledge and exposure to LLM consumptions for application development Good knowledge of multiple front-end languages and libraries (e.g. React, Vue.js, Angular, HTML/ CSS, JavaScript, XML, jQuery). Experience with repositories like Github Knowledge of programming languages like Python, Java or JavaScript, Node.js and databases such as MongoDB. Experience with Firebase is an added plus. Good understanding of REST APIs and their development. 		
5. Junior SEO Content Writer	<p>Job Description:</p> <ul style="list-style-type: none"> SEO Strategy: Develop and implement effective SEO strategies to boost organic search rankings and drive qualified traffic. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Keyword Research: Conduct in-depth keyword research to identify high-value terms and ensure content is optimized for both users and search engines. Content Creation: Write clear, engaging, and original content for websites, blogs, product descriptions, landing pages, and other digital assets. On-Page Optimization: Optimize content elements such as metadata, headings, internal linking, and keyword placement to enhance visibility and performance. Collaboration: Work closely with Account Management and Design teams to maintain consistent messaging, tone, and branding across all content. Industry Awareness: Stay updated on the latest SEO trends, algorithm changes, and industry best practices to ensure content remains competitive. Content Audits & Updates: Conduct regular content audits, refresh outdated material, and propose new content ideas based on performance insights. Editing & Quality Control: Proofread and edit content to ensure high standards of grammar, clarity, consistency, and brand voice. 		<ul style="list-style-type: none"> Grange Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> SEO Knowledge: Solid understanding of on-page SEO, keyword research, and optimization best practices. Writing Skills: Excellent writing, editing, and research abilities with strong attention to detail and a flair for storytelling. Portfolio: A portfolio or writing samples demonstrating strong SEO content and creative execution. Tools: Familiarity with tools like Google Analytics, SEMrush, Ahrefs, or Surfer SEO is a bonus. Entry level candidates with strong writing skills and a willingness to learn are also encouraged to apply. 		
6. Junior SEO Specialist	<p>Job Description:</p> <ul style="list-style-type: none"> Develop and Execute SEO Strategies: Focus on improving organic search rankings, driving website traffic, and enhancing the overall digital presence of our brands. Keyword Research: Identify high-value opportunities and optimize content for maximum visibility and relevance. On-Page Optimization: Optimize website content, meta tags, headers, and on-page elements to boost search engine visibility and user experience. Website Management: Enhance website structure, including URL structures, internal linking, and metadata to align with SEO best practices. Strategic Planning: Create SEO architecture plans aimed at improving website speed, Core Web Vitals, and search engine rankings. Problem Solving: Troubleshoot and address SEO issues using tools like Google Search Console to ensure continuous improvement. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Grange Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Data-Driven Reporting: Regularly track and analyze performance using Google Analytics, SEMrush, and other SEO tools to refine strategies and report on progress. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> A Bachelor's Degree in Marketing, Communications, or a related field. Strong technical proficiency in tools like Google Analytics, Google Search Console, and third-party SEO tools (SEMrush, Ahrefs, Moz, etc.). Passionate about SEO, with a strong desire to stay up-to-date with the latest trends and innovations in the field. 		
7. Product Designer (AI)	<p>Job Description:</p> <ul style="list-style-type: none"> We are looking for a strategic and hands-on Product Designer to join our growing AI product team. You'll play a critical role in shaping the user experience and interface of our AI-powered platforms including internal agency tools and externally-facing SaaS solutions. This role goes beyond visual design, it requires systems thinking, strong UX chops, and the ability to collaborate with product managers, engineers, and AI specialists to bring human-centered design into complex, data-driven products. Translate product and business goals into intuitive, user-centric designs for AI-powered web applications. Lead end-to-end design process: user research, journey mapping, wireframes, prototypes, high-fidelity UI, and developer handoff. Collaborate with cross-functional teams to align design intent with technical feasibility. Design for modularity and scalability across different AI features, use cases, and customer tiers. Work with actual product usage data and user feedback to drive iterative improvements. Build and maintain design systems that support consistency and velocity. Contribute to product thinking and user experience strategy at both feature and platform levels. Champion accessibility, responsive design, and performance in all interface work. <p>Job Requirement:</p> <ul style="list-style-type: none"> 3 to 6 years of product design experience, preferably with SaaS, AI tools, or B2B platforms. Portfolio demonstrating UX problem-solving, interaction design, and visually polished UIs. Proficiency in Figma, prototyping tools, and design system creation. Familiarity with data-heavy interfaces: dashboards, workflows, admin panels, or automations. Bonus: Experience with AI/ML products, content automation tools, or analytics platforms. Understanding of front-end development and ability to speak developer's language (HTML, CSS, JS basics). 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Grange Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong communication skills and ability to articulate design decisions and rationale clearly. Comfortable with ambiguity and fast iteration; able to turn vague concepts into usable features. 		
8. Project Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Lead end-to-end delivery of digital projects, ensuring alignment with client goals, budgets, and timelines Collaborate with internal teams (designers, developers, strategists) to define project scope, deliverables, and success metrics Monitor project progress and proactively solve roadblocks using Agile principles Communicate clearly with stakeholders through regular status updates and milestone reports Stay ahead of digital trends to make informed decisions and elevate project outcomes Inspire and guide your team to meet deadlines without compromising quality <p>Job Requirement:</p> <ul style="list-style-type: none"> Strong grasp of CMS platforms (e.g., WooCommerce, Shopify, Wix) Solid understanding of digital marketing principles (SEO, SEM, email marketing) Excellent communication and leadership skills Comfortable juggling multiple projects in a fast-moving environment Strategic thinker with a strong eye for detail and a passion for delivering user-focused solutions Familiarity with project management tools like Asana, Jira, or Trello Bonus: PMP or equivalent project management certification 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Grange Road
9. Project Manager (AI)	<p>Job Description:</p> <ul style="list-style-type: none"> We are looking for a highly organised and proactive Project Manager to lead the execution of our internal AI products. You'll be the operational backbone of the team, owning delivery timelines, managing cross-functional collaboration, and ensuring features are shipped efficiently and with clarity. You will work closely with Product Designers, Developers, and AI Engineers to align on goals, unblock dependencies, and ensure that all moving parts come together on time. This role is ideal for someone who thrives in fast-paced, experimental environments and is confident in managing high-complexity builds involving design, AI, and software development. Own the end-to-end delivery timeline for internal AI products from sprint planning to release. Collaborate with stakeholders to translate product vision into executable plans and milestones. Track progress across design, engineering, and testing workstreams, ensuring blockers are resolved quickly. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Grange Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Maintain and prioritise the product backlog in collaboration with product/design leads. Facilitate sprint planning, daily standups, and retrospectives, keeping the team aligned and accountable. Document feature requirements, decisions, and change logs clearly in tools like Asana or Notion. Communicate status updates, risks, and timelines clearly to internal stakeholders. Push for continuous process improvement across delivery and team collaboration. Ensure MVPs are delivered fast, and iterations are scoped realistically for follow-up phases. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> At least 3 years of project management experience in tech, SaaS, or digital products. Proven track record of owning project delivery across multidisciplinary teams. Exceptional organisational skills: you live in your timelines, trackers, and task boards. Strong communication and stakeholder management skills: clear, concise, and proactive. Familiarity with Agile, Scrum, or Kanban workflows. Experience with project management tools like Asana or Notion. Ability to understand technical concepts (you don't need to code, but you need to keep up). Bonus: experience working on AI/ML or automation products. Nice to Have: Experience functioning as a Product Owner or hybrid PM/PO in smaller product teams. Exposure to design processes (Figma, prototyping) or data-driven feature delivery. Familiarity with SEO, content tools, or digital marketing workflows. 		
10. Website Designer	<p>Job Description:</p> <ul style="list-style-type: none"> We are seeking a creative and skilled Web Designer to join our dynamic team. As a Web Designer, you will be responsible for creating visually appealing and user-friendly websites and applications. You will collaborate closely with our development team, clients, and stakeholders to ensure that the design meets both aesthetic and functional requirements. Design visually stunning websites and web applications that are intuitive and user-friendly, ensuring a seamless user experience across various devices. Collaborate with clients and stakeholders to understand project requirements and translate them into engaging design concepts. Create wireframes, prototypes, and mockups to effectively communicate design ideas. Develop style guides and design systems to maintain consistency across projects. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Grange Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Stay updated on industry trends and best practices in web design and user experience. Optimize designs for performance, ensuring fast loading times and scalability. Work closely with developers to implement and iterate on designs, ensuring the final product aligns with the initial vision. Conduct usability testing and gather feedback, making iterative adjustments as needed. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Proven experience as a Web Designer or similar role, with a strong portfolio showcasing your work. Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, XD, etc.) and familiarity with prototyping tools (e.g. Figma). Solid understanding of responsive design principles and mobile-first approach. Hands-on experience designing for or within WordPress and Shopify preferred (e.g. page builders like Elementor or Shopify themes). Familiarity with HTML/CSS and basic JavaScript to understand how designs come to life in code. Strong communication skills and ability to collaborate effectively with cross-functional teams. Attention to detail and a passion for creating exceptional user experiences. Ability to multitask and manage time effectively in a fast-paced environment. Bachelor's degree in Design, Fine Arts, Computer Science, or a related field (preferred). Bonus: Experience with ecommerce UX, template customisation, or CRO-focused design. 		

#9 STAFFKING PTE. LTD.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Accountant	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee daily cash flow, banking transactions, and intercompany fund transfers across Singapore, Malaysia, and China. Prepare and review consolidated financial statements on a monthly, quarterly, and annual basis. Conduct variance analysis and deliver financial insights to support management decisions. Ensure adherence to local statutory, tax, and audit regulations. Coordinate with external auditors, tax agents, and regulatory authorities. Implement robust internal controls and enhance accounting processes across multiple entities. 		<ul style="list-style-type: none"> 44 hours Harrison Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Experience in fullset of accounts and consolidation 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
2. Accountant	Job Description: <ul style="list-style-type: none"> • Prepare and maintain accurate financial records and reports. • Manage general ledger entries along with accounts payable and receivable. • Handle monthly, quarterly, and annual closing processes. • Support annual audits and liaise with external auditors. • Assist in budgeting, forecasting, and financial analysis. • Ensure compliance with tax regulations and manage tax filings and statutory submissions. • Oversee quarterly GST reporting and group reporting to the holding company. • Drive continuous improvement of accounting processes and internal controls. • Communicate and collaborate effectively with headquarters on all accounting-related matters. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
	Job Requirement: <ul style="list-style-type: none"> • Experience in fullset of accounts and consolidation 		
3. Accounts Executive	Job Description: <ul style="list-style-type: none"> • Handle full set of accounts, including Accounts Payable and Accounts Receivable. • Record financial transactions using accounting software (e.g., QuickBooks, Xero, MYOB, SAP). • Perform monthly bank reconciliations and ensure accurate matching of records. • Investigate and resolve any discrepancies promptly. • Assist in preparing basic financial reports, including profit and loss statements, balance sheets, and cash flow statements. • Support GST submissions and maintain accurate tax records. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
	Job Requirement: <ul style="list-style-type: none"> • Experience in full set of accounts 		
4. Application Development Project Manager	Job Description: <ul style="list-style-type: none"> • Develop and maintain in-house applications for the company and its group companies. • Gather and define application requirements, design solutions, provide estimates, and collaborate with teams in Japan as well as offshore development teams. • Oversee end-to-end project management and ensure effective operational and maintenance support for in-house applications. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
	Job Requirement: <ul style="list-style-type: none"> • Experience in AWS and Azure, and project management 		
5. AVP / VP (Finance)	Job Description: <ul style="list-style-type: none"> • Oversee the commercial sales team for corporate financing products. • Drive the achievement of monthly overall team sales targets. • Meet individual sales targets while managing team performance. • Lead, guide, and motivate a team of Relationship Managers to ensure high productivity, quality work, and strong team morale. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Monitor and evaluate sales performance, provide accurate revenue forecasts, and implement strategies to close performance gaps. Ensure thorough due diligence and accuracy in all Credit Proposals prepared by Relationship Managers. Collaborate with internal stakeholders to ensure a smooth and complete sales cycle. Stay updated on market trends and client needs to develop new business opportunities and acquire new prospects. Build and maintain strong business networks to generate leads and drive growth. 		
	Job Requirement: <ul style="list-style-type: none"> Experience in corporate lending and financing (management) 		
6. Cloud Infrastructure and Security Engineer	Job Description: <ul style="list-style-type: none"> Lead and support the migration of existing IT systems from on-premise infrastructure to a secure government cloud platform using VMware Cloud Foundation (VCF). Deploy, configure, and maintain VMware VCF components, including vSAN, NSX, vCenter, and SDDC Manager. Set up, manage, and troubleshoot VMware Tanzu and Kubernetes clusters for hosting containerized applications. Leverage Aria Automation and GitLab CI pipelines to automate resource provisioning and application deployments. Administer and troubleshoot Linux and Windows servers, including web servers such as Tomcat, Apache, and IIS. Monitor system health, performance, and resource utilization across cloud and container environments. Implement security hardening measures and manage security testing (DAST, SAST, PT, SVS) in compliance with policies. Diagnose and resolve complex infrastructure and application issues efficiently. Collaborate closely with HQ technical teams and government CISO units, providing updates, feedback, and incident response support. Transition to ongoing cloud infrastructure maintenance, optimization, and IT security management post-migration. 		<ul style="list-style-type: none"> 44 hours Harrison Road
	Job Requirement: <ul style="list-style-type: none"> Experience in VMware Cloud Foundation (VCF) 		
7. Credit Control Executive	Job Description: <ul style="list-style-type: none"> Manage and service all accounts, ensuring timely collections. Follow up on overdue accounts and monitor payment status. Coordinate with lawyers and external agencies on credit control matters. Implement collection best practices and apply effective strategies to improve recovery rates. Perform any other duties as assigned. 		<ul style="list-style-type: none"> 44 hours Harrison Road
	Job Requirement: <ul style="list-style-type: none"> Experience in Accounts Receivable 		
	Job Description: <ul style="list-style-type: none"> IT-trained professional with hands-on frontline experience. 		<ul style="list-style-type: none"> 44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
8. Desktop Support Engineer (National Defense / Satellite)	<ul style="list-style-type: none"> • Provide support through IT Service Management (ITSM) tickets, requests, walk-ins, on-site visits, self-help kiosks, VIP phone lines, and system on/offboarding, as well as hardware and software assistance. • Address and resolve basic incidents and requests, log all issues, and engage Subject Matter Experts for incidents beyond scope or responsibility. • Ensure proper and timely escalation of tickets to the relevant departments after completing basic troubleshooting; critical security or data breach tickets must be escalated within one hour. • Document resolutions and update self-help and knowledge base articles, continuously expanding knowledge of IT applications and services to improve first-contact resolution rates. • Perform network troubleshooting for both wired and wireless networks using Fluke testing devices. • Verify and whitelist USB devices as required. • Troubleshoot hardware issues for PCs and peripherals, coordinating with vendors for Return Merchandise Authorization (RMA) when necessary. • Handle software installations, elevated administrator access requests, and software security compliance checks for corporate systems. • Safely remove and securely erase storage media for write-offs. • Resolve secure token connectivity issues and reset passwords for corporate user accounts. • Properly move IT equipment using appropriate handling tools. 		<ul style="list-style-type: none"> • Harrison Road
	Job Requirement: <ul style="list-style-type: none"> • Experience in desktop support 		
9. Digital Marketing Consultant	Job Description: <ul style="list-style-type: none"> • Manage campaign execution and reporting (client interactions handled by Account Managers). • Handle technical implementation of SEO, PPC, Social Media, and Media Buy campaigns (assignment may be within specific discipline teams or the central Account Management team). • Oversee and perform quality control on technical implementations carried out by partner and remote teams. • Continuously enhance processes and technology to improve the delivery of services. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
	Job Requirement: <ul style="list-style-type: none"> • Digital marketing experience, SEO, SEM, social media management 		
10. Digital Marketing Executive	Job Description: <ul style="list-style-type: none"> • Oversee the company's digital marketing efforts, including SEO, SEM, and social media management. • Set up and manage accounts on online platforms such as Lazada, Facebook, Shopee, etc. • Collaborate with the sales team to drive market penetration. • Coordinate with vendors to develop and maintain the company website. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Job Requirement: <ul style="list-style-type: none"> Experience in digital marketing 		
11. Digital Marketing Executive	Job Description: <ul style="list-style-type: none"> Work closely with internal teams to assist in organizing and coordinating events, conferences, and exhibitions. Oversee and coordinate the development and production of marketing collateral. Support website maintenance and help manage social media accounts within the team. Perform any other ad hoc duties as required or in line with statutory requirements. 		<ul style="list-style-type: none"> 44 hours Harrison Road
	Job Requirement: <ul style="list-style-type: none"> Experience in digital marketing 		
12. Digital Systems Specialist	Job Description: <ul style="list-style-type: none"> Plan and execute email marketing campaigns using centralized databases, including segmentation and automation. Manage and maintain centralized databases across multiple platforms, ensuring accurate and timely data transfer from principal systems (e.g., Salesforce). Oversee the development and execution of structured and effective CRM programs. Utilize data analytics across all platforms to improve customer and user experiences. Develop quarterly customer profiles for brand marketing teams to identify trends and opportunities. Compile and report digital metrics on a weekly, monthly, and quarterly basis, including digital performance, conversions, social media activities, market audits, industry trends, and media effectiveness. Prepare monthly online brand satisfaction reports (e.g., Google) and analyze share of voice across brands and market segments. 		<ul style="list-style-type: none"> 44 hours Harrison Road
	Job Requirement: <ul style="list-style-type: none"> Experience in CRM management and execution 		
13. Finance Senior Officer (AP)	Job Description: <ul style="list-style-type: none"> Prepare monthly AP payments and reconcile Statements of Account (SOA). Serve as the first approver/reviewer for invoices submitted via the e-Procurement system. Perform second-level review of TenderBoard reports, ensuring accuracy of all accounting codes. Monitor balance sheet items and follow up with respective PICs on outstanding issues. Ensure timely, accurate, and complete preparation of daily carrier remittances for both first and second batches (as backup). Record AP transactions and post related journal entries. Support team members' portfolios through a buddy system. Assist in internal and external audit processes. 		<ul style="list-style-type: none"> 44 hours Harrison Road
	Job Requirement: <ul style="list-style-type: none"> Experience in Accounts Payable 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
14. Marketing Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Oversee overall marketing strategies, product launches, and budget management. • Develop and implement integrated marketing campaigns in collaboration with various stakeholders to achieve business objectives. • Monitor weekly lead generation activities. • Create innovative digital campaigns to engage prospective buyers. • Drive CRM initiatives to enhance customer retention. • Execute aftersales marketing programs to improve service retention. • Manage sales and retail operations. • Handle public relations and press communications. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Experience in marketing management 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
15. Personal Assistant (Family Office)	<p>Job Description:</p> <ul style="list-style-type: none"> • Provide PA support to a family office. • Deliver comprehensive administrative and secretarial assistance. • Manage schedules, appointments, travel arrangements, and correspondence. • Coordinate meetings, prepare necessary documents, and handle confidential information with discretion. • Liaise with internal teams and external stakeholders to ensure seamless operations. • Perform ad-hoc tasks and duties to support both professional and personal matters as needed. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Experience as a personal assistant 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
16. Process Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> • Hands-on experience with various semiconductor assembly equipment is preferred. • Proficient in using DOE tools to design and conduct experiments for optimizing assembly processes. • Familiar with analytical equipment for failure mode analysis, including SEM/EDX, C-SAM, AFM, confocal microscopes, surface profilers, and high-power optical microscopes. • Experience in semiconductor front-end or back-end process development is preferred. • Experience with ANSYS or ABAQUS for stress and thermal simulation modelling is a plus. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Experience in advanced packaging development 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
17. Product Marketing Assistant Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Assist in planning and executing business unit-specific marketing plans to achieve objectives across various business units. • Ensure timely briefing, production, and execution of all advertising and promotional activities, including above- and 		<ul style="list-style-type: none"> • 44 hours • Harrison Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>below-the-line campaigns, in-store marketing collaterals, price updates, and new product launches.</p> <ul style="list-style-type: none"> • Conduct market research and analysis to identify target consumer segments, market trends, and competitor activities. • Perform regular store visits to assess product visibility, monitor competitor activities, and gather insights from retail partners. • Track and evaluate the effectiveness of trade promotions, analyze ROI, and provide recommendations to improve future marketing strategies. • Collaborate closely with creative and digital agencies on website and social media content updates, in-store visual merchandising and renovations, and ad-hoc projects. • Prepare and compile marketing reports. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Experience in managing team in digital marketing 		
18. Product Marketing Executive	<p>Job Description:</p> <ul style="list-style-type: none"> • Analyze and investigate pricing, demand, and competition, including competitor analysis. • Develop and present ideas and strategic plans. • Plan, implement, and execute all A&P initiatives, including events and exhibitions. • Compile and distribute marketing and statistical reports. • Manage marketing communications and public relations activities. • Oversee and allocate the marketing development budget effectively. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Experience in digital marketing 		
19. Recruitment Consultant - CCP	<p>Job Description:</p> <ul style="list-style-type: none"> • Meeting monthly sales target and company's revenue objectives • Responsible for full cycle of search and recruitment activities. • Be involved in executive and non-executive search. • Managing job offer process to candidates and handle remuneration and compensation benefits with clients and candidates. • Advise Clients and Job seekers on market & employment trends. • Business development which involves managing and developing new and existing clients. • Enhance business relationship with clients and develop strong account management skills. • Working closely with clients to develop recruitment strategies and plans. • Working closely with team members to achieve team goals. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • No experience required 		
	<p>Job Description:</p> <ul style="list-style-type: none"> • Generate new business leads and expand the client base in vehicle leasing. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
20. Relationship Manager (Finance)	<ul style="list-style-type: none"> Deliver personalized services and foster strong relationships with existing clients. Formulate business plans and sales strategies to achieve company sales targets and profitability goals. Identify new markets and business opportunities through research and analysis of market trends. 		
	Job Requirement: <ul style="list-style-type: none"> Experience in corporate lending and financing 		
21. Service Engineer (Automation)	Job Description: <ul style="list-style-type: none"> Carry out installation, servicing, and maintenance of German-manufactured automated storage systems. Lead the commissioning process to ensure smooth integration and full functionality of the system. Ensure all installation and commissioning tasks are completed on schedule. Be on 24-hour standby as per duty roster (additional standby allowance and OT provided). Provide necessary engineering support and services. Perform any other ad hoc duties assigned by the superior. 		<ul style="list-style-type: none"> 44 hours Harrison Road
	Job Requirement: <ul style="list-style-type: none"> No experience needed. Class 3 license required. 		
22. Software Engineer	Job Description: <ul style="list-style-type: none"> Design, develop, and maintain software for semiconductor equipment, covering motion control, data acquisition, and process automation. Collaborate closely with hardware and mechanical engineers to integrate software with precision mechanical and electronic components. Develop real-time and embedded systems software for high-speed, high-precision equipment. Conduct software testing, debugging, and optimization to ensure reliability and optimal performance. Implement machine learning, computer vision, and AI algorithms to enhance semiconductor manufacturing processes, where applicable. Ensure software compliance with industry standards, cybersecurity protocols, and data integrity requirements. Contribute to continuous improvement initiatives, focusing on software scalability, maintainability, and performance optimization. Maintain comprehensive technical documentation and provide training and support to internal teams. Follow safety, quality, and regulatory standards in line with Singapore workplace regulations. 		<ul style="list-style-type: none"> 44 hours Harrison Road
	Job Requirement: <ul style="list-style-type: none"> Experience in C++, UI UX development 		
	Job Description: <ul style="list-style-type: none"> Act as the organization's Splunk Administrator. 		<ul style="list-style-type: none"> 44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
23. Splunk Administrator	<ul style="list-style-type: none"> • Install, configure, and manage Splunk infrastructure components, including forwarders, indexers, search heads, and deployment servers. • Design and implement strategies for Splunk data retention and indexing. • Develop and maintain dashboards, reports, and alerts to deliver actionable insights to business stakeholders. • Troubleshoot and resolve issues within the Splunk infrastructure and address performance bottlenecks. • Collaborate with IT teams to integrate Splunk with other systems and applications. • Ensure adherence to security and data privacy policies and standards. • Provide hands-on resolution for technical integration challenges with Splunk security solutions. • Possess strong expertise in IT operations and data analytics. 		<ul style="list-style-type: none"> • Harrison Road
	Job Requirement:		
	<ul style="list-style-type: none"> • Experience in administering Splunk 		
24. Vision Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> • Design, develop, and enhance computer vision algorithms for defect detection, feature recognition, and automation in semiconductor manufacturing. • Implement deep learning-based vision models to achieve high-speed and high-accuracy inspection processes. • Integrate vision systems with robotics, automation platforms, and semiconductor backend equipment such as wire bonders and die bonders. • Develop and refine image processing techniques for pattern recognition, object tracking, and quality inspection. • Collaborate with cross-functional teams to improve real-time vision inspection and maximize production yield. • Perform data analysis, model validation, and performance tuning to comply with industry standards. • Optimize vision system performance for latency, accuracy, and robustness. 		<ul style="list-style-type: none"> • 44 hours • Harrison Road
	Job Requirement:		
	<ul style="list-style-type: none"> • Experience in Python and C++ programming languages 		

#10 RECRUITSG PTE. LTD.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Assistant Manager	<p>Job Description:</p> <ul style="list-style-type: none"> • Support the Restaurant Manager in day-to-day operations across multiple restaurant concepts. • Lead, train, and supervise service staff to ensure consistent delivery of excellent customer service. • Handle guest relations professionally, resolving feedback and ensuring memorable dining experiences. • Monitor floor performance, staff allocation, and service flow for efficiency. 		<ul style="list-style-type: none"> • 5 days • Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Work closely with the culinary and bar teams to maintain smooth coordination. • Assist in stock management, rostering, and cost control measures. • Uphold hygiene, safety, and service standards in line with company policies. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • At least 3–5 years of relevant experience in F&B operations, with prior supervisory or assistant manager experience. • Strong leadership, interpersonal, and communication skills. • Ability to thrive in a fast-paced, multi-concept environment. • Passion for hospitality and delivering exceptional guest experiences. • Flexibility to work evenings, weekends, and public holidays as required. 		
2. Beautician	<p>Job Description:</p> <ul style="list-style-type: none"> • Professional Consultation - Provide professional consultations to assess clients' needs and recommend suitable services. • Deliver expert beauty treatments with meticulous attention to detail, ensuring exceptional client experiences and satisfaction. • Client Relationship Management - Build strong client relationships to encourage repeat visits. • Ensure hygiene and sanitation standards are strictly followed. • Facility and Inventory Handling- Assist in maintaining treatment rooms and the inventory of products/tools. 		<ul style="list-style-type: none"> • 5.5 days, 10am-8pm • Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Relevant certification in Beauty Therapy, Aesthetics, or related field. • Comfortable communicating in fluent English • Proven technical skills in performing beauty treatments are preferred. • Strong interpersonal skills and a client-centric approach. • Professional appearance and a friendly, approachable demeanour. 		
3. Beauty Consultant	<p>Job Description:</p> <ul style="list-style-type: none"> • Sales - Recommend and drive sales for beauty services tailored to customer needs • Client Relationship Management - Build and maintain strong relationships with clients. • Professional Consultation - Conduct consultations to understand client needs and recommend tailored beauty solutions. • Provide exceptional customer service to enhance client satisfaction and retention. 		<ul style="list-style-type: none"> • 5.5 days, 10am-8pm • Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Proven sales experience, preferably in beauty, wellness, or retail. • Result-Oriented - Achieve and exceed monthly sales targets through a commission-based structure • Comfortable communicating in fluent English 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Excellent communication and persuasion skills. Strong interpersonal skills with the ability to build rapport and maintain relationships. Professional appearance and a friendly, approachable demeanour. 		
4. Brand Strategist	<p>Job Description:</p> <ul style="list-style-type: none"> Develop and drive brand strategies that align with overall business objectives. Conduct market research and competitor analysis to identify positioning opportunities. Define brand voice, messaging, and visual identity guidelines to ensure consistency. Collaborate with marketing, sales, and design teams to create integrated campaigns. Monitor brand performance and track key metrics to evaluate effectiveness. Provide insights and recommendations to strengthen brand awareness and customer engagement. Stay ahead of industry trends, consumer behavior shifts, and emerging branding practices. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree in Marketing, Communications, or a related field. 1–2 years of experience in social media or digital marketing. Proficient in tools like Canva, Meta Business Suite, and scheduling platforms. Strong writing skills and visual sense. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road
5. Business Assistant/Administrative Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Keep the business running seamlessly by managing and updating company documents and records. Be the first point of contact for calls, ensuring professional and warm communication at all times. Coordinate team schedules, manage appointments, and keep operations on track. Prepare and process delivery orders with accuracy and efficiency. Handle basic bookkeeping and support finance with documentation. Leverage Microsoft Office tools (Word, Excel, Outlook) to stay on top of tasks. <p>Job Requirement:</p> <ul style="list-style-type: none"> Excellent command of English, both written and spoken. Strong organizational skills and exceptional attention to detail. A proactive mindset—someone who takes initiative and thrives in a collaborative yet autonomous environment. Proficiency in Microsoft Office Suite (Word, Excel, Outlook). 		<ul style="list-style-type: none"> 3 days Henderson Road
6. Chef	<p>Job Description:</p> <ul style="list-style-type: none"> Cook curry rice and braised pork rice. Well-versed in various cooking techniques and have a keen eye for detail to ensure every dish meets our standards. 		<ul style="list-style-type: none"> 5 days, 9am-9pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Keeping cleanliness and hygiene standards at all stations, adhering to safety regulations. Stock taking and inventory management. Ensure compliance with all food safety and license requirements, maintaining relevant certifications. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Minimum 5 years in cooking roles, preferably with expertise in Asian cuisine. Holding a valid food license/certification. Passion for delivering high-quality, flavorful dishes. Strong understanding of kitchen safety, hygiene and food handling standards. Good communication and ability to work under pressure. 		
7. Chef De Partie	<p>Job Description:</p> <ul style="list-style-type: none"> Oversee and execute food preparation, cooking at assigned station(s). Ensure all dishes prepared are in line with restaurant standards and presentation. Keeping cleanliness and hygiene standards at all stations, adhering to safety regulations. Stock taking and inventory management. Supervise and support junior kitchen staff within the station. Collaborate with the head chef to create and implement menus and specials. Ensure compliance with all food safety and license requirements, maintaining relevant certifications. 		<ul style="list-style-type: none"> 5 days Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Past experience as a Chef De Partie or similar role in a professional kitchen. Holding a valid food license/certification. Strong understanding of kitchen safety, hygiene and food handling standards. Ability to work well under pressure and manage a team effectively. Excellent communication and leadership skills. 		
8. Client Service Associate	<p>Job Description:</p> <ul style="list-style-type: none"> Client Registration: Manage new patient registration, collect necessary information, and verify insurance details using our clinic management system. Appointment Scheduling: Schedule, cancel, and reschedule appointments via phone, online, or in-person to optimize clinic flow. Check-in/Check-out: Process client check-in and check-out, verify information, and handle co-payments. Communication Hub: Professionally manage all incoming phone calls, WhatsApp messages, and emails, addressing inquiries and directing them as needed. Administrative Support: Maintain client records, prepare patient charts, send appointment reminders, and manage the waiting area. 		<ul style="list-style-type: none"> 4 days, 8:30am-8pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Team Collaboration: Assist therapists and colleagues to ensure a smooth and safe client experience. Hospitality Tasks: Simple housekeeping, managing snack bar at waiting area, rendering assistance to clients who require attention. 		
	Job Requirement: <ul style="list-style-type: none"> Minimum 'N' Level qualification. Experience in healthcare, service, or a related industry is preferred but not required; we value attitude and aptitude. Proficient in computer skills, especially Mac OS. Team player with exceptional communication and interpersonal skills. Strong organizational and time management skills with the ability to multitask in a fast-paced environment. 		
9. Commis Chef	Job Description: <ul style="list-style-type: none"> Prepare and cook dishes according to recipes and standards. Assist in cutting, cooking, and maintaining food presentation quality. Ensure proper storage, handling, and rotation of ingredients. Maintain kitchen hygiene and adhere to food safety standards. Support the Chef de Partie in daily kitchen operations. 		<ul style="list-style-type: none"> 5 days Henderson Road
	Job Requirement: <ul style="list-style-type: none"> Culinary background with relevant experience. Must possess a valid Food Hygiene Certificate. Strong team player with attention to detail. Willing to work in a fast-paced kitchen environment. 		
10. Customer Success Executive	Job Description: <ul style="list-style-type: none"> Act as the primary point of contact for existing clients, providing ongoing support and ensuring high levels of satisfaction. Build strong client relationships and understand their evolving business needs. Proactively identify opportunities to upsell or cross-sell relevant services and solutions. Work closely with internal teams (sales, operations, product) to address client requirements. Conduct regular client reviews to track usage, gather feedback, and recommend improvements. Prepare reports on client account health, upsell pipeline, and retention metrics. Assist in resolving client issues efficiently while maintaining a positive client experience. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road
	Job Requirement: <ul style="list-style-type: none"> Diploma/Degree in Business, Marketing, Communications, or related field. Strong communication and interpersonal skills with the ability to build rapport quickly. Customer-oriented mindset with a passion for delivering excellent service. Results-driven, with proven ability to meet or exceed KPIs in client servicing or sales. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Self-motivated, proactive, and able to work independently as well as in a team. 		
11. Dental Assistant	<p>Job Description:</p> <ul style="list-style-type: none"> Assist the dentist during treatments and procedures. Prepare and sterilize instruments, equipment, and work areas. Manage patient records and assist with appointment scheduling. Ensure patient comfort before, during, and after procedures. Maintain cleanliness and organization of the clinic according to health and safety standards. <p>Job Requirement:</p> <ul style="list-style-type: none"> Someone available every Saturday 9am to 12pm (fixed schedule). A friendly and caring personality with good communication skills. Team player who can follow instructions and work efficiently. Comfortable using basic computer tools for scheduling and records. Bonus points: Experience working in a dental clinic, medical office, or healthcare setting. 		<ul style="list-style-type: none"> 1 day, 9am-12pm Henderson Road
12. Digital Broadcast Host/Presenter	<p>Job Description:</p> <ul style="list-style-type: none"> Live Streaming: Conduct consistent live streams across various platforms to engage, entertain, and build an audience. Audience Engagement: Interact with viewers through live chats, Q&A sessions, games, and other creative activities to foster a loyal community. Content Creation: Develop engaging and innovative content ideas that showcase your personality and align with trending topics. Social Media Activity: Actively post on and manage your social media profiles to increase visibility and connect with your audience. Community Building: Create a welcoming and vibrant environment that encourages viewer participation and repeat viewership. Collaboration Opportunities: Optionally collaborate with brands or campaigns to promote products during streams or online content. Flexible Work Options: Part-Time or Full-Time: Open to both part-time and full-time arrangements to suit your lifestyle, career goals and can be done anywhere. Negotiable Timeslots: Streaming schedules can be tailored to your availability, providing the flexibility to stream at your most convenient times. <p>Job Requirement:</p> <ul style="list-style-type: none"> Passion for Online Engagement: An enthusiastic interest in interacting with online audiences and creating exciting content. Creative Flair: The ability to generate fresh ideas and bring them to life through your streams and posts. 		<ul style="list-style-type: none"> 3 days, 40hours/month Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Charismatic Personality: Confidence and charm to capture and maintain audience attention. Consistency: A commitment to a regular streaming schedule to grow and engage your audience. Adaptability: Open to learning and leveraging new tools and trends in live streaming and content creation Open to Beginners: No prior experience in streaming is necessary—just a willingness to learn and create. 		
13. Dishwasher-cum-cleaner	<p>Job Description:</p> <ul style="list-style-type: none"> Wash, clean, and store kitchen utensils, crockery, and cutlery. Maintain cleanliness of kitchen, dining, and storage areas. Handle waste disposal and ensure proper sanitation standards. Assist with general cleaning tasks as required by the team. <p>Job Requirement:</p> <ul style="list-style-type: none"> Open to all (bonus if you are staying within 1km of Chinatown for ease of commute) Open to matured workers who are physically fit (premises have stairs, no lift). Able to work 4–6 hour shifts on rotation. Responsible, hardworking, and a good team player. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road
14. Electrical Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Review and design electrical system drawings and specifications for commercial interior fit-outs, covering lighting, power distribution, control systems, and related mechanical & electrical (M&E) elements. Collaborate with architects, interior designers, project managers, and contractors to integrate electrical systems seamlessly into overall spatial design. Ensure designs comply with Singapore's building regulations, safety codes, and industry best practices. Supervise and inspect electrical installation work on-site; test and commission systems to guarantee functionality and safety. Evaluate technical submittals, single-line diagrams, and procurement documentation for materials and equipment. Troubleshoot technical issues during construction and revisions, coordinating closely with stakeholders to resolve discrepancies. Coordinate with M&E subcontractors to uphold schedules, budget, and quality of execution. <p>Job Requirement:</p> <ul style="list-style-type: none"> At least 2 years' experience in M&E, construction, or interior fit-out environments. Reading drawings, coordinating systems, managing on-site electrical work. Comfortable reading single-line diagrams and test packs, with the ability to produce and evaluate technical documentation. Familiarity with healthcare or specialised commercial fit-outs (e.g., retail, airport) is a bonus. Registration (or eligibility) with Professional Engineers Board Singapore is an advantage. 		<ul style="list-style-type: none"> 5.5 days, 9am-6pm Henderson Road
	Job Description:		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
15. Executive Assistant	<ul style="list-style-type: none"> Strong organizational and time management skills with the ability to multitask and prioritize effectively. Excellent written and verbal communication skills. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Henderson Road
	Job Requirement: <ul style="list-style-type: none"> Business And Administration Professionals Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); knowledge of CRM systems is a plus. Discreet, resourceful, proactive, and able to handle confidential information with integrity. 		
16. Financial Advisor	Job Description: <ul style="list-style-type: none"> We are looking for driven, responsible individuals to join our team as Financial Consultants. Client Relationship Management Personalized Financial Planning Investment Strategy & Portfolio Management Risk Analysis and Wealth Building/Preservation Techniques No prior experience needed – Full training will be provided! Flexible Working Hours Travelling Required for Client Meetings 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road
	Job Requirement: <ul style="list-style-type: none"> At least 21 years old as per MAS guidelines GCE A' Level, Polytechnic Diploma or Higher Keen Interest in Finance & Investments Driven to make an impact in yours and people's lives 		
17. Front Desk Admin	Job Description: <ul style="list-style-type: none"> Greet and assist customer warmly, ensuring a welcoming and positive experience. Handle incoming calls and client inquiries with professionalism, providing accurate information and support. Schedule and coordinate appointments across multiple platforms (e.g., WhatsApp, Instagram, phone). Process payments, manage cash registers, and handle retail product sales accurately. Address client feedback, resolve concerns, and maintain excellent service standards. 		<ul style="list-style-type: none"> 9am-9pm Henderson Road
	Job Requirement: <ul style="list-style-type: none"> All are welcome to apply Prior experience in call support, customer service, or client-facing roles (e.g., hospitality, retail, sales) is preferred. Strong communication skills; confident speaking with clients over the phone and in person. Organised, proactive, and able to multitask. Comfortable with basic computer and digital platforms (e.g. Google, Gmail, WhatsApp, Social Media, Canva). 		
18. Human Resource Consultant	Job Description: <ul style="list-style-type: none"> Client Liaison Excellence: Serve as the primary liaison for clients, addressing inquiries and providing expert guidance on various HR-related matters (e.g. HR software for payroll, SME governmental grants, grant submissions) Tailored HR Collaboration: Collaborate closely with clients to comprehend their unique HR requirements, developing tailored solutions aligned with their specific objectives. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Seamless Onboarding Experience: Facilitate clients' seamless onboarding onto our HR software and HR Shared Services, ensuring a streamlined and effective transition process. Compliance Mastery: Stay abreast of the latest HR laws and regulations, offering clients informed advice and guidance on compliance matters. Internal Collaboration Expertise: Collaborate with internal teams to ensure the flawless delivery of HR services, maintaining a client-focused approach throughout. Strategic HR Insights: Deliver comprehensive reports and analyses to clients, highlighting areas for enhancement in their HR operations and providing actionable recommendations for improvement. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Educational Background: Diploma or Bachelor's degree in Business Administration or Human Resources (fresh diploma/degree candidates are welcome to apply) Keen Eye for Detail: Meticulous attention to detail, ensuring accuracy and thoroughness in reporting. Strong interpersonal skills: Excellent interpersonal and communication skills, fostering robust relationships with clients. Dynamic and Confident Contributor: Capacity to work independently and collaboratively in a fast-paced, dynamic environment. Inquisitive Solution Seeker: Strong analytical and problem-solving aptitude, with a focus on identifying and resolving HR challenges. Experienced HR Operations Professional: Familiarity with HR management software. Willingness to travel to client sites as needed. 		
19. Interior Designer	<p>Job Description:</p> <ul style="list-style-type: none"> Lead exciting design projects from concept to completion, owning the process with confidence and creativity Translate client visions into functional, beautiful spaces with clear mood boards, sketches, and material selections Set project schedules and budgets, ensuring timely and cost-effective delivery Source materials and products that bring your concepts to life Collaborate closely with a passionate team of designers, architects, and contractors Supervise project execution to ensure high standards and alignment with the design intent Stay on top of trends, industry innovations, and best practices to continuously elevate your work <p>Job Requirement:</p> <ul style="list-style-type: none"> At least 1–2 years of hands-on experience in interior design (residential or commercial) A strong portfolio that showcases your flair for space planning, styling, and creative problem-solving 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proficiency in design software (AutoCAD, SketchUp, 3D Max, Illustrator, etc.) An eye for detail, love for aesthetics, and ability to manage timelines and client expectations Diploma or Degree in Interior Design or a related field 		
20. Management Associate	Job Description: <ul style="list-style-type: none"> Performing financial analysis and making strategic recommendations Leading development and preparation of client presentation materials Managing execution from day-to-day activities for your clients' needs 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Henderson Road
	Job Requirement: <ul style="list-style-type: none"> Full certificate in GCE 'A' Level, International Baccalaureate Diploma qualification, diploma awarded by a polytechnic in Singapore or equivalent. Degree holders are preferred. Good knowledge of banking, wealth management & insurance products is an added advantage Excellent customer focused mindset Personable, sincere, strong integrity & determination At least 21 years old (MAS requirement) Males must have completed National Service 		
21. Masseuse	Job Description: <ul style="list-style-type: none"> Professional Consultation - Conduct client consultations to assess clients' needs and recommend suitable services. Deliver expert massage therapies with meticulous attention to detail, ensuring exceptional client experiences and satisfaction. Client Relationship Management - Build strong client relationships to encourage repeat visits. Maintain strict adherence to hygiene, safety, and sanitation protocols Promote salon products and additional services to support client aftercare. 		<ul style="list-style-type: none"> 5.5 days, 10am-8pm Henderson Road
	Job Requirement: <ul style="list-style-type: none"> Relevant certification in Massage Therapy or a related discipline. Comfortable communicating in fluent English Proven technical skills in multiple massage modalities are preferred. Strong interpersonal skills and a client-centric approach. Professional appearance and a friendly, approachable demeanor. 		
22. Physiotherapist	Job Description: <ul style="list-style-type: none"> Client Service & Clinic Administration: Provide friendly, efficient, and excellent customer service, creating a warm and welcoming atmosphere. Exercise & Fitness Training: Design and execute comprehensive fitness assessments. Plan and execute personalized exercise and fitness programmes for performance enhancement for individuals or small groups. 		<ul style="list-style-type: none"> 4 days, 8:30am-8pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Sports Massage & Recovery: Conduct targeted sports massage therapy to aid in client recovery and relaxation. Rehabilitation Programme Management: Educate and correct clients on safe practices, proper form, and technique. Work collaboratively with Physiotherapists, caregivers, parents, and coaches to coordinate rehabilitation programmes and achieve client goals. Record Keeping: Maintain records of clients' health, training, diet, and fitness progress. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Must be AHPC registered. Minimum 5 years of experience in a related field. Specialized knowledge and experience in muscular skeletal sports assessment and treatment. Strong interpersonal skills and a client-centric approach. 		
23. Pre-sales Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Engage with clients and key stakeholders to understand their business goals, technical challenges, and solution requirements. Act as a technical consultant, translating customer needs into practical, tailored solutions — whether by customizing existing offerings or developing new proposals with internal teams. Lead and manage pre-sales discussions, solution demonstrations, and technical evaluations to support business development. Collaborate closely with internal product, engineering, and operations teams to align client needs with product capabilities and roadmaps. Provide post-sales technical support and ensure smooth implementation and adoption of solutions, while maintaining long-term client relationships. 		<ul style="list-style-type: none"> 5 days, 9am-6:30pm Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Proven experience in technical sales, solution consulting, or pre-sales engineering, preferably in B2B or enterprise environments. Strong stakeholder management skills — able to influence, align, and communicate clearly with both technical and non-technical audiences. Ability to think analytically and creatively in building solutions from scratch or tailoring existing ones 		
24. Real Estate Salesperson	<p>Job Description:</p> <ul style="list-style-type: none"> We are looking for motivated and results-driven Real Estate Salespersons to join our dynamic team. You will be responsible for generating leads, conducting property viewings, and closing sales transactions in the residential or commercial property market. Prospect and follow up with leads to secure listings and client appointments. Conduct market research and advise clients on property value and market trends. Arrange and attend viewings, negotiate offers, and close deals. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Maintain relationships with property owners, buyers, and tenants. Stay updated on property regulations, government schemes, and transaction processes. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Valid CEA registration and RES certification in Singapore. Prior experience in real estate sales is preferred but not mandatory. Strong negotiation, communication, and interpersonal skills. Self-motivated with a results-oriented approach. Willing to work flexible hours, including weekends. 		
25. Receptionist	<p>Job Description:</p> <ul style="list-style-type: none"> Greet and assist customer warmly, ensuring a welcoming and positive experience. Handle incoming calls and client inquiries with professionalism, providing accurate information and support. Schedule and coordinate appointments across multiple platforms (e.g., WhatsApp, Instagram, phone). Process payments, manage cash registers, and handle retail product sales accurately. Address client feedback, resolve concerns, and maintain excellent service standards. Assist with simple marketing initiatives, social media content, support event/roadshow coordination. <p>Job Requirement:</p> <ul style="list-style-type: none"> All are welcome to apply Prior experience in call support, customer service, or client-facing roles (e.g., hospitality, retail, sales) is preferred. Strong communication skills; confident speaking with clients over the phone and in person. Organised, proactive, and able to multitask. Comfortable with basic computer and digital platforms (e.g. Google, Gmail, WhatsApp, Social Media, Canva). Basic marketing skills or a keen interest in supporting events and roadshows. 		<ul style="list-style-type: none"> 5.5 days, 10am-8pm Henderson Road
26. Recruitment Consultant	<p>Job Description:</p> <ul style="list-style-type: none"> Actively source and recruit candidates across Asia, focusing on Singapore, Vietnam, Malaysia, India, China, Myanmar, and beyond. Handle end-to-end recruitment cycles—job posting, sourcing, interviewing, candidate shortlisting, offer negotiation, and closing. Build and nurture candidate relationships, maintaining a high-quality pipeline. Partner with Singapore-based client companies to understand role requirements and align recruitment strategy. Provide advisory support on salary benchmarking, employer branding, and regional talent market insights WorkJoy Group. Use ATS or CRM tools to maintain accurate records and updates. Meet and exceed recruitment and placement KPIs. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Job Requirement:</p> <ul style="list-style-type: none"> At least 2 - 3 years of recruitment experience—agency, in-house, or freelance. Strong sourcing skills using job boards, LinkedIn, social media, and networking. Excellent communication in English; additional regional languages (e.g. Vietnamese, Bahasa Malaysia, Mandarin, Hindi, Burmese) are a plus to liaise with international stakeholders. Highly self-motivated and organized to manage multiple requisitions remotely. Comfortable operating in Asia time zones and collaborating with international clients. 		
27. Recruitment Partner	<p>Job Description:</p> <ul style="list-style-type: none"> Design and execute non-traditional recruitment strategies that go beyond transactional hiring. Establish long-term partnerships with businesses, acting as a strategic advisor rather than just a service provider. Utilize data-driven approaches, technology, and market intelligence to identify and engage top-tier talent. Build and cultivate a personal recruitment brand—whether through content, thought leadership, or digital networking 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> A proven recruitment professional (internal, freelancer, or headhunter) with a track record of successful placements and strategic talent acquisition. A visionary thinker who understands that recruitment is not just about filling vacancies but about creating value for both talent and businesses. An entrepreneurial leader eager to scale new recruitment models, disrupt outdated hiring frameworks, and build a sustainable, high-impact talent ecosystem. A strategic problem-solver who leverages technology, market insights, and relationship-building to drive recruitment success. 		
28. Relationship Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Wealth Advisory & Portfolio Management: Provide tailored financial advice across investment, insurance, retirement, and estate planning to meet clients' financial goals and risk profiles. Client Relationship Development: Build, grow, and maintain trusted relationships with new and existing clients through personalized engagement, regular portfolio reviews, and timely financial updates. Sales & Business Development: Prospect new clients through referrals, networking, and lead generation. Identify cross-selling opportunities to offer suitable financial products and services. Client Onboarding & Servicing: Guide clients through onboarding, account set-up, and KYC processes while ensuring compliance with internal policies and regulatory requirements. 		<ul style="list-style-type: none"> 5.5 days, 9am-6pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Market Insights & Strategy: Keep abreast of market developments, economic trends, and product offerings to proactively advise clients on opportunities and risk mitigation. Cross-functional Collaboration: Work closely with internal departments such as product teams, compliance, underwriting, and investment specialists to deliver optimal client solutions. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Bachelor's degree in Finance, Business, Economics, or related field. Minimum 2–5 years of experience in wealth management, financial advisory, or relationship management. Proven ability to manage and grow a portfolio of affluent/HNW clients. Excellent communication, interpersonal, and consultative selling skills. Strong understanding of financial markets, investment products, and risk profiles. 		
29. Sales Design Consultant	<p>Job Description:</p> <ul style="list-style-type: none"> Actively engage prospective and existing clients, understanding their brand vision, spatial requirements, and business objectives. Provide expert advice in space planning, design concept development, and material selection to elevate functionality and brand impact. Develop and present tailored design proposals, mood boards, layout plans, and quotations. Coordinate closely with internal teams to ensure feasibility and smooth hand-offs from sales to delivery. Lead client presentations, showcasing conceptual designs via sketches, 3D renderings, or visual presentations. Build and nurture long-term client relationships, ensuring excellent customer experience throughout pre- and post-sales phase. Maintain awareness of market trends, competitor offerings, and client preferences to refine service offerings and sales strategies. <p>Job Requirement:</p> <ul style="list-style-type: none"> At least 2 years experience as a Sales Design Consultant. Background in Interior Design, Architectural Sales, or related consulting roles—preferably in commercial projects. Strong skills in client engagement, visualization (photoshop, SketchUp, AutoCAD, or equivalent). Excellent communication, interpersonal, and negotiation skills. A high-service mindset, being able to stay professional, transparent, and client-oriented. Ability to manage multiple simultaneous client engagements, adapt to fast-paced project environments, and uphold attention to detail. 		<ul style="list-style-type: none"> 5.5 days, 9am-6pm Henderson Road
	Job Description:		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
30. Sales Marketing Executive	<ul style="list-style-type: none"> Support roadshows and campaigns – Assist in planning and executing monthly roadshows, events, or campaigns to promote products and services. Customer engagement via calls – Conduct follow-up calls with potential customers, provide product/service information, and support lead generation. Marketing materials – Create simple and attractive promotional content (social media posts, flyers, etc.) to support campaigns. Coordinate with vendors and partners – Help with logistics, setup, and smooth execution of events and campaigns. 		<ul style="list-style-type: none"> 5.5 days, 10am-8pm Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Experience or strong interest in events, campaigns, or roadshows. Comfortable making calls to customers for follow-up or support. A proactive and positive attitude, with good communication skills. Ability to multitask and adapt in a dynamic, fast-paced environment. Familiarity with social media platforms and design tools. Interest in Beauty Industry is a bonus. 		
31. Service Crew	<p>Job Description:</p> <ul style="list-style-type: none"> Welcome and seat guests in a friendly and professional manner. Take food and beverage orders accurately and efficiently. Serve dishes and drinks with attention to detail and hospitality. Ensure cleanliness and upkeep of dining areas and service stations. Handle guest feedback and requests promptly and courteously. Work collaboratively with team members to maintain smooth operations. Uphold hygiene, safety, and service standards at all times. 		<ul style="list-style-type: none"> 5 days Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Prior F&B service experience preferred but not mandatory. A positive attitude, teamwork spirit, and passion for hospitality. Strong communication skills and a customer-first mindset. Ability to work shifts, weekends, and public holidays. 		
32. Social Media Executive	<p>Job Description:</p> <ul style="list-style-type: none"> Develop and implement social media strategies aligned with business goals. Create, schedule, and publish engaging content (posts, reels, stories, etc.). Monitor social media channels and respond to inquiries or comments. Analyze social media performance and provide monthly reports. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Collaborate with sales and design teams to promote property listings and events. Stay up-to-date with current trends, platform updates, and best practices. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree in Marketing, Communications, or a related field. 1–2 years of experience in social media or digital marketing. Proficient in tools like Canva, Meta Business Suite, and scheduling platforms. Strong writing skills and visual sense. 		
33. Social Media Marketing Associate	<p>Job Description:</p> <ul style="list-style-type: none"> We are looking for a creative and digitally savvy Social Media Marketing Associate to manage our online presence and drive engagement through strategic content. The role will involve content creation, campaign planning, and analytics for platforms like Instagram, Facebook, and LinkedIn. Develop and implement social media strategies aligned with business goals. Create, schedule, and publish engaging content (posts, reels, stories, etc.). Monitor social media channels and respond to inquiries or comments. Analyze social media performance and provide monthly reports. Collaborate with sales and design teams to promote property listings and events. Stay up-to-date with current trends, platform updates, and best practices. <p>Job Requirement:</p> <ul style="list-style-type: none"> Diploma/Degree in Marketing, Communications, or a related field. 1–2 years of experience in social media or digital marketing. Proficient in tools like Canva, Meta Business Suite, and scheduling platforms. Strong writing skills and visual sense. Knowledge of the real estate market is a bonus. 		<ul style="list-style-type: none"> 5 days, 9am to 6pm Henderson Road
34. Software Developer	<p>Job Description:</p> <ul style="list-style-type: none"> Design, develop, test, and maintain software applications in line with business requirements. Write clean, efficient, and well-documented code. Collaborate with cross-functional teams to define, design, and ship new features. Troubleshoot, debug, and upgrade existing systems to improve performance. Participate in code reviews to ensure quality and best practices. Stay updated on emerging technologies, tools, and industry trends. Ensure security, scalability, and reliability in all development work. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor's degree in Computer Science, Software Engineering, or a related field (or equivalent experience). • Proficiency in at least one programming language (e.g., Java, Python, C#, JavaScript). • Experience with web or mobile application development, databases, and APIs. • Strong problem-solving and debugging skills. • Familiarity with version control systems (e.g., Git). • Knowledge of software development life cycle (SDLC) and agile methodologies. • Ability to work independently and as part of a collaborative team. • Good communication skills and attention to detail. 		
35. Supervisor	<p>Job Description:</p> <ul style="list-style-type: none"> • Supervise and guide service staff to ensure consistent, high-quality guest service. • Take charge of daily floor operations, including table assignments, service flow, and guest satisfaction. • Handle guest inquiries and feedback with professionalism and efficiency. • Train, coach, and motivate team members to uphold service standards. • Work closely with the kitchen and bar teams to coordinate timely service. • Ensure compliance with hygiene, safety, and operational procedures. • Assist in rostering, staff briefings, and performance monitoring. <p>Job Requirement:</p> <ul style="list-style-type: none"> • 2–4 years of F&B service experience, with at least 1 year in a supervisory role. • Strong communication and leadership skills with the ability to motivate a team. • Passionate about hospitality and guest engagement. • Ability to multitask and remain composed in a fast-paced environment. • Flexibility to work evenings, weekends, and public holidays as required. 		<ul style="list-style-type: none"> • 5 days • Henderson Road
36. Technical Specialist	<p>Job Description:</p> <ul style="list-style-type: none"> • Empower users through seamless system setup, documentation, and engaging end-user training experiences. • Provide exceptional after-sales technical support, swiftly resolving challenges and leaving customers satisfied. • Foster strong partnerships with manufacturers, accessing top-notch technical support and streamlining RMA processes. • Masterfully comprehend and interpret technical plans, specifications, and schematic block diagrams to deliver outstanding results. 		<ul style="list-style-type: none"> • 5 days, 9am-6:30pm • Henderson Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Showcase expertise in hand/power tools, test equipment, wiring/cabling, and termination, ensuring precision and excellence in every task. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Proficient in Professional Audio, Video, Lighting, and IT networks. Experience or background in media technology/AV media technology/ multimedia technology is preferred. 1-2 years' verifiable experience in setting up, installing, and supporting such systems preferred. Experience in Q-SYS Design (LUA or Block) programming would be an added advantage. Excellent customer interaction skills with confidence and strong customer service abilities. Adaptable and efficient in managing tasks and projects in a fast-paced environment, with a willingness to learn and provide optimal solutions to customers. A diploma in a media technology-related field of study is preferred. 		
37. UI/UX Designer	<p>Job Description:</p> <ul style="list-style-type: none"> Design intuitive, user-friendly, and visually appealing interfaces across web and mobile platforms. Conduct user research, interviews, and usability testing to understand user needs and behaviors. Develop wireframes, prototypes, and user flows to communicate design ideas effectively. Collaborate with developers, product managers, and other stakeholders to deliver seamless experiences. Create and maintain design systems, style guides, and component libraries for consistency. Stay updated on UI/UX trends, tools, and best practices to continuously improve user experience. Ensure designs are optimized for accessibility, responsiveness, and performance. 		<ul style="list-style-type: none"> 5 days, 9am-6pm Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Bachelor's degree in Design, Human-Computer Interaction, or related field (or equivalent experience). Proven experience as a UI/UX Designer or similar role with a strong design portfolio. Proficiency in design and prototyping tools (e.g., Figma, Sketch, Adobe XD). Understanding of responsive design, interaction design, and user-centered design principles. Familiarity with usability testing methods and analytics tools. Basic knowledge of front-end technologies (HTML, CSS, JavaScript) is a plus. Strong attention to detail with excellent problem-solving and communication skills. Ability to balance creativity with business objectives and technical constraints. 		
	Job Description:		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
38. Wealth Manager	<ul style="list-style-type: none"> • Wealth Advisory & Portfolio Management • Provide tailored financial advice across investment, insurance, retirement, and estate planning to meet clients' financial goals and risk profiles. • Client Relationship Development: Build, grow, and maintain trusted relationships with new and existing clients through personalized engagement, regular portfolio reviews, and timely financial updates. • Sales & Business Development: Prospect new clients through referrals, networking, and lead generation. Identify cross-selling opportunities to offer suitable financial products and services. • Client Onboarding & Servicing • Guide clients through onboarding, account set-up, and KYC processes while ensuring compliance with internal policies and regulatory requirements. • Market Insights & Strategy: Keep abreast of market developments, economic trends, and product offerings to proactively advise clients on opportunities and risk mitigation. • Cross-functional Collaboration: Work closely with internal departments such as product teams, compliance, underwriting, and investment specialists to deliver optimal client solutions. 		<ul style="list-style-type: none"> • 5 days, 9am-6pm • Henderson Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Bachelor's degree in Finance, Business, Economics, or related field. • Minimum 2–5 years of experience in wealth management, financial advisory, or relationship management. • Proven ability to manage and grow a portfolio of affluent/HNW clients. • Excellent communication, interpersonal, and consultative selling skills. • Strong understanding of financial markets, investment products, and risk profiles. 		

#11 TDCX (SG) PTE. LTD.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Customer Service Officer	<p>Job Description:</p> <ul style="list-style-type: none"> • Provide excellent support experience to customers via all relevant communication channels such as phone lines, online feedback forms, email and live chats. • Identify customer's needs, researching any existing issue in order to provide strategic solutions that will best address customer's needs while ensuring that any existing confusion is clarified. • Ensure first contact resolution and effective follow-up with Service partners and internal departments to ensure case closure in accordance to our service standards. 		<ul style="list-style-type: none"> • Mondays to Fridays, 830 am to 6 pm • Chai Chee Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Provide constructive feedback on tools, resources, procedures and guidelines to enhance workflow and the customer experience. • Deliver the best services to customers to ensure the highest customer satisfaction with the right procedures • Build sustainable relationships and engage customers by taking the extra mile • Any other duties and responsibilities that may be assigned to you by the management from time to time, within your category of employment in the organization and for the effective implementation, maintenance and continual improvement of the Quality Management System of TDCX. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidate must possess at least O/A/Diploma level in any field. • Preferably with 2 years of working experience in the related field is ideal for this position. • Possesses strong time management skills and is motivated to exceed expectations. • Ability to multi-task and use information provided by customers to tailor responses and actions to meet specific needs. • Must be a strong communicator, with an emphasis on effective listening and empathizing with customers, plus good phone etiquette (pace, tone, voice quality, grammar and articulation). • Comfortable working with computers and the ability to work with multiple systems and the ability to learn and adapt to new ones. • Excellent verbal and written communication skills in English and the language of the supporting market. 		
2. Customer Service Officer	<p>Job Description:</p> <ul style="list-style-type: none"> • Provide excellent support experience to customers via all relevant communication channels such as phone lines, online feedback forms, email and live chats. • Identify customer's needs, researching any existing issue in order to provide strategic solutions that will best address customer's needs while ensuring that any existing confusion is clarified. • Ensure first contact resolution and effective follow-up with Service partners and internal departments to ensure case closure in accordance to our service standards. • Provide constructive feedback on tools, resources, procedures and guidelines to enhance workflow and the customer experience. • Deliver the best services to customers to ensure the highest customer satisfaction with the right procedures • Build sustainable relationships and engage customers by taking the extra mile • Any other duties and responsibilities that may be assigned to you by the management from time to time, within your 		<ul style="list-style-type: none"> • Mondays to Fridays, 830 am to 6 pm • Jurong Gateway Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>category of employment in the organization and for the effective implementation, maintenance and continual improvement of the Quality Management System of TDCX.</p> <p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidate must possess at least O/A/Diploma level in any field. • Preferably with 2 years of working experience in the related field is ideal for this position. • Possesses strong time management skills and is motivated to exceed expectations. • Ability to multi-task and use information provided by customers to tailor responses and actions to meet specific needs. • Must be a strong communicator, with an emphasis on effective listening and empathizing with customers, plus good phone etiquette (pace, tone, voice quality, grammar and articulation). • Comfortable working with computers and the ability to work with multiple systems and the ability to learn and adapt to new ones. • Excellent verbal and written communication skills in English and the language of the supporting market. 		
3. Customer Service Officer	<p>Job Description:</p> <ul style="list-style-type: none"> • Provide excellent support experience to customers via all relevant communication channels such as phone lines, online feedback forms, email and live chats. • Identify customer's needs, researching any existing issue in order to provide strategic solutions that will best address customer's needs while ensuring that any existing confusion is clarified. • Ensure first contact resolution and effective follow-up with Service partners and internal departments to ensure case closure in accordance to our service standards. • Provide constructive feedback on tools, resources, procedures and guidelines to enhance workflow and the customer experience. • Deliver the best services to customers to ensure the highest customer satisfaction with the right procedures • Build sustainable relationships and engage customers by taking the extra mile • Any other duties and responsibilities that may be assigned to you by the management from time to time, within your category of employment in the organization and for the effective implementation, maintenance and continual improvement of the Quality Management System of TDCX. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidate must possess at least Diploma level in any field. • Possesses strong time management skills and is motivated to exceed expectations. 		<ul style="list-style-type: none"> • Mondays to Fridays, 830 am to 6 pm • Chai Chee Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to multi-task and use information provided by customers to tailor responses and actions to meet specific needs. Must be a strong communicator, with an emphasis on effective listening and empathizing with customers, plus good phone etiquette (pace, tone, voice quality, grammar and articulation). Comfortable working with computers and the ability to work with multiple systems and the ability to learn and adapt to new ones. Excellent verbal and written communication skills in English and the language of the supporting market. Rotational shift varies from 8:00 AM to 8:00 PM (5 days per week including weekend and public holiday) Permanent night shift varies from 6 PM to 6 AM OR 7 PM to 7 AM OR 8 PM to 8 AM (4 days per week including weekend and public holiday) 		
4. Customer Service Representative	<p>Job Description:</p> <ul style="list-style-type: none"> You'll help us deliver excellent service to our partner brands by performing these tasks: Handle phone call enquiries of current and prospective members in respect to Airline industry programme. Provide accurate and efficient processing of reservations or support work relating to mileage redemption, issuing of tickets and effecting changes to schedules. Maintain member accounts whenever there are changes in their profiles. Advise on latest promotions and mechanics including send programme related collaterals and forms. Manages feedback/ complaints and liaise with backend support to resolve members' issues. Meet daily KPI requirement. Perform other duties and responsibilities that may be assigned to you by the management within your category of employment in the organization and for the effective implementation, maintenance and continual improvement of the Quality Management System of TDCX. 		<ul style="list-style-type: none"> Rotational shift Chai Chee Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Candidate must possess at least a GCE 'N' levels in any field. Preferably with 1 year of working experience in contact centre is ideal for this position. However, entry level candidates are encouraged to apply. Strong time management skills and amenable to work rotating shifts. Exposure to strong customer-orientated environment is an added advantage. Possess strong analytical skills to identify cause of problems & recommend solutions. Comfortable working with computers and multiple systems. Excellent verbal and written communication skills in English and the language of the supporting market. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
5. Customer Service Team Leader	<p>Job Description:</p> <ul style="list-style-type: none"> • Manages team members in the day-to-day performance of work, provides leadership and coaching • Performs transaction monitoring to ensure client's service quality is consistently achieved in accordance to service level standards set • Coordinates and distributes work, monitors workloads and backlogs and makes necessary adjustments • Identifies areas of improvement and to be able to introduce new structures and improved processes as required • Foster team discipline, communication and morale to strengthen teamwork within the team • Work with clients and execute service recovery actions resulting from service shortfall • Constantly update and reinforce the team on existing products, services and operational procedures. • Ensure that team members are fully briefed on new information within agreed time frame in order to effectively carry out their role • Collate and report the agreed statistics (in their respective job scope) on a daily, weekly and monthly basis • Any other duties and responsibilities that may be assigned to you by the management from time to time, within your category of employment in the organization and for the effective implementation, maintenance and continual improvement of the Quality Management System of TDCX. 		<ul style="list-style-type: none"> • Mondays to Fridays, 830 am to 6 pm • Chai Chee Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Candidate must possess at least a GCE A Level, Diploma, Bachelor's Degree, Professional Degree • Preferably with 3 years of working experience in the related field is ideal for this position. • Experience in managing a team • Highly self-motivated, energetic and service driven with a positive attitude • Strong communication skills • Excellent verbal and written communication skills in English and the language of the supporting market. 		
6. Officer, Customer Experience (Cantonese Market)	<p>Job Description:</p> <ul style="list-style-type: none"> • We are looking for an experienced quality assurance/customer experience professional to join our Project team. • The specialist will be responsible for the quality and customer experience of the sales representative ensuring processes, product knowledge and selling technique is effective in accordance with the project needs and KPIs. • Ability in liaising with various stakeholders in order to leverage synergies between Operations, Training and Quality is critical to success to build a center of excellence. 		<ul style="list-style-type: none"> • Mondays to Fridays, 830 am to 6 pm • Chai Chee Road
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • 2+ years' experience preferred in quality assurance role in an outbound contact center sales environment. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Fluency in English and one other language is mandatory (as specified to liaise with other language stakeholders) Expert familiarity with quality review in sales environment. Comfortable communicating with all levels of management (including internal and external stakeholders) Demonstrated proficiency in multi-tasking and prioritization. Clearly demonstrated passion for ensuring the success of company culture of excellence and commitment to quality. Strong practical experience with Excel/Powerpoint (PivotTable, Charts) is a plus. There will be weekly and/or monthly reports for the clients to show progress. COPC/Six Sigma Qualifications is a plus Excellent analytical abilities as demonstrated by gathering, analyzing and delivering information in both verbal and written formats. Ability to provide balanced coaching and feedback to develop employees/agents. Ability to conduct skills gap analysis and provide actionable feedback to training team. 		

#12 TOPPAN Ecquaria Pte. Ltd.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. AI Specialist	<p>Job Description:</p> <ul style="list-style-type: none"> Contribute to the design and implementation of AI solutions. Assist in the development and implementation of AI models and systems, leveraging techniques such as Language Models (LLMs) and generative AI. Collaborate with stakeholders to identify business opportunities and define AI project goals. Stay updated with the latest advancements in generative AI techniques, such as LLMs, and evaluate their potential applications in solving enterprise challenges. Utilize generative AI techniques, such as LLMs, to develop innovative solutions for enterprise industry use cases. Integrate with relevant APIs and libraries, such as Azure Open AI GPT models and Hugging Face Transformers, to leverage pre-trained models and enhance generative AI capabilities. Implement and optimize end-to-end pipelines for generative AI projects, ensuring seamless data processing and model deployment. Utilize vector databases, such as Redis, and NoSQL databases to efficiently handle large-scale generative AI datasets and outputs. Implement similarity search algorithms and techniques to enable efficient and accurate retrieval of relevant information from generative AI outputs. Collaborate with domain experts, stakeholders, and clients to understand specific business requirements and tailor generative AI solutions accordingly. 		<ul style="list-style-type: none"> 5 days Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Conduct research and evaluation of advanced AI techniques, including transfer learning, domain adaptation, and model compression, to enhance performance and efficiency. Establish evaluation metrics and methodologies to assess the quality, coherence, and relevance of generative AI outputs for enterprise industry use cases. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Bachelor's Degree in Computer Science, Engineering, Data Science, or any other relevant subject. Minimum 2 years of experience in Data Science and Machine Learning. Deploying LLMs, AI Agents and AI Solutions, integrate and deploy open source AI models and solutions from Huggingface repository. In-depth knowledge of machine learning, deep learning, and generative AI techniques. Proficiency in programming languages such as Python, R, and frameworks like TensorFlow, PyTorch, Flask, Langchain, Llamaindex, CrewAI and Autogen. Strong understanding of NLP techniques and frameworks such as BERT, GPT, or Transformer models. Familiarity with computer vision techniques for image recognition, object detection, or image generation. Experience with cloud platforms such as Azure, AWS, or GCP and deploying AI solutions in a cloud environment. Expertise in data engineering, including data curation, cleaning, and preprocessing. Knowledge of trusted AI practices, ensuring fairness, transparency, and accountability in AI models and systems. Excellent problem-solving and analytical skills, with the ability to translate business requirements into technical solutions. Track record of driving innovation and staying updated with the latest AI research and advancements. 		
2. Data Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Design and implement robust, scalable data pipelines and architectures to support data ingestion, processing, and storage. Including performance optimizations for data modeling and ingestion Develop and optimize complex SQL queries and stored procedures for data extraction, transformation, and analysis. Model data to meet different use casesng applications and automate data workflows. Collaborate with data scientists and analysts to understand data requirements and deliver high-quality data solutions. Lead the integration of data from various sources into data lakes and warehouses, ensuring data quality and consistency. Monitor and troubleshoot data pipelines and workflows to ensure optimal performance and reliability. Communicate with and support data users 		<ul style="list-style-type: none"> 5 days Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Document data processes, data models, and architectural designs to ensure knowledge sharing and compliance with best practices. 		
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Experience: Minimum 3 years in data engineering fields with system integration, and at least 1 year in system integration and implementation in cloud/web-based environments. Proven Solutions: Demonstrated experience in providing effective, working solutions and implementations, particularly in cloud-based environments. Technical Skills: Solid understanding of ETL processes, data warehousing concepts, and data modeling best practices. Proficiency in Databricks, Azure Data lake, PowerBI, Tableau and related data processing and visualisation software. Familiarity with Windows, Linux, AWS and/or Azure platforms. Strong programming skills in languages such as Python and R is a must Proficiency in other programming languages such as Java, Scala and C# will be advantages Experience in data processing frameworks (e.g., Apache Spark, Apache Flink) Preferred Exposure: Experience with large-data management system with visualisation tools. Experience with Data Integration and ETL Pipelines, Data Warehousing and BI reporting projects. Experience with Singapore Government Project will be advantages Personal Attributes: Excellent problem-solving skills Ability to work independently Collaborative in a fast-paced environment 		
3. Fullstack Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Involvement in the creation of software processes, pipelines, and discipline. Give constructive critique on the quality of the features for the product. Display a high degree of discipline in following the software engineering processes. Have the ability to own a feature from receiving the design spec, through system design and implementation. Provide support for client integration with our products. <p>Job Requirement:</p> <ul style="list-style-type: none"> Experience building and deploying full-stack enterprise applications Experience work with AWS native services Experience configuring and deploying database technologies Experience coding in Node.js for backend services Experience developing frontend applications with React Experience working within an Agile software development environment Excellent in self-managing workloads through Jira or another tracking methodology. 		<ul style="list-style-type: none"> 5 days Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Excellent in identifying issues and proposing solutions that improve software development process or discipline. Ability and willingness to work independently and efficiently Strongly detail-oriented with an ability to quickly identify and solve programming errors 		
4. HR Executive, Talent Acquisition	<p>Job Description:</p> <ul style="list-style-type: none"> Manage the entire end-to-end talent acquisition function including candidate Sourcing & Selection, Salary benchmarking, Offering and On-boarding processes (i.e. Orientation, government security clearances, etc). Hiring requirements includes both IT and Corporate Support function, across Junior to Senior Managerial level positions. Work with all hiring managers on their staffing requirements and provide assistance in the development of strategic staffing plans. Manage recruitment vendors for selected talent search. Building up of talent database and pro-actively manage candidate pools to ensure qualified candidates remains engaged in current or future roles. <p>Job Requirement:</p> <ul style="list-style-type: none"> At least a Diploma or Degree education. At least 3-5 years' experience in Recruitment either with an Agency or In-house. Candidates with IT recruitment experience will be advantageous but not compulsory. Willing to learn and open to taking on additional roles within Human Resources. Candidates with short notice period will be preferred. 1 year renewable contract 		<ul style="list-style-type: none"> 5 days Toa Payoh
5. IT Operator	<p>Job Description:</p> <ul style="list-style-type: none"> Perform daily system checks on customized Windows programs and servers to ensure smooth operation of security printing processes. Conduct basic troubleshooting on the file processing and escalating any issues or errors to the relevant teams (e.g., System Administration, Development) according to operational guidelines. Maintain and update all operational documentation, including process guides and error logs. Attend and participate in knowledge transfer sessions conducted by internal and external stakeholders to stay current on system updates and new procedures. Provide support to system administrators during server-related tasks, such as logging in to servers for program execution. Perform ad-hoc duties as assigned by the supervisor. <p>Job Requirement:</p> <ul style="list-style-type: none"> Good command of English and Mandarin to effectively liaise and communicate with various project teams, internal stakeholders, and reporting managers. 		<ul style="list-style-type: none"> 5 days Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess at least a NITEC/Higher NITEC qualification or equivalent. • Basic understanding of IT concepts and a strong aptitude for working with technology. • Good knowledge of Windows operating systems and the Microsoft 365 Suite. • Comfortable with committing to after-office-hours work as and when required to support operational needs. • Experience with or a willingness to learn about data processing, file conversion, and directory management is a plus. • 1 year contract / Renewable 		
6. Java Solution Architect/Technical Lead	<p>Job Description:</p> <ul style="list-style-type: none"> • Determine and confirm client business expectations and needs • Understand the client's requirements and design the infrastructure and system architecture to support the cloud native solution • Convert system requirements into software architecture and design documentation, and ensuring the completeness of the proposed architecture • Work with Project Manager and customers to manage/negotiate resources, scope and schedule • Interface and coordinate tasks with Module Leaders to ensure all modules within the system are progressing as planned, and modules can be integrated smoothly • Lead the development team to develop and implement the proposed cloud native application • Mentor for junior technical staff <p>Job Requirement:</p> <ul style="list-style-type: none"> • Diploma / Degree in Computer Science / Computer Engineering / Information Technology related field, or IT equivalent. • Experienced in designing and delivering complex web-based applications using Java, HTML/Javascript, ReactJS or other relevant technology stack • Experienced in one or more of the following database servers: Oracle, DB2, MSSQL, MySQL. • Knowledge of open-source frameworks such as Spring, Hibernate. • MVC design, Data modeling, Deployment & Build management, Data migration. Possess working experience in Cloud Native Architecture with Microservices, Docker, Docker Swarm / Kubernetes, CI / CD, Domain Driven Design (DDD), API Design. • Offshore Development experience is a plus, though not compulsory. • Ability to converse in Mandarin will be an added advantage as the incumbent will be required to liaise with our Mandarin-speaking associates based in China (Suzhou). • Candidates who are willing to travel will be considered for overseas assignments. 		<ul style="list-style-type: none"> • 5 days • Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
7. Junior/Senior Product Specialist (Technical)	<p>Job Description:</p> <ul style="list-style-type: none"> • Design and write elegant, semantic and easily maintainable code. • Hands-on in research & development by exploring new technologies/tools. • Develop good unit test and API test package, execute tests & document test results to ensure the quality of the program. • Analyze functional requirements to translate into application design using established design methodologies and guidelines. • Work with team members to ensure design and programme codes conform to security guidelines, architecture and design standards, and that design satisfies functional and system requirements. • Handle product deployment, configuration and support activities. • Product support - able to investigate issues, identify root causes and resolve issues quickly. • Participate in R&D/POC, development, maintenance, and execution of product roadmaps, contribute ideas for new features and/or new product candidates. • Prepare & maintain up-to-date product documentation. • Work with QA in test cases preparation and automated testing, assist the development of internal/external training programs. • Contribute and provide support at seminars, webinars, workshops and pre-sales activities. 		<ul style="list-style-type: none"> • 5 days • Toa Payoh
	<p>Job Requirement:</p> <ul style="list-style-type: none"> • Degree/Diploma in Computer Science or equivalent with at least 4 years of software development experience in Web based applications in Windows, UNIX or LINUX platform. • Entry level candidates are welcomed to apply! Training and mentorship will be provided! • Excellent technical skills include proven object-oriented programming experience with Java, Javascript, ReactJS or equivalent with extensive RDBMS through JDBC. • Excellent troubleshooting and problem solving skills. • Eager to learn new technologies and a fast learner. Likes hands-on in R&D/POC and actual development work. • Self motivated. Able to work independently and dependable. • Excellent teamwork and collaboration skills. Ability to manage high priority tasks and adapt to changes in priorities. • Experience in one or more of the following database servers: MSSQL, MySQL, MongoDB and Oracle. • Experience in load test, performance tuning and penetration test would be advantageous. • Experience in CSS, Bootstrap, ReactJS, Docker, Kubernetes, Spring Cloud, Hibernate, Cloud (AWS/Azure), Microservices would be advantageous. • Experience in product full life cycle, full stack development, CICD would be advantageous. 		
	Job Description:		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
8. Pre-Sales Consultant	<ul style="list-style-type: none"> Engage & Understand: Connect with customers to grasp their needs and future IT strategies. Innovate & Add Value: Deliver cutting-edge solutions that help customers achieve their business goals. Consult & Support: Offer expert advice to address technical concerns related to our products and solutions. Present & Propose: Showcase solutions and innovations through presentations, demos, and proof-of-concepts. 		<ul style="list-style-type: none"> 5 days Toa Payoh
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Experience: Minimum 2 years in pre-sales with system integration, and at least 1 year in system integration and implementation in cloud/web-based environments. Proven Solutions: Demonstrated experience in providing effective, working solutions and implementations, particularly in cloud-based environments. Technical Skills: Strong knowledge of databases, object-oriented and native-cloud/web application concepts. Proficiency in Java, HTML, JavaScript, ReactJS, SQL, Web Services and native-Cloud services. Familiarity with Windows, Linux, AWS and/or Azure platforms. Preferred Exposure: Experience with Java/.NET tech stack, web & application servers, database servers, business process management, web services (SOAP, WSDL, REST), and cloud platforms (AWS, Azure, Google Cloud Platform). Personal Attributes: A confident, dynamic self-starter with excellent English communication, customer relationship management, and presentation skills. Cloud platforms knowledge such as AWS or Azure is mandatory. 		
9. Project Manager	<p>Job Description:</p> <ul style="list-style-type: none"> Manage the development and implementation of TOPPAN Ecquaria's solutions and applications Manage and lead a team of business analysts and developers in the entire project development life cycle Manage each phase of the development life cycle and ensure that all tasks/objectives in each phase are met Manage the expectations of Stakeholders and Clients Coordinate with suppliers and internal departments Accountable for the scope, schedule and resources used Manage and oversee the profit and loss of the project 		<ul style="list-style-type: none"> 5 days Toa Payoh
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Computer Science background or equivalent At least 3-5 years' experience in project management and 10 years' experience in IT with good problem analysis techniques (those with less experience may be considered for a junior position) Strong written and communication skills Strong inter-personal relationship CITPM or PMP-certified will be an advantage Good understanding of Cloud Computing and Java / .NET / Web technologies will be an advantage 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
10. Senior DevSecOps Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Review existing systems DevOps setup and develop steps and processes for improvement Build and provision new backend systems Identify ways to automate and improve development and release processes Ensure systems are secure against cybersecurity threats 		<ul style="list-style-type: none"> 5 days Toa Payoh
	<p>Job Requirement:</p> <ul style="list-style-type: none"> Experience in AWS, Terraform Experience in developing CI/CD pipelines, preferably Gitlab CI/CD Proficiency with Python or Typescript Experience with SQLAlchemy ORM and Async Python (for Python proficiency) Experience with software engineering and systems design Experience with implementing best practices for systems security 		
11. Software Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Embrace DevSecOps culture and practices for application development. To be part of a cross-functional teams that would be responsible for the end-to-end delivery of IT services, that adopt a you-code-it, you-run-it approach to software product development and maintenance. Work with fellow developers, your Technical Lead, Product Owner and ScrumMaster in iteratively delivering IT solutions for both internal and external stakeholders of HDB. To be exposed to different aspects of software delivery, including solution design, CI/CD pipeline configurations, frontend and backend development, and test automation. Adaptability and thrives in dealing with uncertainties. To articulate software problems and proposed solutions clearly. Thrives in working as a team, and embraces a team-first mentality. Takes initiative, pride and ownership in work and possess a Growth mindset 		<ul style="list-style-type: none"> 5 days Toa Payoh
	<p>Job Requirement:</p> <ul style="list-style-type: none"> 3+ years frontend and/or backend software engineering experience in building scalable products, with a demonstrated ability in designing and building well-structured enterprise applications on commercial cloud: Adept skillsets in modern web application technology stack, such as React.js, Spring, FastAPI, Django, PostgreSQL. Experience in development and deployment on commercial cloud such as Amazon Web Services (AWS), Google Cloud Platform (GCP) and Microsoft Azure. Experience in containerisation technologies, such as Docker and Kubernetes. Exposure to infrastructure provision tools, such as Terraform and Ansible. 		

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Knowledge on the concept of DevSecOps and CI/CD, with experience in relevant CI technologies such as Git, Jenkins, and Bamboo. Understanding of the concept of Secure-By-Design Lifecycle for Agile and the utilisation of technologies for SAST and DAST. Practised Test-Driven Development with the utilisation of automated testing. 		
12. Software Engineer / System Analyst	Job Description: <ul style="list-style-type: none"> To drive the requirements gathering process. To work with a team of developers and business analysts to deliver the modules to develop web-based application systems. Participate in the design and development of web applications based on Ecquaria's product (Java, J2EE-based). Manage the user acceptance testing process. Implement, customize, test, document and maintain software applications. Ensure that the modules delivered are according to the specifications and are of high quality. 		<ul style="list-style-type: none"> 5 days Toa Payoh
	Job Requirement: <ul style="list-style-type: none"> A Degree/Diploma in Computer Science with at least 3 years' software development experience in Internet technology in Win NT, UNIX or LINUX platform Technical skills include proven object-oriented programming experience with Java and C++ together with extensive RDBMS through JDBC Experience in Java, J2EE, Web Services and XML will be advantageous Experience in Elixir reporting solutions will be advantageous Strong knowledge in SQL Knowledge and working experience on AWS or Azure Cloud for data/project migration Data analysis skill will be an added advantage, although this is not compulsory to have. Good interpersonal skills 		
13. System Analyst	Job Description: <ul style="list-style-type: none"> Understand business processes and work with users to design and develop an end-to-end solution. Provide advice and assistance to business users in the effective use of application system and information technology. Manage the development of the application system and ensure the project is implemented within budget and according to schedule. Design solutions that are of quality and functional to ensure a good user experience. Monitors the performance of the application and work with relevant stakeholders to troubleshoot any issues surfaced in the production environment. Work closely with various technical, solution and information architects to ensure the application developed is robust and align with the Enterprise Architecture. 		<ul style="list-style-type: none"> 5 days Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Produce technical documentation for application systems. <p>Job Requirement:</p> <ul style="list-style-type: none"> Experience in application development using the following technologies and programming languages such as Mobile, web, object-oriented programming, SQL, Java, JavaScript etc. Experience in Project Management and is able to manage user expectation and deliver within project timeline Experience/knowledge in Scrum /DevOps concepts. Experience/knowledge in the various technologies supporting CI/CD such as GitLab, Confluence, JIRA, SonarQube, etc. Experience/Knowledge in Cloud, microservices architecture and container technologies such Docker, Kubernetes, etc. To have a keen interesting in IT / programming / system designs. Good understanding of SDLC. 		
14. System Engineer	<p>Job Description:</p> <ul style="list-style-type: none"> Design, implement, and manage data centre infrastructure including servers, storage, networking, power, and cooling systems. Monitor system performance, availability, and capacity to ensure 24/7 uptime. Implement and maintain high availability, backup, and disaster recovery strategies. Perform regular maintenance activities including patching, firmware updates, and hardware lifecycle management. Collaborate with cybersecurity teams to ensure data centre compliance with security policies and standards. Manage vendor relationships for hardware, software, and services. Troubleshoot and resolve complex infrastructure issues promptly. Lead or support data centre migration, expansion, or modernization projects. Maintain detailed documentation of infrastructure design, configurations, and standard operating procedures. Support audits and compliance efforts (e.g., ISO etc.). <p>Job Requirement:</p> <ul style="list-style-type: none"> Bachelor's degree in Computer Science, Information Technology, or a related field (or equivalent experience). 3 to 5+ years of experience managing enterprise infrastructure or data center environments. Proficiency with virtualization technologies (e.g., VMware, Hyper-V). Familiar with Windows, Linux (RedHat) operating systems and systems hardening Knowledge of networking fundamentals (e.g., switching, routing, firewalls). Experience with enterprise storage systems (SAN, NAS). Familiarity with data centre power, UPS, and physical security systems. 		<ul style="list-style-type: none"> 5 days Toa Payoh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience with infrastructure monitoring and management tools (e.g., SolarWinds, vCenter). • Experience with Nessus Vulnerabilities assessment software • Excellent troubleshooting skill and documentation skills. 		

#13 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

• For Career Coaching

Are you at a career crossroad? Engage a career coach to nurture your career and be well-equipped with newfound skills as you embark on a new career or navigate a career change.



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



e2i Career Centre (DNI)

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

Operating Hours (DNI)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Jurong East



e2i Career Centre (OMB)

1 Marina Boulevard,
#B1-03
Singapore 018989

Operating Hours (OMB)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Raffles Place, Downtown

**e2i Career Centre (OTH)**

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

Operating Hours (OTH)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Tampines

NTUC Job Security Council's Telegram Channels**Telegram Jobs Alert for PMET**

<https://e2i.com.sg/JSCTelegram/PMET>

**Telegram Jobs Alert for non-PMET**

<https://e2i.com.sg/JSCTelegram/Non-PMET>