

Job Listing Booklet

Manufacturing Career Fair

Date:

20 November 2025

Thursday

Time:

10.00am to 4.00pm

Venue:

Devan Nair Institute for Employment and Employability

Hall 3 & 4

80 Jurong East Street 21, S609607

(Nearest MRT: Jurong East)

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. A & One Precision Engineering

Established in 1992, A & ONE Precision Engineering relies on over 30 years of experience in the industry delivering world-class engineering solutions across multiple sectors. As a ONE-STOP solution for all your engineering needs, we offer a comprehensive range of engineering services, including precision machining, sheet metal fabrication, frame structural weldment, sub-module assembly and complete turnkey projects.

Job Position	CNC Machinist	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • NTC / Diploma in Precision or Mechanical Engineering preferred • 2 years of related experience in related field is required for non-technical applicants • Interpret technical drawings and have machining knowledge 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 5 Tuas Lane
Key Responsibilities	<ul style="list-style-type: none"> • Interpret technical drawing and perform machine process and requirement to produce the workpiece • Perform machine code programming • Operate, set up parts and produce parts as per drawing specification • Guide and provide operators / machinists with basic instructions in operating the machines • Design simple jigs & fixtures for machining process if required • Trouble shoot on dimensions non-conformance and provide corrective action and remedy 	
Job Position	Debur / Polishing Operator	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum 2 years relevant experience in debur / polish environment or manufacturing or relevance • Result oriented, resourceful and independent • Ability to read, understand mechanical drawing and Geometric Dimensioning and Tolerance 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 30 Loyang Way & 5 Tuas Lane
Key Responsibilities	<ul style="list-style-type: none"> • Debur all the edger or sharp edge of product part • Polish product by metal scrapper, compressed air tools or stone grinders • Perform washing of product or part after polishing • Provide and maintain all debur working areas house-keeping -5S and ensure all debur practices are in accordance to A & One Precision best practices and other practices which the Company may introduce from time to time • Maintain good workplace health and safety rules and regulations compliances in workplace 	
Job Position	IT Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum 3 years' relevant experience, though candidates with no experience may be considered • Application / Hands-on knowledge with SQL Server, Navision, Visual Basic, Jet-reporting and Power BI is preferred 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 5 Tuas Lane
Key Responsibilities	<ul style="list-style-type: none"> • Responsible for providing all essential IT support services to the company in a corporate environment 	

Job Position	IT Technician	Working hours / Location (s)
	<ul style="list-style-type: none"> • Team player in the implementation and support of new technologies and applications based on business needs, including ERP and MES solutions • Manage / Track IT assets in the organization, including software / services licensing that are installed onto the computerized system • Manage periodic maintenance programs of the IT infrastructure, including desktop PCs, file and print servers, storage, backup, telco, and networking, as well as security systems on door access and CCTV • Manage periodic backup, disaster and recovery programs to ensure all systems are tested regularly to ensure recovery is well executed • Ensure procedures / documentation are well recorded and maintained, and always up to date • Ensure standard operating procedures governing the operations of systems are always in practice, and function in the most effective manner • Initiate and run improvement programs independently 	
Job Position	Maintenance Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • NTC / Diploma in Mechanical / Mechatronics / Electrical Engineering field preferred • No experience may be considered but 1-2 years of related experience in Maintenance of Equipment preferred 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 5 Tuas Lane
Key Responsibilities	<ul style="list-style-type: none"> • Carry out daily inspection for facility plant equipment • Carry out periodic maintenance of machines & ensure that all potential environmental impacts associated with the machinery are minimized & mitigated • Carry out schedule and preventive maintenance work • Attend to breakdowns, assist in repair works and escalate calls for vendor support if necessary • Update and maintain records of plant equipment and machinery • Upkeep the spare parts list and ensure purchases requisitions are made 	
Job Position	Production Coordinator	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • 1-2 years of experience in quality control, inspection, or related field • Experience in manufacturing, aerospace, automotive, or medical device industries preferred • Strong attention to detail and organizational skills • Excellent communication, interpersonal, and problem-solving skills • Familiar with quality management systems (e.g., ISO 9001, AS9100) • Proficient in MS Office • Certified Quality Inspector (CQI) or Certified Quality Technician (CQT) certification desirable 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 5 Tuas Lane

Job Position	Production Coordinator	Working hours / Location (s)
Key Responsibilities	<ul style="list-style-type: none"> • Maintain accurate and up-to-date quality records, files, and databases • Assist in document control, including revising and distributing quality procedures and policies • Conduct visual inspections of products, materials, and packaging • Verify simple product conformity to specifications, drawings, and standards • Perform sampling inspections and testing as required • Document inspection results, nonconformities, and corrective actions • Identify and report quality issues, defects, or nonconformities • Liaise with production, procurement, and engineering teams to resolve quality issues • Communicate quality requirements and standards to suppliers and vendors • Collaborate with internal stakeholders to improve quality processes 	

Job Position	Production Supervisor	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • NTC 2 / Diploma in Engineering discipline or equivalent preferred • Minimum 3 years of working in related industry • Possess 2-3 years of supervisory experience with working knowledge in machining processes • PC literate • Possess excellent interpersonal communication skills • Effective team player; self-driven with a strong achievement orientation 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 30 Loyang Way & 5 Tuas Lane
Key Responsibilities	<ul style="list-style-type: none"> • Organize, co-ordinate, check and ensure all production activities follow as planned • Calculate machine cycle time and organize production schedule based on machine capacity and capabilities • Plan manpower resources and delegate machining job to machinist • Verify program issue to workshop • Analyze and provide solutions to solve problems between programmer and production department • Analyze monthly machining and scrap report • Good supervisory skills, people skills and 5 'S' housekeeping • Good writing and communicating skills • Strong understanding of mechanical processes, including machining operations, heat treatment, and the use of jigs and fixtures 	

Job Position	Project Coordinator	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum Nitec in Mechanical Engineering or related • 2 years of relevant experience • Interpret technical drawing and computer literate • Results oriented, resourceful and independent 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week

Job Position	Project Coordinator	Working hours / Location (s)
Key Responsibilities	<ul style="list-style-type: none"> • Provide Technical support and update customers on project development on a timely basis • Communicate and coordinate with customers and relevant parties pertaining to technical requirements and engineering aspect of the assigned projects • Plan, monitor and control all assigned projects are delivered within the given schedule • Work with inter-departments to ensure committed schedules are met • Assist in preparing and compile contractual quotation for existing and new products as per customers' enquiries • Prepare and release job orders / purchase requisition to various departments • Prepare and generate shipment documents for delivery • Provide regular updates on project development on a timely basis 	<ul style="list-style-type: none"> • 30 Loyang Way & 5 Tuas Lane
Job Position	QA Manager	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma in Mechanical Engineering / Quality Engineering or equivalent • Minimum 6 years of solid experience in Quality Management in similar or related industry and 3 years in management level • Good knowledge in implementing and up keeping Quality Management System • Strong leadership and good interpersonal skills • A team player with strong sense of responsibility, committed to ensure effective quality performance of the plant 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 5 Tuas Lane
Key Responsibilities	<ul style="list-style-type: none"> • Responsible for providing directives for the Quality Assurance Department in meeting management objectives • Formulate, implement and evaluate quality strategies programs for the company • Implement and maintain a system of auditing the facility and periodic calibration of test, measuring equipment and tools • Manage customer complaints, corrective and preventive action programs • Administer and manage continuous improvement program for all QA processes • Work closely with auditors, customers, production and suppliers to meet the quality requirements • Manage sub-contractors for on-time supply of treatment process, as well as meeting technical requirements • Review / prepare, administer and implement Quality Assurance Plans, Inspection Test Plans and other Operational procedures in accordance with the technical specifications, customer's surveillance requirements, and good manufacturing / engineering practices, and enforce the same on Operations in their execution • Work closely with inter-department representatives to ensure committed schedules are met in a timely and effective manner 	

Job Position	QA Manager	Working hours / Location (s)
	<ul style="list-style-type: none"> • Review and approve disposition program / action for nonconforming products • Ensure that processes needed for the quality management system are established and implemented • Report on top management on the performance of the quality management system and note needed improvements • Ensure the promotion of awareness of statutory, regulatory and customer requirements throughout the organization • Ensure and coordinate the implementation of risk assessment and risk control of medical devices 	
Job Position	Quality Inspector	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • NTC certification holder from related CNC / Fabrication industry preferred • Preferably with 2 years of related work experience in manufacturing environment for non-technically trained staff • Read part drawing, usage of measuring equipment are added advantages • Computer competency 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 5 Tuas Lane
Key Responsibilities	<ul style="list-style-type: none"> • Manage and perform the quality assurance control parts and products inspection • Responsible for visual checking on parts / product for any defects, measuring size or dimension, degreasing and polishing during process till final stage of completion • Responsible for all parts and products first article inspection compliance report and related QC documentation for customer • Manage all QC equipment / machines / tool and in charge of QC incoming and outgoing operations • Responsible for periodic audits on the quality system / equipment / tools performance standard • Liaise with internal / external customer and vendor on all QC related function matters if any 	
Job Position	Sales Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum Nitec / Diploma / Degree level PE/ME or its related discipline • Interpret technical drawings and reading symbols • Understand the quality principles, standards, internal business systems and processes • Good interpersonal skills, ability to communicate and work well with all levels of staff and technically competent • Possess basic knowledge on Microsoft Office software usage 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 30 Loyang Way & 5 Tuas Lane
Key Responsibilities	<ul style="list-style-type: none"> • Maintain existing customers' accounts and resourceful in developing new accounts 	

Job Position	Sales Engineer	Working hours / Location (s)
	<ul style="list-style-type: none"> • Respond to customers' enquiries, follow up and provide technical solutions to clients • Compile and review contractual quotation for existing and new products as per customer's enquiries • Provide regular updates to customers on project development in a timely manner • Work closely among inter-departments to ensure committed schedules are met • Prepare monthly sales input / output and have keen interest and confidence in pursuing sales targets • Initiate and develop good customer service and rapport with customers and always serving customers • Analyze profit / loss projects and providing cost control and cost effectiveness strategy • Participate in the implementation of risk assessment and risk control of medical devices 	
Job Position	Sales Manager	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma in Mechanical / Precision Engineering field or equivalent preferred • At least 5 years of working experience in sales position in the precision engineering industry, with proven track record of sales performance • Good presentation skills; is a self-starter and is result orientated • Work independently and deal with organizations that are diverse • Outgoing, charismatic personality and good social skills • Must possess class 3 driving license and own a vehicle 	<ul style="list-style-type: none"> • 5-day work week • 44-hours per week • 30 Loyang Way
Key Responsibilities	<ul style="list-style-type: none"> • Formulate business planning and management strategy program in optimizing current and potential market opportunities and business performance • Lead and oversee a team of sales engineers in achieving sales targets and goals • Resourceful in developing new customer base and secure improving sales target on existing customers • Analyze profit / loss of projects and providing cost control and cost effectiveness strategy • Ensure effective control of resources in providing quality / cost efficiency and on time delivery service for customers • Respond to customers' enquiries, follow up and provide technical solutions to clients • Compile and review contractual quotation for existing and new products as per customer's enquiries • Provide regular updates to customers on project development in a timely manner and prepare monthly sales input / output and make use of data to make sound analysis and decision • Initiate and develop good customer service and rapport to always be ready to serve customers better 	

Job Position	Sales Manager	Working hours / Location (s)
	<ul style="list-style-type: none">• Perform risk assessment for all new enquiries• Ensure compliance with any applicable regulatory requirements as defined by customer• Manage the configuration management including subsequent engineering change• Oversee the control of documents / drawings• Participate in the implementation of risk assessment and risk control of medical devices	

2. A Dreamworks Company

A Dreamworks Company Pte Ltd is a recruitment firm providing human resources services and manpower solutions. DreamWorks Media Pte Ltd (DWM) is a Singapore-based IT solutions provider and independent software developer established in 2007 with a mission to create robust and cutting-edge solutions.

Job Position	Bookkeeping Admin	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum 1 year of experience • Secondary school certificate 	<ul style="list-style-type: none"> • 44-hours per week • 175 Bencoolen Street
Key Responsibilities	<ul style="list-style-type: none"> • Manage day-to-day financial transactions and provide administrative support • Key responsibilities include recording financial data, managing accounts payable and receivable, processing payroll, reconciling bank statements, and preparing financial reports 	
Job Position	Production Operator	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Carry 10kg of weight • No formal education needed 	<ul style="list-style-type: none"> • 44-hours per week • 175 Bencoolen Street
Key Responsibilities	<ul style="list-style-type: none"> • Operate manufacturing machines • Conduct simple tooling change, daily checks, material handling and reporting • Check quality and quantity of packed cells 	
Job Position	Production Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma / Higher Nitec in Mechanical / Electrical Engineering 	<ul style="list-style-type: none"> • 44-hours per week • 175 Bencoolen Street
Key Responsibilities	<ul style="list-style-type: none"> • Operate production equipment, responsible for manufacturing and assembly • Calibrate or adjust equipment to ensure quality production, using tools such as calipers, micrometers, height gauges, protractors, or ring gauges • Prepare production documents, such as standard operating procedures, manufacturing batch records, inventory reports, or productivity reports • Set up and verify the functionality of large-scale safety equipment • Provide advice or training to other technicians • Comply with health and safety policy and procedures • Work under general supervision • A certain degree of creativity and latitude is required 	

3. Aerospec Supplies

Our name says it. Established in 1991, Aerospec Supplies specialised in aerospace manpower supply, providing aircraft technicians, licensed aircraft engineers, and airport ground staff support. We also provide aerospace manpower for maintenance, repair, and operation (MRO). Over the years, we have extended our wings to provide skilled manpower in other sectors such as Administration, Automotive, Defence, Engineering, Healthcare, Information Technology, Logistics, Retails, Transportation and more.

Job Position	Admin Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Proficient in Microsoft Excel and Word • Able to work independently with min supervision • Good communication skills, English-speaking environment • A good team-player 	<ul style="list-style-type: none"> • 5-day work week • 7:30am - 5:30pm • Island wide
Key Responsibilities	<ul style="list-style-type: none"> • Helping with administrative work • Handle email, timecard, weekly safety toolbox, filing, attendance monitoring and personal data documentation • Preparation & monitoring of production chart • Manage keys (issue keys / returning keys / making sure information in the logbook is all correct), updating of logbook, filing / signing of logbook, first aid monitoring 	
Job Position	Armament Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Keen to do hands-on automotive related work • Able to work well in a team • NITEC in Engineering (Mechanical, Electrical or equivalent) 	<ul style="list-style-type: none"> • 5-day work week • 7:30am - 5:15pm • Island wide
Key Responsibilities	<ul style="list-style-type: none"> • Handle heavy army artillery guns • Load heavy spares parts and components • Perform repair, maintenance, overhaul, service, replace, remove and installation task (Technical & Mechanical) • Perform lubricant replacing, greasing and flushing of system (Hydraulic) • Perform wiring replacing, tracking and diagnostic (Electrical) • Machinery usage involved overhead cranes and special technical equipment. • Work at height (climbing up and down of vehicles) • Maintain 5S / housekeeping (Include, sweeping, clearing, and throwing rubbish, washing of parts & vehicles) 	
Job Position	Assembly Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Able to work well in a team- Responsible and good with punctuality • Able to understand and execute instruction given accurately • Able to use hand tools, power tools and equipment when needed 	<ul style="list-style-type: none"> • 5-day work week • 7:30am - 5:15pm • West
Key Responsibilities	<ul style="list-style-type: none"> • Lead & manage a station in the assembly & installation of electrical, hydraulic & automotive systems into platform under production phase. 	

Job Position	Assembly Technician	Working hours / Location (s)
	<ul style="list-style-type: none"> • Install mechanical or electrical components according to the process instructions • Update records & checklist after work completion • Perform troubleshooting and rectification with appropriate recommendations provided • Conduct internal quality inspection before handing over to QA • Ensure work adheres to the required safety & quality standards in the company. • Support any ad-hoc issues that arise 	
Job Position	Automotive Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Keen interest in automotive-related work • Able to work well in a team 	<ul style="list-style-type: none"> • 5-day work week • 7:45am - 5:15pm • Island wide
Key Responsibilities	<ul style="list-style-type: none"> • Deal with Automotive Industry, load heavy spare parts and components • Perform repairs, maintenance, overhaul, replace, remove and installation task • Perform lubricant replacing, greasing and flushing for system • Perform wiring replacing, tracking and diagnostic 	
Job Position	Buyer Admin Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma or equivalent qualification in Business Administration, Supply Chain Management, or related field • 1-3 years of experience in a procurement or administrative support role • Good organizational and time management skills • Strong attention to detail and accuracy • Familiarity with procurement software or ERP systems (e.g., SAP, Oracle, etc.) • Proficient in Microsoft Office (especially Excel and Outlook) • Strong communication and interpersonal skills 	<ul style="list-style-type: none"> • 5-day work week • 8am - 5:30pm • Seletar
Key Responsibilities	<ul style="list-style-type: none"> • Process purchases requisitions and converts them into purchase orders promptly • Coordinate with internal departments to verify procurement requirements and ensure accuracy of requests • Liaise with vendors and suppliers to obtain quotations, follow up on deliveries, and resolve any order discrepancies • Maintain and update supplier information, purchase records, and related documentation in the procurement system • Track and monitor the status of orders to ensure timely delivery and escalate delays where necessary 	

Job Position	Buyer Admin Assistant	Working hours / Location (s)
	<ul style="list-style-type: none"> • Assist in sourcing products and services based on procurement guidelines • Ensure compliance with company procurement policies and procedures • Support procurement reporting by compiling data for spend analysis, delivery performance, and cost savings • Provide administrative support such as filing, documentation, and coordination of procurement-related tasks • Assist in vendor evaluation and performance review processes 	
Job Position	Data Entry Admin	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum Diploma or equivalent • Proficient in Microsoft Office applications (e.g., Word, Excel) • Meticulous with strong attention to detail and accuracy 	<ul style="list-style-type: none"> • 6-day work week • 8am - 5:30pm • Paya Lebar / Changi
Key Responsibilities	<ul style="list-style-type: none"> • Enter and update data in customer maintenance tracking software • Ensure data accuracy and consistency • Perform ad-hoc administrative duties as assigned 	
Job Position	Driver	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Class 3 Driving License and Bus Vocational License required 	<ul style="list-style-type: none"> • 5-day work week • 8am - 5:30pm • Boon Keng
Key Responsibilities	<ul style="list-style-type: none"> • To transport the clients from point to point safely as scheduled by the transport office • Upkeep the vehicle and report any malfunction to the office • Submission of the 'Vehicle Log Sheet' every month for recording • Daily collection of transport fees. • Any other ad hoc duties 	
Job Position	Head of Production (Operations)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Bachelor's degree or higher in a relevant technical (aircraft maintenance) or business discipline • Experience and knowledge in production planning and monitoring related to aircraft line / base maintenance • Familiarity with organizational processes, procedures, manuals, technical handbooks, and relevant IT systems • Strong communication skills due to frequent interaction with employees, customers and authorities • Proven leadership skills • In-depth understanding of business models, organizational structure, procedures, and regulations. • Knowledge of production methods, products, markets, and business dynamics 	<ul style="list-style-type: none"> • 5-day work week • 8am - 5:30pm • Seletar

Job Position	Head of Production (Operations)	Working hours / Location (s)
	<ul style="list-style-type: none"> • Knowledge of contract law and export compliance regulations. • Knowledge of logistics management. • Completion of IPMA-C/D certification or equivalent project management training 	
Key Responsibilities	<ul style="list-style-type: none"> • Develop and continuously improve the FSA Production Standard and standard documentation such as Standard operating procedures and policies • Design and implement training and development programs for all personnel within Operations AMRO • Implement short-term absence policies, conduct return-to-work and frequent absence meetings, and manage long-term absence in collaboration with HR and occupational health services • Reporting: Develop KPIs for operational processes based on FSA Project Management and Production Standards, in collaboration with the Head of programs, Managing director and Head of Supply chain • Ensure appropriate structure and utility of reporting from support departments to meet Operations’ information needs 	

Job Position	Head of Program	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Bachelor’s degree in engineering or a related field • IPMA-C certification or equivalent project management qualification related • Completed technical education in aircraft maintenance • Experience in aircraft maintenance production planning and monitoring • Solid knowledge of FAA / EASA Part-145 regulations • Familiarity with company processes, procedures, manuals, technical handbooks, and information systems • Strong interpersonal and communication skills, with frequent interaction required with customers and regulatory authorities 	<ul style="list-style-type: none"> • 5-day work week • 8am - 5:30pm • Seletar
Key Responsibilities	<ul style="list-style-type: none"> • Ensure successful delivery of AMRO projects • Lead project kick-offs prior to execution • Manage project scope effectively • Ensure aircraft delivery meets schedule, quality standards, and budget requirements • Maintain a high level of customer satisfaction • Conduct performance appraisals and developmental discussions with Project Managers, including identifying training needs 	

Job Position	HR Recruiter (360 Role)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Preferably possess CEI License • HR Generalist or similar role, preferably with experience managing foreign employees • Strong knowledge of HR Practices, Labor Laws and regulation related to foreign workforce Management • Ability to handle sensitive and confidential information with discretion • Proficient in HR Software and Microsoft Office Suit • Strong organization and time management skills • 3 years of related work experience in HR & Talent Acquisition 	<ul style="list-style-type: none"> • 5-day work week • 8:30am - 6pm • Taiseng
Key Responsibilities	<ul style="list-style-type: none"> • Manage the full cycle of recruitment process of screening resumes • Conduct initial interviews to assess candidate's suitability • Coordinate and schedule interviews between candidates and hiring managers, to understand their staffing needs and develop effective recruitment strategies • Build and maintain strong relationships with candidates, hiring managers and external partners • Manage candidate pipelines and maintain accurate records in the applicant tracking system (ATS) • Negotiate offers and facilitates the hiring process, ensuring a seamless transition for both the candidate and the client 	

Job Position	Licensed Aircraft Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • CAAS/EASA B1/B2 License 	<ul style="list-style-type: none"> • 5-day work week • 8am - 5:30pm • Island wide
Key Responsibilities	<ul style="list-style-type: none"> • Undertake projects and tasks related to the maintenance of an aircraft • Exercise approval related to everyday processes and inspection 	

Job Position	Logistics Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • PC knowledge required for proper documentation • Possess valid forklift license is an added advantage • Knowledge in using SAP will be advantageous • Physically fit to carry loads 	<ul style="list-style-type: none"> • 6-day work week • 7.30am - 3.50pm / Monday – Friday • Overtime Work: Saturday or Sunday • Tuas
Key Responsibilities	<ul style="list-style-type: none"> • Load and unload cargo • Verification of received carton, highlight any discrepancies • Sorting, packing arranging and moving parts to various departments • Transport goods from point A to B • Ad-hoc duties assigned 	

Job Position	Material Kitter	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Able to handle physical work • Good team player • Able to do shift work is preferred 	<ul style="list-style-type: none"> • Shift days • 7:30am - 5:15pm / 4:15pm - 1am • Calshot Road
Key Responsibilities	<ul style="list-style-type: none"> • Perform sorting, packing, kitting and unboxing of engine parts and consumables • Perform general cleaning of engine parts and components • Movement / transportation of parts, tooling, fixtures, and equipment • Assist with masking, and preparatory work and tooling management 	

Job Position	Material Planner	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Degree, apprenticeship or equivalent in a relevant subject is desirable • Experience within the aviation industry • SAP Knowledge • Understanding of LEAN / JIT • Process improvement techniques, ideally with some practical implementation experience 	<ul style="list-style-type: none"> • 5-day work week • 7:30am - 5:15pm • Calshot Road
Key Responsibilities	<ul style="list-style-type: none"> • Day-to-day materials management. • Source internally from stock or inform purchasing team of requirements • Manage the picking from stores • Assess volume requirements against planning assumptions and ensure that stock processes meet production plan requirements • Understand, highlight and assess areas of materials risk, to minimize impact on production schedule and the delivery of the plan • Keep all planning systems (MRP/ERP) or IT system accurately updated & resolve any issues as required 	

Job Position	Operations Support Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma or Degree in Aerospace Engineering, Mechanical Engineering, or a related technical field. • Minimum of 3 years of experience in an aviation MRO or production environment. • Strong understanding of aircraft maintenance processes and related documentation (technical manuals, regulations). • Familiarity with regulatory requirements (EASA/FAA Part 21-Part M and TCCA regulations) is an added advantage. 	<ul style="list-style-type: none"> • 5-day work week • 8am - 5:30pm • Seletar
Key Responsibilities	<ul style="list-style-type: none"> • Obtaining the necessary approvals (including legal) for structural and avionics repair proposals with accompanying test proposals from the OEM (Original Equipment Manufacturer) that you have drafted • Technical contact person for both standardized and non-standardized maintenance tasks during the work preparation process, as well as for 	

Job Position	Operations Support Engineer	Working hours / Location (s)
	<p>troubleshooting technical issues during the production process of a project (ad hoc)</p> <ul style="list-style-type: none"> • Provide input to the Marketing & Sales department for project proposals and feasibility issues • Prepare work instructions for outsourcing and addressing technical issues that arise from it • Monitor and adjust the procurement and logistics process to a technical level when alternative components, consumables, or tooling need to be purchased • Provide technical support to the Project Manager in the production process • Responsible for updating and maintaining the damage charts to reflect the current aircraft condition for customers' visibility and reference • Any ad-hoc assignments or projects assigned by immediate superiors 	

Job Position	Order Processing Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Proficient in Microsoft Excel and Word • Able to work independently with minimum supervision 	<ul style="list-style-type: none"> • 5-day work week • 7:30am - 5:15pm • Tuas
Key Responsibilities	<ul style="list-style-type: none"> • Attend and follow up to phone / email enquiries • Coordinate with respective stakeholders to answer customers' clarifications • Coordinate with customers clarifications from stakeholders • Sales coordination works such as sales order processing, customers' purchase order and necessary documents • Prepare timely quotations for customers 	

Job Position	Store Inspector	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum NITEC in Mechanical, Information system, Logistics or equivalent • Preferably with 2–3-year experience in an Aerospace environment • Knowledge in SAP will be an advantage 	<ul style="list-style-type: none"> • 5-day work week • 7:30am - 5:15pm • Calshot Road
Key Responsibilities	<ul style="list-style-type: none"> • Ensure accuracy of the company inventory system by updating records of physical inventory totals, receipts, adjustments, and returns • Maintain receipt, binning, posting, records and issuance of materials • Receive and unpack materials and supplies • Report damages and discrepancies for goods receipt • Pack parts for shipment and dispatch 	

Job Position	Storekeeper	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Good Team Player 	<ul style="list-style-type: none"> • 5-day work week • 8am - 5pm • Bedok
Key Responsibilities	<ul style="list-style-type: none"> • Handle incoming shipments on time and arranges them for external, internal, and pool stores. • Ensure cleanliness and clear unwanted pallets and unpacked items are stored based on the First in, First out order • Verify received units against shipping documentation, checked part numbers and serial numbers for accuracy, • Sort shipping documents as per requirements, File & Label • Conduct monthly stock check and stock count • Any ad hoc general task assigned by superior 	

Job Position	Temp Logistic Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • GCE 'O' level / Secondary School or equivalent. • Relevant experience in manufacturing logistics environment. • Good communication skills. • Able to effectively utilize lifting devices. • Forklift license would be an advantage. • Able to interpret travelers, work instructions and verify log and procedures for accuracy. • Strong attention to details and able to multi-task. • Manual car driving license is an added advantage 	<ul style="list-style-type: none"> • 5-day work week • 7.30am - 4.48pm • Changi / Loyang
Key Responsibilities	<ul style="list-style-type: none"> • Pick, pack, receive, and dispatch outgoing goods according to written or verbal requests or orders. • Maintain good housekeeping practices in work area. • Comply with all company and safety rules and regulations during course of duties. • Perform 6S in store and logistics areas. • Able to work on weekends (when required). • Perform ad hoc activities as assigned. 	

Job Position	Warehouse Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Able to handle physical work, work independently and in a team and work in a fast-paced working environment • Positive work attitude, reliability and diligent • Strong sense of responsibility with initiative 	<ul style="list-style-type: none"> • 5-day work week • 8am - 5:30pm • Seletar / Paya Lebar / Changi
Key Responsibilities	<ul style="list-style-type: none"> • Perform packing & unpacking of parts • Conduct inventory check / annual stock take • Place and sort parts / components in the warehouse • Receive, check and mark parts / components before batching into warehouse • Manage documentation processes, including filing and uploading documents into folders 	

4. AJI International

AJI International Pte. Ltd. (a subsidiary of Certis Group). We are the market leader in providing outsourced skilled Aircraft Technicians for Singapore Aerospace Industry since 2003. AJI International is endorsed by Economic Development Board & Ministry of Manpower under the Aerospace Labour Supplying Scheme to meet the manpower demand of the Aerospace Maintenance, Repair and Overhaul (MRO) industry.

Job Position	Manufacturing Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • At least 2 years' working experience in a Precision Engineering environment. (excluding on-the-job training). • Able to work rotating weekly shifts. 	<ul style="list-style-type: none"> • Monday - Friday • 1st Shift: 7.30am - 4.48pm • 2nd Shift: 4.48pm - 2.06am • 1 week rotation of shift • Island wide
Key Responsibilities	<ul style="list-style-type: none"> • Set up, operate, and maintain various CNC and conventional machines, including Milling, Lathe, Surface Grinding, Shaping, Hobbing, and Broaching. • Ensure accurate inspections using measuring equipment, gages, and fixtures. • Perform basic troubleshooting on machines. • Read and interpret blueprints with precision. • Maintain records and work in line with technical instructions and drawings. • Keep work areas clean and organized after use. • Promptly report any issues that could affect product quality or safety to the Supervisor. • Take on additional tasks as required by the Supervisor. 	
Job Position	Quality Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • At least 2 years of working experience in a quality control environment. • Able to perform weekly rotating shifts. 	<ul style="list-style-type: none"> • Monday - Friday • 1st Shift: 7.30am - 4.48pm • 2nd Shift: 4.48pm - 2.06am • 1 week rotation of shift • Island wide
Key Responsibilities	<ul style="list-style-type: none"> • Conduct inspections at first piece, in-process, and final stages according to Job Instructions Sheet plans. • Perform First Article Inspection (FAI) and Delta FAI in line with AS9102 requirements. • Utilize various inspection gages and equipment for dimensional inspections. • Initiate Quality Notifications (QN) for any non-conformance issues. • Properly use and maintain gages and inspection equipment. • Ensure accurate documentation, including stamping of quality paperwork. • Maintain and enhance 5S standards on workstations and in responsible areas. • Demonstrate strong communication skills and interact effectively with all levels of staff. • Adhere to company EH&S policies and Quality Policy. 	

5. Alcon

At Alcon, we're passionate about enhancing sight and helping people see brilliantly. With more than 25,000 associates, we innovate fearlessly, champion progress, and act swiftly to impact global eye health. We foster an inclusive culture, recognizing your contributions and offering opportunities to grow your career like never before. Together, we make a difference in the lives of our patients and customers. Are you ready to join us?

Job Position	Mold and Tool operations Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Min NITEC in Engineering field • Preferably 1 year of experience in medical devices manufacturing environment • Experience in mold and tool is advantageous • Familiarity with GMP/GDP, GxP, and Standard Operating Procedures (SOPs) • Strong attention to detail and documentation accuracy • Effective communicator with a collaborative mindset • Proactive problem-solver committed to continuous improvement • Dedicated to maintaining safety, compliance, and operational excellence 	<ul style="list-style-type: none"> • 8.30am to 8.30pm / 8.30pm-8.30am, • 322 shift pattern
Key Responsibilities	<ul style="list-style-type: none"> • Operate molding tools and automated equipment with minimal supervision • Conduct quality inspections using gauges, fixtures, and statistical monitoring to ensure product compliance • Perform material handling, mold changes, and line changeovers efficiently • Collaborate with cross-functional teams to troubleshoot and maintain molding equipment • Execute optical tool inspections, mechanical checks, line clearance, setup, and lens inspections • Follow work instructions and adhere strictly to GMP/GDP and GxP requirements • Resolve production issues promptly and maintain accurate, compliant documentation • Participate actively in continuous improvement initiatives to enhance efficiency and quality • Complete all required training and uphold regulatory compliance in all activities 	

Job Position	Production Technical Operations Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • NITEC in Engineering or related discipline • 1–2 years of working experience in a manufacturing environment (preferably medical device or cleanroom setting) • Ability to push rolling carts weighing up to 300 kg • Ability to perform visual inspections of lenses under increased lighting and magnification 	<ul style="list-style-type: none"> • 8.30am to 8.30pm / 8.30pm-8.30am, • 322 shift pattern

Job Position	Production Technical Operations Technician	Working hours / Location (s)
	<ul style="list-style-type: none"> • Strong teamwork and collaboration skills across cross-functional teams • Attention to detail and commitment to maintaining high quality and safety standards • Willingness to work in a cleanroom environment and follow strict regulatory procedures 	
Key Responsibilities	<ul style="list-style-type: none"> • Operate manufacturing equipment to produce and/or package contact lenses. • Operate autoclaves to sterilize contact lenses within specified timelines (within 12 hours) • Ensure all products are manufactured to the highest quality standards • Perform production activities in compliance with Good Manufacturing Practices (GMP) and within a controlled, regulated, cleanroom environment • Ensure Data Integrity by maintaining information that is attributable, legible, contemporaneous, original, and accurate (ALCOA principles). • Work collaboratively with cross-functional teams to achieve production targets while meeting cGMP, quality, and safety requirements • Perform in-process checks (IPC) such as visual lens inspection and operator packaging checks • Conduct simple machine setups (e.g., ink changes) and support maintenance or troubleshooting activities • Maintain 5S standards and participate in Kaizen projects to drive continuous improvement • Meet yield, equipment performance, and uptime targets for assigned lines • Perform GxP cleaning and manage production waste disposal according to standard procedures 	

Job Position	Production Technical Operations Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma in mechanical/ Electrical / Mechatronics Engineering or related field • Minimum 3-5 years of experience in troubleshooting and running production line in manufacturing industry • Strong problem-solving and troubleshooting abilities. • Effective communication and coordination skills across cross-functional teams. • Commitment to quality, safety, and continuous improvement. • Good team player with the ability to work independently when required 	<ul style="list-style-type: none"> • 8.30am – 8.30pm / 8.30pm-8.30am, • 322 shift pattern OR office Hours 830am-530pm Mon- Fri • Based in Tuas South (transport provided from Kranji,
Key Responsibilities	<ul style="list-style-type: none"> • Operate and maintain DSM Flex Line and LS1 Linear Table manufacturing operations to produce high-quality products 	

Job Position	Production Technical Operations Technician	Working hours / Location (s)
	<ul style="list-style-type: none"> • Communicate production or equipment issues to supervisors and plan follow-up actions effectively • Plan, coordinate, and perform lot changes, preventive maintenance, and other line adjustments for DSM Flex and LS1 Linear Tables • Perform troubleshooting on production equipment to achieve Overall Equipment Effectiveness (OEE) targets • Provide coaching and training to new production technicians as needed • Support non-conformance investigations, field action assessments, and customer complaint investigations • Ensure adherence to 5S standards and maintain complete batch documentation according to established procedures • Provide operational and administrative support for projects focused on improving OEE, productivity, product quality, and safety • Initiate and execute at least one Kaizen improvement idea per year 	Outram Park, and Boon Lay MRT)

Job Position	Quality Control Labs Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum GCE O Levels or NITEC in any Engineering or related field • At least 2 years of experience in quality inspection or laboratory testing (training will be provided) • Strong attention to detail and adherence to quality standards • Good communication and teamwork skills • Ability to work collaboratively across cross-functional teams • Able to commit to 12-hour rotating day and night shift duties 	<ul style="list-style-type: none"> • 8.30am to 8.30pm / 8.30pm-8.30am, • 322 shift pattern
Key Responsibilities	<ul style="list-style-type: none"> • Perform Final Product Inspection, including: <ol style="list-style-type: none"> a. Final Product Inspection Testing b. Sterilization Verification c. Re-sort checks and documentation verification d. Lens inspection audit (SPC) to ensure product consistency e. Product disposition in accordance with specifications • Perform exception handling, such as ensuring on-hold products are properly quarantined • Support and perform inspections for validation projects and engineering studies • Assist in QC laboratory testing as needed • Attend and comply with all Health, Safety, and Environment (HSE) training and guidelines • Report unsafe conditions, injuries, near misses, and hazards promptly • Ensure proper use of Personal Protective Equipment (PPE) • Perform other duties as assigned by the supervisor 	

Job Position	Quality Operations Technician	Working hours / Location (s)
<p>Pre - Requisites</p>	<ul style="list-style-type: none"> • Minimum 'O' Level in Science, Engineering, or an equivalent field • 3 to 5 years of relevant experience in Quality Assurance within a manufacturing environment • Prior experience in GMP/GDP-regulated industries such as pharmaceuticals or medical devices • Strong understanding of GMP and GDP standards • Experience with cleanroom operations is an advantage • Proficient in Microsoft Office and Outlook; familiarity with MES and SAP systems preferred • Strong analytical and problem-solving abilities. • High attention to detail and commitment to compliance • Effective communication and collaboration skills for cross-functional teamwork • Comfortable with desk-based work and documentation handling 	<ul style="list-style-type: none"> • 8.30am- 5.30pm • Mon- Fri
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Review and release Intermediate and Finished Goods products in compliance with quality and regulatory standards • Conduct retained sample inspections and ensure timely archival of related records • Issue and approve Certificates of Analysis (CoA) and Certificates of Assurance for finished products • Manage quarantine, on-hold, and return requests accurately and promptly • Initiate and support Non-Conformance Reports (NCRs) and related investigations • Maintain 5S standards and ensure proper housekeeping in the Lot Release area • Monitor and analyze Key Performance Indicators (KPIs) and escalate issues as necessary • Identify and implement process improvements to enhance efficiency, quality, and compliance • Ensure adherence to Quality Management System (QMS), Good Manufacturing Practices (GMP), Good Documentation Practices (GDP), and safety protocols • Collaborate with cross-functional teams to support quality operations and continuous improvement initiatives • Perform other duties as assigned by the Supervisor to meet business needs 	

6. AME International

AME Group redefines engineering excellence with integrated precision-driven turnkey manufacturing and supply chain solutions across diverse industry sectors that include, but not limited to oil & gas, marine & offshore, semiconductor, aerospace and data centre. Under our group of companies AME International, Aqua Terra, KS Flow, Oceanic Offshore, Raymonds Supply and TQC—together we deliver reliable, future-ready solutions trusted by global leaders.

Job Position	CNC Programmer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • At least 3 years in supervisory role with 5 years or more work experience in Precision Engineering Industry and/or Manufacturing Industry with experience with Cad Cam a must. • Strong decision-making and troubleshooting skills and methods are essential • Must be able to communicate with both management and staff clearly and informatively. • Good team player, dynamic, energetic, self-drive, results-oriented • Proficiency with computer operations and programs such as Microsoft Office (Outlook, Word, Excel) • Excellent written and verbal communicational skills 	<ul style="list-style-type: none"> • 5-day work week • 8am to 5.30pm • 3 Joo Koon Circle
Key Responsibilities	<ul style="list-style-type: none"> • Prepare and operate CNC machines to perform tasks such as drilling, grinding, milling etc. • Study and interpret engineering drawings, manuals, specifications or sample parts to determine dimensions and tolerances of finished work pieces, sequence of operations and setup requirements. • Prepare and load raw materials into the CNC machines. • Supervise CNC machines during production and make adjustments as necessary to maintain product quality and consistency. • Ensure all CNC programming written is in accordance with production blueprints and quality standards. • Continually maintain the CNC programming database. • Troubleshoot and diagnose common CNC problems, consulting with manufacturers as necessary • Communicate with supervisors, engineers, production, quality control and other personnel for assignments and to resolve machining or quality issues. • Lead and supervise CNC program team to meet product quality and customers' delivery expectations • Provide leadership and facilitation within the assigned area including planning, developing, implementing and evaluating ongoing operational issues • Coach and develop manufacturing technicians' skills, establish job expectations and manage work performance • Plan, direct, supervise, and evaluate workflow • Recognize and recommend improvements to increase operational efficiencies • Participate in new projects and performance reporting • Responsible for manufacturing technicians' discipline, attendance, safety and quality issues 	

Job Position	Logistics Admin	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • At least N-Level or O-Level • Able to read and write basic English • Basic computer skills (email, simple Excel/Word) • Good teamwork and communication skills • Forklift license is preferred but not mandatory 	<ul style="list-style-type: none"> • 5-day work week • 8am to 5.30pm • 3 Joo Koon Circle
Key Responsibilities	<ul style="list-style-type: none"> • Prepare and verify delivery orders and invoices • Arrange and follow up on incoming and outgoing shipments • Update inventory records in the computer system • Read, reply to, and print emails • Communicate with drivers and internal teams • Organize and maintain files and records • Assist with other administrative tasks when needed 	

Job Position	Product Design Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Bachelor's degree in Mechanical Engineering, Mechatronics, or related engineering discipline • 5+ years of experience in mechanical design and product development • Experience with precision machinery, automation systems, or semiconductor equipment preferred • Proven track record of taking products from concept through production • Proficiency in 3D CAD software (SolidWorks, Inventor, or equivalent) • Experience with finite element analysis (FEA) and simulation tools • Knowledge of precision mechanics, servo control systems, and motion control • Understanding of materials science, manufacturing processes, and assembly methods • Familiarity with cleanroom design requirements and contamination control • Experience with pneumatic, hydraulic, and vacuum system design • Strong analytical and problem-solving abilities • Excellent project management and organizational skills • Effective communication skills for technical documentation and presentations • Ability to work independently and lead cross-functional project teams • Detail-oriented with strong quality mindset 	<ul style="list-style-type: none"> • 5-day work week • 8am to 5.30pm • 3 Joo Koon Circle
Key Responsibilities	<ul style="list-style-type: none"> • Lead mechanical design and development of wafer prober systems and subsystems • Create detailed 3D models, assemblies, and technical drawings using CAD software (SolidWorks, AutoCAD, or similar) • Design precision positioning systems, wafer handling mechanisms and docking solutions • Develop innovative solutions for thermal management, vibration isolation, and system stability 	

Job Position	Product Design Engineer	Working hours / Location (s)
	<ul style="list-style-type: none"> • Ensure designs meet semiconductor industry requirements • Conduct structural analysis, thermal analysis, and motion studies using FEA / simulation tools • Perform tolerance analysis and design for manufacturing (DFM) optimization • Design and execute validation tests for mechanical components and assemblies • Collaborate with test engineers to validate system performance against specifications • Analyze field feedback and implement design improvements • Work closely with electrical engineers on system integration and mechatronic designs • Collaborate with software engineers to ensure optimal hardware-software interface • Partner with manufacturing teams to optimize producibility and cost-effectiveness • Coordinate with quality assurance teams to establish testing protocols and acceptance criteria • Support procurement team in supplier selection and component qualification • Create comprehensive design documentation, including specifications, test procedures, and user manuals • Ensure compliance with industry standards (SEMI, ISO, CE marking requirements) • Maintain design change control and configuration management • Develop and maintain design guidelines and best practices documentation • Participate in customer requirement reviews and design specification development • Support sales team with technical presentations and customer demonstrations • Analyze competitive products and market trends to drive innovation • Contribute to roadmap planning and next-generation product concepts 	

Job Position	Sales Admin Coordinator	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • 1-2 years of experience in order processing, sales support or administrative role is preferred • Minimum Diploma 	<ul style="list-style-type: none"> • 5-day work week • 8am to 5.30pm • 3 Joo Koon Circle
Key Responsibilities	<ul style="list-style-type: none"> • To provide any sales admin support to sales team • Prepare quotation to customers • Compiling of monthly sales report • Coordinate orders and delivery • General filing and follow up of duties • Ad-hoc duties as required 	

Job Position	Production Coordinator	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma / bachelor's degree in mechanical engineering or related • Highly motivated and driven • Strong interpersonal and communication skills • Team player • Analytical, resourceful, and possess problem-solving capabilities • Willing to undertake ad-hoc project assignments and be able to multi-task • Proficient with MS Office tools • Knowledge / interest in oilfield components and equipment will be an added advantage 	<ul style="list-style-type: none"> • 5-day work week • 8am to 5.30pm • 3 Joo Koon Circle
Key Responsibilities	<ul style="list-style-type: none"> • Receive customer enquiries through customer portal or email. • Download, update, and monitor customer product Bill of Material (BOM), drawings, specifications and its revisions. • Prepare Sales quotation / proposal / tender documents during RFQ/quotation stage. • Check and ensure compliance with all specifications prior to providing customer the proposal. • Calculate material, machining, cladding and other associated costs to quotations. • Ensure quotations submitted are competitive and maintain a good profit margin. • Follow-up proposals with clients to secure orders. • Prepare and distribute a Sales Order Job Launch when customer awards Purchase orders. • Project Management on active Sales Orders and delivery schedules. • Manage and build customer relationships and improve customer satisfaction. • Coordinate with other departments to compile and submit documentations as required (e.g. pre-production / final product documentation, concessions / non-conformances) • Establish positive communications with customers regularly 	

7. Becton Dickinson Medical

BD is one of the largest global medical technology companies in the world and is advancing the world of health™ by improving medical discovery, diagnostics and the delivery of care. The company supports the heroes on the frontlines of healthcare by developing innovative technology, services and solutions that help advance both clinical therapy for patients and clinical process for healthcare providers.

Job Position	Production Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess at least Secondary School / "O" Level / NITEC in any field • Able to work in a manufacturing cleanroom or non-cleanroom environment • Able to perform 12-hour shift work • Able to stand for long hours, perform loading and unloading of 10-20kg materials and perform visual inspection using the scope 	<ul style="list-style-type: none"> • 4-days per week • 7am - 7pm / 7pm - 7am • 30 Tuas Avenue 2
Key Responsibilities	<ul style="list-style-type: none"> • Operate on machine / process units assigned • Perform troubleshooting for machine / equipment failures to meet production targets and quality standards and/or specifications • Perform Preventive Maintenance (Cleaning, Service, Replace) • Check and record the machine or process parameters; take containment and corrective actions to ensure that the machine or process is under control • Sample inspection of parts as per the quality plan to ensure that the products are within specifications • Handle the disposition of non-conforming products as and when required by the Quality plan • Support Team Leader to execute changes and projects within the production area and ensure compliance with EHS requirements, quality, cost, and schedule • Ensures accuracy in updating of machine MES satellite e.g. correcting component lot numbers, shift output, waste, and downtime • Manage material handling activities including packing / unpacking, and loading / unloading 	

Job Position	Technical Specialist	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma holders in Mechanical or Mechatronics Engineering with at least 2 - 5 years' relevant experience in the field. 	<ul style="list-style-type: none"> • 4-days per week • 7am - 7pm / 7pm - 7am • 30 Tuas Avenue 2
Key Responsibilities	<ul style="list-style-type: none"> • Safety and ISO14001 Environmental accountability • Ensure a safe, healthy and environmentally friendly workplace by observing Company's rules and procedures • Active involvement in prevention, elimination of potential safety hazards and participation in activities which promotes recycling, replacement and reduction of resource materials • Ensure that work tasks are in accordance with safety guidelines and SOPs • Accountable for Good Manufacturing Practice (GMP) and observing GMP rules and procedures 	

Job Position	Technical Specialist	Working hours / Location (s)
	<ul style="list-style-type: none"> • Apply SOP and/or SWI in daily operations • Observe BD Code of Ethics • Report on all incidents / accidents, near misses, deviations from plan and when required, to take part in further investigations. • Operate machines to meet production output, and other metrics like quality, waste, etc. • Perform Preventive Maintenance (Cleaning, Service, Replace) • Perform troubleshooting of machine and tools, equipment failures to meet production targets, safety and quality standards and/or specifications. • Perform product / machine changeover on the line by tool/die change and machine set-up. • Initiate, implement and follow-up on machine enhancement and project assignments. • Write Standard Work Instruction / Procedure for assigned operation / process • Participate in training and coaching of Technicians and new hires on skills and knowledge on machine operations and adjustments. • Assist Engineers or Subject Matter Experts for any CI activities. • Support departments activities e.g. Kaizen submission, team building, safety kaizen submission, 20Keys and others • Participate in the discussions and reviews of team's performance in the daily shift changeover meeting • Participate in continuous improvement initiative / activities 	

8. Ecolab

A trusted partner for millions of customers, Ecolab (NYSE:ECL) is a global sustainability leader offering water, hygiene and infection prevention solutions and services that protect people and the resources vital to life. Customers in more than 40 industries choose Ecolab's comprehensive science-based solutions, data-driven insights and world-class service to advance food safety, maintain clean and safe environments, and optimize water conservation and energy use.

Job Position	Application Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Degree in Chemical, Mechanical, Environmental Engineering, or equivalent, with at least 2 years of technical service or field sales support experience • Valid Class 3 driver's license with an acceptable Motor Vehicle Record • Experience in water treatment or specialty chemical industries preferred • Knowledge of cooling towers and wastewater treatment systems is advantageous • Ability to sell value-added products and work confidently with large national and multinational customers • IT-savvy with strong mechanical aptitude • Demonstrated learning agility and the ability to adopt a beginner's mindset in problem-solving • Proactive in taking initiatives to simplify, improve processes, and work efficiently using digital platforms • Strong team player with organized attributes and excellent communication skills 	<ul style="list-style-type: none"> • 5 days per week • 8.15am – 5pm • 21 Gul Lane
Key Responsibilities	<ul style="list-style-type: none"> • Provide routine service support to Sales Representatives in strategic district accounts to execute agreed customer system assurance and continuous improvement plans • Partner with Sales Representatives on plant surveys of prospective customers and start-ups of new applications in existing and new accounts • Develop strong relationships with key stakeholders in strategic accounts supported • Provide technical support to customers, identify and resolve pain points, and escalate as needed • Perform system analysis, interpret data, and provide written recommendations to ensure customer operations operate optimally • Support services including sample testing, light maintenance, service report generation using digital platforms, chemical ordering, and inventory management • Utilize digital tools to generate service reports and provide analysis aimed at water quality improvement • Adopt a beginner's mindset continuously to learn and approach problems with agility, taking initiative to simplify and improve processes • Work collaboratively as a team player and maintain organized work practices • Follow Ecolab safety and incident reporting guidelines 	

Job Position	Business Development Manager	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Experience in the data center industry, preferably with exposure to corporate accounts and regional data centers / collocations. • Strong network and relationship-building skills, able to engage with C-suite and technical stakeholders • Experience with CDU (cooling distribution unit) suppliers such as Schneider, Comscope, Oracle, Delta, Vertiv, Envicool, nVent is a bonus • Enjoy establishing networks, building relationships, and can present and speak well • Strategic mindset with strong business acumen • Ability to speak and write Mandarin to liaise with clients • Engineering background is preferred 	<ul style="list-style-type: none"> • 5 days per week • 8.15am – 5pm • 1 Fusionopolis Link
Key Responsibilities	<ul style="list-style-type: none"> • Identify growth opportunities with targeted action lists & resource plans • Develop DSR-level deployment plans for divisional programs and initiatives ensuring delivery of excellent customer service • Coordinate and build business reviews at identified accounts at plant, country, and/or divisional level ensuring agreed action plans are delivered • Monitor and report market intelligence, business trends, and competitor activity • Support R&D, marketing, and technical consultants in giving market feedback for innovation development • Develop and maintain customer relationships at all levels, including cultivation of C-suite contacts • Monitor and enforce Ecolab and customer contract compliance • Develop and maintain customer documentation as it relates to application and NW performance to deliver, protect, and grow business, and support process optimization / win value policies • Identify, propose, deliver, and document customer value opportunities • Leverage field, engineering, and support teams to develop plans to improve customer operations • Establish relationships with new business and plans for developing new relationships or leveraging existing ones with existing target lists and plans • Organize customer and plant site tours and up-to-date gains / losses reporting • Prepare, finalize, and present customer proposals aligned to internal approval processes (PCAF) • Establish and grow relationships with major corporate accounts such as Oracle, Nvidia, Bytedance, HPE, and promote innovation in liquid cooling solutions • Build and maintain high-wide-deep relationships with customers, design consultants, contractors, and end-users • Conduct regular business reviews to enhance service delivery and create competitive advantages • Support TCO projects to improve customer operations and demonstrate value 	

Job Position	Business Development Manager	Working hours / Location (s)
	<ul style="list-style-type: none"> Engage with multiple stakeholders and collaborate with internal teams (technical consultants, R&D, marketing) to drive innovation and communicate Ecolab’s total solution approach Demonstrate agility, proactiveness, and strategic thinking in a fast-paced industry 	

Job Position	Corporate Account Manager	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> Bachelor’s degree in chemical or environmental engineering 10 - 12 years of B2B sales experience with a large, international, matrix organization Prior experience in DATA Centre or Hi-Tech customers or processes Able and willing to travel extensively Experience working with and knowledge of computers (e.g., MS Office suite) Exceptional interpersonal, communication, and presentation skills with demonstrated ability to develop relationships at executive level Excellent negotiation skills 	<ul style="list-style-type: none"> 5 days per week 8.15am – 5pm 1 Fusionopolis Link
Key Responsibilities	<p><u>Business Planning & Review:</u></p> <ul style="list-style-type: none"> Identify growth opportunities with targeted action lists & resource plans Develop DSR-level deployment plans for divisional programs and initiatives ensuring delivery of excellent customer service Coordinate and hold business reviews at identified accounts at plant, country, and/or corporate level ensuring agreed action plans are delivered Monitor and report market intelligence and competitive movement within accounts Support R&D, marketing and technical consultants, in giving market feedback for innovation development <p><u>Account & Contract Management:</u></p> <ul style="list-style-type: none"> Develop and maintain customer relationships at all levels, including cultivation of c-suite contacts Monitor and enforce Ecolab and customer contract compliance. Prepare contract renewal plans, assess competitive position and NW performance to deliver, and negotiate and sign optimal offers in accordance w/internal policies <p><u>Customer Value Delivery and Documentation:</u></p> <ul style="list-style-type: none"> Identify, propose, deliver and document customer value opportunities Leverage field, engineering, and support teams to develop plans to improve customer operations <p><u>Corporate Account Prospecting:</u></p> <ul style="list-style-type: none"> Establish target customer lists and plans for developing new relationships or leveraging existing relationships to gain new business Maintain current customer pipeline information and up-to-date gains / losses reporting 	

Job Position	Corporate Account Manager	Working hours / Location (s)
	<ul style="list-style-type: none"> • Organize trials; produce and present customer proposals aligned to internal approval process (PCAF) • Negotiate and close new deals; manage contracting process w/Finance & Legal support 	
Job Position	Field Service Engineer (Energy & Oil Chemical Segment)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Bachelor’s degree in chemistry or chemical engineering, coupled with relevant industry experience, is highly preferred • Ability to support clients within the petrochemical industry • Possess exceptional organizational, interpersonal, verbal and written communication skills • Ability to communicate, write and maintain clear and concise reports using standard laptop computers • Think logically and apply common sense to make informed decisions • Ability to troubleshoot problems, manage multiple projects simultaneously and maintain project schedule timelines. • Self-motivated, goal-oriented, and equally adept at working collaboratively within a team • Compliance with the petrochemical industry and client safety requirements. • Able and willing to commute to Jurong Island in a company car; • Possess a Class 3 license 	<ul style="list-style-type: none"> • 5 days per week • 8.15am – 5pm • 21 Gul Lane
Key Responsibilities	<ul style="list-style-type: none"> • Take charge of implementing chemical treatment programs at the client’s site • Ensure optimal performance and promptly address any deviations from the treatment plan • Provide regular chemical treatment program reports to clients, keeping them informed about progress and updates according to the agreed schedule • Manage chemical inventory • Oversee stock levels and equipment replacement parts program to ensure timely replenishment to support seamless operations • Prepare and deliver comprehensive monthly review materials for discussion with clients on program effectiveness and areas for improvement • Conduct On-site field testing and rigorous analytical tests to identify and rectify any off-specification issues within the chemical treatment program • Collaborate closely with managers to contribute to the development of chemical treatment proposals to enhance efficiency and address client needs • Participate in new application start-ups and evaluations • Actively source and develop value-added projects in collaboration with clients to reduce the Total Cost of Operation (TCO) with Ecolab’s product • Build and nurture strong relationships with clients 	

Job Position	Field Service Engineer (Energy & Oil Chemical Segment)	Working hours / Location (s)
	<ul style="list-style-type: none"> • Qualify, coordinate and monitor subcontractor’s performance delivery to enable seamless flow and delivery to end customer’s expectation • Troubleshoot challenges related to chemical treatment programs or Ecolab’s products, collaborate with team members to find solutions 	

Job Position	Planning Manager	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Bachelor’s or master’s degree in supply chain management, Industrial Engineering or related field • Minimum of 2 years of working experience in the FMCG or Chemical Industry or a minimum of 5 years of working experience in the manufacturing sector with a degree in a business discipline • Strong leadership and work ethic with a process-driven mentality • Proven team leadership and possess a solid comprehension of the end-to-end supply chainable to independently analyze and resolve issues within and outside of the department • Work together with Customer and Supplier Supply Chains • Strong MS office skills and experience with other planning software & tools such as SAP & JDA are an added advantage. • Attention to details and sensitive to numbers and data • Implement a continuous improvement plan to improve forecast accuracy • Strong communication skills with ability to communicate effectively up, down and across the organization • Define the concepts of people development, including disciplinary processes, organizing individuals, harnessing the potential of your team and other motivational and corrective strategies. • Make sense of complex, high quantity, and sometimes contradictory information to effectively solve problems 	<ul style="list-style-type: none"> • 5 days per week • 8.15am – 5pm • 21 Gul Lane
Key Responsibilities	<ul style="list-style-type: none"> • Drive S&OP cross-functionally with planning, procurement, customer service, and sales to: • Plan, forecast & allocate critical and or constrained materials. • Minimize Excess & Obsolete materials; Achieve DIFOT target. • Set clear objectives and guide the team to ensure alignment with overall site-specific, and broader team goals. • Lead and facilitate team and cross-functional meetings to evaluate metrics while addressing challenges and opportunities. • Handle escalations and complex issues related to production planning, raw material planning and inventory goals. • Make critical decisions that impact the efficiency and effectiveness of site planning operations. • Lead and drive projects focused on cost savings, process improvement and supply chain optimization. • Identify opportunities for optimizing processes, reducing waste and improving overall supply chain performance. 	

Job Position	Planning Manager	Working hours / Location (s)
	<ul style="list-style-type: none"> • Collaborate with TPM team on implementation of programs such as TPM, 5S etc. while ensuring its long-term sustainability. • Develop and mentor team members providing guidance, training and support to foster talent and skill development. • Conduct performance evaluations and provide constructive feedback to enhance individual and team performance. 	

Job Position	Senior Marketing Associate	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Degree in Marketing / Chemical Engineering / Chemistry / Environmental engineering. • Works with autonomy and comfortable with ambiguity • Preferred self-starter, energetic, responsible, team player 	<ul style="list-style-type: none"> • 5 days per week • 8.15am – 5pm • 1 Fusionopolis Link
Key Responsibilities	<ul style="list-style-type: none"> • Participate in conducting research in the following areas: industry trends, analyzing customer buying drivers, competitor analysis, sales techniques, advertising performance, etc. • Prepare and coordinate innovation product marketing trials, product launch, hypercare and global / regional innovation report-out. • Ensure deep understanding of segment application. • Local research and development of new products are expected as well. • Account based marketing activities planning – generate growth plans for top accounts / customers in Data Centre and Microelectronics segments, involve in yearly sales and budget planning. • Support on performance and gap analysis for specific accounts within segments. • Exhibition and collateral Support: Support creative planning and facilitate marketing event / tradeshow and customer seminars including advertising, collaterals design, social media, agenda preparation and booth display. 	

Job Position	Senior Project Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Bachelor’s degree in chemical or environmental engineering • At least 4-5 years of industry experience (Water or Wastewater treatment) • At least 2 years of experience in Project management (e.g. project coordination, documentation and planning) • Proficient in water / wastewater system process design or sizing (e.g. RO projection software) • Excellent interpersonal and communication skills • Resourceful and a team player with the ability to work independently and collaboratively in a dynamic & challenging environment 	<ul style="list-style-type: none"> • 5 days per week • 8.15am – 5pm • 21 Gul Lane

Job Position	Senior Project Engineer	Working hours / Location (s)
Key Responsibilities	<ul style="list-style-type: none"> • Manage the timeline and budgetary cost set for the project management, ensuring compliance with formal contractual obligations and performance criteria • Serve as a primary, day-to-day customer point of contact, communicating directly with the applicable members of the Nalco sales representatives • Work as an extension of the customer’s management team and provide contract compliance and fulfilment • Maintains excellent written and oral communication with customers and applicable Company contact • Work with project developers and field organization representatives to meet the deadlines in all related work assigned • Develop detailed water or wastewater treatment system process design and P&IDs based on customer requirements and provide technical support to customers during project tendering such as technical information and clarifications • Prepare commercial & technical proposals with specifications for tender submissions • Review project specification to ensure company design complies with customer specifications • Maintain a high degree of technical knowledge of the industry by monitoring new developments, new products, new research, new concepts, etc. in the industry 	

Job Position	Service Technician, Institutional	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma in Engineering or equivalent with 2 years of successful technical service or field sales support experience • Must have a valid class 3 Driver's License and acceptable Motor Vehicle Record • Must have a strong mechanical aptitude with specialty chemical industry experience • Practical computer application literacy (including Microsoft Office Suite, and ability to learn internal business systems) • Prior experience that demonstrates a strong work ethic and ability to multi-task • Can work in a high pressure and physically demanding environment • Willing to travel across the island to assist in the maintenance and recovery of faulty equipment. • Willing to be on standby at least one weekend a month to assist in the maintenance and recovery of any faulty equipment. • Strong customer service and communication skills. • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • 5 days per week • 8.15am – 5pm • 1 Fusionopolis Link

Job Position	Service Technician, Institutional	Working hours / Location (s)
Key Responsibilities	<ul style="list-style-type: none"> • Provide routine service support to Sales Representatives in strategic district accounts to execute agreed upon customer system assurance plans. • Assist Sales Representatives with start-ups of new applications in both existing customers and in new accounts. • Provide technical support to customers; identifying and resolving customer pain points, escalating as required. • Execute Chemistry tests, log and report data, and maintain product inventories at assigned customer accounts. • Install, calibrate and maintain chemical feed equipment and process monitoring equipment at assigned customer accounts. (Including on-board vessels / cruise). 	

Job Position	Warehouse Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum ITE certificate with at least 3 years' experience in warehousing. • Possess valid forklift license. • Possess basic computer skills – Excel • Positive attitude 	<ul style="list-style-type: none"> • 5 days per week • 8.15am – 5pm • 21 Gul Lane
Key Responsibilities	<ul style="list-style-type: none"> • Responsible for receiving goods and system transactions within WMS system. • Perform monthly / quarterly and yearly Inventory control & checks. • Order picking, packing, loading & unloading activities. • Weighing & print ticket of IBC tank for delivery. • Collection & Return Portafeed tanks (Picking / Loading / Unloading / Physical inspection). • 5S & Housekeeping of the dedicated storage area. • Monthly cycle count & annual stock. • Perform other warehouse related duties. 	

9. MTC Consulting

MTC Consulting Pte Ltd is a trusted recruitment and manpower solutions partner in Singapore. We specialize in connecting businesses with the right talent across diverse industries, including logistics, manufacturing, engineering and constructions, etc. Our team is committed to delivering efficient staffing support for both contract and permanent roles, helping clients meet seasonal peaks and long-term hiring needs. With a focus on quality, speed, and service excellence, we ensure a seamless experience for both employers and jobseekers.

Job Position	Assistant / QA Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • No Experience welcomed • Minimum Diploma in Electrical Engineering • Or Nitec holder with relevant experience 	<ul style="list-style-type: none"> • 5-days work week • 8.30am to 5.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Inspect outgoing parts and incoming sub-contracted parts according to established procedure / specification of inspection and carry out Incoming Process Inspection • Maintain quality record and file quality data • Highlight quality problems discovered to the QA Manager and Factory Manager / Production Manager / Asst. Production Manager for action • Ensure that all non-conforming products are not mixed with good products prior to disposition • Authorise the rejection of unsatisfactory parts and release of conforming parts to be sent to the store for subsequent delivery to customers • Perform factory routine test and check of switchboards completed in the workshop Testing and commissioning of switchboards on board vessels or on-site to the satisfaction of customers; and attend to warranty claims / quality complaints • Conduct official tests on the switchboards which require witnessing by surveyors, consultants and customers • Assist the Manager in quality responsibilities and achieving quality objectives • Maintain good housekeeping in the QA Department • Observe and adhere to safety rules during the performance of every task • Ensure the use of calibrated instrument for inspection • Initiate action to prevent the occurrence of Product Non-Conformity • Initiate, recommend or provide solutions to detected problems • Verify the implementation of solutions • Control processing, delivery and correction of non-conforming products • Carry out other responsibilities as and when assigned by the superiors • Follow the procedures of Quality Management System for effective implementation and control 	

Job Position	Assistant Logistics Supervisor	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Prior experience as a Warehouse Supervisor / Assistant Supervisor / Team Leader • Physically fit to handle manual loading (18kg drums) • Possess Forklift license • Willing to work rotating shifts and overtime 	Day: <ul style="list-style-type: none"> • Mon to Fri • 7.30am – 4.30pm • Sat • 7.30am – 11.30am
Key Responsibilities	<ul style="list-style-type: none"> • Handle day-to-day operations in customer order entries and delivery arrangements to customer • Liaise with suppliers and transportation team on delivery plans • Monitor and order supplies to maintain suitable inventory levels • Supervise warehouse staff and daily activities • Check orders, bills, items received, inventory, and deliveries for accuracy • Maintain inventory records, report relevant information, and prepare any necessary documentation • Ensure basic maintenance standards and compliance with health and safety regulations • Perform a daily inspection of the warehouse grounds • Communicate and coordinate with other departments and customers • Load and unload steel drums from truck, trailers and warehouse when required • Support night shift from 16th to 31st on rotation basis with another Assistant Logistics Supervisor 	Night: <ul style="list-style-type: none"> • Mon to Fri • 6.30pm – 4.30am • Sat on standby

Job Position	Assistant Purchasing Officer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • 1 year of relevant experience • GCE O levels 	<ul style="list-style-type: none"> • 5-day work week • 8.30am to 5.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Purchase materials from local and overseas as per assigned lists of product range and process Purchase Orders • Monitor materials delivery, update shipment advice for overseas orders, and ensure materials are received at stipulated time for Production commencement • Provide clerical support to the Manager and Officer • Print monthly purchase reports and update approved vendor / supplier listing • Assist the Manager and Officer in procurement (which shall include sourcing, negotiating, follow up and expediting of orders) • Filing of purchase documents • Maintain good housekeeping in the purchasing office • Take on added tasks / responsibilities as assigned by the superiors • Follow the procedures of the Quality Management System for effective implementation and control 	

Job Position	Class 4 Driver	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> Valid Singapore Class 4 driving license Must be able to lift heavy goods Willing to work overtime when needed 	<ul style="list-style-type: none"> Mon to Fri 7:30am – 4:30pm Sat 7:30am – 11:30am
Key Responsibilities	<ul style="list-style-type: none"> Drive a 20ft lorry to deliver steel drums with an attendant Load / unload steel drums (approx. 18kg each) from trucks, trailers, and warehouses Conduct vehicle inspections and report faults/accidents to supervisors Adhere to traffic laws and safety regulations 	
Job Position	Container Surveyor	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> Basic mechanical or structural understanding to assess container damage and recommend suitable repair methods Ability to prepare inspection and repair documentation accurately Proficient in using mobile devices or digital tools for photo-taking and report submission 	<ul style="list-style-type: none"> 5.5 days work week 8.30 - 5pm / Sat 8.30 - 1pm
Key Responsibilities	<ul style="list-style-type: none"> Perform physical inspection of containers during gate-in/gate-out Take photos of containers when required Gauge extent of damage, recommend repair methods and prepare repair documents Liaise with customers about container damage Assist in joint inspection of containers with external parties 	
Job Position	Customer Service Coordinator	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> Experience in B2B or CS in Logistics 	<ul style="list-style-type: none"> Mon to Fri 8.30am-6pm (Tukang) 11am to 830p m (TGR)
Key Responsibilities	<ul style="list-style-type: none"> Provide customer service support via phone and email Prepare shipping documents and import / export documentation by adhering to the SOP in place and invoicing of order once shipments had been closed Monitor and ensure shipments being cleared and delivered as prescribed Ensure Key Performance Indexes are met for all incoming and outgoing activities Coordinate with supervisor for warehouse activities Collaborate with other departments to fulfill orders and ensure timely deliveries Ensure accuracy of all inventories. Maintain accurate records of inventory levels and report any discrepancies Perform of general housekeeping within the workplace Maintain a safe working environment 	

Job Position	Customer Service Officer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Open to fresh candidates • Proficiency in operating MS Office software • Customer service orientated, with good communication and interpersonal skills • Experience in logistics industry will be a bonus 	<ul style="list-style-type: none"> • 8.30am - 5.30pm (Monday - Friday)
Key Responsibilities	<ul style="list-style-type: none"> • Communicate with customers, warehouse and forwarder in day-to-day operations • Responsible for all operational key performance indicators and required service standard • Ensure proper keeping of cycle count sheet by respective CSE / CSO to keep an audit trail • Responsible for reconciling all stock discrepancies, shipment booking and transport arrangements • Experience in order processing • Collate and compute the monthly KPI report • Ensure the CSE / CSO submit the KPI per established schedule • Maintain inventory accuracy between the company and customers through the WMS system 	

Job Position	Draftsperson / Senior Draftsperson	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Experience in Furuno range of products is preferred • Electrical or Electronic knowledge an added advantage • Knowledge ISO 9001 and ISO 18001 will be an added advantage • Possess knowledge in operating AutoCAD software (2D/3D), Microsoft Excel, Word, PowerPoint and PDF 	<ul style="list-style-type: none"> • 5 days • 8 - 5pm / • 9 - 6pm
Key Responsibilities	<ul style="list-style-type: none"> • Draft outline & detailed drawings to the appropriate scale as required by the relevant authorities or customers • Draft preliminary drawing according to sales quotation requirement • Draft single line, termination, arrangement drawing according to scope of supply • Prepare the vendor submission documentation required to customers and class society for reviews • Conduct constant monitoring on progress of engineering activities to ensure timely completion of engineering documentation • Perform other ad-hoc by section manager and supervisor 	

Job Position	Electrical Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma or bachelor's degree in electrical engineering • Possess hands on experience with mechanical and engine systems of vessels • Experience with engineering design software • Familiar with maritime HM&E systems and naval construction processes 	<ul style="list-style-type: none"> • 5-day work week • 8.30 – 5.30pm

Job Position	Electrical Engineer	Working hours / Location (s)
	<ul style="list-style-type: none"> • Excellent analytical thinking and problem-solving abilities • Is a Team player and possess good communication skills • Physically fit and able to work in strenuous circumstances 	
Key Responsibilities	<ul style="list-style-type: none"> • Design control systems • Prepare drawings for customer's approval • Prepare drawings/BCM for shop floor production • Coordinate with clients, consultants and internal departments • Draft work using CAD system (AUTOCAD/SOLIDWORKS). • Any other ad-hoc duties as assigned 	
Job Position	Electrical Project Manager	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or equivalent • At least 8 years of project management experience in electrical works for Construction Projects • Good knowledge of MEP design • Organized, detail-oriented, and committed to meeting deadlines 	<ul style="list-style-type: none"> • 5.5-day work week • Monday – Friday, 8.30am – 5.30pm; • Saturday, 8.30am – 12.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Lead and manage a team of supervisors, workers, subcontractors, and vendors to ensure timely project completion • Oversee the preparation and submission of shop drawings, as-built drawings, and material take-offs • Coordinate site activities, resolve issues, and attend site meetings with contractors and stakeholders • Monitor work progress, quality, and material usage to meet project standards and schedules • Ensure compliance with safety, health, and environmental regulations on-site 	
Job Position	Electrical Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Able to read drawings and terminate central cables • Strong troubleshooting and problem-solving skills for Electrical main switchboard • Familiar with electrical testing equipment and diagnostic tools • Ability to read and interpret technical drawings and schematics • Attention to detail and ability to work independently or as part of a team • Possess a Class 3 Driving License or WSQ Forklift Operator License • Prior work experience in shipyard is advantageous 	<ul style="list-style-type: none"> • 5-day work week • 8.30 – 5.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Inspect panels and electrical systems to identify and resolve any issues or malfunctions • Conduct regular tests to ensure proper functioning and compliance with safety standards • Ensure that electrical panels and systems meet the required standards and specifications 	

Job Position	Electrical Technician	Working hours / Location (s)
	<ul style="list-style-type: none"> • Document electrical panel specifications, wiring diagrams, and system configurations • Coordinate with shipyard for the installation, commissioning and testing of all electrical systems and panels • Perform Hands on testing, troubleshooting, and commissioning of all supplied electrical systems and panels • Work in cooperation with other internal and external stakeholders to ensure that supplied systems pass all relevant class surveys and inspections • Produce and document all necessary paperwork for class certifications during commissioning process 	

Job Position	Electrician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess at least a NITEC/Higher NITEC in Electrical Engineering or equivalent certificate • Minimum 2–3 years of experience in electrical installation and field servicing • Able to read and interpret technical drawings and wiring schematics • Strong problem-solving skills and attention to detail • Good interpersonal and communication skills, especially when dealing with customers on-site • Ability to work independently and as part of the team • Familiarity with project-based environments and working under tight deadlines 	<ul style="list-style-type: none"> • 5-day work week • 8.30 – 5.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Perform installation, wiring, testing, and commissioning of electrical systems and equipment for assigned projects • Attend customer sites to diagnose, repair, or maintain electrical systems as part of ongoing service contracts or ad-hoc requests • Interpret technical drawings, plans, and schematics to carry out electrical work according to project specifications • Liaise with customers on-site to ensure clear understanding of work scope, updates, and post-service instructions • Ensure all electrical work complies with regulatory standards and safety guidelines • Assist in planning and coordinating project tasks to meet deadlines and quality standards • Prepare accurate job reports, service documentation, and project completion documents • Collaborate with engineers, contractors, and internal teams to resolve technical issues on-site • Support testing and troubleshooting during pre-commissioning and commissioning phases • Respond to emergency service calls when required • Perform other job responsibilities as and when assigned 	

Job Position	Export Customer Service Officer / Executive	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum Diploma • 5 years' experience within the same industries / field • Require knowledge of computer programs like Microsoft Excel, Word and PowerPoint 	<ul style="list-style-type: none"> • Mon - Fri: 9am to 5.30pm • Alternate Saturday: 9am to 1pm
Key Responsibilities	<ul style="list-style-type: none"> • Conduct customer service duties, be in direct contact with customers and offer outstanding, friendly and reliable service • Provide the flight details to customers within the stipulated time upon receiving the booking • Ensure Export Documents Compliance when processing export work orders • Apply the correct export permit and other export custom processed on timely manner • Answer all calls promptly within 3 ringing tones • Monitor onboarding status and inform customers on irregularities • Ensures good communication between departments E.g. Ops, Warehouse, Traffic, Planning team • Ensure that Airfreight rates applied is correct and updated • Remain aware and updated of changes / requirements by airlines or government authorities • Ensure that monthly customer report is submitted in timely manner • Liaise with internal and external stakeholders for shipment status and handling • Ensure shipments are duly accounted for as per SOP • Work with Sales / other function groups for special arrangements 	

Job Position	Heavy Forklift Driver	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess a valid Heavy Forklift license (e.g., >10 tons) or Container Stacker operating certification • Able to perform basic daily maintenance checks and identify issues (fuel, hydraulics, tires, alarms, etc.) 	<ul style="list-style-type: none"> • 5.5-day work week • 8.30am - 5pm / Sat 8.30am - 1pm
Key Responsibilities	<ul style="list-style-type: none"> • Operate heavy forklift/container stacker in container depot • Handle containers loading/unloading Stack containers at the required location • Observe safety protocols and follow standard operational procedure • Carry out daily maintenance checks of machine 	

Job Position	Heavy Vehicle Mechanic	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess a valid Class 3 driving license / a Forklift license • Basic command of English (verbal and written) • 1 year of relevant experience in automotive service and repair • Team player with initiative and a positive attitude towards learning • Capable to work independently • Able to work under pressure; willing to take responsibility and be accountable; Capable of identifying & suggesting improvements • Willing to work in an outdoor environment 	<ul style="list-style-type: none"> • 5.5-day work week • 8.30am to 5.30pm

Job Position	Heavy Vehicle Mechanic	Working hours / Location (s)
Key Responsibilities	<ul style="list-style-type: none"> • Inspect, troubleshoot and test heavy vehicles - lorries, trucks, tankers • Conduct regular maintenance of vehicles • Ensure repair work complies with regulatory codes, specifications and company guidelines • Maintain a high standard of housekeeping and safety at the workplace 	
Job Position	Import / Export Officer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • GCE O-Level/N-Level, Higher Nitec, Diploma in Logistics, Supply Chain, International Trade, or related field • At least 1–2 years of experience in freight forwarding, import/export operations, or shipping documentation • Knowledge of sea freight operations, customs procedures, and TradeNet declarations 	<ul style="list-style-type: none"> • 5-day work week • Mon - Fri: 8.15am to 5.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Manage and coordinate end-to-end sea freight shipments, ensuring smooth import and export processes • Ensure all customer requirements are met with precise and accurate documentation • Prepare, verify, and process all import/export documentation and declarations, such as HB/L, MBL, manifests, pre-alerts, TradeNet submissions, and customs permits • Perform general shipping functions including data entry into internal systems • Monitor shipment timelines, costs, and service quality to ensure tasks are completed accurately and efficiently • Communicate effectively with customers, shipping lines, trucking partners, transport teams, warehouses, carriers, depots, insurance, and overseas offices to coordinate pickup/delivery and resolve any shipment issues • Follow up with CFS warehouse and overseas offices on short-landed, damaged, or discrepant cargo, ensuring timely resolution • Handle customer enquiries and complaints professionally to maintain high service standards • Ensure related charges are billed and collected promptly from consignees or appointed agents • Verify vendor costings, prepare payment vouchers, close shipment files, and maintain proper document filing • Ensure all transactions and processes comply with Workplace Safety & Health (WSH) procedures and regulatory requirements 	
Job Position	Import Customer Service Executive	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • A good command of English (verbal and written) • Good working attitude • Able to work with different levels of stakeholders and on weekends if required 	<ul style="list-style-type: none"> • Mon - Fri: 9am to 5.30pm

Job Position	Import Customer Service Executive	Working hours / Location (s)
	<ul style="list-style-type: none"> Experienced in Airfreight Import and able to use Microsoft Excel for reporting 	<ul style="list-style-type: none"> Alternate Saturday: 9am to 1pm
Key Responsibilities	<ul style="list-style-type: none"> Act as single point of contact for airfreight import Manage internal and external customers for the movement of import shipments; following up on urgent shipments pro-actively Liaise effectively with different levels of stakeholders including Warehouse / Operations / Billing / Sales Ensure that customers' expectations are met and mapped in SOP Conduct regular business reviews with customers – MBR or QBR Perform ad hoc tasks as assigned by immediate superior Perform End to End process including billing and following up on any billing disputes with customers 	

Job Position	Logistics Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> Physically fit, able to carry 15 - 20 kg of load Able to perform overtime when needed Experience using warehouse management system Possess a forklift license 	<ul style="list-style-type: none"> Monday - Friday 8am - 5pm
Key Responsibilities	<ul style="list-style-type: none"> Picking and packing; Loading and unloading goods Use of Pallet Jet; Inbound and Outbound Label printing Any other ad-hoc duties as assigned by the Supervisor 	

Job Position	Logistics Officer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> Preferably 1 year of related experience Good in Microsoft Office Suite (e.g. Excel, Powerpoint, Outlook, VBA). Experience in using and creating operations dashboards (e.g. Power BI, Tableau) Possess WMS knowledge and ability to communicate effectively with internal / external customers 	<ul style="list-style-type: none"> 5-day work week 8.30am – 6.15pm
Key Responsibilities	<ul style="list-style-type: none"> Understand and comply to all related operating processes. Co-ordinate and liaise with customers/ transporter on day-to-day issues Order planning to meet customer's shipment delivery / collection requirements Prepare data collection and submit accurate reports when required Perform cycle count administration Ensure all incoming (including exchange and returns) and outgoing shipments are completed in a timely and orderly manner Ensure all shipment documentation are accurate and submitted timely Perform process improvement initiatives and implementation Report to the Executive on all receiving non-conformances 	

Job Position	Logistics Officer	Working hours / Location (s)
	<ul style="list-style-type: none"> • Comfortable with lifting ~15-20kg goods when required • Perform outbound transactions in SAP system and receiving in WMS system 	
Job Position	Maintenance Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • NITEC / NTC certificate, preferably in Electrical/Mechanical Technology • Computer skills, MS Word, Excel, PowerPoint • Relevant experience in Machinery & Equipment repair and maintenance in a Manufacturing environment 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6.15pm
Key Responsibilities	<ul style="list-style-type: none"> • Maintain a preventive maintenance program for all production equipment and plant facilities • Fabricate jigs and fixtures to augment the manufacturing processes • Follow up with requests, from all other department within the organization, for minor repairs • Log and track maintenance work order, TPM downtime, compressor operation hours, hot work permit, equipment checklists, etc. • Perform daily start-up of production and facilities machines • Conduct upkeep of facilities services (E.g. Aircon, sprinkler protection system, plumbing, Power & lighting, etc.) • Perform scheduled Preventive Maintenance and TPM • Conduct weekly Single Point Training to production operators 	
Job Position	Personal Driver	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Valid Singapore driving license with clean record • Willing and comfortable to travel to Johor Bahru (JB) 	<ul style="list-style-type: none"> • To be advised
Key Responsibilities	<ul style="list-style-type: none"> • Drive employer safely to meetings, appointments & errands • Travel to the Johor Bahru (JB) branch as required • Keep vehicle clean, well-maintained & serviced on time • Plan routes & ensure punctual arrivals • Support ad-hoc duties when needed 	
Job Position	Senior Logistics Officer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum 4 years of related experience • Must be able to converse in Mandarin to liaise with key stakeholders • Proficient in Microsoft Office Suite (e.g. Excel, PowerPoint, Outlook, VBA) • Able to create operations dashboards (e.g. Power BI, Tableau) is an added advantage • WMS knowledge preferred • Able to communicate effectively with internal / external customers 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 6.15pm

Job Position	Senior Logistics Officer	Working hours / Location (s)
Key Responsibilities	<ul style="list-style-type: none"> • Understand and comply to related operating processes • Co-ordinate and liaise with customers/ transporter on day-to-day issues • Plan orders to meet customer’s shipment delivery / collection requirements • Prepare data collection and submit accurate reports when required • Perform cycle count administration • Ensure all incoming (including exchange and returns) and outgoing shipments are completed in a timely and orderly manner • Ensure all shipment documentation is accurate and submitted on time • Perform process improvement initiatives and implementation • Report to the Executive on all receiving non-conformances • Able to lift ~15-20kg goods when required • Schedule outbound and inbound shipments. • Provide input and complete freight bills • Assist with communicating to carriers when issues arise • Make recommendations regarding transportation, routing, carrier selection to meet customer requirements 	

Job Position	Service Coordinator / Senior Service Coordinator	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Highly organized with strong follow-up skills and attention to detail • Able to prioritize multiple service requests, schedule manpower, and manage timelines efficiently • Able to interpret service documentation, warranty-related information, and vendor quotations • Proficient in MS Office applications (Excel, Word, Outlook) and comfortable working with service management or ERP systems. • Strong administrative skills with the ability to prepare quotations, service reports, job orders, purchase requisitions, and shipping forms 	<ul style="list-style-type: none"> • 5-days work week; • 8 - 5pm/9 - 6pm
Key Responsibilities	<ul style="list-style-type: none"> • Attend to customers enquires / complaints through phone / email / fax and ensure that necessary actions are taken and followed through • Receive, prepare, and generate quotation / charges for customers, Job Order Processing (JOP) • Schedule and prioritize service requests from customers • Liaise and coordinate with field service engineers, sub-contractors, customers and other related authorities / parties to ensure services are completed within agreed timeline and to customer’s satisfaction • Keep track of service history and follow up with customer account to confirm satisfaction • Maintain accurate service records, including service reports upon completion, customer feedback, and ensure they are well documented and uploaded to the system • Provide regular customer account updates and reports to the Service Manager, Assistant Service Manager or Lead Coordinator. 	

Job Position	Service Coordinator / Senior Service Coordinator	Working hours / Location (s)
	<ul style="list-style-type: none"> • Monitor recurring issues, complaints, and propose process improvement to enhance service quality • Identify opportunities for additional service offering, follow-up services, regular services, equipment upgrade based on customer needs • Ensure high level of customer satisfaction through proactive service planning and communication • Support customer audits, inspections and provide supporting document when necessary • Prepare service request form / purchase order for vendors / sub-contractors • Prepare shipping form for delivery of items • Reservations and bookings of air tickets • Prepare and draw materials / parts for subcontractor or Technician / Engineer • Raise purchase requisition to obtain accessories, installation materials or parts which are required in the project / service jobs • Ensure all work schedule records, filing systems and documentation are kept in order • Coordinate and maintain schedules for projects and service works for all the service personnel • Handle all Furuno / Non-Furuno equipment warranty claims 	

Job Position	Service Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Able to read and comprehend technical documents and work related documents in English • Possess good critical thinking and trouble-shooting skill • Able to communicate well, both in written and spoken English to liaise with stakeholders • Knowledge in Computers, Electronics and Telecommunication Systems • Have experience in Marine Electronics and/or offshore industry 	<ul style="list-style-type: none"> • 5-days work week; • 8 - 5pm/9 - 6pm
Key Responsibilities	<ul style="list-style-type: none"> • Carry out production, service, installation and commissioning of equipment • Inform superior of additional requirements from customers • Carry out receipt and inspection of customer supplied products • Ensure that jobs are carried out to meet the acceptance criteria as per technical manual and customers' requirements • Provide interconnection cabling diagram for equipment sold to customers • Commission equipment after installation • Identify and record quality issues related to products and services. • Carry out other service/ technical duties as and delegated by superior 	

Job Position	Software Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma or Degree in Cybersecurity, Computer Science, or a related field • Minimum 3 years of hands-on experience with scripting or coding abilities in languages such as PowerShell scripting, C++, Flutter, Dart, and/or Python • Fresh graduates with related internship experience are welcome to apply • Knowledge of network fundamentals, cybersecurity concepts • Excellent written and verbal communication skills, with the ability to present information clearly • Strong commitment to teamwork, demonstrating a proactive and collaborative attitude 	<ul style="list-style-type: none"> • 5-day work week • 8.30am – 5.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Design, develop, and maintain secure software applications using PowerShell scripting, C++, Flutter, Dart, and Python • Apply UI/UX design principles to deliver intuitive, efficient, and engaging user experiences • Perform code reviews, debugging, and optimization for performance and security • Implement and enhance endpoint security features such as malware and ransomware detection, exploit prevention, and intrusion detection • Collaborate with security teams to integrate secure coding practices and address vulnerabilities • Work closely with cross-functional teams including product managers, security analysts, and designers to ensure project alignment • Participate in project planning, sprint reviews, and agile development practices • Document technical designs, processes, and procedures for development and security compliance 	

Job Position	Testing Assistant (Operator)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Comfortable to work in a cleanroom environment in full gowning • Comfortable with standing for long hours and performing repetitive tasks • Able to handle wafers up to 10kg • Able to work overtime 	<ul style="list-style-type: none"> • 5-days work week • 8.30am – 5.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Move / carry wafers (up to 10kg wafer cassette) as instructed • Perform wafer testing on wafer machines/platforms • Conduct die testing & die sorting as per schedule • Maintain 6S standards within the Fab 	

Job Position	Warehouse Assistant	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum 2 years' experience in warehousing operations • Must possess a valid forklift license • Able to operate reach truck is an advantage • Physically fit and can commit to work overtime • Read and write simple English • Able to start work immediately 	<ul style="list-style-type: none"> • 5.5-days work week • 8.30am – 5.30pm
Key Responsibilities	<ul style="list-style-type: none"> • Loading, unloading and storage of cargo • Picking and packing of goods • Assist in stock count / cycle count and daily warehouse operation • Other related ad hoc duties as accordance the warehousing / logistic arrangements 	

Job Position	Warehouse Officer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum 2 years' experience in the supply chain industry • Able to work within tight deadlines • Proficient in using MS Office software 	5-days work week Morning <ul style="list-style-type: none"> • 9.00am – 5.30pm • 9.00am – 1pm
Key Responsibilities	<ul style="list-style-type: none"> • Monitor Day to Day Export General Operations to meet customer requirements • Coordinate with CS and instruct third party vendors on special handling requirements for Import & Export to meet customer requirements • Conduct daily toolbox meeting in Warehouse to ensure housekeeping compliance • Achieve and identify improvements for warehouse operations to set quality management goals • Work as a team to ensure daily task is completed, coordinating with customers on requirements • Ensure that rules and regulations on safety, security, quality are followed by all warehouse staff to achieve full compliance to the company's requirements • Liaise with internal CS and appointed service providers on day-to-day Export / Import Warehouse Operations • Manage 3rd party traffic service providers as to ensure smooth deliveries and collection 	Afternoon <ul style="list-style-type: none"> • 1.30pm – 9.30pm • 1.30pm – 5.30pm Night <ul style="list-style-type: none"> • 9.00pm – 5.30am • 9.00pm – 1.00am

10. Seagate Technology Singapore

At the heart of it all is data. Data that is not merely consumed by the applications that run on it but also created by them. As you read this, exponential volumes of rich media — audio, images, video — are being generated at astonishing speeds across a global network of devices, appliances and services. Meanwhile, multi-modal algorithms are being trained and optimized on ever-expanding datasets, fueling their intelligence, intuition, integrity and utility.

Job Position	Engineering Specialist (Assembly Equipment Technician)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Higher NITEC / Diploma in Mechanical, Electrical, or Mechatronics Engineering • Experience in equipment assembly, mechanical or electrical troubleshooting is preferred • Familiarity with tools such as torque wrenches, multimeters, and vacuum gauges is a plus • Ability to read technical drawings and wiring diagrams. • Experience working in cleanroom environments and with vacuum systems is advantageous 	<ul style="list-style-type: none"> • Shift work • 121 Woodlands Avenue 5
Key Responsibilities	<ul style="list-style-type: none"> • Assemble, align, and integrate mechanical and electrical sub-systems for sputtering equipment based on schematics and build instructions. • Install components such as vacuum chambers, pumps, valves and control panels • Perform functional and quality checks during and after equipment installation; Support basic troubleshooting and rework for both mechanical and electrical issues • Assist with equipment installation, conversion, and upgrades • Work closely with engineering teams on build improvements and reliability enhancements • Adhere to safety and cleanroom standards throughout assembly and support activities 	
Job Position	Engineering Specialist (Critical to Quality Testing Technician)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Higher NITEC / Diploma in Mechanical, Electrical, or Mechatronics Engineering • Experience in equipment assembly, mechanical or electrical troubleshooting • Familiarity with HDD Tester, failure analysis and microscope • Ability to read technical drawings • Experience working in cleanroom environments and 12-hour shift 	<ul style="list-style-type: none"> • Shift work • 121 Woodlands Avenue 5
Key Responsibilities	<ul style="list-style-type: none"> • Assemble HDD drives manually; manage test loading and unloading • Set up and maintain PC-based testers (Windows/Linux). • Perform hands-on setup, troubleshooting, and maintenance of mDVL testers. • Conduct head and media analysis using microscopes, optical scans, and metrology equipment. • Deploy technical solutions to improve test functionality. 	

Job Position	Engineering Specialist (Media Process Technician)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Higher NITEC / Diploma in Mechanical, Electrical, or Mechatronics Engineering. • Experience in Sputtering technologies, process optimization or electrical troubleshooting is preferred. • Ability to read technical drawings • Experience working in cleanroom environments and 12-hour shift duties. 	<ul style="list-style-type: none"> • Shift work • 121 Woodlands Avenue 5
Key Responsibilities	<ul style="list-style-type: none"> • Provide engineering support to production line by ensuring process flow, specification, procedure and documentation • Monitor any variables within the process and make adjustments when required • Quick and effective diagnosis and troubleshooting of routine or minor problems • Perform process buy-off after equipment preventive maintenance or breaks down • Document routine manufacturing processes and report data for shift duty pass-down 	

11. STAFFKING

Established in 2020, STAFFKING is a dynamic recruitment firm revolutionizing human resources solutions in Singapore. With a commitment to excellence, we bridge the gap between skilled professionals and businesses, offering comprehensive recruitment and outsourcing services. Our mission is to provide employment services of the highest quality to our valued clients and we strive to conduct our business to help our clients achieve maximum productivity with the right talents.

Job Position	Assistant Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess leadership experience • Ability to manage operators, follow safety protocols • Possess strong problem-solving and team collaboration skills 	<ul style="list-style-type: none"> • 4 Days per week • 3443 rotating shift, 7am-7pm/7pm-7am
Key Responsibilities	<ul style="list-style-type: none"> • Support production operations, ensuring machinery and processes run efficiently and safely • Coordinate with operators; verify material quantities and work orders • Set up machinery and monitor adherence to operational procedures • Resolve day-to-day production issues and maintain quality standards • Uphold EHS policies, conduct audits, and promote safety awareness • Analyze defective products and report issues to management • Maintain organized, clean, and compliant work environment 	
Job Position	Control Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Proficient in control systems, MATLAB/Python/C/C++, with analytical skills and problem-solving ability 	<ul style="list-style-type: none"> • 5 days per week • 8am-5:45pm
Key Responsibilities	<ul style="list-style-type: none"> • Design, develop, and implement control algorithms for semiconductor equipment • Conduct system modeling, simulation, and analysis to validate control strategies • Gather and evaluate vibration data using measuring tools • Provide technical support for motion control issues in development, testing, and production • Collaborate with multidisciplinary teams to solve engineering challenges efficiently 	
Job Position	Customer Quality Assurance Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess strong knowledge of IATF 16949 and ISO 9001 standards • Good analytical, problem-solving, and communication skills 	<ul style="list-style-type: none"> • 5 days per week • 9am-6pm
Key Responsibilities	<ul style="list-style-type: none"> • Ensure product and process quality for glass and metal components used in automotive and industrial applications • Implement and maintain IATF 16949 standards to meet industry requirements • Conduct inspections and audits to ensure compliance and consistency • Resolve quality issues and drive continuous improvement initiatives • Collaborate with cross-functional teams to enhance product reliability, safety, and customer satisfaction 	

Job Position	Manufacturing Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess good Microsoft Excel skills for BOM analysis, • Possess strong problem-solving and technical abilities and the capacity to manage multiple priorities under tight deadlines 	<ul style="list-style-type: none"> • 5 days per week • 8am-5:45pm
Key Responsibilities	<ul style="list-style-type: none"> • Assist in new production introduction, including process development, tool design, and cost optimization • Provide technical leadership for manufacturing processes of cables, harnesses, and electro-mechanical assemblies • Apply knowledge of electrical/electronic production and test methodologies • Manage multiple priorities under tight deadlines • Develop manufacturing solutions and documentation • Guide technicians/operators and perform assembly work 	
Job Position	Mechanical Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess Strong mechanical design, simulation, and problem-solving skills for high-precision semiconductor components 	<ul style="list-style-type: none"> • 5 days per week • 8am-5:45pm
Key Responsibilities	<ul style="list-style-type: none"> • Develop high-precision mechanical modules for semiconductor packaging • Analyze customer requirements and create mechanical design specifications • Perform force, thermal, and vibration simulations to validate designs • Select materials and design precision tooling for reliability and manufacturability • Create 3D models and perform structural analysis • Collaborate with cross-functional teams to improve equipment performance 	
Job Position	Process Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess hands-on semiconductor process experience with strong analytical, simulation, and communication skills 	<ul style="list-style-type: none"> • 5 days per week • 8am-5:45pm
Key Responsibilities	<ul style="list-style-type: none"> • Conduct inspections at first piece, in-process, and final stages according to Job Instructions Sheet plans • Develop advanced packaging technologies and processes for high-performance electronic devices • Collaborate with external customers and partners for technical support and joint development • Work closely with internal R&D and product teams to create new processes and products • Optimize assembly processes using Design of Experiment (DOE) tools. • Analyze failures using SEM, C-SAM, AFM, and other analytical equipment • Support semiconductor Front-end and Back-end process development 	

Job Position	Quoter	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Experience in quoting • Possess good Excel and ERP skills • Possess strong communication skills 	<ul style="list-style-type: none"> • 5 days per week • 8am-5:45pm
Key Responsibilities	<ul style="list-style-type: none"> • Review customer inquiries, RFQs, and project specifications • Analyze costs including labor, materials, and overhead • Prepare accurate price quotes, proposals, and bids • Collaborate with sales, engineering, and production teams • Maintain pricing knowledge and track quotes in ERP systems • Communicate with customers and ensure compliance with company policies 	
Job Position	Software Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Proficient in C++, strong problem-solving skills, and able to work in a fast-paced technical environment 	<ul style="list-style-type: none"> • 5 days per week • 8am-5:45pm
Key Responsibilities	<ul style="list-style-type: none"> • Develop and optimize software for advanced semiconductor equipment • Design, implement, and test automation, control, and data processing systems • Collaborate with hardware and mechanical teams for seamless integration • Perform debugging, optimization, and ensure software reliability • Apply AI, computer vision, or machine learning to improve performance and manufacturing efficiency 	
Job Position	Vision Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Possess ability to develop and implement computer vision and machine learning solutions for semiconductor automation 	<ul style="list-style-type: none"> • 5 days per week • 8am-5:45pm
Key Responsibilities	<ul style="list-style-type: none"> • Develop and implement computer vision solutions for semiconductor manufacturing • Design algorithms for defect detection, feature recognition, and automation • Implement deep learning models for high-speed, accurate inspections • Integrate vision systems with robotics and automation equipment • Optimize image processing, system performance, and production yield • Collaborate with cross-functional teams to improve processes 	

12. Vantive Manufacturing

Baxter touches the lives of millions of people around the world every day. Our products and therapies can be found throughout hospitals and clinics – from the ER to the OR, from the pharmacy to the ICU – as well as advancing patients' care in their homes.

Job Position	Forklift Driver	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Primary school certificate 	<ul style="list-style-type: none"> • 5 days per week • 8am – 4.30pm • 2 Woodlands Industrial Park D St 2
Key Responsibilities	<ul style="list-style-type: none"> • Receive system transactions (JDE/dcLINK/Coupa) and perform weight count on materials where required • File documents and receive goods from suppliers • Move materials from one point to another and paste Receiving label • Perform general housekeeping and daily forklift maintenance • Responsible for compliance with EHS procedure, cGMP and GDP requirements 	

Job Position	Lab Analyst	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma in Science (Chemistry) 	<ul style="list-style-type: none"> • 4 days per week • 12-hour shift • 2 Woodlands Industrial Park D St 2
Key Responsibilities	<ul style="list-style-type: none"> • Responsible for laboratory testing of raw materials, including initialing, in-processing and ensuring compliance of final products with quality standards • Perform laboratory equipment maintenance, test procedure qualification, validation as well as involvement in improvement projects. • Compliance with EHS procedure and requirements 	

Job Position	Quality Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Primary school certificate 	<ul style="list-style-type: none"> • 5 days per week • 8am – 4.30pm • 2 Woodlands Industrial Park D St 2
Key Responsibilities	<ul style="list-style-type: none"> • Perform routine incoming laboratory functions independently • Conduct inspection (visual, dimensional, special / functional test etc.) • Sample incoming material (e.g. Chemical, Resin, Packaging Material etc.) 	

Job Position	Technicians	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Minimum NiTEC certificate in Mechanical Engineering 	<ul style="list-style-type: none"> • 4 days per week • 12-hour shift • 2 Woodlands Industrial Park D St 2
Key Responsibilities	<ul style="list-style-type: none"> • Support daily production activities to reach target production output and quality level • Responsible for machine operation, machine troubleshooting, maintenance and repairs • Following SOP while ensuring the highest-level quality of work • Any other ad-hoc duties as required 	

13. West Pharmaceutical Services

West is a leading global manufacturer in the design and production of technologically advanced, high-quality, integrated containment and delivery systems for injectable medicines. We are a trusted partner to the world's top pharmaceutical and biotechnology companies—working by their side to improve patient health.

Job Position	Production Technician (Traineeship)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Perform 12 hours shift work. • Able to write and communicate in Basic English. • Must be able to lift heavy objects and stand for long hours • Possess Secondary, Nitec, Higher Nitec or Diploma 	<ul style="list-style-type: none"> • 5 days per week • 8am to 5pm
Key Responsibilities	<ul style="list-style-type: none"> • Perform daily production operations to meet output targets while maintaining safety, quality, and efficiency standards • Execute all production activities in compliance with Standard Operating Procedures (SOPs), Good Manufacturing Practice (GMP), and Good Documentation Practice (GDP) requirements • Conduct on-the-job training to enhance team competency and collaborate with the Training Lead on certification of team members • Identify, escalate, and report safety hazards or potential risks through “See-Do-Say” submissions, ensuring a safe work environment • Perform quality checks on products and promptly escalate abnormalities to the Production Lead, Senior Production Lead, or Production Supervisor • Carry out material system transactions with accuracy and timeliness to support smooth production flow • Execute first-level troubleshooting and implement corrective actions in accordance with Out-of-Control Action Plan (OCAP) procedures • Support and participate in Kaizen, Lean Six Sigma (LSS), and other continuous improvement initiatives to drive operational excellence • Provide timely feedback and escalation of line abnormalities to minimize downtime and ensure process stability • Maintain strict adherence to all relevant SOIs, WIs, and company safety policies as assigned within the Learning Management System (LMS) • Demonstrate effective communication and training skills to build team capability and sustain performance excellence 	

Job Position	Senior QC Technician (Night)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Strong communication and teamwork skills with a collaborative work attitude • Self-motivated, proactive, and demonstrates a positive mindset • Proficient in computer applications, particularly Microsoft Office • 2–5 years of experience in Quality Assurance (QA) or Quality Control (QC) related functions • Experience with SAP, cGMP, Lean principles, and/or ISO standards will be an added advantage 	<ul style="list-style-type: none"> • 4 days per week • 12-hour shift • 7pm to 7.15am

Job Position	Senior QC Technician (Night)	Working hours / Location (s)
	<ul style="list-style-type: none"> • Preferably possesses prior exposure to medical device, pharmaceutical, or other regulated manufacturing environments 	
Key Responsibilities	<ul style="list-style-type: none"> • Support Mill Control and ensure product quality compliance through incoming, in-process, and final AQL inspections • Provide technical support, perform testing and documentation activities, and actively participate in problem-solving and continuous improvement initiatives to enhance operational efficiency • Conduct uncured and cured elastomer testing in accordance with established procedures • Perform incoming inspections for auxiliary components and in-process mold-line checks to ensure conformity with quality standards. • Carry out semi-finished and finished goods inspections, including visual, dimensional, and documentation reviews, as per procedures • Execute raw material sampling and retain sample retrieval independently from external warehouses following procedural requirements • Ensure all test results, inspection data, and retain samples are accurately prepared, assessed, documented, and controlled using systems such as SAP and Microsoft Office. • Verify that all calibration activities are completed in a timely manner before equipment use • Identify and report daily quality defects, collaborating with the production team to initiate early troubleshooting and recovery actions • Escalate abnormal product quality trends to the Team Lead for prompt resolution • Assist in coordinating daily QC operational tasks during the absence of the Team Lead • Support continuous improvement activities and perform other duties as assigned by the superior 	

Job Position	Tooling Technician	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • NITEC / Higher NITEC / Diploma in Mechanical, Precision Engineering, Tooling, or related discipline • Minimum 2–5 years of relevant experience in toolshop, mold maintenance, or precision machining environment • Knowledge of CNC operations, manual drilling, and general tool maintenance practices • Familiar with cGMP, 5S, and Lean Sigma principles • Ability to read and interpret technical drawings and engineering specifications • Strong mechanical aptitude, problem-solving, and troubleshooting skills • Good communication and teamwork abilities; capable of working independently with minimal supervision 	<ul style="list-style-type: none"> • 5 days per week • 7am to 7.15pm or 7pm to 7.15am

Job Position	Tooling Technician	Working hours / Location (s)
	<ul style="list-style-type: none"> • Physically fit and safety-conscious, with strict adherence to company EHS and quality policies • Preferably certified or experienced in operating Power Industrial Trucks (PITs) or similar equipment • Proficient in basic computer applications (Microsoft Office, SAP experience is an advantage) 	
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Perform tool shop activities, including servicing and installation of trim dies, mold cleaning (salt bath and/or chemical), and mold installation across all types of mold presses in a safe and efficient manner • Ensure trim dies and compression molds are properly maintained, cleaned, and serviced to meet product quality standards • Conduct technical troubleshooting and resolve equipment or tooling issues promptly to minimize production downtime • Execute full servicing of trim dies, including dismantling, sharpening, chamfering, and parts replacement in accordance with standard procedures • Perform mold flatness checks, scissor sharpening, preparation of vacuum spring hoses, and vacuum strip maintenance • Carry out strainer cleaning, filter changes, and de-sludging of salt bath tanks, including topping up and drawing out Kolene W10 and Hoeschalin chemicals as per procedures • Conduct preventive maintenance (PM) on toolshop equipment to ensure optimal performance and reliability • Operate CNC machines for chamfering trim dies and manual drilling machines for assigned production needs • Safely operate Power Industrial Trucks (PITs) and other material-handling equipment when required • Maintain cGMP compliance, ensuring all work processes follow established procedures, safety standards, and documentation practices • Uphold high standards of 5S and housekeeping within the work area • Conduct safety checks on tools and equipment before operation; report any malfunction or unsafe condition immediately to the superior • Ensure proper usage of company-provided gowns and Personal Protective Equipment (PPE) • Contribute to Lean Sigma and Kaizen initiatives, driving continuous improvement, waste reduction (7 wastes), and quality enhancement • Maintain effective communication between shifts, ensuring accurate handovers and documentation completion • Provide on-the-job training and guidance to junior team members (T1) to build team competency • Perform any other duties as assigned by the superior in support of departmental goals and KPIs 	

Job Position	Operations Engineer (Traineeship)	Working hours / Location (s)
<p>Pre - Requisites</p>	<ul style="list-style-type: none"> • Possess bachelor’s degree in mechanical engineering • Basic understanding of Lean and Six Sigma manufacturing principles; certification or exposure will be an advantage • Knowledge of ISO 45001, local HSE legislation, and cGMP or ISO standards • Familiar with manufacturing operations, process automation, and quality management systems • Proficient in SAP, MES, and Microsoft Office applications • Effective use of structured problem-solving tools (e.g., A3 methodology) for root cause analysis and process improvement • Strong interpersonal, communication, and team collaboration skills, with the ability to work across different levels of the organization • High attention to detail, with the ability to perform effectively in a fast-paced manufacturing environment • Responsible, self-motivated, and able to take ownership of assigned tasks • Demonstrates understanding of SOPs, SOIs, and WIs related to assigned processes • Committed to safety compliance and adherence to Environmental, Health & Safety (EHS) regulations always 	<ul style="list-style-type: none"> • 5 days per week • 8am to 5pm
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Ensure all manufacturing operations comply with cGMP, ISO, Safety, and Quality standards • Follow the Change Control process strictly for all process or workflow modifications • Initiate, coordinate, and implement process improvements using a structured methodology aligned with Safety, Quality, Delivery, and Cost (SQDC) objectives • Apply Lean Six Sigma methodologies to identify, analyze, and close process gaps, promoting operational efficiency and waste reduction. • Lead and coach teams in problem-solving tools (e.g., A3) to support daily issue resolution and continuous improvement • Collaborate with partner sites within the Advanced Manufacturing Value Stream (AMVS) to identify and adopt best practices • Lead the Business Support Team in providing administrative and operational support to Production departments • Oversee purchasing activities, including RFQs, PRs, DOs, and invoice handling through approved vendors • Ensure all production records and documentation are properly completed and archived, supporting audit readiness • Manage production data and reporting, including tracker updates, KPI reporting, and dashboard maintenance • Manage the inventory of Personal Protective Equipment (PPE) and ensure sufficient supply to production personnel • Oversee production gowning and locker management for production departments • Lead annual stock count activities, including planning, resource coordination, workflow setup, and staff training 	

Job Position	Operations Engineer (Traineeship)	Working hours / Location (s)
	<ul style="list-style-type: none"> • Oversee Material Review Board (MRB) activities to determine disposition of non-conforming materials and minimize rework or scrap • Manage rework activities for QC-rejected Semi-Finished Goods (SFG) to prevent delivery delays and maintain OTIF targets • Continuously review and improve Work-in-Progress (WIP) and inventory management methods through data-driven analysis • Drive the implementation of the Training Within Industry (TWI) program within Production, following the established roadmap • Collaborate with Global TWI teams to align local training standards with global practices • Conduct Train-the-Trainer (TTT) sessions for the TWI-Job Instruction (JI) method for new Production Training Leads and Trainers • Manage and coach Production Training Leads, including conducting performance appraisals and development planning • Comply with all company safety policies and ensure all work activities align with local EHS regulations • Promote and maintain good 5S practices and workplace housekeeping standards • Identify and escalate any safety or process deviations promptly to ensure a safe and compliant work environment • Participate actively in the 15-month traineeship program, engaging in both technical and soft skills development • Support Operational Excellence (OPEX) initiatives and contribute to achieving target maturity levels • Undertake ad-hoc projects or assignments as directed by supervisors to support departmental and site-wide objectives 	
Job Position	Senior Specialist, Master Data	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Diploma or Bachelor’s degree in Supply Chain Management, Business Administration or equivalent • Minimum 8 years of master data management experience in manufacturing environment • Proficiency in master data management tools, ERP systems (e.g. SAP), and data analysis software. Experience in data governance frameworks is a plus • Proficient in MS Excel & PowerPoint • Strong analytical skills and attention to detail • Excellent communication and collaboration abilities • Understanding of data governance, data quality, and data integration best practices • Project management skills • Hands-on proficiency in SAP specifically Materials Management (MM), Production Planning (PP) and • Warehouse Management (WM) • Demonstrated ability to develop and utilize data, metrics, and continuous improvement tools 	<ul style="list-style-type: none"> • 5 days per week •

Job Position	Senior Specialist, Master Data	Working hours / Location (s)
	<ul style="list-style-type: none"> • Knowledge of pharmaceutical/medical device manufacturing and experience in cGMP would be an advantage • Familiar with logistics and production planning concepts (e.g. JIT, MRP, VMI) preferred • Broad range of computer skills – spreadsheet, statistical applications • Facilitation skills to lead meetings, workshops, and discussions effectively 	
Key Responsibilities	<ul style="list-style-type: none"> • Responsible for managing and maintaining accurate, timely, and reliable master data, which includes customer, product, raw material, vendor, and other critical data domains for the site operation. • Ensures that the master data supports business processes and decision-making through delivering data quality, adhering to data governance policies and procedures • Serve as the Superuser for SAP-PP/MM/MM within SCM, overseeing and supporting master data maintenance to guarantee accuracy and timely inputs through collaborations with various departments • Oversee and manage the overall lifecycle of master data including creation, updates, and deletion of data entries in core systems to uphold data integrity • Support SCM function by ensuring correct setup of master data for logistics, warehousing, production planning, purchasing, sales, and operation planning activities and identify process improvement with SAP systems • Ensure accuracy, consistency, and completeness of master data by conducting regular audits and validations, identifying discrepancies, and taking corrective actions. • Provide first-level support for SAP system, validating master data requests and resolving discrepancies. • Act as site representative for patch, upgrade release testing with Global teams and all areas that enhance data quality and integrity in alignment with the organization’s business objectives. • Provide training materials and coaching end users on master data areas and share best practice and knowledge sharing initiatives across the organization. • Oversee the creation, maintenance, and deletion of master data records to ensure data quality and compliance with established standards • Coordinate with D&T and other departments to ensure data integration and synchronization across different systems, understand and address their data management requirements. • Implement corrective actions and continuous improvements to enhance data accuracy and reliability • Support the implementation and customization of master data management tools and technologies 	

Job Position	Senior Specialist, Master Data	Working hours / Location (s)
	<ul style="list-style-type: none"> • Generate and analyze reports on master data management metrics and provide insights for decision-making, which include but not limited to OTIF, capacity utilization, inventory holding • Monitor data trends and predict potential data issues to proactively address them with data owners • Act as site representative to support global or business driven projects, contribute to digital transformation initiatives and perform UAT for new systems or enhancements • Lead and support ad hoc projects and additional assignments by the manager 	

Job Position	Lab Analyst (Microbiology)	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Bachelor’s degree or equivalent experience in microbiology laboratory • Advanced Diploma / Diploma in Microbiology / Pharmaceutical Science / Life Science with minimum of two years relevant laboratory experience • Good communication skill; able to communicate effectively in both written and verbal manner • Good computer skills, good team player 	<ul style="list-style-type: none"> • 4 days per week • 12-hour shift • 2 Woodlands Industrial Park D St 2 • Permanent afternoon shift
Key Responsibilities	<ul style="list-style-type: none"> • Focus on plant routine and/or non-routine of water and environment testing in Microbiology Laboratory • Responsible for lab equipment validation and maintenance to comply to cGMP • Conduct cleanroom monitoring according to respective test procedures • Perform water collection according to respective test procedures and compendial • Provide proper documentation and data entry of all test results • Ensure all quality documents are properly filed • Support method validation and equipment qualification and re-qualification • Support and assist laboratory investigation for deviations and non-conformances, Out-of-Specification (OOS) • Provide general laboratory support including housekeeping, coordinating with vendors for troubleshooting of laboratory equipment, inventory of consumables / supply, etc. • Support and assist the conduct of risk assessment • Ensure compliance to Good Manufacturing Practices (GMP), Good Documentation Practices (GDP) and Good Laboratory Practices (GLP) • Follow laboratory safety rules, regulations and standard operating procedures required for the task assigned 	

Job Position	Senior Production Engineer	Working hours / Location (s)
Pre - Requisites	<ul style="list-style-type: none"> • Bachelor’s degree in engineering or equivalent field • Minimum 5 years of experience in a manufacturing environment • Experience in elastomer manufacturing or related industries preferred • Experience with ISO9000, cGMP, and OPEX/LEAN systems desirable • Strong understanding of LEAN, Six Sigma, and continuous improvement methodologies • Familiarity with ISO 45001, local HSE regulations, and process automation • Proficient in SAP, MES, and Microsoft Office applications • Ability to use problem-solving tools (A3) and analytical methods effectively • Strong leadership, coaching, and team collaboration skills • Excellent organizational, analytical, and communication abilities • Capable of managing multiple priorities in a fast-paced environment • Able to maintain confidentiality and make independent, sound judgments • High attention to detail and commitment to compliance • Comfortable working in a cleanroom manufacturing environment • Must comply with dress and hygiene requirements • Able to tolerate heat and industrial odors as part of the work environment • Willing to travel less than 10% of the time 	<ul style="list-style-type: none"> • 5 days per week
Key Responsibilities	<ul style="list-style-type: none"> • Support the Production Manager in optimizing and improving production workflows, systems, procedures, and training to meet Safety, Quality, Delivery, and Cost (SQDC) objectives • Lead the Business Support Team in providing administrative and operational support to Production Managers and Supervisors • Manage and coordinate the Training Within Industry (TWI) program to enhance production workforce competency • Conduct Train-the-Trainer (Job Instruction) sessions and oversee performance management of Production Training Leads • Facilitate the Material Review Board (MRB) process to ensure timely disposition of non-conforming materials and minimize scrap/rework • Lead and coordinate rework activities for quality-rejected semi-finished goods to meet delivery targets • Drive Operational Excellence (OPEX) initiatives in alignment with the West Business System (WBS) roadmap • Work with formal systems such as cGMP and ISO standards to ensure production compliance with Safety and Quality requirements • Investigate and resolve Deviations and Out-of-Specification (OOS) events; support implementation of Corrective and Preventive Actions (CAPA) • Initiate, coordinate, and implement process improvement projects using Lean Six Sigma methodologies • Coordinate with global or partner sites to identify and adopt best practices in manufacturing 	

Job Position	Senior Production Engineer	Working hours / Location (s)
	<ul style="list-style-type: none"> • Manage procurement activities for production (e.g., RFQs, PRs, DOs, invoices) through approved vendors • Ensure accurate documentation, record keeping, and support audit activities when required • Oversee PPE inventory, production gown management, and staff locker allocation • Manage and support annual stock count activities, including workflow setup, resource planning, and personnel training • Ensure all work aligns with 5S standards, change control procedures, and site Safety, Health, and Environment (HSE) requirements • Perform additional duties as assigned by superiors to support production objectives 	

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