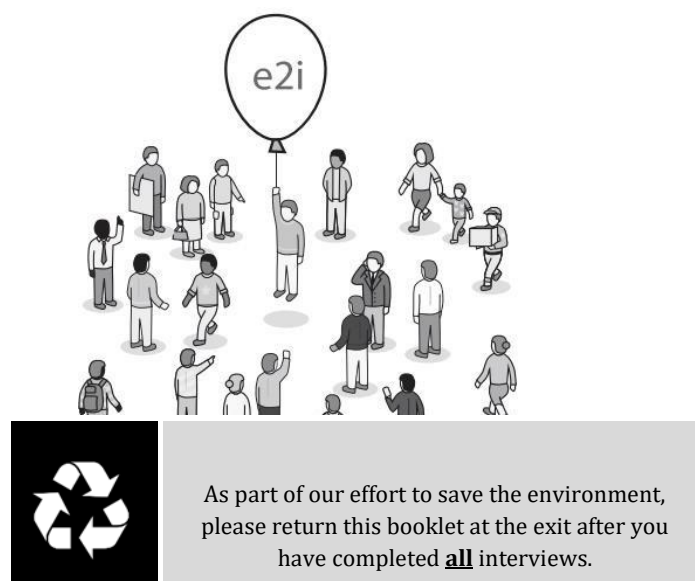


e2i Skills & Career Fair

@ Woodlands Civic Centre

Saturday, 15 March 2025, 9.30am to 2.30pm

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

Content Page

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

#1 Adecco Personnel Pte Ltd.....	6
• Facilities Executive / Office Administrator (1 year contract renewable)	6
• Island-wide event crew (5 days Event in March or May 2025)	6
• Order Management Specialist at US MNC (1 year contract renewable)	7
• Outdoor Bicycle Walker (Part-Time)	8
• Project Engineer @ Woodlands (US MNC).....	8
• Ticketing Officer at Art Gallery / Museums (1 year contract renewable)	9
• Visitor Experience Manager at Art Gallery / Museums (1 year contract renewable) Supervisory Level available too.....	10
#2 ASTONS Group.....	11
• Assistant Manager (Brand: Astons / Andes / Steak & Salad)	11
• Assistant Manager (East Treasure Chinese Restaurant)	12
• Chef De Partie (Astons Prime).....	13
• Full Time Crew (Astons / Andes / Steak & Salad).....	13
• Junior Sous Chef (Astons Prime)	13
• Service Crew (East Treasure Chinese Restaurant)	14
• Team Lead (East Treasure Chinese Restaurant).....	14
#3 Exceltec Property Management Pte Ltd	15
• Accounts Officer / Executive	15
• Administrative Assistant / Officer	16
• Assistant / Facilities Manager	16
• Building Technical Officer	16
• Cleaning Crew	17

• Cleaning Supervisor.....	17
• Condominium / Building Manager (MCST)	18
• Electrical Engineering - LEW Grade 8	19
• Facilities Engineer (Mechanical Electrical)	20
• Facilities / Building Manager	21
• Helpdesk Officer	22
• Operations Executive - Environmental Cleaning Services	23
• Property & WSH Coordinator.....	24
• Property Executive (MCST)	25
• Property Officer (MCST)	26
• Property / Facilities Executive (FM)	27
• Senior Fire Safety Manager	28
• Supervisor / Senior Supervisor (M&E)	29
• Team Manager (MCST)	30
• Technician (Roving)	31
• Technician / Senior Technician (Electrical / M&E)	32
#4 Fairmont Singapore & Swissotel the Stamford	33
• Assistant Security Manager.....	33
• Banquet Assistant Manager	35
• Banquet Operations Manager.....	36
• Bartender	38
• Bellman	40
• Chef De Partie	42
• Commis Cook	42
• Doorman	42
• Food & Beverage Assistant Outlet Manager	44
• Food & Beverage Guest Services Officer / Executive.....	47
• Guest Relations Officer	49
• Housekeeping Co-Ordinator	50
• Laundry Coordinator	52
• Laundry Co-Ordinator	54
• Laundry Operator	56
• RCCC Guest Services Officer / Executive, Banquet	57

• Restaurant Executive	59
• Restaurant Host / Hostess.....	61
• Security Executive	62
• Security Supervisor	68
#5 GlobalFoundries Singapore Pte Ltd.....	70
• Engineer Equipment Engineering.....	70
• Engineer Integration & Yield	71
• Engineer Process Engineering	72
• Engineer, Device Engineering.....	73
• Engineer, Technology Development	74
• Lead Global Supply Management	74
• Principal HR Business Partner	75
• Senior Analyst Supply Chain.....	76
• Senior Staff GL Accounting.....	77
• Staff Analyst, Corporate Technical Accounting	78
• Staff Fixed Assets Accounting	79
• Staff Tax & Subsidies Analyst	80
#6 McDonald's Singapore	81
• Family Ambassador (FT)	81
• Family Ambassador (PT).....	81
• Guest Experience Leader (FT)	82
• Guest Experience Leader (PT)	82
• Management Trainee.....	83
• Service crew (FT)	83
• Service crew (PT).....	84
• Sunset crew (FT).....	84
#7 PlayFacto.....	84
• Student Care Teacher.....	84
• Chinese Teacher	85
• Assistant Teacher	85
#8 Rhodo Property & Estate Management Services Pte Ltd	86
• Accounts Assistant	86

• Admin Assistant	87
• Property Executive / Manager	87
• Property Officer	89
• Technician	89
#9 Singapore Post Limited	90
• Mail Ambassador	90
#10 Tee Yih Jia Food Manufacturing Pte Ltd	91
• Business Development Executive.....	91
• Marketing Executive	91
• Sales Admin	91
#11 e2i services.....	91

#1 Adecco Personnel Pte Ltd

Adecco Personnel Pte Ltd, established in Singapore in 1985, is a leading human resources solutions provider. As part of the global Adecco Group, it offers services including permanent recruitment, flexible placement, and outsourcing. Adecco is committed to helping clients hire great people and assisting job seekers in finding suitable employment opportunities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Facilities Executive / Office Administrator (1 year contract renewable)	<ul style="list-style-type: none"> At least 1 - 2 year of Receptionist experience or in related field Microsoft Office (Excel, Word, Power-point) - basic to intermediate, Cisco system phones Experience in office shift / moving is an advantage 	<ul style="list-style-type: none"> Office Inspection - check that office equipment / meeting rooms / lightings are in good working condition, etc. Liaise with Building Management Office and external vendors on maintenance matters Collaborate with event owners to open and close office partitions for all office levels as required Propose and manage facilities budget, landlord and vendors, ensure value & efficiency Provide attention to all safety issues. Ensures building emergency systems are operational through in-house inspections and vendor maintenance contracts Manage, supervise, and provide yearly evaluation for general office & administrative matters, such as cleaning services, repairs, pest control, plant landscaping, etc. **To be seated at the reception and assist in answering of main phone lines, aid office guests and to ensure customer service delivery during lunch hour 	<ul style="list-style-type: none"> Working hours: 9.30am - 7pm Location: 1 Pasir Panjang Road
Island-wide event crew (5 days Event in March / May 2025)	<ul style="list-style-type: none"> Enthusiastic and friendly attitude Excellent communication and interpersonal skills 	<ul style="list-style-type: none"> Assist in setting up and tearing down of island-wide events in accordance with planogram provided 	<ul style="list-style-type: none"> Working hours: Various Shifts (Am / Pm / Night) Location: Islandwide

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to adapt to different event scenarios Able to carry / transfer heavy items up to 10kg in teams for setting up and tearing down with the help of team members 	<ul style="list-style-type: none"> Assist in runner role during actual day event / answer public enquiries / wheelchair ambassador 	
Order Management Specialist at US MNC (1 year contract renewable)	<ul style="list-style-type: none"> Relevant Diploma / Degree in Logistics Supply Chain SAP knowledge is an advantage Strong co-ordination skills Meticulous, numbers sensitive and tech savvy Able to converse in English & Mandarin due to the need to liaise with stakeholders from China 	<ul style="list-style-type: none"> Manage PO and SO: including releasing orders, liaise with Supplier / Contract Manufacturer on order commit / delivery, reschedule / cancellation, rebalancing, shut gate, buy ahead and critical parts. All commits and changes needs to be updated in SAP accordingly Check the new orders & hub orders & hub pulls transmitted by the Contract Manufacturer daily via a report downloaded from the system or email communication Create and complete in SAP. The information is provided by IBM in a form of a data matrix in an excel spreadsheet Coordinate with GCM / Supplier / Contract Manufacturer in resolving pricing and shipment discrepancy (if any) Perform order book reconciliation and send email to Supplier & Contract Manufacturer and post to BO Perform price refresh for purchase order on monthly basis Buy / Sell Part number set up in SSA tool and SAP MDT 	<ul style="list-style-type: none"> Working hours: 9.30am - 7pm Location: 15 Changi Business Park Crescent

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Verify & update the sales order sell price in the system before forwarding shipment documents to logistics for processing • Update the Dates of Supplies in the shipment documents to Logistics for processing • Liaise with Freight Forwarders to arrange shipment delivery from Suppliers to Customers • Maintain accurate and auditable records / database / documentation in centralize file • Perform SOX testing • Reports: Generate and publish all Operations [KPI] and Inventory reports into BOX (List of reports: WMS, Inventory, Uncommit, Handsfree, FBL1, Shut gate, GR / IR mismatch, shipment, DCF, GAP, OTD, OTA, measurement review report, price change report) 	
Outdoor Bicycle Walker (Part-Time)	<ul style="list-style-type: none"> • Able to stand for long hours & work in outdoors environment • Able to ride a bicycle • Able to work independently • Carry / move a bike (around 20kg) • Able to attend to the 1-day face to face training 	<ul style="list-style-type: none"> • Assigned to a location and return bicycles to the designated areas • Make sure that bicycles are well arranged • Assure that bicycles are well distributed across the designated areas of assigned location • Basic maintenance of bicycle (tools will be provided) 	<ul style="list-style-type: none"> • Working hours: 9am - 6pm • Location: Islandwide
Project Engineer @ Woodlands (US MNC)	<ul style="list-style-type: none"> • Bachelors in mechanical engineering or equivalent • Physically fit for site-based QA / QC work 	<ul style="list-style-type: none"> • Supervise QA / QC activities and coordinate with consultants, contractors, and subcontractors 	<ul style="list-style-type: none"> • Working hours: 8.30am - 6pm • Location: Woodlands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Has at least 3 years of experience in site installation and Greenfield projects Expertise in process / equipment construction, plant installation, and EPC Proficient in generating ITPs and specification documents Skills: Ability to interpret P&ID, PFD, piping, and equipment layout drawings Skilled in Microsoft Office, Project, and Google Docs Knowledge of Singapore and international piping and construction codes 	<ul style="list-style-type: none"> Develop ITPs based on project plans, specifications, and timelines Implement quality plans by reviewing materials, test specs, and schedules; recommend actions Ensure quality documents meet client standards Attend project meetings to provide updates and activity reports Prepare project reports summarizing trends and actions Manage quality control for construction, testing, and installation of facilities and systems Enforce site quality standards, procedures, and regulations Ensure compliance with state and company policies Assist the Project Manager in Capex, budget estimates, and cost allocations Work independently with minimal supervision; flexible to work late or weekends Attend toolbox meetings and support onsite activities Provide expertise in process piping, equipment installation, piping layouts, and design specs 	
Ticketing Officer at Art Gallery / Museums (1 year contract renewable)	<ul style="list-style-type: none"> Strong interpersonal skills, preferably bilingual Proficient in Microsoft Office, Point of Sale Systems, and digital technologies 	<ul style="list-style-type: none"> Front counter duties: admissions, event fees, membership, merchandise sales Warmly greet and assist visitors in person, on phone, and via email Promote exhibitions and tours 	<ul style="list-style-type: none"> Working hours: 9.30am - 7pm Location: Islandwide (Mainly central area)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in handling various payment modes • 2 years of front line / customer service experience, preferably in hospitality • Skilled in-service delivery, problem resolution, and service recovery • Good telephone etiquette and communication skills • Flexible in customer interactions in a front-facing role • Willingness to work on weekends and public holidays 	<ul style="list-style-type: none"> • Manage daily takings and replenish collateral • Oversee cash and cheque collections by security agency • Assist with wayfinding and guide on audio / mobile device usage • Coordinate group visits and conduct inspections • Manage merchandise sales • Proactively collect visitor feedback and compile reports • Handle administrative tasks: guided tour registrations, inquiries • Manage email, phone inquiries, and group visit bookings 	
Visitor Experience Manager at Art Gallery / Museums (1 year contract renewable) Supervisory Level available too	<ul style="list-style-type: none"> • Roster is provided, 5 days between Mondays to Sundays; 9am to 7.30pm • Working experience in tourism / art institutions / customer service is preferred • Service-oriented and customer centricity • Good communication and interpersonal skills • Self-motivated and good teamwork 	<ul style="list-style-type: none"> • Develop, administer & maintain work roster • Maintain Standard Operation Procedures (SOP) accuracy • Workflow enhancement & improvement plans • Ensuring that staff are providing excellent customer service • Manpower deployment forecast & planning • Set goals for performance & deadlines • Manage a team of Executive, Supervisors & Ambassadors • Aid and information to visitors • Perform sales transactions for gallery admission events & programs • Perform daily opening & closing of counter, including generating reconciling daily sales reports 	<ul style="list-style-type: none"> • Working hours: 9.30am - 7pm • Location: 1 St. Andrew's Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintain knowledge of promotions & policies regarding payment, exchanges & security practices Pre-print tickets for group visits & ensure sufficient ticketing management for schools Manage feedback & perform service recovery in accordance to stipulated guidelines 	

#2 ASTONS Group

ASTONS Group has established itself as a household name synonymous with quality and affordability. It is also the trust that the group has earned as a homegrown brand dedicated to serving customers the very best - delicious and hand-prepared fare that makes them feel at home, accompanied by an experience they will remember for time to come, that drive ASTONS Group to become one of the leading food service companies in Singapore. At present, ASTONS Group owns 10 brands, 11 concepts with 37 outlets Islandwide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Manager (Brand: Astons / Andes / Steak & Salad)	<ul style="list-style-type: none"> Minimum 2 years of managerial experience in F&B; Ability to work in a fast-paced environment; able to commit on weekend and public holidays; Display initiative, leadership qualities and ability to motivate oneself and team; Food safety level 3 certification 	<ul style="list-style-type: none"> Ensuring that operations of the restaurant are run efficiently; Monitor and responsible for the sales performance of the outlet; Lead a team of staff to ensure that service and food standards are maintained at all times; Ensure SOP are closely followed by the team to maintain food quality; Enforce hygiene regulation and upkeep restaurant cleanliness and hygiene standards; Handle feedback / complaints from the guests; Any ad-hoc duties as assigned 	<ul style="list-style-type: none"> Working hours: Based on Schedule (flexible hours) Location: 359 Joo Chiat Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Manager (East Treasure Chinese Restaurant)	<ul style="list-style-type: none"> Assists in daily operation tasks (e.g.: taking orders, cashiering, consolidation of daily sales, attend to reservation phone calls and preparation / serving food & beverages, etc.); Ensure dining customers satisfaction. Manage the restaurant to meet or exceed standards in food, service quality, safety and cleanliness; Reviewing customer surveys to develop and implement ways to improve customer service; -Enforce discipline and ensure proper conduct of all staff whereby create a high level of morale amongst the staff in outlets; Control operational costs and devise waste reduction measures to enhance cost-efficiency; Supervise team members, provide training and development plans to enhance their skills, service techniques and performance; Monitoring inventory and restaurant essentials are adequately stocked; Perform any other duties as assigned by Outlet Manager 	<ul style="list-style-type: none"> Minimum 3 years of managerial experience in F&B; Possess working experience in Chinese Restaurant will be an added advantage; Food Hygiene Certification; Ability to work in a fast-paced environment, Able to work on weekend and public holidays 	<ul style="list-style-type: none"> Working hours: Depending on work schedule Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef De Partie (Astons Prime)	<ul style="list-style-type: none"> Ability to work in a fast-paced environment, Able to work on weekend and public holidays; Teamwork; Food Hygiene Certification 	<ul style="list-style-type: none"> Set up workstation with required Mise en place, tools, equipment and supplies according to standards; Fabricate meat, fish and poultry for menu items; Following menu & recipes and yield guides, according to department standards; Minimize waste and maintain controls to attain forecasted food cost. Disinfect and sanitize cutting boards and worktables; Monitor performance of assigned staff and ensure all procedures all completed to the department standards; rectify deficiencies with respective personnel; Any other ad-hoc duties as assigned by immediate superiors 	<ul style="list-style-type: none"> Working hours: Based on Schedule (Flexible hours) Location: 359 Joo Chiat Road
Full Time Crew (Astons / Andes / Steak & Salad)	<ul style="list-style-type: none"> Ability to work in a fast-paced environment, Able to work on weekend and public holidays; Good customer service skills; Teamwork; Food Hygiene Certification 	<ul style="list-style-type: none"> Perform order taking, cashiering, suggest & recommend menu items appropriately; Perform food ingredients and stations according to company's SOP & guidelines; Perform opening & closing duties; Attend and respond to guests' needs promptly & professionally; Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support & closing requirement; Any other ad-hoc duties as assigned by immediate superiors 	<ul style="list-style-type: none"> Working hours: Based on Schedule (Flexible hours) Location: 359 Joo Chiat Road
Junior Sous Chef (Astons Prime)	<ul style="list-style-type: none"> Ability to work in a fast-paced environment, Able to work on weekend and public holidays; 	<ul style="list-style-type: none"> Plan, prepare, set-up and provide quality food service in all areas of food production for menu items and specials in the designated 	<ul style="list-style-type: none"> Working hours: Based on Schedule (Flexible hours)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Teamwork; Food Hygiene Certification	outlets in accordance with standards and plating guide specifications; Prepare all menu items following recipes and yield guides, according to department standards; Direct, train and monitor performance of Line Cooks; Maintain organization cleanliness and sanitation of work areas and equipment; Minimize waste and maintain controls to attain forecasted food cost; Any other ad-hoc duties as assigned by immediate superiors	<ul style="list-style-type: none"> • Location: 359 Joo Chiat Road
Service Crew (East Treasure Chinese Restaurant)	<ul style="list-style-type: none"> • Possess working experience in Chinese Restaurant will be an added advantage; Food Hygiene Certification; Ability to work in a fast-paced environment, Able to work on weekend and public holidays 	<ul style="list-style-type: none"> • Able to multi-tasks; Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support & servicing; Maintain restaurant cleanliness; Food service according to restaurant SOP etc. 	<ul style="list-style-type: none"> • Working hours: Depending on work schedule • Location: Islandwide
Team Lead (East Treasure Chinese Restaurant)	<ul style="list-style-type: none"> • Minimum 2 years of supervisory experience in F&B; Possess working experience in Chinese Restaurant will be an added advantage; Food Hygiene Certification; Ability to work in a fast-paced environment, Able to work on weekend and public holidays 	<ul style="list-style-type: none"> • Responsible for assisting the Restaurant Manager and Assistant Manager in all operational activities of the restaurant; Set up workstations with all daily needed ingredients and equipment; Ensure that the restaurant meets the high service standards; Ensure dining customers satisfaction; Maintain standards tasks (e.g.: taking orders, cashiering, attend to reservation phone calls and preparation / serving food & beverages, etc.) ad Standard Operating Procedure; Ensure 	<ul style="list-style-type: none"> • Working hours: Depending on work schedule • Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		opening and closing procedures of the restaurant are well executed; Any other ad-hoc duties as assigned by the management.	

#3 Exceltec Property Management Pte Ltd

Exceltec Property Management incorporated in 1997, is an established property and facilities management company, providing one-stop property solutions in Singapore. These solutions cater to sectors such as commercial, retail and industrial and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up the ranking in the SME 1000. The ranking helps in credibility building raising visibility, benchmarking, and employee's motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Officer / Executive	<ul style="list-style-type: none"> Candidate must possess at least a Diploma, Advance / Higher / Graduate Diploma in Accountancy or equivalent. At least 3-5 years of working experience in the related field is required for this position. Able to multi-task and work under pressure with sometimes tight reporting timelines. Proficient in MS Office, especially Excel and other related IT programs. Willingness to learn with a pleasant disposition. A team player who is meticulous, self-motivated, and independent with a 	<ul style="list-style-type: none"> Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts. Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting. Ensure accounting records and treatment comply with SOP and Accounting Standards. General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline. Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines. 	<ul style="list-style-type: none"> Working hours: 8:30am - 6pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	strong sense of responsibility		
Administrative Assistant / Officer	<ul style="list-style-type: none"> Min GCE 'O' Level 1 to 2 years of admin support experience Good Customer Service Skills Proficient in MS Excel and Word Able to multi-task, meticulous and independent Able to start work on short notice 	<ul style="list-style-type: none"> Provide administrative support in the areas of documentation, data entry, filing, reports for operations Procurement and issuance of proforma invoice Negotiation with current and new vendors 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21
Assistant / Facilities Manager	<ul style="list-style-type: none"> Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent. Minimum 3 years of post-degree experience in related Facility Management or equivalent 	<ul style="list-style-type: none"> Ensure that a building or facility is properly maintained, operated, and managed Oversee maintenance and repair work Manage operating budgets and resources Ensure compliance with safety and environmental regulations Manage staff and contractors Coordinate with other departments and stakeholders, and plan and implement facility improvements Possess strong organizational and leadership skills Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously Experiences in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21
Building Technical Officer	<ul style="list-style-type: none"> Diploma; Higher NITEC or NITEC in Mechanical 	<ul style="list-style-type: none"> Review and / or undertake preventive and corrective maintenance to ensure 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Engineering, Electrical Engineering, Facilities Management, or equivalent. Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work. General competency in the use of computer. Capable in English writing and reporting	adherence to quality standards and procedures Lead technical investigation in response to fault calls Review documentation on procedures and schedules of maintenance works Track consumable and non-consumable items Review risk assessments in accordance with regulatory and organizational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices Engage in continuous improvement initiatives to improve time, cost, and quality management Support the use of the latest smart facilities management trends or technologies	<ul style="list-style-type: none"> Location: 2 Jurong East Street 21
Cleaning Crew	<ul style="list-style-type: none"> No formal qualification required Working days - Between 5 to 6 days 	<ul style="list-style-type: none"> General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and fixtures. Emptying waste bins. Washing and drying windows 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21
Cleaning Supervisor	<ul style="list-style-type: none"> 2-year experience in relevant industry will have an added advantage. Good communication skills, both written and spoken. Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> Check equipment condition. Monitor the Service team. Coordinate and liaise with clients at work site. Facilitate effective communication and engagement at the workplace. Handle complaints and feedback from clients. Handle reassignment of tasks when needed. Identify training 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>needs for all soft-skill staff. Inspect work done daily. Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specific cations. Monitor cleaning material stock level and re-order materials, if required. Provide help and guidance to immediate reports. Submit report, if required. Any other ad hoc duties as and when required</p>	
Condominium / Building Manager (MCST)	<ul style="list-style-type: none"> 3-5 years' experience in managing condominium / complex Preferably possess an Estate Management Diploma and familiarity with BMSMA/Certificate in Strata Property Management Strong communication and negotiation skills Exhibit organizational and leadership skills. Well organize and optimize cost, space, and equipment while working within the budgeted operational costs. Able to handle pressure, multiple tasks, prioritize and manage time effectively. Able to handle all levels of people with a customer service-oriented mindset 	<ul style="list-style-type: none"> We are looking for a Condominium Manager to manage and upkeep the condominium units and grounds maintenance effectively. The incumbent is responsible for preserving the good condition of the infrastructure so that they are safe, maintained, and functioning. Fully responsible for the day-to-day operation of the complex / building, ensuring all facilities are always fully operational Schedule, coordinate and supervise all maintenance functions to the highest standard expected for the client and the subsidiary proprietors Plan, coordinate and facilitate council meetings and Annual General meetings. Prepare Minutes of Council Meetings Manage and supervise all maintenance and administrative staff assigned to the complex / building Manage and review all vendor contracts, agreements and insurance 2 months before their expiry and 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>recommend renewal or call for quotation / tender Ensure all contract works / routine servicing is carried out accordingly as specified in their contract's agreement Maintain continuous contact and communication with vendor contractors, clients and staff</p>	
Electrical Engineering - LEW Grade 8	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma in Engineering (Electrical) with more than 5 years of field experience or ITC/Nitec (Electrical) with more than 8 years field experience related in Electrical maintenance work or Facilities Management. Strong building and M&E knowledge hands-on experiences Able to work independently and possess good interpersonal skills good communication skills both verbal and written Pro-active, independent, able to work with minimal supervision and perform under pressure. Service orientated mind-set Possess high level of initiative and integrity Possess strong leadership quality, good planning and organizing ability 	<ul style="list-style-type: none"> • Manage and lead a team of technical officers, supervisors, technicians and contractors in facility management and operation of assigned buildings/estates Plan and execution of corrective or preventive maintenance program. Implement efficiency improvement on the operational process, innovating and implementing systems improvement on energy conservation Provide excellent service to meet client expectations. Achieve effective, economic and safe operations of all Electrical Services' equipment and system by the team of technical officers and technicians. Providing feasible solutions and coordinate with owners/users, consultants, vendors/contractors on engineering functional requirements and ensure the objectives are achieved. Conduct regular inspection of existing Electrical installation to ensure that all maintenance programs are implemented effectively in strict compliance with instructions and guidelines. 	<ul style="list-style-type: none"> • Working hours: 9am - 6pm, 9am - 1pm • Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Provide guidance and troubleshoot Electrical Services' faults. To possess a LEW Grade 8 qualification Has a good safety mindset and displays good WSH behavior	Ensure all works carried out safely and / or in accordance with safety procedures. Support the operation of the projects. Ad-hoc duties as assigned	
Facilities Engineer (Mechanical Electrical)	<ul style="list-style-type: none"> Minimum a Mechanical Engineering Degree / Electrical Engineering Degree from a recognized tertiary establishment. 5 years of experience in M&E Facilities operations at large-scale development (>50,000 sqm). Experience in managing M&E upgrading and retrofitting works, installation of new M&E systems, as well as testing & commissioning work with the ability to respond and investigate the cause of system fault and failure for major M&E equipment such as ACMV, Fire Protection systems, HT, LT, ELV, and the BMS System 	<ul style="list-style-type: none"> The duties of the Facilities Engineer shall include but not be limited to the followings - Review proposed M&E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types At the building commissioning stage, attend training sessions and understand the operations of the various M&E systems To attend the testing & commissioning of each M&E system Able to perform chiller system fault detection and diagnosis Conduct physical site surveys using a variety of equipment and tools Prepare sketches and notes and perform electronic data collection Coordinate field staff and process field data Interface with C&S engineers, M&E engineers, architects, landscape architects, specialist vendors, and general vendors Verify the accuracy of data, including measurements and calculations conducted at the Property Research testing and commissioning evidence, including maps, physical evidence, and other records to obtain data needed for 	<ul style="list-style-type: none"> Working hour: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>building systems and equipment condition appraisal Prepare site documents and present findings to SDC Preparation of strategic facility management plan for the next 5 years Preparation of operation manuals for the FM team Develop an energy and sustainability framework for the building Preparation of business continuity plans for the building owner and Resilience studies</p>	
Facilities / Building Manager	<ul style="list-style-type: none"> Relevant bachelor's degree holder in Architecture or Engineering or Facilities Management or equivalent. Minimum 2 years of post-degree experience in related Facility Management or equivalent. Preferably Certified Fire Safety Manager by SCDF / equivalent. LEW7 or LEW8 license will be a plus 	<ul style="list-style-type: none"> Develop quality standards and procedures for preventive and corrective maintenance works. Formulate plans to improve facility operations and establish incident response procedures Evaluate the services provided by third parties against contractual terms and scope of work Maintain trust and rapport with users through consistency in service standards Evaluate technical reports and progress reports to propose recommendations Review tender specifications and risks in bidding and evaluate quotations from third-party service providers Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans Cascades organizational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>organization's green building strategy Deploy resources to support operations and identify recruitment needs and areas for technical and business management training and development to ensure the achievement of performance metrics</p> <p>Analyses the viability of proposed continuous improvement initiatives to improve time, cost and quality. Implement the latest smart facilities management trends and technologies</p>	
Helpdesk Officer	<ul style="list-style-type: none"> Min GCE 'O' Level 1 years of admin support experience Good Customer Service Skills Proficient in MS Excel and Word Able to multi-task, meticulous and independent Able to start work on short notice 	<ul style="list-style-type: none"> Operate a Help Desk to manage all issues relating to facilities feedback, service requests, and any other issues. Manned facilities for receiving, logging, tracking and responding appropriately to user requests or feedback that are received via phone, e-mail and other communication platforms (e.g. WhatsApp / Telegram / Chat bot). They shall act as the first line of response to channel urgent feedback, faults, defects, breakdown, repairs, and damages to the relevant maintenance staff. They will inform user of the outcome and actions taken to rectify the problem as a form of closure to each feedback. They shall close the feedback loop with all users on the status of issues raised to the maintenance teams in relation but not limited to the following matters: a. All queries and requests relating to services and events support; b. Notification of 	<ul style="list-style-type: none"> Working hours: shift Average of 44 hours per week Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>faults and complaints relating to the services from NP community and members of public; c. Requests for temporary changes to the delivery and scope of services; d. Notification and responding to emergency calls; e. Monitoring of alarms; f. Update of progress regarding any fault notified to the Helpdesk; and g. All other issues raised by users. They shall maintain and upkeep all faults / defects reported into the CMMS, phone calls, emails etc., and to ensure that reported faults are being channeled to the staff for immediate response and follow-up. They shall categorize the feedback based on the KPIs and inform the urgency of the matter to relevant contractors / maintenance staffs. They shall prepare monthly reports for tracking suggestions, complaints, breakdown etc. received together with their resolved status</p>	
Operations Executive - Environmental Cleaning Services	<ul style="list-style-type: none"> 2 years of experience in the relevant industry will have an added good communication skill, both written and spoken. Team player, able to work independently with minimal supervision 	<ul style="list-style-type: none"> Coordinate, assign and manage day-to-day operational activities Plan and deliver schedules e.g. utilizing available manpower and equipment etc. Maintain positive relationships with customers through a positive customer experience Serve as liaison between customers and departments within the company Prepare progress report and compile attendance for monthly submission Prepare schedules for cleaners and schedule for 	<ul style="list-style-type: none"> Working hour: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		periodic cleaning. Prepare quotation for ad hoc requests form client Record attendance and job completion forms Attend weekly meetings in the office Experience in writing meetings minutes is a plus	
Property & WSH Coordinator	<ul style="list-style-type: none"> ISO 9001 & 140001, OHSAS 45001 knowledge preferred Strong knowledge of WSH practices & local WSH statutory regulations Proficient in Microsoft computer application skills 	<ul style="list-style-type: none"> Workplace Safety and Health (WSH), perform WSH activities such as risk assessment, safety inspection for office building, and conduct safety briefings Assist in developing, implementing, monitoring, and reviewing WSH activities, systems, programs, and databases to ensure it is up-to-date, in compliance with legal requirements and improve when necessary Fulfilment of the assigned WSH KPIs and provide advice/guidance to staff, WSH champions, and WSH internal auditors Handle and be responsible for audits for various QHSE standards: ISO 9001, ISO 14001, and ISO 45001 Responsible for audit preparation documentation, internal and external audit, inspection matters, and product classification approvals not limited to ISO Management Systems ISO 9001:2015, ISO 45001:2018 bizSAFE, Risk Assessment, Safe Work Procedure (SWP) and Workplace Response, Fire Safety matters and SGSecure Develop and promote effective environmental management systems in Company per ISO 14001 standards 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Executive (MCST)	<ul style="list-style-type: none"> Effective management of recreation facilities, common areas including car park, landscape areas and all M&E plants, fixtures and fittings. Effective preventive maintenance programs to avoid large, expensive repairs. Planning and organizing activities and decorations during major festive seasons. Competitive tendering to ensure purchases and service contracts are on competitive terms. Recommending a sound budget to determine the amounts to be collected for the Management Fund and Sinking Fund. Ensuring proper coordination/management of renovation works. Ensure a proper and fair booking system for all recreational facilities. Leads a team of personnel providing maintenance, security, fire safety and car park management. Plan preventive building maintenance works for common facilities and properties. Place 	<ul style="list-style-type: none"> Responsibilities Responsible for day-to-day operations Coordinate and supervise site staff and service providers for the maintenance of the estate Attend to residents' feedback and enquires Coordinate and attend the Council meetings and general meetings Administration and management of contracts Handle any ad-hoc duties as required Knowledge of BMSMA 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	orders for building maintenance materials and keep track of their issuance as and when required. Oversee the security of the estate. Maintenance of cleaning standards. Guide and supervise the building officer in carrying out all his duties Review all contracts, agreements and insurance two months before expiry and recommend renewal or call for quotation/tender. Advise Council if the expenditure is within the budget approved at the General Meeting		
Property Officer (MCST)	<ul style="list-style-type: none"> Diploma in Building / Facilities Management / Building Services/Engineering, or relevant working experience. minimum 2 years of relevant working experience in MCST. Good communication skills, both written and spoken. Team player, able to work independently with minimal supervision. Knowledge in BMSMA will have an added advantage 	<ul style="list-style-type: none"> Manage and maintain the properties in a clean and tenable condition. Implement Routine and Preventive Maintenance for the properties Supervise and ensure that all types of routines and ad-hoc repair works routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract Inspect the properties according to inspection schedule for environmental health, safety concerns and advise rectification method Submit monthly reports on any misuse of properties Attend to all complaints / feedback, 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>incidents and crisis situations and submit incident report</p> <p>Coordinate, attend meetings and/or inspections and follow-up with Authorities / Departments and services providers</p> <p>Manage and Maintain the M&E services and equipment in the properties</p> <p>Recommend and seek approval from client for all repair / replacement works</p> <p>Collate and maintain all utilities and data of the properties</p> <p>Conduct fire safety management according to SCDF requirement (if required)</p> <p>Any other duties assigned by immediate Manager</p>	
Property / Facilities Executive (FM)	<ul style="list-style-type: none"> Minimum Diploma in Building or Facilities disciplines from a recognized tertiary establishment (with M&E background is preferred). At least 3 years of relevant working experience 	<ul style="list-style-type: none"> The duties of the Property Executive shall include but not limited to the following: Supervise workers on maintenance matters, service facilities, conservancy work and others Manage the day-to-day permit to work system Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting. Provide technical support and attendance where necessary and act as an authorized person. Manage and act as the coordination point between the Main Contractor and the client; Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner Co-ordinate, manage and monitor all corrective and 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		preventive maintenance programs. Attend to complaints and feedback from tenants. Investigate and report tenancy infringements by tenants. Assist in all surveys required by the client Attend to any other matter as assigned from time to time	
Senior Fire Safety Manager	<ul style="list-style-type: none"> Other Advanced Diploma / Post Graduate Diploma qualifications or equivalent Certified SFSM 	<ul style="list-style-type: none"> To oversee the general fire safety and maintenance of firefighting facilities for the assigned property, as well as the planning and execution of fire emergency procedures for the occupants. To carry out routine inspections to exercise supervision over the maintenance of fire safety measures within the assigned property. To submit the annual report to the Fire Safety Bureau (FSB) for the renewal of fire certificate to conduct monthly inspections and assist the Employer / Client in developing an effective Fire Safety Management Program for the assigned property to assist in the preventive maintenance of all fire protection systems provided in the assigned property is carried out by the vendors or their local agents. To ensure the occupants' load of any part of any building does not exceed the capacity prescribed under the fire code To check whether any fire hazard condition is found within the assigned property To assist the Employer / Client in complying with all fire safety requirements and providing an emergency plan according 	<ul style="list-style-type: none"> Working hour: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>to the Fire Safety Act To assist the Employer / Client to ensure at all times that fire safety requirements contained in the fire emergency plan are complied with To prepare and formulate a fire emergency plan for the assigned property and to assist the Employer/Client in organizing fire drill as regulated by the Fire Safety Act in order to ensure that all persons employed in or using the property or part thereof, are familiar with all means of escape in case of fire To assist and train the site staff to co-ordinate and supervise the occupants in the property in firefighting and evacuation in the event of fire or other emergencies To assist the Employer / Client to supervise and control the operation of fire command center in the event of fire or other emergencies. To carry out such other duties as the Commissioner may require under Fire Safety Act</p>	
Supervisor / Senior Supervisor (M&E)	<ul style="list-style-type: none"> Higher NITEC / NITEC in Mechanical Engineering, Facilities Management, or equivalent. Minimum 3 years of related experience. General competency in the use of computer. Capable of English writing and reporting 	<ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organizational Workplace Safety and Health (WSH) policies and practices Report accidents, near misses and incidents in accordance with 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>WSH reporting practices</p> <p>Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organizational requirements</p> <p>Engage in continuous improvement initiatives to improve time, cost and quality management</p> <p>Support the use of the latest smart facilities management trends or technologies</p>	
Team Manager (MCST)	<ul style="list-style-type: none"> Possess at least bachelor's degree in building / estate management, Facilities Management, or Engineering disciplines with Accredited At least 8 - 12 years of working experience in related field, preferably with both managing agent and asset management experience Knowledge of MCST function and BMSMA an added advantage good communication, Interpersonal, and Organization Skills. Knowledge of accounting, contracts administration, and statutory requirements Strong analytical skills, meticulous and able to work independently. 	<ul style="list-style-type: none"> Lead a Team in HQ, managing multiple projects. Responsible to the Division Head for the business result of the team. Undertake continued development of the team in accordance with the approved business success plan. Source business for the company / division generally by client contact, networking with other Exceltec (XC) departments as well as general promotion of XC services. Undertake training and development of the people within the Team and promote an on-going career path for them within PAM. Provide leadership, managerial direction and personal encouragement to all employees within the Team, including guidance on all property management procedures. Responsible for the efficacy of complaints management within the Team. Liaise with existing building owners on property management performance, 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Excellent writing and oral skills. Good computer literacy Able to handle pressure and handle multiple tasks. Candidates with lesser years (less than 8 years) of relevant experience will be considered for (HQ) Assistant Property Manager position	including the use of tenant and client surveys	
Technician (Roving)	<ul style="list-style-type: none"> Minimum: Higher Nitec / Diploma in Facilities Management related Prior experience in the facilities maintenance field with a minimum of 2 or more year's related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects. Valid Driving License, own reliable vehicle preferred 	<ul style="list-style-type: none"> Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations. Maintain and ensure efficient operation of properties / facilities Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility Excellent Customer Service and good communication skills. Site-to-Site Travel required Key Responsibilities <ul style="list-style-type: none"> -1. Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues, including appliances where applicable. Execute repairs and replacements while adhering to safety standards - 2. Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues. 3. Equipment Operation - Monitor critical systems like 	<ul style="list-style-type: none"> Working hours: 8:30am-5pm, 8:30am-1pm Location: 2 Jurong East Street 21

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>HVAC, fire detection, and security Respond promptly to alarms and alerts for safety 4. Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks 5. Vendor Management - Coordinate with external service providers and evaluate their work 6. Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays 7. Energy Efficiency - Identify opportunities for energy-saving initiatives 8. Health and Safety - Adhere to safety guidelines and report hazards promptly</p>	
Technician / Senior Technician (Electrical / M&E)	<ul style="list-style-type: none"> Higher NITEC / NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent. Min 2-3 years of related experience. General competency in the use of computer; and Capable in English writing and reporting 	<ul style="list-style-type: none"> Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works Comply with regulatory and organisational Workplace Safety and Health (WSH) policies Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies 	<ul style="list-style-type: none"> Working hours: 9am - 6pm, 9am - 1pm Location: 2 Jurong East Street 21

#4 Fairmont Singapore & Swissotel the Stamford

Strategically located in the heart of Singapore's shopping, dining and entertainment districts and with the City Hall and Esplanade Mass Rapid Transit (MRT) train stations and other major transportation nodes at its doorstep, Fairmont Singapore and Swissôtel the Stamford are the gateway to explore Singapore's landscapes at your convenience. With a total of 2,030 well-appointed guestrooms, both hotels also offer a distinct collection of 12 lifestyle and dining choices including Michelin-starred fine dining restaurant JAAN by Kirk Westaway, cutting-edge meeting space at Raffles City Convention Centre with 34 meeting rooms and one of Asia's largest spas, Willow Stream Spa.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Security Manager	<ul style="list-style-type: none"> • Minimum GCE 'O' level • At least 5 years of similar experience in hotels • Possess relevant security license • Experienced in first aid, firefighting and crowd control • Company Emergency Response Team (CERT) Certificate • Possess occupational CPR and AED • Basic Fire Fighting skills • First Aid Management • Knowledge in Fire Prevention & Protection of Building • Conversant with the various systems in Hotel Security Room • Ability to analyze situation and give clear instructions or guides • Able to work shift hours and on weekends 	<ul style="list-style-type: none"> • Go through daily analyze sheet and deployment sheet • Ensure all security personnel are fully briefed on major events of the hotel and formulate the SOPs • Collate reports (HIR), record statements, interview eyewitnesses and perform onsite investigation and involve the Authorities, if necessary • Prevent situations that could jeopardize the reputation of the hotel • Oversee critical and sensitive functions until completion and give command & control the operations during an emergency • Document all incidents occurred in the hotel in connection with crime, subversions, potential liabilities and insurance requirements • Assist colleague in handling of unusual guests or colleagues' problems, such as, but not limited to, disorderly conduct, thefts, suicides, bomb threats, colleague or guest accidents, fire or safety hazards, robberies, terrorist activities, civil disturbances, 	<ul style="list-style-type: none"> • Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>power or elevator failures, medical assistance and natural disasters</p> <ul style="list-style-type: none"> • With all reports and events encountered, constantly review the department's operational needs working towards efficiency • Overall, in-charge of Lost & Found items and handing over to the authorities • Create a monitoring system to monitor performance • Encourage and motivate non-performers first • Disciplinary action will be taken on continuous nonperformer • Select, train, schedule, discipline and direct security colleagues in all aspects of security and safety policies and procedures • Keep abreast of developments within the hotel and community as they relate to security as well as act as a liaison with local law-enforcement agencies • Remain informed of current local laws and regulations as they relate to the hotel, particularly in guests, patrons and colleagues' rights • Conduct orientation to new colleagues on Security & Safety • Ensure that all operating procedures are adhered to as prescribed • Organize departmental functions / retreat to foster better relationships within the department • Organize Workplace Safety Committee activities of hotel 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Lead the team together with Director of Security & Fire Safety when crisis arise Assist and manage crisis which is exposed to certain level of danger Makes decisions as to whether to arrest a person committing crimes or suspected of committing crimes Always be on-call, including off-duty hours, for any emergency that may arise 	
Banquet Assistant Manager	<ul style="list-style-type: none"> Education Diploma / Degree in Hospitality Management Experience 2 years in F&B management experience with strong background of banquet operation Experience in similar size / style of 5-star hotel c. Skills, Knowledge & Ability Leadership / People management Good interpersonal and communication skills Able to work under pressure and independently Good interpersonal skills with ability to communicate with guests and all levels of employees Service oriented with an eye for details Strong computer skills and proficient in 	<ul style="list-style-type: none"> Lead the F&B team to personalize the guest dining experience with heartiest approach and ensure the delivery of Service Promise Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up and to establish correct procedures to prevent future recurrence Work closely with the culinary team to maintain food quality and ensure its timeliness and accuracy of delivery and setup for all events are achieved Provide necessary training and guidance to F&B team / casual employees and to ensure that the highest possible standards and quality of products and services offering in the premise Support the F&B team to be consistent in service, use a collaborative, enabling leadership style, have regular team meeting Drive consistent service and process improvement 	<ul style="list-style-type: none"> Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Microsoft Office- Words & Excel Strong problem solving and decision-making skills Effective conflict management skills, respecting a diverse, multi-cultural environment Can use sensitivity and discretion in supporting guest needs Leads to constantly improve the guest service experience and team performance Leadership skills developed – collaborative, enabling, and entrepreneurial Career focused, wanting to grow and develop, self-driven 	<ul style="list-style-type: none"> Ensure hygiene and food safety compliance in the premise and related areas Interface the needs / requirements of other departments with the F&B Service: Laundry, Property Maintenance, Sales & Marketing, Engineering, Front Office, Security, Finance, T&C and Culinary Provide a level of Safety & Security for all colleagues Develop own knowledge and skills to grow as a business partner and leader 	
Banquet Operations Manager	<ul style="list-style-type: none"> Education Diploma / Degree in Hospitality Management Experience 2 years in F&B Management Experience with strong background of banquet operation Experience in similar size / style of 5-star hotel c. Skills, Knowledge & Ability Leadership / People management 	<ul style="list-style-type: none"> Assist the department leader on managing and coordinating daily Front of the House and Heart of the House operations with right delegation Maintain service and function room setup standards of the premise and to ensure that they are achieved and followed by Perform the tasks of function room setup, dining table setting, buffet counter and refreshment setting based on each BEO's requirement, instruction and departmental standards 	<ul style="list-style-type: none"> Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of employees • Service oriented with an eye for details • Strong computer skills and proficient in Microsoft Office- Words & Excel • Strong problem solving and decision-making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment 	<ul style="list-style-type: none"> • Prepare, maintain or check the preparation of service mise-en-place according to each event and are ready / sufficient for operation needs • Check the appearance, orderliness, cleanliness and proper set-up of the function room/refreshment area and all its related areas with the function checklist, and be ready before 30 minutes of the commence of each event / coffee break • Maintain and ensure all function rooms appearance, orderliness and cleanliness are at satisfied condition after the end of each event • Monitor the event status and communicate with culinary team • Plan and control manning to meet business needs and according to budget • Control outsources labor supply, casual labor and overtime • Assist the management to supervise junior team members and casual labor under his / her leadership / section and to ensure all tasks assigned/required by the event/operation are carried out on time and according to instruction and departmental standards as well as at the satisfied level • To monitor / supervise the use of equipment by casual labor and to ensure it is used in the correct manner under the relevant standard of operations and work safety guideline 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Lead the F&B team to personalize the guest dining experience with heartiest approach and ensure the delivery of Service Promise Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up and to establish correct procedures to prevent future recurrence Work closely with the culinary team to maintain food quality and ensure its timeliness and accuracy of delivery and setup for all events are achieved Handle event billing accordingly to BEO's instruction and complete post function report when event ended Provide necessary training and guidance to F&B team / casual employees and to ensure that the highest possible standards and quality of products and services offering in the premise Support the F&B team to be consistent in service, use a collaborative, enabling leadership style, have regular team meeting Drive consistent service and process improvement Ensure hygiene and food safety compliance in the premise and related areas 	
Bartender	<ul style="list-style-type: none"> No F&B service experience is required Completion of formal Secondary / O level education 	<ul style="list-style-type: none"> Setup bar counter and prepare mise-en-plus as per workstation assigned prior to start of operation hour 	<ul style="list-style-type: none"> Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Technical service skills • Interpersonal skills – communicates easily / openly • Communication skills in English spoken / written • Reliable and consistent • Personal presentation & grooming, clean / tidy • Comes across as enthusiastic, energetic • Can work as part of a team 	<ul style="list-style-type: none"> • Handle stock requisition, collection, replenishment and disposal of used stock • Handle all beverage production in accordance with the outlet standards and recipes, with highest quality and freshness • Operate and use POS • Conduct stock inventory on daily basis • Handle with the general cleaning of the outlet bar equipment's and furniture • Greet and farewell guests in a friendly, courteous manner • Use guest names wherever possible • Adjust service to suit guests' requests, personalize to meet needs • Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target • Look for ways to upsell and add value • Respond positively, politely, and efficiently to all extraordinary requests from guests. • Act professionally when dealing with guest complaints or problems, and keep manager or immediate superior informed on all matters • Efficiency of work in bar counter, pantry, and service preparations • Cleanliness and work safety in food preparation and service areas 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Perform or assist in the Hosting and Floor Service duties whenever is required • Perform opening shift and closing shift duties as assigned • Take part in daily line-ups and participate in training activities to improve knowledge & skills • Perform other business-related duties as assigned by his/her superior • Assist colleagues in any of the restaurants or bars whenever required to do so by outlet manager, or senior management • Follow guidelines provided in colleague handbook • Understand emergency procedures, health, hygiene & food safety requirements and ensure compliance • Maintain collaborative working relationships with colleagues & supervisors / managers 	
Bellman	<ul style="list-style-type: none"> • Minimum Secondary education • Able to read and write English. A second language is preferred • Experience not required as training will be provided • Must be physically able to carry out duties of Bell Person • Guest focused with good communications skill • Guest oriented individual with 	<ul style="list-style-type: none"> • Ensure timely delivery of guest luggage and guest items in a friendly and approachable manner to meet and exceed guest expectations. • Orient guests on the room facilities to facilitate guest use and comfort. • Attend to all other guest requests as directed by Leaders, Captains and Communications Agents • Acknowledge and communicate with Bell Captains via Mobitalk upon completion of assignments 	<ul style="list-style-type: none"> • Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>pleasant and courteous disposition</p> <ul style="list-style-type: none"> • A team player and efficient worker • Flexible and adaptable • Possess good attitude and initiative • Possess integrity and honesty 	<ul style="list-style-type: none"> • Respond to all other requests in a timely manner • Ensure all job assignments are properly logged in respective logbooks • Ensure LQA service standards are in practice as always set by the hotel • Provide organized and seamless luggage service and assist with any group luggage logistics • Able to provide information and assistance to guests as and when required • Listen actively and can display self-control and empathy in challenging interactions and offer suitable alternative • Presence at the lobby area to provide guest assistance • Work closely with the Doorman for arrival and departure luggage assistance • May require performing Doorman duties as and when required • Ensure smooth flow of traffic at the driveway • Buddy new colleagues as required and provide on job training • Perform manual wake-up calls for guests during night shift when required • Ensure timely deliveries of amenities to guests especially during the night shift • Attend department briefings and meetings • Always ensure grooming standard set by the hotel • Report and replenish stocks to ensure availability • Maintain good housekeeping of work areas 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef De Partie	<ul style="list-style-type: none"> • Minimum of 4 years in basic culinary position • Knowledge of different culinary techniques • Certificate in Culinary, preferred 	<ul style="list-style-type: none"> • Maintain daily mis-en-place and prepare ingredients • Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices • Ensure the highest standards and consistent quality in the daily preparation • Keep up to date with the new products, recipes and preparation techniques • Have full knowledge of all menu items, daily highlights and promotions • Adhere to recipes and stock management • Adjust cooking based on guest preferences 	<ul style="list-style-type: none"> • Location: 2 Stamford Road
Commis Cook	<ul style="list-style-type: none"> • Minimum of 1 year in basic culinary position • Knowledge of different culinary techniques • Certificate in Culinary, preferred 	<ul style="list-style-type: none"> • Maintain daily mis-en-place and prepare ingredients • Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices • Ensure the highest standards and consistent quality in the daily preparation • Keep up to date with the new products, recipes and preparation techniques • Have full knowledge of all menu items, daily highlights and promotions • Adhere to recipes and stock management • Adjust cooking based on guest preferences 	<ul style="list-style-type: none"> • Location: 2 Stamford Road
Doorman	<ul style="list-style-type: none"> • Minimum Secondary education • Able to read and write English. A second language is preferred 	<ul style="list-style-type: none"> • To assist guests with taxi requests and assist them with their belongings into the taxi • Co-ordinate with arriving coaches / passengers vans / Taxi & Uber / Grab to their waiting area 	<ul style="list-style-type: none"> • Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Some working experience preferred • A valid class 2 / 3 motor license is preferred • Must be physically able to carry out duties of Bell Person • Guest focused with good communications skill • Guest oriented individual with pleasant and courteous disposition • A team player and efficient worker • Flexible and adaptable • Possess good attitude and initiative • Possess integrity and honesty 	<ul style="list-style-type: none"> • To assist arriving and departing guests and ensure that all belongings are being retrieved or placed in taxi upon arrival or departure respectively • To co-ordinate on parking lots for VIP guests and ensure they are duly received • Co-ordinate parking for drivers for pick-up guests • Ensure LQA service standards are in practice as always set by the hotel • Assist in loading and unloading and tagging of luggage for arrival and departure from taxi or luggage van • Promptly greet and welcome all guests on arrival • Able to provide information and assistance to guests as and when required • To be well versed with all shuttle and taxi booking charges to provide accurate information to guests. • Provide direction, information and / or assistance to guests as and when required • To report on incidents / accidents at driveway and redirect traffic flow when required • Ensure smooth flow of traffic at the driveway • To ensure general cleanliness at the front driveway • May be required to assist Bellman in luggage duties when required • Work hand in hand with car Valets to always ensure smooth traffic flow 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Buddy new colleagues as required and provide on job training Attend department briefings and meetings Always ensure grooming standard set by the hotel Any other duties as assigned from time to time Listen actively and can display self-control and empathy in challenging interactions and offer suitable alternative 	
Food & Beverage Assistant Outlet Manager	<ul style="list-style-type: none"> Minimum 2 years in F&B restaurant management position Experience in similar size / style of 5* hotel Diploma in Hospitality Management Leadership / People management Good interpersonal and communication skills Able to work under pressure and independently Good interpersonal skills with ability to communicate with guests and all levels of employees Service oriented with an eye for details Strong computer skills and proficient in Microsoft Office- Words & Excel Strong problem solving and decision-making skills 	<ul style="list-style-type: none"> Manage and coordinate daily Front of the House and Heart of the House operations with right delegation Monitor the reservation status and communicate with culinary team Plan and control manning to meet business needs and according to budget Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period Control outsources labor supply, casual labor and overtime Communicate with team during daily briefings and conduct monthly department meetings Ensure and conduct regular training and re-training when needed Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by 	<ul style="list-style-type: none"> Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Effective conflict management skills, respecting a diverse, multi-cultural environment • Can use sensitivity and discretion in supporting guest needs • Leads to constantly improve the guest service experience and team performance • Leadership skills developed – collaborative, enabling, and entrepreneurial • Career focused, wanting to grow and develop, self-driven 	<ul style="list-style-type: none"> • Ensure hygiene and food safety compliance in the outlet and related areas • Lead the F&B team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise • Lead a Heartist® approach to guest experience / service with the F&B team • Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up and to establish correct procedures to prevent future recurrence • Work closely with the culinary team to maintain food quality and to create attractive food products that support the image of the outlet / hotel and incremental business volume • Regular review of guest comments / VOG with the team and implement right solutions for continuous improvement • Focus on the dining experience for LCAH members • Implement, monitor, train and maintain control measures to impact food costs, beverage costs, labor costs and operating supply costs for the outlet and to be in line of budget • Plan, implement and measure profit enhancement programs constantly in the areas of menu engineering, profit contribution, revenue generation, productivity, 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>pricing and costing for products used in the outlet</p> <ul style="list-style-type: none"> • Interpret financial reports: create and implement plans or promotion to improve profits for the outlet • Compile financial data and use the data to coach the service team how to use suggestive selling to improve the overall financial performance • Provide necessary training and guidance to F&B team and to ensure that the highest possible standards and quality of products and services offering in the premise • Recruit, develop and retain F&B team who are competent and confident to exceed guest expectations and create successful business • Support the F&B team to be consistent in service, use a collaborative, enabling leadership style, have regular team meeting • Drive consistent service and process improvement, be entrepreneurial • Use the performance review process to identify and develop talent for growth management performance issues, using a coaching style • Interface the needs/requirements of other departments with the F&B Service: Laundry, Property Maintenance, Sales & Marketing, Engineering, Front Office, Security, Finance, T&C and Culinary 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide a level of Safety & Security for all colleagues • Develop own knowledge and skills to grow as a business partner and leader 	
Food & Beverage Guest Services Officer / Executive	<ul style="list-style-type: none"> • 1 year F&B management experience • Experience in similar size / style of 5* hotel • Diploma in Hospitality Management • Evidence of Leadership / People management • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management • Service oriented with an eye for details • Good computer skills and proficient in Microsoft Office- Words & Excel • Good problem solving and decision-making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment • Use sensitivity and discretion in 	<ul style="list-style-type: none"> • Assist the outlet manager on daily Front of the House and Heart of the House operations • Monitor the reservation status and communicate with culinary team • Plan and arrange manning to meet business needs • Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas and be ready before 10 minutes of the commence of each meal period • Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by • Ensure hygiene and food safety compliance in the outlet and related areas • Lead the F&B service team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise • Lead a Heartist® approach to guest experience / service with the F&B team • Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up on correct procedures implemented by outlet manager as to prevent future recurrence 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	supporting guest needs <ul style="list-style-type: none"> Lead to constantly improve the guest service experience and team performance 	<ul style="list-style-type: none"> Focus on the dining experience for LCAH members Induct and train F&B service team on technical skills and process as outlined in the LQA standards and departmental SOP Coach F&B service team to constantly improve or maintain performance, give guidance where performance is below expectations Manage team within guidelines provided in the Colleague Handbook Counsel / discipline any F&B service team when performance fall below expectation, and to re-train when needed Conduct spot-checks that all food and beverage sold is properly accounted for at established prices. Be alert for irregularities in the handling of cash or any misconduct Ensure that safe working practices are followed including emergency procedures Assist Outlet Manager to organize and implement F&B promotions and special functions periodically Assist in control measures on food costs, beverage costs, labor costs and operating supply costs for the outlet and to be in line of budget Oversee the stock requisition and usage of operation equipment / supplies Maintain and check the outlet's / heart of the house's cleanliness and comply with 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>the F&B sanitation and hygiene rules and regulations</p> <ul style="list-style-type: none"> • Participate in departmental leadership activities as a member of the team • Maintain levels of confidentiality and discretion for guests • Develop own knowledge and skills as a contributing member of the F&B team 	
Guest Relations Officer	<ul style="list-style-type: none"> • Minimum O level education • Minimum 2 years hotel front office experience • Computer Knowledge, i.e. well versed with windows, internet explorer and word, either POS or PMS system • Knowledge of Opera will be an advantage • Read, write, speak English fluently • Well-groomed with leadership quality • Interpersonal skills to deal with guests and colleagues' issues • Able to work in a team, i.e. caring about other team members and open towards other nationalities • Adaptable to multicultural guest needs, works with diverse cultures • Able to work under pressure and independently 	<ul style="list-style-type: none"> • Assist guests with check in and checkout, and other cashiering duties • Efficient in assisting guests throughout their stay with any requirements, handling guest feedback, provide direction and give suggestions • Handle guests' mails, messages, and answering phone calls • Maximizing room revenue by up-selling to a higher rate category and selling the highest possible rates for walk-in guests • Provide guidance and assistance to Guest Relations Assistant • Supervise the Front Office team to personalize the guest arrival / departure experience • Provide On-The-Job training for new colleagues • Meet, greet and provide rooming for VIP guests • Analyze room inventory and monitor rooms count situation • Attend daily briefings and relevant departmental and interdepartmental meetings • Ensure the safety, security and loss control policies and 	<ul style="list-style-type: none"> • Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Good interpersonal and communication skills 	<p>procedures are compiled with at the front desk and back-office area</p> <ul style="list-style-type: none"> Perform any related duties and special projects as requested by the Front Office Manager / Assistant Front Office Manager / Reception and Duty Manager Always comply with hotel and department policies and procedures Maintain the privacy of all guests by ensuring that no details of the guests are disclosed to anybody Ensure cleanliness and appearance of Front Desk and related areas Establish awareness of the Hotels fire and emergency procedure Ensure vigilance regarding in-house credit matters and act upon any discrepancies Aid and supervision of the Front Office areas such as Front Desk, Airline Desk, Groups, Rooms Controlling and Lobby Greeters Ensure strict compliance of the Credit Card Privacy – PCI and Cash Float SOP 	
Housekeeping Co-Ordinator	<ul style="list-style-type: none"> Minimum GCE 'O' level Education Able to read, write, and communicate in English, other languages are an added advantage Computer skills including Microsoft Office will be an advantage Use / knowledge of PMS e.g. OPERA 	<ul style="list-style-type: none"> Ensure efficient and effective clear communication within the Housekeeping Department, Front Office, Engineering, Royal Service and all other departments Answer all telephone calls and do all necessary follow up, with usage of correct telephone verbiage as set by the Hotel Record all telephone calls and its details in the 	<ul style="list-style-type: none"> Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Technical skills for Housekeeping including use of the iPhone for e-Housekeeping • Supervisory and leadership skills – collaborative, enabling, and entrepreneurial • Interpersonal skills well developed with guests, employees, management • Able to solve problem / make decision independently within scope • Attention to detail guest requests and preferences • Able to work independently, reliable, self-directed 	<ul style="list-style-type: none"> housekeeping coordinator's logbook or input into Royal Service to ensure proper follow up • Be familiar with the computer systems such as OPERA and Swiss / Royal Service • Keep proper records of guest loan items (e.g. Extra chairs, foam pillows), and update traces in OPERA to track items movement and usage • Communicate blocked and VIP rooms with their preferences and requests to Team Leaders in a timely manner • Supervise and ensure that house and room attendants are carrying out all guest requests in a timely manner • Monitor room statuses to ensure clean rooms are available for arrival guests • Be responsible for the safety and security of all the departmental keys, Mobi-talks, and iPhones. • Take proper inventory of keys, Mobi-talk, and iPhones for the department and highlight loss to Assistant Manager immediately. Assist in preparing keys, mobiles or papers to colleagues if need arise. • Answers all lost & found queries promptly and follow up accordingly • Record all Lost and Found articles correctly and to place items in correctly labeled cereal boxes for easy search should guests claim the item • Inform Security Department and Duty Manager of any complaints by guests of losses 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>that may require compensation</p> <ul style="list-style-type: none"> • Ensure the security and maintenance of the lost & found room by not allowing unauthorized entries, with regular clean up and disposal of items after its validity periods • Ensure that safe working practices are followed including emergency procedures • Participate in departmental leadership activities as a member of the team • Maintain levels of confidentiality and discretion for guests • Carry out any ad hoc duties assigned by the Management of the Hotel and department 	
Laundry Coordinator	<ul style="list-style-type: none"> • Minimum 'O' Level education or Equivalent • Relevant Housekeeping / Laundry Experience Preferred • Fluent in spoken and written English • Good interpersonal and communication skills to deal with guests and colleagues • Able to work in a team • Service oriented, pleasant, courteous and honest • Good initiative • Effective communication and good inter-personal relations 	<ul style="list-style-type: none"> • Provide On-The-Job training for new colleagues • Attend Department briefings, meetings, trainings and workshops • Be familiar with the locations of guestrooms, storage place of guestroom amenities and guests' items, etc. • Maintain good housekeeping standards and adhere to all safety and loss control procedures • Be familiar with the processes and procedures for placement, laundry collection and delivery, and basic checking of guestroom amenities • Print laundry log sheet from Know cross system and monitor that Housekeeping Runner brings down all 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Basic PC knowledge – familiar with computer applications like word processing and spreadsheet • Able to exercise sound judgement in unforeseen situations 	<ul style="list-style-type: none"> recorded room number parcel to laundry department • Notify housekeeping for recorded parcels not brought down to ensure that timely collection of laundry parcels from guest rooms • Communicate with guest to highlight discrepancies or clarify matters • Communicate with guest to highlight minor defects by leaving voicemail and speak to guest to seek verification for major defect. If guest is not in to verify, item with major defect is to be return undone with a letter of explanation and consent for cleaning • Billing and proper keeping of daily bills • Administer on hold parcel record, stain letter, rejected item, daily guest works assembly report, buddy parcel and others. • Ensure items found from garments or from the processing center are returned to the rightful owner and re-directed to the Lost and Found Department for further follow up • Prepare daily sales summary, function report, cashier report and casting of charges. • Conduct monthly inventory of laundry supplies to prepare for next orders • Follow up on every written order to ensure that all cleaning request forms (laundry or dry-cleaning lists) are received by the required time 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Verified goods delivered to the department and ensure that vendor placed goods at the assigned storage areas • Maintain adequate stock of forms relevant to the Valet Operations • Attend to guest complaints or clarifications in the absence of the superiors • Maintain cleanliness of all office equipment in the general office which include time stamp machine, cashiering system, computers, typewriters, etc., and proper housekeeping of laundry supplies storage room 	
Laundry Co-Ordinator	<ul style="list-style-type: none"> • Fluent in spoken and written English • Minimum O level education or equivalent • Relevant Housekeeping / Laundry experience preferred • Good interpersonal and communication skills to deal with guests and colleagues • Able to work in a team • Service oriented, courteous and honest • Good initiative • Effective communication and good inter-personal relations • Basic PC knowledge – familiar with computer 	<ul style="list-style-type: none"> • Print laundry log sheet from Know cross system and monitor that Housekeeping Runner brings down all recorded room number parcel to laundry department • Notify housekeeping for recorded parcels not brought down to ensure timely collection of laundry parcels from guest rooms • Communicate with guest to highlight discrepancies and minor defects by leaving voicemail to seek verification. If guest is not in to verify, item with major defect is to be return undone with a letter of explanation and consent for cleaning • Billing and proper keeping of daily bill • Administer on hold parcel record, stain letter, rejected item, daily guest works assembly report, buddy parcel and others 	<ul style="list-style-type: none"> • Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>applications like word processing and spreadsheet</p> <ul style="list-style-type: none"> • Able to exercise sound judgement in unforeseen situations 	<ul style="list-style-type: none"> • Ensure items found from garments or from the processing center are returned to the rightful owner and re-directed to the Lost and Found Department for further follow up • Prepare daily sales summary, function report, cashier report and casting of charges • Conduct monthly inventory of laundry supplies to prepare for next orders • Follow up on every written order to ensure that all cleaning request forms (laundry or dry-cleaning lists) are received by the required time • Verified goods delivered to the department and ensure that vendor placed goods at the assigned storage areas • Maintain adequate stock of forms relevant to the Valet Operations • Attend to guest complaints or clarifications in the absence of the superiors • Maintain cleanliness of all office equipment in the general office and proper housekeeping of laundry supplies storage room • Provide On-The-Job training for new colleagues • Attend Department briefings, meetings, trainings and workshops • Be familiar with the locations of guestrooms, storage place of guestroom amenities and guests' items, processes and procedures for placement, laundry collection and delivery, and basic checking of guestroom amenities 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintain good housekeeping standards and adhere to all safety and loss control procedures 	
Laundry Operator	<ul style="list-style-type: none"> Minimum Primary 6 Education Experience preferred but not necessary Able to communicate in basic English Able to read and write and recognize numbers. Interpersonal skills; good rapport with colleagues. Able to withstand prolonged standing Attention to detail especially cleanliness, packing and folding presentation Able to work independently, reliable, self-motivated 	<ul style="list-style-type: none"> Daily checking of roster to ensure that sufficient manpower is available to operate the various types of pressing equipment Coordinate the various pressing activities to meet the production requirements Perform the role as an Acting Supervisor in the absence of the superiors Prepares pressing machine for operation by checking that potable units of iron are in proper work condition and steam supply is adequate for all pressing machine and safety device is in work condition Assess material types and press different categories of garments using the pressing equipment best suit to the garment categories Examine material quality of shirts and operate the Shirt Unit for ironing collar, cuff and body of shirt Examine material and operate the Trousers Unit for finishing of trousers Operate the Steam Tunnel Unit for finishing of T-shirts and uniform Operate the Form Finisher for jacket, blouse, dress for which the material is suitable for steaming Operate the Hot Press and Steam Press according to suitability of the materials and textures 	<ul style="list-style-type: none"> Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Inspect finishing quality and sort out garments with missing accessories, torn areas or unremovable stains and submit to the appropriate section for necessary rectification Operate all pressing equipment according to the set procedures and strictly adhere to safety procedures applicable to each type of pressing machine. Alertness and full concentration are expected when operating pressing machine Daily housekeeping of workstation and pressing equipment to ensure cleanliness Maintain adequate stock of supplies and accessories necessary for the pressing section such as wax, starch, ironing padding, hangers, etc. Assist in attaching identification tags to garments or assembling of garments when necessary 	
RCCC Guest Services Officer / Executive, Banquet	<ul style="list-style-type: none"> O-Level and above, or same level of education Minimum 2 years banquet experience in 5-star Hotel Friendly personality with positive attitude Good communication skills and guest relations. Fluent spoken English and basic written English The ability to work well with a large 	<ul style="list-style-type: none"> Perform the tasks of function room setup, dining table setting, buffet counter and refreshment setting based on each BEO's requirement, instruction and departmental standards Prepare, maintain or check the preparation of service mise-en-place according to each event and are ready / sufficient for operation needs Check the appearance, orderliness, cleanliness and proper set-up of the function room/refreshment area and all its related areas with the 	<ul style="list-style-type: none"> Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>group of people in a team environment</p> <ul style="list-style-type: none"> • Must be able to work well in stressful, high-pressure situations • Ability to work a flexible schedule including nights, days, weekends and public holidays 	<p>function checklist, and be ready before 30 minutes of the commence of each event / coffee break</p> <ul style="list-style-type: none"> • Maintain and ensure all function rooms appearance, orderliness and cleanliness are at satisfied condition after the end of each event • Handle event billing accordingly to BEO's instruction and complete post function report when event ended • Assist the management to supervise junior team members and casual labor under his / her leadership/section and to ensure all tasks assigned / required by the event / operation are carried out on time and according to instruction and departmental standards as well as at the satisfied level • To monitor / supervise the use of equipment by casual labor and to ensure it is used in the correct manner under the relevant standard of operations and work safety guideline • Use guest names wherever possible • Greet and farewell guests in a friendly, courteous manner • Adjust service to suit guests' requests, personalize to meet needs • Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Respond positively, politely, and efficiently to all extraordinary requests from guests, and act accordingly when dealing with complaints or problems reported to him / her Perform or assist in the Hosting, Cashiering and Bartending duties whenever is required or when is assigned Maintain and check the supply of equipment/stock level and ensure no shortage of items which have impact on the operation and guests Take part in daily line-ups and participate all assigned training program Handle all the administration works pertaining to cashier / bar operation requirement and company's policies, and in good order when required Act as a runner between each meeting rooms, delivering or collecting various items which are required by guests Follow guidelines provided in colleague handbook Understand emergency procedures, health, hygiene & food safety requirements and ensure compliance Maintain collaborative working relationships with colleagues & supervisors/ managers 	
Restaurant Executive	<ul style="list-style-type: none"> Education Diploma in Hospitality Management 1 year F&B Management Experience 	<ul style="list-style-type: none"> Assist the outlet manager on daily Front of the House and Heart of the House operations Monitor the reservation status and communicate with culinary team. 	<ul style="list-style-type: none"> Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in similar size / style of 5-star hotel • Evidence of Leadership / People management • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management • Service oriented with an eye for details • Good computer skills and proficient in Microsoft Office- Words & Excel • Good problem solving and decision-making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment • Use sensitivity and discretion in supporting guest needs • Lead to constantly improve the guest service experience and team performance 	<ul style="list-style-type: none"> • Plan and arrange manning to meet business needs • Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period • Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by • Ensure hygiene and food safety compliance in the outlet and related areas • Lead the F&B service team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise • Lead a Heartist® approach to guest experience / service with the F&B team • Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up on correct procedures implemented by outlet manager as to prevent future recurrence • Focus on the dining experience for LCAH members • Induct and train F&B service team on technical skills and process as outlined in the LQA standards and departmental SOP • Ensure that safe working practices are followed including emergency procedures • Assist Outlet Manager to organize and implement F&B 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>promotions and special functions periodically</p> <ul style="list-style-type: none"> • Assist in control measures on food costs, beverage costs, labor costs and operating supply costs for the outlet and to be in line of budget. • Oversee the stock requisition and usage of operation equipment / supplies • Maintain and check the outlet's / heart of the house's cleanliness and comply with the F&B sanitation and hygiene rules and regulations • Participate in departmental leadership activities as a member of the team • Maintain levels of confidentiality and discretion for guests • Develop own knowledge and skills as a contributing member of the F&B team • Coach F&B service team to constantly improve or maintain performance, give guidance where performance is below expectations • Manage team within guidelines provided in the Colleague Handbook • Counsel / discipline any F&B service team when performance fall below expectation, and to re-train when needed • Conduct spot-checks that all food and beverage sold is properly accounted for at established prices. Be alert for irregularities in the handling of cash or any misconduct 	
Restaurant Host / Hostess	<ul style="list-style-type: none"> • 1 year Hospitality industry experience 	<ul style="list-style-type: none"> • Setup hostess station and complete mise-en-plus prior 	<ul style="list-style-type: none"> • Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Completion of formal Secondary / O level education • Technical service skills • Interpersonal skills – communicates easily / openly • Excellent communication skills in spoken/written English • Reliable and consistent • Personal presentation & grooming, clean/tidy • Can work as part of a team 	<p>to the start of operation hour for each meal period</p> <ul style="list-style-type: none"> • Operate and use POS and dining reservation system • Take and enter reservations / cancellations in reservation system in accordance with departmental standards. • Reconfirm reservation through telephone or email on daily basis for each meal period and highlight to superior on high business volume day / meal period • Check email in-box and reply all enquiries within 24 hours • Handle all table allocation based on reservation and guests' preference for each meal period in accordance with departmental standards • Check on correctness of reserved table arrangement and preferred seating prior to the start of each meal period • Handle all guest requests such as cake ordering, dietary requirement, etc. Ensure all information are accurately recorded and communicate to service and culinary team • Handle menu update, printing and buffet tag creation, if any. Ensure all menus and reading materials are in good condition and clean • Perform or assist in the Floor Service duties whenever is required • Perform opening shift and closing shift duties as assigned 	
Security Executive	<ul style="list-style-type: none"> • Minimum GCE 'O' level 	<ul style="list-style-type: none"> • Report for duty as per schedule in roster and be in attendance for the daily 15 	<ul style="list-style-type: none"> • Location: 2 Stamford Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> At least 4 years hotel's security experience in a 4 / 5-star hotel Former Law Enforcement Officer at Supervisory level is preferred Previous administration of persons in lifesaving or property protection situations Experienced in CPR, First aid, firefighting and crowd control Minimum Chief Security Officer Certification required by local authorities Company Emergency Response Team (CERT) Certificate Conversant with the various systems in Hotel Security Room Report writing, communication skills, investigation and questioning attitude Computer-literate 	<ul style="list-style-type: none"> minutes pre and post shift briefing Don essential company issued equipment such as Mobi talk, Bluetooth device, torchlight and pocket mask during duty Be in-charge of the Hotel Security Control Room as well as for the day-to-day operations Ensure all official security documents are handled accurately in accordance with SOP Manage access points as assigned to ensure all entries are authorized Maintain keen vigilance at the pass counters where colleagues, part-timers, casual labors, vendors, contractors, and visitors check in Manage the Visitor Management System for visitors, contractors, and vendors Manage the Casual labor system for casual labors and part-timers Monitor CCTV coverage within the hotel property and highlight any issues observed Perform static lobby / convention Centre coverage and duty Perform roving security and safety clocking patrol within and around the hotel premises Perform enforcement tasks as assigned and be at deployment as per deployment schedule Ensure security system are in working order, and if not, to highlight to Assistant Security 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manager and collaborate to raise maintenance reports • Coordinate Night Transport for colleagues • Respond to all security, safety and medical emergencies as soon as possible where assistance is required • Be part of the Hotel Emergency Action Team (HEAT Team) / Company Emergency Response Team (CERT Team) to respond to emergencies • Conduct inventory checks of keys and passes • Handle Loss & Found findings, reports and inquiries • Provide lift control and VIP • Perform First Aid / CPR / AED if required • Respond to and resolve safe box issues without delay • Respond to and resolve door lock issues without delay • Conduct crowd control and ushering duties • Gather and document information and facts upon responding to security, safety and medical emergencies • Perform any other tasks as assigned by the management of the hotel • Manage and address all alarms on the Fire & Life Saving System (FPLS) as per SOP • Manage and address all alarms on the duress and emergency systems • In-depth knowledge of CCTV system for preliminary investigation and training purposes 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Plan and deploy security personnel within the team and shift Plan and deploy coverage for all access points as assigned to ensure no unauthorized entry / prohibited articles Check security personnel are at the deployment hourly for situational report Guide Security personnel to adhere to operating procedures Cover Security personnel duty during breaks or as and when required Conduct preliminary investigations such as key reading, CCTV review, interview and ground surveillance Update the Security Department of incidents within 2 hours of occurrence via official mobile application group (Synopsis) Create Incident Report (HIR), Glitch Report, and record in Daily Occurrence Summary for all incidents Ensure all handing over and taking over security documents / equipment are in order and in accordance with SOP Participate in all security, safety and medical training and exercises Ensure accountability of Visitor, Contractor, Casual Labor, Part-time passes Ensure accountability of all hotel keys (physical / electronic) in the key press and ensure records are in order 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure Fire & Life Saving System (FPLS) is online and address all alarms immediately • Dispatch HEAT / CERT to location of alarm as soon as alarm is activated • Check Know cross system during duty for any jobs dispatched to Security Department • Report any non-compliance / non-performance of security personnel to Assistant Security Manager • Liaise with vendors for follow-up on rectification of equipment • Address any other tasks instructed by Assistant Security Manager / Director of Security • Collate reports (HIR), record statements, interview eyewitnesses and perform onsite investigation and involve the Authorities, if necessary • Assist colleague in handling of unusual guests or colleagues' problems, such as, but not limited to, disorderly conduct, thefts, suicides, bomb threats, colleague or guest accidents, fire or safety hazards, robberies, terrorist activities, civil disturbances, power or elevator failures, medical assistance and natural disasters • Familiarized and handle the Saflok system (RFID key cards) • Notify Security Managers and Hotel Duty Managers (when necessary) of any discrepancies or emergency 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>crisis occurred within the hotel premises. Manage all emergency personnel in response to such crisis</p> <ul style="list-style-type: none"> • Train and guide new security officers on security operations, equipment, SOPs and hotel policies • Continue to train, retrain and guide security officers on new security operations and hotel policies • Disseminate all information by the Management to the Security Officers • Make recommendations and/or administers disciplinary actions as and when required • Encourage and motivate team members in the absence of the managers • Disciplinary action will be taken as well on continuous nonperformer • Select, train, schedule, discipline and direct security colleagues in all aspects of security and safety policies and procedures e.g. operations of surveillance equipment, report writing, record keeping, etc. • Keep abreast of developments within the hotel and community as they relate to security as well as act as a liaison with local law-enforcement agencies • Remain informed of current local laws and regulations as they relate to the hotel, particularly in guests, patrons and colleagues' rights • Take charge of team buildings or department meetings 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Collect information pertaining to internal or criminal investigations Statement taking Handle and cultivate informants Integrity Operations 	
Security Supervisor	<ul style="list-style-type: none"> Minimum GCE 'N' level At least 4 years relevant experience in hotels or private security law enforcement at a supervisory level Minimum Officer Certification required by local authorities for Senior / Security Supervisor Company Emergency Response Team (CERT) Certificate Possess occupational CPR and AED Basic Fire Fighting First Aid Management Knowledge in Fire Prevention & Protection of Building Conversant with the various systems in Hotel Security Room Art of self-defenses, report writing, verbal and written skills, investigation and interrogation aptitude 	<ul style="list-style-type: none"> Report for duty as per schedule in roster and be in attendance for the daily 15 minutes pre and post shift briefing Don essential company issued equipment such as Mobitalk, Bluetooth device, torchlight and pocket mask during duty Be in-charge of the Hotel Security Control Room as well as for the day-to-day operations Ensure all official security documents are handled accurately in accordance with SOP Manage access points as assigned to ensure all entries are authorized Maintain keen vigilance at the pass counters where colleagues, part-timers, casual labors, vendors, contractors, and visitors check in Manage the Visitor Management System for visitors, contractors, and vendors Manage the Casual labor system for casual labors and part-timers Monitor CCTV coverage within the hotel property and highlight any issues observed Perform static lobby / convention Centre coverage and duty 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Perform roving security and safety clocking patrol within and around the hotel premises • Perform patrol on guest floors and the heart of house • Perform enforcement tasks as assigned and be at deployment as per deployment schedule • Ensure security system are in working order, and if not, to highlight to Assistant Security Manager and collaborate to raise maintenance reports • Coordinate Night Transport for colleagues • Respond to all security, safety and medical emergencies as soon as possible where assistance is required • Be part of the Hotel Emergency Action Team (HEAT Team) / Company Emergency Response Team (CERT Team) to respond to emergencies • Conduct inventory checks of keys and passes • Handle Loss & Found findings, reports and inquiries • Provide lift control and VIP • Perform First Aid/CPR/AED if required • Respond to and resolve safe box issues without delay • Respond to and resolve door lock issues without delay • Conduct crowd control and ushering duties • Gather and document information and facts upon responding to security, safety and medical emergencies • Perform any other tasks as assigned by the management of the hotel 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Manage and address all alarms on the Fire & Life Saving System (FPLS) as per SOP Manage and address all alarms on the duress and emergency systems In-depth knowledge of CCTV system for preliminary investigation and training purposes 	

#5 GlobalFoundries Singapore Pte Ltd

GlobalFoundries (GF) is a leading manufacturer of essential semiconductors that power the technologies the world relies on to live, work, and connect.

We innovate and collaborate with customers to deliver power-efficient, high-performance solutions for automotive, smart mobile devices, Internet of Things, communications infrastructure, and other high-growth markets. With a global manufacturing footprint across the U.S., Europe, and Asia, GF is a trusted partner for customers worldwide.

Our talented and diverse team drives results with an unwavering focus on security, longevity, and sustainability. We prioritize diversity and inclusion at every level, offering robust professional development opportunities, exceptional policies, and comprehensive benefits that support the well-being and advancement of all employees.

At GF, we enable the technologies that industries depend on and foster innovation that shapes the way we live, work, and connect. Join us and see how we partner with our customers, bring innovations to life, and deliver on what's essential.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Engineer Equipment Engineering	<ul style="list-style-type: none"> Bachelor's degree in engineering or equivalent At least 2 years of relevant experience in equipment engineering, preferably in a wafer fab / Electronics / Electrical industry Proven ability to identify, assess and solve problems 	<ul style="list-style-type: none"> Maintain and support equipment readiness in capacity of either an individual contributor (as directed and / or independently), or as a manager. Perform preventive maintenance (PM) and troubleshooting of equipment Execute maintenance and tool support ensuring equipment readiness 	<ul style="list-style-type: none"> Working hours: 8.15am-5.30pm Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Troubleshoot and upgrade of equipment ensuring minimize downtime • Analyze and monitor technical charts • Drive equipment improvement plans and projects • Ensure and follow good safety practices and custody of tools, equipment's and other properties • Perform all activities in a safe and responsible manner and support all Environmental, Health, Safety & Security requirements • Work and collaborate other projects and / or assignments as needed 	
Engineer Integration & Yield	<ul style="list-style-type: none"> • Masters / Degree in Electrical/Electronic Engineering • 2 years' relevant wafer fab experience • Good interpersonal and communication skills • Good Team player 	<ul style="list-style-type: none"> • Identify, resolve, and improve process integration and yield issues and related problems. • To liaise with module engineers on yield performance analysis • Shutdown problematic tools base on defect analysis • To drive for defect reduction and yield improvement activities • To do defect source analysis base on defect images and wafer map signature • Perform data analysis by using tool commonality, DSA scan, DOE split scan • Work with module for inline OOC follow up and root cause investigation • Drive chronic defect improvement with different modules • Monitor inline SPC defect trend charts to prevent 	<ul style="list-style-type: none"> • Working hours: 8.15am-5.30pm • Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		baseline defect performance drift or inline excursion <ul style="list-style-type: none"> • Work with module to reduce daily routine defect OOC issues • To do Process Windows Qualification and perform PWQ scan result analysis 	
Engineer Process Engineering	<ul style="list-style-type: none"> • Degree in electrical / electronic / Mechanical / Microelectronics / Chemical process Engineering / Chemistry / Physics • 2 years of working experience in electrical / electronics industry • Team Player • Good ownership and accountability • Good verbal and written communication skills • Flexible and able to support overtime • Self-motivated, meticulous, and discipline 	<ul style="list-style-type: none"> • Analyze SPC charts using SPACE. Know all the PR rules and their significance • Do proper annotation to maintain quality troubleshooting rate for SPC OOC • Understand Cp and Cap indices • Monitor critical SPC charts daily • Perform process window study and provide improvement plan to reduce OOC and improve CPK • Review ESPC charts using SPACE • Know all the rules for ESPC. • Analyze split lot, DOE data, ET, sort yield using JMP, Klarify ACE • Create SPC charts, DCOP and modify SLDB using PROMIS (Si-View) • Upload recipe, check recipe and ensure recipe content compliance using RMS • Raise PCRb and understand the requirement for PCRb opening, follow through with qual plan, analyze data using required software and CR closure • Follow up on SPSR, MRB, 8D, TECN, or spec update with ECN • Setup and troubleshoot in recipes/ job files in all 	<ul style="list-style-type: none"> • Working hours: 8.15am-5.30pm • Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		metrology tools within the Module <ul style="list-style-type: none"> Follow up on pass down to troubleshoot process issues Establish CAS / procedures to be followed and work with other departments for resolution if required Startup and qualify new process and new equipment within scheduled timeline Work closely with Equipment Engineer on new equipment acceptance 	
Engineer, Device Engineering	<ul style="list-style-type: none"> BS / MS Degree in Electrical Engineering, Materials Science, Solid State Physics, or other relevant engineering discipline is required 	<ul style="list-style-type: none"> Responsible for delivering high quality design manuals and providing design support to our customers Work closely with cross-functional teams (Process Integration, Modules, Design enablement team and Fabs) to develop, evaluate, and validate technology design rules, electrical design rules, reliability design rules, Booleans etc. Responsible for providing Truth Table, Device List Table, Device Region Definition for DM publishing Create layout Design of Experiments (DoE) and design Test Structures that will be delivered on Test Sites Perform rigorous Silicon data analysis and efficiently communicate the conclusions to Process Integration teams. Champion modifications of process or Design Rules based on data to optimize GF's technologies 	<ul style="list-style-type: none"> Working hours: 8.15am-5.30pm Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Engineer, Technology Development	<ul style="list-style-type: none"> Bachelor's and above in Microelectronic, Electrical and Electronics Engineering or Physics or equivalent. TCAD experience 	<ul style="list-style-type: none"> Responsible to do systematic design of experiment for process and device development / performance / reliability optimization. Accountable to have detailed technical interaction / discussion with cross functional technical teams like Modules, TCAD, SPICE and DSD teams etc. to get unit module setup, process / device simulation, modeling and enablement done for the processes developed Debug and solve High Voltage CMOS / BCDMOS process / device problems. To innovate new methods of continuous High Voltage process / device improvements 	<ul style="list-style-type: none"> Working hours: 8.15am-5.30pm Location: 60 Woodlands Industrial Park D Street 2
Lead Global Supply Management	<ul style="list-style-type: none"> Education – bachelor's degree or higher in Business, Supply Chain, Engineering, or related field Min 5 years of working experience in sourcing / commodity management, contract negotiations, supplier relationship management, business strategy, contract manufacturing / outsourcing, and continuous process improvement Prior work experience in semiconductor or 	<ul style="list-style-type: none"> Understand business requirements and market dynamics of global supply environment Develop and maintain collaborative business relationships with stakeholders Support Business Units on new business products Travel as required to support all new business opportunities (10%) and executive meetings Independently develop and drive sourcing strategies on assigned commodities with alignments from key stakeholders Manage key suppliers and stakeholders' relationships Drive supplier performance improvement through regular EBR, QBR and MOR 	<ul style="list-style-type: none"> Working hours: 8.15am-5.30pm Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	wafer fab environment is bonus <ul style="list-style-type: none"> Experienced working in a global team Highly independent and resourceful Highly Positive Proven negotiation skills Creative problem solver Competence in complex data analysis, Excel and PowerPoint skills Good knowledge of business contracts Flexibility to attend night calls as business required Able to travel at short notice 	<ul style="list-style-type: none"> Continuously improve and streamline sourcing best practices Supports executive presentation and regularly works with executives Leads complex, strategic and business critical projects or initiatives. Initiates analyze and plan annual cost reduction activities Negotiate master purchase agreements, service contracts, consignment agreements and any other contracts required under his/her commodities Own Business Continuity Plan and improvement actions Develop, implement and communicate company policies and sourcing procedures Review and approve high value purchase orders for completeness and compliance with company requirements Ensure 100% compliance to GlobalFoundries SOP Work on other projects and / or assignments as needed Support regular business units and operations global team meetings 	
Principal HR Business Partner	<ul style="list-style-type: none"> Proven experience in developing and implementing HR transformations and strategies, initiatives, and programs that support organizational goals and objectives. 	<ul style="list-style-type: none"> HR Business Partners provide HR strategic and generalist support to one or more organizations in a Company. Works closely with senior management within specific business units or regions to develop and implement predominately medium to 	<ul style="list-style-type: none"> Working hours: 8.15am-5.30pm Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Highly collaborative with the ability to quickly build strong and trusted relationships across leadership teams, cross-functional partners, and key stakeholders. Excellent business storytelling skills, both verbal and written, with an ability to translate "HR speak" and data insights into an accessible, influential narrative. Strong analytical skills and experience leveraging data to inform HR decisions and strategies. Critical thinker and analytic-minded with success in developing data-driven solutions to the business. Business-first mindset with an ability to work at multiple levels, driving strategic impact but with strong execution muscle to drive clear business outcomes 	<ul style="list-style-type: none"> long-term HR solutions aligned to business strategy Implements corporate policy at the business unit or division level Facilitates organization and leadership development efforts, employee engagement, working with employees and managers to address root causes of human resources issues using systemic approaches Administers talent management and succession planning activities within client organization Assists senior management in the development of solutions through cultural and process perspective Viewed as a strategic business partner, change agent, brand ambassador, advisor, and member of the line management staff Performs all activities in a safe and responsible manner and support all Environmental, Health, Safety & Security requirements and programs Works and collaborates other projects and / or assignments as needed 	
Senior Analyst Supply Chain	<ul style="list-style-type: none"> Preferably degree holder in Supply Chain and Science Engineering Min 5 years (Degree holder) of purchasing experience preferably handling direct materials or parts in a 	<ul style="list-style-type: none"> Work closely with the Logistics & Manufacturing teams to support repair & kitting activities and ensure good inventory health conditions Primary liaison between internal stakeholders to identify areas where action 	<ul style="list-style-type: none"> Working hours: 8.15am-5.30pm Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	semiconductor environment <ul style="list-style-type: none"> • Previous experience in semiconductor industry a plus • Familiar with MRP and Inventory Planning methods • Proficient in Microsoft Office applications, especially MS Excel Preferred • System configuration, PowerBI, macro programming knowledge • Experience in automation projects 	needs to be taken for supply chain concerns <ul style="list-style-type: none"> • Primary Liaison with suppliers on incoming shipments schedules, inventory health status, expedite/de-expedite delivery • Responsible for managing supply & delivery issues, ensuring continuous material supply to support SGP fabs to meet forecasted demand. • Partnering with sourcing & planning teams on inventory strategy, business continuity planning & key projects • Drive continuous improvement to optimize the business processes & system through automation and streamlining • Participate and support the Crisis Supply Incident Response Team when Geopolitical, Natural Disaster, or any other supply interruptions occur around the world 	
Senior Staff GL Accounting	<ul style="list-style-type: none"> • Degree in Accounting / Business / Finance or Equivalent Professional Qualifications (e.g. CA) • 12 years of working experience preferably in a multi-national manufacturing company and CPA firm • ERP work knowledge • Semiconductor industry knowledge is advantageous 	<ul style="list-style-type: none"> • Review General Ledger activities and monthly closing activities for APAC regional offices in accordance with the close calendar ensuring corporate accounting policies and effective internal controls have been adhered to • Collaborate closely with corporate accounting teams and work across different functions and stakeholders to see through the monthly accounting close, ensuring all critical accounting matters are appropriately identified and dealt with 	<ul style="list-style-type: none"> • Working hours: 8.15am-5.30pm • Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Led prior engagement with auditors - Coordinate and manage the annual statutory audits, dealing with the Auditors and ensuring timely completion of the audit process • Familiar with the close processes in a global ERP environment • Familiar with the preparation / review of monthly financial statements for APAC entities • Work level understanding of effective internal controls and SOX compliance experience • Knowledge of IFRS standards • Knowledge of APAC entities' GAAP is advantageous • Show good communication skills, speak fluently, and is easily understood in an international environment • Demonstrated ability to work across borders, cutting through different work cultures 	<ul style="list-style-type: none"> • Further improve the month-end close process and reporting cycles to ensure timely and accurate reporting for APAC regional offices. These include analysis of accounts and preparation / review and investigation of monthly accounts reconciliations • Review monthly / quarterly corporate reporting in a timely and accurate manner for corporate & local statutory reporting, consistent with IFRS, and GlobalFoundries accounting policies and local GAAP (i.e. FRS where applicable) • Coordinate and manage the annual statutory audits, dealing with the Auditors and ensuring timely completion of the annual audit process • Review statutory accounts in FRS • Support internal audits to ensure record keeping and sound corporate governance are maintained, in accordance with the requirements of auditors and government agencies / Regulatory bodies • Responsible for the timely delivery of regulatory reporting and statistical surveys • On ad-hoc basis, support technical accounting projects and system improvement projects 	
Staff Analyst, Corporate Technical Accounting	<ul style="list-style-type: none"> • Bachelor of Accountancy • Minimum 7 years of public accounting or 	<ul style="list-style-type: none"> • Review of contracts and proposal for both revenue and non-revenue transactions 	<ul style="list-style-type: none"> • Working hours: 8.15am-5.30pm • Location: 60 Woodlands

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> corporate experience required • Ability to apply technical accounting guidance to transaction fact pattern to arrive at recommended accounting position • Excellent written and oral communication skills. • Good problem solving and (accounting) investigative skills 	<ul style="list-style-type: none"> and provide accounting guidance • Preparation of documentation and memos supporting the Company's accounting positions and addressing audit questions • Partner with business to ensure documentation required for financial audit and or internal controls compliance is prepared and retained • Support execution of monthly financial statement close processes, and support SEC reporting team on policy disclosures on a need basis. • Execute and document internal controls around applicable financial statement close processes (e.g. contract review) • Assisting with other accounting projects as required 	Industrial Park D Street 2
Staff Fixed Assets Accounting	<ul style="list-style-type: none"> • Staff Fixed Assets Accounting Bachelor of Accountancy (or equivalent) • Min 8 years of public accounting or corporate experience • Ability to apply technical accounting guidance to transaction fact pattern to arrive at recommended accounting position. • Familiar with ERP systems such as Oracle and SAP S4 Hana • Implementing SAP project experience 	<ul style="list-style-type: none"> • Review and provide guidance on fixed asset transactions to the Fixed asset team in the BPO (, including lease transactions and long-term licensing transactions • Assist in preparation of documentation and memos supporting the Company's accounting positions related to fixed assets (as required) • Coordinate and provide necessary documentation required for financial audit and or internal controls compliance is prepared, retained and coordinated with the SOX team and external auditors 	<ul style="list-style-type: none"> • Working hours: 8.15am-5.30pm • Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>will be an added advantage</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills • Good problem solving and (accounting) investigative skills 	<ul style="list-style-type: none"> • Execute and document processes and internal controls around applicable fixed asset accounting processes • Support and review financial reporting related to fixed assets • Assisting with other accounting projects as required. Examples include SAP implementation, consultations on accounting for non-routine transactions 	
Staff Tax & Subsidies Analyst	<ul style="list-style-type: none"> • Degree in Accountancy or Taxation or professional qualifications recognized by ICPAS • 12 years of financial experience in taxation discipline • Tax experience in a Big 4 public accounting firm or a combination of Big 4 and MNC industry-experience preferred • Solid background in Singapore tax • Experience in handling tax incentives is an added advantage • Strong accounting background / experience with accounting systems • Experience with Alteryx is an added advantage 	<ul style="list-style-type: none"> • Support Tax & Subsidies team in Program Phoenix. E.g. Participating in Phoenix meetings as required; Coordinating with Tax & Subsidies teams, GFIT, third party advisors on design, implementation and test phases as required • Support Tax & Subsidies team in making use of technology such as Alteryx for data collation / presentation purposes. E.g. Building of Alteryx workflows for collation of data and building of report to meet various tax reporting needs; Supporting other team members in use of Alteryx by providing guidance on existing system data and guiding new users on Alteryx use • Assist the Director in tabulation and assessment of Uncertain Tax Positions for the GF group • Provide ad hoc tax advisory as required • Handle ad hoc tax and subsidies related projects as assigned from time to time. 	<ul style="list-style-type: none"> • Working hours: 8.15am-5.30pm • Location: 60 Woodlands Industrial Park D Street 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Responsible and accountable for complying with and implementing environmental, health, safety and security (EHSS) system, policies, procedures and guidelines that are applicable to your scope of work, thereby maintaining a healthy and safe workplace 	

#6 McDonald's Singapore

McDonald's Singapore opened its first restaurant in 1979. Today, we have over 150 McDonald's restaurants across the island with over 9000 employees.

At McDonald's, we know that our people are our most valuable resource. We invest in their growth and job satisfaction and provide learning and development opportunities for every single employee who walks through our doors. Our renowned training and coaching practices mean they develop skills and attitudes that last a lifetime. And as our people grow in their jobs, they also gain experience and opportunities for leadership and management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Family Ambassador (FT)	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers Fun and cheerful personality A great SMILE The ability to serve customers in a fast and friendly manner Willingness to work shift hours, weekends and public holidays 	<ul style="list-style-type: none"> Create a fun atmosphere for families and children by planning and executing in-store Family togetherness activities and Premium Distribution Program (PDP) Aid as a Table Service Server or SOK coach Conduct birthday parties and parties for special occasions Conduct restaurant tours Assist the restaurant management team in building a cohesive community relationship with school and government agencies Assist the restaurant team during large orders 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: 10 Kallang Avenue
Family Ambassador (PT)	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers 	<ul style="list-style-type: none"> Create a fun atmosphere for families and children by planning and executing in-store Family togetherness 	<ul style="list-style-type: none"> Working hours: Minimum 24 hours per month

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Fun and cheerful personality • A great SMILE • The ability to serve customers in a fast and friendly manner • Willingness to work shift hours, weekends and public holidays 	activities and Premium Distribution Program (PDP) <ul style="list-style-type: none"> • Aid as a Table Service Server or SOK coach • Conduct birthday parties and parties for special occasions • Conduct restaurant tours • Assist the restaurant management team in building a cohesive community relationship with school and government agencies • Assist the restaurant team during large orders 	<ul style="list-style-type: none"> • Location: 10 Kallang Avenue
Guest Experience Leader (FT)	<ul style="list-style-type: none"> • Have a “people-first” attitude • Are confident and friendly, with a strong desire to connect and serve guests in a personable way • Are strong communicators who listen to guests’ needs and concerns • Act with initiative and are proactive in resolving customers’ concerns • Are open to working shift hours, weekends and public holidays 	<ul style="list-style-type: none"> • Serve as the Hospitality Expert / Lead in the restaurant • Deliver exceptional in-store Feel Good experience at all times • Implement and execute Service Centric and Family Marketing initiatives and programs • Exceed guest expectations by creating Feel Good Moments and turning them to lasting memories 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: 10 Kallang Avenue
Guest Experience Leader (PT)	<ul style="list-style-type: none"> • Have a “people-first” attitude • Are confident and friendly, with a strong desire to connect and serve guests in a personable way • Are strong communicators who 	<ul style="list-style-type: none"> • Serve as the Hospitality Expert / Lead in the restaurant • Deliver exceptional in-store Feel Good experience at all times • Implement and execute Service Centric and Family Marketing initiatives and programs 	<ul style="list-style-type: none"> • Working hours: Minimum 24 hours per month

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> listen to guests' needs and concerns • Act with initiative and are proactive in resolving customers' concerns • Are open to working shift hours, weekends and public holidays 	<ul style="list-style-type: none"> • Exceed guest expectations by creating Feel Good Moments and turning them to lasting memories 	
Management Trainee	<ul style="list-style-type: none"> • Shape the future of McDonald's • Master million-dollar budgeting, cost management, and inventory planning • Plan and execute sales building activities • Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations • Supervise store operations, cash control, and shift management • Manage a high-performance team and develop their talents • Drive recruitment, training, and marketing campaigns 	<ul style="list-style-type: none"> • Shape the future of McDonald's • Master million-dollar budgeting, cost management, and inventory planning • Plan and execute sales building activities • Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations • Supervise store operations, cash control, and shift management • Manage a high-performance team and develop their talents • Drive recruitment, training, and marketing campaigns 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: 10 Kallang Avenue
Service crew (FT)	<ul style="list-style-type: none"> • High energy and a strong passion for delighting customers • Fun and cheerful personality • A great SMILE • The ability to serve customers in a fast and friendly manner 	<ul style="list-style-type: none"> • Be part of a friendly service team • Greet and serve customers in a fast and friendly manner • Learn about food preparation and customer service • Ensure that the restaurant is clean 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: 10 Kallang Avenue

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Willingness to work shift hours, weekends and public holidays 		
Service crew (PT)	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers Fun and cheerful personality A great SMILE The ability to serve customers in a fast and friendly manner Willingness to work shift hours, weekends and public holidays 	<ul style="list-style-type: none"> Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> Working hours: Minimum 24 hours per month Location: 10 Kallang Avenue
Sunset crew (FT)	<ul style="list-style-type: none"> High energy and a strong passion for delighting customers Fun and cheerful personality A great SMILE The ability to serve customers in a fast and friendly manner Willingness to work shift hours, weekends and public holidays 	<ul style="list-style-type: none"> Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: 10 Kallang Avenue

#7 PlayFacto

Established in 2015, PlayFacto School stands as a premier education centre, offering student care services (Primary 1 - 6) and children's enrichment programmes

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Student Care Teacher		<ul style="list-style-type: none"> Student Care Teacher Responsibilities Lesson Preparation: Setting up the classroom, preparing lesson plans, and organizing instructional materials 	<ul style="list-style-type: none"> Working hours: 10-7pm Location: 8 Woodlands Square

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Student Supervision: Overseeing students during class, lunch, recess, and field trips to ensure a safe and productive environment • Attendance & Records: Taking attendance, maintaining student records, and assisting in grade calculations • Classroom Management: Reinforcing classroom procedures and encouraging positive behavior • Administrative Support: Assisting with clerical tasks such as developing student records and handling other administrative duties • Parent Communication: Collaborating with the lead teacher and parents to discuss student progress and address concerns 	
Chinese Teacher		<ul style="list-style-type: none"> • Lesson Preparation: Setting up the classroom, preparing lesson plans, and organizing instructional materials • Student Supervision: Overseeing students during class, lunch, recess, and field trips to ensure a safe and productive environment • Attendance & Records: Taking attendance, maintaining student records, and assisting in grade calculations • Classroom Management: Reinforcing classroom procedures and encouraging positive behavior 	<ul style="list-style-type: none"> • Working hours: 1-7pm • Location: 8 Woodlands Square
Assistant Teacher		<ul style="list-style-type: none"> • Assistant Teacher Responsibilities 	<ul style="list-style-type: none"> • Working hours: 10-7pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> An assistant teacher plays a vital role in supporting the lead teacher in the classroom. Their responsibilities include: Lesson Preparation: Setting up the classroom, preparing lesson plans, and organizing instructional materials Student Supervision: Overseeing students during class, lunch, recess, and field trips to ensure a safe and productive environment Attendance & Records: Taking attendance, maintaining student records, and assisting in grade calculations Classroom Management: Reinforcing classroom procedures and encouraging positive behavior Administrative Support: Assisting with clerical tasks such as developing student records and handling other administrative duties Parent Communication: Collaborating with the lead teacher and parents to discuss student progress and address concerns 	<ul style="list-style-type: none"> Location: 8 Woodlands Square

#8 Rhodo Property & Estate Management Services Pte Ltd

Rhodo Property & Estate Management Services Pte Ltd is an Estate Management Company established in 1994 by a group of professionals. Striving to preserve and increase the value of the properties managed by them over time, they share the same mission in delivering quality and professional Property & Strata Management and Integrated Facilities Management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Assistant	<ul style="list-style-type: none"> 1.Has the minimum LCCI Intermediate / Higher Accounting Qualification(s) 	<ul style="list-style-type: none"> Bookkeeping and handle closing of monthly financial accounts 	<ul style="list-style-type: none"> Working hours: 9 Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Plus, factors: • 2. Possess a minimum of 2 years' experience in full set of accounts operations • 3. Possess keen knowledge in accounts for Management Corporation (MCST/s) 	<ul style="list-style-type: none"> • Monthly bank reconciliation; Accounts Payable (AP) & Accounts Receivable (AR) • Handle full set of accounts (AP / AR / GL) • Involve in financial audits; liaison with auditors / banks / operations • Preparation of schedules for all Profit & Loss (P&L) and Balance Sheet (B / S) items • Attend to queries relating to accounting matters and respond to calls and emails from residents / subsidiary proprietors on Accounts matters • Preparation of GST Submission and financial statement for month-end closing (P&L / Balance Sheet) • Any other duties assigned by Manager / Team Leader 	
Admin Assistant	<ul style="list-style-type: none"> • 1 to 2 years' experience preferred • Minimum GCE "N" / "O" Levels • Computer Literate • Pleasant personality and able to work independently • Possess good telecommunication and interpersonal skills 	<ul style="list-style-type: none"> • Attend to all incoming calls • Reception duties • Bookkeeping • Data Entry & administration duties 	<ul style="list-style-type: none"> • Working hours: 9 • Location: Islandwide
Property Executive / Manager	<ul style="list-style-type: none"> • Conversant with the BSM Act • Computer Literate • Able to work independently; possess good communication skills • Diploma/ Degree in Estate Management with relevant 	<ul style="list-style-type: none"> • Plan and control all activities pertaining to the effective maintenance and management of assigned property/properties • Ensure that all members of the maintenance team are productive, motivated and able to provide prompt and efficient services to end users 	<ul style="list-style-type: none"> • Working hours: 9 • Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	experience in Strata Titled Properties or Equivalent	<ul style="list-style-type: none"> Plan deployments and preventive maintenance schedules as well as monitor the efficiency, lifespan and warranty periods of equipment. Liaise with end users, contractors, vendors, consultants, and relevant authorities with respect to technical & maintenance services, repairs, installation, fabrication, renovation & refurbishing works, regulations and the service & repair warranties of equipment. Supervise the work of technical staff and contractors and ensure that the work carried out complies strictly with health and safety regulations Compile, collate and analyze operational data and reports for continuous improvements Put up and review proposals on technical specifications. Source for, evaluate and recommend new equipment for upgrading, renewal or replacement purposes. Put up and review proposals on projected costs for building projects and equipment's Prepare cost estimates for repair works, work specifications, drafting of contract document, invitation for quotation, tender and recommendation for award of quotation / tender Ensure compliance with all building and statutory regulations 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Property Officer	<ul style="list-style-type: none"> Higher NITEC in Facilities Management and / or Diploma in Integrated Facility Management, Real Estate Business, Hotel & Leisure Facilities Management and its equivalent qualifications Team player with good communication skills Knowledge of BMSMA will be an added advantage 	<ul style="list-style-type: none"> Fully responsible for the day-to-day operation of the building / condominium Coordinate all maintenance and administrative staff assigned to the building / condominium Carry out all maintenance functions to the highest standard expected for the client and the subsidiary proprietors Coordinate personnel of providing maintenance, finance, security, fire safety and car park management Ensure all contract works / routine servicing are carried out accordingly as specified in their contract's agreement Review all contracts, agreements and insurance before their expiry and recommend renewal or call for quotation / tender Co-ordinate council meetings and general meetings 	<ul style="list-style-type: none"> Working hours: 9 Location: Islandwide
Technician	<ul style="list-style-type: none"> NITEC on Electrical or Mechanical or equivalent Familiar with Electrical and plumbing system would be an added advantage Hands-on person and can work independently 	<ul style="list-style-type: none"> Troubleshoot and carry out minor repairs (electrical, plumbing, builder, etc.) for the building and related facilities Supervise sub-contractors who carry out approved repair works and scheduled maintenance in the building Assist Facilities Executive & officer to execute preventive maintenance regime and/or ad-hoc upgrading project and monitor the work progress Other duties as assigned 	<ul style="list-style-type: none"> Working hours: 9 Location: Islandwide

#9 Singapore Post Limited

For over 165 years, Singapore Post (SingPost) as the country's postal service provider, has been delivering trusted and reliable services to homes and businesses in Singapore.

SingPost is a leading postal and eCommerce logistics provider in Asia Pacific. The portfolio of businesses spans from national and international postal services to warehousing and fulfilment, international freight forwarding and last mile delivery, serving customers in more than 220 global destinations. Headquartered in Singapore, SingPost has over 4,900 employees, with offices in 14 markets worldwide. Since its inception in 1858, the Group has evolved and innovated to bring about best-in-class integrated logistics solutions and services, making every delivery count for people and planet.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Mail Ambassador	<ul style="list-style-type: none"> • Possess a valid Singapore Driving License • Familiar with the functions of a smartphone • Able to speak and write English as the work required reading in English manual and for communication to customers • We welcome Singaporean candidates with/without relevant experiences as training will be provided 	<ul style="list-style-type: none"> • Perform daily maintenance checks on assigned company's vehicle and report for any fault discovered • Perform general sorting and allocation of mails and parcels • Operate company vehicles to deliver / collect mail items and parcels (ranging from 10-30kg) at / to assigned locations • Monitor and track the delivery / collection status using in-house application in real-time • Regularly update delivery / collection progress within the in-house application to ensure accuracy • Communicate with supervisor, customers, or other stakeholders to resolve any issues or delays • Report any discrepancies, delays, or issues to supervisor for resolution • Perform any other duties as and when assigned by the supervisor 	<ul style="list-style-type: none"> • Working hours: 4

Click Here for Table of Content

#10 Tee Yih Jia Food Manufacturing Pte Ltd

Tee Yih Jia Food Manufacturing Pte Ltd is the leading frozen foods manufacturer in Singapore, exporting more than 90% of our renowned Spring Home products to countries such as Europe, North America, South Africa, Middle East and Asia Pacific. Tee Yih Jia has world-class manufacturing facilities in Singapore, Malaysia, China and the United States, which hold international certifications of quality controls and hygiene such as HACCP and BRC.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Development Executive	<ul style="list-style-type: none"> Positive attitude with high levels of self-motivation and determination. 	<ul style="list-style-type: none"> To spearhead the development and execution of sales and marketing strategies within assigned territories or sales channels. This role involves driving marketing initiatives, identifying business development opportunities, and formulating plans for market entry, budget allocation, and timelines 	<ul style="list-style-type: none"> Working hours: 8am-5pm Location: 5 Senoko Road
Marketing Executive	<ul style="list-style-type: none"> 2+ years of experience in digital marketing with a strong emphasis on content creation 	<ul style="list-style-type: none"> We are looking for a creative and dynamic Digital Marketing Executive with strong skills in content creation to join our team. The ideal candidate will be responsible for developing and implementing content strategies across various digital platforms to drive brand awareness, engagement, and lead generation 	<ul style="list-style-type: none"> Working hours: 8am-5pm Location: 5 Senoko Road
Sales Admin	<ul style="list-style-type: none"> Strong proficiency in SAP. Excellent organizational and time-management skills. 	<ul style="list-style-type: none"> The Sales Admin Executive will be responsible for providing administrative support to the sales team and ensuring timely and accurate processing of sales orders 	<ul style="list-style-type: none"> Working hours: 8am-5pm Location: 5 Senoko Road

#11 e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Concerned about your Job Security in this period?

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

Meet an e2i Career Coach

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

<https://e2i.sg/cg-cp123?r=qr>

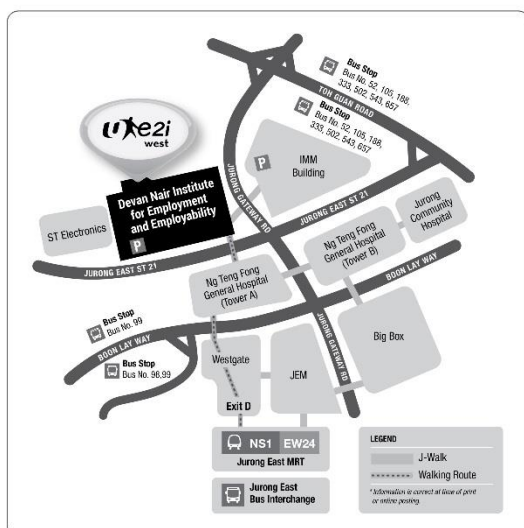


You can also reach them at the following centres (By appointment only):



e2i west

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



Find us at these other locations.



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

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

NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**
 (e.g. Analysts, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
 (e.g. Temporary, part-time jobs, operators, packer roles)
<https://bit.ly/jsc-ja-nonpmet>



Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
- and many more.



<https://e2i.sg.crp-yellow?r=qr>

Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



<https://ntuc.co/4cxkqt4?r=qr>

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