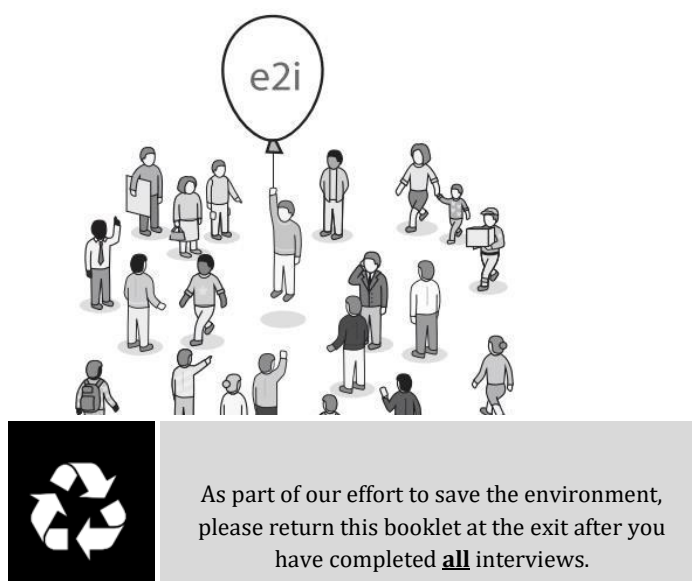


# e2i x CH Talent Resources | Jobs & Skills Roadshow @ Heartland Mall

## JOB LISTING BOOKLET



As part of our effort to save the environment,  
please return this booklet at the exit after you  
have completed **all** interviews.

### About e2i (Employment and Employability Institute)

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

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## #1 CH Talent Resources.

CH Talent Resources is a specialized recruitment agency based in Singapore that provides diverse HR solutions. We are a part of the Charterhouse Asia Group. With our expertise in recruiting across industries, we pride ourselves on being specialists in Temporary, Outsourcing and Permanent Staffing Recruitment for our clients in Singapore. We also specialize in Payroll Administration and can take on the role of the contractual employer.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Backroom Cashier	<ul style="list-style-type: none"> <li>Physically fit to handle the load</li> </ul>	<ul style="list-style-type: none"> <li>Verify bulk cash</li> <li>Reconcile cash</li> <li>Pick and pack the item into cash cassette</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 Days, 9 hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Kaki Bukit Rd</li> </ul>
Cargo Coordinator	<ul style="list-style-type: none"> <li>Comfortable with 3 shift, minimal diploma holder</li> </ul>	<ul style="list-style-type: none"> <li>Handle cargo shipments and documentation, and engage with airlines and third parties like               <ul style="list-style-type: none"> <li>agents.</li> </ul> </li> <li>Manage a team of cargo handlers.</li> <li>Demonstrate supervisory skills.</li> <li>Be comfortable with shift work.</li> <li>Multi-task and communicate effectively with clients.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 Days, 44 hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 93 Tuas Bay Drive</li> </ul>
Cargo Operation Assistant	<ul style="list-style-type: none"> <li>Minimum 2 years of experience in Customer Service, preferably in same industry</li> </ul>	<ul style="list-style-type: none"> <li>Work with 3rd party and handle outward documentations</li> <li>Assist in daily forecast activities, ensuring details are submitted to various parties on time</li> <li>Maintain close communication and partner closely with our Trade team and Shared Service Centre team</li> <li>Ensure smooth Inward activities such as timely payment, posting of import shipment and sending storing order to depot</li> <li>Communicate with overseas agents on documentation matters</li> <li>Responsible for checking, investigate and submit DAR for approval and Trade team to execute when handling demurrage and detention issues</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 Days, 44 hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Terminal 3 Singapore Changi Airport</li> </ul>

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Perform any other ad-hoc duties as assigned, relating to customer service</li> <li>Manage vessel operations ie vessels' arrival and departure formalities.</li> <li>Liaise with vessel(s) for smooth operations and voyage optimization</li> <li>Co-ordinate with the Container Flow Management team for container re-positioning</li> </ul>	
Engineering Technician (Airport)	<ul style="list-style-type: none"> <li>Preferably 2 years of relevant work experience</li> <li>Comfortable with working on rotating shifts</li> <li>Nitec or Higher Nitec qualifications in Automotive (Light vehicles) / Automotive (Heavy vehicles) or equivalent</li> <li>Preferably 2 years of relevant work experience</li> <li>Comfortable with working on rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with Stores to resolve any matters pertaining to spares</li> <li>Preparing and submitting relevant paperwork</li> <li>Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 Days, 8 hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Terminal 3 Singapore Changi Airport</li> </ul>
Junior Accounts Executive	<ul style="list-style-type: none"> <li>Diploma/Degree in Business Administration/Commerce/Accountancy/HR or equivalent</li> <li>Minimum 5 years of relevant payroll experience with at least 2 years of supervisory role</li> <li>Meticulous with an eye for detail</li> <li>Strong interpersonal and communication skills</li> <li>Familiar with Employment and CPF Acts</li> <li>Ability to work in a high transactional volume environment</li> </ul>	<ul style="list-style-type: none"> <li>Process invoices, payment requests and reimbursement claim accurately within the stipulated timeframe and in accordance to internal procedures and compliance with tax regulations.</li> <li>Follow up actively with the relevant parties to resolve problematic invoices, including sending periodic reminders to vendors to act on disputed invoices.</li> <li>Liaise with vendors and users to facilitate prompt processing of invoices including those under Direct Debit Authorization (DA).</li> <li>Accrue unprocessed invoices, payment request and reimbursement claim at month-</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 4 Days, 44 hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 93 Tuas Bay Drive</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Hands-on experience with SAP system and/or shared service payroll experience will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>end to meet month-end closing schedule provided by institution.</li> <li>Prepare and submit/post journals for reclassification and adjustments, recurring transactions within institutions' timeline.</li> <li>Train and guide junior staff and assist in resolving difficulties encountered by them.</li> <li>Other ad-hoc duties as assigned.</li> </ul>	
Junior Logistics Assistant	<ul style="list-style-type: none"> <li>Physically fit to handle the load</li> </ul>	<ul style="list-style-type: none"> <li>Picking, packing, sorting. Stack and organize inventory in warehouses or storage areas.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 4 Days, 44 hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> ,93 Tuas Bay Drive</li> </ul>
Luxury Retail Associate	<ul style="list-style-type: none"> <li>Customer service orientated and willing to go the extra mile</li> <li>Possesses a professional and cheerful attitude Energetic, outgoing and friendly personality</li> <li>Passion for fashion and knowledge of the brand will be highly advantageous</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for day-to-day retail operations</li> <li>Deliver high quality and standards of service to clients</li> <li>Greet and assist customers in a friendly and professional manner</li> <li>Proactively approaching customer</li> <li>Understand customer needs and recommend suitable products</li> <li>Handle customer inquiries and resolve any issues promptly</li> <li>Provide after-sales services such as repair matters (training will be provided)</li> <li>Perform cashiering duties</li> <li>Receiving, processing, and organizing incoming goods/deliveries</li> <li>Stock replenishment and stock taking</li> <li>Perform visual merchandising</li> <li>Ensure that the store is always in good condition and presentable i.e. shelves and fixtures are clean, display</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 Days, 44 hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide multiple vacancies</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		products are present in good condition <ul style="list-style-type: none"> <li>To complete daily and weekly paperwork to Management in timely and accuracy manner</li> <li>Any other ad-hoc duties assigned</li> </ul>	

## e2i services

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>

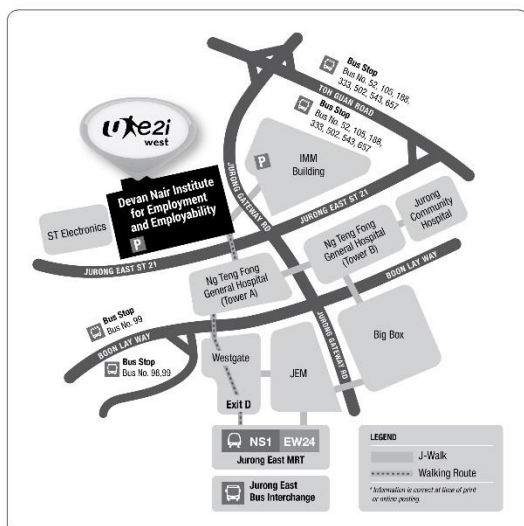


**You can also reach them at the following centres (By appointment only):**



### 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>