

Event: Job Fair @ Hougang Central

Dates: 2 July 2024

Time: 10am to 4pm

**Venue: Hougang Central,
Hougang Ave 10, Singapore 530814**

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

Content Page

#1 Cleaning Concept.....	5
• Table Top Cleaner (Kopitiam).....	5
• Dishwasher.....	5
• General Cleaner (Retail branch).....	5
#2 Dragnet Smartech Security.....	6
• Transit Security Officer (FT)	6
• Transit Security Officer (PT)	6
• Security Officer (FT)	6
• Security Officer (PT)	6
• Retail Assistant.....	7
#4 FairPrice Group.....	8
• Cook - Nursing Home Lakeside.....	8
• Kitchen Assistant - Bakery (Senoko).....	8
• Senior Chef De Partie - Bakery	8
• Chef De Partie / Junior Sous Chef - Orchid Country Club.....	8
• Service Crew (Part Time) - St Luke	9
• Kopitiam - Service Crew (Culinary).....	9
• Kopitiam - Service Crew	9
• Kopitiam - Service Crew	9
• Outlet Manager.....	10
• Outlet Executive.....	10
• CCYYY - Service Crew (Culinary)	11
• Heavenly Wang - Service Crew (Full Time).....	11
• Heavenly Wang - Service Crew (Part Time).....	12
• Cook (Shi Hui Yuan).....	12
• Retail Assistant - FairPrice	13
• Retail Assistant - FairPrice.....	13
• Cashier - FairPrice	13
• Cashier - FairPrice	13
• Retail Assistant (Pharmacy).....	13

- Retail Assistant (Pharmacy)..... 14
- Retail Supervisor 14
- Retail Assistant (Picking) 14
- Online Fulfilment Supervisor..... 14
- Full Time Retail Assistant (Islandwide) - Cheers..... 15
- Production Operator (Fruits & Vegetables) 15
- Production Operator (Poultry & Seafood) 15
- #5 iBread 17**
- Food Counter Assistant 17
- #6 iTEA 18**
- Service Crew..... 18
- Warehouse Assistant 18
- #7 LS2 SERVICES 19**
- Cleaner 19
- Cleaning Supervisor..... 19
- #8 McDonald's Singapore 20**
- Service crew (PT)..... 20
- Service crew (FT) 20
- Sunset crew (FT)..... 20
- Guest Experience Leader (PT) 20
- Guest Experience Leader (FT) 20
- Management Trainee..... 21
- Family Ambassador (PT)..... 21
- Family Ambassador (FT)..... 21
- #9 Pontiac Land Group 22**
- Senior Security Officer / Security Officer 22
- Housekeeping Steward / Stewardess..... 22
- Senior Technician / Technician 23
- Guest Arrival Ambassdor / Door Ambassador 23
- Concierge 23
- Housekeeping Supervisor..... 24
- Technical Officer 24

- Landscape Specialist/Horticulturist Manager 25
- #10 SINGAPORE SAIZERIYA..... 26**
- Service Crew..... 26
- Kitchen Assistant..... 26
- Service Crew..... 26
- Kitchen Assistant..... 26
- Management Trainee..... 26
- #11 TAM JAI (SINGAPORE)..... 27**
- Supervisor 27
- Service Crew..... 27
- #12 Visionary Interior Design..... 28**
- Sales Interior Designer / Drafter 28
- Project Manager..... 29
- #13 Worldwide Hotels Management 30**
- Duty Manager 30
- Front Office Supervisor 30
- Front Office Executive..... 30
- Guest Relation Executive 30
- Guest Service Officer (Bellman) 30
- Housekeeping Supervisor..... 31
- Room Attendant / Public Area Attendant..... 31
- Housekeeping Coordinator 31
- Maintenance Supervisor 31
- Maintenance Technician 31

#1 Cleaning Concept

Cleaning Concept was incorporated in 2019 as a cleaning service provider focusing on integrated services such as cleaning, pest control, grease trap and dishwashing services.

Our clientele comes from Food & Beverage, Retail, Industrial and Commercial sectors.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Table Top Cleaner (Kopitiam)	-	<ul style="list-style-type: none"> ● Floor care (vacuuming, mopping, carpet spotting) ● Surface care (dusting, sanitizing, glass/mirror/window cleaning, metal/wood polishing, clean blinds and draperies) ● Waste removal (empty trash and recycle bins, transport trash and waste to proper disposal areas) ● Light maintenance (replace light bulbs, restock supply cabinet/room) 	Full time 8 hours / Part time 4 hours
Dishwasher	-	<ul style="list-style-type: none"> ● Collect used kitchenware from dining and kitchen areas ● Load and unload dishwashing machines ● Wash specific items by hand (e.g. wooden cutting boards, large pots and delicate china) ● Store clean dishes, glasses and equipment appropriately ● Set up workstations before meal prep begins ● Ensure there are always enough clean dishes, glasses and utensils, especially during peak hours ● Maintain cleaning supplies stock (e.g. detergents) and place orders when necessary ● Check washing machines' operation and promptly report any technical/performance issues ● Remove garbage regularly ● Sanitize the kitchen area, including the floor 	Full time 8 hours
General Cleaner (Retail branch)	-	<ul style="list-style-type: none"> ● Floor care (vacuuming, mopping, carpet spotting) ● Surface care (dusting, sanitizing, glass/mirror/window cleaning, metal/wood polishing, clean blinds and draperies) ● Waste removal (empty trash and recycle bins, transport trash and waste to proper disposal areas) ● Light maintenance (replace light bulbs, restock supply cabinet/room) 	Full time 8 hours / Part time 4 hours

#2 Dragnet Smartech Security

Dragnet is a Singapore grown security firm established in 1993 dealing with security systems and security manpower. With technology as the forefront, safety and security provision in the most smart-tech approach is put in place to suit niche requirements and enhance our services. It has built a culture that works in partnership and tripartism with government authorities, the union and industry associations. Our mission, vision and core values are centred on our clients and our internal customers, the employees. ISO99001:2008, Culture Safe, BizSafe Star and the attainment of the Singapore Service Excellence Medallion, are some of our many accreditation and accolades.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Transit Security Officer (FT)	Valid PLRD license Customer Service Oriented PAPP & CSSPB trained Completed mandatory required training modules in security Generic Skills/Communication/Service Excellence skills 12hours per shift, can choose day or night shift 6 days off per month Able to work on weekends and public holidays	Perform access control duties include entry passes, vehicle checks Perform routine patrol Respond to any security incidents on site and report to respective supervisors/managers Perform random bag checks Assist in crowd control when required	7.30am to 7.30pm, 7.30pm to 7.30am
Transit Security Officer (PT)	Valid PLRD license Customer Service Oriented PAPP & CSSPB trained Completed mandatory required training modules in security Generic Skills/Communication/Service Excellence skills 12hours per shift, can choose day or night shift To commit 3 days per week Able to work on weekends and public holidays	Perform access control duties include entry passes, vehicle checks Perform routine patrol Respond to any security incidents on site and report to respective supervisors/managers Perform random bag checks Assist in crowd control when required	7.30am to 7.30pm, 7.30pm to 7.30am
Security Officer (FT)	Valid PLRD license Customer Service Oriented Completed mandatory required training modules in security Generic Skills/Communication/Service Excellence skills 12hours per shift, can choose day or night shift To commit 3 days per week Able to work on weekends and public holidays	Perform access control duties include entry passes, vehicle checks Perform routine patrol Respond to any security incidents on site and report to respective supervisors/managers Perform random bag checks Assist in crowd control when required	8.00am to 8.00pm, 8.00pm to 8.00am
Security Officer (PT)	Valid PLRD license Customer Service Oriented Completed mandatory required training modules in security Generic Skills/Communication/Service Excellence skills 12hours per shift, can choose day or night shift To commit 3 days per week Able to work on weekends and public holidays	Perform access control duties include entry passes, vehicle checks Perform routine patrol Respond to any security incidents on site and report to respective supervisors/managers Perform random bag checks Assist in crowd control when required	8.00am to 8.00pm, 8.00pm to 8.00am

#3 DUOZOULU

YUEXI PTE LTD was established in Singapore in year 2019. It's nature of business is Retail Sale of Footwear. We are operate a footwear brand name is " DUO ZOU LU" to Singapore, "DUO ZOU LU" shoes are created with ecological materials and high technology to make it more comfortable for daily walking, exercise and other purpose. Our goal is to provide all customers a most comfortable and cost-effective footwears.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Retail Assistant	Able to work retail hours, weekends, and public holidays. Good team player; high energy with good working attitude. Good personality and have a friendly disposition. Able to provide excellent customer service. Retail sales experience preferred but not essential.	<ol style="list-style-type: none"> 1.To welcome, and approach customers displaying a cordial attitude and willingness to serve, prioritizing customer services above all other tasks. 2.To possess good product knowledge to be able to advise the customer in an optimal and precise manner. 3.To be able to serve multiple customers simultaneously and offer excellent service to all of them. 4.Ensure visual merchandising standards at all times and replenishment of stocks and ensure all available styles are properly displayed. 5.Support any store initiatives such as stock take, storeroom arrangement, display arrangement etc. 6.Maintain POS system, NETS Machine. 7.Maintain all standard on shop, products, display area cleanliness and tidiness. 8.Perform daily opening and closing operation procedure. 9.Other ad-hoc job assigned by store manager. 	10am-7:45pm

#4 FairPrice Group

FairPrice Group was established in 2019 through the formation of four entities comprising NTUC FairPrice, NTUC Foodfare, Kopitiam, and NTUC Link, with the purpose of making life better for all and to fulfil a vision of being a leader in everything food. FairPrice Group looks to optimise the resources of all four social enterprises and leverage their respective strengths to put customers first, provide better value for all and to make everything about food easy.

With an extensive network of close to 570 touchpoints, FairPrice Group seeks to provide an integrated array of products and services, from groceries, ready-to-cook, and ready-to-eat offerings, to on-premise meals, food take-aways, and a rewards programme that delivers personalised and delightful experiences.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Cook - Nursing Home Lakeside	Minimum 1 year of working experience in kitchen Applicants without experience will be provided with culinary training (OJT)	Assist Sous Chef/ Junior Sous Chef with the kitchen work. Preparation and cooking food according to assigned menus. Sorting, storing and distributing ingredients. Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times. Any other job duties as assigned by the superior.	5am to 2pm 9am to 5pm
Kitchen Assistant - Bakery (Senoko)	Candidate should have at least two years of relevant bread making and pastries experiences	Responsible for the daily production of bread, buns, cakes, puffs, pie, pizza and muffins. Prepare dough for the bakery production. Cook fillings and prepare ganache. Ensure that the kitchen and workstations adhere to all company policies, procedures and standards. Any other job duties as assigned by the superior.	6am-3.30pm 7am-4.30pm 8am-5.30pm 9am-6.30pm
Senior Chef De Partie - Bakery	Minimum 2 year experience in pastry (production line) Attained FHC	Supervise Food processing workers to ensure food preparation is up to standard. Manage day-to-day functioning of the productions efficiently and effectively. Assign and delegate jobs to respective processing workers. Uphold consistent quality and its efficient production output minimise production resources wastage. Rein in operating costs for production resources on materials/ingredients used Initiate production cost-saving and labour productivity to enhance business competitiveness. Ensure compliance to statutory food safety and hygiene requirements Ensure on-time production and optimum labour utilisation Any other duties as assigned by the manager from time to time.	6am-3.30pm 7am-4.30pm 8am-5.30pm 9am-6.30pm
Chef De Partie / Junior Sous Chef - Orchid Country Club	More than 2 years of cook experience and ability to manage team member Possess excellent communication skills,	All preparation and cooking based on daily production schedule. Bulk cooking in central kitchen environment. To ensure all packing room activity are as planned and follow.	5am - 1/2pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	knowledge of HACCP and inventory management Able to carry heavy load when required	To ensure quality of preparations, cooking and packing meet the standard and maintain proper consistency in food quality set by management. To ensure required workplace safety, food handling and hygiene standards are followed. To ensure all cook/operator in all production area work are efficiency and productivity Maintain a clean and organized production area Check that quantity and quality of finish goods are proper planned and done based on production schedule. Check that quantity and quality of raw material ordered are received and stored in proper condition.	
Service Crew (Part Time) - St Luke	1 year experience as service in F&B Attained FHC	<ul style="list-style-type: none"> - Portioning of cooked food - Assist with drinks preparation - Set up the food preparation area - General housekeeping duties to maintain workplace cleanliness - Any other duties as assigned by your supervisor 	9am - 5pm 10am - 6pm
Kopitiam - Service Crew (Culinary)	Able to stand long hours Able to work rotating shifts	<ul style="list-style-type: none"> - Prepare basic, washing, peeling, chopping and cutting raw items - Rearrange walk chiller and freezer raw materials based on FIFO - Conduct pre-cooking checks on raw materials - Prepare raw materials for the next meal - To ensure all raw materials are labeled and dated - Make cordial drinks if required - Provide quality service if serving is required - Collect food samples - Adhering to kitchen's food handling Standard Operating Procedure - Ensure the kitchen surrounding areas are cleaned properly - Handles all equipment and utensils the proper way and clean as you go - Track, record and replenish inventory as needed - Suggest improvement activities across workstations - Other work scope as required by business needs 	8 hours rotating shift
Kopitiam - Service Crew	Able to stand long hours Able to work rotating shifts	Responsible for the preparation of food and drinks such as set meals, desserts, cutting of fruits Deliver high standard of Customer Service during order taking, cashiering, food presenting etc Serve customers with smiles and well prepared food Maintain the right stock levels before peak periods	8 hours rotating shift
Kopitiam - Service Crew	Able to stand long hours Able to work rotating shifts	Responsible for the preparation of food and drinks such as set meals, desserts, cutting of fruits Deliver high standard of Customer Service during order taking, cashiering, food presenting etc Serve customers with smiles and well prepared	5 - 6 hours rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		food Maintain the right stock levels before peak periods	
Outlet Manager	Food Hygiene cert. Processes excellent communication and interpersonal skills. Resourceful and ability to work under pressure . PC proficiency in MS Words and Excel.	Manage and ensure smooth operation of food court. Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational work flows. Provide development plans to team members in accordance to company's KPI. Identify relevant courses for the team members. Monitor the outlet's Profit and Loss and provide solutions to improve bottom line. Propose activities according to market needs. Provide yearly sales budget proposal for the outlet. Maintain good working relationships with landlord, relevant authorities/ agencies, licensees and sub-contractors. Assist inspectors of relevant authorities/ agencies such as NEA, MUIS and Civil Defense during outlet inspection and follow-up actions. Liaise with landlords on building matters, joint promotions and events. In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with licensees. Responsible in sourcing and recommending suitable food type to fill up vacant stall. Conduct regular checks on food quality and provide feedbacks to licensees. Ensure selling prices of stalls accordingly to licensee agreements. Assess and provide evaluation of sub-contractors' performance. Supervise and provide guidance to licensees and cleaning contractors to provide high quality of service and achieve housekeeping excellence. To plan and carry out M&E works according to schedule.	8 hours rotating shift
Outlet Executive	Preferably someone with diploma in F&B, supply chain or related courses. Is fluent in English and one other local language. Basic computer literacy including MS Word and Excel. Possess good knowledge of WSHA, HACCP & MUIS regulations. Hands-on with good problem-solving skills relating to food court operations and customer	Direct and manage retail stalls according to company SOPs and regulatory requirements Mentor and supervise service staff on food handling, service conduct, and compliance to standards Required to prepare meals such as toast making and hot foods based on the company's SOPs. Preparation of hot and cold beverages from scratch and premix. Advice on operational needs and service consistency Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability Monitor sales and provide monthly sales reports	8 hours rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>issues. Ability to foster positive working relationships. Preferably someone with at least 1-3 years' in a supervisory role. Experience working in F&B sector is a plus</p>	<p>with recommendations for business reviews with management Handle cashiering duties, customers' complaints and operational issues Other work scope as required by business needs</p>	
CCYYY - Service Crew (Culinary)	<p>Minimum 2 years of relevant experience in the F&B Industry Good knowledge of stock inventory and people management Initiate potential cost savings in waste management and food cost Able to multi-task and have basic equipment maintenance knowledge. Experience in managing staff duty roster/planning Good organisation skills Having a basic food hygiene certificate is an added advantage or hygiene training will be provided</p>	<p>Responsible for all Counter Sales Assistant duties and all operations matters Monitor staff performance and upholds disciplinary standard within the team Conduct on-the-job training for new joiners Participate and provide input for staff performance appraisals Provide support in team planning- scheduling and rostering Possess strong product knowledge and model excellent customer service Put in continuous effort& to motivate the team to deliver great service to customers and meet revenue target Prepare periodic stock take such as month-end stock take and stock ordering Appointed key holder role during store opening and closing and the duty supervisor on shift Manage and maintain the housekeeping for working station & area/storeroom Other administrative duties when assigned</p>	8 hours rotating shift
Heavenly Wang - Service Crew (Full Time)	<ul style="list-style-type: none"> - Able to stand long hours - Able to work rotating shifts 	<p>Basic Food Preparation and Service</p> <ul style="list-style-type: none"> - Greet customers with a smile and provide excellent customer service - Prepare food according to specifications and required standards - Know the menu and promotions very well, upselling products actively - Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) - Perform duties with speed and accuracy <p>Food Safety, Hygiene and Safe Work Environment</p> <ul style="list-style-type: none"> - Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food - Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) - Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p>Expected Work Behaviour</p> <ul style="list-style-type: none"> - Collaborative and teamwork-oriented 	8 hours rotating shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Heavenly Wang - Service Crew (Part Time)	- Able to stand long hours	<p>Basic Food Preparation and Service</p> <ul style="list-style-type: none"> - Greet customers with a smile and provide excellent customer service - Prepare food according to specifications and required standards - Know the menu and promotions very well, upselling products actively - Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) - Perform duties with speed and accuracy <p>Food Safety, Hygiene and Safe Work Environment</p> <ul style="list-style-type: none"> - Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food - Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) - Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p>Expected Work Behaviour</p> <ul style="list-style-type: none"> - Collaborative and teamwork-oriented 	6 hours
Cook (Shi Hui Yuan)	<ul style="list-style-type: none"> - Possess Basic Food Safety & Hygiene Certification - Work in F&B operations with at least 1 year relevant experience preferred 	<p>Food Preparation</p> <ul style="list-style-type: none"> - Prepare food ingredients & meals as directed - Perform frying, braising and blanching of food ingredients - Observe strictly & to enforce food safety & hygiene practices - Set-up relevant stations for service hours - Communicate with expeditor/cashier on finished product - Able to work independently during preparation hours <p>Quality Assurance</p> <ul style="list-style-type: none"> - Adhere to prescribe menu & serving guidelines such as food portioning & presentation - Ensure the food quality standard for dine-in, delivery and take-away (or pick-up) are consistent and of the highest serving quality - Adhere strictly to food safety & hygiene practices and support kitchen equipment cleaning and maintenance <p>Service</p> <ul style="list-style-type: none"> - Take food orders from customers accurately - Key in customer's orders into POS - Engage with customers in a friendly manner - Good knowledge of the menu with the ability to make suggestions - Ensure customer receives their meals and take action to correct any issues 	6.30am to 4.30pm and 9.30am to 7.30pm (rotating shift)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		- Collect payments or proceeds from customers *some tasks are NA for Cloud Kitchen operations	
Retail Assistant - FairPrice	<ul style="list-style-type: none"> • Ability to read and understand product labels • Able to work on rotating shifts, weekends and public holidays • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-hoc duties will be given as well.	Rotating Shifts (7am-3pm and 3pm-11pm)
Retail Assistant - FairPrice	<ul style="list-style-type: none"> • Ability to read and understand product labels • Able to work on rotating shifts, weekends and public holidays • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-hoc duties will be given as well.	Minimum 4 hours per day. Flexible shifts between 7am-11pm
Cashier - FairPrice	<ul style="list-style-type: none"> • Ability to read and understand product labels • Able to work on rotating shifts, weekends and public holidays • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	You are responsible for operating the POS cash register, handle various types of payments and perform packing for customer purchases. You are required to provide prompt, helpful and courteous service to customers at all times. You are also expected to perform stacking, display and replenishment of products on the shelves when required. Ad-hoc duties will be given as well.	Rotating Shifts (7am-3pm and 3pm-11pm)
Cashier - FairPrice	<ul style="list-style-type: none"> • Ability to read and understand product labels • Able to work on rotating shifts, weekends and public holidays • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	You are responsible for operating the POS cash register, handle various types of payments and perform packing for customer purchases. You are required to provide prompt, helpful and courteous service to customers at all times. You are also expected to perform stacking, display and replenishment of products on the shelves when required. Ad-hoc duties will be given as well.	Minimum 4 hours per day. Flexible shifts between 7am-11pm
Retail Assistant (Pharmacy)	<ul style="list-style-type: none"> • Ability to read and understand product labels • Able to work on rotating shifts, weekends and public holidays • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	You are responsible for performing customer service, cashiering, housekeeping, security, inventory control and merchandising in Unity stores. Ad-hoc duties will be given as well.	Rotating Shifts (7am-3pm and 3pm-11pm)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Retail Assistant (Pharmacy)	<ul style="list-style-type: none"> • Ability to read and understand product labels • Able to work on rotating shifts, weekends and public holidays • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	You are responsible for performing customer service, cashiering, housekeeping, security, inventory control and merchandising in Unity stores. Ad-hoc duties will be given as well.	Minimum 4 hours per day. Flexible shifts between 7am-11pm
Retail Supervisor	<ul style="list-style-type: none"> • Diploma, GCE A level, N levels, ITE • Minimum 2 years of relevant experience • Independent and team player with good leadership skills • Able to work on rotating shifts, weekends and public holidays • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	You are responsible for sales and profits for your category of products. The job tasks include inventory management, maintaining housekeeping and merchandising standards as well as product planning and allocation according to sales and customer demands. You are also required to supervise and train a team of Retail Assistants in ensuring the smooth running of daily operations.	Rotating Shifts (7am-3pm and 3pm-11pm)
Retail Assistant (Picking)	<ul style="list-style-type: none"> • Ability to read and understand product labels • Able to work on rotating shifts, weekends and public holidays • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-hoc duties will be given as well.	Rotating Shifts (7am-3pm and 3pm-11pm)
Online Fulfilment Supervisor	<ul style="list-style-type: none"> • Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years' of retail experience • Independent, meticulous and team player with good leadership skills • Hands-on person and service-oriented • Proficient in Microsoft Office • Familiar with smartphones • Must be able to work 6-day work week, rotating shifts, weekends and public holidays 	You are responsible for ensuring online grocery orders are processed accurately and deliver on-time. The job tasks include inventory management, maintaining pick, pack and delivery standards. You need to attend to order-related enquiries by customers. You are also required to supervise and train a team of Grocery Shoppers in ensuring the smooth running of daily operations and manpower rostering.	Rotating Shifts (7am-3pm and 3pm-11pm)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Full Time Retail Assistant (Islandwide) - Cheers	<p>Above minimum legal age of 21 years old for handling the sale and supply of tobacco and alcohol products</p> <p>Customer-oriented</p> <p>Able to speak English to service English-speaking customers</p> <p>Able to carry loads up to 10kg</p> <p>Able to commit 6 days a week (FT) and 4 days a week (PT) - including weekends and public holidays</p> <p>Able to commit at least 2 rotating shifts</p>	<p>Responsible for stacking, displaying, and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products.</p> <p>To assist in the loading and unloading of goods, maintain neat and systematic storing of products.</p> <p>Perform daily housekeeping.</p> <p>Perform cashiering duties (AXS Payment, Prepaid top up, Parcel Services, Handling the sales of alcohol & tobacco products & etc.)</p> <p>Other duties as assigned (if any)</p>	<p>Rotating Shift (to commit at least 2 shifts)</p> <p>Morning Shift - 0640h to 1500h</p> <p>Afternoon Shift - 1440h to 2300h</p> <p>Night Shift - 2240h to 0700h</p>
Production Operator (Fruits & Vegetables)	<p>Qualifications</p> <p>Service-oriented, team player with ability to read and communicate in simple English</p> <p>Attentive to details</p> <p>Able to work in cold environment</p> <p>Able to lift a single carton weight of about 12kg without assistance</p> <p>Willing to work on weekends and public holidays</p> <p>Able to work on 6 days, rotating shifts</p>	<p>Responsible for sorting, labelling and packing of fruits and vegetables</p> <p>Ensure accurate inventory record for tracking purposes</p> <p>Conduct quality checks for items handled under his/ her care with training provided</p> <p>Operate the equipment and machine with training provided</p> <p>Maintain work areas clean, neat and organized</p> <p>Carry out any ad-hoc duties assigned</p> <p>Ensure the inventory for hand/takeover is accurate</p> <p>Ensure quantity and shrinkage for raw and finished goods are properly tracked daily</p> <p>Coordinate with warehouse colleagues for stocks transfer</p>	<p>Work Hours: 6 days, rotating</p> <p>7am-3.20pm, 7.30am-3.50pm, 8am-4.20pm, 8.30am-4.50pm (subjected to changes based on operational needs)</p> <p>Work Location: 7 Sunview Rd, Singapore 627618</p>
Production Operator (Poultry & Seafood)	<p>Service-oriented, team player with ability to read and communicate in simple English</p> <p>Attentive to details</p> <p>Able to work in cold environment</p>	<p>1. Decoration and Display</p> <p>Understand various size of poultry and fish/seafood for packaging.</p> <p>Check product quality and specification for packaging.</p> <p>Decorate and display variety of poultry and</p>	<p>6 days, rotating shifts (8am-4.20pm and 12pm-</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Able to lift a single carton weight of about 12kg without assistance</p> <p>Willing to work on weekends and public holidays</p> <p>Able to work on 6 days, rotating shifts</p>	<p>fish/seafood for packaging.</p> <p>2. Packaging</p> <p>Understand various size of packaging tray.</p> <p>To pack variety of poultry and fish/seafood product.</p> <p>To ensure complying packaging standard.</p> <p>3. Pricing</p> <p>Understand various type of poultry and fish/seafood name.</p> <p>Understand various type of poultry and fish/seafood code (PLU)</p> <p>Understand to operate auto pricing machine.</p> <p>4. Distribution</p> <p>Prepare delivery basket for distribution.</p> <p>Prepare and arrange stock for distribution.</p> <p>5. Cleaning and Sanitation</p> <p>Perform various cleaning action in production area</p> <p>Washing, Mopping, Sweeping, Cleaning</p>	<p>8.20pm)</p> <p>With 1 hour break time</p>

#5 iBread

iBread Pte Ltd focuses on the retail sale of confectionery and bakery products. Since 2020, iBread Pte Ltd has opened 8 chains of confectionery stores in Singapore. There are snacks, bread, cakes, and more available at iBread Pte Ltd. iBread Pte Ltd offers a variety of healthy bread options. In keeping with the company's tagline; "Fresh out of the oven, want buy must quick!", iBread Pte Ltd offers fresh baked bread that must be purchased quickly.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Food Counter Assistant	Friendly and upbeat personality. Good communication skills. Ability to work independently with minimum supervision. Positive attitude and willing to learn. Able to work in shift and work on weekend/PH.	<ol style="list-style-type: none"> 1. Provide good customer service at all times. 2. Perform daily opening and closing operation procedure. 3. Cashiering duties. 4. Display and replenish bakery items and products on the shelves and display counters. 5. Assist customers in placing orders for cakes and collection of cakes. 6. Assist in prepare some procedures of pastries such as doughnuts. 7. Assist customers in picking/packing biscuits or bread when necessary. 8. Assist in inventory check. 9. To handle product ordering and receiving upon delivery. 10. Housing keeping duties to maintain a high standard of cleanliness for the service station. 11. Any other ad hoc duties as assigned by the supervisor. 	7am- 4:45pm 12:45pm- 9:30pm

#6 iTEA

Maxius Trading Pte. Ltd. is primarily focused on snack bars and food kiosks (primarily takeout, including bubble tea). Maxius Trading Pte. Ltd.'s nature of business is Food & Beverage. Since 2011, Maxius Trading Pte. Ltd. has 48 chain bubble tea outlets under the brand of "iTEA" which is also owned by Maxius Trading Pte. Ltd. Our mission is to provide our customers with a refreshing experience of premium tea at an affordable price.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew	Clean and hygienic in food handling. Passionate about providing efficient and friendly service standards. Able to work shift work and work on weekends and PH. With good communication skills.	<ol style="list-style-type: none"> 1. Perform all station procedures including service, kitchen, and cashiering. 2. Learn how to make a qualified product according to SOP, and make sure that all products meet the standard. 3. Attending to walk-in customers in a prompt and friendly manner. 4. Ensure proper use and maintenance of all equipment & machineries in shop. 5. Do routine cleaning and maintain cleanliness in store. 6. Attend to customers' queries and feedbacks to provide positive customer experience. 7. Perform daily opening and closing operation procedure. 8. Any other ad hoc duties as assigned by the supervisor. 	10am-7:45pm ; 12:45PM-9:30PM
Warehouse Assistant	No experience needed. Willing to do. Able to handle physical work, to carry heavy load.	<ol style="list-style-type: none"> 1. Perform all assigned warehouse tasks accurately which include timely processing of goods loading, unloading, receiving, issuing, labelling, sorting, picking and repacking. 2. Perform manual stock takes and checks. 3. Assist in various warehouse maintenance tasks such as safety and cleanliness duties. 4. Track/monitor goods delivery status. 5. Plan & co-ordinate on container loading & unloading. 6. Performs ad hoc duties as assigned by supervisors 	8AM-6PM (MON-THUR) 8AM-5PM(FRI)

#7 LS2 SERVICES

We are one of Singapore's leading Cleaning and Conservancy Company

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Cleaner	FastHire Seniors are Welcome Able to speak English	<p>Perform cleaning in the premises as directed by Senior Supervisor/Supervisor/ARM</p> <p>Maintain cleanliness of assigned areas</p> <p>Ensure safety measures are adhered to during operation</p> <p>Update job and log card record entries</p> <p>Handle tools and equipment</p> <p>Prepare the appropriate tools and equipment for cleaning</p> <p>Ensure the appropriate tools and equipment are adequate and in working condition</p> <p>Ensure tools and equipment are replenished, reinstated and maintained</p> <p>Handle incidents</p> <p>Respond to incidents and emergencies as directed</p> <p>Report operational abnormalities to the appropriate person</p> <p>Empty waste bins</p> <p>Sweep and vacuum floor or carpets of assigned area</p> <p>Wash and maintain the cleanliness of bathrooms and toilets</p> <p>Wipe table tops, shelves and partitions of assigned areas</p> <p>Any other duties as assigned.</p>	7am - 3pm, 8am - 5pm, 9am- 6pm
Cleaning Supervisor	Experience needed Immediate	<p>Supervise multiple teams of cleaners in multiple cleaning projects</p> <p>Train cleaners and team leaders on service standards and provide help and guidance when necessary</p> <p>Assist in planning work schedules and deployment of manpower</p> <p>Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications</p> <p>Implement operation plans to improve work processes and service quality</p> <p>Interact and handle complaints and feedbacks and build relationships with customers</p> <p>Check cleaning equipment condition</p> <p>Monitor cleaning material stock level and re-order materials when needed</p> <p>Solve operational problems and make decisions</p> <p>Submit daily cleaning report</p> <p>Facilitate effective communication and engagement at the workplace</p>	Flexible

#8 McDonald's Singapore

McDonald's provides a world of rewarding career opportunities both in and beyond the restaurant. Here, we believe every crew can become a leader, a manager and even a business consultant. Whether you are a full-time or part-time employee, we have an established series of training programmes to help you gain the necessary skills and knowledge to realise your potential and climb the career ladder.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
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 	Min. 24 hours per month
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 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 	44 hours per week
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 	44 hours per week
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 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 programmes Exceed guest expectations by creating Feel Good Moments and turning them to lasting memories 	Min. 24 hours per month
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 programmes Exceed guest expectations by creating Feel Good Moments and turning them to lasting memories 	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Management Trainee	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	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	44 hours per week
Family Ambassador (PT)	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	Create a fun atmosphere for families and children by planning and executing in-store Family togetherness activities and Premium Distribution Programme (PDP) Provide assistance 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	Min. 24 hours per month
Family Ambassador (FT)	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	Create a fun atmosphere for families and children by planning and executing in-store Family togetherness activities and Premium Distribution Programme (PDP) Provide assistance 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	44 hours per week

#9 Pontiac Land Group

Pontiac Land is a private-held property developer, owner, and operator based in Singapore. With over sixty years of experience in luxury property development, Pontiac Land seeks to better the built environment through our holistic approach to development and management.

This approach begins with the engagement of architectural masters in the thoughtful design, continues through by incorporating art and timeless finishes into our spaces, and is completed by ensuring the well-being of our occupants through a world-class property management team.

In 2018, Pontiac Land acquired Capella Hotel Group as a wholly-owned subsidiary, to continue offering unparalleled levels of service and hospitality to our guests.

The Group's assets under management is in excess of SGD10 billion across hospitality, mixed-used, commercial and residential developments spanning across Singapore, New York, Sydney and the Maldives.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Senior Security Officer / Security Officer	Min. 1 year of related experience as a security officer Candidates with more experience will be considered for senior role Valid SIRD Security Licence is required	Maintain a high level of security and safety for all company properties, including office buildings, shopping malls, and residential buildings Conduct regular patrols of the properties, both on foot and by vehicle, to ensure a visible security presence and identify potential security risks or maintenance issues. Respond promptly and appropriately to security incidents, such as lift traps, power failure, fire/security alarm activation and more. Respond promptly to tenants and guests' feedback and request Report of all security breaches and building defects Conduct routine checks to ensure workplace compliance to WSH and other legal requirements, Code of Practice and Singapore standards Provide high service standard to tenants and guests towards achieving customer delight Conduct daily briefings to team officers, in the absence of Supervisor	8 hours rotating shift/6 days' work week
Housekeeping Steward / Stewardess	Relevant experience is an advantage	Maintain cleanliness and hygiene, and perform daily and periodic cleaning tasks in assigned washrooms, offices and common areas as directed by Supervisors, including: sweeping, mopping, and vacuuming floors, cleaning furniture and fixtures, wiping and sanitizing mirrors, walls, and partitions Thorough cleaning and disinfecting of high touchpoint areas Monitor and replenish cleaning supplies, toiletries, and other necessary supplies Cleaning entrance and exit doors and associated fixtures Uphold and adhere to company policies, regulations, and health and safety standards, as well as current emergency, safety and fire procedures	8hrs with rotating shifts

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
		<p>Follow safety protocols and guidelines, and report any safety hazards or security concerns to the appropriate departments to maintain a secure environment</p> <p>Maintain cleanliness of janitor rooms and ensure proper maintenance of cleaning equipment and tools</p> <p>Carry out additional duties as assigned or required by Supervisors or management</p>	
Senior Technician / Technician	<p>Minimum 2-3 years of related building maintenance experience</p> <p>Skilled in Building Works, M&E, Air-Con and/or Electrical</p>	<p>Carry out preventive maintenance of properties and attend to all work orders issued by tenants and management</p> <p>Ensure compliance with safety rules and regulations</p> <p>Maintain and monitor building systems</p> <p>To assist the departments in all aspects pertaining to electrical, ACMV engineering work to plumbing, sanitary installations, fire sprinkler, alarm systems, lifts and escalators</p>	830am - 6pm, half day on sat on alternate weeks
Guest Arrival Ambassador / Door Ambassador	<p>Minimum 1 year of related experience in similar capacity</p> <p>Good customers and service orientated skills</p> <p>Able to converse in simple English language</p> <p>Tactful with cheerful personality</p> <p>Well groom and neat disposition</p> <p>Good interpersonal skills</p> <p>Works well with others and a good team player</p>	<p>Welcome and open car doors for tenants, guests and visitors when they arrive or depart from their vehicles;</p> <p>Assist to carry heavy/bulky items for tenants, guests and visitors from vehicles to the lobby, if necessary;</p> <p>Shelter tenants, guests and visitors alighting from vehicles with umbrellas during inclement weather; and</p> <p>Handle enquiries of tenants, guests and tenants in a courteous and professional manner.</p>	830-6pm
Concierge	<p>Relevant experience in Customer Service would be advantageous</p> <p>Customer Service oriented and passionate about serving customers</p> <p>Self-motivated and able to work under pressure</p> <p>Good team player with commitment and initiative</p> <p>Good and precise communication skills</p> <p>Willing to learn attitude</p>	<p>Welcome and greet all visitors including tenants and their guests</p> <p>Oversee the concierge counter and handles all tenants/guest enquiries</p> <p>Manage the Visitor Management System to register guests/visitors</p> <p>Provide value-added services, directions and assistance to tenants/guest</p> <p>Collate tenants' feedback regularly</p> <p>Assist with tenant events / promotional activities and management team on the day-to-day operations</p> <p>Familiar with floor plans, facilities and services of Millenia Singapore and Pontiac Land Group of Hotels to assist with tenant/guest request</p> <p>Assist with the orientation tours to showcase our properties to new tenants or clients;</p> <p>Assist in administrative support to management office whenever necessary</p> <p>Any other ad-hoc task may be assigned</p>	830-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Housekeeping Supervisor	<p>Minimum 3 years of relevant experience in Housekeeping</p> <p>Physical strength and fitness required for manual work</p> <p>A team player and takes initiative to assist other team members when required</p> <p>Strong planning and supervisory skills</p> <p>Able to perform rotating shifts</p>	<p>Coordinate and oversee daily work and maintenance schedules, ensuring efficient manpower deployment</p> <p>Manage duty rosters, monitor staff leave, and handle overtime based on operational needs</p> <p>Supervise and inspect cleaned areas to maintain quality standards</p> <p>Review outsourced contractors' work for compliance with agreed scopes and standards</p> <p>Conduct briefings in the absence of the Assistant Manager</p> <p>Conduct training sessions for housekeeping staff to enhance skills and ensure compliance</p> <p>Issue supplies, cleaning tools, and equipment to staff</p> <p>Execute and monitor projects assigned by superiors, including inventory management</p> <p>Address tenant inquiries, feedback, or requests and coordinate pre and post-cleaning activities</p> <p>Adhere to Safe Work Procedures, Security, Fire, and Emergency protocols</p> <p>Monitor and manage inventory levels for cleaning supplies, equipment, and uniforms</p> <p>Collaborate with procurement to source cost-effective and quality cleaning supplies</p> <p>Ensure proper waste disposal and support recycling initiatives</p> <p>Implement sustainability practices, including eco-friendly products and energy-efficient equipment</p> <p>Maintain records of cleaning activities, inspections, and staff performance</p> <p>Foster a positive work environment, address staff concerns, and encourage teamwork</p> <p>Stay updated on industry trends, new cleaning technologies, and best practices</p> <p>Assist in developing standard operating procedures and guidelines</p> <p>Conduct regular performance evaluations for housekeeping staff, providing constructive feedback</p> <p>Collaborate with Human Resources on recruitment, onboarding, and training of new team members</p> <p>Undertake any other assigned services and duties deemed necessary for task completion in a professional manner</p>	8hrs with rotating shifts
Technical Officer	<p>Minimum Nitec/ Higher Nitec in Building/ Mechanical/ Electrical Engineering or equivalent</p> <p>Minimum 2-4 years of relevant working experience in buildings maintenance.</p> <p>Skilled in Building Works, M&E, Air-Con and/or</p>	<p>Carry out preventive/corrective maintenance of properties and attend to all work orders issued by Tenants and Management</p> <p>Develop, implement, and monitor quality assurance protocols and inspection plans.</p> <p>Supervise sub-contractors work, checks and certify Maintenance Works service reports</p> <p>Conduct regular site inspections to identify and rectify defects in construction.</p> <p>Collaborate with engineers, and contractors to</p>	830am - 6pm, half day on sat on alternate weeks

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	<p>Electrical</p> <p>Independent, proactive and responsible team player</p> <p>Effective communication skills to work collaboratively within a team and communicate with tenants and management.</p> <p>Willing to work rotating duty shift (including weekends & Public Holidays)</p>	<p>ensure compliance with quality standards.</p> <p>Prepare detailed reports on quality performance and defect analysis.</p> <p>Identify opportunities for process improvements to enhance quality and reduce defects.</p> <p>Ensure compliance with safety rules and regulations</p> <p>Monitor and maintain all building systems as assigned</p> <p>Assist in the event of emergency situation OR any other tasks as and when required</p>	
<p>Landscape Specialist/Horticulturist Manager</p>	<p>Minimum 2 years of relevant working experience such as gardener</p> <p>Diploma in Landscape Design, Horticulturist Management or related discipline are welcome</p> <p>Comfortable with handle ad-hoc matters beyond working hours</p> <p>Excellent team player, proactive and can work independently</p> <p>Prior experience with local plant species and construction materials will be advantageous</p> <p>Have an eye for detail, ensuring accuracy and precision in all tasks</p>	<p>To ensure the softscape (landscape) is well maintained and kept in good condition for commercial properties (i.e. office towers, retail mall, residences and medical facility) maintaining the highest standards of landscape management and horticultural operations</p> <p>Monitor progress and performance of term contractors' works and ad-hoc improvement works</p> <p>Perform site study including checking current plants, soil conditions, light etc and make recommendations for replacement of plant species</p> <p>Overview and supervise all landscaping works within the sites tasked</p> <p>Work closely with the operations manager in the planning of resources (workers / equipment etc.)</p> <p>Any other duties as and when assigned</p>	<p>830-6pm</p>

#10 SINGAPORE SAIZERIYA

A casual Italian restaurant originally from Japan, dedicated to providing quality everyday dining.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Service Crew	Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items.	Serving customer's orders Clearing of plates Preparation of cutleries Preparation of dessert orders Dishwashing	35 hours per week
Kitchen Assistant	Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included.	Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing	35 hours per week
Service Crew	Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items.	Serving customer's orders Clearing of plates Preparation of cutleries Preparation of dessert orders Dishwashing	44 hours per week
Kitchen Assistant	Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included.	Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing	44 hours per week
Management Trainee	<p>Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items.</p> <p>Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included.</p> <p>Opening and closing duties, schedule planning, complain management, cash banking services, employee training, staff feedback and orientation are included as well.</p>	<p>Perform opening/closing procedures</p> <p>Perform full operation cycle of service and kitchen</p> <p>Guest complaint management</p> <p>Dishwashing and other ad-hoc tasks when needed</p>	44 hours per week
































#11 TAM JAI (SINGAPORE)

Famous noodle restaurant from Hong Kong serving Mixian and other specialities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Supervisor	Basic computer literacy; staff management; food handling; customer service	Food serving and preparation; customer service; cashiering; staff management	10am- 9pm (shift)
Service Crew	Basic computer literacy; food handling; customer service	Food serving and preparation; customer service; cashiering	10am- 9pm (shift)

#12 Visionary Interior Design

Visionary Interior Design is a premier top 10 interior design firm specializing in innovative and personalized interior solutions. With a focus on functionality and style, we cater to both residential and commercial spaces, ensuring every project reflects our commitment to aesthetics, quality, and client satisfaction. Licensed and accredited, our team of experts transforms visions into vibrant realities."

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Sales Interior Designer / Drafter	<p>Requirements:</p> <ul style="list-style-type: none">  No Experience Needed: Dive right in—we've got all the training you need to sparkle!   Experience Welcomed: Got a flair for design or sales? Fantastic! Show us your magic!   Make Dreams a Reality: Work with clients to craft their perfect space within budget.   Ready to Hustle: Get set to work hard and play hard—we thrive on energy and ambition!   Positive Vibes Only: Bring your positivity and let's tackle every challenge together!   Project Prodigy: Take the lead on projects from start to smashing finish!   Weekend Warrior: Yes, weekends too—but trust us, it's totally worth it!  <p>Benefits:</p> <ul style="list-style-type: none">  Cash in Your Pocket: Enjoy juicy commissions up to 60% and awesome incentives!   Unlimited Earning Potential: Skyrocket your earnings with our generous commission structure! (Monthly commission between \$5k±)   Hit the Jackpot: Earn up to SGD \$100,000 a year with determination and hustle!   Leads on Tap: Forget hunting for clients—we deliver them straight to you!   Ready to Make Your Mark with Visionary Interior Design?  <p>If you're hungry for success and ready to crush it, we want YOU! Apply NOW and let's transform dreams into reality, one sale at a time.  </p>	<p> Visionary Interior Design Pte Ltd is a top-tier interior design and renovation firm in Singapore, specializing in HDB, Condominium, Landed, and Commercial projects.</p> <p> At Visionary Interior Design, we're all about creating spaces that radiate positive vibes, deliver bespoke experiences, and are built on human-centric designs. We're HDB licensed, Renopedia's top pick, trusted by Qanvast, and proudly bizSAFE level Star accredited! </p> <p> Join the Visionary Interior Design Dream Team – We're looking for Sales Interior Designer! </p> <p>The Job:</p> <ul style="list-style-type: none"> • Meet new prospects & providing design values to create a unique & personalised space for home owners • Determine cost and timeline of projects • Creating and presenting moodboards as well as new design ideas • Educating and helping new home owners in terms of budgeting for remodelling works 	8

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Project Manager	<p>Job Requirements:</p> <ol style="list-style-type: none"> 1. Have prior 3 year working experience in interior design or construction industry (exp with Term Contract Work (Singapore) will be an advantage.) 2. Must possess good communication skills & excellent problem solving skills. 3. Relevant site experience. 4. Knowledge in Microsoft office (Excel, Word). 5. Good team player and customer-oriented 6. Able to work independently with minimum supervision. 7. Able to work under pressure with high initiative. 8. Singaporean and PR are Welcome <p>Summary of role requirements: * 2-3 years of relevant work experience required for this role</p>	<p>Job Description</p> <ol style="list-style-type: none"> 1. Responsible for planning, scheduling, forecasting, conducting and coordinating the technical and management aspects of projects. 2. Managing and planning the renovation project. 3. Controlling the cost of the materials and labour. 4. Attend site meeting, inspection and monitoring of project progress. 5. Liaising and coordinating with all parties involved in the projects such as consultants, main contractors, sub-contractors, suppliers, local authorities, environmental agencies and federal entities etc to ensure successful implementation of the project. 6. Weekly / Monthly project status reports and variation orders. 7. To manage the daily operation of the project execution. 8. Scheduling the project execution of the day. 9. Ensuring that the project executed within the estimated duration and according to schedule. 10. Monitor project progress and handle any issues that arise; update to Directors. 	8

#13 Worldwide Hotels Management

Bringing in a modern edge to your city stay, Worldwide Hotels introduces an umbrella of affordable Singapore hotels located in the epicentre of the city and the cultural hubs of Singapore. Our properties are perfect for travellers always on the go and seeking to delve into the very essence of local culture. Guests are sure to feel right at home with our wonderful living spaces designed to provide comfort and convenience for the next generation of travellers.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
Duty Manager	Degree or Diploma in Hospitality Management or other relevant qualification is preferred, Minimum 4 years' related experience in a full-service hotel, Commitment to work rotating shift and any day, including weekends and public holidays, Great communication skills, ability to interact with guests, employees and third parties, High attention to details, Ability to multi-task and work efficiently in a fast-paced environment.	Direct, monitor and supervise the day-to-day activities of all sections within the Front Office and other services rendered by other operational departments of the Hotel, and to ensure smooth operations and customer service satisfaction in line with the established standards and policies of the Hotel.	12-hours
Front Office Supervisor	At least 3 years of relevant work experience in a similar capacity, Well-groomed with excellent interpersonal and communication skills, Positive work attitude, able to work independently and in a team.	Assist the Duty Manager in the supervision and control of the Front Desk operations and carry out all guest service duties.	12-hours
Front Office Executive	Minimum Secondary Education, Minimum 3 years of hotel front office working experiences preferred. Candidates with no related experience will also be considered as on- the-job training will be provided, Able to speak and understand English, Willing to work 9- 12 hours rotating shift & assigned to our designated hotel branch, Independent and able to work under pressure, Comfortable to work during weekends and public holidays, Singaporeans only.	Executes all duties related to the Hotel's front office operations	10-hours / 12-hours
Guest Relation Executive	Minimum 1 year experience in a full-service hotel or mid-range hotel is an added advantage, Great communication skills, ability to interact with guests, employees and third parties that reflect highly on the hotel, the brand and the company, Oral and written fluency in English. Fluency in another language is an advantage, Commitment to work rotating shift and any day, including weekends and public holidays, High attention to details, Ability to multi-task and work efficiently in a fast paced environment.	Executes all duties related to the Hotel's front office operations	10-hours / 12-hours
Guest Service Officer (Bellman)	Prior experience in guest service and support operations would be an added advantage, Ability to converse in basic English for interaction with guests / understanding	To welcome all guests and provide service duties to them, such as assisting with their	10-hours / 12-hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours
	guests' needs & request, Able to maintain a friendly and positive demeanor, A team player with the ability to work with minimum supervision, Able to perform 10 or 12 hours shift duties and able to work on weekend and during public holidays, Able to adhere to standard operating procedures / policies on workplace safety	luggages, transport, and all other guests' enquiries.	
Housekeeping Supervisor	Minimum 4 years' related experience in a full-service hotel or mid-range hotel is preferred, A team player and takes initiative to assist other team members when required, Commitment to work rotating shift and any day, including weekends and public holidays, Meticulous with strong attention to details with good follow-up.	Responsible for the cleanliness, orderliness and general appearance of the hotel while at the same time ensuring that all hotel guests receive a high level of housekeeping services.	10-hours / 12-hours
Room Attendant / Public Area Attendant	Meet the attendance guidelines of the job and adhere to departmental and company policies, A team player and takes initiative to assist other team members when required, Well-groomed and professional disposition, Commitment to work rotating shift and any day, including weekends and public holidays, High attention to details.	Responsible for routine duties in cleaning and servicing of guest rooms while promoting a positive image of the property to guests.	10-hours / 12-hours
Housekeeping Coordinator	Has a systematic, detailed and meticulous working attitude, A team player towards the Housekeeping Department and support the operations, Able to communicate well, positive and approachable, Demonstrate good initiative and willing to learn, A good understanding of the Housekeeping operations, Demonstrate innovative ideas.	Manages Housekeeping day-to-day operations support. Handle department's rooms assignment/control. Ensure a proper control and record of the master key movement. Ensure seamless and professional communication between & with all staff of all levels.	10-hours / 12-hours
Maintenance Supervisor	1 to 2 years of relevant working experiences in facilities & building maintenance, ITE NITEC / Higher NITEC / GCE 'N' / 'O' Level / Diploma, Preferably to have hospitality background, A team player and the ability to work during weekends and on public holidays.	Responsible to assist the Maintenance Manager in the operation and maintenance of the building to ensure a high standard of upkeep and maintenance to the satisfaction of the building owner and guests / tenants.	9am to 6pm
Maintenance Technician	1 to 2 years of relevant working experiences in facilities & building maintenance, ITE NITEC / Higher NITEC / GCE 'N' / 'O' Level / Diploma, Preferably to have hospitality background, A team player and the ability to work during weekends and on public holidays.	Maintaining of the hotel's facilities to the highest standards and ensuring the safety and comfort of our guests and staff.	9am to 6pm