

Woodlands Transport Job Fair

JOB LISTING BOOKLET

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

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Woodlands Transport

Woodlands Transport is a homegrown company founded in 1974. They are the largest private transport operator in Singapore, managing a fleet of 1,300 vehicles on the roads daily. With over 40 years of experience, and as the backbone of Singapore's transport eco-system, they are always working towards creating the easiest and safest transport connection between people. Founded by Mr. Voo Soon Sang, Mr. Lim Chin Hwee, Mr. Sia Leong Bee and a few partners, they have grown to be the largest private transport operator in Singapore. Today, they oversee a fleet of transport vehicles that span a wide range of industries. They are also a regular contributor of transport and logistic support to various national and community events. For more information, please visit <https://www.woodlandstransport.com.sg/company-profile/>.

Driver Positions

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Prime Mover Driver	<ul style="list-style-type: none"> Valid Class 4 driving licence 	<ul style="list-style-type: none"> Delivery of construction loads/ materials to clients' sites, yards and plants Report any defects, accidents or violations to the supervisor Maintain cleanliness and upkeep of the vehicle 	<ul style="list-style-type: none"> Pioneer 6 days per week
Lorry Crane Driver	<ul style="list-style-type: none"> Valid Class 4 driving licence Preferably one year of relevant driving experience Ability to adapt to the construction working environment Adherence to safety rules and regulations Good navigation skills to use maps and/ or GPS for route planning Excellent time management skills to meet delivery schedules Strong listening and communication skills 	<ul style="list-style-type: none"> Drive and operate vehicle Delivery of Construction loads/materials to Clients' sites/ yards/ plants Maneuver vehicles into loading or unloading positions Report defects, accidents or violations to supervisor Maintain vehicle cleanliness 	<ul style="list-style-type: none"> Pioneer 6 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bus Driver	<ul style="list-style-type: none"> • Class 4 driving licence with valid Bus Driver's Vocational Licence (BDVL) 	<ul style="list-style-type: none"> • Drive bus to pick up passengers from point to point • Ensure the bus condition is maintained at all times 	<ul style="list-style-type: none"> • Pioneer • 6 days per week
Bus Driver (Coach)	<ul style="list-style-type: none"> • Class 4 driving licence with valid BDVL 	<ul style="list-style-type: none"> • Drive bus to pick up passengers from point to point • Transport passengers to Genting Highlands • Ensure the bus condition is maintained at all times 	<ul style="list-style-type: none"> • Pioneer • 6 days per week
Bus Driver (School Bus)	<ul style="list-style-type: none"> • Class 3 driving licence with valid BDVL 	<ul style="list-style-type: none"> • Ferry students to and from school • Ensure the bus condition is maintained at all times 	<ul style="list-style-type: none"> • Pioneer • 5 days per week

Executive/ Admin/ Human Resource Positions

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Executive (Overland Products & Operations)	<ul style="list-style-type: none"> • Diploma in travel and tourism or relevant work experience 	<ul style="list-style-type: none"> • Oversee and manage the daily operations within the operations team • Ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards 	<ul style="list-style-type: none"> • Pioneer • 5 days per week
Tour Consultant	<ul style="list-style-type: none"> • Certification or training in travel planning • Familiar with computer reservation system (CRS) • Excellent communication skills 	<ul style="list-style-type: none"> • Provide excellent customer service and respond to client inquiries and concerns • Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements 	<ul style="list-style-type: none"> • Pioneer • 5 days per week
Operations Executive	<ul style="list-style-type: none"> • Previous experience in managing transport or school bus transport business is advantageous • High level of interpersonal skills. • Communicate effectively both verbally and in writing 	<ul style="list-style-type: none"> • Manage all elements of planning, organization, coordination, supervision and customer service of the operational aspects of assigned school 	<ul style="list-style-type: none"> • Pioneer • 5 days per week
Customer Service Executive	<ul style="list-style-type: none"> • Minimum Diploma/ Degree or equivalent • 1 to 3 years of experience in a customer service role, preferably in the transportation industry • Excellent communication and interpersonal skills • Ability to work effectively in a fast-paced, dynamic environment 	<ul style="list-style-type: none"> • Provide excellent customer service • Manage customer complaints and ensure prompt resolution • Maintain a strong understanding of our operation and service to effectively support customer inquiries and issues • Prepare regular reports on customer service performance • Respond to inquiries from parents/ guardians regarding bus routes, schedules and other related information • Work closely with operations team and school officials to ensure timely and safe transportation of students 	<ul style="list-style-type: none"> • Pioneer • 5 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong organizational and time management skills • Proficient in Microsoft Office suite • Able to prioritize and multitask • Good written and communication skills 	<ul style="list-style-type: none"> • Resolve customer complaints and issues promptly and effectively • Maintain accurate records of customer interactions, transactions, and feedback • Collaborate with the operations team to optimize route planning and scheduling • Assist in following up in Accounts Receivables • Any other assignments by the management 	
Human Resource (HR) and Admin Executive	<ul style="list-style-type: none"> • Minimum Diploma in HR management/ Business Administration or any other related field • Proficient with local employment laws and regulations • Proficient in MS Office applications (Microsoft Excel & Microsoft Word) • Ability to multi-task in a fast-paced environment and work independently 	<ul style="list-style-type: none"> • Perform the day-to-day administrative work of all areas of HR operations including payroll and on-boarding activities, administering staff benefits, and any other HR initiatives or projects assigned from time to time • Handle payroll process from computation of trip earnings, preparation of payslip and monthly payroll summary report • Manage and handle employee's records in Info-Tech System • Familiar with work pass regulations and processes (E.g. work pass application, renewal and cancellation) • Preparation of employee contracts and onboarding documents • Assist in the recruitment and selection process • Respond to employees' questions about salaries & benefits • Coordinate benefits administration in the areas of medical claims • Any ad-hoc duties assigned 	<ul style="list-style-type: none"> • Pioneer • 5 days per week
Administrative Assistant	<ul style="list-style-type: none"> • Diploma • Minimum 1 year related working experience • Proficient in MS Office applications (Excel, Word and Powerpoint) 	<ul style="list-style-type: none"> • Data entry of drivers' salaries, invoicing, drivers' trips/ earnings on a daily basis • Tabulation of monthly advance • Preparation of report to H.O.O for presentation for Management meeting • Diesel consumption for carbon footprint 	<ul style="list-style-type: none"> • Pioneer • 5 days per week

Technical Positions

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Electric Bus Service Engineer	<ul style="list-style-type: none"> • Diploma in Electrical Engineering/ Mechanical Engineering/ National Electric Vehicle (EV) Specialist Safety (NESS) Certification • At least 2 years of hands-on experience in electrical systems maintenance or automotive engineering preferably in electric vehicles. Valid Class 3 driving licence • Strong technical knowledge of high-voltage systems, electrical components and diagnostic tools • Ability to work in a fast-paced environment and troubleshoot effectively under pressure • A proactive and solution-oriented mindset with strong attention to detail 	<ul style="list-style-type: none"> • Perform routine maintenance, troubleshooting, and repairs on electric buses, ensuring operational efficiency and safety • Diagnose and resolve technical issues related to the electrical and electronic systems of buses • Collaborate with cross-functional teams to ensure the timely completion of service and repair tasks • Conduct tests and inspections to maintain the highest standards of vehicle performance and safety • Maintain accurate service records and reports 	<ul style="list-style-type: none"> • Various Locations • 5.5 days per week
Mechanic / Technician	<ul style="list-style-type: none"> • At least NTC, NITEC or Technical Trade Certificate • At least 3 years of hands-on experience in repairing buses/ trucks or motorcycles 	<ul style="list-style-type: none"> • Perform Routine Maintenance - conduct regular servicing • Component Repairs - repair or replace faulty components such as engines, brakes and suspension • Diagnose vehicle fault - use diagnostic equipment and manual inspection to identify faults 	<ul style="list-style-type: none"> • Pioneer • 5.5 days per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Preferably with Class 2 or 3 driving licence 	<ul style="list-style-type: none"> • Ensure Safety and Compliance - follow all safety protocols when using tools and equipment • Ensure vehicles meet safety and regulatory standards 	
Spray Painter	<ul style="list-style-type: none"> • At least 3 years hands-on experience in spray painting buses, vans and trucks 	<ul style="list-style-type: none"> • Prepare vehicles for painting - wash and clean vehicles to remove dirt, sand surfaces to ensure proper paint adhesion, mask off areas not to be painted • Mix paint and coating - select and mix paint colours and materials, prepare paints and primers • Apply Paint and Coatings - use spray guns and other equipment to apply paint evenly to vehicles, ensure smooth coverage, sand and polish painted surfaces to achieve a high-quality finish • Safety and Compliance - follow all safety regulations, including the use of protective clothing and respirators, ensure proper ventilation and work in compliance with environmental standards 	<ul style="list-style-type: none"> • Pioneer • 5.5 days per week