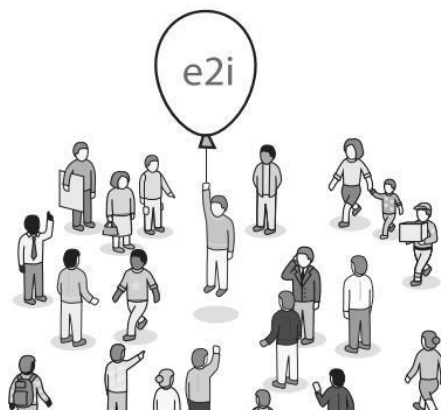


e2i Job Fair @Punggol CC

26 Nov 2024 (Tuesday)

10am - 4pm

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

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#1 ABR HOLDINGS LIMITED - SWENSEN'S

ABR Holdings Limited operates more than 25 restaurant outlets. Over the past four decades, ABR Group has expanded the brands to offer a variety of cuisines in multiple dining formats for customers. From Swensen's sundaes, Tip Top's traditional homemade curry puffs, Seasons's freshly baked breads to Chilli Padi delicacies. There is an offering in ABR's family of brands for everyone and for any occasion. Our mission is to create memorable dining experiences that bring friends and families together.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cook	<ul style="list-style-type: none"> Min. 1 years experience 	<ul style="list-style-type: none"> Prepare quality food for customers according to standard recipes. 	<ul style="list-style-type: none"> Operational Hours
Supervisor	<ul style="list-style-type: none"> Minimum 1 year experience in a western food outlet 	<ul style="list-style-type: none"> Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant. 	<ul style="list-style-type: none"> Operational Hours
Customer Service Representative (Waiter/Waitress)	<ul style="list-style-type: none"> No experience needed 	<ul style="list-style-type: none"> Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures. 	<ul style="list-style-type: none"> Operational Hours
Deputy Restaurant Manager	<ul style="list-style-type: none"> Minimum 2 years of supervisory experience in a western food outlet 	<ul style="list-style-type: none"> Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness. Handle restaurant administrative matters. 	<ul style="list-style-type: none"> Operational Hours
Cook	<ul style="list-style-type: none"> No experience needed 	<ul style="list-style-type: none"> Prepare quality food for customers according to standard recipes. 	<ul style="list-style-type: none"> Operational Hours
Customer Service Representative (Waiter/Waitress)	<ul style="list-style-type: none"> No experience needed 	<ul style="list-style-type: none"> Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures. 	<ul style="list-style-type: none"> Operational Hours

#2 ALL BEST FOODS PTE LTD- TIP TOP

All Best Foods Pte Ltd's business activity is manufacture of other food products and retail sale of food.

All Best Foods famous brand is TIP TOP Curry Puff - handmade curry puffs Since 1979, Tip Top Curry Puff has established itself as an iconic heritage brand renowned for delicious traditional Curry Puffs inspired by local Asian flavours. TIP TOP curry puffs are made with a special blend of 18 spices.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew	<ul style="list-style-type: none"> Job Experience in F&B 	<ul style="list-style-type: none"> Greet and attend to customer with a positive attitude. Maintain product quality and ensure pleasant presentation of products. Provide go-the-extra-mile service to create a positive customer experience To assist in cooking preparation including cutting and washing raw ingredients To assist superior on cooking and cleaning kitchen appliance/tools with care Well-versed in product knowledge to upsell and cross-sell. Assist in opening, operating and closing of shifts Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. Proficient in operating the POS system – input of orders and cashiering. Pack and serve products according to SOP. Follow Tip Top's personal, food and beverage hygiene standards Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule. Generate sales report from POS at the end of the day 	<ul style="list-style-type: none"> Roster Shift 8am to 10pm
Service Crew	<ul style="list-style-type: none"> Job Experience in F&B 	<ul style="list-style-type: none"> Greet and attend to customer with a positive attitude. Maintain product quality and ensure pleasant presentation of products. Provide go-the-extra-mile service to create a positive 	<ul style="list-style-type: none"> Roster Shift 8am to 10pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>customer experience</p> <p>To assist in cooking preparation including cutting and washing raw ingredients</p> <p>To assist superior on cooking and cleaning kitchen appliance/tools with care</p> <p>Well-versed in product knowledge to upsell and cross-sell.</p> <p>Assist in opening, operating and closing of shifts</p> <p>Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. Proficient in operating the POS system – input of orders and cashiering.</p> <p>Pack and serve products according to SOP.</p> <p>Follow Tip Top's personal, food and beverage hygiene standards</p> <p>Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule.</p> <p>Generate sales report from POS at the end of the day</p>	
Area Manager / Asst Operations Manager	<ul style="list-style-type: none"> • Job Experience in F&B 	<ul style="list-style-type: none"> • Primarily Function - To work closely with General Manager for the daily operations, manpower management, marketing and sales and profitability of all outlets. Roles and Responsibilities include Operations, training & development, Sales and profit performance, marketing and recruitment. 	<ul style="list-style-type: none"> • Roster Shift 8am to 10pm
Outlet Manager	<ul style="list-style-type: none"> • Job Experience in F&B 	<ul style="list-style-type: none"> • Primarily Function - To assist Area Manager in terms of control and guidance in accordance to company's policies and guidelines. Set targets for self and team to achieve sales target and ensures that daily operations run smoothly and efficiently. Assist Company in achieving business 	<ul style="list-style-type: none"> • Roster Shift 8am to 10pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		targets and revenue growth and market share. Other	
Supervisor	<ul style="list-style-type: none"> Job Experience in F&B 	<ul style="list-style-type: none"> Primarily Function - Working with Store Manager/Store in charge to set positive example for optimum customer service and has commendable product knowledge. Roles & Responsibilities include customer service, daily shift management, product ordering and requisition, housekeeping, cost control and profitability, management skills, training and coaching. 	<ul style="list-style-type: none"> Roster Shift 8am to 10pm

#3 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 / Location
Table Top Cleaner (Kopitiam)	No requirements	<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) 	<ul style="list-style-type: none"> • Full time 8 hours / Part time 4 hours
Dishwasher	No requirements	<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 	<ul style="list-style-type: none"> • Full time 8 hours
General Cleaner (Retail branch)	No requirements	<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) 	<ul style="list-style-type: none"> • Full time 8 hours / Part time 4 hours

#4 Grace Hospitality Services

Grace Hospitality Services Pte Ltd (GHS) strives to offer the best cleaning solutions and services to our customers in Singapore. Through the constant adoption of the latest technology and good cleaning practices, GHS is able to greatly satisfy customer's needs. To us, our customer's satisfaction is our utmost priority.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaners	<ul style="list-style-type: none"> Physically fit 	<ul style="list-style-type: none"> Clean and mop public area Wash Toilets Other ad hoc duties 	<ul style="list-style-type: none"> 8 am to 5 pm
Hotel Cleaners	<ul style="list-style-type: none"> Physically fit 	<ul style="list-style-type: none"> Clean and mop public area Wash Toilets Other ad hoc duties 	<ul style="list-style-type: none"> 3 pm to 11 pm
Hotel Cleaners	<ul style="list-style-type: none"> Physically fit 	<ul style="list-style-type: none"> Clean and mop public area Wash Toilets Other ad hoc duties 	<ul style="list-style-type: none"> 11 pm to 7 pm
Hotel Cleaners	<ul style="list-style-type: none"> Physically fit 	<ul style="list-style-type: none"> Clean and mop public area Wash Toilets Other ad hoc duties 	<ul style="list-style-type: none"> 11 pm to 7 pm
Hotel Cleaners	<ul style="list-style-type: none"> Physically fit 	<ul style="list-style-type: none"> Clean and mop public area Wash Toilets Other ad hoc duties 	<ul style="list-style-type: none"> 2 pm to 10 pm

#5 JobShine

JobShine.sg is a dedicated platform for non-PMET job seekers, offering a wide range of accessible job opportunities in roles like warehouse assistant, service crew, kitchen crew, and driver. We connect job seekers with reliable employers and simplify the hiring process, making it easy for you to find stable work quickly and efficiently. With JobShine, finding the right job is simple, fast, and tailored to your needs.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Stir Fry Cook	<ul style="list-style-type: none"> No experience required, freshers can apply Trial Training will be provided Open for Singaporean/SPR/LTVP 	<p>Stir Fry Cook is responsible for preparing and cooking stir fry rice and noodles dishes.</p> <p>Prepare food items for stir fry</p> <p>Maintain the cleanliness and hygiene of the outlet</p>	<ul style="list-style-type: none"> Multiple Time Slot
Service Crew	<ul style="list-style-type: none"> No experience required, freshers can apply Trial Training will be provided Open for Singaporean/SPR/LTVP 	<p>Responsible for delivering excellent customer service, taking orders, serving food and beverages.</p> <p>Ensuring a clean and pleasant dining environment.</p> <p>Taking accurate orders and relaying them to kitchen staff promptly.</p> <p>Collaborating with other team members and communicating effectively to ensure a smooth flow of service.</p>	<ul style="list-style-type: none"> Multiple Time Slot
Management Trainee (Stir Fry Cuisine)	<ul style="list-style-type: none"> Prior experience in stir fry cuisine is preferred. Able to work in an open kitchen environment. Open for Singaporean/SPR/LTVP 	<p>Assist the Outlet Manager in overseeing daily outlet operations.</p> <p>Order and manage inventory from suppliers.</p> <p>Ensure excellent customer service in line with company standards.</p> <p>Supervise maintenance of kitchen equipment and store infrastructure.</p> <p>Prepare stir-fry dishes according to company specifications.</p> <p>Manage food preparation for stir-frying.</p> <p>Maintain consistency in food and sauce portions as per guidelines.</p> <p>Uphold cleanliness and hygiene in the kiosk area.</p> <p>Ensure smooth flow of daily operational tasks.</p> <p>Enforce compliance with</p>	<ul style="list-style-type: none"> Multiple Time Slot

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Company Standard Operating Procedures (SOP) among staff.	
Restaurant Manager	<ul style="list-style-type: none"> Proven experience as a restaurant manager or similar role. Preferred candidate from fast food restaurant background. Strong leadership, motivational, and people management skills. Excellent customer service and communication skills. Knowledge of best practices for training staff and managing restaurant operations. Ability to manage multiple tasks. Strong problem-solving aptitude and ability to handle customer complaints. Open for Singaporean/SPR/LTVP 	<p>Oversee and manage all areas of the restaurant, making final decisions on matters of importance to guest service. Meet restaurant financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.</p> <p>Control costs by reviewing portion control and quantities of preparation, minimizing waste, and ensuring high quality of preparation.</p> <p>Maintain a safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures; complying with legal regulations.</p> <p>Publicize the restaurant by designing and placing advertisements; inviting food editors to review the restaurant; contacting local magazines with feature ideas; encouraging local businesses to hold social events at the restaurant.</p> <p>Achieve restaurant operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying trends; determining system improvements; implementing change.</p> <p>Plan menus by consulting with chefs; estimate food costs and profits; adjust menus.</p> <p>Maintain ambiance by controlling</p>	<ul style="list-style-type: none"> 10 hours per day (including weekends)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>lighting, background music, glassware, dinnerware, and utensil quality and placement; monitor food presentation and service.</p> <p>Estimate food needs, place orders with distributors, and schedule the delivery of fresh food and supplies.</p> <p>Ensure positive guest service in all areas; respond to complaints by taking appropriate actions to turn dissatisfied guests into return guests.</p> <p>Investigate and resolve complaints regarding food quality and service.</p> <p>Develop employees by providing ongoing feedback, establishing performance expectations, and conducting performance reviews.</p>	
Assistant Restaurant Manager	<ul style="list-style-type: none"> A minimum of 2-3 years of experience in managing a restaurant or F&B service operation. Preferred candidate from fast food restaurant background. Sales-oriented with proven ability to meet and exceed sales targets. Friendly and outgoing personality. Strong team player with excellent leadership and motivational skills. Open for Singaporean/SPR/LTVP 	<p>Oversee all aspects of the assigned outlet's operations, including its financial performance.</p> <p>Ensure optimal customer satisfaction by preparing the outlet for services and maintaining a clean and tidy environment.</p> <p>Drive sales and lead the team to achieve sales targets.</p> <p>Display initiative, leadership qualities, and the ability to motivate both oneself and the team.</p> <p>Build relationships with regular guests alongside the Restaurant Manager, understanding their requirements to ensure total satisfaction.</p> <p>Coordinate all reservations to maximize outlet capacity.</p> <p>Take full ownership and responsibility for the assigned outlet, ensuring smooth service flow with the team.</p>	<ul style="list-style-type: none"> 10 hours per day (including weekends)
Management Trainee	<ul style="list-style-type: none"> Minimum educational qualification of a 	Perform both front-of-house and back-of-house duties to	<ul style="list-style-type: none"> "44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Diploma. Demonstrated excellence in co-curricular activities with strong leadership skills. Availability to work shifts, weekends, and public holidays (5.5 days work week). Open for Singaporean/SPR/LTVP	understand all aspects of restaurant operations. Engage in customer relations to ensure satisfaction and manage feedback. Participate in people management activities including scheduling and training staff. Ensure the quality of products and services meets the company standards. Assist in cost control and budget planning to optimize resources and maximize financial performance. Progress through our Management Trainee Programme with the goal of moving into higher management positions.	
Full-time Service Crew/Kitchen Crew	<ul style="list-style-type: none"> Experience in F&B is a plus but not required. Good communication skills. Ability to work in a fast-paced environment. Positive attitude and a team player. Available to work shifts, including weekends and holiday. Open for Singaporean/SPR/LTVP 	Greet and serve customers Prepare tea beverages Handle cash and operate the register Keep the store clean and tidy Restock supplies Work well with the team Follow food safety and hygiene standards	<ul style="list-style-type: none"> Need to work overtime
Permanent part-time Service Crew/Kitchen Crew	<ul style="list-style-type: none"> Experience in F&B is a plus but not required. Minimum need to commit for 5 hours and at least 3 days a week. Good communication skills. Ability to work in a fast-paced environment. Positive attitude and a team player. Available to work shifts, including weekends and holiday. 	Greet and serve customers Prepare tea beverages Handle cash and operate the register Keep the store clean and tidy Restock supplies Work well with the team Follow food safety and hygiene standards	<ul style="list-style-type: none"> Work weekends"











Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Open for Singaporean/SPR/LTVP 		
Chef	<ul style="list-style-type: none"> Prepare and cook a variety of Chinese cuisine dishes. Minimum have 1 or 2 years of experience in Chinese cuisine dishes. Must possess a valid Food Hygiene Certificate. Manage kitchen operations and ensure food quality. Order and maintain stock and ingredients. Ensure compliance with food hygiene and safety standards. Coordinate with the team for smooth kitchen operations. Open for Singaporean/SPR/LTVP 	<ul style="list-style-type: none"> Specialization in Chinese cuisine (e.g., Mix Veg Rice, Econ Bee Hoon, or catering) Experience with dishes such as Eco Fried Bee Hoon and Nasi Lemak is required 	<ul style="list-style-type: none"> "44 hours per week
Cloud Kitchen Site Staff	<ul style="list-style-type: none"> We are looking for radiate positivity candidate Must have great attitude to work, driven and have willingness to learn Team player, punctuality and reliability Always go above and beyond, and are looking to progress in career Able work both autonomously as well as with teammates and with our customers Problem solver, making recommendations on how to improve daily tasks Previous experience in a QSR F&B and retail is 	<ul style="list-style-type: none"> Transport delivery orders from our clients' kitchens to the central dispatch area. Communicate with delivery platform riders on order status and manage the waiting crowd. Troubleshoot and resolve issues on site with sense of urgency. Communicate policies and updates to our clients and their kitchen crew. Follow SOP and complete daily checklists. Execute facility improvement projects on site 	<ul style="list-style-type: none"> Need to work overtime

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	a bonus, but don't worry if you haven't, if you have the right attitude and drive, we can train you.		
Bus Captain (Class 4)	<ul style="list-style-type: none"> Singaporeans, SPR and Malaysian Work Permit with Valid Class 4 Singapore driving license. Minimum 1 years of driving experience, preferably in passenger transport. Strong knowledge of Singapore road regulations and safety practices. No criminal record. Excellent customer service and communication skills. Ability to work flexible hours, including weekends and public holidays. 	<p>Operational Oversight: Stay prepared to take control of the autonomous vehicle at any moment to ensure safety.</p> <p>Active Monitoring: Continuously monitor systems and surroundings to address safety issues in real time. Safety Protocols: Follow and enforce safety guidelines and regulations.</p> <p>Feedback Loop: Provide actionable feedback to improve autonomous systems.</p> <p>Customer Interaction: Engage with passengers, answering questions to create a positive experience.</p> <p>Incident Reporting: Document and report incidents or near-misses for resolution.</p>	<ul style="list-style-type: none"> Work weekends"
Driver (Class 3&4)	<ul style="list-style-type: none"> No experience needed Singaporeans, SPR and LTVP 	Delivering medicines to customer site	<ul style="list-style-type: none"> Minimum need to commit for 5 hours and at least 3 days a week.
Class 3 Driver Cum Store Assistant	<ul style="list-style-type: none"> Singaporeans, SPR and LTVP with Valid Class 3 Singapore driving license. Previous experience in driving and basic warehouse operations preferred. Physically fit, able to lift and move goods as needed. Good communication skills and attention to detail. Basic understanding of 	Deliver goods island-wide. Assist in picking up and displaying stocks at customer stores. Clean shelves and racks before arranging stocks. Top up orders from departmental and hypermarkets.	<ul style="list-style-type: none"> " 6 days a week from Tuesday - Sunday (Including Public Holiday)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	inventory management is a plus.		
Warehouse Assistant	<ul style="list-style-type: none"> Singaporeans, SPR and Ltpv 	Liaise with retail manager, pack stock order from outlets Re-arrange and structure warehouse setting Key in stock in and out in the system Liaise with transportation team to distribute the items to outlets Stock count every week Record whatever items that warehouse has finished	<ul style="list-style-type: none"> 4am - 3.30pm"

#6 LUCE SG

Luce is a home and commercial services platform that provides a full range of services ranging from home cleaning, office cleaning, aircon servicing, home beauty, mattress cleaning etc.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>[PART TIME] Home Cleaner Specialist Up to \$19 / Hour</p>	<ul style="list-style-type: none">  Basic English/Chinese communication and interpersonal skills.  Basic Knowledge in Google Maps / Location finding for client house  An independent and hardworking individual with passion for cleaning 	<ul style="list-style-type: none">  Islandwide, Singapore (Jobs assigned near your house)  At Least 4 days  8-12 / 1-5 / 6-10 (3-4hour per job) Flexi-Shift work from 8:00 AM - 10:00 PM Job Description  Cleaning duties - Handle Vacuuming, Bedroom & Bathroom cleaning, Kitchen cleaning, Rubbish removal  Assist in laundry wash by machine, retrieval and hanging  Attending and addressing Client's needs.  Any other duties or task assigned by Operations 	<ul style="list-style-type: none"> • 9am - 6pm

#7 MOS BURGER

Since 1972, MOS Burger has offered a wide variety of unique and original MOS burgers, as well as local specialties. Menu and styles might have changed but the MOS policy and passionate commitment to creating delicious, quality burgers has never changed.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Crew Member	<ul style="list-style-type: none"> No experience is required and training is provided 	<ul style="list-style-type: none"> Perform various stations' work: Cashier, Kitchen duties, Customer Service 	<ul style="list-style-type: none"> 8 hours per day. 5.5 days per week
Assistant Manager	<ul style="list-style-type: none"> Minimum GCE N/O Level/ITE/Shatec/Diploma holders. Preferably 1 years experience in F&B. Entry level/No experience are welcome to apply. Able to perform shift work and work on weekends. 	<ul style="list-style-type: none"> Overall responsible for the smooth operations of the restaurant and efficiently to achieve sales target and enforce on HDC standards. Solicit customer feedback to understand the needs and wants of customers. Consistently monitor product and labor costs to remain within budget. Achieving sales targets and ensuring profitability of the outlet. Conduct stock count and receiving for food & beverage, packaging and all other stocks. Provide training and coaching to staff assess performance. Involved in the various station works and the maintenance of the restaurant. 	<ul style="list-style-type: none"> 8 hours per day. 5 days per week.

#8 O'Connor's Singapore

O'Connor's is passionate about delivering mission critical solutions. With a cross-disciplinary team of experts and the latest technology, we deliver solutions in communications, security, health and software. Connecting the world, bringing peace of mind, improving lives and empowering businesses to move forward. Every minute, every day. Wholesale of construction materials, hardware, plumbing and heating equipment and supplies with wholesale of industrial, construction and related machinery and equipment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
System Engineer	<ul style="list-style-type: none"> Ability to handle multiple responsibilities in a fast paced and performance driven environment Able to converse well with customers on enquiries Strong technical knowledge with and certification on in-house products Able to deal with routine tasks and may perform tasks with some level of complexity Take decisions for own tasks in defined degree of freedom Able to solve problems in most cases and within guidelines Works independently within guidelines, defined procedures and direction 	<ul style="list-style-type: none"> Liaise with Solutions team to understand systems design Perform installation, configuration and maintenance of network devices and AD server / management server on-site Assist Project Managers and Engineers to prepare systems related diagram for the project implementation Ensure systems design conforms to contract and technical requirements Engage with back line support and/or with vendor's support to diagnose and rectify technical problems to effectively resolve project implementation issues Attend to preventive and corrective maintenance to backend system 	<ul style="list-style-type: none"> 830am - 6pm
Backend Office System Operator	<ul style="list-style-type: none"> Able to converse well with customers on enquiries To be colour-blind free 	<ul style="list-style-type: none"> Scan, note down and verify any parking infringements from the CCTV monitors Consolidate all traffic infringements and submit report to customers Attend to enquiries regarding verification of traffic infringements and other related services Report faulty cameras or breakdowns Coordinate with Technical Support team on camera repairs and adjustments Provide excellent service by responding to customers' enquiries promptly and professionally 	<ul style="list-style-type: none"> 830am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Act as single point of contact for all customer enquiries Resolve all in scope enquiries and take appropriate escalation actions when required Other duties as assigned	
Backend Office System Operator (Weekend)	<ul style="list-style-type: none"> Able to converse well with customers on enquiries To be colour-blind free 	Scan, note down and verify any parking infringements from the CCTV monitors Consolidate all traffic infringements and submit report to customers Attend to enquiries regarding verification of traffic infringements and other related services Report faulty cameras or breakdowns Coordinate with Technical Support team on camera repairs and adjustments Provide excellent service by responding to customers' enquiries promptly and professionally Act as single point of contact for all customer enquiries Resolve all in scope enquiries and take appropriate escalation actions when required Other duties as assigned	<ul style="list-style-type: none"> 830am - 6pm
CAG X-Ray Supervisor	<ul style="list-style-type: none"> Strong technical knowledge with and certification on in-house products Able to deal with routine tasks and perform tasks with some level of complexity. Take decisions for own tasks in defined degree of freedom. Able to solve problems in most cases and within guidelines. Works independently within guidelines, defined procedures and direction. 	Supervise the Technical Support team to respond promptly to service and fault calls in accordance to SLA Plan and organise the servicing and maintenance of the Division's products on-site to ensure satisfactory performance of the company's products and its timely execution in accordance to SLA Plan the work schedule of the Technical Support team Advise end-users and customer of potential problems and follow up on them Interact with end-users and customers to understand the problems they face in using the company's products and feedback to the Technical Support team and/or supplier for resolution Ensure proper inventory control and timely procurement of equipment spares Assist in the proper installation, testing and commissioning, and smooth	<ul style="list-style-type: none"> 830am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
CAG Assistant Engineer	<ul style="list-style-type: none"> Strong technical knowledge with and certification on in-house products Able to deal with routine tasks and perform tasks with some level of complexity. Take decisions for own tasks in defined degree of freedom. Able to solve problems in most cases and within guidelines. Works independently within guidelines, defined procedures and direction. Requires to work on shift duty 	<p>operation of the Division's product at customer's site</p> <p>Responsible for the servicing and maintenance of the Division's products on-site to ensure satisfactory performance of the company's products Attend promptly to service and fault calls in accordance to SLA Assist in the proper installation, termination, testing and commissioning, and smooth operation of the Division's product at customer's site Adhere to maintenance schedule to ensure its timely execution in accordance to SLA and advise end-users of potential problems and follow up on them Interact with end-users to understand the problems they face in using the company's products and feedback to the Technical Support team for resolution Work closely with Technical Support team to ensure the smooth operation of the company's products</p>	<ul style="list-style-type: none"> 830am - 6pm
Technical Manager	<ul style="list-style-type: none"> Strong technical knowledge in Windows OS and Linux (CentOS), High Availability design, VM and GPU processing. Ability to handle multiple responsibilities in a fast paced and performance driven environment Able to converse well with customers on enquiries Able to deal with routine tasks and may perform tasks with some level of complexity Take decisions for own tasks in defined degree of freedom Good knowledge of the security and surveillance solutions landscape and industry trends, preferred 	<p>Develop policies and practices to maintain the backend infrastructure/systems of the platform as a service and protect against cyber-attacks.Ensure security compliance and system availability according to contractual requirements.Ensure timely reports submission.Develop maintenance and backup procedures.Ensure systems run efficiently and smoothly by monitoring performance and troubleshooting issues.Handle escalation and review incident reports and provide resolution/preventionDevelop and implement strategies for improving productivity.Participate in tender preparation/submission.Manage vendor relationships and fronting customers on infrastructure/systems related issues.Ensure the system and management platform are well maintained according to the contract requirements including upgrading/ scale up the system to support the growth of the businessManage a team of application and system engineers.</p>	<ul style="list-style-type: none"> 830am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Project Manager	<ul style="list-style-type: none"> Understanding and knowledge of the Singapore security and surveillance sector and its operating environment Understanding and knowledge of the Singapore security and surveillance technology in their limitations and applications Skills in relating to and servicing the end-users with a win-win mind set Skills in people management and employee development 	Managing site progress, technical specifications and manpower resources Running the project within the allocated budget Sizing up the costing for variation order if there is additional and alternation work Preparing the project implementation schedule, carrying out the implementation, monitoring delivery, site installation, inspection and handover schedule in accordance to planned schedule Conduct project meetings, site surveys, prepare project submissions, system designs and installation drawings Communicating with stakeholders regarding project needs and goals Contribute to the planning and development of projects Supporting the coordination and management of projects Researching information as required Admin tasks such as preparing invoices, estimates, scheduling meetings Keeping track and reporting on project progress Provide Subject Matter Expert(SME) Consultancy to customer	<ul style="list-style-type: none"> 830am - 6pm
Project Engineer	<ul style="list-style-type: none"> Understanding and knowledge of the Singapore security and surveillance sector and its operating environment, as well as its limitations and applications Advantage if possess M&E knowledge and experience Skills in trouble shooting technical problems related to the company's products Skills in relating to and servicing the end-users with a win-win mind set Skills in negotiation with end-users on non-critical product maintenance requirements Skills in preparation of materials and presenting in small group settings 	Assist Project Manager in coordinating site execution activities which include carrying out the implementation, monitoring delivery, site installation, inspection and handover schedule in accordance to planned project schedule Report to Project Manager on project matters Manage daily deliverable from subcontractors Work on setup and configuration Monitor and update of site progressing report Attend safety and progress meeting Handle all permits from the relevant parties Document installation method statement and site drawings Work with Systems Engineer for development Conduct proof of concept and testing & commissioning Prepare project submissions, system designs and installation drawings Ensure work/system implemented	<ul style="list-style-type: none"> 830am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	(user demo and training, customer presentation)	conforms to the contract and technical requirements	
Technical Support Engineer (CCTV)	<ul style="list-style-type: none"> Strong technical knowledge with and certification on in-house products Able to deal with routine tasks and may perform tasks with some level of complexity Take decisions for own tasks in defined degree of freedom Able to solve problems in most cases and within guidelines Works independently within guidelines, defined procedures and direction 	Provide technical support in carrying out preventive and corrective maintenance work on CCTV cameras and backend systems (e.g. network, server storage, Windows OS, video content analytics) Attend to service requests from customers promptly and professionally Act as single point of contact for all customer enquiries Liaise with relevant parties and users on the repairs and adjustments of cameras Carry out on-site equipment installation, testing and commissioning as required Liaise with principals or suppliers for spare parts Work with principals, suppliers, system engineers to resolve technical issues Conduct product demonstration to customers Candidate will be scheduled for on-call support rotation Other duties as assigned Ensure team meets or exceeds Service Level Agreements (SLA) Coach and develop the team members Plan and organise resources to conduct preventive maintenance Handle the logistics of tools and equipment Liaise with other parties such as vendors, sub-contractors and review their deliverables Attend to customer feedback and complaints	<ul style="list-style-type: none"> 830am - 6pm
CAG X-Ray Technical Support Engineer	<ul style="list-style-type: none"> Strong technical knowledge with and certification on in-house products Able to deal with routine tasks and perform tasks with some level of complexity. Take decisions for own tasks in defined degree of freedom. Able to solve problems in most cases and within 	Responsible for the servicing and maintenance of the Division's products on-site to ensure satisfactory performance of the company's products Perform proper installation, terminations, testing and commissioning, and smooth operation of the Division's product at customer's site Attend promptly to service and fault calls in accordance to SLA Provide pre-sales and post-sales applications support, technical advice, equipment demonstrations or product	<ul style="list-style-type: none"> 830am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>guidelines. Works independently within guidelines, defined procedures and direction.</p>	<p>training /seminars to customers and channel partners Plan maintenance schedule and perform maintenance, repair and other service support to customers in accordance to SLA and advise end-users of potential problems and follow up on them Interact with end-users and customers to understand the problems they face in using the company's products and feedback to the Technical Support team and/or supplier for resolution Assist Technical Support Lead in setting short-term objectives for the department in line with the Company objectives Work closely with company sales team to support the smooth operation of the company's products</p>	
Product Engineer	<ul style="list-style-type: none"> Strong technical knowledge of in-house products Able to deal with routine tasks and may perform tasks with some level of complexity Take decisions for own tasks in defined degree of freedom Able to solve problems in most cases and within guidelines Works independently within guidelines, defined procedures and direction 	<p>Organize marketing activities and products demonstrations to architects, designers, developers, and contractors to showcase the features and benefits of our product Provide technical support and advice to product representatives, customers and contractors Develop and execute a sales strategy to achieve sales targets and expand customer base within the construction sector Identify and prospect potential customers, including contractors, and construction firms Provide accurate and timely quotations, negotiate contracts, and close sales deals Maintain strong relationships with existing customers through regular visits, follow-ups, and Raise purchase requisitions and collection of payment from customers when falling due</p>	<ul style="list-style-type: none"> 830am - 6pm
Store Assistant	<ul style="list-style-type: none"> Possess valid forklift license Relevant warehousing experience in the Construction / Building / Architecture industry Physically fit to handle heavy load items / goods 	<p>Check incoming and outgoing goods in the store Drive forklift to load and unload goods in the store Stack and store in-coming goods in orderly and safe manner in the store Maintain proper housekeeping of equipment and store premise Assist Store Supervisor in arrangement of</p>	<ul style="list-style-type: none"> 830am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		delivery transport schedule Assist Store Supervisor in ordering of transport services and keeping records for daily goods delivery	
Senior Solutions Consultant	<ul style="list-style-type: none"> • Good understanding of software and hardware environments for an integrated system • Proficient in integrated solution, design and proposal write up • Knowledge on key features of the CCTV product in the market and industry trends • Sound networking knowledge • Good knowledge of the security and surveillance solutions landscape and industry trends. • Good knowledge on latest technology product offering regarding wired, wireless and mobile network communications, CCTV and IP video transmission and recording in general. • Good understanding on VCA (Video Content Analyses) software features and its indented usage 	Participate in the Pre-Sales engagement activities with the Sales and Project team to provide technical advice Engage customers (senior level) to understand their pain-points and provide a solution to resolve the problem Provide solution write-up Conceptualise and develop a holistic solution that integrate the various software and hardware to work seamless as a whole that meet tender specifications Engage key suppliers and principals to configure systems proposals to meet the tender specifications Devise a Proof of Concept plan to test the viability of the solution and to demonstrate this to customers when required Develop and deliver presentations and product demonstrations to customers as and when necessary Scan external technical developments to review and evaluate emerging solutions for adoption or integration Assist for solution architect review for project implementation	<ul style="list-style-type: none"> • 830am - 6pm
Applications Engineer	<ul style="list-style-type: none"> • Good understanding of the software and hardware environments for CCTV/networked cameras system • Proficient in Video and IoT management application, software analysis and design, as well as proposal write up • Good knowledge on the key features of the CCTV / Networked Video / Security Camera / Video 	Setup the application and database Perform analysis and review software application functionality and design and suggest improvement to enhance the design to cater for new services Consult with software development team, internal users, and clients to improve application performance Administer the application including user account management and configuration of the application Generate Test Plans and Test Procedures for User Acceptance Tests (UAT) Conduct UAT and prepare final UAT	<ul style="list-style-type: none"> • 830am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Management product in the market</p> <p>Sound network knowledge (Internet Protocols, TCP/IP, DNS, DHCP, SNMP, Network Architecture etc.)</p> <p>Familiar with Golang, Node JS, JavaScript, Windows Server OS, CentOS, Ubuntu OS and MongoDB</p>	<p>Reports</p> <p>Keep a record of configuration changes and scheduling application updates</p> <p>Support production issues such as establishing root causes of application issues and liaise with the software vendor to resolve issues</p> <p>Take care of application migration and new release roll-out</p> <p>Document processes and monitor application performance metrics</p> <p>Develop tools needed by L1/L2 that will help them with their investigation process</p>	
<p>Maintenance Technician</p>	<ul style="list-style-type: none"> • Minimum 2-3 years of relevant experience in building or facilities maintenance NITEC in Building Services, Electrical, Mechanical, Facility Technology or equivalent Good working knowledge in building, mechanical & electrical systems Basic knowledge of MS Word and Excel Be independent, self-motivated and a good team player Service-oriented mindset Willing to work on rotating shift, public holidays and weekends 	<p>Provide building maintenance, repair and services</p> <p>Perform preventive maintenance, repair and trouble-shooting of M&E systems</p> <p>Perform routine inspection on M&E fixtures and fittings, cooling towers and chillers</p> <p>Supervise term contractors in repair and testing of M&E services</p> <p>Attend to fault report or compliant, breakdown and customer service requests</p> <p>Report on irregularities</p> <p>Accurate and timely completion of maintenance logs, schedules, etc</p> <p>Ensure compliance to building and fire safety rules and regulations</p>	<ul style="list-style-type: none"> • 830am - 6pm

#9 Feisiong Fast Food PTE LTD (Popeyes)

In 2022 Feisiong Group inked an exclusive Franchise deal to develop and run Popeyed Singapore. This agreement marks Feisiong Group first venture into the fried chicken quick service restaurant industry. Serving delicious and flavorful fried chicken, using only fresh chicken marinated in 12 hours in bold spices, then hand battered and breaded to perfection, we believe in Popeyes ethos, to serve delicious fried chicken to everyone

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Crew (Batter fryer)	<ul style="list-style-type: none"> With or Without Experience Proactive in learning Good Communication Skills Able to work under pressure Need to work on weekends, PH, Shift Work Rotating Shift(AM/PM /Overnight Shift Available 	<p>Prep chicken for batter frying according to our SOP</p> <p>Master the art of batter frying our chicken, ensuring perfect golden brown color and crispy texture.</p> <p>Carefully received and pack fried chicken pieces into chiller, maintaining First-In-First-Out(FIFO) practices.</p> <p>Follow all Standard Operating Procedure(SOP)</p> <p>To ensure safety and consistency.</p> <p>Maintains the highest quality standard for our delicious fried chicken</p> <p>Uphold strict food hygiene regulations in the kitchen</p>	<ul style="list-style-type: none"> 44 hours
Restaurant Management Trainee(RMIT)	<ul style="list-style-type: none"> Minimum Diploma or equivalent Good written, verbal and interpersonal skills Good Leadership skill organizational and planning abilities Motivated, result oriented and fast learner A positive attitude, and willingness to learn Willingness to work longer than required if needed Ability to engage in physical activities which requires long hours of standing during work shift 	<p>Operational Leadership and Training:</p> <p>Co-lead operations team to ensure quality assurance and customer satisfaction, completing assigned task, rotating positions to gain comprehensive knowledge of restaurant operations and supervising staff to achieve expected performance and productivity</p> <p>Financial Management and Compliance:</p> <p>Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents.</p> <p>Team Development and Customer Service:</p> <p>Lead and develop employees to achieve optimal work performance, while also creating a memorable brand experience for guests through prompt service and quality products, and obtaining and acting on customer feedback.</p>	<ul style="list-style-type: none"> 44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Communication and Shift Management: Act as a liaison between operations staff and management, coordinating daily operations, cash control, and shift management, including traveling to different outlets as required to support operational needs.</p>	
<p>Guest Ambassador</p>	<ul style="list-style-type: none"> • With or Without Experience Proactive in learning Good Communication Skills Able to work under pressure Need to work on weekends, PH, Shift Work Rotating Shift(AM/PM /Overnight Shift Available 	<p>Customer Engagement Table Touch duties (E.G. Give out balloons) Handle customers enquiries Assist customers at the lobby and front counter Speed Up Table Turnover Lobby Duties Manage Lobby Staffs Provide a comfortable dining experience for customer Take menu order accurately and with a positive attitude Good knowledge of menu with the ability to make considered suggestions (Suggestive selling and add on). Ensure all customers are enjoying their meals and be proactive to correct any problems or complaints. Seats customers where and when necessary Sok Management Manage Queue at SOK area Assist customers ordering at SOK Speed up Service at SOK and POS Handle Customers' Feedback and Service Recovery In – Store Able to execute sales activities based on Sales Building Tactics worksheet Build Database of Regular Customers, Tenants and Organizations within the Trading</p>	<ul style="list-style-type: none"> • 44 hours

#10 PrimeStaff Management Services

Founded in 1994, PrimeStaff Group specializes in recruitment, HR management, and consulting. Over the years, we've expanded to offer permanent, contract, temporary, and outsourced recruitment solutions across public and private sectors. With over two decades of experience, we serve the Asia Pacific region, providing employers with quality HR solutions and candidates with career opportunities. We combine technology with a personal touch to deliver exceptional service. Passionate about people, PrimeStaff is committed to helping both jobseekers and employers succeed through expert guidance and valuable connections.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Concierge (Residential / Central)	<ul style="list-style-type: none"> • Min education 'N' Level or higher. • Min 1 year experience in hotel or customer service. • Good command in English. • Experience in using MS office suite. • Willing to work shift work. 	<ul style="list-style-type: none"> • - Welcome and acknowledge residents and their guests to Service Excellence Standards (SES); get to know residents and their guests by name, anticipate and address service needs, assist individuals with physical challenge and thank others with genuine appreciation. • Respond to residents' and guests' requests for information, special arrangements, or services (e.g. transportation, reservation, housekeeping, dry cleaning) by planning or identifying appropriate providers. • Follow through to promote satisfaction. • - Gather, summarize, and provide information to residents and guests about the property and the surrounding area's amenities, including special events and activities. • - Immediately report any defects, identify potential hazards and unsafe work practices to the estate manager; take appropriate measures to ensure safety and well-being of residents, guests and coworkers. Immediately report any incidents, accidents and injuries to the estate manager; document details and facts in (OMS II) • - Follow all company and estate policies and procedures, ensure uniform and personal appearance are clean and always reflects a professional image. • - Maintain high integrity and confidentiality of proprietary information, residents' information and protect estate and company assets. • - Communicate positively in a clear, concise and professional language. • Answer phone calls with appropriate 	<ul style="list-style-type: none"> • Operations Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>greetings and etiquette.</p> <ul style="list-style-type: none"> - Develop and maintain positive working relationships with others, support team to reach company goals and resident satisfaction. - Educate service providers and coach their staff to acknowledge and greet residents by name; help, take note of service request and communicate to the Concierge team for follow up and documentation. - Promptly follows through with common Concierge requests in a residential environment, not restricting to the following examples. - Attending to residents’ domestic requests. - Laundry Service. - Collection of parcels. 	
F&B Outlet Operation Executive	<ul style="list-style-type: none"> • Hospitality or food and beverage management degree/diploma. 3-5 years of experience in F&B operations, working process or management. Excellent communication, leadership, and problem-solving skills. Knowledge of food safety, hygiene, and customer service standards. Proficient in POS systems, inventory management software, and Microsoft Office. 	<ul style="list-style-type: none"> • Daily Operations: oversee operations of all F&B outlet, ensure compliance, manage inventory, cost control, ensure timely food preparation. Customer Services: address any concerns promptly. Team Management: Supervise kitchen supervisors and staff, performance evaluations, scheduling, attendance and labour cost. Quality Control: Conduct regular checks, monitor menu consistency, implement improvement initiatives. Financial Management: Monitor sales, profit and operational costs, implement cost-saving initiatives. Admin Task: Maintain all records, prepare outlet report, liaise with various department for marketing events. Safety and Security: Compliance with health and safety regulations, manage emergency issue and handle security protocols. 	<ul style="list-style-type: none"> • Operations Hours
Residence Manager (Contract)	<ul style="list-style-type: none"> • Minimum 4 years of experience in Real Estate Management or related field. Degree / Diploma in Building, Estate/Facilities/Bus 	<ul style="list-style-type: none"> • Responsible for the daily operation of the condominium. Supervise and coordinate all maintenance and administrative staff in the condominium. Carry out all maintenance functions to the highest standard expected for the client 	<ul style="list-style-type: none"> • Operations Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>ness/Hospitality or equivalent. Good knowledge of BMSMA and proficient in Microsoft Office applications. Strong communication and negotiation skills. Exhibit organizational and leadership skills. Well organize and able to optimise cost, space and equipment while working within the budgeted operational costs. Strong leadership quality and problem solver. Able to prioritise tasks and passion in buildings management.</p>	<p>and the subsidiary proprietors. Lead a team of personnel of providing maintenance, finance, security, fire safety and car park management. Ensure all contract works or routine servicing are carried out accordingly as specified in their contract's agreement. Review all contracts, agreements and insurance before their expiry and recommend renewal or call for quotation / tender. Co-ordinate council meetings and general meetings. Do up monthly meeting presentation, respond to resident complaints.</p>	
<p>Finance Administrator</p>	<ul style="list-style-type: none"> Min Diploma in related field. 2-3 years of Finance related experience. Willing to work in different time zone with India Team. Knowledge on MS Office. 	<ul style="list-style-type: none"> Receive, process, generate, compile and monitor invoice payment on a daily/weekly/monthly basis in line with established payment cycles and client requirements Retrieve finance data with competency to review and analyze the data, reporting to line manager. Manage vendor, staff salary and ad-hoc spending Monitoring of Business health in an overall manner and report to line manager on a weekly basis or if required. Generate financial summaries for inclusion in monthly report following company Template Reporting and administrative support Ah-hoc works and company platform (similar to SAP) for billing purpose as assigned Liaise with Indian Team for meeting. Taking the lead of the Finance related 	<ul style="list-style-type: none"> Operations Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		manner and proposed method and solution for cost saving and related methodology.	
Field Engineer	<ul style="list-style-type: none"> Degree/Diploma in Electrical/Electronic /Mechanical/Mechanics Engineering or its equivalent Some relevant experience with semiconductor equipment knowledge Strong communication and good interpersonal skills A meticulous, organized and resourceful team player A highly motivated individual who works independently with little supervision Work in cleanroom environment Required to work or on standby after office hours/weekend/public holiday. 	<ul style="list-style-type: none"> Provide highly visible customer support through the performance of on-site installation, as well as overseeing any necessary diagnoses, troubleshooting, service, and repair of complex equipment and systems Perform continual improvement programmes, parts overhaul, preventive maintenance, modifications and repair works on equipment Serve as company liaison with customers on administrative and technical matters for assigned projects Coordinate logistics arrangements with customers on equipment related matters. Responding to customers' complaints provides time to solutions to resolve customers' issues Monitor the performance of the product, provide regular update reports and feedback on customer's service requests Report common complaints of customers to management in order to address the situation for future reference. 	<ul style="list-style-type: none"> Operations Hours
Grocery Picker	<ul style="list-style-type: none"> Must be able to stand and walk for at least 6 -8 hours in a stretch. No break for work less than 6 hour/ 45 mins break for work more than 6 hour Able to take stress and able to work in a fast-paced working environment Must be able to carry heavy groceries (~15kg). 	<ul style="list-style-type: none"> Pick grocery items within timeframe Put the grocery items into plastic bags and pass to Dispatch staff so that the delivery riders can collect orders from Restocking/housekeeping duties Check returned grocery products, put away and stowing them to the respective shelves. Any other ad-hoc duties as assigned. 	<ul style="list-style-type: none"> Operations Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Tech Savvy or comfortable with working with mobile device</p> <p>Able to read English as all sign boards, product names, directions and instructions are all in English</p> <p>Able to communicate in English as it is the common language used at work with all peers, supervisors, colleagues etc..</p> <p>Punctual and good sense of urgency</p> <p>Committed and responsible</p>		
<p>Lobby Attendant (Residential / Central)</p>	<ul style="list-style-type: none"> • Minimum Secondary education • Good command in English • Some working experience preferred • Guest focused with good communications skills • Guest oriented individual with pleasant and courteous disposition • A team player and efficient worker • Flexible and adaptable • Possess good attitude and initiative • Possess integrity and honesty 	<ul style="list-style-type: none"> • Welcome and acknowledge residents and their guests to Service Excellence Standards (SES); get to know residents and their guests by name, anticipate and address service needs, assist individuals with physical challenge and thank others with genuine appreciation. • Immediately report any defects, identify potential hazards and unsafe work practices to the estate manager; take appropriate measures to ensure safety and well-being of residents, guests and coworkers. Immediately report any incidents, accidents and injuries to the estate manager; document details and facts in (OMS II) • Follow all company and estate policies and procedures, ensure uniform and personal appearance are clean and always reflects a professional image. • Maintain high integrity and confidentiality of proprietary information, residents' information and protect estate and company assets. • Communicate positively in a clear, concise and professional language with appropriate greetings and etiquette. 	<ul style="list-style-type: none"> • Operations Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Work closely with security personnel; concierge officers and Doorman to make announcement through inconspicuous radio communication when residents or their guests return or leave the estate. Upon hearing the announcement, Lobby Attendant may go to the private lobby to welcome the residents and their guest and assist them with the luggage or grocery if necessary.</p> <p>Develop and maintain positive working relationships with others, support team to reach company goals and resident satisfaction.</p> <p>Educate service providers and coach their staff to acknowledge and greet residents by name; offer assistance, take note of service request and communicate to the Concierge team for follow up and documentation.</p> <p>Promptly follows through with common Concierge requests in a residential environment.</p>	
Logistics Assistant	<ul style="list-style-type: none"> • - Minimum 1 year's experience in logistics operations (hands-on wopMinimum NITEC and above - Able to work at least 35 hours per week between Monday to Friday - Overtime is available, subject to operational needs and demands - Willing to learn systems and deal with comput'Not afraid to learn and doesn't give up easily - Positive attitude and self-motivated 	<ul style="list-style-type: none"> • Support daily operation to administer the general storekeeping and warehouse duties by receiving incoming materials and maintaining records for reconciliation. Maintain inventory, stock record and perform related work as required; Responsible for all warehouse operations activities including shipping and receiving, deliveries, coordinating stock, documenting warehouse transactions, maintaining records, and overseeing storage of surplus inventory; Receive and inspect all incoming materials and reconciles with purchase orders, processes and distributes documentation with purchase orders; Report, document and track damage and discrepancies on orders received Maintain the warehouse, record area and store area in a neat and orderly manner Perform general storekeeping and warehouse duties; maintain accurate manual and computer records; and Perform physical labour Any other duties assigned. 	<ul style="list-style-type: none"> • Operations Hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Repair Technician (Mobile Devices)	<ul style="list-style-type: none"> • Minimum 1 year's experience in production operations (hands-on work) <p>Able to work at least 35 hours per week between Monday to Friday Overtime is available, subject to operational needs and demands Good or acceptable vision will be required as some of the tasks requires you to deal with very small parts Willing to learn systems and deal with computers Good effort in memorizing the process and procedures Not afraid to learn and doesn't give up easily Positive attitude and self-motivated</p>	<ul style="list-style-type: none"> • Failure Analysis: <ul style="list-style-type: none"> - Systematically investigate and determine the root causes and factors that contribute to the failure or malfunction of a product, system, or component - Examining the various aspects such as design, materials, manufacturing processes, environmental conditions, and operational factors to understand why a failure occurred - Provide comprehensive Failure Analysis during development NPI process - Work with various functional teams for root cause identification, simulation, and solutions Debugging Function: <ul style="list-style-type: none"> - Support daily operation to repair and troubleshooting of equipment related issues. - Perform preventive maintenance and calibration on a timely basis. - Work with engineering on the new processes, process control plan, and qualify the new equipment/process for new product introduction. 	<ul style="list-style-type: none"> • Operations Hours

#11 Singapore Saizeriya

Saizeriya strives for the perfect balance between the seemingly contradictory goals of affordable pricing and deliciousness in everyday meals. For all occasions, whether busy times or as an occasional luxury, Saizeriya is dedicated to providing top-quality meals, taking into consideration the diversity of lifestyles and preferences. Saizeriya is a "Casual Italian Restaurant" that welcomes repeated visits with family members, and friends throughout their daily lives. We have 33 stores in Singapore, more than 1000 in our home country of Japan, and about 400 locations in China, Hong Kong and Taiwan.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Assistant (Part-time)	<ul style="list-style-type: none"> Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" stations. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> 35 hours per week No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day
Kitchen Assistant	<ul style="list-style-type: none"> Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" stations. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> 44 hours/ 6 working days Any additional hours committed will be considered under OT (1.5x multiplier) Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils all attendance requirements
Management Trainee	<ul style="list-style-type: none"> Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" stations. In 	<ul style="list-style-type: none"> Perform opening/closing procedures Perform full operation cycle of service and kitchen Guest complaint management Dishwashing and other ad-hoc tasks when needed 	<ul style="list-style-type: none"> 44 hours/ 6 working days Any additional hours committed will be considered under OT (1.5x multiplier) Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included</p> <ul style="list-style-type: none"> Opening and closing duties, schedule planning, complain management, cash banking services, employee training, staff feedback and orientation are included as well 		<p>all attendance requirements</p> <ul style="list-style-type: none"> Head Office: Peninsula Plaza Singapore 179098
Service Crew (Part-time)	<ul style="list-style-type: none"> Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. 	<ul style="list-style-type: none"> Serving customer's orders Clearing of plates Preparation of cutleries Preparation of dessert orders Dishwashing 	<ul style="list-style-type: none"> 35 hours per week No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day
Service Crew	<ul style="list-style-type: none"> Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items 	<ul style="list-style-type: none"> Serving customer's orders Clearing of plates Preparation of cutleries Preparation of dessert orders Dishwashing 	<ul style="list-style-type: none"> 44 hours/ 6 working days Any additional hours committed will be considered under OT (1.5x multiplier) Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils all attendance requirements

#12 Savills Property Management

Savills Property Management Pte Ltd has set itself apart from its competition through professionalism, service excellence, efficiency, integrity, strategic application of information technology and concern for the welfare of the residents. At Savills Property Management, we are committed to developing, supporting and empowering our employees. We are currently seeking suitable candidates with the passion for strata management to join us.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Strata Residential Officer	<ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline • At least 1 year relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision making skills and effective problem solver • An eye for details • Proficient in MS Office applications 	<p>Manage and maintain property sites as assigned.</p> <p>Conduct daily checks on the other common property not maintained by a term contractor to ensure their soundness and proper maintenance. These include the recreational facilities, the building including the clubhouse, bin centre and guardhouse and all their contents (common properties only), the car park, driveway, drains, lamp posts, etc. Spot irregularities and rectify them.</p> <p>Maintain a check list on the maintenance works.</p> <p>Propose/recommend improvement, repairs and upgrading works when appropriate and ensure such are carried out properly when approved</p> <p>Receive and attend to complaints by residents and owners on common area only.</p> <p>Advise and assist whenever possible, complaints beyond the Corporation's purview (this refers to problems in individual units).</p> <p>Maintain a complaints log book and proper records of complaints and replies</p> <p>Ensure building statutory requirements are complied with</p> <p>Conduct meetings of the management corporation, preparation and record minutes of meetings</p> <p>Ensure good record keeping and filing administration.</p> <p>Review and recommend replacement/improvement plans for managed sites</p> <p>Provide essential customer service support to the residents and owners</p> <p>Supervise and manage a team of site staff</p> <p>Other job related and ad hoc duties as assigned</p>	<ul style="list-style-type: none"> • 8:30AM to 5:30PM • 9:00AM to 6:00PM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Strata Residential Manager	Degree or Diploma in Building/Estate Management or related discipline At least 2 years relevant experience Strong M&E knowledge is preferred Knowledge with Building Maintenance and Strata Management Act will be an added advantage Good leadership ability with excellent interpersonal and communication skills Outgoing and approachable Possess good customer service skills Good decision making skills and effective problem solver An eye for details Proficient in MS Office applications	<ul style="list-style-type: none"> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: <ol style="list-style-type: none"> a) Updating the subsidiary proprietors list and change of address; b) Filing of correspondence and follow-up on essential matters; c) Submission of returns when required by various government's authorities; d) Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, 	<ul style="list-style-type: none"> • 8:30AM to 5:30PM • 9:00AM to 6:00PM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out.</p> <ul style="list-style-type: none"> • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager 	
Admin Assistant	<ul style="list-style-type: none"> • Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities. 	<ul style="list-style-type: none"> • Manage general administration and coordination of work activities; • Work order management through computer maintenance management system; meeting services activities in the office and any other duties as assigned by the manager; • Assist the site manager on day-to-day operations of the facilities; • Track, manage and raise purchase order requests; • Attend to feedbacks from clients and end users to provide an all rounded client centric experience • Maintain accurate and organized records related to facilities, including contracts, maintenance schedules, and service agreements; • Prepare and update documentation for facility policies, procedures, and guidelines. Effective problem solving and critical thinking skills along with the ability to use discretion and good judgement; • Serve as a point of contact for internal staff and external vendors regarding facilitiesrelated inquiries; • Coordinate with various departments to address their needs and ensure smooth communication flow; • Manage the procurement of office supplies and maintain an organized inventory. • Work with vendors to ensure timely delivery 	<ul style="list-style-type: none"> • 8:30AM to 5:30PM • 9:00MA to 6:00PM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>of supplies and equipment.</p> <ul style="list-style-type: none"> • Assist in monitoring and tracking the facilities budget. • Provide support in identifying cost-saving opportunities and ensuring expenses align with budgetary constraints. • Assist in coordinating office layouts, relocations, and space utilization; • Work with relevant parties to address space-related concerns and requests; • Support the coordination of maintenance activities, repairs, and service requests; • Work closely with facilities management teams and external service providers to ensure timely and effective resolution of issues; • Assist in coordinating facilities for meetings, events, and conferences; • Ensure that necessary facilities and resources are available and properly set up; • Any other duties assigned by the Site Manager. 	
<p>Technical Officer</p>	<p>Diploma in Mechanical, Electrical, Building Services or equivalent with minimum of Three (3) years of relevant working experience in Facilities Management • Fire Safety Manager Certificate will be an added advantage.</p>	<ul style="list-style-type: none"> • Oversee the site team and appointed sub-contractors in maintenance and management of properties. • Manage the fault reporting system with daily building repair works, implementation of preventive and corrective programmes etc. • Implementation of preventive, corrective programmes and defects liability management (DLP) programme if required. • Prepare maintenance budget for site periodically and approve by HQ Manager and Client. • Monitor job performance of the team and facilities management fault reporting system. • To perform inspection check on fire safety related matter. • Manage and administer Tenancy and Carpark Management system of the Client {if required}. • Prepare service contract, invitation of quotes and cost comparison. • Ensure compliance of all statutory requirements for building and site operations. • Manage A&A and projects works. • Conduct facilities management site audit and submit audit report. 	<ul style="list-style-type: none"> • 8:30AM to 5:30PM 9:00AM to 6:00PM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Effectively communicate with internal stakeholders from executive management, internal business units, clients, external supplier partners and vendors. • Any other duties as assigned by the Immediate Superior / Director and Clients. 	
Building Manager	<ul style="list-style-type: none"> • Degree in Building/Facilities/E state Management/M&E Engineering from a recognized university with minimum 5 years of relevant working experience in Building/Facilities Management or with at least 10 years relevant working experience as Property Manager if without the required paper qualifications. A certified Fire Safety Manager 	<p>Planning and supervision of the Comprehensive Management Program; Formulate maintenance procedure and policies and facility emergency plans Promote good relations with the stakeholders, such as the Authority staff, Landlord(s) etc. Liaise and coordinate with sub-contractors and ensure their maintenance works/service deliverables are completed on time and as per contract requirements and agreed KPIs. Submit proposal and project management services for Addition & Alteration (A&A) works; Improvements and/or Upgrading works; or Repair and Replacement works to the building, M&E Systems and facilities as and when required by the Authority. Manage projects and improvement works Advise the Authority on the compliance with all Fire Safety requirements and address any related queries. Prepare and justify for variation of works if any and to verify and certify all works completion. Ensure compliance to all statutory requirements Conduct regular meetings and submit monthly management reports including</p>	<ul style="list-style-type: none"> • 8:30AM to 5:30PM 9:00MA to 6:00PM

#13 Sushi Tei Group (Sushi-Tei, Matsukiya, Kuroki & Hokkaido-ya)

Sushi Tei – where expert culinary skills and an innate appreciation of nature come together to inspire and enhance the Japanese dining experience. Since our debut in 1994, we have forged an identity of our own by combining the intricacies of sashimi with teppanyaki to offer the height of Japanese cuisine to the masses. Sushi Tei is no ordinary dining restaurant. We believe in providing an alluring ambience that sets us apart from a regular diner. Illustrating the emerging influence Asia has on modern Japanese cuisine, our menu features a fusion of traditional Japanese dishes with modern innovative trends. An ever-evolving selection of appetizers, mains and sushi specials will guarantee you a truly authentic Japanese dining experience. We frequently release seasonal themes to entice the taste buds of our customers. Some of which highlight items according to Japan's seasons – Summer, Fall, Winter, Spring – and specialty items from regions such as Hokkaido, Miyazaki, Kagoshima, and many more. A modest homegrown Japanese Kaiten (conveyor belt) chain, our open-kitchen concept allows patrons to appreciate the culinary skills of our restaurants' chefs while relishing mouth-watering savouries.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew / Waiter / Waitress	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B environment with minimal supervision • Able to start work in a short notice 	<ul style="list-style-type: none"> • Responsible for providing courteous and efficient food & beverage services to the guests. • To present menu, take order, suggest and recommend appropriately • Attend and respond to guests' needs promptly and professionally • Setting up table arrangement and ensure cleanliness in the restaurant • To perform other duties as assigned by superior • 6 working days/week (44-hours) 	<ul style="list-style-type: none"> • 44 hours per week
Restaurant Supervisor	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B 	<ul style="list-style-type: none"> • Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease. • Present Ordering IPad /Menu to the customers. • Attend to guest's request, be helpful and answer politely. • Recommend signature and popular dishes to customers. • Check food before presenting to guest and ensure all items ordered are served accordingly. 	<ul style="list-style-type: none"> • 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>environment with minimal supervision</p> <ul style="list-style-type: none"> • Able to start work in a short notice 	<ul style="list-style-type: none"> • Seek customers' permission prior to clearing of the empty dishes. • Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly. • Take incoming calls and provide information regarding respective restaurant. • Relay customer feedbacks or comments to the duty manager in charge. • Manage daily cashiering duty to ensure all transactions are accurate & done efficiently. • Ensure complete table set up according to service SOP. • To perform other duties as assigned by superior. • 6 working days/week (44-hours) • Work location: Various (https://www.sushitei.com/outlets/outlets.aspx) • Training and uniform will be provided 	
Senior Cook	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B environment with minimal supervision • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • 6 working days/week (44-hours) • Work location: Various (https://www.sushitei.com/outlets/outlets.aspx) • Training and uniform will be provided 	<ul style="list-style-type: none"> • 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Leading Cook	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B environment with minimal supervision • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • 6 working days/week (44-hours) • Work location: Various (https://www.sushitei.com/outlets/outlets.aspx) • Training and uniform will be provided 	<ul style="list-style-type: none"> • 44 hours per week
Leading Cook	<ul style="list-style-type: none"> • Applicants with prior relevant experience will be advantageous • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to work in fast-paced F&B environment with minimal supervision • Able to start work in a short notice 	<ul style="list-style-type: none"> • Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff • Ensure that all work stations are clean, tidy and ready for the start and end of the business day. • Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. • Uphold the hygiene standard of ingredient handling and the dishes served. • Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. • Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. • Perform stock count for monthly closing inventory. • 6 working days/week (44-hours) 	<ul style="list-style-type: none"> • 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work location: Various (https://www.sushitei.com/outlets/outlets.aspx) • Training and uniform will be provided 	
Part Time Waiter / Waitress	<ul style="list-style-type: none"> • No experience required as training will be provided • Able to perform shifts and work on weekends and Public Holidays • Great customer service skills with a pleasant smile • Able to start work in a short notice 	<ul style="list-style-type: none"> • Responsible for providing courteous and efficient food & beverage services to the guests • To present menu, take order, suggest and recommend appropriately • Attend and respond to guests' needs promptly and professionally • Setting up table arrangement and ensure cleanliness in the restaurant • To perform other duties as assigned by superior 	<ul style="list-style-type: none"> • 22 hours per week

#14 The Fullerton Hotels & Resorts

The Fullerton Singapore is a luxury hotel with 400 rooms and suites. Transformed from the Fullerton Building built in 1928, and once home to the General Post Office, its rich heritage, neo-classical architecture and strategic location make it an inspiration to all. Our aim is to be globally recognised as an inspiring luxury hospitality brand. We are looking for dedicated people to be part of our success. If you have what it takes to excel in our winning team, we invite you to join us.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Captain (Restaurants/Bar/Banquet)	<ul style="list-style-type: none"> ITE Certificate in Food Services-related discipline. Min 1 year of F&B service experience. 	<ul style="list-style-type: none"> Assist the day to day running of the Food & Beverage outlets within the overall policies and controls established by the Hotel. 	<ul style="list-style-type: none"> Rotating shifts. 44hrs work week
Guest Relations Executive (Front Office)	<ul style="list-style-type: none"> Diploma or ITE in Hospitality- and Tourism-related discipline, preferably with 1 year working experience. 	<ul style="list-style-type: none"> Welcome guests upon arrival and check-in according to establish standards and procedures. To provide courteous and efficient service and if possible to comply with each and every guest request. Check out guests courteously and accurately. 	<ul style="list-style-type: none"> Rotating shifts. 44hrs work week
Guest Relations Executive (Food & Beverage)	<ul style="list-style-type: none"> Diploma or ITE Certificate in Hospitality- or Food & Beverage-related discipline, preferably with 1 year working experience. 	<ul style="list-style-type: none"> Responsible in assigning guests to tables, maximizing the utilization of the space to the best advantage. Includes Cashiering duties 	<ul style="list-style-type: none"> Rotating shifts. 44hrs work week
Retail Associate	<ul style="list-style-type: none"> At least 1 year of relevant experience in the retail industry. Proficient in Microsoft Excel and Office. 	<ul style="list-style-type: none"> Ensures accuracy in cashiering duties, operates the P.O.S. machine, and handles cash efficiently. Keeps retail shelves fully stocked and replenished. Provides product knowledge and assists guests with gift selections. 	<ul style="list-style-type: none"> Rotating shifts. 44hrs work week
Bellman/Doorman	<ul style="list-style-type: none"> Applicants must be willing to work shift duties including weekends and public holidays Pleasant disposition with good interpersonal skills 	<ul style="list-style-type: none"> Conducting bell service activities such as luggage service upon guest's arrival and departure, luggage storage, message service fax delivery, parcel and mail hand-over, information service and other related tasks. Opening door of the car for the guest in a professional manner at the main entrance of the hotel and assisting to unload the luggage if any Rooming the guest in a professional way, which includes addressing the guest by name, holding the lift for guest and extending hotel 	<ul style="list-style-type: none"> Rotating shifts. 44hrs work week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>introduction to guest, etc. Assisting to arrange for transport for hotel guest</p>	
Technician	<ul style="list-style-type: none"> At least 1 year of relevant experience in the relevant field. 	<ul style="list-style-type: none"> Responsible for the smooth operation and overall performance of all buildings' services by running shift duty or daily normal duty. Carry out daily check and logging of Hotel M & E plant and equipment. Ensure PPM Schedule and repair works are carried out accordingly. Carry out daily repair & maintenance works assigned by Technical Officer. 	<ul style="list-style-type: none"> Rotating shifts. 44hrs work week
Housekeeping Attendant	<ul style="list-style-type: none"> At least 1 year of relevant experience in the relevant field. 	<ul style="list-style-type: none"> To produce high standard of clean rooms and also to ensure that the amenities in the rooms are sufficiently supplied for the convenience and comfort of the guests To ensure the overall cleanliness and tidiness of the guestrooms/ public area. To collect keys for the assigned areas and sign in the key log book. To ensure that the trolleys are neatly stacked with linen and there are sufficient stock of supplies before starting to make - up rooms. To be able to prioritize daily job tasks, e.g. which room to clean first. To ensure that guest rooms and check-out rooms are cleaned as per Housekeeping standard and room supplies completely replenished. 	<ul style="list-style-type: none"> Rotating shifts. 44hrs work week
Housekeeping Supervisor	<ul style="list-style-type: none"> At least 1 year of relevant experience in the relevant field. 	<ul style="list-style-type: none"> Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. Investigates complaints regarding housekeeping service and equipment, and takes corrective action. Obtains list of rooms / public areas to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments. Coordinates work activities among departments. Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate the use and maintenance of equipment. Inventories stock to ensure adequate supplies. 	<ul style="list-style-type: none"> Rotating shifts. 44hrs work week

#15 Watami

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo. To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Dishwasher	<ul style="list-style-type: none"> Able to communicate with basic English/ Mandarin 	<ul style="list-style-type: none"> Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations Cleaning machines and appliances used in kitchen, such as pots, and pans etc. Taking out the trash Supporting other restaurant staff members by assisting with other tasks, as needed 	<ul style="list-style-type: none"> 44 hours per week Multiple Locations Downtown East (E!Hub) Outlet, Singapore 519599 The Star Vista Outlet, Singapore 138617 Bugis+ Outlet, Singapore 188067 City Square Mall Outlet, Singapore 208539 The Woodleigh Mall Outlet, Singapore 367803 Junction 8 Outlet, Singapore 579837 Ion Orchard Outlet, Singapore 238801
Kitchen Crew	<ul style="list-style-type: none"> Able to communicate with basic English/ Mandarin 	<ul style="list-style-type: none"> Preparing and cooking food orders for all customers according to Watami’s service standard and procedures Preparation work of Kitchen opening and closing operation hours Maintain quality, service & cleanliness at all times according to Watami’s standards Food production: make sure the end product and the cooking process conforms to Watami’s standard and procedures, and at the same time has good sense of 	<ul style="list-style-type: none"> 44 hours per week Multiple Locations Downtown East (E!Hub) Outlet, Singapore 519599 The Star Vista Outlet, Singapore 138617 Bugis+ Outlet, Singapore 188067 City Square Mall Outlet, Singapore 208539

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> preventing and recording of losses 	<ul style="list-style-type: none"> The Woodleigh Mall Outlet, Singapore 367803 Junction 8 Outlet, Singapore 579837 Ion Orchard Outlet, Singapore 238801
Management Trainee	<ul style="list-style-type: none"> Able to communicate with basic English/ Mandarin 	<ul style="list-style-type: none"> Provide service to all customers according to Watami's service standard and procedures Responsible for the preparation work of Hall opening and closing operation hours Maintain quality, service & cleanliness at all times according to Watami's standards Able to handle all stations at an independent level Other leader job scope 	<ul style="list-style-type: none"> 44 hours per week Multiple Locations Downtown East (E!Hub) Outlet, Singapore 519599 The Star Vista Outlet, Singapore 138617 Bugis+ Outlet, Singapore 188067 City Square Mall Outlet, Singapore 208539 The Woodleigh Mall Outlet, Singapore 367803 Junction 8 Outlet, Singapore 579837 Ion Orchard Outlet, Singapore 238801
Service Crew	<ul style="list-style-type: none"> Able to communicate with basic English/ Mandarin 	<ul style="list-style-type: none"> Provide service to all customers according to Watami's service standard and procedures Responsible for the preparation work of hall opening and closing operation hours Maintain quality, service & cleanliness at all times according to Watami's standards 	<ul style="list-style-type: none"> 44 hours per week Multiple Locations Downtown East (E!Hub) Outlet, Singapore 519599 The Star Vista Outlet, Singapore 138617 Bugis+ Outlet, Singapore 188067 City Square Mall Outlet, Singapore 208539

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none">• The Woodleigh Mall Outlet, Singapore 367803• Junction 8 Outlet, Singapore 579837• Ion Orchard Outlet, Singapore 238801

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e2i Services

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📍 **e2i Career Centre (DNI)**
Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

Mondays: 2:30pm to 5pm
Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

📍 **e2i Career Centre (OTH)**
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Our Tampines Hub
1 Tampines Walk #01-21
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