



# JOB LISTING BOOKLET

**Career Marketplace 2026 @  
Pasir Ris-Changi**  
**[17 Jan 2026 | 10am – 6pm]**



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

#### About e2i (Employment and Employability Institute)

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

**\*Only for Singaporeans & Permanent Residents\***

# Content Page

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

<b>#1 AcePLP .....</b>	7
● BIM/CAD Engineer  .....	7
<b>#2 BreadTalk Group .....</b>	7
● Baker - BreadTalk .....	7
● Baker – Central Kitchen.....	8
● Baker – Thye Moh Chan.....	8
● Crew/ Senior Crew (Food and Drinks) – Food Republic .....	9
● Engineering Technician .....	10
● Junior Captain/Captain Din Tai Fung .....	10
● Junior Cook/Cook – Food Republic .....	11
● Kitchen Assistant – Food Republic.....	11
● Senior Baker – Baker – BreadTalk .....	12
● Service Crew – BreadTalk/ Wu Pao Chun .....	13
● Senior Service Crew – BreadTalk/Wu Pao Chun .....	14
● Service Crew – Thye Moh Chan .....	15
● Service Crew - Toastbox .....	16
● Trainee Chef - Din Tai Fung .....	16
● Waiter/ Waitress – Din Tai Fung.....	17
<b>#3 Certis Group .....</b>	18
● Auxiliary Police Officer.....	18
● Aviation Security Officer .....	19
● Cash Management Officer.....	19
● Cash & Valuables Security Officer .....	19
● Courier Rider.....	19
● Enforcement Officer.....	19
● Security Officer.....	20
<b>#4 DFI Retail Singapore .....</b>	20
● 7 Eleven – Sales Associate (Full-Time) .....	20
● 7 Eleven – Sales Associate (Part-Time).....	20

• Guardian Health & Wellness Advisor.....	20
• Guardian - Retail Assistant (Full-Time).....	21
• Guardian - Retail Assistant (Part-Time).....	21
• Guardian - Retail Executive (Full-Time)  .....	22
• Guardian - Set Up Merchandiser (2-year contract) .....	22
• Guardian - Skin & Scalp Advisor.....	23
<b>#5 Eastern General Hospital.....</b>	<b>23</b>
• Operations Tech  .....	23
• Pharmacy Technician/Executive  .....	24
• Phlebotomist  .....	24
• Podiatry Assistant .....	25
• Radiography Assistant .....	26
• Resident Physician / Staff Registrar  .....	26
• Senior Assistant Manager, Patient Financial Services  .....	27
• Senior Associate Executive, Patient Financial Services  .....	27
• Senior Accountant  .....	27
• Senior Assistant Manager, Office of Patient Experience  .....	28
• Senior/Staff Nurse  .....	28
• Senior Dietetic Technician/Asst Dietician.....	29
• Senior Executive/Assistant Manager/ .....	29
• Senior Assistant Manager(Support & Patient Operations).....	30
• Social Work Asst/Coordinator.....	30
• Staff Nurse  .....	31
• Technical Asst/Asst Medical Technologists in Lab.....	32
• Therapy Assistants .....	33
<b>#6 EM Services.....</b>	<b>34</b>
• Contracts Manager  .....	34
• Customer Relations Assistant.....	34
• Estate Inspection Officer .....	34
• Finance Admin Assistant  .....	34
• Finance Admin Executive / Manager  .....	35
• Internal Audit Manager  .....	35
• ISO Audit Manager  .....	35

• IT Officer	36
• Lift Supervisor	36
• Lift Technician	36
• Operations Manager	37
• Project Executive (Civil & Structural)	37
• Project Manager (Civil & Structural)	37
• Procurement Manager	37
• Property Manager	38
• Property Officer	38
• Public Relations (PR) Manager	39
• Quantity Surveyor	40
• Quantity Surveying (QS) Manager	40
• QA Officer	40
• System Manager	41
• Workplace Safety and Health Officer	41
<b>#7 GE Aerospace</b>	<b>42</b>
• Assistant Facilitator	42
• Component Repair Technician (Airfoil)	42
• Component Repair Technician (Machining)	43
• Component Repair Technician (NDT)	44
• Component Repair Technician (Welding)	44
• Component Repair Technician (V&D Inspector)	45
• Data Analysis Specialist	45
• Lead Engineer – Machining Process	46
• Lead Field Service Engineer – Business Aviation	48
• Logistics Technician	49
• Machine Maintenance Technician	50
• Manufacturing Specialist – Production Supervision	51
• Trainee Component Repair Technician (NDT)	52
<b>#8 Go-Ahead Singapore</b>	<b>53</b>
• Bus Captain	53
• Customer Service Officer	53
• Fleet Support Officer	54

• Interchange Support Officer .....	54
• Mileage Officer.....	55
• Service Controller.....	55
• Technical Specialist  .....	56
• Traffic Inspector.....	57
<b>#9 Mr Bean International.....</b>	<b>57</b>
• Area Manager  .....	58
• Assistant Store Manager  .....	58
• Management Trainee  .....	58
• Service Crew (Full-time) .....	58
• Service Crew (Part-time).....	59
<b>#10 NannyPro.....</b>	<b>59</b>
• Childminders (Full-Time) .....	59
• Nannies (Full-Time & Part-Time) .....	59
<b>#11 Singapore Aero Support Services .....</b>	<b>60</b>
• Cabin Technician  .....	60
• Cabin Trainee Technician .....	60
• Driver .....	61
• Facilities Officer  .....	61
• Ground Equipment Operator.....	62
• GSE Mechanic.....	62
• Logistic Assistant .....	62
• PCS (Premium Cabin Service) Groomer.....	63
• Planner  .....	63
• Ramp Specialist: Non-Tech.....	63
• Store Assistant.....	64
• Store Assistant (Tool Store) .....	64
<b>#12 Surbana Jurong.....</b>	<b>65</b>
• Fitness Trainer  .....	65
• Lifeguard .....	65
• Logistic Officer.....	66
• Logistic Supervisor .....	66

• Resident Engineer 	.....	67
<b>#13 e2i SERVICES</b>	.....	68

## #1 AcePLP

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
BIM/CAD Engineer 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career.</li> <li>You will receive 2 months of training in BBIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Higher Nitec/Degree in Construction or Engineering related background</li> <li>No experience required</li> <li>Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon-Fri 8:30am to 5:30pm Sat 8:30am to 12:30pm</li> <li>Location/ Postal code: 579700</li> </ul>

[Click here for Content Page](#)

## #2 BreadTalk Group

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Baker - BreadTalk	<p><b>Key Responsibilities</b></p> <p><u>General responsibilities</u></p> <ul style="list-style-type: none"> <li>Maintain a clean, organized, and hygienic workstation and overall kitchen environment at all times.</li> <li>Use appropriate tools and equipment for designated purposes (eg. Color-coded cloths for different surfaces, designated knives for specific tasks)</li> </ul> <p><u>Kitchen responsibilities</u></p> <p><u>Topping Section</u></p> <ul style="list-style-type: none"> <li>Prepare toppings for various bread and Danish products in accordance with standard operating procedures (SOPs)</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 6am – 3pm / 12pm – 9pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Prepare Euro bun toppings (where applicable, depending on outlet)</li> <li>Handle ingredient and filling preparation for all types of bun products</li> <li>Develop product knowledge and understand the ingredients used in each item</li> <li>Execute dispensing duties efficiently, ensuring freshly baked products are displayed in an organized timely manner</li> </ul> <p><u>Table Section</u></p> <ul style="list-style-type: none"> <li>Apply appropriate ingredients for each product, ensuring accuracy and consistency</li> <li>Follow portion guidelines, ensuring correct ingredient weights per product</li> <li>Perform dough shaping for Sweet Buns, Danish, Euro-style, and Toast products</li> <li>Fill sweet breads according to recipe specifications and presentation standards</li> </ul> <p><u>Oven Section</u></p> <ul style="list-style-type: none"> <li>Set and monitor baking temperatures and durations specific to each product</li> <li>Acquire in-depth knowledge of each item prior to baking to ensure quality outcomes</li> <li>Ensure all product types—Sweet Breads, Danish, Euro, and Toast—are baked in accordance with quality and consistency standards</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
Baker – Central Kitchen	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Prepare and handle ingredients for baking, including cakes, dough, toast, and bread</li> <li>Pack, label, and store raw materials as well as finished goods in an organized manner</li> <li>Carry out quality control checks to maintain food safety and product standards</li> <li>Maintain cleanliness and hygiene of the kitchen, equipment, and work areas</li> <li>Support the team in any other ad hoc duties assigned by the Supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am-5pm / 9pm - 7am</li> <li>Location/ Postal code: Islandwide</li> </ul>
Baker – Thye Moh Chan	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Carry forward the rich tradition of Chinese pastry-making by preparing classic delights such as Tau Sar Piahs, Pineapple Tarts, and other heritage bakes with precision and care</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am - 4pm 12pm - 9pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Operate and adjust oven temperatures, humidity, and baking times to achieve the desired quality and consistency of products</li> <li>Ensure the accuracy, taste, and presentation of all pastries meet Chinese traditional pastries standards</li> <li>Conduct routine checks on raw ingredients to confirm freshness, quality, and adherence to food safety requirements</li> <li>Follow strict food handling and hygiene practices, ensuring compliance with food safety regulations</li> <li>Maintain cleanliness and orderliness in all working areas, preventing cross-contamination</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
Crew/ Senior Crew (Food and Drinks) – Food Republic	<p><b>Key Responsibilities</b></p> <p><b><u>Customer Service &amp; Sales</u></b></p> <ul style="list-style-type: none"> <li>Provide excellent front-line service, including greeting customers, recommending products, taking orders, and handling cashiering duties.</li> <li>Assist with customer enquiries regarding menu items, pricing, or product availability in a courteous and professional manner.</li> <li>Accurately process sales transactions via POS and manage payment collection.</li> <li>Serve customers from pushcarts and ensure efficient payment handling post-sale (if applicable).</li> </ul> <p><b><u>Food &amp; Beverage Preparation</u></b></p> <ul style="list-style-type: none"> <li>Prepare and serve toast, hot food items, and desserts in line with recipes and food safety standards (if applicable).</li> <li>Support kitchen operations by preparing ingredients, sauces, and other food components as required (if applicable).</li> <li>Serve food items and drinks, including pouring drinks and scooping rice and soup for customers (if applicable).</li> <li>Prepare and serve traditional coffee, tea, homemade beverages, and cordials according to standard recipes and quality expectations (if applicable).</li> <li>Cut, arrange, and display fresh fruits in chillers for visual appeal and freshness (if applicable).</li> </ul> <p><b><u>Stall &amp; Dining Area Maintenance</u></b></p> <ul style="list-style-type: none"> <li>Maintain a clean and organized workstation, ensuring hygiene standards are met.</li> <li>Ensure the front-of-stall and service areas are well-stocked with required consumables and supplies.</li> <li>Assist with clearing and resetting tables, replenishing condiments, and maintaining cleanliness of the dining area (if applicable).</li> </ul> <p><b><u>Inventory &amp; Reporting</u></b></p>	<ul style="list-style-type: none"> <li>Working Hours: 10am - 6pm / 2pm - 10pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Support Team Leaders in conducting inventory checks and stocktaking.</li> <li>Provide timely feedback or reports on the quality and quantity of ingredients, drinks, fruits, sauces, and other consumables.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>Perform any other ad hoc duties as assigned to support daily stall operations and team efficiency.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
Engineering Technician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform routine maintenance and repair work on factory machines, equipment, and facilities to minimize downtime</li> <li>Repair and maintain power supplies and related electrical systems to ensure safe and efficient operations</li> <li>Support the upkeep and troubleshooting of bakery equipment, particularly Rondo machines, dough dividers, and sheeter machines</li> <li>Carry out minor repair works including plumbing, painting, and other ad hoc facility maintenance tasks</li> <li>Draw and update accurate floor plans for factory layouts and equipment placement to support operational efficiency</li> <li>Provide technical guidance and on-the-job training to staff members on proper equipment usage and basic troubleshooting</li> <li>Implement and monitor preventive maintenance schedules to extend equipment lifespan and ensure smooth operations</li> <li>Enforce compliance with workplace health and safety standards, ensuring a safe environment for all staff</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Highest Qualifications: Higher NITEC in Electrical Engineering</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 8am - 5pm Sat: 8am - 1pm</li> <li>Location/ Postal code: Islandwide</li> </ul>
Junior Captain/Captain Din Tai Fung	<p><b>Key Responsibilities</b></p> <p><u>Customer Service &amp; Dining Experience</u></p> <ul style="list-style-type: none"> <li>Greet and welcome guests courteously; escort them to their seats and ensure a pleasant first impression</li> <li>Take and serve accurate food and beverage orders while maintaining high service standards</li> <li>Upsell food and beverage items to maximize sales and enhance customer experience</li> <li>Clear and remove soiled dishes promptly and reset tables efficiently for the next guests</li> <li>Ensure tables are consistently set with correct cutlery, crockery, and condiments</li> </ul> <p><u>Area &amp; Team Supervision</u></p> <ul style="list-style-type: none"> <li>Oversee the smooth running of the assigned service area, including manpower allocation, cleanliness, and sales tracking</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 11am - 7pm / 2pm - 10pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Lead and guide the service team to uphold standards in presentation, supervision, and food and beverage control</li> <li>Ensure the dining area is properly set up with all necessary food and non-food items before service</li> <li>Replenish dining essentials (cutlery, crockery, condiments) as and when required</li> </ul> <p><b>Operational Excellence</b></p> <ul style="list-style-type: none"> <li>Maintain consistent, best-in-class service standards and comply with hygiene and safety regulations</li> <li>Ensure team members adhere to grooming standards and exhibit a professional work attitude</li> <li>Attend and participate in all pre-service briefings and roll calls for operational updates</li> <li>Operate the POS system for order entry and cashiering, and ensure accuracy in all transactions</li> </ul> <p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>Undertake any additional tasks or assignments as directed by the supervisor or manager to support operational needs</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
Junior Cook/Cook – Food Republic	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Cook, present, and garnish food items in accordance with standard recipes and presentation guidelines.</li> <li>Prepare food, sauces, and ingredients using various kitchen equipment, including deep fryers.</li> <li>Execute daily kitchen tasks and activities to support smooth operations.</li> <li>Assist in maintaining inventory levels, restocking supplies, and participating in stock taking.</li> <li>Maintain cleanliness and ensure sufficient supplies of condiments and consumables at the stall front.</li> <li>Ensure cleanliness and hygiene of the work area in compliance with food safety standards.</li> <li>Follow the company's Standard Operating Procedures (SOPs) for managing food waste.</li> <li>Perform any other duties assigned by the Supervisor or Head Chef (if applicable).</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 10am - 6pm / 2pm - 10pm</li> <li>Location/ Postal code: Islandwide</li> </ul>
Kitchen Assistant – Food Republic	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Prepare, cook, present, and garnish food items according to established recipes and quality standards.</li> <li>Prepare specialty foods, sauces, and ingredients as required.</li> <li>Perform cashiering duties accurately and efficiently.</li> <li>Assist the Team Leader with stocktaking and inventory management.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 10am - 6pm / 2pm - 10pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Maintain cleanliness and ensure an adequate supply of condiments and consumables at the stall front.</li> <li>Adhere to high standards of food hygiene in compliance to Workplace Safety and Health Act (WSHA) at all times.</li> <li>Monitor portion sizes and control food waste effectively.</li> <li>Perform any other duties assigned by the Supervisor to support kitchen and stall operations.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
Senior Baker – Baker – BreadTalk	<p><b>Key Responsibilities</b></p> <p><u>General Responsibilities</u></p> <ul style="list-style-type: none"> <li>Maintain a clean, organised, and hygienic workstation and contribute to the overall cleanliness of the kitchen and outlet environment, in adherence to food safety and hygiene standards</li> <li>Use appropriate tools and equipment for designated purposes (e.g. color-coded cloths for different surfaces, designated knives for specific tasks) in line with Standard Operating Procedures (SOPs)</li> <li>Independently set up workstations and perform assigned roles with minimal supervision, ensuring operational readiness</li> <li>Perform quality control checks to ensure products meet internal standards; identify and reject defective or inferior products promptly</li> <li>Dispense and display baked goods in an organised, appealing, and timely manner to ensure freshness and visual presentation</li> <li>Maintain a friendly and professional image at all times when interacting with customers; act as a positive brand ambassador</li> <li>Ensure outlet cleanliness, including display areas, floors, and common areas, is consistently upheld to meet hygiene and brand standards</li> <li>Clean and sanitise trays and tongs regularly as part of daily housekeeping routines and hygiene compliance</li> <li>Handle customer requests and enquiries courteously and efficiently, providing accurate product or service information as needed</li> <li>Manage cake bookings and enquiries, ensuring customer requirements are accurately captured and communicated</li> <li>Coordinate cake orders, packaging, and deliveries, liaising with internal teams to ensure timely and accurate fulfilment</li> </ul> <p><u>Kitchen Responsibilities</u></p> <p><u>Topping Section</u></p> <ul style="list-style-type: none"> <li>Prepare toppings for various bread and Danish products in accordance with standard operating procedures (SOPs)</li> <li>Prepare Euro bun toppings (where applicable, depending on outlet)</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 6am - 3pm / 12pm - 9pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Handle ingredient and filling preparation for all types of bun products</li> <li>Develop product knowledge and understand the ingredients used in each item</li> <li>Execute dispensing duties efficiently, ensuring freshly baked products are displayed in an organized and timely manner</li> </ul> <p><b>Table Section</b></p> <ul style="list-style-type: none"> <li>Apply appropriate ingredients for each product, ensuring accuracy and consistency</li> <li>Follow portion guidelines, ensuring correct ingredient weights per product</li> <li>Perform dough shaping for Sweet Buns, Danish, Euro-style, and Toast products</li> <li>Fill sweet breads according to recipe specifications and presentation standards</li> </ul> <p><b>Oven Section</b></p> <ul style="list-style-type: none"> <li>Set and monitor baking temperatures and durations specific to each product</li> <li>Acquire in-depth knowledge of each item prior to baking to ensure quality outcomes</li> <li>Ensure all product types—Sweet Breads, Danish, Euro, and Toast—are baked in accordance with quality and consistency standards</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
Service Crew – BreadTalk/ Wu Pao Chun	<p><b>Key Responsibilities</b></p> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintain a thorough understanding of all products offered in the outlet, including product characteristics and preparation.</li> <li>Perform floss topping and other product finishing duties in strict accordance with established Standard Operation Procedure (SOPs).</li> <li>Deliver excellent customer service by projecting a friendly, approachable, and professional demeanor at all times.</li> <li>Maintain cleanliness and organisation of the outlet, including display counters, customer trays, tongs, and the general lobby area.</li> <li>Handle customer enquiries and requests with professionalism and follow up where necessary.</li> <li>Manage cake bookings and coordinate orders, packaging, and delivery schedules to ensure timely fulfilment and customer satisfaction.</li> </ul> <p><b>Lobby &amp; Front-of-House Duties</b></p> <ul style="list-style-type: none"> <li>Dispense baked products promptly and neatly from the back kitchen to the retail display or upon customer request.</li> <li>Assist customers with product-related enquiries, pricing, ongoing promotions, and recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am - 4pm / 12pm - 9pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Engage in upselling and suggestive selling techniques to enhance customer satisfaction and drive sales.</li> <li>Be well-versed in all product names and ingredients to provide accurate information to customers, including allergy-related queries.</li> </ul> <p><b><u>Cashiering Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>Efficiently manage customer transactions during peak and non-peak hours with accuracy and professionalism.</li> <li>Operate the POS (Point-of-Sale) system confidently, including functions such as purchases, returns, cancellations, voids, discounts, and promotional redemptions.</li> <li>Ensure all transactions are recorded accurately and in accordance with company SOPs.</li> <li>Perform daily POS opening and closing procedures independently, ensuring compliance with cash handling protocols.</li> <li>Accurately prepare and manage cash deposits at the end of each shift.</li> <li>Pack bakery items for customers in accordance with company packaging standards.</li> </ul> <p><b><u>Pre-requisites</u></b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
Senior Service Crew – BreadTalk/Wu Pao Chun	<p><b><u>Key Responsibilities</u></b></p> <p><b><u>General Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>Maintain a clean, tidy, and hygienic workstation and overall kitchen environment at all times</li> <li>Use appropriate tools and equipment for designated purposes (e.g. colour-coded cloths, proper knives, etc.)</li> <li>Maintain a thorough understanding of all products offered in the outlet, including product characteristics and preparation</li> <li>Be able to independently set up workstations and perform assigned roles without supervision</li> <li>Perform quality checks and reject any products that do not meet the required standards</li> <li>Dispense and arrange products neatly for customer display and service</li> <li>Uphold a friendly and positive image while engaging with customers</li> <li>Ensure overall cleanliness of the outlet and product display areas</li> <li>Clean and sanitise trays, tongs, and related service utensils regularly</li> <li>Handle customer enquiries and requests professionally and promptly</li> <li>Manage cake bookings and customer orders efficiently</li> <li>Coordinate cake preparation, packaging, and deliveries according to schedule and customer specifications</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am - 4pm 12pm - 9pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><b><u>Kitchen Duties</u></b></p> <ul style="list-style-type: none"> <li>• Prepare toppings for various bread and Danish items according to Standard Operating Procedures (SOP)</li> <li>• Apply Euro bun toppings where applicable (depending on outlet)</li> <li>• Prepare required ingredients and fillings for all types of bread products</li> <li>• Learn and be familiar with all product types and their respective ingredients</li> <li>• Carry out dispensing duties by displaying freshly baked products in an organised and timely manner</li> </ul> <p><b>Cashiering Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support product promotions and assist customers in understanding ongoing offers</li> <li>• Perform suggestive selling and actively upsell products to enhance customer experience and sales performance</li> <li>• Maintain a cash handling accuracy rate of at least 995% across all transactions</li> <li>• Be able to accurately name all products and describe their ingredients to customers confidently</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No qualifications required</li> </ul>	
Service Crew – Thye Moh Chan	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Operate the Point-of-Sale (POS) system with accuracy, including handling multiple payment modes, applying promotions, processing voucher redemptions, staff meals, staff discounts, and managing transaction voids</li> <li>• Perform opening and closing procedures for the POS system independently and efficiently</li> <li>• Ensure accuracy and efficiency in handling transactions, even during peak trading hours</li> <li>• Prepare and record daily cash deposits with attention to detail and accountability</li> <li>• Manage pastry bookings, customer inquiries, and delivery arrangements with professionalism and warmth</li> <li>• Oversee product ordering and receiving stock deliveries, ensuring items are accurate and in good condition</li> <li>• Proactively upsell and cross-sell products by sharing the heritage, craftsmanship, and unique qualities of traditional Chinese pastries with customers</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No qualifications required</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 7am - 4pm / 12pm - 9pm</li> <li>• Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Service Crew - Toastbox</b>	<p><b>Key Responsibilities</b></p> <p><u>General Duties</u></p> <ul style="list-style-type: none"> <li>• Responsible for daily food preparation, customer service, cleaning, and overall store hygiene maintenance.</li> <li>• Ensure all duties are carried out in accordance with standard operating procedures (SOPs) and food safety guidelines.</li> </ul> <p><u>Job Stations</u></p> <p><b>Cashier Station</b></p> <ul style="list-style-type: none"> <li>• Accurately take and process customers' orders using the Point-of-Sale (POS) system.</li> <li>• Handle all types of transactions efficiently, including cash, card, voucher redemption, and discounts (e.g. promotions, staff meals).</li> <li>• Perform key POS functions such as voiding transactions and reconciling sales during peak hours.</li> <li>• Support the Coffee Maker in preparing and serving cold beverages.</li> </ul> <p><b>Toast Station</b></p> <ul style="list-style-type: none"> <li>• Prepare toasted bread items according to customer orders and recipe standards.</li> <li>• Ensure consistency in quality, taste, and presentation.</li> </ul> <p><b>Kitchen Station</b></p> <ul style="list-style-type: none"> <li>• Assist in preparing ingredients and assembling Asian Food Delights as per orders.</li> <li>• Monitor ingredient levels and ensure sufficient stock is available throughout the day.</li> <li>• Follow recipes and SOPs to maintain food consistency and hygiene.</li> </ul> <p><u>Other Responsibilities</u></p> <ul style="list-style-type: none"> <li>• Perform housekeeping duties, including clearing trays, cleaning tables, and washing crockery and utensils.</li> <li>• Maintain a clean and organised store environment at all times.</li> <li>• Attend to customer needs courteously and professionally, ensuring customer satisfaction.</li> <li>• Perform any ad hoc duties as assigned by the Supervisor or Manager.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No qualifications required</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 7am - 4pm / 12pm - 9pm</li> <li>• Location/ Postal code: Islandwide</li> </ul>
<b>Trainee Chef - Din Tai Fung</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure that food quality, presentation, and consistency meet the established standards at all times</li> <li>• Support the Chefs in maintaining creativity and excellence in food preparation and presentation</li> <li>• Monitor and control kitchen wastage; promote efficient use of ingredients and resources</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 9am - 6pm / 2pm - 10pm</li> <li>• Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Check the freshness and proper preparation of stocks, sauces, and daily garnishes</li> <li>Promptly report any equipment or maintenance issues to the Chefs for immediate attention</li> <li>Ensure that both the front-of-house (as it relates to food service areas) and back-of-house (kitchen) are clean, organized, and well-maintained to support smooth operations</li> </ul> <p><u>Chinese Cuisine (if applicable)</u></p> <ul style="list-style-type: none"> <li>Learn and master traditional Chinese cooking techniques such as stir-frying, deep-frying, cold dish assembly, and the cooking of traditional Chinese noodle dishes</li> <li>Develop familiarity with the use of Chinese kitchen equipment including woks, steamer baskets, and stock pots</li> <li>Gain hands-on experience in preparing sauces, stocks, and seasonings used in Chinese cuisine</li> <li>Improve speed and consistency in producing high-quality Chinese dishes</li> </ul> <p><u>Dim Sum (if applicable)</u></p> <ul style="list-style-type: none"> <li>Train in proper dough preparation, filling ratios, and hand-folding methods for Xiao Long Bao, steamed buns, and dumplings</li> <li>Practice folding with speed and uniformity to meet production and presentation standards</li> <li>Understand and follow hygiene and food safety practices during dough handling, folding, and steaming</li> <li>Support high-volume prep and service while maintaining quality control</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	
Waiter/ Waitress – Din Tai Fung	<p><b>Key Responsibilities</b></p> <p><u>Customer Service</u></p> <ul style="list-style-type: none"> <li>Greet and welcome guests promptly upon arrival; escort them to their seats courteously.</li> <li>Provide a courteous, professional, and attentive dining experience to all customers.</li> <li>Take accurate food and beverage orders and serve them efficiently.</li> <li>Monitor food and beverage quality before serving to ensure it meets standards.</li> <li>Stay updated on menu changes or service expectations.</li> <li><u>Dining Area Management</u></li> <li>Ensure the designated service area runs smoothly throughout the shift.</li> <li>Replenish cutlery, napkins, and other tableware as needed during service.</li> <li>Confirm that each table has proper settings and required condiments before customer seating.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 11am - 7pm / 2pm - 10pm</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Reset and clean tables after use, including clearing soiled dishes and sanitising surfaces.</li> </ul> <p><b>Standards &amp; Procedures</b></p> <ul style="list-style-type: none"> <li>Adhere strictly to the company's Standard Operating Procedures (SOPs) for service, hygiene, and safety.</li> <li>Proactively suggest process or service improvements to supervisors.</li> <li>Maintain professional grooming, cleanliness, and a high level of personal hygiene.</li> <li>Uphold consistent, best-in-class service and hygiene standards at all times.</li> </ul> <p><b>Additional Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform any other related tasks, duties, or assignments as directed by the supervisor or management.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No qualifications required</li> </ul>	

Click here for Content Page

## #3 Certis Group

Certis Group is a leading Singaporean multinational company providing advanced, integrated security and outsourced services, evolving from a traditional security provider (originally CISCO) into a smart operations partner using AI and technology to offer solutions in security, facilities management, and visitor management for public and private sectors. They specialize in "Security+" solutions, integrating technology, people, and processes for smarter, more efficient operations beyond traditional guarding, focusing on creating safer, smarter, and better outcomes for clients globally.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Auxiliary Police Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible in maintaining law and order</li> <li>Primary duties include deterring and preventing unlawful activities, safeguarding persons and protecting properties from loss and damage.</li> <li>Secondary duties include crowd and traffic control, perform patrolling, access control or enforcement of security at events.</li> <li>Secondary duties include crowd and traffic control, perform patrolling, access control or enforcement of security at events.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: N'level / WPLN4</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am – 7am</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Aviation Security Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for conducting security screening checks and ensuring safety of the passengers while maintaining its high security standard</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: O'level / WPLN5</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am-7am</li> <li>Location/ Postal code: Changi Airport</li> </ul>
Cash Management Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Handling of cash with the aid of technology (cash sorting machine)</li> <li>Required to move heavy packages of cash boxes/ cash bags/ coin boxes from time to time</li> <li>Packing of cash into boxes/ containers/ cartridges</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Secondary / WPLN3</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am-7am</li> <li>Location/ Postal code: Bedok</li> </ul>
Cash & Valuables Security Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Play a critical role in the cash management ecosystem: You will be trained to handle cash replenishment at ATMs and the collection and delivery of cash and valuables to banks and retail stores.</li> <li>This role requires physical fitness, the ability to lift weights of up to 20kg, and a strong sense of accountability. Join us and play a key role in maintaining financial security.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Secondary / WPLN3</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am -7am</li> <li>Location/ Postal code: Islandwide</li> </ul>
Courier Rider	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform timely and secure delivery of parcels/documents to designated locations</li> <li>Ensure proper handling and documentation of items during transit</li> <li>Communicate with dispatch and operations teams for route updates and delivery confirmations</li> <li>Maintain delivery logs and submit reports as required</li> <li>Adhere to safety and traffic regulations at all times</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Secondary / WPLN3</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am – 7am</li> <li>Location/ Postal code: Islandwide</li> </ul>
Enforcement Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Carry out enforcement duties at public roads according to patrol schedule and attend to public feedback on parking.</li> <li>Enforce against illegal parking, perform checks against unlicensed operator and unlawful activities.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Secondary / WPLN3</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am – 7am</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Security Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The primary job scope includes performing access control duties (to prevent unauthorized entry into the premises), patrolling/clocking and attending to any security related matters.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Secondary / WPLN3</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7am – 7am</li> <li>Location/ Postal code: Islandwide</li> </ul>

## #4 DFI Retail Singapore

Click here for Content Page

DFI Retail Singapore is a retailer delivering quality, value and service through leading brands, a compelling retail experience and a commitment to sustainability.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
7 Eleven – Sales Associate (Full-Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Provide excellent customer service at all time</li> <li>Perform cashier duties and other payment services such as bill payment, cash withdrawal etc.</li> <li>Maximize sales and profitability of store, upsell products</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Ability to work 3 rotating shifts</li> <li>Ability to work on a 6 days' work week schedule</li> <li>Good communication skills and team player</li> <li>Willing to learn</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 528765</li> </ul>
7 Eleven – Sales Associate (Part-Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Provide excellent customer service at all time</li> <li>Perform cashier duties and other payment services such as bill payment, cash withdrawal etc.</li> <li>Maximize sales and profitability of store, upsell products</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Ability to work 3 rotating shifts</li> <li>Ability to work on a 6 days' work week schedule</li> <li>Good communication skills and team player</li> <li>Willing to learn</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: &lt; 35 hours per week</li> <li>Location/ Postal code: 528765</li> </ul>
Guardian Health & Wellness Advisor	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Monitor daily sales trend of the store &amp; formulate action plans to counter competition and threats</li> <li>To achieve and be accountable for the budget sales &amp; profitability of store under your charge through optimum operational control &amp; providing excellent customer services</li> <li>Proactively engage customers and offer health related advice tailored to their needs,</li> <li>Recommend appropriate health and wellness category products which may include, but not limited to, over-the-counter medicines, first aid products, health supplements, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 528765</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Stay updated on current health trends, product knowledge and store promotions</li> <li>Educate customers on product benefits, proper usage and safety information</li> <li>Monitor store operations in terms of housekeeping, merchandising, stock ordering and management, security and costs incurred to ensure assigned stores operate at optimal performance level.</li> <li>Ensure compliance with company policies, operational standards, and regulatory requirements (e.g. health and safety, SOP)</li> <li>Ensure effective internal communication within the team to maintain smooth operations</li> <li>Any other duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum GCE 'O'level/ Diploma in Retail, Business Management, or a related field</li> <li>At least 2 years of retail experience, with prior supervisory experience preferred</li> <li>Interest or background in health, nutrition, or wellness preferred</li> <li>Strong leadership and team management skills</li> <li>Good customer service and interpersonal skills</li> <li>Ability to handle store operations, stock management, and merchandising</li> </ul>	
Guardian - Retail Assistant (Full-Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Promote and provide excellent customer service at all times</li> <li>Maximize sales and profitability through professional handling of promotional sales transactions</li> <li>Maintain and monitor optimum and accurate inventory level</li> <li>Ensure effective and efficient day-to-day work SOP of store</li> <li>Any other adhoc duties as per assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Ability to work 2 rotating shifts</li> <li>Ability to work on a 5 days' work week (including weekends &amp; PH)</li> <li>Good communication skills and team player</li> <li>Able to carry heavy loads up to 10kg</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 528765</li> </ul>
Guardian - Retail Assistant (Part-Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Promote &amp; provide excellent customer service at all times</li> <li>Improve sales &amp; profitability through professional handling of promotional sales transactions</li> <li>Maintain and monitor optimum &amp; accurate inventory level</li> <li>Ensure effective &amp; efficient day-to-day work SOP of store</li> <li>Facilitate in store operations in terms of housekeeping, merchandising, stock ordering, security &amp; costs incurred to ensure assigned stores operate at efficient performance level</li> <li>Align with all set standards of operations</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Up to 35 hours per week</li> <li>Location/ Postal code: 528765</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Assist with cashiering and administrative duties</li> <li>• Any other adhoc duties as per assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• abc</li> <li>• ...</li> <li>• ..</li> </ul>	
<b>Guardian - Retail Executive (Full-Time)</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Kept informed on daily sales trend of the store &amp; formulate action plans to counter competition and threats</li> <li>• Boost budget sales &amp; profitability of store under their charge through optimum operational control &amp; providing excellent customer services</li> <li>• Facilitate in store operations in terms of house-keeping, merchandising, stock ordering and management, security and costs incurred to ensure assigned stores operate at efficient performance level</li> <li>• Ensure personnel needs of the stores and developmental needs are met so that stores can operate efficiently</li> <li>• Mentor and empower team members to achieve targets</li> <li>• Any other adhoc duties as per assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Passionate in the retail industry</li> <li>• Prior retail and store experience is an advantage</li> <li>• Keen business acumen and results-driven</li> <li>• Adaptable in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 44 hours per week</li> <li>• Location/ Postal code: 528765</li> </ul>
<b>Guardian - Set Up Merchandiser (2-year contract)</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist in setting up merchandise displays, fixtures, and planograms during store openings, renovations, or closures</li> <li>• Unpack, sort and organize inventory on shelves according to merchandising guidelines</li> <li>• Ensure products are tagged, aligned, front-faced with respective POSM as per the planogram</li> <li>• Complete Good Return after set up</li> <li>• Work closely with the Setup Team Lead to complete tasks within tight timelines.</li> <li>• Maintain cleanliness and organization of the store during setup</li> <li>• Support removal of merchandise and fixtures during store closures</li> <li>• Adhere to safety and operational guidelines during physical setup work</li> <li>• Be flexible to support setup needs across various store locations</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Physically fit and comfortable with manual tasks such as lifting, stocking, and moving fixtures</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 44 hours per week</li> <li>• Location/ Postal code: 528765</li> </ul>

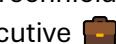
Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to commit to shift work, including early mornings, late evenings, weekends, or overnight shifts as required</li> <li>• Reliable, punctual, and able to work efficiently under tight deadlines</li> <li>• Prior experience in retail setup or merchandising is an advantage but not required</li> <li>• Strong teamwork and communication skills</li> </ul>	
<b>Guardian - Skin &amp; Scalp Advisor</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Actively engage and introduce customers to skin/scalp analysis services. Assist in the registration process and identify skin/scalp concerns</li> <li>• Perform skin/scalp analysis using diagnostic equipment, guiding customers through the process</li> <li>• Provide high-level personalized results consultation and recommend skincare/haircare solutions based on the report</li> <li>• Provide excellent customer service and respond to queries about service (using FAQs) and product category/use guidance.</li> <li>• Sanitize and maintain diagnostic equipment after each use</li> <li>• Store properly and ensure hardware is in working order</li> <li>• Stocking, pricing, replenishment, product displays, and visual merchandising in-store.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level / Diploma in Retail, Business Management, or a related field</li> <li>• At least 2 years of retail experience, with prior supervisory experience preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 44 hours per week</li> <li>• Location/ Postal code: 528765</li> </ul>

Click here for Content Page

## #5 Eastern General Hospital

Healthcare industry.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Operations Tech</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensuring the seamless and reliable operation of IT systems and infrastructure within Singapore's public healthcare sector.</li> <li>• Incident and Problem Management: Respond to and resolve high-severity incidents, perform root cause analysis (RCA) to prevent recurrence, and manage communications with stakeholders until issues are closed.</li> <li>• Monitoring and Performance: Monitor system health, performance, and network traffic, set up alerts and dashboards, and optimize performance and resource utilization.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 42 hours</li> <li>• Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Maintenance and Upgrades: Plan and oversee systems upgrades, migrations, and patch management to ensure systems are up-to-date with the latest security and technology standards.</li> <li>Security and Compliance: Implement and monitor security controls, ensure compliance with internal security policies and regulatory frameworks, and assist with audits.</li> <li>Collaboration and Support: Collaborate with cross-functional teams (e.g., infrastructure, database, security) and external vendors to resolve issues, implement changes, and provide technical assistance to users.</li> <li>Documentation and Process Improvement: Maintain standard operating procedures (SOPs), documentation, and implement automation for routine tasks to achieve higher efficiency.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Bachelor's Degree in a technical field such as Computer Science, IT, Engineering, or a related technical field.</li> <li>Min 4-6 years of relevant experience, and strong technical skills in areas like operating systems, networking and cybersecurity</li> </ul>	
 <b>Pharmacy Technician/Executive</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The role of a Pharmacy Assistant in SGH Pharmacy Compounding Hub requires the following skills set:</li> <li>Able to prepare sterile products (e.g. total parenteral nutrition, eye drops, pre-filled syringes and antibiotic elastomeric pumps) in a cleanroom environment</li> <li>Assist in daily cleanroom maintenance and environmental monitoring</li> <li>Assist in administrative duties (e.g. submission of agar plates for incubation and reading, ordering and inventory management)</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum GCE 'O' Level credits in English and Mathematics/ GCE 'A' Level / Diploma in any discipline</li> <li>Personnel would need to undergo and pass media fill tests to be validated in aseptic compounding</li> <li>Adherence to Good Manufacturing Practice (GMP) Standard Operating Procedures (SOPs)</li> <li>4. Good hand dexterity and personal hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 5.5 work week</li> <li>Location/ Postal code: 168582</li> </ul>
 <b>Phlebotomist</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The phlebotomist is responsible for the collection, handling and dispatching of specimens to Pathology laboratory from patients as ordered by the clinicians. The incumbent shall also conduct specified list of POCT (Point of Care Testing) and perform Electrocardiogram (ECG) in Emergency Department (ED) as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 5.5 work week</li> <li>Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>The incumbent must be able to work in Emergency Department setting with 2-rotating shifts, weekends, and Public Holidays. The incumbent must have a recognised Certificate in Phlebotomy.</li> </ul>	
Podiatry Assistant	<b>Key Responsibilities</b> <p>Clinical Competencies and Duties</p> <ul style="list-style-type: none"> <li>In podiatry services, the Podiatrist Assistant will function alongside podiatrists to provide services to the patients. The Podiatrist Assistant can perform certain procedures under supervision.</li> <li>* Assists podiatrists in day-to-day operations, inpatients, outpatients and in the community</li> <li>Assists podiatrists in clinic operations, manufacture, and modification of products for dispensation to patients</li> <li>Assist podiatrists in nail surgery procedures in outpatients.</li> <li>Assist in transfer of patients to treatment couch and escorting patients in and out of treatment room.</li> </ul> <p>Administrative Duties</p> <ul style="list-style-type: none"> <li>Assist podiatrists in patient appointment scheduling and rescheduling.</li> <li>Maintain and ensure general tidiness and cleanliness of all treatment rooms and plaster rooms, as well as all equipment and devices.</li> <li>Manage enquiries from public and internal staff.</li> <li>Engage in relevant continuing education and training on regular basis to maintain his / her competency.</li> <li>Participate in corporate activities and events.</li> <li>Adhere to all policies of the department in upholding quality service in patient care.</li> <li>Participate in departmental process and quality improvement efforts (E.g.: kaizen projects, 5S etc)</li> <li>Support podiatrists in specific departmental portfolios (E.g.: equipment and instrument management, continuing education, 5S champion, Kaizen champions, JCI compliance etc).</li> <li>Work as an effective team player within the department and also outside the department.</li> <li>Embrace continuous improvements as our way of life by improving and refining work performance on a daily basis.</li> <li>Assist HOD in administrative duties when assigned.</li> <li>Undertake all duties when assigned.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Education / Training / Experience</li> <li>Minimum GCE 'N', 'O' Levels, ITE or equivalent and / or</li> <li>Skills in word processing software (E.g.: Microsoft word)</li> <li>Related on-the-job-training by the hospital</li> <li>Relevant upgrading courses by external institutions</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 5.5 work week</li> <li>Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Radiography Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>You will assist the Radiographer and Neuroradiologist in processing and loading of imaging films, X-ray film digitising and other photographic work. You will also need to take on basic cleaning duties, portering, dispatching duties and other patient related services. You will be required to perform shift and night duties to maintain a 24-hours service.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>GCE 'N' level with at least 1 - 2 years' relevant working experience</li> <li>Good communications and interpersonal skills</li> <li>Able to multi-task in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 5.5 work week</li> <li>Location/ Postal code: 168582</li> </ul>
Resident Physician / Staff Registrar 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergency, acute and secondary care. EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers.</li> <li>We are seeking dedicated medical professionals to join our team as either Resident Physicians or Staff Registrars, depending on qualifications and experience. Resident Physicians will provide comprehensive patient care in their chosen discipline of practice under the supervision of Specialist doctors, serving as key team members whilst gaining strong clinical experience to maximise their potential in a structured learning environment. Staff Registrars will undertake considerable responsibilities beyond those of Medical Officers and Residents, with those assessed as competent by the Specialty Lead performing duties at an enhanced level. Both roles offer excellent opportunities for professional development, mentorship, and career progression within our dynamic healthcare institution, providing the foundation for advancing your medical career in your chosen specialty area.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Must be in active clinical practice</li> <li>Possess a Basic Medical Degree and/or Postgraduate Qualification registrable with the Singapore Medical Council (SMC)</li> <li>Minimum 3-5 years of post-housemanship experience in relevant discipline</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 3 rotating shifts</li> <li>Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess Full registration or eligible for conditional registration with the SMC</li> <li>• Ability to work independently with demonstrated competence in managing to patients</li> <li>• Confident, pro-active and a good team player</li> </ul>	
<b>Senior Assistant Manager, Patient Financial Services</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Establish the entire feedback ecosystem from initial collection through to investigation, resolution and service recovery, in collaboration with key stakeholders. This role involves implementing channels and processes to effectively monitor and address regarding EGH's construction activities. To shape and implement organisation-wide service excellence initiatives that foster a culture of compassion. Contribute to service improvements, including providing strategic input on the physical infrastructure and design process for EGH's development. To develop systematic approaches for future EGH to collect and analyse feedback data, generate meaningful insights, monitor performance metrics, and provide evidence-based recommendations for service improvements. Also responsible for documenting meeting minutes and ensuring all relevant information and documentation are readily accessible to stakeholders as required.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Recognised degree in any discipline with 4 years' experience in customer service/patient experience operations</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 42 hours</li> <li>• Location/ Postal code: 168582</li> </ul>
<b>Senior Associate Executive, Patient Financial Services</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To participate and prepare Patient Financial Services operational processes for EGH's opening, including collaborating and working with other institutions. Participate in the IT systems implementation and User Acceptance Testing ("UAT") for IT systems .Incumbent will assist the Supervisor in developing and maintaining work instructions and training content, while documenting and sharing best practices and process improvements. In addition, provide secretariat and administrative support for the workgroups and department as required.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Accounting or equivalent with minimum 4 years working experience, preferably in healthcare..</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 42 hours</li> <li>• Location/ Postal code: 168582</li> </ul>
<b>Senior Accountant</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Will support critical financial processes, including monthly and annual financial closing, analysis, projections, budgeting, and costing. To contribute to the development of financial dashboards with multiple dimension analysis as well as designing optimal process flows that incorporate digital and technological advancements.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 42 hours</li> <li>• Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Bachelor's degree in Accountancy, Business Administration (major in Accountancy or Finance) or equivalent with minimum 2 years of related working experience..</li> </ul>	
<b>Senior Assistant Manager, Office of Patient Experience</b> 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>You will establish the entire feedback ecosystem from initial collection through to investigation, resolution and service recovery, in collaboration with key stakeholders. This role involves implementing channels and processes to effectively monitor and address regarding EGH's construction activities. You will help shape and implement organisation-wide service excellence initiatives that foster a culture of compassion. Working collaboratively with internal departments and external partners, you will contribute to service improvements, including providing strategic input on the physical infrastructure and design process for EGH's development. You will also develop systematic approaches for future EGH to collect and analyse feedback data, generate meaningful insights, monitor performance metrics, and provide evidence-based recommendations for service improvements. Additionally, you will be responsible for documenting meeting minutes and ensuring all relevant information and documentation are readily accessible to stakeholders as required.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Recognised degree in any discipline with 4 years' experience in customer service/patient experience operations..</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 42 hours</li> <li>Location/ Postal code: 168582</li> </ul>
<b>Senior/Staff Nurse</b> 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergency, acute and secondary care. EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers.</li> <li>You will provide nursing care and patient education through coordination, care management and evaluation for an assigned group of patients and/or patient related activities in a multifaceted environment. This includes providing guidance and direction to junior nurses to provide optimal care to meet desired patient outcomes and experiences. The incumbent will be nested at either Singapore General Hospital, Changi General Hospital, Sengkang General</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 3 rotating shifts</li> <li>Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Hospital and other SingHealth Institutions as the primary worksite.</p> <p>You will have the opportunity to work in the following areas:</p> <ul style="list-style-type: none"> <li>• Cardiovascular Lab</li> <li>• Emergency Department</li> <li>• High Dependency</li> <li>• Inpatient Ward</li> <li>• Intensive Care Unit</li> <li>• Interventional Radiology</li> <li>• Operating Theatre</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree or Diploma in Nursing recognised by Singapore Nursing Board</li> <li>• Registered with the Singapore Nursing Board</li> <li>• Prior experience working in tertiary hospitals will be an advantage</li> <li>• Able to perform rotating shifts that includes weekends and public holiday</li> <li>• A team player with positive and caring attitude</li> <li>• Required to work 3-rotating shifts..</li> </ul>	
Senior Dietetic Technician/Ass't Dietician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Dietetic Technician will support the department in the provision of nutrition and dietetics services by coordinating patients' appointments, assisting dietitians to perform nutritional care, conducting group nutrition education sessions, cooking demonstrations and workshops together with dietitians, maintaining the department's resources for patient education and assisting in catering matters. The Dietetic Technician will also be involved to assist in areas such as quality improvement projects, audits and/or research studies.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Nutrition, Food Science or equivalent</li> <li>• Excellent communication and inter-personal skills</li> <li>• Proficient in writing and speaking English and one other language</li> <li>• Proficient in Microsoft Office Suite and nutrient analysis software</li> <li>• Familiar with statistical analysis packages is an advantage</li> <li>• Positive work attitude and good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 5.5 work week</li> <li>• Location/ Postal code: 168582</li> </ul>
Senior Executive/Assistant Manager/	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Join us in shaping the future of EGH as we develop our hospital support and patient operations. In this dynamic role, you will play a key part in implementing operational models that align with our evolving healthcare services and care delivery frameworks, whilst ensuring compliance with budgetary constraints and established guidelines. Your key</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 42 hours</li> <li>• Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Senior Assistant Manager(Support &amp; Patient Operations)</b>	<p>responsibilities will encompass developing and optimising operational workflows, managing administrative functions within the planning team, creating detailed process maps, supporting procurement and resource allocation strategies, contributing to the hospital's operational readiness, activation and transition (ORAT) initiatives as well as coordinating with diverse project stakeholders through regular engagement sessions. This position offers an excellent opportunity to be part of a transformative phase in our hospital's development, where you'll work closely with various departments to enhance healthcare delivery systems.</p> <p>Various Departments:</p> <ul style="list-style-type: none"> <li>Patient Operations</li> <li>Call Centre &amp; Appointment Services, Health Information Management Services, Pre-operative and Admitting Services, Specialist Outpatient Clinics</li> </ul> <p>Support Operations</p> <ul style="list-style-type: none"> <li>Crisis Planning &amp; Operations, Environmental Services, Food Services, General Services, Office of Sustainability, Security Services, Workplace Safety &amp; Health</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Degree in any discipline, preferably healthcare related</li> <li>Candidates with more years of experience will be considered for the Assistant Manager or Senior Assistant Manager role</li> <li>Knowledge &amp; skill in design thinking, change management, project management, process technology adoption methodologies, would be a strong advantage</li> <li>Experience in service or healthcare industry is an advantage</li> <li>Excellent communication and interpersonal skills</li> <li>Team player, highly motivated and action-oriented with excellent planning and analytical skills</li> <li>Able to engage various stakeholders in a fluid environment and growing organisation</li> <li>Ability to work under pressure and adapt to challenging conditions</li> <li>Proficient in Microsoft Word, Excel and PowerPoint..</li> </ul>	
<b>Social Work Asst/Coordinator</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>You will assist the Medical Social Workers in carrying out administrative work, in the delivery of social services to patients and their families. This includes processing of information and statistics on assistance through an electronic system. You may be required to gather information from patients and their families and assist them with the financial assessment procedures. You may also be required to conduct home visits.</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>Working Hours: 5.5 work week</li> <li>Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Diploma preferably in Social Work / Community Service / Human Services</li> <li>Relevant experience in Social Services, Accounting and Statistics will be an added advantage</li> <li>Proficient in Microsoft Office applications</li> <li>Good interpersonal and communication skills.</li> </ul>	
<b>Staff Nurse</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The upcoming Eastern General Hospital (EGH) seeks to provide excellent healthcare and promote healing that is centred around each person. When operational, EGH will provide a comprehensive range of inpatient and outpatient clinical specialties and healthcare services covering emergency, acute and secondary care. EGH's vision is to be a great hospital for the community and a great workplace for staff, and it seeks to do so by harnessing innovative technologies in patient care, journeying closely with patients and the community to lead healthier and more fulfilling lives, and being an employer of choice that empowers staff in their careers.</li> <li>You will provide nursing care and patient education through coordination, care management and evaluation for an assigned group of patients and/or patient related activities in a multifaceted environment. This includes providing guidance and direction to junior nurses to provide optimal care to meet desired patient outcomes and experiences. The incumbent will be nested at either Singapore General Hospital, Changi General Hospital, Sengkang General Hospital and other SingHealth Institutions as the primary worksite.</li> </ul> <p>You will have the opportunity to work in the following areas:</p> <ul style="list-style-type: none"> <li>Cardiovascular Lab</li> <li>Emergency Department</li> <li>High Dependency</li> <li>Inpatient Ward</li> <li>Intensive Care Unit</li> <li>Interventional Radiology</li> <li>Operating Theatre</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Degree or Diploma in Nursing recognised by Singapore Nursing Board</li> <li>Registered with the Singapore Nursing Board</li> <li>Prior experience working in tertiary hospitals will be an advantage</li> <li>Able to perform rotating shifts that includes weekends and public holiday</li> <li>A team player with positive and caring attitude</li> <li>Required to work 3-rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 3 rotating shifts</li> <li>Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Technical Asst/Asst Medical Technologists in Lab</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To perform laboratory diagnostic procedures and related activities so as to provide a quality laboratory service to our customers, both internal and external.</li> </ul> <p><b>Job Responsibilities</b></p> <p><b><u>Primary Responsibilities and Duties (80%)</u></b></p> <ul style="list-style-type: none"> <li>• Receive laboratory specimens and reject those that are unsuitable for analysis.</li> <li>• Operate the Laboratory Information System to perform functions such as result query, order entry and result entry</li> <li>• Perform waived tests and moderate complexity tests. Perform all procedures in accordance with laboratory protocols</li> <li>• Alert appropriate laboratory personnel of critical values.</li> <li>• Report any adverse incidents to senior member of staff.</li> <li>• Prepare reagents and materials that require special handling to ensure reliability</li> <li>• Receive and resolve queries from customers</li> <li>• Undertake preventive maintenance on laboratory instrumentation. Notify appropriate laboratory personnel when laboratory instruments malfunction</li> <li>• Notify appropriate laboratory personnel when test kits, reagents or other supplies should be re-ordered</li> <li>• Perform shift duties as required</li> <li>• Keep current with new instrumentation, techniques and procedures by attending/participating in appropriate workshops, seminars and in-service education classes</li> <li>• Promptly carry out the instruction(s) of senior staff with regard to work procedures and duties</li> <li>• Comply with good laboratory practice as set out by the Laboratory Accreditation Programme</li> <li>• of the College of American Pathologists and Singapore regulatory agencies such as the</li> <li>• Medical Audit &amp; Accreditation Unit</li> <li>• Comply with all requirements of the Laboratory Safety Manual.</li> <li>• Comply with DLM Workplace Etiquette in line with NUHS Core Values.</li> </ul> <p><b><u>Secondary Duties and Responsibilities (20%)</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate laboratory procedures to trainees and new staff.</li> <li>• Guide Laboratory Technicians, Clerical Staff and Health Attendants in their work when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 5.5 work week</li> <li>• Location/ Postal code: 168582</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Participate in routine laboratory administrative work such as filling, processing of deliveries</li> <li>orders and invoices.</li> <li>Any other duties as assigned by supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualification Required and Area of Discipline</li> <li>Diploma in Medical Laboratory Science..</li> </ul>	
Therapy Assistants	<p><b>Key Responsibilities</b></p> <p>As a Therapy Assistant, you will play a vital part in supporting our Physiotherapy, Occupational Therapy, Speech Therapy and Podiatry departments. You will be a part of a team which focuses on assisting our therapists in delivering high-quality rehabilitative care to our patients.</p> <p><b>What you'll be doing</b></p> <ul style="list-style-type: none"> <li>Provide assistance to our therapists in the delivery of various rehabilitative treatments and interventions</li> <li>Escort and transport patients to and from treatment areas as needed</li> <li>Set up treatment areas and ensure equipment is clean and maintained</li> <li>Observe and report on patient progress to our therapists</li> <li>Provide general administrative support as required</li> </ul> <p><b>What we're looking for</b></p> <ul style="list-style-type: none"> <li>Experience working as a therapy assistant or in a similar supporting role within a healthcare setting will be of added advantage</li> <li>Strong interpersonal and communication skills to interact effectively with patients, families and the multidisciplinary team</li> <li>Compassionate and empathetic approach when working with patients</li> <li>Commitment to providing high-quality patient care</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Education / Training / Experience</li> <li>Minimum GCE 'N', 'O' Levels, ITE or equivalent and / or</li> <li>Skills in word processing software (E.g.: Microsoft word)</li> <li>Related on-the-job-training by the hospital</li> <li>Relevant upgrading courses by external institutions</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 5.5 work week</li> <li>Location/ Postal code: 168582</li> </ul>

## #6 EM Services

EM Services (EM Services Pte Ltd) is Singapore's leading property and township management company, founded in 1988 as a joint venture between HDB and Keppel Land, managing vast public housing estates, commercial properties, and providing engineering, project, and contract management, focusing on creating quality living environments.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Contracts Manager</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage the full contract lifecycle in township cyclical and upgrading works—drafting, reviewing, and maintaining contracts—while ensuring compliance with legal standards and organizational policies, mitigating risks, and serving as the main point of contact for contract-related matters.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>3-5 years of relevant experience</li> <li>Bachelor's Degree in relevant field in Contract Management</li> <li>Strong knowledge of contract law and good negotiation and organizing skills</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>Location/ Postal code: Woodlands (731306)</li> </ul>
<b>Customer Relations Assistant</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Handle resident enquiries and feedback through phone, email, and walk-ins while performing general administrative duties and case follow-ups.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Min. 1 year customer support experience</li> <li>Higher NITEC</li> <li>The ability to multi-task effectively</li> <li>Good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>Location/ Postal code: Tampines (521126)</li> </ul>
<b>Estate Inspection Officer</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Conduct day-to-day estate inspections to identify building-related defects, perform safety checks, and collect photos/videos for data mining to support effective estate management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Higher NITEC/NITEC/ GCE 'O'level</li> <li>Has the ability to perform inspections, document findings, and work independently on assigned tasks</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm Fri: 8.00am - 5:00pm</li> <li>Location/ Postal code: Central (150166)</li> </ul>
<b>Finance Admin Assistant</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Handle finance and administrative tasks including counter duties, payment collection, accounting functions (A/R, A/P, bank reconciliation), report preparation, and general office support.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>NITEC/ Higher NITEC/ Diploma in Accounting</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: <u>Tampines TC</u> Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm /</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Positive attitude, proactive and meticulous</li> <li>Proficient in Microsoft Word &amp; Excel, with good communication and interpersonal skills.</li> </ul>	8.30am - 5:30pm <u>Pasir Ris- Changi TC</u> Mon - Fri: 8.00 am – 5.00 pm Sat: 8.00 am - 1.00 pm <ul style="list-style-type: none"> <li>Location/ Postal code: Pasir Ris and Tampines</li> </ul>
Finance Admin Executive / Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee finance operations including income verification, arrears management, budgeting, reconciliation of accounts, preparation of financial statements and supervision of Finance &amp; Admin Assistants</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Min. 3 years' experience in accounting and related areas (internal control, governance, risk management)</li> <li>Bachelor's degree in accounting/ACCA</li> <li>Strong analytical skills, and ability to work under stress</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.15 pm / 8.45 am - 6.00 pm Fri: 8.00 am - 5.00 pm / 9.00 am - 6.00 pm Sat: 8.00 am - 12.00 pm</li> <li>Location/ Postal code: Multiple location</li> </ul>
Internal Audit Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Lead and manage the full internal audit cycle— including planning, execution, reporting, advisory, and follow-up—for multiple projects, ensuring compliance, effective internal controls, risk mitigation, governance enhancement, and value-added insights for management and the Audit Committee.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Min. 6 years of internal audit experience</li> <li>Bachelor's Degree Professional CA qualification with CIA</li> <li>Proficiency in data analytics tools, strong analytical, communication, and leadership skills, and a high level of integrity and professional judgement.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>Location: Central</li> </ul>
ISO Audit Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Serve as the in-house ISO IMS expert by reviewing and guiding management system documentation, implementing internal audits and management reviews, training staff, promoting continuous improvement, and ensuring compliance with relevant ISO standards.</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm /</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Min. 3 years of audit experience</li> <li>Bachelor's Degree</li> <li>Preferably Engineering related</li> <li>Familiarity with multiple ISO management system standards, and expertise in process analysis and improvement tools.</li> </ul>	8.30am - 5:30pm • Location: Central
<b>IT Officer</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Provide comprehensive IT support to internal staff—including service requests, troubleshooting, system and Microsoft</li> <li>365 administration, cybersecurity, backups, and digital tools—while</li> <li>also supporting operational KPIs and maintaining dashboards for tracking purposes.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Min. 2 years of IT support experience</li> <li>Diploma</li> <li>Relevant to IT</li> <li>Strong troubleshooting skills, and preferably knowledge in virtualization, firewalls, SharePoint and AWS</li> </ul>	• Working Hours: <u>Marsiling Yew</u> <u>Tee TC</u> Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm  <u>Holland Bukit</u> <u>Panjang TC</u> Mon - Fri: 8.00 am – 5.00 pm Sat: 8.00 am - 1.00 pm • Location: Woodlands and Bangkit (North/West)
<b>Lift Supervisor</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee and coordinate lift maintenance operations by supervising technicians, ensuring timely inspections, troubleshooting and repair works, enforcing safety and regulatory compliance, maintaining accurate reports, and managing service response performance</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Engineering related field</li> <li>Substantial hands-on lift maintenance experience, with strong technical expertise</li> <li>Leadership and communication skills and the ability to manage operations, safety standards, and team effectively.</li> </ul>	• Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm • Postal code: 159309
<b>Lift Technician</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Carry out scheduled inspections, maintenance, troubleshooting, and repairs of lift systems while ensuring safety compliance, accurate documentation, prompt response to service calls, and effective teamwork</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>NITEC</li> <li>Relevant lift-related field.</li> <li>Hands-on experience with lift systems, strong technical and troubleshooting skills</li> </ul>	• Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Physical readiness, good communication abilities, and a valid motorbike license for call-back operations.</li> </ul>	<ul style="list-style-type: none"> <li>Postal code: 159309</li> </ul>
<b>Operations Manager</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee daily lift maintenance by leading technical teams, ensuring safety and regulatory compliance, managing preventive and emergency maintenance, engaging clients, analysing performance data, and driving continuous improvement through technology and best practices.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Min. 3 years of lift maintenance experience</li> <li>Diploma/bachelor's degree (Mechanical/ Electrical Engineering)</li> <li>Strong technical and regulatory knowledge</li> <li>Effective communication and decision-making skills</li> <li>Proficiency with digital maintenance and reporting systems.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm</li> <li>Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>Location/ Postal code: 159309</li> </ul>
<b>Project Executive (Civil &amp; Structural)</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Supervise construction projects including A&amp;A, repair, redecoration, and reroofing works while ensuring compliance with contract specifications and handling related contract administration.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Fresh diploma graduate or min. 2 years of relevant experience</li> <li>Diploma in Building, Quantity Surveying, Construction Management, Civil Engineering, or related field, preferable with RTO certification.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm</li> <li>Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>Location: Central</li> </ul>
<b>Project Manager (Civil &amp; Structural)</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage building and maintenance projects from feasibility study to completion by supervising project teams and contractors, overseeing budgets, conducting site inspection, coordinating with consultants, and ensuring projects meet time, quality, and budget requirements.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Min. 2 years of project experience</li> <li>Bachelor's Degree (Building, Quantity Surveying, Construction Management, or Civil/Structural Engineering)</li> <li>Strong knowledge of WSHA, proficiency in MS Office and Project, and strong communication, negotiation, and skills.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm</li> <li>Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>Location: Central</li> </ul>
<b>Procurement Manager</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage end-to-end procurement activities by advising stakeholders on policies, ensuring compliance, preparing and evaluating quotations and tenders, coordinating with business units, supporting reporting, and driving cost-saving strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Diploma/Bachelor's Degree</li> <li>• Min. 5 years of experience (Degree holder)</li> <li>• Min. 8 years of experience (Diploma holder)</li> <li>• Proficiency in MS Office, strong communication and interpersonal skills, attention to detail, and the ability to manage time effectively under pressure</li> </ul>	Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm • Location: Central
<b>Property Manager</b> 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Lead property management operations, including building maintenance, tenancy administration, budgeting, and stakeholder engagement</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Building Services/ Facilities Management/ Real estate/ Relevant field.</li> <li>• Good interpersonal and stakeholder management skills</li> </ul>	• Working Hours: <u>East Coast / Sembawang TC</u> Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm  <u>Jalan Besar TC</u> Mon - Fri: 8.00 am - 5.10 pm / 8.20 am - 5.30 pm Sat: 8.00 am - 12.40 pm / 8.20 am - 1.00 pm  <u>Punggol / Holland-Bukit Panjang TC</u> Mon - Fri: 8.00 am - 5.00 pm Sat: 8.00 am - 1.00 pm • Location/ Postal code: Islandwide
<b>Property Officer</b> 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Responsible for estate inspections, identifying building defects, supervising maintenance works, handling residents' enquiries, monitoring contractors, managing arrears, and supporting grassroots activities.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Diploma in Building Services/Facilities Management/ Real Estate Business/ Relevant field</li> <li>• Good interpersonal skills</li> </ul>	• Working Hours: <u>Tampines / Tanjong Pagar / East Coast / Sembawang / Marsiling-Yew Tee TC</u> Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm /

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		<p>8.30am - 5:30pm</p> <p><u>Jalan Besar TC</u> Mon - Fri: 8.00 am - 5.10 pm / 8.20 am - 5.30 pm Sat: 8.00 am - 12.40 pm / 8.20 am - 1.00 pm</p> <p><u>Pasir ris-Changi / Punggol / Holland-Bukit Panjang TC</u> Mon - Fri: 8.00 am - 5.00 pm Sat: 8.00 am - 1.00 pm</p> <p><u>West Coast TC</u> Mon - Thur: 8.00 am - 5.15 pm / 8.45 am - 6.00 pm Fri: 8.00 am - 5.00 pm / 9.00 am - 6.00 pm Sat: 8.00 am - 12.00 pm</p> <ul style="list-style-type: none"> <li>• Location: Islandwide</li> </ul>
<b>Public Relations (PR) Manager</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for delivering 360° communications support (internal and external) to the Head of Department and ensuring brand consistency across all channels.</li> <li>• The role involves planning, executing, evaluating communication campaigns, managing digital platforms, and supporting governance committees with administrative tasks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma / Bachelor's Degree in communication/ Relevant field</li> <li>• Strong understanding of multi-channel communications and proficient in digital tools and media applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: <u>Jalan Besar TC</u> Mon - Fri: 8.00 am - 5.10 pm / 8.20 am - 5.30 pm Sat: 8.00 am - 12.40 pm / 8.20 am - 1.00 pm</li> </ul> <p><u>Pasir Ris-Changi TC</u> Mon - Fri: 8.00 am - 5.00 pm / 8.30 am - 5.30 pm</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		Sat: 8.00 am - 1.00 pm <ul style="list-style-type: none"> <li>• Location: Geylang Bahru and Pasir Ris</li> </ul>
Quantity Surveyor 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Prepare cost estimates, progress payments, final accounts, and variation orders while conducting site studies, reviewing rates, verifying contractor claims, and compiling cost information for projects.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• 1-2 years of relevant work experience preferred</li> <li>• Diploma in Building, Quantity Surveying, Construction Management, Civil Engineering, or a related field</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm</li> <li>• Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>• Location: Central</li> </ul>
Quantity Surveying (QS) Manager 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Lead and manage the Quantity Surveying team to ensure high-quality QS processes, contract administration, budget preparation, cost control, payment certification, audits, and compliance with relevant legislation, while maintaining documentation and supporting tender and rate analysis.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Degree in Quantity Surveying, Construction Management, Civil Engineering, or a related field.</li> <li>• Substantial experience in quantity surveying and contract management</li> <li>• Strong leadership and team coordination skills, proficiency in cost estimation, payment certification, and project auditing, and thorough knowledge of relevant legislation and QS best practices.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm</li> <li>• Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>• Location: Central</li> </ul>
QA Officer 	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Ensure works order quality and compliance by conducting reviews and inspections, documenting findings, supporting remedial actions</li> <li>• Collaborating with officers and managers to verify contract adherence.</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• 2-3 years of relevant experience</li> <li>• Diploma in Facilities Management/Civil Engineering/Real Estate</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm</li> <li>• Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>• Location: Central</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>System Manager</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Act as the subject matter expert for the project management system by providing user support and training, managing vendor relationships, liaising with IT for integration and reporting, and ensuring the system supports project workflows, client reporting, and performance monitoring.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Degree in Project Management, Information systems, or related field</li> <li>Experience with project management software (e.g., PlanRadar, Procore), strong understanding of project workflows and reporting, and skills in vendor management, communication, and stakeholder engagement</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Mon - Thur: 8.00 am - 5.30 pm / 8.30 am - 6.00 pm Fri: 8.00 am - 5.00pm / 8.30am - 5:30pm</li> <li>Location: Central</li> </ul>
<b>Workplace Safety and Health Officer</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee workplace safety by identifying and mitigating risks, enforcing safe work procedures, conducting inspections and investigations, managing compliance and contractor safety, coordinating with authorities, leading safety training and drills, and preparing safety reports and documentation.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Min. 3-4 years relevant experience</li> <li>Specialist Diploma/Bachelor's Degree</li> <li>MOM-registered WSHO certification (with fire safety manager preferred)</li> <li>Strong knowledge of safety regulations, and effective communication and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Monday – Friday 8.30am – 5.30pm Saturday 8.30am – 12.30pm</li> <li>Location: Central</li> </ul>

## #7 GE Aerospace

GE Aerospace is a world-leading provider of jet and turboprop engines, as well as integrated systems for commercial, military, business and general aviation aircraft.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Assistant Facilitator</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible to assist facilitator for managing Safety, Quality, Delivery and People related matters, achieving yearly Priorities (KPI)</li> </ul> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>• Lead the daily production meetings to assess daily capability to meet Safety, Quality and Delivery objectives.</li> <li>• Ensure manpower and machine capacity is available and assigned to support schedule.</li> <li>• Proactively work with other team leaders to cross deploy workers to support the needs of each other's cell.</li> <li>• Identify production bottlenecks in Gate/Cell, understand available capacity and ensure bottlenecks are continuously in production to maximize cell output</li> <li>• Develop and maintain skill matrix for cell that documents skill level of each employee and ensures a cross-training plan is in a place to support volume growth</li> <li>• Work with Engineers and Lean Specialists to implement quality/productivity/cost-out/yield improvement projects in the Cell.</li> <li>• Handle day to day people issues – turnover, recruitment, disciplinary investigation &amp; execution, tardiness, accident or incident investigation.</li> <li>• Track and coordinate appraisal of technicians</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree from an accredited university (with at least 3 years of experience in similar capacity) or</li> <li>• Diploma in Engineering from an accredited polytechnic (with at least 5 years of experience in similar capacity)</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 7:30am - 4:48pm</li> <li>• Location/ Postal code: 508770</li> </ul>
<b>Component Repair Technician (Airfoil)</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• You will perform polishing, restoration and blending work on parts assigned according with established operating procedure.</li> <li>• Highlighting any discrepancies or irregularities to Facilitator/Engineer to resolve problems and meeting required daily/weekly output.</li> </ul> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>• Perform hand blending &amp; polishing operations, followed by self-inspection of blended parts to the tolerance and specifications</li> <li>• Read and correct interpretation of Operation Sheets and perform to the expected requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 1st shift: 7.30 am – 4.20 pm</li> <li>• 2nd shift: 4.00 pm – 12.50 am</li> <li>• Permanent 3rd Shift: 12.30 Am – 7.50 am</li> <li>• Rotation of 1st and 2nd Shift is required</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> <p><b>The Ideal Candidate:</b></p> <ul style="list-style-type: none"> <li>• minimum GCE 'O' level with 3 years of relevant experience, capable of performing hand blending and polishing operations, self-inspection, interpreting operation sheets accurately, and conducting scheduled maintenance and housekeeping tasks.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with 3 years of relevant experience; or preferably NITEC/Higher NITEC in Mechanical/Precision Engineering or equivalent; or</li> <li>• Diploma in Mechanical/Precision/Manufacturing Engineering</li> <li>• Able to read and understand the manufacturing operation sheets and standard operation procedures in English</li> <li>• Good mechanical aptitude.</li> <li>• Knowledge in CNC programming</li> <li>• Ability to comprehend technical drawings/instructions</li> <li>• Ability to use measuring instruments</li> <li>• Previously worked in a manufacturing environments</li> <li>• A team player</li> </ul>	<p>Shift pattern may change due to business needs.</p> <ul style="list-style-type: none"> <li>• Location/ Postal code: 508726/508770</li> </ul>
<b>Component Repair Technician (Machining)</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• You will be responsible to set up and operate machines such as CNC machines in Milling, Grinding and Lathe; Electrical Discharge Machine (EDM); Surface Grinding; VT Lathe and various conventional machines and specialized equipment to perform machining operations.</li> </ul> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>• Set up and operate all types of conventional or CNC machines such as electrical discharge machine, laser machine, lathe, radial grinder, reciprocal grinder, milling machine, drilling machine and specialized equipment to perform machining operation of the most complicated nature in the making of jigs, fixtures, tools, dies, gauges, test equipment and product parts, and their rework or modifications</li> <li>• May follow a particular product through the machine shop using a variety of machine tools to complete the finished product</li> <li>• Use all types of standard and special gauges, various hand tools</li> <li>• Maintain pertinent records; work according to technical drawings and instructions</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with relevant experience in Machining, CNC Machining.</li> <li>• Minimum GCE 'O' level with 3 years of relevant experience; or</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours:           <ul style="list-style-type: none"> <li>1st shift: 7.30 am – 4.20 pm</li> <li>2nd shift: 4.00 pm – 12.50 am</li> <li>Permanent 3rd Shift: 12.30 Am – 7.50 am</li> <li>Rotation of 1st and 2nd Shift is required</li> </ul> </li> <li>Shift pattern may change due to business needs.</li> <li>• Location/ Postal code: 508726/508770</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Preferably NITEC/Higher NITEC in Mechanical/Precision Engineering or equivalent; or</li> <li>Diploma in Mechanical/Precision/Manufacturing Engineering</li> <li>Able to read and understand the manufacturing operation sheets and standard operation procedures in English</li> <li>Good mechanical aptitude.</li> <li>Knowledge in CNC programming</li> <li>Ability to comprehend technical drawings/instructions</li> <li>Ability to use measuring instruments</li> <li>Previously worked in a manufacturing environment</li> <li>A team player</li> </ul>	
<b>Component Repair Technician (NDT)</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>You will perform Non-Destructive Testing and its related duties in accordance with the written instruction and specific calibration requirements.</li> </ul> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>Perform specific calibrations, NDT and specific evaluations for acceptance or rejection of parts</li> <li>Correct interpretation and understand the inspection operation sheets and work instruction</li> <li>Organize, sort and prepare the parts for NDT inspection</li> <li>Load, unload and operate either the real-time XR, UT or auto FPI line effectively</li> <li>Perform either X-Ray Inspection, Ultrasonic Inspection, Fluorescent Penetrant Inspection, Eddy Current Inspection, Magnetic Particles Inspection in accordance with the inspection operation sheets</li> <li>Ensure the equipment operation readiness always</li> <li>Assist the Engineer for any inspection evaluation and reporting</li> <li>Upkeep of process system and testing equipment to ensure its continuous operations in compliance to approved documents</li> <li>Prepare and clean parts before and/or after inspection</li> <li>Conduct audits in NDT area to ensure continuous system compliance to meet regulatory agencies requirements</li> <li>Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Prior experience in NDT</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours:           <ul style="list-style-type: none"> <li>1st shift: 7.30 am – 4.20 pm</li> <li>2nd shift: 4.00 pm – 12.50 am</li> <li>Permanent 3rd Shift: 12.30 Am – 7.50 am</li> <li>Rotation of 1st and 2nd Shift is required</li> <li>Shift pattern may change due to business needs.</li> </ul> </li> <li>Location/ Postal code: 508726/50877 0</li> </ul>
<b>Component Repair Technician (Welding)</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>You will set up and weld high temperature alloys in the repair and repair development of turbine engine component; using Tungsten Inert Gas (TIG) in full compliance to repair manual requirements. You will need to perform simple to complex welding. The job requires candidate to consistently sit and pass periodic welder's proficiency test by the company's internally and external CAAS test.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours:           <ul style="list-style-type: none"> <li>1st shift: 7.30 am – 4.20 pm</li> <li>2nd shift: 4.00 pm – 12.50 am</li> </ul> </li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><b>Essential Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Apply necessary gas back-up and chilled bars as required to perform efficient weld repair</li> <li>• Perform manual and laser weld of all products with different weld configurations</li> <li>• Identify and replace basic fixture/tooling due to wear and tear</li> <li>• Simple refining of welding parameters</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum GCE 'O' level with 3 years of relevant experience</li> <li>• Preferably NITEC/Higher NITEC in welding</li> <li>• Relevant TIG certificates; or</li> <li>• Preferably CAAS approval in TIG Welding/General Welding or equivalent Basic command of written and spoken English</li> </ul>	<p>Permanent 3rd Shift: 12.30 Am – 7.50 am</p> <p>Rotation of 1st and 2nd Shift is required</p> <p>Shift pattern may change due to business needs.</p> <ul style="list-style-type: none"> <li>• Location/ Postal code: 508726/508770</li> </ul>
Component Repair Technician (V&D Inspector) 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• You will perform visual and dimensional inspection to written quality plans on incoming in-process and finished engine components.</li> <li>• Essential Responsibilities</li> <li>• Ensure quality of parts meet specification requirements</li> <li>• Ensure proper work clearance, correctness and completeness</li> <li>• Prevent non-conforming parts from proceeding to the next work station</li> <li>• Provide support to Manufacturing Engineers and Quality System</li> <li>• Engineers for evaluations, audits related activities</li> <li>• Collect data, feedback on the quality of parts inspected to the Manufacturing Engineers and Quality Systems Engineers</li> <li>• Perform visual &amp; dimensional inspections, and set area managements of parts</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Mechanical/Precision/Manufacturing Engineering Basic command of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 1st shift: 7.30 am – 4.20 pm</li> <li>• 2nd shift: 4.00 pm – 12.50 am</li> </ul> <p>Permanent 3rd Shift: 12.30 Am – 7.50 am</p> <p>Rotation of 1st and 2nd Shift is required</p> <p>Shift pattern may change due to business needs.</p> <ul style="list-style-type: none"> <li>• Location/ Postal code: 508726/508770</li> </ul>
Data Analysis Specialist 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• As a Data Analysis Specialist, you will support data-driven decision-making by performing data mining, maintaining databases, and generating business reports, including ad hoc requests.</li> <li>• You will maintain and troubleshoot Spotfire tools to meet site-specific needs and assist engineers in capacity planning and analytics alignment.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours:</li> <li>• Location/ Postal code:</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Using Lean principles, such as Kaizen and GE Aerospace's Flight Deck system, you will participate in cross-functional process improvement initiatives and solve problems by identifying root causes and implementing countermeasures.</li> <li>Additionally, you will ensure data governance to maintain data quality, security, and compliance.</li> </ul> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>Perform data mining and maintain databases in accordance with established procedures.</li> <li>Generate routine and ad hoc business reports with low-to-medium complexity.</li> <li>Maintain and troubleshoot Spotfire tools, collaborating with engineers and the Spotfire team to improve tool performance.</li> <li>Identify root causes of issues and execute countermeasures with guidance from cross-functional teams.</li> <li>Participate in Kaizen activities and support process improvement efforts.</li> <li>Demonstrate a basic understanding of production planning and assist in aligning analytics solutions with business objectives.</li> <li>Ensure data quality, security, and compliance by following established governance protocols</li> <li>Assist engineers in capacity planning by gathering and analyzing capacity data</li> </ul> <p><b>The Ideal Candidate:</b></p> <ul style="list-style-type: none"> <li>Hands-on, self-motivated, and eager to learn.</li> <li>Passionate about problem-solving and continuous improvement.</li> <li>Persistent and detail-oriented in addressing issues.</li> <li>Team player who thrives in collaborative environments.</li> <li>Adaptable to dynamic work environments.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma in Engineering, Information Technology, or a related field with a GPA above 3.5 preferred, OR a minimum of 2 years' experience in a relevant manufacturing industry/</li> <li>Strong proficiency in Microsoft Excel; knowledge of VBA and programming is an advantage</li> <li>Solid math skills and strong number sense.</li> </ul>	
<b>Lead Engineer – Machining Process</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The role of the Engineer – Machining Process is to develop CNC machining process operations to help shop improve Safety Quality Delivery and Cost in the order for GE Aerospace MRO Shop.</li> </ul> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>Develop CNC programming, setting up various machine brands for aerospace machining.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7:30am - 4:48pm</li> <li>Location/ Postal code: 508726</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Accomplishing work requirements by following established procedures and instruction</li> <li>• Work closely with cross-functional teams and customers to develop work plan, deliverables, required resources, monitor project activities, budget, and timing for new initiatives to improve Safety Quality Delivery and Cost in the order</li> <li>• Lead, prepare and implement the First Article part process for NPI (New Product Introduction), including documentation package</li> <li>• Provide guidance and support to operators in milling, turning, grinding, and EDM machining processes.</li> <li>• Lead and support troubleshooting, investigation and implement improvement initiatives of production process equipment for cycle time reduction, yield improvements and elimination of safety issues</li> <li>• Knowing and ability to design machine fixtures for machining has added advantages.</li> <li>• Monitor and stay updated with current and evolving trends in the CNC machining process manufacturing industry.</li> <li>• Generate and outline project schedule to keep all stakeholders up-to-date promptly.</li> <li>• Work with external vendors and system integrators to identify right spec size CNC equipment for shop needs.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Bachelor's or higher degree in Mechanical Engineering or related discipline and with at least 7 years' hands-on experience in CNC machining aerospace work environment.</li> <li>• Diploma in Precision Engrg and with at least 10 years hands-on supervisory or managerial experience in the field of CNC fast-paced environment.</li> <li>• Strong knowledge and experience with CAD/CAM software such as NX Siemens and SolidWorks.</li> <li>• Provide expert guidance on CNC programming (Fanuc/Siemens/Heidenhain), tooling section, machining parameter, and process optimization plans for milling, grinding, turning and EDM</li> <li>• Proficiency in 3 - 5 axis Milling and Turning machining operation especially in adaptive machining with Inconel and Titanium materials</li> <li>• Ability to lead a diverse operations team in a fast-paced environment</li> <li>• Strong understanding of DG&amp;T, engineering drawings, and fixture design</li> <li>• Experience with introduction of automation, digitization and best practices to enhance efficiency</li> <li>• Strong problem-solving skills and the ability to work independently.</li> <li>• Experience with maintaining and troubleshooting machine equipment.</li> <li>• Strong communication and interpersonal skills</li> </ul>	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Lead Field Service Engineer – Business Aviation</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Lead Field Service Engineer supporting Business Aviation in the APAC region.</li> <li>This position provides technical support to individual operators of business jets within the defined region in addition to support and coverage of Bombardier and 3rd party service facilities. FSE would be expected to travel in support of regional customers.</li> </ul> <p>Core responsibilities</p> <ul style="list-style-type: none"> <li>Independent Professional</li> <li>Proactive customer issue resolution – leads within Customer Team (CT)</li> <li>Engages independently and proactively with customer</li> <li>Leverage and contribute to “Deep Dive” topics, uses all available resources to resolve issues</li> <li>Fleet Management - knows "owned" customer base, anticipates issues and influences customers to effectively maintain engines</li> <li>Executes on Critical Items (SBs/Campaigns) impacting customer base</li> <li>Accurate and timely reporting in required systems (significant event reporting/1Fleet/)</li> <li>Salesforce case entry and management of current &amp; historical customer issues/resolutions</li> <li>Lead After Action Reviews (AAR) for A2A/AOG/Significant Events or major Mx activities as necessary</li> <li>MRT(Mobile Repair Team) support (as necessary for any Mx tasks onsite with customer)</li> <li>Parts &amp; tooling requests to support all maintenance tasks (ensure smooth mx operation)</li> <li>Data collection to support Leading Indicators</li> <li>Non-Technical customer inquiries (entitlements, novations, general questions)</li> <li>Data intelligence requests on aircraft status/sales/delivery/strategy (Sales, RAL, Leadership etc)</li> <li>Facilitate Service Requests &amp; hardware returns</li> <li>Customer training (informal, technical process, best practices, manual interpretation)</li> <li>EIS support &amp; Portal access/training as needed</li> <li>Commercial support (provide inputs for T&amp;Ms &amp; facilitating support from 3rd parties)</li> <li>Ownership of Authorized Service Center support within region</li> <li>Diagnostics Support (diagnostics mgmt., CNRs, data flow, trends, reviewing data to identify issues)</li> <li>Backup support for FSEs &amp; assist customer support team as necessary</li> </ul> <p><u>Subject Matter Expert</u></p> <ul style="list-style-type: none"> <li>Project management &amp; ownership of A2A &amp; AOG with Onsite presence as necessary</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7:30am - 4:48pm</li> <li>Location/ Postal code: 113859</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Customer Technical Relationship Mgmt</li> <li>Technical Issue Resolution (SF Case Load &amp; non tracked technical issues)</li> <li>Service Center Operations &amp; Technical Relationship Mgmt</li> <li>Tactical regional support (knows customers/region and how to get things done)</li> <li>Product line technical acumen</li> </ul> <p><b>Program/Fleet Ownership</b></p> <ul style="list-style-type: none"> <li>Independently leads tasks &amp; projects for assigned customer base</li> <li>Assists Senior FSE/SPM as required</li> <li>Able to effectively communicate complex problems and deliver solutions</li> <li>Anticipates &amp; manages events that affect customer deliverables</li> <li>Understands impact/influence of work on Customer Experience</li> <li>Able to navigate matrixed team / leverage support from Business Aviation team</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>A minimum of 3-5 years of professional experience in fleet management and customer engagement is required</li> <li>Knowledge and understanding of business aviation are essential for this role</li> <li>A level of knowledge equivalent to a Bachelor's degree from an accredited university or college is required</li> </ul>	
Logistics Technician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>You will be responsible to ensure all parts due for shipment are supplied with all relevant quality/shipping documents.</li> <li>You will also ensure timely closure of customer orders by coordinating other functional departments.</li> </ul> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>Support stocking of component engine parts from New Make and Consignment materials.</li> <li>Picking and swapping of component engine parts for shipment.</li> <li>Ensure parts send in for stocking from shop and paperwork associated with the parts is complete.</li> <li>Perform all required transactions for material transfer</li> <li>Perform cycle-count and Annual Physical Inventory</li> <li>Liase and coordinate with other functional departments to ensure timely closure of customer orders</li> <li>Support and perform Inbound Receiving scope for Repair parts</li> <li>Support and perform Outbound shipment scope for Repair parts</li> </ul> <p><b>The Ideal Candidate:</b></p>	<ul style="list-style-type: none"> <li>Working Hours: 1st shift: 7.30 am – 4.20 pm</li> <li>Location/ Postal code: 508770</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Experience in logistics, be able to read and understand manufacturing operation sheets in English, be a fast learner, and capable of carrying heavy loads under pressure.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• O'level/NITEC and/or with Experience in Shipping or Equivalent</li> <li>• Able to read and understand the manufacturing operation sheets and standard operation procedures in English</li> <li>• Fast learner</li> <li>• Able to work under pressure</li> <li>• Able to carry heavy load</li> <li>• Forklift license</li> <li>• Knowledge in Inventory Management</li> <li>• Basic knowledge in IT (e.g. Microsoft Office)</li> <li>• Able to operate Automated Storage Retrieval System/Lean Lift for parts storage and retrieval</li> <li>• Effective communication skills</li> <li>• Able to work in a fast-paced environment to meet the delivery requirements</li> <li>• Able to work with a Quality mind</li> <li>• A team player</li> </ul>	
Machine Maintenance Technician	<p><b>Key Responsibilities</b></p> <p>You will perform preventive and corrective maintenance, installation, fabrication, troubleshooting, analysis of heat treatment furnaces, computer systems, and calibration (not controlled by QA) of plant equipment and facilities. Area of responsibility will cover trades in electrical and mechanical installation, electronics, computers, hydraulics, pneumatics, pipefitting, machining, welding, etc.</p> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>• Diagnose, troubleshooting, Servicing, repair and of maintenance of furnaces and plant equipment, instruments, microprocessor and measuring facilities</li> <li>• Maintenance of Heaters, Insulation, Sensors, Control Panel, Vacuum Pumps, Cooling Towers, Water Systems etc.</li> <li>• Perform preventive and corrective maintenance, installation, fabrication and calibration (not controlled by QA) of plant equipment and support facilities.</li> <li>• Diagnose, troubleshoot, repair and modify plant equipment, instruments, microprocessor and measuring facilities</li> <li>• Institute judgment to improvise installation or diagnostic methods when original operation manuals or technical literature are not available or inapplicable</li> <li>• Establish and maintain calibration systems to effectively control performance of various instruments and controllers</li> <li>• Maintain documentation where necessary of completed assignments for tractability</li> <li>• Establish stock level requirement for existing and new equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours:           <ul style="list-style-type: none"> <li>1st shift: 7.30 am – 4.20 pm</li> <li>2nd shift: 4.00 pm – 12.50 am</li> <li>3rd Shift: 12.30 Am – 7.50 am</li> <li>Rotation of 3 shifts</li> </ul> </li> <li>• Location/ Postal code: 508726</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Work independently from prints, sketches, technical literature and other instructions.</li> <li>Provide hands-on training guidance to lower skilled technicians</li> <li>Exercise extreme caution to protect one-self and co-workers from accidents when working under hazardous conditions such as heights, enclosed compartments, live wires or devices, flammable or explosive atmosphere, suspended heavy machinery, power tools, etc.</li> <li>Constantly check working environment for compliance with applicable EHS requirements. Thoroughly check out completed jobs before handing over to end user to assure that the facility is electrically and mechanically safe. Ensure that appropriate PPE are used wherever necessary</li> <li>Adhere to all applicable EHS rules and regulations and employee's EHS responsibilities as per EHS OP 283.00</li> <li>Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>2-3 years of experience in machine maintenance and furnaces</li> </ul>	
<b>Manufacturing Specialist – Production Supervision</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform the daily operations of plants to ensure reliability and consistency on the production line. Includes Service Shops.</li> <li>Impacts quality of own work and the work of others on the team.</li> <li>Executes standard operational/technical tasks typically subject to instructions and work routines.</li> <li>There is latitude to rearrange the sequence to complete task/duties based on changing work situations.</li> </ul> <p><b>Role Overview:</b></p> <ul style="list-style-type: none"> <li>Oversight and management of front-line manufacturing employees. Typically managing hourly employee populations.</li> <li>Broadening knowledge of own technical discipline to execute policy/strategy. May include support roles with specialized technical field of knowledge; still acquiring higher level knowledge and skills.</li> <li>Basic understanding of key business drivers; uses this understanding to accomplish own work. Good understanding of how work of own team integrates with other teams and contributes to the area.</li> <li>May have some autonomy to make decisions within a defined framework. Resolves issues in situations that require good technical knowledge and judgment within established procedures. Consults more senior team members for issues outside of defined instructions/parameters.</li> <li>A job at this level requires good interpersonal skills and may be required to lead a junior team. For customer facing roles,</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7:30am - 4:48pm</li> <li>Location/ Postal code: 508770</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>develops strong customer relationships and serves as the interface between customer and GE. Explains technical information to others.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• This role requires 7-8 years of experience in the Manufacturing &amp; Production Supervision. Knowledge level is comparable to a Bachelor's degree from an accredited university or college</li> </ul>	
<b>Trainee Component Repair Technician (NDT)</b> 	<p><b>Key Responsibilities</b></p> <p>This is a traineeship program that will offer an opportunity for ITE or Diploma fresh graduates to obtain knowledge from structured training and OJT to gain work experience that will accelerate their technical competency and career progression in GE Aerospace.</p> <p>The trainee will perform Non-Destructive Testing and its related duties in accordance with the written instructions and specific calibration requirements.</p> <ul style="list-style-type: none"> <li>• Perform specific calibrations, NDT, and specific evaluations for acceptance or rejection of parts</li> <li>• Correct interpretation and understand the inspection operation sheets and work instruction</li> <li>• Organize, sort and prepare the parts for NDT inspection</li> <li>• Load, unload, and operate either the real-time XR, UT or auto FPI line effectively</li> <li>• Perform either X-Ray Inspection, Ultrasonic Inspection, Fluorescent Penetrant Inspection, Eddy Current Inspection, Magnetic Particles Inspection in accordance with the inspection operation sheets</li> <li>• Ensure the equipment operation readiness always</li> <li>• Assist the Engineer for any inspection evaluation and reporting</li> <li>• Upkeep of process system and testing equipment to ensure its continuous operations in compliance to approved documents</li> <li>• Prepare and clean parts before and/or after inspection</li> <li>• Conduct audits in NDT area to ensure continuous system compliance to meet regulatory agencies requirements</li> <li>• Perform scheduled maintenance &amp; housekeeping tasks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Nitec/Higher Nitec in Automation Engineering / Aircraft Engines Maintenance / Mechanical Engineering / Mechatronics Engineering / Aircraft Maintenance Engineering</li> <li>• Diploma in Aerospace Engineering / Mechatronics / Aeronautical Engineering / Aerospace Technology / Aerospace Avionics</li> <li>• Any relevant Nitec / Higher Nitec / Diploma engineering courses</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours:           <ul style="list-style-type: none"> <li>1st shift: 7.30 am – 4.20 pm</li> <li>2nd shift: 4.00 pm – 12.50 am</li> <li>Permanent 3rd Shift: 12.30 Am – 7.50 am</li> <li>Rotation of 1st and 2nd Shift is required</li> <li>Shift pattern may change due to business needs.</li> </ul> </li> <li>• Location/ Postal code: 508726/508770</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to read &amp; write English at a professional working proficiency level</li> <li>• Able to work rotating shifts</li> <li>• Willing to accept a 1-year bond after the program</li> <li>• Within 3 years of graduation OR the operationally ready date (ORD) for national servicemen</li> <li>• Singaporean/Singapore PR only in order to meet Singapore government requirements for a strong Singapore core and for the Singapore government grants to be applicable</li> </ul>	

Click here for Content Page

## #8 Go-Ahead Singapore

Go-Ahead Singapore is a leading local public transport operator and subsidiary of the Go-Ahead Group, a UK transport provider which enables more than one billion journeys a year. Go-Ahead Group operates a devolved structure in the management of its companies that draws on three decades of international experience. This approach serves to ensure that Go-Ahead Singapore retains its ability to provide quick responses to the changing needs and conditions of a local market independently.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bus Captain	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide a safe and pleasant journey for passengers</li> <li>• Provide support to Bus Operations Control Centre.</li> <li>• Operate all vehicle types including single and double deck</li> <li>• Adhere to bus route schedules</li> <li>• Ensure that fares are paid</li> <li>• Provide excellent customer service to passengers</li> <li>• Practice defensive driving techniques to avoid collisions and commuter injuries</li> <li>• Follow LTA regulations &amp; Go-Ahead company procedures</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Valid Singapore Class 3A/ 3C/3/4/4A driving license with minimum of 1 year driving experience</li> <li>• Able to perform shift work</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Morning / Afternoon / Split Shifts</li> <li>• Location/ Postal code: Multiple locations</li> </ul>
Customer Service Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide excellent customer service to customers</li> <li>• Attend to all walk-in enquiries from customers</li> <li>• Handle lost-and-found enquiries</li> <li>• Handle customers phone call enquiries</li> <li>• Ensure customer enquiry are properly addressed and escalate customer complaints to related departments</li> <li>• Other ad-hoc customer service related duties as assigned</li> <li>• Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 7.30am - 8pm / 9.30am - 10pm</li> <li>• Location/ Postal code: Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Minimum GCE 'O' levels and above. Prior 1 – 2 years of working experience in customer service industry would be advantageous</li> <li>• Good verbal communication, interpersonal and written skills: with pleasant and positive attitude</li> <li>• Computer literacy including Microsoft Office will be an added advantage.</li> <li>• Able to commit to shifts</li> </ul>	
Fleet Support Officer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Safely drive buses to fuel bays, through the Auto Bus Wash, and to designated parking spots</li> <li>• Ensure electric buses are correctly plugged in and charging initiated</li> <li>• Refuel buses accurately and document all information</li> <li>• Handle refueling equipment with care and adhere to SOPs.</li> <li>• Complete the demounting of buses per demounting list according to SOPs and maintain proper documentation</li> <li>• Manage orderly parking and ensure safety during refueling and garaging activities</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Valid Singapore Class 3/ Class 4 driving license with minimum of 1 year driving experience</li> <li>• Able to perform permanent night shift</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 7pm to 3am</li> <li>• Location/ Postal code: Loyang Depot</li> </ul>
Interchange Support Officer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Bus Interchange Management</li> <li>• Assist bus services and bus interchange facilities and security</li> <li>• Customer Experience Management</li> <li>• Acts as the liaising officer for lost and found items</li> <li>• Deploy at bus stop as service ambassador to assist with boarding and alighting activities when necessary</li> <li>• Support bridging bus activities when activated</li> <li>• Ensure compliance of all safety rules by staff and contractors</li> <li>• Oversee smooth and timely arrival and departure of bus services</li> <li>• Managing the flow of Bus Captains and buses along GAS routes through liaison with Operations Control Centre (OCC)</li> <li>• Execute recovery actions for incidents or accidents that happened in the Interchange</li> <li>• Document incidents/accidents. Oversee traffic and crowd control measure</li> <li>• Work closely with the Interchange Manager on cost control measures pertaining to bus operations at the interchanges</li> <li>• Supervise a pool of Bus Captains and provide guidance and advise as applicable</li> <li>• Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Shift work</li> <li>• Location/ Postal code: Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>workplace; and not engage in any unsafe or negligent act that may endanger self or others.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Candidate must possess a minimum GCE 'N'/'O' levels or equivalent</li> <li>• Prior customer service work experience would be beneficial</li> <li>• Candidates who are bilingual and can communicate effectively</li> <li>• Able to commit to shift hours</li> <li>• Individual must be able to handle always being on the ground and be constantly on the move</li> <li>• Candidates who possess class 3 driving licenses would be advantageous</li> </ul>	
Mileage Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Retrieve and verify mileage data from various sources and departments</li> <li>• Liaise with service controllers for lost mileage reporting</li> <li>• Process daily mileage records on online portal</li> <li>• Maintain documents in a clear and concise manner required for audit purposes</li> <li>• Respond to LTA queries with regards to mileage issues</li> <li>• Strive to achieve daily deadlines given by internal and external stakeholders.</li> <li>• Review lost mileage performance to identify potential area for improvement</li> <li>• Assist schedules and Mileage Manager with other duties relating to mileage as assigned</li> <li>• Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Candidate must possess at least a minimum GCE 'A' levels/ Diploma or equivalent</li> <li>• No prior experience necessary</li> <li>• Adequate level of numeracy and computer competency</li> <li>• Possess a good standard of written and spoken English</li> <li>• Candidate must be meticulous and inquisitive in nature</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Office hours</li> <li>• Location/ Postal code: Loyang Depot</li> </ul>
Service Controller	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage the CFMS system and all road performance issues</li> <li>• Communicate effectively to all Bus Captains and maintain an organized and professional approach at all times</li> <li>• Ensure assigned services achieved the respective BSRF Standards namely EWT, FLBP and OTA</li> <li>• Direct supervision to ensure that regular and reliable bus services are operated, with no bunching and excessive early arrivals</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Shift work</li> <li>• Location/ Postal code: Loyang Depot</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Supervising Bus Captains to ensure operation of buses according to schedules and submitting disciplinary reports when necessary</li> <li>Ensure necessary actions taken to recover lost mileages</li> <li>Assist Bus Captains in handling emergency situations on the road in real time</li> <li>Ensure that there is a clear and concise record of all decisions and events that take place on the allocated routes for the shift</li> <li>To render support on adhoc unplanned bus bridging as per SOP</li> <li>Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace' and not engage in any unsafe or negligent act that may endanger self or others.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Prior working experience would be advantageous</li> <li>Able to perform shift work</li> <li>Excellent IT and communications skills</li> <li>Ability to work in a fast-paced environment would be beneficial</li> <li>Ability to make responsible decision on unpredictable situations effectively.</li> </ul>	
<b>Technical Specialist</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Ensure all maintenance work performed adhere strictly to standards established by the company and any legal requirements</li> <li>Perform regular preventive maintenance work on company vehicle</li> <li>Conduct regular inspections on company vehicles to ensure reliability and to pass regulatory inspections and audits</li> <li>Carry out corrective maintenance and repairs on vehicles to minimize downtime</li> <li>Prepared to work the hours necessary to complete all task required to achieve Peak Vehicle Requirement (PVR). Ensure strict adherence to all workplace Health &amp; Safety policies, legal and company regulations, with proper documentation and storage.</li> <li>Practice safe work procedures and safety rules implemented at the workplace</li> <li>Not to engage in any unsafe or negligent act that may endanger self or others</li> <li>Any ad-hoc assignments which may include driving bus under maintenance / replacement bus if required</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: NITEC or Diploma in Engineering or equivalent</li> <li>Singapore Class 3/4/4A driving license required</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Shift work</li> <li>Location/ Postal code: Loyang Depot</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Traffic Inspector</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Acquire and maintain an in-depth knowledge of all Go-Ahead Singapore bus services, routes, and interchanges to ensure effective operational support</li> <li>• Strictly adhere to workplace safety and health (WSH) policies and procedures. Promote a culture of safety by observing safe work practices and avoiding any conduct that should pose risks to oneself or others</li> <li>• Provide on-ground operational support during special events, major projects, and emergency situations (e.g., rail service disruptions), including managing affected bus services and performing crowd control duties.</li> <li>• Conduct onboard fare inspections to verify valid fare payment and identify non-compliance or misuse of fare cards and concession passes</li> <li>• Assist Bus Captains on-site during both planned and unplanned bus service diversions, ensure smooth bus service continuity and safe operations</li> <li>• Undertake any other tasks or assignments as directed by the Service Performance Manager or Executive</li> <li>• Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Candidate must possess a minimum GCE 'N'/'O' levels or equivalent</li> <li>• Prior customer service working experience be beneficial</li> <li>• Candidates who are bilingual and can communicate effectively</li> <li>• Willing to perform rotating shifts and commit to shift hours</li> <li>• Must be able to conduct onboard fare inspections, assist Bus Captains and provide on-ground operational support</li> <li>• Candidates who possess class 3 driving licenses would be advantageous</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Shift work</li> <li>• Location/ Postal code: Multiple locations</li> </ul>

[Click here for Content Page](#)

## #9 Mr Bean International

Founded in 1995, Mr Bean is the leading chain soya bean food & beverage retailer in Singapore today. With more than 60 stores in Singapore & Asia, Mr Bean offers a variety of soya bean drinks and snacks. Young and old can enjoy refreshing ice blended flavoured soya drinks, ice-creams, pastries and more.

Today, Mr Bean prides itself on a strong corporate philosophy of placing customers' interest as our top priority as we continue to emphasize on research to produce healthy and creative products with traditional nutritional values.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Area Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee at least 5 to 8 stores</li> <li>Operational oversight</li> <li>Financial &amp; Staff Management</li> <li>Customer Experience &amp; Quality Assurance</li> <li>Strategic Planning &amp; Development</li> <li>Reporting &amp; Communication</li> <li>Compliance &amp; Risk Management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Degree</li> <li>Skillset: Management, Operations, Customer Service, Communication</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: Islandwide</li> </ul>
Assistant Store Manager 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Oversee at least 1 store</li> <li>Operational Support</li> <li>Problem-Solving &amp; Crisis Management</li> <li>Staff Supervision &amp; Development</li> <li>Customer Experience</li> <li>Inventory &amp; Stock Control</li> <li>Health &amp; Safety Compliance</li> <li>Reporting &amp; Administrative Duties</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Diploma</li> <li>Skillset: Management, Operations, Customer Service, Communication</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: Islandwide</li> </ul>
Management Trainee 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Operational Training &amp; Development</li> <li>Staff Management &amp; supervision</li> <li>Customer Service &amp; Interaction</li> <li>Inventory &amp; Supply Chain Management</li> <li>Financial &amp; Project Management</li> <li>Leadership Development</li> <li>Marketing &amp; Promotion</li> <li>Reporting &amp; Administration</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Diploma</li> <li>Skillset: Customer service, Communication</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours work week</li> <li>Location/ Postal code: Islandwide</li> </ul>
Service Crew (Full-time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Customer Service</li> <li>Order Management</li> <li>Cashiering &amp; Payment processing</li> <li>Upselling &amp; Suggesting items</li> <li>Team collaboration</li> <li>Healthy &amp; Safety Compliance</li> <li>Opening &amp; Closing Shift Duties</li> <li>Maintaining Stock &amp; Supplies</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Qualifications: GCE 'O' level</li> <li>Skillset: Customer Service, Communication</li> </ul>	
<b>Service Crew (Part-time)</b>	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Customer service</li> <li>Order Management</li> <li>Cashiering &amp; Payment Processing</li> <li>Upselling &amp; Suggesting items</li> <li>Team Collaboration</li> <li>Healthy &amp; Safety compliance</li> <li>Opening &amp; Closing Shift Duties</li> <li>Maintaining Stock &amp; Supplies</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Qualifications: GCE 'O' level</li> <li>Skillset: Customer Service, Communication</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 24 hours per week</li> <li>Location/ Postal code: Islandwide</li> </ul>

[Click here for Content Page](#)

## #10 NannyPro

NannyPro, established in May 2004, a social enterprise building the community of carers for good and a licensed MOM employment agency. We have partnered with families on their parenting journey with dedicated and trained carers eg. nannies, babysitters, educarers, and respite care.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Childminders (Full-Time)</b>	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Create a stimulating, nurturing, and safe environment for the child</li> <li>Establish the routine of the child</li> <li>Plan and prepare meals and bottles for, and feed, the child</li> <li>Prepare children for naps and bedtime</li> <li>Bathe the child and dress up</li> <li>Change diapers, potty training when necessary</li> <li>Administer medicine to child when necessary</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Min. language proficiency: Written and Spoken English and/or one of mother tongue</li> <li>Enjoy learning and be part of community</li> <li>All races welcome</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 530203</li> </ul>
<b>Nannies (Full-Time &amp; Part-Time)</b>	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Create a stimulating, nurturing, and safe environment for the child</li> <li>Establish the routine of the child</li> <li>Plan and prepare meals and bottles for, and feed, the child</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Prepare children for naps and bedtime</li> <li>• Bathe the child and dress up</li> <li>• Change diapers, potty training when necessary</li> <li>• Plan and lead educational activities, including reading, with the child</li> <li>• Administer medicine to child when necessary</li> <li>• Perform housework related to child-minding, including washing the children's clothes, cleaning up after meals, tidying play areas, and washing bottle</li> <li>• Light household chores if required – eg. Ironing, mop the floor, etc.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Min language proficiency: Written and spoken English and/or one of mother tongue</li> <li>• Enjoy learning and be part of community</li> <li>• All races welcome</li> </ul>	<ul style="list-style-type: none"> <li>• Location/ Postal code: 530203</li> </ul>

[Click here for Content Page](#)

## #11 Singapore Aero Support Services

Singapore Aero Support Services is in the business of providing aircraft and cabin maintenance services to its customers with operations both at Changi Airport and the Loyang Aviation Hub.

Workshop capabilities include repair, overhaul, modify and fabricate the aircraft cabin related components. The company also has the capability to develop out-of-limit repair schemes to provide customers with effective and timely repair solutions.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Cabin Technician</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform functional and aesthetic inspection of aircraft cabin condition</li> <li>• Document any defects, perform troubleshooting and carry out rectification</li> <li>• Support cabin modification, retrofitting and component repair tasks</li> <li>• Any other duties as assigned by the Supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualification: Diploma in Aviation/Aircraft</li> <li>• Able to stand for long hours in humid environment</li> <li>• Work at height</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Rotating shift</li> <li>• Location/ Postal code: Changi Airport</li> </ul>
<b>Cabin Trainee Technician</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform functional and aesthetic inspection of aircraft cabin condition</li> <li>• Document any defects, perform troubleshooting and carry out rectification</li> <li>• Support cabin modification, retrofitting and component repair tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Rotating shift</li> <li>• Location/ Postal code: Changi Airport</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Any other duties as assigned by the Supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualification: Higher NITEC</li> <li>Able to stand for long hours in humid environment</li> <li>Work at height</li> </ul>	
Driver	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Sending and retrieval of flight spare containers to flights</li> <li>Visual check on serviceability of flight spare containers</li> <li>Inform Line Stations if FSC return with broken or orange seals</li> <li>Ensure all FSC are kept under shelter</li> <li>Charging of aircraft wheels, wheel change trailer and nitrogen carts</li> <li>Load and unload wheels from wheels and brakes change trailer</li> <li>Daily housekeeping of all wheels and brakes change trailer</li> <li>Record all incoming/outgoing wheels and brakes</li> <li>Ensure all wheel charging is done inside the tire charging cage</li> <li>Counting and reporting of wheels quantity according to schedule</li> <li>Monitor and inspect equipment at F41</li> <li>Sending and retrieve fuel bowser to/from F41 and ALH</li> <li>Daily check and top up (if required) of compressor oil for the nitrogen generator system</li> <li>Ensure housekeeping and tidiness of the area</li> <li>Any other ad-hoc duties assigned by the supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Experience in airside work will be an advantage</li> <li>Class 3 driving license</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Shift work</li> <li>Location/ Postal code: Changi Airport</li> </ul>
Facilities Officer 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Supervise term contractors in the maintenance of properties and facilities to accomplish maintenance program schedule, compliance to regulatory requirements, and to achieve operational efficiency</li> <li>Manage and review service contracts to meet facilities management targets and to achieve cost-effective operations</li> <li>Conduct schedule site inspection and KPI audit</li> <li>Plan and supervise building and facilities upgrading projects</li> <li>Prepare job specifications for tender/quotation exercise, evaluation submissions and recommend contract award</li> <li>Monitor and maintenance services expenditure</li> <li>Process invoice verification</li> <li>Any other duties assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Diploma (Mechanical or Electrical Engineering or Integrated Facilities Management)</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 8.30am to 5.30pm</li> <li>Location/ Postal code: Airline House</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• 1-2 years experience required</li> <li>• Work at height</li> </ul>	
Ground Equipment Operator	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform water and lavatory servicing to all types of aircraft.</li> <li>• Provide and operate full ground support equipment such as ground power units, air-start, air conditioning units and Brake Cooling Unit.</li> <li>• Operate Conventionally and Towbarless Airtug for Pushback and Towing on all types of aircraft.</li> <li>• Performs Equipment preventative and routine inspection.</li> <li>• Carry out other duties associated with aircraft water/lavatory systems and full ground support equipment.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualifications: Higher NITEC/ GCE 'O'/'N' Level</li> <li>• Knowledge in Ramp will be an advantage</li> <li>• Class 3 driving license</li> <li>• Work at height</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 12 hours shift</li> <li>• Location/ Postal code: Changi Airport</li> </ul>
GSE Mechanic	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Repair of non-motorised equipment such as maintenance steps, hydraulic carts, nitrogen carts, etc.</li> <li>• Perform preventive and corrective maintenance in accordance with approved documents</li> <li>• Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work</li> <li>• Ensure equipment is in working/serviceable condition before releasing to user</li> <li>• Able to read and understand engineering schematic drawings and manuals</li> <li>• Other duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Mechanic experience required</li> <li>• Class 3 driving license</li> <li>• Work at height</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8.00am – 5.30pm</li> <li>• Location/ Postal code: Changi Airport</li> </ul>
Logistic Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Basic data entry (SAP system)</li> <li>• Picking, packing, stock taking and inventory management</li> <li>• Organize and maintain stores cleanliness at all times</li> <li>• Issuing and Receiving AOG / critical aircraft parts and tools</li> <li>• Assist in the day-to-day operations within the logistics department as per superior's deployment</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualification: NITEC</li> <li>• 1-2 years work experience</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am – 8pm</li> <li>• Location/ Postal code: Airline House</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Class 3/Forklift license</li> </ul>	
<b>PCS (Premium Cabin Service) Groomer</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>To conduct cleaning work in the aircraft cabin.</li> <li>To perform seats, leather, carpet cleaning and conditioning and repair as required.</li> <li>To perform leather ink mark touch-up.</li> <li>To perform aircraft lavatory cleaning.</li> <li>Carpet shampooing and spot cleaning.</li> <li>Any other duties as assigned by the supervisor.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>With or without cleaning experience</li> <li>Qualification: GCE 'N' level</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 7.30am – 5.30pm</li> <li>Location/ Postal code: Changi Airport</li> </ul>
<b>Planner</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Prepare work packages and ensure spare availability prior to work commencement.</li> <li>Provide support to technical crew and liaise with technical crew in various departments to ensure smooth and timely completion of planned tasks.</li> <li>Perform data input and analysis.</li> <li>Plan and track monthly programs for completion.</li> <li>Answer customer queries.</li> <li>Any other duties required</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Higher NITEC/ Diploma</li> <li>Experience in Aviation will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 12 hours shift</li> <li>Location/ Postal code: Changi Airport</li> </ul>
<b>Ramp Specialist: Non-Tech</b>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>To perform Aircraft Docking Guidance System (ADGS) and manual marshalling of aircraft</li> <li>To perform inspection of bays and ensure no Foreign Object Debris (FOD)</li> <li>To install / remove wheel chocks and grounding cables</li> <li>To connect / disconnect tow bar to the air tug</li> <li>To deliver ground support equipment including maintenance steps</li> <li>Any other duties as assigned by the supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Higher NITEC/GCE 'O'/'N' level</li> <li>Knowledge in Ramp work will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 11 hours shift</li> <li>Location/ Postal code: Changi Airport</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Store Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To perform basic data entry into excel and SAP system</li> <li>• To perform picking, packing, stock taking and inventory management</li> <li>• To maintain store tidiness and organize for easy tracing of stocks;</li> <li>• To ensure good receiving in order and verifying the quality and quantity of each collection of delivery</li> <li>• To issue goods receiving of aircraft spare parts and tools to operations</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualifications: NITEC</li> <li>• Forklift license</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 9am - 9pm 9pm to 9am</li> <li>• Location/ Postal code: Changi Airport</li> </ul>
Store Assistant (Tool Store)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manning of tool store front counter</li> <li>• Maintaining serviceability of tools</li> <li>• Monitor and maintain consumables and expendables at counter (vending machine issuance monitoring and provisioning)</li> <li>• Adhering to current processes in place while performing the required roles</li> </ul> <p>Identify defective or damaged tools and initiate reporting processes in timely manner</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualifications: NITEC</li> <li>• 1-2 years of experience</li> <li>• Class 3 driving license/ Forklift</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am-8pm</li> <li>• Location/ Postal code: Airline House</li> </ul>

## #12 Surbana Jurong

SJ Group refines and transforms cities into sustainable, liveable environments that uplift the human experience. Owned by global investment company Temasek, our unique portfolio of companies fuels our capabilities in building a smart and sustainable future. Operating across 46 countries, we deliver global expertise with local precision through a team of 16,000 specialists.

SJ Defence (part of SJ Group) serves the defence sector including Military, Homeland, Civil and Social Defence through a value chain solution from design and delivery to operations and maintenance. We deliver integrated solutions through three subsectors: Defence Consultancy, Defence Solutions, and Fitness and Wellness.

Click here for Content Page

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Fitness Trainer</b> 	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>As an SJ Fitness Trainer, your primary duty is to ensure the safety and well-being of all the trainees and participants at our fitness and wellness facilities. You'll serve as the first line of response during emergencies, carry out fitness programmes, and uphold safety protocols with professionalism and care. Key responsibilities include:</li> <li>Conduct group level fitness training in accordance with lesson plans</li> <li>Conduct fitness assessment such as Individual Physical Proficiency Test (IPPT)</li> <li>Implement, manage and enforce safe management measures and stipulated rules and regulations</li> <li>Reporting of training equipment defect, facility issue and physical or potential hazards</li> <li>Perform risk assessment and enforcement of safety measures during training activities</li> <li>Assist in organizing events or programmes</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: Diploma (Sports Science)</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 8:30am-6pm</li> <li>Location/ Postal code: Tekong</li> </ul>
<b>Lifeguard</b>	<p><b>Key Responsibilities</b></p> <p>As an SJ Fitness Trainer, your primary duty is to ensure the safety and well-being of all the trainees and participants at our fitness and wellness facilities. You'll serve as the first line of response during emergencies, carry out fitness programmes, and uphold safety protocols with professionalism and care.</p> <ul style="list-style-type: none"> <li>Maintain poolside surveillance and patrols to prevent accidents and respond swiftly to emergencies</li> <li>Execute water rescues and first aid when needed, following established emergency procedures</li> <li>Enforce swimming complex rules respectfully and clearly</li> <li>Conduct routine inspections of lifesaving equipment and the surrounding environment</li> <li>Be fully versed in the SOPs of the assigned swimming complex, including emergency action plans</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: Shift work</li> <li>Location/ Postal code: Tampines</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>For aspiring local candidates without certification, we offer a fully subsidized training programme for those committed to joining us full-time.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: NITEC (Sport Science)</li> <li>Min. 1 year of experience</li> </ul>	
Logistic Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Logistics Officer supports the execution of the client's non-core supply processing functions by assisting the Logistics Supervisor and Project Manager in day-to-day operations, manpower planning, logistics coordination, and administrative functions.</li> <li>This role ensures that all site operations run smoothly, safely, and in accordance with the client's requirements and standards. Required to be security cleared up to CAT 2A.</li> <li>Assist the Supervisor and Project Manager in planning, scheduling, and deploying manpower to meet project requirements.</li> <li>Process and carry stores as when required.</li> <li>Perform logistics support duties such as maintaining unit store records in the Authority's IT systems and conducting stocktaking as instructed.</li> <li>Provide administrative support including document scanning, photocopying, data compilation, and moving office materials.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: NITEC (Logistic &amp; Supply Chain)</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 8:30am-6pm</li> <li>Location/ Postal code: Changi</li> </ul>
Logistic Supervisor	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Logistics Supervisor supports the Project Manager in overseeing non-core supply processing functions. This role is responsible for coordinating manpower, monitoring site operations, and ensuring that all project activities meet quality, safety, and timeline requirements.</li> <li>The Logistics Supervisor also leads and guides the Logistic Officers in daily operations to ensure smooth execution of tasks in compliance with the client's standards.</li> <li>The Logistics Supervisor should be meticulous and empathetic team leader, strong people-management skills, committed and results-driven. Required to be security cleared up to CAT 2A.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Qualifications: NITEC (Logistic &amp; Supply Chain)</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 8:30am-6pm</li> <li>Location/ Postal code: Changi</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<b>Resident Engineer</b> 	<p><b>Key Responsibilities</b></p> <p>As a Resident Engineer, you will manage a team of technical supervisors on site to ensure that all site activities comply with the regulations and client's requirements.</p> <ul style="list-style-type: none"> <li>• Work closely with the regulatory authorities and contractors to provide supervision on site, resolve all site issues and ensure timely completion of the projects</li> <li>• Carry out supervision of mechanical and electrical (M&amp;E) works by identifying any non-conformity of contractor's work on site.</li> <li>• Carry out regular site checks on Builder and ensure compliance on health and work safety in accordance with MOM</li> <li>• Manage the site supervisors with respect to mechanical and electrical engineering works</li> <li>• Attend site, progress, variation and coordination meetings</li> <li>• Maintain proper site documentation, including progress records, site meetings, safety reports, method statements, shop drawings, and as-built submissions</li> <li>• To carry out all inspection that is under submission and specialist work that will need his supervision, whenever required</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualifications: Diploma (Mechanical Engineering)</li> <li>• Min. 10 years of experience</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Shift work</li> <li>• Location/ Postal code: Punggol</li> </ul>

## #13 e2i SERVICES

**Meet an e2i Career Coach**

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

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



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

<b>Location</b>	<b>e2i Career Centre (DNI)</b> Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607	<b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	<b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East
<b>Location</b>	<b>e2i Career Centre (OMB)</b> One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989	<b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	<b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown
<b>Location</b>	<b>e2i Career Centre (OTH)</b> ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523	<b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	<b>Nearest MRT</b> East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines
<b>Location</b>	<b>e2i Career Centre (WCC)</b> ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900	<b>Operating Hours (Face-to-face/virtual coaching)</b> Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	<b>Nearest MRT</b> North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands

## **NTUC Job Security Council's Telegram Channels**

Be alerted daily on the latest job vacancies from hiring companies

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analyst, Engineers, Executives, Technicians, etc.)  
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)  
<https://bit.ly/jsc-ja-npmet>



[Click here for Content Page](#)