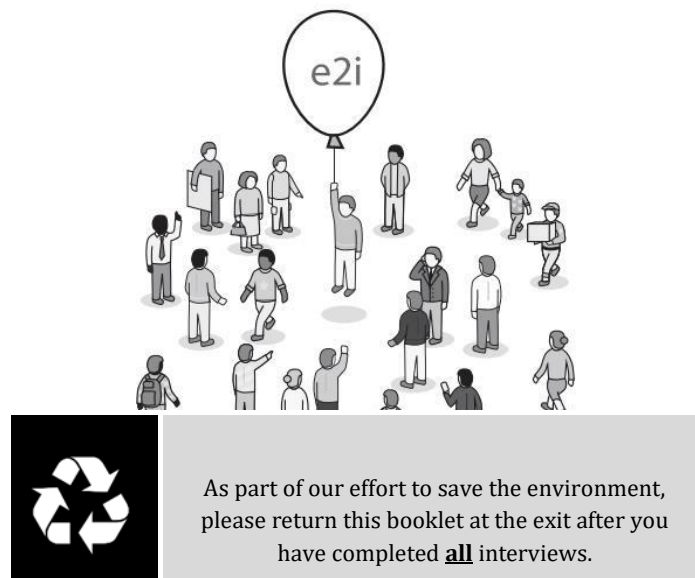


Pasir Ris-Punggol Career Marketplace @ D'Marquee

22 March 2025

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

About e2i (Employment and Employability Institute)

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

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#1 Accor Hotels

People are the heart of everything we do - fostering authentic and meaningful connections and constantly seeking to spark delight for our clients and deliver excellence. Be a part of one of the world's leading airline lounges; committed to delivering exceptional service and attaining excellent customer satisfaction.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food & Beverage Executive	Key Responsibilities <ul style="list-style-type: none"> • Provide F&B service to passengers upon seated, ensuring they feel welcomed • Able to ascertain satisfaction and ensure an enjoyable dining experience • Assist with special requests and offers service promptly and professionally Pre-requisites <ul style="list-style-type: none"> • Previous F&B service or hospitality experience • Excellent written and communication skills in English; multilingual abilities are a plus • Knowledge and experience in problem solving 	Working Hours: Rotating shifts Location: 1 Wallich Street #17-01 Guoco Tower Singapore 078881
Passenger Relations Officer	Key Responsibilities <ul style="list-style-type: none"> • Welcome and assist VIP passengers upon arrival at the lounge, ensuring a smooth check-in process • Provide exceptional customer service, ensuring comfortable and enjoyable lounge experience • Assist with guest inquiries, special requests, and handles complaints promptly and professionally Pre-requisites <ul style="list-style-type: none"> • Previous customer service or hospitality experience, ideally in an airport or lounge • Excellent written and communication skills in English; multilingual abilities are a plus • Knowledge and experience in problem solving 	Working Hours: Rotating shifts Location: 1 Wallich Street #17-01 Guoco Tower Singapore 078881

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#2 Agape Plus

An Employment Agency that focuses on empowering Singapore's vulnerable communities by connecting them with meaningful job opportunities. Our commitment is centered on creating lasting change through personalised support, training and tailored career paths.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Business Development Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Identify and engage prospective employers to build a robust network of hiring partners, promoting Agape Plus's job placement and training programmes Facilitate the onboarding process for new employer partners, establishing clear commercial terms that align with Agape Plus's service offerings and employer expectations Conduct negotiations to finalise commercial agreements, ensuring mutually beneficial terms that support sustainable partnerships Support employers throughout the placement process, providing guidance on Agape Plus's recruitment, training, and candidate support services Maintain and update records of employer interactions, commercial agreements, and placement outcomes to monitor partnership success and compliance Collaborate with the Business Development team to strategise and implement growth initiatives that expand Agape Plus's employer network in Singapore Increase awareness of Agape Plus's programmes through targeted outreach, industry networking, and relationship-building efforts Conduct regular follow-ups with employer partners to gather feedback, address concerns, and improve placement and training processes Address grievances and resolve issues with a solutions-focused approach that prioritises long-term employer relationships and successful candidate placements <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 1 year of experience in business development, recruitment, or employment services in Singapore Excellent written and verbal communication skills in English; proficiency in additional languages is advantageous for engaging with diverse employers Strong interpersonal skills and the ability to foster long-term relationships with employer partners and stakeholders Ability to negotiate and establish commercial agreements that align with organisational goals 	<p>Working Hours: 44 hours per week</p> <p>Location: No. 31 Ubi Road 1 Aztech Building #03-06 Singapore 408694</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Flexibility to work in a dynamic environment, with the ability to handle multiple priorities and adjust strategies to meet evolving market demands 	
Customer Service Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Taking calls from customers answering questions or addressing any concerns they may have Their duties include handling many inbound and outbound calls to and from customers, listening to customers' needs or issues and providing helpful solutions to their problems <p>Pre-requisites</p> <ul style="list-style-type: none"> Handle all customer enquiries, escalations, technical support and on-going customer relationship management Handle Emails Deliver high quality customer care service at all times Provide timely escalations of requests and adequate technical support where necessary Ensure daily and monthly KPIs are met and exceeded Be the key contact for all members of public using the phone as your main communication tool, apart from emails and live chats Manage all incoming calls for enquiries, requests, and technical support Be proactive to urgent/emergency situations in accordance with product/service guidelines Take initiative and assist teammates in need, where possible. Eg. Language barrier with customer Support other responsibilities that may be assigned from time to time 	<p>Working Hours: 44 hours per week</p> <p>Location: No. 31 Ubi Road 1 Aztech Building #03-06 Singapore 408694</p>

#3 Bizlink Centre Singapore

Bizlink Centre is a non-profit organization whose mission is to assist the needy disadvantaged community, particularly people with disabilities (PWDs) in the provision of employment through open and sheltered employment. Employment enables our clients to achieve dignity, independence and integration into mainstream society.

Bizlink's Social Enterprise division hires the disadvantaged individuals from various backgrounds.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Programme Associate (Client Support and Administrative Support)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Programme Associate for the Employment Support Team (EST) will support the coordination of daily operations and new case applications for the team, addressing inquiries and processing applications for Persons with Disabilities seeking employment assistance. This role requires close collaboration with team members to collect essential data, manage applications, and ensure that the services are delivered effectively. <p>Pre-requisites</p> <ul style="list-style-type: none"> A strong team player Proficient in MS Applications (Word, Excel and PowerPoint) Comfortable working with Persons with Disabilities and their caregivers Excellent communication and interpersonal skills Strong organizational and time management skills Experience in administrative tasks Experience in the social service sector, an added advantage 	<p>Working Hours: 44 hours per week</p> <p>Location: 111A Yuan Ching Road, Singapore 619606</p>
Programme Executive (Client Support and Administration)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Programme Executive for the Employment Support Team (EST) will be responsible for overseeing and managing the intake assessment schedule for Persons with Disabilities who are seeking open employment assistance. This role involves working closely with the Centre Manager and team members to compile data, prepare reports, and implement improvements to enhance operational efficiency. <p>Pre-requisites</p> <ul style="list-style-type: none"> A strong team player Proficient in MS Applications (Word, Excel and PowerPoint) 	<p>Working Hours: 44 hours per week</p> <p>Location: 111A Yuan Ching Road, Singapore 619606</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none">• Comfortable working with Persons with Disabilities and their caregivers• Excellent communication and interpersonal skills• Strong organizational and time management skills• Experience in administrative tasks and metrics reporting• Experience in the social service sector, an added advantage	

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#4 Certis Human Resource Services

Ensuring fast, efficient and reliable mass deployment locally. With an in-depth experience in mass local recruitment, People Advantage Pte. Ltd (PAPL) is able to swiftly provide a large pool of workforce (both Executive and Non-Executive roles) for customers across various industries.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Admin Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To perform the full suite of secretarial activities on the regular meetings and engagements for internal and external stakeholder associated with the programme To assist the coordination with the other teams within the division and/ or programme To contribute in ad-hoc squad(s) to achieve process improvements and problem solving To perform other ad-hoc duties or staffing work the Division Director or Senior Assistant Director may allocate from time-to-time <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 1 year of relevant experience is preferred Proficient in MS Office suite (Word and Excel) 	<p>Working Hours: 42 hours per week</p> <p>Location: 206 Bedok South Ave 1, Singapore 469334</p>
Customer Service Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Respond to customer inquiries through various channels (phone, email, chat, etc.), providing timely, accurate, and professional assistance to resolve issues and answer questions Address customer complaints or concerns in a proactive and effective manner, escalating issues when necessary. Collect and relay customer feedback to improve service quality. <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 1 year of relevant experience is preferred Proficient in MS Office suite (Word and Excel) 	<p>Working Hours: 42 hours per week</p> <p>Location: 206 Bedok South Ave 1, Singapore 469334</p>
Facilities Management Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead and drive all aspects of facilities management to ensure on-time and on-budget completion Provide leadership to outsourced facility management and service contractors Ensure all M&E plants and building systems operate without disruption Initiate and implement solutions to outstanding or new (latent) defect matters Act as a key partner to Business Units to continuously improve design, space utilization, and other setups 	<p>Working Hours: 42 hours per week</p> <p>Location: 206 Bedok South Ave 1, Singapore 469334</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure effective contract administration, reporting, and compliance processes and systems are in place • Develop and maintain an effective Work, Health, and Safety regime • Prepare Board papers and presentation materials, specifically related to infrastructure and facility matters • Seek more effective and efficient solutions to problems and manage the Sustainability Framework • Prepare the annual infrastructure and facility Opex and Capex budget and participate in the Executive Budget Review process. Ensure effective and efficient budget controls and financial oversight for the Facility Department. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Graduate degree in Architecture, Engineering, or Technology • Project Management Professional (PMP) certification is an added advantage • Proven track record of successfully managing and leading a team • Experience managing multi-disciplinary teams, including sub-contract vendors • Deep knowledge of facility operations, maintenance, and security • Prior experience managing multi-venue facilities is preferred • Experience in FM contract management, compliance, reporting variations, and client/government management 	
Project Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Develop and manage project plans, timelines, and budgets • Coordinate and oversee cross-functional project teams, including developers, designers, and business stakeholders • Identify and mitigate risks, issues, and dependencies throughout the project lifecycle • Provide regular project updates and status reports to key stakeholders • Ensure project deliverables meet the defined requirements and business objectives • Continually look for ways to improve project management processes and practices <p>Pre-requisites</p>	<p>Working Hours: 42 hours per week</p> <p>Location: 206 Bedok South Ave 1, Singapore 469334</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Bachelor's degree in Information Technology, Project Management, or a related field Working experience with enterprise CCTV System, Access Control System and Intruder Detection System required Experience with project management and knowledge in System Development Life Cycle (SDLC) and Security-by-Design (SBD) lifecycle preferred PMP Certification will be a bonus Team player who possesses good leadership, communication and interpersonal skills Excellent problem-solving and decision-making abilities Willingness to be hands-on when situations require and work with the team to resolve issues 	
Software Developer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The primary roles of the Software Developer is to acquire new and cutting edge technologies. Transform design to concrete solution for implementation, which include collecting business and system requirements, writing specifications, meeting with customers, partners and vendors to create work breakdown structure, develop project schedule and rollout plan. Responsible for delivering solution design and POCs, where applicable Ensure that the long-term architectural and performance strategies are considered when designing and coding solutions Write code, complete documentation, and unit test systems and applications Converting project specifications and procedures into detailed logical flow charts for coding Works collaboratively with Quality Assurance (QA) executives through participation in the testing process and review of QA documentation Develop, maintain and follow design and development standards and documentation Plan, develop, test and implement of software & upgrades <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma or Bachelors in Computer Science, Computer Engineering, Information Systems, or other technical related degree 1 to 3 years of hands-on IT project management and professional software development experience, fresh graduates are welcome to apply 	<p>Working Hours: 42 hours per week</p> <p>Location: 206 Bedok South Ave 1, Singapore 469334</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Strong analytical skills and object-orientated design capabilities • Strong development experience in one or more Object Oriented Languages • Development experience using Php, ASP.net(C#), HTML5, CSS3, Java Script • Knowledge in JQuery and JavaScript frameworks like AngularJS/React • Database Management skills in MySQL, MS SQL Server, Mongo DB <p>Good to have:</p> <ul style="list-style-type: none"> • Experience in deploying and managing AWS/Google Cloud Linux instances • Proficient in Outsystems Low Code Based Platform 	

#5 Changi Travel Services

Changi Travel Services (CTS), a subsidiary of Changi Airport Group since 2012, redefines travel with innovative, seamless solutions for corporate clients and everyday travelers. As a one-stop shop, we offer WiFi routers, SIM cards, airport transfers, foreign exchange, attraction tickets, hotel bookings, meet-and-greet services, corporate travel management, and airline general sales.

A market leader in WiFi rental services, CTS operates Singapore's largest online-to-offline travel network. Our presence extends across Southeast Asia through trusted brands like Changi Recommends Singapore and Travel Recommends International, ensuring every journey is exceptional.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Associate, Retail Sales	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Promote Changi Recommends products and services, including SIM cards, WiFi routers, and tour packages Provide knowledgeable recommendations on Singapore attractions, prepaid SIM cards, and travel/airline ticketing (experience in these areas is a plus!) Perform baggage wrapping services Approach and assist customers with a friendly, customer- and sales-oriented attitude Keep stock inventory accurate and arrange replenishments when necessary Support meet-and-greet services and assist with bookings, reservations, or transport arrangements as needed <p>Pre-requisites</p> <ul style="list-style-type: none"> A people-person who enjoys helping travelers and tourists Organized and detail-oriented with a proactive attitude Willing to work in a dynamic airport environment 	<p>Working Hours: 7am - 7pm & 7pm - 7am</p> <p>Location: 80 Airport Boulevard, Changi Airport Terminal 1, Singapore 819642</p>
Customer Service Agent (Night Shift)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Pre-Arrival/Departure/Transit: <ul style="list-style-type: none"> Review passenger manifests and flight information Prepare necessary documents and materials Meet & Greet Service: <ul style="list-style-type: none"> Greet passengers at designated meeting points (arrival/departure gates) Verify passenger identities Escort passengers through airport procedures (immigration, customs, baggage claim) Assist with luggage handling and transportation Passenger Support: <ul style="list-style-type: none"> Provide assistance with mobility aids (wheelchairs, buggies) Help passengers complete airport forms and documentation 	<p>Working Hours: 10pm - 8am</p> <p>Location: 80 Airport Boulevard, Changi Airport Terminal 1, Singapore 819642</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> - Address and resolve passenger queries and concerns • Communication: <ul style="list-style-type: none"> - Liaise with airline staff and airport authorities - Update the Shift Controller on flight updates, delays, or cancellations • Safety and Security: <ul style="list-style-type: none"> - Ensure passenger safety and adhere to airport security protocols • Other Responsibilities: <ul style="list-style-type: none"> - Maintain accurate records and reports - Participate in training and development programs - Uphold company standards and values <p>Pre-requisites</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to work in a fast-paced environment • Strong problem-solving and adaptability skills • Familiarity with airport procedures and layout • Physical ability to stand, walk, and lift (if required) 	
Executive, Retail Operations	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Possess of costing, budgeting & cost control • Able to prepare & finalize financial & data reports • Sets & proactively communicate with the team to ensure on KPIs, margin & revenue on sales • Suggest and recommend improvements for the business • Computer literate (strong in Excel, MS Word, Databases, Doric system) • Handling order fulfillment and processing orders • Maintain inventory of routers & set up • Ensure router stocks must be tallied with the reservation number • Quick thinking to resolve customers queries, able to identify problems and provide a solution to recover customer satisfaction • Able to run shifts when needed for the operations department • Administration, operations reporting, and other Ad-hoc duties assigned • Other adhoc duties as required <p>Pre-requisites</p> <ul style="list-style-type: none"> • Entry-level candidates, including fresh polytechnic and university graduates, are welcome to apply • Independent, dynamic and able to adapt to fast-paced operations environment • Candidate must be willing to work at Changi Airport 	<p>Working Hours: 9am - 6pm</p> <p>Location: 80 Airport Boulevard, Changi Airport Terminal 1, Singapore 819642</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Roadshow Promoter	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Promote subscriptions to Changi Mobile Plan Create public awareness of Changi Mobile brand Respond to customer enquiries Set up and tear down of resources <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work well in an independent setting Enjoys interacting with people Comfortable to work outdoors Comfortable to stand for long hours 	<p>Working Hours: 12pm - 8pm</p> <p>Location: 80 Airport Boulevard, Changi Airport Terminal 1, Singapore 819642</p>
Senior Executive /Assistant Manager, Strategy	<p>Key Responsibilities</p> <ul style="list-style-type: none"> A trusted business partner, providing financial / operational performance insights and make recommendations to support data driven decision making and drive business performance Collaborate closely with management team and various stakeholders to ensure smooth execution of various strategic initiatives Responsible for providing financial analysis on business performance; coordinates with various departments to develop and maintain various analyses and management reporting tools (e.g. KPIs measurements, industry analysis/ trend/ benchmarking, etc) <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in any discipline, preferably in Information Technology / Business Systems or Finance disciplines. At least 3 years of relevant experiences in Corporate Finance/ Management Consulting/ Business Analysis/ Corporate Planning Prior experiences in e-commerce/ travel industry will be advantageous Advanced skills in data analysis tools such as Excel, SQL and PowerBI Possess excellent interpersonal and communications skills, with a demonstrated ability to collaborate effectively with both finance and non-finance stakeholders Strong analytical abilities, attention to detail, and organizational skills Highly driven, self-motivated, and data-curious with the ability to work as part of a team 	<p>Working Hours: 9am-6pm</p> <p>Location: 80 Airport Boulevard, Changi Airport Terminal 1, Singapore 819642</p>
Senior Financial Analyst	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Financial Planning & Forecasting: Develop and maintain financial models to support budgeting, forecasting, and 	<p>Working Hours: 9am - 6pm</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>longterm financial planning. Provide insights on potential risks and opportunities affecting financial performance</p> <ul style="list-style-type: none"> • Participate in budgeting: Work closely with various BU head to prepare annual budget • Variance Analysis: Analyse actual financial results against forecasts and budgets, identifying key variances and providing actionable insights to senior management • Financial Reporting: Prepare regular financial reports and presentations for senior leadership, highlighting key financial metrics, performance trends, and business drivers • Strategic Analysis & Decision Support: Collaborate with various departments to assess financial performance, business strategy, and cost optimization opportunities. Provide financial analysis to support strategic initiatives and decision-making • Cost Management: Evaluate cost structures and help identify cost-saving opportunities to improve profitability and operational efficiency • Business Partnering: Work closely with business units to understand financial drivers and provide advice on how to align operations with financial objectives • Ad Hoc Analysis: Conduct ad-hoc financial analysis as needed to support specific business needs, new projects, or strategic changes • Process Improvement: Recommend and implement improvements to financial processes, systems, and tools to enhance efficiency and accuracy in financial reporting and analysis • Compliance & Governance: Ensure that financial planning and reporting processes comply with internal policies, external regulations, and industry best practices <p>Pre-requisites</p> <ul style="list-style-type: none"> • Education: <ul style="list-style-type: none"> - Bachelor's degree in Finance, Accounting, or a related field • Experience: <ul style="list-style-type: none"> - 3-5 years of experience in financial planning and analysis, corporate finance, or a similar role - Experience in financial modeling, budgeting, forecasting, and variance analysis • Technical Skills: <ul style="list-style-type: none"> - Advanced proficiency in Microsoft Excel (financial modeling, complex formulas, pivot tables, etc.) 	<p>Location: 80 Airport Boulevard, Changi Airport Terminal 1, Singapore 819642</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> - Experience with financial reporting software and data visualization tools (e.g., Power BI, Tableau) is often preferred • Analytical Skills: <ul style="list-style-type: none"> - Strong analytical and problem-solving skills, with the ability to interpret complex financial data and present insights clearly. - Ability to perform detailed variance analysis and identify key trends and business drivers. • Communication Skills: <ul style="list-style-type: none"> - Excellent written and communication skills to effectively present findings and recommendations to senior management and other stakeholders. - Ability to work collaboratively with cross-functional teams and manage business relationships. • Attention to Detail: <ul style="list-style-type: none"> - High attention to detail and accuracy in financial reporting and analysis. • Knowledge of Financial Principles: <ul style="list-style-type: none"> - In-depth understanding of financial statements, accounting principles, and financial modeling techniques. - Knowledge of industry-specific financial metrics and performance indicators may be advantageous. • Time Management & Organisation: <ul style="list-style-type: none"> - Ability to manage multiple projects and deadlines in a fast-paced environment. • Business Acumen: <ul style="list-style-type: none"> - Understanding of business operations and financial drivers, with the ability to translate financial data into actionable business insights 	

#6 Chye Thiam Maintenance

Since 1979, committed to delivering tailored solutions for integrated facility and environmental management needs. AT CTM, innovation isn't just a buzzword – it's our driving force. For decades, we've been at the forefront of pioneering sustainable technologies that not only enhance productivity and efficiency but also uphold our commitment to environmental stewardship.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Environmental Service Specialist (Full-time)	Key Responsibilities <ul style="list-style-type: none"> To operate various types of ES machinery and equipment to ensure the project sites' environmental services are carried out as per customers' requirements Review and propose continuous improvement initiatives to improve time, cost & quality management through analysis of ES data Pre-requisites <ul style="list-style-type: none"> Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHub 	Working Hours: 44 hours per week Location: Various Location
Environmental Service Specialist (Part-time)	Key Responsibilities <ul style="list-style-type: none"> General cleaning and operating of various types of ES machinery and equipment Pre-requisites <ul style="list-style-type: none"> Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHub 	Working Hours: Min 16 hours per week Location: Various Location
Facilities Management Coordinator	Key Responsibilities <ul style="list-style-type: none"> Oversee the maintenance of building systems, such as ACMV, plumbing, electrical, fire safety, pest control, landscape, security etc. Schedule and coordinate regular preventive maintenance activities Ensure that maintenance issues are identified and resolved promptly Manage external contractors for specialized maintenance (e.g., ACMV repairs, landscaping, security systems) Conduct inspections of facilities to ensure compliance with safety and operational standards Ensure the facility meets local health and safety regulations and codes Maintain emergency procedures, including evacuation plans and first-aid resources Coordinate with third-party vendors and contractors Maintain an inventory of supplies, equipment, and furniture for the facilities Order and replace supplies as needed, such as cleaning materials and office equipment and other consumables 	Working Hours: 44 hours per week Location: Various Location

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Track the usage and condition of assets to ensure proper maintenance and replacements Be prepared to respond to emergencies such as power outages, plumbing issues, or natural disasters Coordinate emergency repair services and maintain safety protocols during emergencies Maintain accurate records of facilities maintenance, inspections, and repairs Prepare reports on facility usage, maintenance schedules, and incident responses Track and report on the condition of buildings and equipment <p>Pre-requisites</p> <ul style="list-style-type: none"> Preferably at least NITEC in Electrical / Mechanical Engineering / Facility Management Minimum 1-year relevant working experience in building / facilities servicing and maintenance Strong organizational and problem-solving skills Excellent communication skills for liaising with vendors, staff, and management Ability to manage multiple tasks and prioritize effectively Knowledge of building systems, maintenance procedures, and safety standards Familiarity with facility management software (e.g., CMMS systems) CFME accredited will be an advantage 	
Facilities Management Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee the maintenance of building systems, such as ACMV, plumbing, electrical, fire safety, pest control, landscape, security etc. Schedule and coordinate regular preventive maintenance activities Ensure that maintenance issues are identified and resolved promptly Manage external contractors for specialized maintenance (e.g., ACMV repairs, landscaping, security systems) Conduct inspections of facilities to ensure compliance with safety and operational standards Ensure the facility meets local health and safety regulations and codes Maintain emergency procedures, including evacuation plans and first-aid resources Coordinate with third-party vendors and contractors Maintain an inventory of supplies, equipment, and furniture for the facilities 	<p>Working Hours: 44 hours per week</p> <p>Location: Various Location</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Order and replace supplies as needed, such as cleaning materials and office equipment and other consumables • Track the usage and condition of assets to ensure proper maintenance and replacements • Be prepared to respond to emergencies such as power outages, plumbing issues, or natural disasters • Coordinate emergency repair services and maintain safety protocols during emergencies • Maintain accurate records of facilities maintenance, inspections, and repairs • Prepare reports on facility usage, maintenance schedules, and incident responses • Track and report on the condition of buildings and equipment <p>Pre-requisites</p> <ul style="list-style-type: none"> • Preferably at least Diploma in Electrical / Mechanical Engineering / Facility Management • Minimum 3-years relevant working experience in building / facilities servicing and maintenance • Strong organizational and problem-solving skills • Excellent communication skills for liaising with vendors, staff, and management • Ability to manage multiple tasks and prioritize effectively • Knowledge of building systems, maintenance procedures, and safety standards • Familiarity with facility management software (e.g., CMMS systems) • CFME accredited will be an advantage 	
Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to lead and supervise, possess WSQ Supervise Service Operations an advantage 	<p>Working Hours: 0800-1700, 1700-2200, 0700-1500, 1500-2100, 2300-0700</p> <p>Location: 14 Tampines Industrial Drive, CTM Building Singapore 528530</p>

#7 Employment & Employability Institute (e2i)

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.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Director, Grant Policy	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will work with the Deputy Director to drive improvements in funding programmes and policies administered by e2i. You will also contribute towards the streamlining and harmonization of various grant schemes administered by e2i. You need to understand how various government funding schemes integrate into e2i's programmes. As a strong negotiator, you are required to balance e2i's interests while meeting stakeholders' objectives when managing funds and programmes. You will also lead the secretariat of an NTUC grant scheme. <p>Pre-requisites</p> <ul style="list-style-type: none"> Worked for at least 10 years with at least 3 years' experience in policy work, preferably in the Singapore public service Possess managerial and organisational skills, and able to provide guidance and lead a team effectively Possess strong interpersonal and negotiation skills to drive effective collaboration with relevant stakeholders both within and outside the labour movement Possess strong analytical and writing capabilities, and the ability to communicate complex policies/ issues clearly Responsive, adaptive and able to multi-task in a fast-paced working environment Only Singaporeans may apply Designation and salary will commensurate with experience We will only contact shortlisted candidates 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>
Assistant Director, Planning, Strategy and Data Analysis	<p>Key Responsibilities</p> <p>In this role, you will support NTUC's sub-department. You will contribute individually and assist your Deputy Director in managing and mentoring a small team. Your responsibilities</p>	<p>Working Hours: 8.30am - 6:00pm</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>will include facilitating discussions, developing measures and creating strategies to meet the organisation's needs and perform corporate reporting. You should excel at communicating and engaging multiple stakeholders, including government agencies, conducting evidence-based studies and analysis, and moving strategies into implementation.</p> <p>Job Responsibilities</p> <ul style="list-style-type: none"> • Negotiate, coordinate, and liaise with internal and external stakeholders, including the Ministry of Manpower (MOM) and Workforce Singapore (WSG). • Assist your Deputy Director to conceptualise and conduct studies of industry groups, worker segments, overall employment and employability landscape, and/or ad hoc studies as requested, to identify trends, threats, and opportunities. Help edit, vet, and/or craft compelling stories and data-driven recommendations from findings or insights to be presented to various stakeholders • Assist your Deputy Director to support senior management with new matters that arise by making sense of emerging issues and gaps that do not fit neatly into clear categories, as well as corporate and strategy matters, including monitoring and tracking KPIs; preparation for external meetings with government agencies; analysing developments that impact the organisation • Supervise, organise, and support annual corporate planning sessions and seminars (and ad hoc brainstorming sessions) to conceptualise overall workplan and communicate corporate strategy, provide analysis and insights to support and guide management in decision-making • Oversee, prepare, and present regular reports and topical presentations to senior management, including NTUC senior management • Oversee, plan for, maintain, and track clean data to be used for data analysis • Other duties as required to support organisation's goals <p>Pre-requisites</p> <ul style="list-style-type: none"> • Good interpersonal and negotiation skills • Excellent analytical, writing, and communication skills • Project management, problem-solving, and leadership skills • Meticulous, self-driven, and able to multi-task 	<p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Experience in team leadership At least 10 years' experience in planning/policy, consultancy, or strategy formulation and working with data 	
Assistant/Deputy Director, Career Services	<p>Key Responsibilities</p> <p>As an Assistant/Deputy Director in e2i, you will play a vital role in leading a team of career coaches to create an impact on the employment and employability of jobseekers and working people through strategising various outreach initiatives and collaborating with partners to promote e2i's career services, including job matching interventions to individuals. This role requires you and your team to work closely with individuals and partners such as government agencies, training providers, community partners and Unions. You will also need to work closely with other business units within e2i and NTUC.</p> <ul style="list-style-type: none"> You will lead the team in the planning, strategising and overseeing the operational implementation of initiatives to enhance the employment and employability of workers through the following: Develop relationships and work with both internal (Career Services Operations team) and external partners (Government agencies, private partners, etc) to ensure the smooth and efficient operations of the career centre through monitoring and tracking its progress Manage the deployment of coaches required for career centre manning and outreach engagement Guide and manage career coaches to help jobseekers achieve their goals, e.g. to be placed in jobs, and help jobseekers to be job-ready by providing career planning and progression advice Recommend and implement coaching methods and tools to facilitate the placement of jobseekers, and ensure career coaches adhere to service levels Ensure that policy and system changes are disseminated to the teams and career coaches in a timely manner Oversee staff professional development and ensure performance through Key Performance Indicators (KPIs) monitoring Manage the financial expenses of the career centres. Strategize and recommend outreach initiatives to promote e2i's career services for individuals 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Lead, build and maintain relationships with new and existing stakeholders (e.g. government agencies, community partners, unions and trade associations) Liaise and manage appointed training providers to deliver employment facilitation services to stakeholders (e.g. through events, job fairs, community projects etc) Ensure accurate regular reporting to stakeholders and prepare regular updates to management Coordinate daily activities, monitor the achievement of objectives and ensure compliance with regulations and internal policies Any other projects and assignments from time to time <p>Pre-requisites</p> <ul style="list-style-type: none"> Candidate should possess management and supervisory experience. Experience in developing strategies would be advantageous. A strong leader with good relationship management Possess strong interpersonal skills and ability to network and work across boundaries to foster greater partnerships and collaboration Able to negotiate well with various stakeholders at multiple levels Possess excellent verbal and written communication skills Be highly self-motivated and resilient Good analytical skills, with the ability to write reports Meticulous, with good time management and organisation skills Able to work in a fast-paced environment and deliver within tight deadlines Experience in a career centre setting in a management role is preferred, or experience in human resources/ career coaching/ career development facilitation/ social work/ counselling at a mid-management equivalent level will be advantageous Passionate about helping Singaporeans to enhance their employment and employability Only Singaporeans may apply Designation and salary will commensurate with experience We will only contact shortlisted candidates 	
Deputy Director, Marketing & Communications	<p>Key Responsibilities</p> <p>In this role, you will be the Team Lead of the Marketing and Communications team. You are an experienced and driven individual who will be responsible for leading the team on</p>	Working Hours: 8.30am - 6:00pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>the development of marketing, communications and content strategies to brand and position our organisation as the leading organisation to create solutions for better employment and employability. This includes leading the marketing, digital marketing, communications and service quality efforts. You will also collaborate and build strong partnerships between internal and external stakeholders to deliver effective marketing and communications campaigns.</p> <p>Marketing</p> <ul style="list-style-type: none"> • Strategise, design and execute the marketing and social media plans to support organisational and business objectives. Collaborate with other departments to align goals and maintain consistent branding and messaging • Drive awareness and brand building efforts via traditional and digital platforms and reach out to target audiences through creative ways • Supervise the management of social accounts and content creation • Continuously evaluate new channels and platforms to engage our organisation's audiences • Manage agency and vendor relationships and deliverables to ensure consistent and high-quality work • Measure and report performance of marketing and digital initiatives and assess against goals <p>Communications</p> <ul style="list-style-type: none"> • Deliver and develop communications strategies and implementation plans which encompass Public Relations and other communication vehicles, including new social platforms, video and other multi-media tools to connect with our organisation's customers and build equity of our organisation's brand • Develop powerful narratives and compelling content to promote the suite of programmes under the initiative (e.g. media materials, profile stories and videos) to various target audiences, e.g. media, public, partners etc. • Responsible for the development and execution of public relations plans; craft media materials including press releases, speeches, facilitate media interviews and media responses and interview talking points • Act as our organisation's representative with the media and cultivate strong relationships with media representatives to grow our organisation's brand recall 	<p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Work closely with other business units to integrate media communications initiatives within marketing strategies and campaigns/activities for key events and programmes • Crisis Communications Management: anticipate and advise on potential issues; develop communications plans to manage issues and crises Call Centre Management <p>Call Centre Management</p> <ul style="list-style-type: none"> • Partner the outsourced call centre to oversee day-to-day operations of call centre services to ensure quality service is provided to members of the public and to achieve operational KPIs • Be the conduit between the outsourced call centre and the internal business units to review and put in place efficient processes and workflows to ensure proper messaging and good customer service • Monitor the call centre's resourcing, training, performance, service standards, escalations, billing matters, analysis reports and trends Planning and Budgeting <p>Planning and Budgeting</p> <ul style="list-style-type: none"> • Develop the department's strategic short and long-term plans, and address critical issues in the marketing and communications area. The plan will set out objectives for the department's strategic direction and outline plans and budget for achieving those objectives • Keep abreast of the development in the field of communications and public relations, not-for-profit management and governance <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Marketing, Mass Communications and Business or related disciplines • Minimum 8-10 years of relevant work experience in Public Relations, Corporate Communications, Journalism or Marketing, Digital Marketing or Marketing Communications • Relevant past work experience in a leadership role preferred • Good organisation, multi-tasking and time management skills • Experience working with and pitching to reporters • Excellent presentation, communications and interpersonal skills to engage a wide spectrum of 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>external and internal stakeholders, including multi-agency and cross-functional teams</p> <ul style="list-style-type: none"> • Proven track record of developing multi-channel marketing and communications plans, outreach campaigns and publicity materials for government agencies, national projects or consumer products • Experience managing crisis communications and developing effective communications strategies • Excellent writing and copy-editing skills with a keen sense of creativity and aesthetics • A team player, with strong interpersonal skills to cultivate networks and relationships with various stakeholders • Critical thinker with strong problem-solving skills • Strong tenacity, flexible, and possess good persuasion and people management skills, self-starter, driven and resourceful • Only Singaporeans may apply • Designation and salary will commensurate with experience • We will only contact shortlisted candidates 	
Finance Manager/Assistant Director, Corporate Finance	<p>Key Responsibilities</p> <p>This is a hands-on role where the Assistant Director (Finance) will oversee the daily operations of grant administration and procurement, while actively mentoring and guiding the Finance team.</p> <ul style="list-style-type: none"> • Support the Team Lead in overseeing the day-to-day operations of the Finance team • Lead and guide a team of Finance professionals in overseeing grant administration and procurement • Responsible for budget and projection of grants • Prepare and review accuracy and completeness of financial reporting, with in-depth analysis • Provide guidance to organisation and team on best practices • Review, implement and improve workflows/processes to strengthen the compliance and controls over grant administration/procurement and enhance operational efficiencies • Assist in ad hoc projects <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Accountancy or equivalent accounting qualification 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • 10 to 12 years of experience, with at least 6 years of experience in a managerial position • Good knowledge of government procurement and budgeting and analysis • Possess good analytical, communication, interpersonal and presentation skills • Proficient in SAP S/4 HANA system for Finance and Procurement modules, and system implementation • Independent, positive, resourceful and a strong team player • Adept at handling multiple tasks in a fast-paced and dynamic environment, ensuring accuracy while effectively prioritising and meeting tight deadlines • Demonstrated commitment to integrity, ethics, and professionalism in all aspects of work • Proficient in MS Word, Excel & PowerPoint • Only Singaporeans may apply • Designation and salary will commensurate with experience • We will only contact shortlisted candidates 	
Principal Specialist, Grant Process	<p>Key Responsibilities</p> <p>The Grant Process team oversees all grant applications and claims for the grants managed by the organization. You are expected to be the subject matter expert for grants and ensure compliance and accountability in grant administration. You will need to build a good rapport with internal and external stakeholders to achieve organizational objectives and deliver good client experience.</p> <ul style="list-style-type: none"> • Manage a team to oversee the day-to-day administration of grant processing matters, including the review and approval of applications and claims • Engage, influence, and communicate with stakeholders on policies and procedures to ensure good governance and consistency in grant administration activities • Responsible for effective and efficient SOPs (Standard Operating Procedures), be actively involved in the implementation and undertake improvements or updates to the SOPs • Provide consultation and advice to team members in executing policies, system processes and ensure smooth & efficient daily operations and accurate data records • Track, analyze and report processing data to Team Lead and senior management, including preparing monthly Ops reports, processing targets and other reports. Handle audit activities as and when required. 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Handle administrative duties, and undertake ad-hoc assignments to events/ projects assigned by management or HR <p>Pre-requisites</p> <ul style="list-style-type: none"> Qualifications in Business Administration/ Management, Accounting, Data Science or other relevant disciplines At least 8 years in grants management/administration or experience in conducting audit, evaluation and/or claims related work Effective communication and stakeholder management skills Strong problem solving, analytical and systems thinking abilities required Good communication skills (written, spoken and presentation) and detail-oriented Good team player with a strong sense of responsibility and initiative Only Singaporeans may apply Designation and salary will commensurate with experience We will only contact shortlisted candidates 	
Senior Specialist, Campus & Admin	<p>Key Responsibilities</p> <p>We are seeking a proactive and passionate individual to join e2i Campus and Admin team. As part of the team, you will manage the day-to-day office administrative and office functions to ensure smooth and efficient operations.</p> <ul style="list-style-type: none"> Plan and propose annual budget for operating expenses Manage contracts for office leases, supplies, equipment and services. This includes monitoring timely renewal of contracts prior to expiration and utilisation for supplies/services. Manage vendors to ensure that goods and services are delivered in accordance with service agreement and/or contractual obligations Prepare ITQ/Tender specifications, source for quotations, evaluate and award vendors who have responded to ITQ/tenders. Submit recommendations to seek approval for appointment of vendors for purchases of products or services Develop new processes or review existing processes to ensure efficient operations in providing administrative support to internal or external stakeholders 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Management of office assets such as equipment and furniture across e2i offices • Ensure that office facilities are well-maintained and working environment is conducive for staff • Ensure existing process is in place for workplace safety and health and staff emergency preparedness for e2i offices • Review and implement the Business Continuity Plans for the organisation • Any other duties related to general corporate administration <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or Diploma in any disciplines • Prior work experience in office administration and procurement. Relevant experience in lease administration, business continuity planning and/or facility management would be an added advantage • Good organizational and prioritization skills with the ability to deal with multiple deadlines and maintain accurate records • Strong project management skills • Possess strong written and oral communication skills • Able to engage and communicate effectively with various stakeholders • High degree of professionalism and passion for success • Team player with good interpersonal skills, positive attitude and attention to detail • Willingness to take on new roles • Able to focus on priorities and deliver in a fast-paced environment • Proficiency in Microsoft Office applications (Word, Excel, PowerPoint) • Only Singaporeans may apply • Designation and salary will commensurate with experience • We will only contact shortlisted candidates 	
Senior/Principal Specialist, Career Services	<p>Key Responsibilities</p> <p>As part of the e2i Career Services team, you will create an impact on the employment and employability of jobseekers and working people through the creation, development and delivery of integrated employment solutions via various outreach initiatives, and collaborations with partners to promote e2i's career services to individuals.</p>	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>As we expand our team to meet the growing demand for e2i's services, you will play a crucial role in this exciting phase of growth by providing coaching, career advisory and matching jobseekers to suitable jobs. You will also need to work in close partnership with other business units within e2i and the NTUC.</p> <p>You will assist the Team Lead to enhance the employment and employability of workers through the following:</p> <ul style="list-style-type: none"> • Coach jobseekers to achieve their goals, e.g. to be placed in jobs, and help jobseekers to be job ready • Work with both internal and external partners to ensure the smooth and efficient operations of the career centre • Plan and implement outreach initiatives to promote e2i's career services for individuals • Draft case notes, analyse and recommend strategies for jobseekers to be able to be placed in a job, this may include sharing training courses and sharing best practices on resume writing, interview skills and so on to achieve placement targets • Use career coaching techniques to drive successful job matching outcomes for jobseekers and working people on a 1-1 or group basis, as well as handle in-depth more challenging jobseeker profiles • Monitor, track and analyse the progress of jobseekers, and follow up with jobseekers if they are unable to be placed in a job in a timely manner • Build and maintain relationships with new and existing stakeholders (e.g. government, private partners) • Liaise and manage appointed training providers to deliver employment facilitation services to stakeholders (e.g. through events, job fairs, etc) • Assist in managing the deployment of coaches required for outreach engagement and monitor their performance such as workload and Key Performance Indicators (KPIs) • Manage feedback and appeals that come through various channels pertaining to e2i career services • Coordinates daily activities, ensure compliance with regulations and internal policies, monitor the achievement of objectives • Continuous refinement and implementation of customer service operations and process improvements <p>Pre-requisites</p>	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> At least 5 years' experience in job matching/ recruitment/ human resources/ career coaching/ career development facilitation/ social work/ counselling will be advantageous Possess strong interpersonal skills and ability to engage jobseekers, network and work across boundaries to foster greater partnerships and collaboration Good analytical skills, with the ability to write reports and case notes independently A growing leader and team player with good relationship management Able to identify gaps and provide solutions to improve processes Possess excellent verbal and written communication skills Be highly self-motivated, resilient and able to multitask. Meticulous with good time management and organisation skills May be deployed to different career and job centre and other event venues island-wide Flexible to accommodate to adjusted work schedules, evenings, and weekends when required to serve workers / jobseekers needs; in which time-off will be offered Only Singaporeans may apply Designation and salary will commensurate with experience We will only contact shortlisted candidates 	
Senior/Principal Specialist, Community & Partnership	<p>Key Responsibilities</p> <p>We are looking for team players who want to create an impact on the employment and employability of jobseekers and working people. This means, as an e2i Specialist, you will be involved in the creation, development and delivery of integrated job matching and skill training solutions.</p> <p>You would need to constantly equip yourself with a broad knowledge of the industries which are hiring, and the upcoming trends in the labour market. Some of your core work would entail reaching out and working closely with jobseekers and forge strong partnerships with training and community partners.</p> <p>You will assist the Team Lead to enhance the employment and employability of workers through the following:</p> <ul style="list-style-type: none"> Develop new and deepen current partnerships opportunities with communities, institutions, and 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>groups to reach out to workers, understanding their career needs and matching them to relevant e2i services and resources</p> <ul style="list-style-type: none"> • Project manage career initiatives such as organising job placement events, skills workshops, and employment activities • Provide employment facilitation assistance to jobseekers. Career support and placement activities include sourcing of job vacancies, profiling of jobseekers, referring jobseekers to suitable training. • To match and market jobs to candidates and candidates to jobs <p>Pre-requisites</p> <ul style="list-style-type: none"> • Passionate about helping Singaporeans to find employment and enhance their employability • Self-initiated to drive process productivity, improvements, and capabilities development • Driven and able to contribute independently while working together with others • Innovative and able to adapt to changing circumstances • Team player with strong interpersonal and communication skills • Able to relate to all levels of jobseekers/working people and cultivate strong relationships with partners • Strong project management skills in conceptualization, implementation, evaluation, and engagement with stakeholders • Experience in business development/project management/programme development will be advantageous • Flexible to accommodate to adjusted work schedules, evenings, and weekends when required to serve workers/jobseekers needs; in which time-off will be offered 	
Senior/Principal Specialist, Industry Partnership (Business Development)	<p>Key Responsibilities</p> <p>In this role, you will support NTUC's sub-department. You will be part of a dynamic team dedicated to impacting the employment and employability of the workforce. You will focus on specific industries to forge strong partnerships and co-create employability solutions with stakeholders such as employers, government agencies, and training, industry and community partners.</p> <p>Stakeholder Engagement and Business Development</p> <ul style="list-style-type: none"> • Outreach to companies to promote the adoption of our employment and employability programmes and work 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>together to implement job redesign projects to raise productivity, improve jobs, skills and wages for our local workforce</p> <ul style="list-style-type: none"> Collaborate with industry stakeholders, including government agencies, associations, training partners to co-create interventions to address manpower issues <p>Strategic Manpower Planning</p> <ul style="list-style-type: none"> Analyse market trends, identify and assess key industry manpower and skills needs Track the programme's progress and evaluation outcomes and make recommendations for management decision making Identify and implement relevant hiring and training for businesses <p>Project and Events Management</p> <ul style="list-style-type: none"> Plan and review budget requirements and ensure compliance with policies and processes Plan and organise outreach and marketing events, career events and industry engagements Assist retrenched employees, including job search guidance and access to relevant training programmes <p>Pre-requisites</p> <ul style="list-style-type: none"> Passionate about helping Singaporeans to enhance their employability and organisations in productivity improvements and capabilities development Team player with excellent interpersonal and communication skills Strong project and time management skills Adept in stakeholder engagement and relationship building Resilient, agile in problem-solving, and able to work in a dynamic and fast-paced environment Good understanding of various government initiatives on manpower interventions in relevant industries would be advantageous Experience in business development/project management/programme development will be advantageous Working Location: Jurong East, Devan Nair Institute Designation and salary will commensurate with experience We will only contact shortlisted candidates 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior/Principal Specialist, Information Technology	<p>Key Responsibilities</p> <p>We are seeking an experienced principal/senior specialist with expertise in overall IT service enablement for operation and maintenance (O&M) in the areas of cybersecurity, end-to-end infrastructure management, and application services. A hands-on role that requires the applicant to possess holistic thinking across areas of technology, service, and stakeholder management across all façade of IT service and operations management.</p> <ul style="list-style-type: none"> • Responsible for the support, managing and maintenance of mobile devices, desktops, peripheral devices and applications used by the users to conduct business activities • Troubleshoot technical issues, encompassing both hardware and software components. Proactively address any challenges that may arise, striving to minimize downtime and enhance user experiences. • Ensuring that technology governance, risks and compliances requirements are operationalise • Develop, update, and maintain comprehensive technical documentation, including user guides, process documentation, and training materials. Ensure that all documentation is kept up to date with the latest security best practices. • Work closely with internal stakeholders and external vendors and third-party service providers to efficiently manage and deliver projects, ensuring successful implementation within defined timelines and budgets • Work closely with external vendors and third-party service providers to ensure that (a) contractual obligations are met and projects are successfully delivered by vendors/service providers; (b) contracts continually meet e2i business needs; (c) vendors' performance is monitored and delivered in accordance with contractual obligations and service-level agreements; and (d) project risks are properly mitigated and managed. • Provide exceptional customer service and support to internal clients regarding IT-related concerns. Act as a point of contact, responding promptly to inquiries and ensuring high levels of user satisfaction. • Collaborate closely with other IT team members and various departments to ensure the seamless delivery of IT services • Stay abreast of emerging technologies and industry trends. Participate in evaluating and implementing new 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>solutions that align with the organization's evolving needs and improve the resiliency and security of IT services.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Computer / Computer Science or Engineering or Business or equivalent • Minimum 5 years' relevant experience within a fast-paced agile environment • Good working knowledge of industrial best practices, system, processes, methodologies and frameworks such as ITIL, Agile PMP, NIST, ISO27001 etc. • Good technical and working knowledge in cloud areas but not limited to IaaS (Azure and AWS), PaaS and SaaS • Good technical knowledge in end-to-end infrastructure operations, management and design • Good working knowledge of Microsoft Active Directory, Azure, O365 and Intune. A minimum of 3 years of hands-on experience in these technologies • Strong stakeholder management and customer servicing skills • Strong analytical and problem-solving skills • Good IT project and outsourcing vendor managements skills • Effective communicator with people at all levels, with the ability to explain complex technical concepts to non-technical users • High self-initiative and a can-do attitude • Only Singaporeans may apply • Designation and salary will commensurate with experience • We will only contact shortlisted candidates 	
Senior/Principal Specialist, Job & Event System & Data Intel	<p>Key Responsibilities</p> <p>You will be part of the team to design, develop, implement, and maintain job matching systems and processes including innovations for e2i's events. As a Principal Specialist, you will develop strategic workstreams, identify new opportunities, manage and maintain close partnerships with internal stakeholders to understand e2i's business goals across multiple divisions and teams to prepare advise, think-pieces, data analysis to synthesize concepts and information for decision making.</p> <p>You will also work closely with external partners and vendors to ensure a smooth execution of service contracts, IT systems including procurement of the upcoming systems and services</p>	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>for event operations and job matching needs for the organisation. Your key job responsibilities will include the following:</p> <p>Vendor Management</p> <ul style="list-style-type: none"> • Execute procurement to select the vendor(s) that is best able to meet the business needs and deliver the solution on time and within budget • Liaise with the appointed vendor and internal corporate teams to ensure that: • Vendor develops, deploys, and documents the solutions that meet business needs and are delivered on time and within budget • Vendor puts in place suitable measures to transit smoothly from development phase to support & maintenance phase • Contract Service Management are adhered by vendor to comply with all contractual obligations and performance standards specified in the service-level agreements • Project risks are properly mitigated and managed to minimise system downtime including monitoring of regular system updates, risk and IT security testing, enhancements developments to meet business needs <p>Project Management</p> <ul style="list-style-type: none"> • Drive end to end projects implementation and engage with team and internal stakeholders to design, develop and implement new systems or improve on existing systems' features related to events management/ job search platforms • Work with business users and management to develop and align frameworks, workflows, SOPs and guiding policies and to roll out an effective change management process <p>Events & Job Matching Systems Management/ Application Support</p> <ul style="list-style-type: none"> • Set up and optimise structures and processes to provide end-to-end users support including but not limited to: • Establish and maintain close partnerships with internal business users, understand their needs and work with the external vendor(s) to deploy appropriate solutions to meet business needs • Create and maintain system user guides, briefing and perform L1 troubleshooting, escalating to vendor for 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>technical support and follow up closely on status update</p> <p>Jobseeker Group (JSG) Secretariat and Stakeholders Engagements</p> <ul style="list-style-type: none"> • Drive consultation with internal stakeholders across teams to understand users needs to improve systems processes/ functions to meet Group's and organisation's current and emerging business needs • Manage and support development of Group's work streams including identify resources, develop terms of reference and operating procedures, coordinating taskforces / project committees, track implementation progress and prepare reports and advise to the group and its work programmes • Provide meeting support to Group's management meetings including organise meetings, keep records (i.e minutes, maintaining documents), prepare communications for stakeholders including coordinate cross Group workstreams when needs arises <p>Pre-requisites</p> <ul style="list-style-type: none"> • Well-versed in the employment and employability (E&E) landscape with experience in managing and running of E&E events • Candidates who have prior operational experience in events management, knowledge of recruitment processes, and savvy with IT systems will be preferred • Relevant experience in secretariat administration work and product management & development roles will be an advantage • High level of personal leadership with good time management and problem-solving skills • Strong project management and vendor management skills • Possess strong analytical and strategic thinking skills • Excellent interpersonal, communication and writing skills • Independent, pro-active, and able to multi-task in a fast-paced environment • Strong team player • Flexible to accommodate to adjusted work schedules, evenings, and weekends when required to serve workers / jobseekers needs; in which time-off will be offered • Only Singaporeans may apply 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Designation and salary will commensurate with experience We will only contact shortlisted candidates 	
Senior/Principal Specialist, Planning, Strategy and Data Analysis	<p>Key Responsibilities In this role, you will support NTUC's sub-department. You will contribute individually and assist your Deputy Director in managing a small team. Your responsibilities will include facilitating discussions, developing measures and creating strategies to meet the organisation's needs. You should excel at communicating and engaging with multiple stakeholders, including government agencies, conducting evidence-based studies and analysis, and moving strategies into implementation.</p> <ul style="list-style-type: none"> Negotiate, coordinate, and liaise with internal and external stakeholders, including the Ministry of Manpower (MOM) and Workforce Singapore (WSG) Conduct studies of industry groups, worker segments, overall employment and employability landscape, and/or ad hoc studies as requested, to identify trends, threats, and opportunities Craft compelling stories and data-driven recommendations from findings or insights to be presented to various stakeholders Support senior management with new matters that arise by making sense of emerging issues and gaps that do not fit neatly into clear categories, as well as corporate and strategy matters, including monitoring and tracking KPIs; preparation for external meetings with government agencies; analysing developments that impact the organisation Organise and support annual corporate planning sessions and seminars (and ad hoc brainstorming sessions) to conceptualise overall workplan and communicate corporate strategy, provide analysis and insights to support and guide management in decision-making Prepare and present regular reports and topical presentations to senior management, including NTUC senior management Oversee, plan for, maintain, and track clean data to be used for data analysis <p>Pre-requisites</p> <ul style="list-style-type: none"> Good interpersonal and negotiation skills Excellent analytical, writing, and communication skills 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Project management, problem-solving, and leadership skills Meticulous, self-driven, and able to multi-task At least 3 - 8 years' experience in planning/policy, consultancy, or strategy formulation Hands-on experience in PowerBI and Microsoft Excel would be an advantage 	
Senior/Principal Specialist, Secretariat Office	<p>Key Responsibilities</p> <p>In this role, you will support NTUC's sub-department. You will be part of the Industry Partnership Group – Secretariat Office, to coordinate, review and improve work processes to better organise and facilitate our services and programmes to companies on their manpower needs.</p> <p>These include relevant reporting and coordination with internal stakeholders to provide employment support to retrenching companies and affected workers to support our role in the Taskforce for Responsible Retrenchment and Employment Facilitation, active engagement with internal stakeholders to problem solve and drive process improvements and working closely with internal and external partners to drive NTUC's Company Training Committees (CTCs) outreach effort.</p> <ul style="list-style-type: none"> Problem solver to support Industry Partnership Group by pro-actively driving improvements on work processes and initiatives across teams within the Group and across Groups within the organization Engage various stakeholders to analyse, review and get buy-in to push for continuous improvements Work closely with internal stakeholders to prepare monthly reports and analyse trends Organise group sharing sessions to enable cross-learning across teams within the Group Coordinate with government agencies (where applicable) and internal stakeholders on national initiatives and programmes to support workers on employment and employability Follow-up with internal stakeholders on retrenchment notifications, track and update retrenchment database Design, pilot and scale cross-sectors initiatives that will enhance the reach of CTCs and the organisation's programmes to external stakeholders such as organising partnership-related events and conducting <p>Pre-requisites</p>	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Good interpersonal, negotiation and communication skills • Possess strong analytical, critical thinking and problem-solving skills • Meticulous, self-driven, and able to multi-task in a fast-paced environment • Good in conceptualisation and developing new ideas • At least 2 years of relevant experience. Experience in outreach, business development preferred. • Working Location: Jurong East, Devan Nair Institute • Designation and salary will commensurate with experience • We will only contact shortlisted candidates 	
Specialist, Grant Process	<p>Key Responsibilities The Grant Process team oversees all grant applications and claim submissions for the grants managed by the organization. You will be part of the team to ensure compliance and accountability in grant administration, work with internal and external stakeholders to achieve targets and deliver good client experience.</p> <ul style="list-style-type: none"> • Evaluate the eligibility of grant applications and issue grant offers to companies • Verify claims submissions on project achievements and eligibility of claim, and guide juniors on the same • Maintain proper records of applications and claims, fulfill system processes and ensure accurate data inputs in system • Work with stakeholders (including but not limited to internal teams/ groups, clients, call centers and system vendors) to ensure daily operation effectiveness and excellent client service delivery • Assist with provision of inputs for data collection, reports and budget utilization • Provide support on grant audits, PDPA compliance & management, and address queries from other teams • Handle administrative duties, and provide support for ad-hoc assignments to events/ projects assigned by management or HR <p>Pre-requisites</p> <ul style="list-style-type: none"> • Relevant experience in grants management/ administration, audit, or claims processing • Strong analytical ability, detail-oriented and adept in business understanding • Meticulous, and adept at problem-solving 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Good interpersonal skills and effective communication skills (both written & verbal) • A team player with a strong sense of responsibility and initiative • Only Singaporeans may apply • Designation and salary will commensurate with experience • We will only contact shortlisted candidates 	
Specialist/Senior Specialist, Campus & Admin (Facilities Management and Administration)	<p>Key Responsibilities</p> <p>As part of the team, you will be responsible for providing facilities management and administrative support to the team. You will manage outsourced service providers to ensure that the day-to-day management of facilities, maintenance works, processes, frameworks and delivery of key performance indicators (KPIs) are consistently kept at a high standard to support our campus and office operations. You will also support initiatives in building and facilities management to ensure a well-organized, safe and conducive environment for our staff and clients in the campus.</p> <p>Campus Operations and Project Management</p> <ul style="list-style-type: none"> • Manage operations of Campus Facilities by working with service providers to plan, implement and monitor processes relating to building maintenance, carpark operations and facilities management which include areas in workplace safety, security, incident management, faults rectifications and other day to day operations • Manage and monitor KPIs of outsourced vendors and service providers to ensure that service levels and performance standards are met • Review, recommend and implement process improvement for daily operations. Also able to recommend and implement corrective measures to prevent future recurrence of incidents • Assist to oversee contractors for tenancy fit-outs, renovations and campus upgrading works. You will coordinate with outsourced vendor/service providers, relevant authorities, and key stakeholders to ensure that project works can meet project timelines, quality standards, contractual requirements and are compliant with authorities' requirements • Manage office facility-related projects such as office renovations or office upgrading works 	<p>Working Hours: 8.30am - 6:00pm</p> <p>Location: 80 Jurong East Street 21, Singapore 609607</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Contract Management, Procurement and Administrative Support</p> <ul style="list-style-type: none"> • Manage contracts with vendors or facility service providers including performance management and reviews • Gather requirements and specifications to request quotations for procurement of goods and services such as repairs and maintenance • Evaluate proposals and put up recommendations to management to award qualified vendors for contracts and purchases • Process invoices and ensure accurate payments are made on time to vendors • Monitor expenses and propose annual budget for Operating and Capital expenses for facilities and building management • Maintain and keep records of important documentation <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or Diploma in Facilities Management with at least 3 -4 years of relevant work experience in managing a building or campus • At least 3 - 4 years of experience in procurement processes • Strong organizational and time management skills to meet deadlines • Good communication and writing skills to interact effectively with vendors, contractors and internal stakeholders. • Strong problem-solving and analytical skills • Independent and able to multi-task in a fast-paced environment • Attention to details and strong administrative skills • Proficient in Microsoft Office applications (Word, Excel, PowerPoint) • Knowledge of relevant authority regulations, building codes of practice and energy management will be an added advantage • Only Singaporeans may apply • Designation and salary will commensurate with experience • We will only contact shortlisted candidates 	
Specialist/Senior Specialist, Career Services Operations	<p>Key Responsibilities</p> <p>e2i's Career Centre is one of the key national nodes where jobseekers seek new opportunities and work towards being employed and employable. We are currently building our</p>	Working Hours: 8.30am - 6:00pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>career and jobs centre operations team. Specific to the role, as a Specialist, you will be an integral part of the Career Centre operations, which runs the day-to-day activities and events of the Career Centre.</p> <p>Your responsibilities include:</p> <ul style="list-style-type: none"> • Possess good knowledge of national employment-related schemes and programmes under e2i • Provide employment facilitation assistance to jobseekers by performing job referrals and job matching • Facilitate queries and coordinate training workshops with sector teams, outreach teams and training providers • Assist in tracking the utilisation of training places as well as tender exercises • Assist in data cleaning and entry, as well as tracking client cases in the case management system • Prepare data into clear and insightful reports for management to make informed decisions that impact the lives of jobseekers • Assist internal and external stakeholders, including clients, with career centre enquiries <p>Pre-requisites</p> <ul style="list-style-type: none"> • High proficiency in using Microsoft Office - Excel, Powerpoint to analyse and present data • Ability to learn and navigate new systems is essential • Ability to relate to all levels of jobseekers and cultivate a strong relationship with partners and stakeholders on career services matters • Team player with strong interpersonal, writing and communication skills • Ability to work in a fast-paced environment and deliver within tight deadlines • Driven, result-oriented and able to work independently • Experience in liaising with clients would be an added advantage • Only Singaporeans may apply • Designation and salary will commensurate with experience • We will only contact shortlisted candidates 	<p>Location: 80 Jurong East Street 21, Singapore 609607</p>

#8 Fei Siong Fastfood (Popeyes)

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

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Commis Chef (Batter fryer)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prep chicken for batter frying according to our SOP • Master the art of batter frying our chicken, ensuring perfect golden-brown color and crispy texture • Carefully received and pack fried chicken pieces into chiller, maintaining First-In-First-Out (FIFO) practices • Follow all Standard Operating Procedure (SOP) • To ensure safety and consistency • Maintains the highest quality standard for our delicious fried chicken • Uphold strict food hygiene regulations in the kitchen <p>Pre-requisites</p> <ul style="list-style-type: none"> • With or Without experience • Proactive in learning • Good communication skills • Able to work under pressure • Need to work on weekends, PH, Shift Work • Rotating Shift (AM/PM/Overnight Shift Available) 	<p>Working Hours: 44 hours per week</p> <p>Location: Island-wide</p>
Guest Experience Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Guest Engagement • Self-Ordering Kiosk Management • Guest engagement to gather feedback • Guest Service Recovery • Flyer Distribution • Ensuring cleanliness of Lobby Area • Explanation of Menu to Guest • Service Duties • Support Cashier at times • Other Ad Hoc Duties when needed <p>Pre-requisites</p> <ul style="list-style-type: none"> • With or Without experience • Proactive in learning • Good communication skills • Able to work under pressure • Need to work on weekends, PH, Shift Work • Rotating Shift (AM/PM /Overnight Shift Available) 	<p>Working Hours: 44 hours per week</p> <p>Location: Island-wide</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Engage with guests in a friendly, professional service-oriented demeanor 	
Restaurant Management Trainee (RMIT)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Operational Leadership and Training: <ul style="list-style-type: none"> Co-lead operations team to ensure quality assurance and customer satisfaction, completing assigned tasks, rotating positions to gain comprehensive knowledge of restaurant operations and supervising staff to achieve expected performance and productivity. Financial Management and Compliance: <ul style="list-style-type: none"> Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents. Team Development and Customer Service: <ul style="list-style-type: none"> Lead and develop employees to achieve optimal work performance, while also creating a memorable brand experience for guests through prompt service and quality products, and obtaining and acting on customer feedback. Communication and Shift Management: <ul style="list-style-type: none"> Act as a liaison between operations staff and management, coordinating daily operations, cash control, and shift management, including traveling to different outlets as required to support operational needs. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Diploma or equivalent Good written, verbal and interpersonal skills Good leadership skills, organizational and planning abilities Motivated, result-oriented and fast learner A positive attitude, and willingness to learn Willingness to work longer than required if needed Ability to engage in physical activities which requires long hours of standing during work shift 	<p>Working Hours: 44 hours per week</p> <p>Location: Island-wide</p>

#9 Gain City

Singapore's largest air conditioner retailer, as well as one-stop retailer for consumer electronics.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accountant	Key Responsibilities <ul style="list-style-type: none"> General accounting duties Pre-requisites <ul style="list-style-type: none"> At least 5 years of accounting experience with a good mix of retail industry and audit 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
Accounts Assistant	Key Responsibilities <ul style="list-style-type: none"> General accounting duties Pre-requisites <ul style="list-style-type: none"> Good time management skills, ability to meet deadlines, and strong attention to detail 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
Air-conditioning (AC) Installer	Key Responsibilities <ul style="list-style-type: none"> Perform installation of HVAC related equipment following company policies and manufacturer's specifications Pre-requisites <ul style="list-style-type: none"> Team player and has hands-on air-con installing knowledge 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
Air-conditioning (AC) Technicians	Key Responsibilities <ul style="list-style-type: none"> Installation and troubleshooting of air conditioning system Pre-requisites <ul style="list-style-type: none"> Hands-on experiences in installation, maintenance, troubleshooting and/or repairs in air-con systems 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
Air-Conditioning Repair & Servicing Manager	Key Responsibilities <ul style="list-style-type: none"> Lead, supervise, and mentor a team of air conditioning repair and maintenance technicians Pre-requisites <ul style="list-style-type: none"> Strong knowledge/experience in HVAC or ACMV systems for residential or commercial sectors & possess a Singapore Class 3 license will be an added advantage 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
Building Management System (BMS) Specialist	Key Responsibilities <ul style="list-style-type: none"> Design, install, commission, and maintain BMS systems Pre-requisites	Working Hours: 44 hours per week Location:

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Proficiency in BMS software and hardware, such as Schneider Electric, Siemens, or Honeywell 	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Bus Driver	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Drive bus to pick up and drop off passengers at designated locations <p>Pre-requisites</p> <ul style="list-style-type: none"> Valid Class 3 & 4 driving License 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Car Mechanic	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform vehicle service and repair <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 2 years of working experience in the truck service and repair 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Cashier	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handle daily cashiering duties <p>Pre-requisites</p> <ul style="list-style-type: none"> Customer Service Oriented 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Chiller Sales Engineer / Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Promote and propose suitable chiller and related equipment to building owners, consultants and contractors <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess a valid Singapore class 3 driving license is preferred & has engineering sales knowledge 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Compliance Director / Senior Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Ensure the compliance investigation process is appropriately conducted <p>Pre-requisites</p> <ul style="list-style-type: none"> Has accounting background and & has a minimum 10 Years of relevant working experience 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Delivery Driver	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Ensure timely collection & delivery of goods <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess a valid Class 3 / 4 driving license 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Finance Director / Senior Manager	Key Responsibilities <ul style="list-style-type: none"> Responsible for process improvement, project coordination and consultative company oversight Pre-requisites <ul style="list-style-type: none"> At least 10 years of experience including FP&A & Controller experience 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
Gardener	Key Responsibilities <ul style="list-style-type: none"> Maintenance of plants, shrubs, trees, flowerbed, grass turfs, irrigation system Pre-requisites <ul style="list-style-type: none"> Able to endure physical movements throughout work area 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
HR Director / Senior Manager	Key Responsibilities <ul style="list-style-type: none"> Provide strategic advice on employer branding, talent acquisition, workforce and vendor management Pre-requisites <ul style="list-style-type: none"> At least 10 years of experience in HR & Admin 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
Kitchen Assistant	Key Responsibilities <ul style="list-style-type: none"> Assist sous chef in food preparations Pre-requisites <ul style="list-style-type: none"> Requires basic food and hygiene certificate & some experience assisting in kitchens 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
L&D Training Manager	Key Responsibilities <ul style="list-style-type: none"> Responsible for designing, delivering courses/ trainings and assessing the competencies of our learners Pre-requisites <ul style="list-style-type: none"> WSQ DACE/DDDLP certified is a must requirement 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
LED Technicians / Specialist	Key Responsibilities <ul style="list-style-type: none"> Responsible for the installation, maintenance, and troubleshooting of LED lighting systems Pre-requisites <ul style="list-style-type: none"> Strong understanding of electrical systems and wiring 	Working Hours: 44 hours per week Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500
Outdoor Sales Executive (Aircon)	Key Responsibilities <ul style="list-style-type: none"> Perform site surveys according to daily schedule Pre-requisites	Working Hours: 44 hours per week Location:

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Candidates should possess a valid Class 3 driving license 	8 Ang Mo Kio Industrial Park 2, Singapore 569500
Product Operations Manager (LED)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for the installation, maintenance, and troubleshooting of LED lighting systems, & responsible for the selection of suitable LED products, and vendors for various projects <p>Pre-requisites</p> <ul style="list-style-type: none"> Familiar with LED technologies like NovaStar, ColorLite, Huidu, Colorlight and Vnnox, strong technical expertise in LED systems, programming and tuning controllers & have knowledge of quality assurance and safety regulations for LED installations 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Project Admin Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handle project administrative works such as purchase order and progress claims <p>Pre-requisites</p> <ul style="list-style-type: none"> Good communications and interpersonal skills 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Project Sales Engineer / Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Develop rapport with customers and advance the sales funnel from initial contact to sales <p>Pre-requisites</p> <ul style="list-style-type: none"> Strong knowledge in ACMV/HVAC 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Retail Experience Specialist (City Guide)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Drive sales, enhance customer engagement, and promote seamless product discovery across departments <p>Pre-requisites</p> <ul style="list-style-type: none"> Keen attention to detail with the ability to identify performance gaps and develop innovative solutions for continuous improvement, & friendly and energetic personality with a passion for enhancing customer satisfaction 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Retail Manager / Assistant Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for making sure that the daily operations of a retail outlet run smoothly by supporting staff on the sales floor and handling administrative duties <p>Pre-requisites</p>	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Basic understanding of sales principles and customer service practices & ability to perform under pressure and address complaints in a timely manner 	
Retail Sales Executive (Basic + Commission)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Achieve personal and department's sales target on a monthly, quarterly and yearly basis <p>Pre-requisites</p> <ul style="list-style-type: none"> Basic understanding of sales principles and customer service practices 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Security Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Conduct general security related duties <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 2 years of relevant security experience as a registered SO with PLRD 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Security Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Supervise the conduct of general security related duties <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 3 years of relevant security experiences as a registered SSO with PLRD & able to work night shifts 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>
Service Technician (Commercial Kitchen)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform repair and troubleshoot of commercial kitchen equipment <p>Pre-requisites</p> <ul style="list-style-type: none"> Hands-on experience in installation, maintenance, troubleshooting and/or repairs in electrical machines 	<p>Working Hours: 44 hours per week</p> <p>Location: 8 Ang Mo Kio Industrial Park 2, Singapore 569500</p>

#10 GE Aerospace

Providing our aviation customers with the most technologically advanced and productive engines, systems and services for their success. Singapore has two repair facilities located in Loyang Industrial Park and one new make facility located in Seletar Aerospace Park. With over 2,000 employees working in our three facilities, we repair, refurbish and manufacture high and low-pressure components for more than 100 aircraft engine customers around the world with excellent turnaround time and quality.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Component Repair Technician (Airfoil)	<p>Key Responsibilities You will perform polishing, restoration and blending work on parts assigned in according with established operating procedure. Highlighting any discrepancies or irregularities to Facilitator/Engineer to resolve problems and meeting required daily/weekly output.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • Perform hand blending & polishing operations, followed by self-inspection of blended parts to the tolerance and specifications • Read and correct interpretation of Operation Sheets and perform to the expected requirements • Perform scheduled maintenance & housekeeping tasks <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'O' level with 3 years of relevant experience • Basic command of written and spoken English 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 1st shift: 7.30 am – 4.20 pm • 2nd shift: 4.00 pm – 12.50 am • Permanent 3rd Shift: 12.30 am – 7.50 am • Rotation of 1st and 2nd Shift is required <p>Location:</p> <ul style="list-style-type: none"> • 23, Loyang Way, Singapore 508726 • 62 Loyang Way, Singapore 508770
Component Repair Technician (Machining)	<p>Key Responsibilities 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.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • 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 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 1st shift: 7.30 am – 4.20 pm • 2nd shift: 4.00 pm – 12.50 am • Permanent 3rd Shift: 12.30 Am – 7.50 am • Rotation of 1st and

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>nature in the making of jigs, fixtures, tools, dies, gauges, test equipment and product parts, and their rework or modifications</p> <ul style="list-style-type: none"> • May follow a particular product through the machine shop using a variety of machine tools to complete the finished product • Use all types of standard and special gauges, various hand tools • Maintain pertinent records; work according to technical drawings and instructions • Perform scheduled maintenance & housekeeping tasks <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'O' level with 3 years of relevant experience • Preferably NITEC/Higher NITEC in Mechanical/Precision Engineering or equivalent; or • Diploma in Mechanical/Precision/Manufacturing Engineering • Basic command of written and spoken English 	<p>2nd Shift is required</p> <p>Location:</p> <ul style="list-style-type: none"> • 23, Loyang Way, Singapore 508726 • 62 Loyang Way Singapore 508770
Component Repair Technician (V&D Inspector)	<p>Key Responsibilities</p> <p>You will perform visual and dimensional inspection to written quality plans on incoming in-process and finished engine components.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • Ensure quality of parts meet specification requirements • Ensure proper work clearance, correctness and completeness • Prevent non-conforming parts from proceeding to the next workstation • Provide support to Manufacturing Engineers and Quality System Engineers for evaluations, audits related activities • Collect data, feedback on the quality of parts inspected to the Manufacturing Engineers and Quality System Engineers • Perform visual & dimensional inspections, and set area management of the parts • Perform scheduled maintenance & housekeeping tasks <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Mechanical/Precision/Manufacturing Engineering • Basic command of written and spoken English 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 1st shift: 7.30 am – 4.20 pm • 2nd shift: 4.00 pm – 12.50 am • Permanent 3rd Shift: 12.30 Am – 7.50 am • Rotation of 1st and 2nd Shift is required <p>Location:</p> <ul style="list-style-type: none"> • 23, Loyang Way, Singapore 508726 • 62 Loyang Way Singapore 508770

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Component Repair Technician (Welding)	<p>Key Responsibilities 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.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • Apply necessary gas back-up and chilled bars as required to perform efficient weld repair • Perform manual and laser weld of all products with different weld configurations • Identify and replace basic fixture/tooling due to wear and tear • Simple refining of welding parameters • Perform scheduled maintenance & housekeeping tasks <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'O' level with 3 years of relevant experience • Preferably NITEC/Higher NITEC in welding • Relevant TIG certificates; or • Preferably CAAS approval in TIG Welding/General Welding or equivalent • Basic command of written and spoken English 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 1st shift: 7.30 am – 4.20 pm • 2nd shift: 4.00 pm – 12.50 am • Permanent 3rd Shift: 12.30 Am – 7.50 am • Rotation of 1st and 2nd Shift is required <p>Location: 23, Loyang Way, Singapore 508726</p>
Senior Quality Engineer	<p>Key Responsibilities Product quality review associated with the manufacturing process. Impacts quality of own work and the work of others on the team. Executes standard operational/technical tasks typically subject to instructions and work routines. There is latitude to rearrange the sequence to complete task/duties based on changing work situations.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • Ownership includes both quality assurance and quality control. Includes quality assurance of products, services, manufacturing processes. Includes conformance in manufacturing, incoming goods control, product inspection, witness points, etc. • 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. • Basic understanding of key business drivers; uses this understanding to accomplish own work. Good 	<p>Working Hours: 7:30am - 4:48pm</p> <p>Location:</p> <ul style="list-style-type: none"> • 23, Loyang Way, Singapore 508726 • 62 Loyang Way Singapore 508770

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>understanding of how work of own team integrates with other teams and contributes to the area.</p> <ul style="list-style-type: none"> • 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. • A job at this level requires good interpersonal skills and may be required to lead a junior team. For customer facing roles, develops strong customer relationships and serves as the interface between customer and GE. Explains technical information to others. <p>Pre-requisites</p> <ul style="list-style-type: none"> • This role requires 4-6 years of experience in the Manufacturing & Production Quality • Knowledge level is comparable to a Bachelor's degree from an accredited university or college (or a high school diploma with relevant experience) • Added Advantage for Aerospace Industry related experiences 	
Trainee Component Repair Technician (Machining)	<p>Key Responsibilities</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. The trainee 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.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • 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 • May follow a particular product through the machine shop using a variety of machine tools to complete the finished product 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 1st shift: 7.30 am – 4.20 pm • 2nd shift: 4.00 pm – 12.50 am • Permanent 3rd Shift: 12.30 Am – 7.50 am • Rotation of 1st and 2nd Shift is required <p>Location: 508726/508770</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Use all types of standard and special gauges, various hand tools • Maintain pertinent records; work according to technical drawings and instructions • Perform scheduled maintenance & housekeeping tasks <p>Pre-requisites</p> <ul style="list-style-type: none"> • Nitec/Higher Nitec in Automation Engineering / Aircraft Engines Maintenance / Mechanical Engineering / Mechatronics Engineering / Aircraft Maintenance Engineering • Diploma in Aerospace Engineering / Mechatronics / Aeronautical Engineering / Aerospace Technology / Aerospace Avionics • Any relevant Nitec / Higher Nitec / Diploma engineering courses • Able to read and understand the manufacturing operation sheets and standard operation procedures in English • Able to work rotating shifts • Willing to accept a 1-year bond after the program • Within 3 years of graduation OR the operationally ready date (ORD) for national servicemen • 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 	
Trainee Component Repair Technician (NDT)	<p>Key Responsibilities</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. The trainee will perform Non-Destructive Testing and its related duties in accordance with the written instructions and specific calibration requirements.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • Perform specific calibrations, NDT, and specific evaluations for acceptance or rejection of parts • Correct interpretation and understand the inspection operation sheets and work instruction • Organize, sort and prepare the parts for NDT inspection • Load, unload, and operate either the real-time XR, UT or auto FPI line effectively • Perform either X-Ray Inspection, Ultrasonic Inspection, Fluorescent Penetrant Inspection, Eddy Current 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 1st shift: 7.30 am – 4.20 pm • 2nd shift: 4.00 pm – 12.50 am • Permanent 3rd Shift: 12.30 Am – 7.50 am • Rotation of 1st and 2nd Shift is required <p>Location:</p> <ul style="list-style-type: none"> • 23, Loyang Way,

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Inspection, Magnetic Particles Inspection in accordance with the inspection operation sheets</p> <ul style="list-style-type: none"> • Ensure the equipment operation readiness always • Assist the Engineer for any inspection evaluation and reporting • Upkeep of process system and testing equipment to ensure its continuous operations in compliance to approved documents • Prepare and clean parts before and/or after inspection • Conduct audits in NDT area to ensure continuous system compliance to meet regulatory agencies requirements • Perform scheduled maintenance & housekeeping tasks <p>Pre-requisites</p> <ul style="list-style-type: none"> • Nitec/Higher Nitec in Automation Engineering / Aircraft Engines Maintenance / Mechanical Engineering / Mechatronics Engineering / Aircraft Maintenance Engineering • Diploma in Aerospace Engineering / Mechatronics / Aeronautical Engineering / Aerospace Technology / Aerospace Avionics • Any relevant Nitec / Higher Nitec / Diploma engineering courses • Able to read & write English at a professional working proficiency level • Able to work rotating shifts • Willing to accept a 1-year bond after the program • Within 3 years of graduation OR the operationally ready date (ORD) for national servicemen • 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 	<p>Singapore 508726</p> <ul style="list-style-type: none"> • 62 Loyang Way <p>Singapore 508770</p>
Trainee Component Repair Technician (V&D Inspector)	<p>Key Responsibilities</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. The trainee will perform visual and dimensional inspection to written quality plans on incoming in-process and finished engine components.</p> <p>Essential Responsibilities</p> <ul style="list-style-type: none"> • Ensure quality of parts meet specification requirements • Ensure proper work clearance, correctness, and completeness 	<p>Working Hours:</p> <ul style="list-style-type: none"> • 1st shift: 7.30 am – 4.20 pm • 2nd shift: 4.00 pm – 12.50 am • Permanent 3rd Shift: 12.30 Am – 7.50 am • Rotation of 1st and

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Prevent non-conforming parts from proceeding to the next work station Provide support to Manufacturing Engineers and Quality System Engineers for evaluations, audits related activities Collect data, feedback on the quality of parts inspected to the Manufacturing Engineers and Quality System Engineers Perform visual & dimensional inspections, and set area management of the parts Perform scheduled maintenance & housekeeping task <p>Pre-requisites</p> <ul style="list-style-type: none"> Nitec/Higher Nitec in Automation Engineering / Aircraft Engines Maintenance / Mechanical Engineering / Mechatronics Engineering / Aircraft Maintenance Engineering Diploma in Aerospace Engineering / Mechatronics / Aeronautical Engineering / Aerospace Technology / Aerospace Avionics Any relevant Nitec / Higher Nitec / Diploma engineering courses Able to read & write English at a professional working proficiency level Able to work rotating shifts Computer literacy in Microsoft Office Willing to accept a 1-year bond after the program Within 3 years of graduation OR the operationally ready date (ORD) for national servicemen 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 	<p>2nd Shift is required</p> <p>Location:</p> <ul style="list-style-type: none"> 23, Loyang Way, Singapore 508726 62 Loyang Way Singapore 508770

#11 Mandai Rainforest Resort by Banyan Tree

Mandai Rainforest Resort by Banyan Tree is a luxurious eco-friendly sanctuary nestled in Singapore's lush Mandai rainforest. Designed to offer a unique blend of nature and comfort, it features beautifully crafted villas that harmonize with the surrounding environment. Guests can immerse themselves in a serene tropical setting, enjoy world-class amenities, and engage in nature-inspired experiences, all while contributing to sustainable conservation efforts. Perfect for nature lovers and those seeking a peaceful escape, this resort promises a tranquil retreat with breathtaking views and unparalleled service.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Banyan Tree Host (Front Office Host)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Guest Service Excellence: Ensure exceptional guest experiences by being one of the first points of contact for our guests. They will welcome guests upon arrival and provide a seamless check-in and check-out experience. Our Guest Relations Officers will assist in addressing guests' inquiries in a prompt and professional manner. • Concierge Services: As part of the role, our Guest Relations Officers will seek to understand our guests' needs and offer them recommendations regarding dining, entertainment, transportation, and other guest needs. They will also advise on the various offers in the Resort and the attractions. • Operations: Manage guest profiles, process payments, and handle various administrative tasks related to guest services. Prepare and maintain accurate records and reports as needed. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Exceptional communication and interpersonal skills with the ability to engage effectively with guests and colleagues • Strong problem-solving abilities and attention to detail 	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>
Bartender	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare drink orders for guests according to specified recipes using measuring systems • Issue, open, and serve wine/champagne bottles • Set up and maintain cleanliness and condition of bar, bar unit, tables, and other tools. Prepare fresh garnishes for drinks. Stock ice, glassware, and paper supplies. Transport supplies to bar set-up area. • Responding to guest enquiries and requests • Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and thank guests with genuine appreciation 	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Be knowledgeable of the wine and beverage list and offer recommendations to customers based on their preferences Process all payment methods. Count bank at end of shift, complete designated cashier reports, resolve any discrepancies, drop off receipts, and secure bank. Secure liquors, beers, wines, coolers, cabinets, and storage areas. Complete closing duties. <p>Pre-requisites</p> <ul style="list-style-type: none"> 0 to 2 years' experience, preferably in the Hospitality or Food & Beverage industry. Pre-opening experience would be useful. Fresh graduates are welcomed. Strong interpersonal, communication and organizational skills Service-oriented team player with excellent interpersonal and communication skills 	
Bellman	<p>Key Responsibilities</p> <ol style="list-style-type: none"> Guest Arrival and Departure <ul style="list-style-type: none"> Greet our guests warmly upon arrival, assist with luggage, and escort them to their rooms, providing information about the hotel and its amenities Assist with the check-out process, ensuring that guests' luggage is handled and transportation is arranged as needed Luggage Handling <ul style="list-style-type: none"> Efficiently manage and transport guest luggage, ensuring that items are handled with care and delivered to the correct room or location Provide luggage storage services, including the secure handling of guests' belongings Operational Support <ul style="list-style-type: none"> Maintain a clean and organized bell desk and luggage storage area, ensuring that equipment and supplies are in good working condition Assist with the maintenance of hotel vehicles, including keeping them clean and ensuring they are ready for guest use Monitor guest activity in public areas, ensuring the safety and security of both guests and their belongings Report any unusual activity or safety concerns to the appropriate department <p>Pre-requisites</p>	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Able to handle high-pressure situations with professionalism • Strong communication and organizational and skills • Good physical condition since the job involves lifting, carrying luggage, and walking or moving quickly throughout the hotel • Excellent customer service skills as they often serve as the first point of contact for guests 	
Commis 1/2	<p>Key Responsibilities The incumbent will assist the Executive Chef in preparation of ingredients for cooking, including portioning of food ingredients, chopping, and storing food before service.</p> <ul style="list-style-type: none"> • Weigh, measure, and mix ingredients according to recipes set by the Executive Chef using various kitchen utensils and equipment • Prepare and cook food according to recipes • Serve food (for example, soup, desserts, sides, entrees) in proper portions onto dishes, plates, mugs, and bowls, ensuring proper plate appearance • Ensure proper portion, arrangement, and food garnish for service to guests • Ensure food storage and cooking areas are clean after each shift/service • Prepare all potentially hazardous foods at the correct temperature according to the HACCP guidelines • Follow and ensure compliance with food safety and handling policies and procedures • Ensure the quality of the food items delivered by suppliers and notify reporting supervisor if a product does not meet specifications • Check and ensure the correctness of the temperature of appliances and food using thermostats and thermometers, including monitoring freezer systems, such as fans, drains, and doors, for proper operation, and report issues or problems to reporting supervisor. • Maintain up-to-date knowledge of food safety policies within the kitchen areas • Monitor the quantity of food that is prepared and the portions that are served in order to control food waste and ensure that food wastage is controlled • Any other tasks assigned by the Executive Chef <p>Pre-requisites</p> <ul style="list-style-type: none"> • Professional qualification in a related field or capacity 	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> 1 to 2 years' experience, preferably in the hospitality or food & beverage industry. Pre-opening experience would be useful. Fresh grads are welcome to apply Strong interpersonal, communication and organizational skills Ability to work well in a team in a fast-paced environment Passion in culinary 	
Demi Chef	<p>Key Responsibilities</p> <p>The incumbent will assist the Sous Chef in the daily operations of the kitchen, ensuring the smooth running of the kitchen, maintaining high standards of food quality, and adhering to health and safety regulations.</p> <p>Food Preparation:</p> <ul style="list-style-type: none"> Assist in the preparation of various dishes according to the chef's specifications Ensure the freshness and quality of ingredients Follow recipes and standards to maintain consistency in food quality <p>Station Management:</p> <ul style="list-style-type: none"> Oversee the operations of a specific station in the kitchen as assigned by the Director of Culinary Assist in managing inventory for the assigned section. Notify senior chefs when ingredients need to be replenished. Minimize wastage by following proper portion control and storage procedures. Ensure that the station is clean, organized, and properly stocked before service <p>Inventory Management:</p> <ul style="list-style-type: none"> Assist in managing kitchen inventory Monitor stock levels and place orders as needed and advised by Sous chefs Any other tasks as assigned by the Director of Culinary <p>Pre-requisites</p> <ul style="list-style-type: none"> 1 to 2 years' experience, preferably in the hospitality or food & beverage industry. Pre-opening experience would be useful. Strong knowledge of food preparation techniques and culinary terminology Excellent organizational and time management skills Ability to work under pressure 	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Passion for food and a commitment to delivering high-quality cuisine 	
Handyman	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform minor repairs and maintenance on Resort facilities, including plumbing, electrical, HVAC, and carpentry tasks Conduct routine inspections of Resort equipment and systems, identifying issues and performing necessary repairs to prevent breakdowns Respond promptly to maintenance requests from guests and associates, ensuring that all issues are addressed efficiently and courteously Assist in maintaining the overall appearance of the Resort, including landscaping, painting, and minor renovations as needed Adhere to safety protocols and regulations, ensuring that all maintenance work is completed safely and to code. Maintain an organized inventory of tools, equipment, and supplies, ensuring that necessary materials are available for repairs Work closely and support the Assistant Chief Engineer and other Engineering members on larger projects and ensure smooth operations <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 1 year of similar experience, preferably in a luxury hotel or resort setting Fresh grads are welcome to apply Knowledgeable in general maintenance practices like plumbing and electrical Strong communication and organizational and skills Flexibility to work various shifts, including weekends and holidays 	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>
Recreation Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Greet and assist guests at our recreational facilities, including pools, gym, and other leisure areas Monitor guest activities to ensure safety and compliance with Resort policies Provide information about available recreational activities, equipment, and services Set up and maintain recreational equipment, ensuring all areas are clean and well-organized Conduct regular inspections of facilities and equipment, reporting any maintenance or safety issues Organize and participate in recreational activities and events for guests 	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Handle guest inquiries and requests promptly and professionally Collaborate with other hotel departments to ensure a seamless guest experience <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 1 year of experience in recreational management, preferably in a luxury hotel or resort setting Fresh grads are welcome to apply Excellent interpersonal and communication skills, with a customer-centric approach Knowledge of fitness and recreational activities, including swimming and wellness practices Able to work flexible hours, including weekends and public holidays Certification in First Aid and CPR is preferred 	
Reservations Executives	<p>Key Responsibilities</p> <p>Reservation Management:</p> <ul style="list-style-type: none"> Handle room reservations promptly and accurately through various channels, including phone, email, and online booking systems Maintain accurate and up-to-date records of all reservations, including guest preferences and special requests Manage group bookings, special requests, and VIP reservations, ensuring personalized service and attention to detail <p>Guest Interaction:</p> <ul style="list-style-type: none"> Provide exceptional service to guests by addressing their questions like information about room rates, availability, and hotel amenities Assist guests with modifications or cancellations of their reservations, ensuring a smooth and hassle-free process Handle guest complaints and issues related to reservations with professionalism and a problem-solving attitude <p>Revenue Management:</p> <ul style="list-style-type: none"> Monitor booking patterns and report on occupancy trends, helping to identify opportunities for maximizing revenue <p>System and Record Management:</p>	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Utilize reservation and property management systems to track and manage room inventory, availability, and bookings <p>Pre-requisites</p> <ul style="list-style-type: none"> 1 – 2 years of similar experience, preferably in a luxury hotel or resort setting Proficient in Reservation and Property Management systems (eg. Opera) Able to multitask and work in a fast-paced environment 	
Spa Therapist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Treatments – To provide a full spectrum of spa treatments including body massages, body treatments, body wraps etc. In doing so, you would use Banyan Tree's range of high-quality products and techniques, with the aim of providing our guests with an exceptional and memorable experience. Spa Operations – you will ensure that our Spa lives up to the standards benefitting our brand by ensuring the cleanliness and presentation of the premise. This includes looking into housekeeping matters such as replacing soiled linen and other related duties. Guest Services – drive guest experience by ensuring our treatment rooms adhere to brand standards in terms of temperature, ambience etc. In performing this role, you will need to always maintain adequate product supplies. <p>Pre-requisites</p> <ul style="list-style-type: none"> Professional certification (e.g WSQ Certificate in Spa Services, CIBTAC Diploma in Spa Therapy, relevant NITEC courses) or equivalents qualification Experience in a similar capability, and in an establishment of a similar standing. Pre-opening experience would be useful Excellent knowledge of spa operations, spa management, treatments and other related aspects Strong interpersonal, communication and organizational skills 	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location: 60 Mandai Lake Road, S729979</p>
Waiter/Waitress	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Provide friendly, courteous, and professional customer service always Ensure timely and good communication with Management on operation matters Maintain complete knowledge of all menu items and upselling of the menu to guests Prepare and check tables before service 	<p>Working Hours: 9.5 hours/shift, including 1 hour break</p> <p>Location:</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Prompt to clear and reset tables after service • Ensure that all Company practices and procedures are met when delivering food from the kitchen to the Guest • Ensure the overall cleanliness and order of the restaurant tables, chairs, floors, and service station at all times • Ensure that all cleaning duties are completed in allocated times in accordance with the resort's F&B standards • Complete all opening and closing procedures in a timely manner • Always be assertive and attentive to guests' needs • Have thorough knowledge of all product and service procedures • Any other tasks assigned by the Restaurant Manager <p>Pre-requisites</p> <ul style="list-style-type: none"> • 1 to 3 years' experience, preferably in the Hospitality or Food & Beverage industry. Fresh graduates are welcomed. • Strong interpersonal, communication and organizational skills • Highly motivated team player, able to perform with minimal supervision 	60 Mandai Lake Road, S729979

#12 Manna Pot Catering

Manna Pot provides a full range of services for functions ranging from personal functions like weddings, barbeques and simple tea receptions, to large-scale corporate events, seminars and exhibitions. Our friendly and dedicated team is always at hand to assist you at the start of every affair - customising menu, decor and presentation to help you create your own dream event, whatever the occasion.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Finance Intern	Key Responsibilities <ul style="list-style-type: none"> A finance intern's job description typically includes a variety of tasks aimed at providing support to the finance department while offering the intern valuable hands-on experience in the field. Tasks such as assisting with financial reporting, data entry & management, and administrative support. Pre-requisites <ul style="list-style-type: none"> Able to take responsibility, being accountable Team player and able to work on own initiative Positive attitude, communication and coordination skills 	Working Hours: 8 hours Location: 1550 Bedok North Avenue 4, Bedok Food City, Singapore 489950
Head Chef	Key Responsibilities <ul style="list-style-type: none"> Head Chef to ensure all kitchen KPIs are met via collaboration with Group Executive Chef, maintaining high standards of food hygiene and safety. Investigate any food incidents, and reporting to Group Executive Chef on a timely basis. Pre-requisites <ul style="list-style-type: none"> Proven experience in catering, mass productions and preferably Asian Cuisine Leadership qualities in managing a group of chefs 	Working Hours: 8 hours Location: 1550 Bedok North Avenue 4, Bedok Food City, Singapore 489950
Kitchen Assistant	Key Responsibilities <ul style="list-style-type: none"> Understand and comply with mandatory hygiene standards and requirements Maintain cleanliness and hygiene of the kitchen Assist chefs in kitchen operations Assist in packing of foods Pre-requisites <ul style="list-style-type: none"> Able to commit on weekends, public holidays Able to work shifts No prior experience needed 	Working Hours: 8 hours Location: 1550 Bedok North Avenue 4, Bedok Food City, Singapore 489950
Marketing Intern	Key Responsibilities <ul style="list-style-type: none"> Work closely with the marketing team to execute a comprehensive Digital Marketing and Social Media strategy to increase bookings and traffic to our food & beverage brands through social media platforms to boost brand awareness, drive engagement and foster a vibrant online community. 	Working Hours: 8 hours Location: 1550 Bedok North Avenue 4, Bedok Food City,

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> • Being creative & innovative • Meticulous and organized • Work well under pressure 	Singapore 489950
Procurement Manager	Key Responsibilities <ul style="list-style-type: none"> • Procurement Assistant Manager/Manager shall report to the General Manager and is responsible for the Procurement function which entails Purchasing & Buying, Strategic Sourcing, and Supplier Performance. Pre-requisites <ul style="list-style-type: none"> • Proven experience in development and management of procurement system • Good stakeholder management skills • Possess leadership qualities to manage a team • Good team player 	Working Hours: 8 hours Location: 1550 Bedok North Avenue 4, Bedok Food City, Singapore 489950
Restaurant Manager	Key Responsibilities <ul style="list-style-type: none"> • Responsible for overseeing the daily operations of a restaurant, ensuring excellent customer service, managing staff, and maintaining financial performance. This role requires strong leadership, organizational, and customer service skills to ensure the restaurant runs smoothly and meets its goals. Pre-requisites <ul style="list-style-type: none"> • Well versed in English and Mandarin as need to serve Mandarin-speaking guests • Minimum 4 years of relevant experience in a similar capacity • Result oriented 	Working Hours: 8 hours Location: 1550 Bedok North Avenue 4, Bedok Food City, Singapore 489950
Service Crew	Key Responsibilities <ul style="list-style-type: none"> • Possess willingness to learn and a positive attitude • Ability to work under pressure • A team player Pre-requisites <ul style="list-style-type: none"> • Able to commit on weekends, public holidays • Able to work shifts • No prior experience needed 	Working Hours: 8 hours Location: 1550 Bedok North Avenue 4, Bedok Food City, Singapore 489950

#13 NTUC Club

Established in 1986, NTUC Club is the leisure & entertainment arm of National Trades Union Congress (NTUC). As part of the Labour Movement, we are committed to the social mission of providing affordable recreational experiences of choice for our members, guided by our core values of care, passion, trust & service.

Our key properties include NTUC Club @SingPost Centre & Downtown East, a lifestyle destination which caters to union members, youths, working professionals & their families. In 2018, NTUC Club completed a five-year Refreshing Downtown East project, which included the new nature-inspired D'Resort, an expanded Wild Wild Wet water park & Market Square.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Aquatic Safety Trainee	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Inspection of facilities • Monitor usage of pool areas • Enforcement of safety rules for water-based rides and pools <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must be able to swim, preferably with knowlegde of first aid • Able to work on weekends and public holidays (6 days work week) • Able to work in an outdoor environment • Customer-oriented with good interpersonal and communication skills 	<p>Working Hours: 11am - 7pm</p> <p>Location: Downtown East, 1 Pasir Ris Close, Singapore 519599</p>
Assistant Technical Services Manager, Wild Wild Wet	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Direct and inspire a multidisciplinary technical team to ensure optimal performance of park equipment and systems • Develop and execute comprehensive preventive maintenance strategies to reduce downtime and enhance asset longevity • Oversee inspections, repairs and inventory management to maintain operational readiness • Ensure full compliance with all safety regulations, industry standards and environmental sustainability practices • Collaborate with contractors, vendors and regulatory authorities to manage projects, inspections and approvals with precision • Monitor emerging industry advancements, integrating innovative technologies to elevate operational efficiency <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's Degree/ Diploma in Engineering • Minimum 2 years of experience in technical services, construction, or maintenance with significant experience in the design, specification, implementation, testing, and commissioning of industrial systems • Leadership experience in managing technical operations within dynamic and complex environments 	<p>Working Hours: 8.30am - 6pm</p> <p>Location: Downtown East, 1 Pasir Ris Close, Singapore 519599</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Expertise in regulatory compliance, project management and the implementation of robust safety protocols • Proficiency in organisational planning, analytical reasoning and complex problem-solving • Good communication skills, with a demonstrated ability to present to senior stakeholders and effectively address inquiries from contractors and clients • Comprehensive knowledge of workplace safety and health practices • Competency in Microsoft Office (Word, Excel, PowerPoint) at an intermediate level or higher • Strong aptitude for guest service and hospitality is considered advantageous • Ability to work independently and as part of a team • Attention to detail and strong organizational skills • Demonstrated ability to meet tight deadlines, think on the spot and work in a fast-paced environment 	
Executive, My Golf Kaki (MGK)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Plan and organize golf events, tournaments, and social gathering • Coordinate with vendors, sponsors, and partners to ensure successful event execution • Manage event logistics, including venue setup, registration, and on-site support • Assist in promoting events and activities to members through various communication channels • Provide excellent customer service to members, addressing inquiries and resolving issues promptly • Support daily operations, including membership management and administrative tasks • Maintain accurate records of event participation and member feedback • Collaborate with the marketing team to create promotional materials and content • Assist in managing event budgets and ensuring cost-effective operations • Track expenses and provide regular financial reports to management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or degree in Event Management, Hospitality, Business Administration, or a related field • Proven experience in event planning and operations, preferably in the sports or hospitality industry • Strong organizational and multitasking skills • Excellent communication and interpersonal skills • Proficiency in Microsoft Office and event management software • Passion for golf and understanding of the golf community is a plus 	<p>Working Hours: 9am - 6.30pm</p> <p>Location: 1 Orchid Club Road, Singapore 769162</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Housekeeping Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To complete cleaning tasks on assigned rooms within the prescribed timeframes To carry towels, linens, toiletries and cleaning supplies, using the assigned wheeled carts To clean waste bins, empty ashtrays, and dispose of all trash and waste items from rooms To sweep and mop floors using cleaning tools To replenish supplies, linens and bathroom items To perform the cleaning in accordance with the cleanliness standards To fully understand and comply with workplace safety rules and regulations To carry out any other duties assigned by the Management from time to time <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to perform rotating shifts, including weekends and public holidays Ability to follow instruction and detail-oriented Ability to work independently Positive, willing to do the extra and not afraid of hard work 	<p>Working Hours: 9am - 5pm, 3pm - 11pm, 11pm - 7am</p> <p>Location: Downtown East, 1 Pasir Ris Close, Singapore 519599</p>
Manager, Social Media Content	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Produce written and video analysis content across Business Units for the consumption through social media Monitor developments in the markets and produce timely, compelling written and video content around those developments utilizing fundamental, technical and sentiment analysis Funnel your own content effectively into various social media platforms with varying requirements on post size and even voice – with an aim to pushing engagement back to our channels and property Support the development of important evergreen and educational content Work with the relevant stakeholders to ensure content meets their needs Attend and contribute to regular social media content planning, as well as meetings with other stakeholders. Work with your line manager for specific and appropriate KPIs Run reports to evaluate the effectiveness of content in different social platforms, leveraging those insights to determine useful testing <p>Pre-requisites</p> <ul style="list-style-type: none"> Tertiary education in marketing, mass communications or related Minimum 5 years of experience in a similar role, ideally from an agency 	<p>Working Hours: 9am - 6.30pm</p> <p>Location: Downtown East, 1 Pasir Ris Close, Singapore 519599</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Social media expertise required and working within platforms with strong familiarity with main social media platforms such as Facebook, Instagram, Tik Tok and LinkedIn or others within the industry space • Experience producing compelling content utilizing fundamental, technical and/or sentiment analysis • Knowledge of SEO best practices is a plus • Detail oriented, organized resourceful and agile with an ability to adapt and problem-solve 	
Senior Executive, Sales	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To secure, manage and achieve maximum sales in events, social & recreational activities, etc. to meet revenue forecasts • Develop, service and manage designated accounts, maintaining relationship with key accounts • Identify new business opportunities, follow up on business referrals/enquiries and potential sales • Conduct site inspection for potential clients • Generate proposals and contracts • Communicating client's needs to respective departments, handle any issues that may arise, coordinate with suppliers and respective internal departments to resolve issues to maximise guest satisfaction • Provide feedback to Sales Leadership on market situation and competitors' activities • Generate 'out of the box' ideas for sales and motivational initiatives in developing promotional packages and sales strategies • Embody company culture and maintain high sales employee engagement • Meet pre-determined revenue goals through the activities of direct reports and identifying the process of yielding when required • Ensure correct usage of CRM and other sales applications <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or Diploma in any field • Minimum 3 years of experience with a proven sales record in the hospitality industry, preferably in events (e.g. family days, team bonding, etc.) • Knowledge of product, sales strategies, processes and available resources • Excellent written and verbal communication • Proficiency in MS office • Ability to multi-task and adhere to timelines • A team player and adaptable to changes 	<p>Working Hours: 9am - 6.30pm</p> <p>Location: Downtown East, 1 Pasir Ris Close, Singapore 519599</p>
Senior Officer, Wild Wild Wet	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Organising office supplies, maintaining office equipment, and ensuring the office environment is efficient and functional • Managing calendars and scheduling meetings 	<p>Working Hours: 9am - 6.30pm</p> <p>Location:</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Handling phone calls, emails, and other correspondence. Communicating with vendors or internal teams Maintaining and organising records, files, and databases, ensuring they are up-to-date and accessible Inputting information into systems or spreadsheets, ensuring accuracy and timeliness Generating reports for management or other departments, tracking progress, and compiling data Assisting with HR tasks such as onboarding, employee records, and performance tracking Assisting with budgeting, processing invoices, and handling financial documentation Assisting in project planning, coordinating tasks, and ensuring deadlines are met Sourcing and purchasing goods and services to meet the organization's needs Selecting, negotiating with, and managing external service providers for projects Other ad-hoc duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Diploma Minimum 2 years of working experience in administrative support Proficiency in office software such as Microsoft Office (Word, Excel, PowerPoint) Ability to communicate effectively both in writing and verbally Ability to work independently and as part of Wild Wild Wet team Attention to detail and strong organisational skills Must be responsible, organised and self-initiated Demonstrated ability to meet tight deadlines, think on the spot and work in a fast-paced environment Ability to resolve issues and assist in decision-making processes 	Downtown East, 1 Pasir Ris Close, Singapore 519599
Technical Services Officer, Wild Wild Wet	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Ensure all the amusement mechanical rides / slides and pools maintenance works are carried out according to the safety standard as directed Carry out the daily inspection / maintenance programme for mechanical rides / building services and filtration system as directed Follow safety instruction and ensure the provision of the best safety protection to guests, staff and company properties Ensure proper documentation of maintenance records / log books as instructed Troubleshoot and repair of Plant equipment Perform any other duties as and when assigned <p>Pre-requisites</p>	<p>Working Hours: 8am - 4.30pm, 9am - 5.30pm, 10am - 6.30pm</p> <p>Location: Downtown East, 1 Pasir Ris Close, Singapore 519599</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none">• Higher Nitec/ Nitec in Electrical / Mechanical / Welding or Engineering certificate from a recognized training institute• Minimum 2 yrs of relevant working experience in engineering field and maintenance environment• Well-versed in electrical wiring and able to interpret electrical diagrams• Good knowledge in equipment and facilities services troubleshooting	

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#14 PARKROYAL COLLECTION Pickering, Singapore

Pan Pacific Hotels Group is a global hospitality company that owns and/or manages more than 50 hotels, resorts and serviced suites across three brands – Pan Pacific, PARKROYAL COLLECTION, and PARKROYAL – encompassing more than 30 cities across Asia Pacific, North America and Europe. Headquartered in Singapore, it is a member of Singapore-listed UOL Group Limited.

PARKROYAL COLLECTION Hotels & Resorts are icons of biophilic and innovative design that enriches a sense of wellbeing with a strong connection with nature, delivering inspiring experiences. At PARKROYAL COLLECTION, we are passionate for living life without compromising on sustainability.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Banquet Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide full support to the Senior Banquet Manager in ensuring the smooth and efficient operation of Banquet Services and day-to-day operations in accordance with the established Standard of Operating Procedures • Plan duty roster, engage part-timers and ensure that they are deployed according to function needs • Work closely with other Managers in a supportive and flexible manner, focusing on the overall success of the hotel and the satisfaction of hotel guests • Ensure that all team leaders deliver and provide exceptional guest service at all times • Establish a rapport with guests to maintain a good customer relationship • Ensure a high level of excellent service which meets the demands and expectations to all guests and internal customers • Undertake any other task / duty / assignment that may be assigned by the Senior Banquet Manager and/or the management <p>Pre-requisites</p> <ul style="list-style-type: none"> • A current Assistant Manager / Banquet Manager with 3 years or more experience in managing a Banquet or large Chinese restaurant operation in a local five-star hotel of a similar capacity • Minimum “O” level or Diploma from a recognized hospitality / tertiary institution • Be willing to work weekends and public holidays • High flexibility and adaptability • Computer skills in Word and Excel would be essential 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>
Assistant Housekeeping Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support the Executive housekeeper to ensure guest rooms and public area are checked and maintained • Supervise and train Housekeeping Team Leader on housekeeping tasks, schedules and routines 	<p>Working Hours: 9.5 hours</p> <p>Location:</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Monitor and control inventories for department operating equipment and linen to Ensure par stock are maintained and costs are controlled Assist in ensuring a continual effective pest control system in place to rid the hotel of all vermin. Continually monitor and address any pest situation in the hotel immediately Assist in maintaining and ensuring the protection of all hotel assets inclusive guest supplies, stores, linen and uniform control and other hotel assets Assist in overseeing all maintenance of plants, gardening and landscaping operations of the hotel, including floral arrangement Set proper par level for cleaning and guest supplies. Maintain proper stock level and enforce proper control on stock movement Carry out a regular inspection to work areas performed by housekeeping associates. Inspect VIP arrival/in-house rooms and ensure all are in order before arrival. Offer action plan to achieve service excellent Ensure all operating equipment is in top condition and follow up on any breakdown/repairs to be fixed promptly Undertake any other responsibilities/tasks/shifts as instructed by the management or the Executive Housekeeper <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 2 years of experience in a similar role; preferably from a 5-star Hotel Minimum Diploma in Hospitality Management Customer centric High level of flexibility and adaptability Must be able to work rotating day shifts including Public Holidays and weekends Able to work under pressure and in fast paced environment 	3 Upper Pickering Street, Singapore 058289
Assistant Restaurant Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To assist the Restaurant Manager in efficiently administering and organizing the restaurant into a profitable center and increasing revenue To lead and supervise a shift which includes inspecting table and work area layouts and settings, ensuring service quality and any other hygiene matters To ensure that mis-en place/side station is all set up with food items, non-food items such as crockery and chinaware before the shift commences 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> To involve and lead the learning & development aspect for the team To take up any other tasks as assigned by the manager or management team <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 5 years of relevant food and beverage service and 3 years of supervisory experience Diploma/Degree in Hospitality Management Good leadership, coaching and managerial skills Excellent interpersonal and people management abilities to develop an effective and motivated team to create memorable experience for all guests with exceptional service 	
Bartender	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Have the flair and innovation to create new beverage concoctions Complete work & side duties, opening & closing tasks for an effective restaurant & bar operation Ensure that all reservations are correctly taken and sets the table according to the guests' request Understand requirements and procedures for all meal periods to meet demand and maximize revenue and profit Anticipate and meet unexpected wishes and requirements of every guest Perform other adhoc duties assigned to by the Restaurant Manager <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 1 year of experience in a recognized hotel/ bar establishment/ independent restaurant Minimum 'O' Levels, Diploma in hospitality, degree in any discipline is an advantage Good knowledge of food, wine & bar High level of adaptability and flexibility Proficient in spoken & written English Able to perform rotating shift, including weekends and public holidays 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>
Catering Sales Manager (Wedding)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Develop and execute quarterly sales action plans aligned with hotel business strategies to achieve assigned revenue targets within the wedding segments. This includes identifying and pursuing new business opportunities, conducting market analysis, and monitoring industry trends. 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street,</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Cultivate and maintain strong relationships through proactive outreach (site inspections, client entertainment etc), providing exceptional service, and addressing feedback promptly (within 24 hours). Manage the full sales cycle, from lead qualification to closing deals for weddings events and corporate events, including F&B and catering services. Prepare and present compelling proposals and presentations. Attend industry events as required. Prepare regular sales reports detailing sales volume, potential sales, and areas for client base expansion. Analyze sales data to identify trends and inform future strategies. Work closely with other sales team members, internal departments, and external stakeholders. Provide support during colleagues' absences. Maintain a thorough understanding of competitor hotels and market intelligence. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma in Hospitality Management (or relevant) 5+ years of sales experience; 2+ years in luxury hotel sales preferred Proven track record of success in wedding and/or corporate sales Excellent communication, interpersonal, negotiation, and presentation skills Ability to work independently, manage time effectively, and meet deadlines Strong team player with a proactive and results-oriented approach 	Singapore 058289
Duty Manager (Front Office)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Act in command in the absence of Assistant Front Office Manager, supervise sections in Front Office, such as front desk, operator and concierge services. Monitor the junior staff's conduct and job performance and to ensure that all staff project a positive corporate image to guests. Ensure that guests are attended to with promptness, courtesy and efficiency and that guest complaints are handled with tact and diplomacy. Assist in checking in / out of guests. Assist to inspect rooms assigned to VIPs before their arrival. Meet and escort the VIPs to their rooms and ensure that the complimentary amenities are provided. Ensure that relevant persons and Departments are informed of the VIPs. 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Initiate correspondence regarding enquiries, reservations, and complaints. Check housekeeping discrepancy report; report any variance and take corrective actions. • Perform duties pertaining to security such as directing guests reporting incidents, thefts, or any offences to the Security department for assistance and handle matters concerning guest's undesirable conduct in rooms / public areas or undesirable persons loitering around in co-ordination with the security department. • Be alert and report any faults, defects and unusual activity of the property to relevant departments • Maintain cash float amount in accordance with expected occupancy. Authorise rate and room changes, paid outs, cash advances, acceptance of cheques according to procedures and credit policies. • Responsible for training of all front desk staff including planning, organising and conducting OJT. • Monitor room inventory closely to ensure maximum utilisation of rooms to generate higher revenue. Assist to maximise revenue and occupancy from group allotments. • Directly responsible for the evacuation of staff and guests during a fire or any security threat in co-ordination with the security department. • Follows up in credit limit report, ensure all guests balance checked daily. • Counsel, coach and mentor individual associates as required to drive initiative, performance and consistency. • Ensures that the Hotel's properties and facilities are protected and are kept in good working condition. Reports any loss or damage to the Hotel's properties and facilities promptly and appropriately. • Carries out any other reasonable duties and responsibilities as assigned by superior. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 5 years' experience in Front Office supervisory role, thoroughly familiar with front office reception functions • Prior experience in a 5 star hotel will be of an advantage • Proficient with Opera system • Customer service centric with high level of flexibility & adaptability • Able to work under pressure & fast paced environment • A strong team leader & team player 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Fitness Trainer	Key Responsibilities <ul style="list-style-type: none"> • Conduct thorough fitness assessments for hotel guests to determine their current fitness levels, goals, and any potential health concerns. • Develop personalized fitness plans based on individual assessments, taking into consideration any special requirements or restrictions. • Periodically assess guests' progress, adjusting workout plans as needed to ensure continued improvement. • Lead personal training sessions, group fitness activities and wellness workshops, ensuring that workouts are challenging, safe, and aligned with guests' objectives. • Demonstrate proper techniques and form to ensure the safety and effectiveness of workouts. • Integrate a variety of exercise modalities to keep sessions engaging and challenging • Provide continuous feedback and motivation to clients during sessions. • Assist guests in understanding and using gym equipment effectively and safely. • Conduct orientations for new members, explaining the layout of the gym and available amenities. • Educate guests on proper exercise techniques and wellness practices. • Plan and conduct wellness initiatives such as mindfulness, yoga, circuit training etc catering to various fitness levels and preferences. • Promote class schedules and encourage guest participation. • Collaborate with Spa and Culinary team to create integrated wellness package and healthy dining options. • Stay updated on health and wellness trends to introduce innovative offerings that enhance the guest experience. • Greet and assist guests, ensuring their needs are met with professionalism and enthusiasm. • Build relationships with guests, offering guidance, support and answering fitness and wellness-related inquiries. • Encourage guest participation in fitness and wellness programmes by promoting available services. • Provide nutritional advice and encourage healthy lifestyle choices to support guests in achieving their fitness and wellness goals. • Oversee the cleanliness and maintenance of the fitness facilities and equipment. 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Collaborate with relevant departments to ensure the wellness level including gym and swimming pool is clean, organized and well-maintained. Perform regular checks on gym equipment, reporting any malfunctions or issues promptly and coordinate with relevant departments for maintenance or replacements. Ensure that all gym activities comply with health and safety regulations. Stay informed about industry trends, certifications and best practices to continuously enhance the fitness programme. Maintain accurate records of guest participation in fitness and wellness programmes. Assist in the development of promotional materials to highlight fitness and wellness services available to hotel guests. Collaborate with the marketing team to promote fitness and wellness packages. Execute any other reasonable duties and responsibilities as assigned by superiors. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 3 years of experience in fitness club or club gym. Prior experience in similar capacity in a luxury hotel setting is preferred. 	
Front Office Team Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist the Front Office Manager in supervising and controlling the Front Desk operations and carry out all guest service duties Ensure there is sufficient stock of Front Desk supplies on a weekly basis Help in Room Controlling and assigning of rooms for day arrival as per guest preferences Coordinate with Housekeeping to ensure rooms block are clean for groups check-in Perform duties of Hotel Ambassadors whenever needed such as assisting in checking in and out Be able to conduct daily briefings and/or training when needed to Hotel Ambassadors Be aware of all VIP arrivals and departures, especially corporate guests To undertake any other reasonable assignment by the Front Office Manager, as and when required <p>Pre-requisites</p>	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum of 2 years of experience as a Guest Service Agent with good knowledge of Opera system • Minimum GCE 'O' or 'N' level and some supervisory skills • High level of flexibility and adaptability • Basic English language proficiency • Able to work on rotating shifts, weekends and Public Holidays 	
Guest Services Executive (Club Lounge)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Setting up and maintain the Executive Lounge during breakfast buffet, afternoon tea and evening cocktail hours • Ensure that all foods and drinks are properly served while maintaining high standards of cleanliness and sanitation • Ensure that the Executive Lounge is properly maintained at all times • Report and ownership of lounge's fixtures, wares to ensure tiptop operating condition • Report and follow up on any malfunction equipment • Manage sufficient and timely requisition of F&B; administrative; operating equipment/fixtures to ensure the lounge is well stocked at all times • Handle guest feedback and requests • Maintain good guest relations with all guests at all times • Knowledge of the daily VIP and lobby movements and requests • Responsible for the Guest Experience • Process all guest check-ins by confirming reservations, assigning rooms, and issuing and activating room keys • Coordinate with Housekeeping to track the readiness of rooms for check-in. Process all types of payment such as room charges, cash, checks, debit, or credit • Process all check-outs including resolving any late and disputed charges • Complete designated cashier and closing reports in the computer system • Assist the Club Manager in managing and training the team members <p>Pre-requisites</p> <ul style="list-style-type: none"> • 1 to 3 years of work experience in a similar capacity; relevant experience in a 5-star hotel is preferred • GCE N/O Levels or fresh graduates in Hospitality/ Tourism Management 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Intermediate computer literacy and knowledge of Microsoft Office applications Excellent communication and interpersonal skills (spoken, written and electronic) Demonstrate independence, responsibility and accountability Able to work rotating shifts including public holidays and weekends Basic computer skills, including Microsoft Office 	
Guest Services Executive (Front Desk)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Process all guest check-ins by confirming reservations, assigning rooms, and issuing and activating room keys Process all types of payment such as room charges, cash, checks, debit, or credit Process all check-outs including resolving any late and disputed charges Answer, record, and process all guest calls, messages, requests, questions, or concerns courteously and professionally Coordinate with Housekeeping to track the readiness of rooms for check-in Supply guests with directions and information regarding the property Complete designated cashier and closing reports in the computer system Balance and drop receipts according to accounting specifications Perform other reasonable job duties as requested by superior <p>Pre-requisites</p> <ul style="list-style-type: none"> 1 to 3 years of work experience in a similar capacity; relevant experience in a 5-star hotel is preferred. GCE N/O Levels or fresh graduates in Hospitality/ Tourism Management Intermediate computer literacy and knowledge of Microsoft Office applications Excellent communication and interpersonal skills (spoken, written and electronic) Demonstrate independence, responsibility and accountability Able to work rotating shifts including public holidays and weekends Basic computer skills, including Microsoft Office 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>
Housekeeping Laundry Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Laundry Attendant play a pivotal role in ensuring a seamless and sustainable laundry operation at our 	Working Hours: 9.5 hours

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>hotel, upholding the highest standards of service in accordance with our policies and procedures. As part of the latest trends in the hotel industry, the incumbent will contribute to our commitment to sustainability by integrating eco-friendly practices into their daily tasks.</p> <ul style="list-style-type: none"> • Embrace sustainability in laundry operations by sorting items based on color, fabric type, and washing instructions to maximize energy efficiency and minimize environmental impact. • Demonstrate proficiency in operating various laundry equipment, incorporating eco-friendly practices to enhance the quality of the finished product while reducing resource consumption. • Monitor linen and uniform inventory levels with a sustainability mindset, ensuring responsible use of resources, restocking, and implementing eco-conscious ordering practices. • Maintain high standards of cleanliness and quality through eco-friendly laundry practices, inspecting items for defects, damage, or irregularities, ensuring only properly cleaned and pressed items are returned to guests. • Adhere to safety and hygiene protocols with an emphasis on sustainability, using protective gear and eco-friendly cleaning agents to maintain a clean and environmentally conscious working environment. • Interact with guests to address specific requests or concerns related to laundry services, showcasing excellent customer service skills with a commitment to meeting guest expectations while promoting sustainable practices. • Collaborate with housekeeping and other departments to coordinate the timely delivery of clean linens and uniforms, emphasizing the importance of sustainable practices throughout the process. • Play a role in training new staff members on sustainable laundry procedures, equipment operation, and quality standards, aligning with the hotel's commitment to eco-friendly practices. • Efficiently collect and issue uniforms and linen, incorporating sustainability practices in every aspect of the process. • Maintain cleanliness and organization in storage and distribution areas, promoting a sustainable and eco-friendly work environment. 	<p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Report any linen and uniform shortages or discrepancies promptly, emphasizing the importance of sustainability in resource management. • Demonstrate familiarity with all equipment within the laundry room, ensuring work practices align with the Workplace Health & Safety Act and incorporating sustainability practices. • Pick up/deliver laundry/valet from/to guest rooms with a focus on minimizing environmental impact. • Maintain the uniform conveyor system in good working condition, incorporating sustainable maintenance practices. • Perform unexpected duties as requested, including spill cleaning, with a commitment to sustainable solutions. • Fulfill additional duties as necessary and assigned by the Executive Housekeeper, integrating sustainability into all aspects of the role. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Have at least 1 year of prior experience in similar capacity in hotel setting is preferred • Customer Service focus • High level of flexibility and adaptability • Strong Team Player • Physical fit as the nature of the job requires to handle heavy load and pushing of laundry trolley 	
Housekeeping Team Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Verify room status on morning report; report discrepancy of rooms; prioritize and update status of checkout rooms. • Prepare and distribute assignment sheets to assigned staff and review priorities. • Ensure that cleanliness and condition of each area meets designated standards. Directly contact respective personnel and relay any deficiencies to be corrected. • Inspect supply levels, cleanliness and organization of floor closets. Assign designated personnel to rectify any deficiencies. • Monitor and handle guest complaints by following the instant pacification procedures and ensuring guest satisfaction. • Carry out other tasks as assigned by the supervisor. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum N or O level qualifications • Minimum two years' experience in a similar role in the 5-star hotel 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> A proven track record of maintaining superior standards of hotel cleanliness in a previous position or hotel Able to work on rotating shifts, public holidays and/or weekends Meticulous and has an eye for details 	
Restaurant Team Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Able to prepare basic beverages in accordance with standards Responsible for the daily operations of the outlet and overseeing all issues pertaining to guest's dining experience Able to anticipate guest's needs and respond to their requests smoothly and efficiently In-charge of training and motivating staff to ensure the highest standard of service and presentation Demonstrates a good working relationship with other departments with a high level of communication and cooperation Well versed in cashiering process Assist in the development of policies, procedures and budget Performs other adhoc duties assigned to by the Restaurant Manager <p>Pre-requisites</p> <ul style="list-style-type: none"> Current team leader or supervisor in a 5-star hotel's All Day Dining restaurant with 1 year of experience will be preferred High level of flexibility and adaptability Fluent in written and spoken English Technology savvy and Computer literate Able to perform rotating shift, including weekends and public holidays 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>
Sales Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Reporting to the Director of Sales & Marketing or designate, the Sales Manager will assist the Director of Sales to increase Corporate/MICE or Leisure client base through consistent solicitations while establishing trust and rapport with clients to generate and boost revenues for the Hotel. Responsible for designated portfolio for the hotel – industry expert in the portfolio. Clear understanding of the hotel's business strategies then set goals and to determine action plans to meet those goals. Update action plans and financial objectives quarterly. 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Versatile in selling various components for the hotel (F&B / Catering / Weddings). • Analyses current and potential markets/trends, coordinates all activities to maintain and increase revenue through added business volume and increase guestroom rate. • Continuously solicits for new business that expands our client base using action plans focused on the market segment identified by the Director of Sales. • Conducts daily sales calls, site inspections & entertainments to strengthen ties with Corporate/ MICE or Leisure clients. • Provide after-sales service and in particular to ensure all guests feedbacks are brought to management's attention and communicate with the respective departments for proper handling. Ensure that all feedbacks are reviewed, investigated and initiate follow-up action. • Closely following up on all business leads within a 24 hour response time line to clients. • Work closely with other sales associates and calls in on important customers and establishes multiple levels of contacts within the client's organisation. • Familiarize with latest market trends and new business development opportunities and activities. • Work closely with Revenue Management Team to ensure proposed rate negotiations meet the financial needs of the hotels. • Always provide the highest quality of service to the clients. • Practise professional account qualification on consistent basis. • Attend tradeshow, travel functions, major business functions or as required/directed by the Director of Sales/ Director of Sales and Marketing. • Responsible for an assigned sales target in accordance to market segment. • Prepare periodic sales reports showing sales volume, potential sales and areas of proposed client base expansion. • Take ownership of daily sales activities and maximise the productivity by following a system of weekly and monthly action plans. • Work closely with assigned buddy during absence & render assistance. • Manage and develop relationships with key internal and external stakeholders. 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Proficient in Compset hotel champion & market intelligence. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Diploma in hospitality management Minimum 5 years of sales experience and at least 2 years experience in a luxury hotel with proven sales track record will be of an advantage Relevant experience in handling Corporate/MICE/Leisure segment Driven, self-motivated individual with excellent interpersonal, oral and written communication skills Good influencing skills and the ability to effectively deal with internal and external customers An excellent team player who is able to work under pressure and meeting tight deadlines Solid negotiation and presentation skills 	
Security & Safety Manager	<p>Key Responsibilities</p> <p>1. Security Assessment & Risk Management</p> <ul style="list-style-type: none"> Develop and implement a comprehensive risk management program to anticipate, identify, and mitigate security, safety, and health hazards. Conduct regular vulnerability assessments to identify potential risks and recommend countermeasures. Ensure compliance with Workplace Safety & Health (WSH) regulations and drive initiatives to maintain a safe work environment for all employees. Collaborate with department heads to integrate WSH best practices into daily hotel operations. Oversee incident reporting and accident investigations, ensuring corrective actions are taken to prevent recurrence. Implement and oversee security monitoring systems for continuous surveillance of critical areas. <p>2. Security Planning & Administration</p> <ul style="list-style-type: none"> Regularly review and update security policies, procedures, and systems to align with evolving security needs. Develop and maintain a Security & WSH Operations Procedures Manual to standardize security processes. Oversee security access control, including the issuance and management of passes for employees, contractors, and guests. Ensure effective recruitment, deployment, and performance management of both in-house and contracted security officers. 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Conduct regular security audits and ensure compliance with fire safety regulations and local laws. • Maintain systematic record-keeping, including security reports, maintenance logs, and incident documentation. <p>3. Training & Development</p> <ul style="list-style-type: none"> • Conduct training needs analysis and implement an annual security training plan for all security personnel. • Prepare and deliver training modules on security awareness, emergency response, and crime prevention. • Ensure continuous learning and development of security associates through internal and external training programs. • Lead succession planning efforts, coaching staff for career progression within the security team. • Conduct regular security briefings and refresher courses for all hotel staff to enhance security awareness. <p>4. Emergency Preparedness & Crisis Management</p> <ul style="list-style-type: none"> • Develop and maintain a Crisis Response Plan and Business Continuity Plan, ensuring all security staff are trained in emergency procedures. • Lead Emergency Response Team (ERT) training and simulation drills, covering fire hazards, bomb threats, and evacuation procedures. • Ensure regular safety system tests, including fire drills, emergency evacuation exercises, and bomb threat drills. • Oversee the hotel's Workplace Health & Safety program, ensuring compliance with safety regulations. • Ensure compliance with fire safety regulations and serve as the designated Fire Safety Manager (FSM) for the hotel. • Work closely with local authorities, law enforcement, and regulatory bodies to ensure compliance with security and fire safety standards. • Serve as the primary liaison with government agencies during crises and emergencies. <p>5. Crime Prevention & Maintenance of Order</p> <ul style="list-style-type: none"> • Maintain a secure and disruption-free environment, strategically deploying security personnel to critical areas. • Enforce access control policies, preventing unauthorized or unlawful entry into restricted hotel areas. 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure comprehensive CCTV surveillance and install security alarms at key locations to deter criminal activities. • Conduct regular security patrols and inspections to detect and prevent suspicious activities. • Investigate and document all crime incidents, ensuring timely reporting and coordination with law enforcement when necessary. • Implement hotel key protection policies, ensuring secure storage and accountability for master keys and locksets. • Stay updated on local and international security threats, ensuring proactive intelligence gathering and collaboration with law enforcement. <p>6. Investigations & Incident Reporting</p> <ul style="list-style-type: none"> • Oversee crime scene preservation and evidence collection, ensuring thorough and impartial investigations. • Conduct and supervise interviews, witness interrogations, and evidence documentation following ethical and legal standards. • Liaise with law enforcement agencies for criminal investigations when required. • Generate comprehensive security and WSH incident reports with detailed analysis and recommendations for prevention. • Analyze security trends and loss events, implementing effective countermeasures. <p>7. VIP Security & Event Management</p> <ul style="list-style-type: none"> • Coordinate and execute VIP security plans for high-profile guests, celebrities, and state officials. • Liaise with law enforcement, corporate security, and government agencies to ensure smooth security operations for special events. • Allocate security personnel and resources to ensure seamless execution of VIP visits and large-scale functions. <p>8. Leadership & Team Management</p> <ul style="list-style-type: none"> • Foster a motivated and high-performing security and WSH team, promoting a culture of teamwork and accountability. • Conduct regular performance appraisals, feedback sessions, and team meetings to address operational concerns. 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Promote open communication and a strong team spirit, ensuring a positive and productive work environment. <p>9. Guest Relations & Satisfaction</p> <ul style="list-style-type: none"> Integrate guest service principles into security operations, ensuring a welcoming and professional security presence. Handle guest safety concerns, workplace safety incidents, and complaints promptly, implementing corrective actions. Maintain regular interaction with guests, addressing security inquiries and providing reassurance through proactive engagement. <p>10. Budgeting & Financial Planning</p> <ul style="list-style-type: none"> Oversee the security department's budget, ensuring cost-effective operations without compromising safety standards. Approve department purchases, procurement, and petty cash expenses, ensuring proper allocation of security resources. Develop annual security budget proposals, including labour costs and capital expenditures for security upgrades. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum of 5 years of experience in security management at supervisory level, preferably in the hospitality industry Diploma/Degree in Security Management, Occupational Safety & Health, or a related field Certified Fire Safety Manager (FSM) qualification is preferred Strong leadership skills with experience in team management and training Solid knowledge of WSH regulations, fire safety, and emergency preparedness Excellent crisis management, risk assessment, and investigative skills Ability to work effectively with law enforcement agencies and regulatory bodies Strong communication and interpersonal skills, with a guest-oriented mindset Experience in conducting security audits, investigations, and training programs Ability to work in a fast-paced environment and handle emergency situations efficiently 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Ambassador	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Station Management: Oversee your designated station, ensuring smooth operations and effective team coordination to maintain service excellence. • Service Preparation: Ensure all mis-en-place and side stations are set up with the required food items, crockery, chinaware, and other non-food essentials before the start of each shift. • Stock Management: Monitor and replenish items as needed to ensure seamless service flow. • Table Readiness: Verify that all tables are correctly set with appropriate cutlery, glassware, and table settings before each shift commences. • Order Management: Accurately take food and beverage orders, ensuring special requests and dietary preferences are communicated to the kitchen. • Service Execution: Deliver food and beverages promptly and professionally while ensuring guests' needs are anticipated and fulfilled. • Clearance and Resetting: Clear and remove used dishes efficiently and reset tables promptly to ensure readiness for the next guests. • Billing and Payment: Present bills, collect payments, and handle transactions efficiently, including processing cash, credit card payments, and managing change. • Cashiering Duties: Manage cashiering responsibilities when assigned, ensuring accurate record-keeping and cash handling. • In-Room Dining Support: Assist with in-room dining service when required to uphold consistent guest satisfaction. • Additional Duties: Perform other duties or assignments as directed by the supervisor to support restaurant operations. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 2 years of relevant food and beverage service experience. • GCE 'N' level education. • Good conversational English and reasonable writing skills. • Pleasant, well-groomed with outgoing personality • Good leadership, coaching and managerial skills 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>
Sous Chef (Indian Cuisin)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Crafting and executing a North Indian menu that combines authenticity with modern presentation for 	<p>Working Hours: 9.5 hours</p> <p>Location:</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>buffet, set menu, wedding menu and a la carte menu with innovating traditional recipes.</p> <ul style="list-style-type: none"> • Collaborate with the Executive Chef to plan and develop new menu items. Ensure that menu items are executed consistently and meet quality standards. • Sourcing quality ingredients and managing inventory to ensure consistent, high-quality dishes. • Oversee the preparation, cooking, and presentation of dishes. Ensure that recipes and portion sizes are followed accurately. • Maintain high standards of food quality, taste, and presentation. Conduct regular inspections to ensure adherence to food safety and sanitation guidelines. • Train, mentor, and supervise kitchen staff, ensuring they understand and follow standard operating procedures. Provide guidance on culinary techniques and best practices. • Help maintain a clean and organized kitchen environment. Ensure that all equipment is in good working condition and that the kitchen complies with hygiene and safety standards. • Assist in managing kitchen inventory, including ordering, receiving, and maintaining stock levels. Monitor and control food costs through proper portioning and inventory control. • Work closely with other departments such as front-of-house staff to ensure seamless coordination between the kitchen and the dining area. • Participate in meetings and collaborate with management to address any operational issues. Contribute to the development and refinement of recipes. Follow standardized recipes and procedures while also being open to creative input. • Ensure compliance with health and safety regulations in the kitchen. Implement and enforce hygiene and sanitation standards. • Handle unexpected situations and solve problems that may arise during kitchen operations. Make quick and informed decisions to maintain the flow of service. • Assist in planning and executing special events, catering, or functions organized by the kitchen. • Stay updated on industry trends, techniques, and new ingredients. Identify areas for improvement in kitchen operations and implement necessary changes. • Attends meetings and training sessions as required by supervisors, contributing to the overall efficiency and effectiveness of the culinary team. 	<p>3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Maintains high personal hygiene, dress, uniform, and body language standards, representing the hotel professionally in all situations. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 8 years of experience specializing in North Indian Cuisine with at least 5 years of supervisory experience in Restaurant or luxury hotel setting Strong understanding of North Indian spices, flavor profiles, and cooking techniques Ability to develop creative, high-quality dishes that resonate with guests Possesses basic knowledge in Microsoft Office applications Strong team player and individual contributor when required Flexible and able to work in fast-paced environment 	
Spa Receptionist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Greeting guest warmly and managing inquiries with professionalism Scheduling appointments efficiently using spa management system Promoting spa services, memberships, and retail products Handling transactions, maintaining accurate records, and assisting with inventory management Collaborating with the spa team members to ensure smooth operations and exceptional service delivery Assist the Spa Manager to resolve guest's concerns and acting on feedback to enhance guest satisfaction <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum N' level Qualifications Fresh graduate or 1 year in customer service role, preferably in the spa or wellness industry. Excellent communication and multitasking abilities. Strong organizational and problem-solving skills. Willingness to learn. Warm, welcoming, and customer-focused. Team-oriented and adaptable to a fast-paced environment. Professional demeanor with a passion for wellness and self-care. Able to work shift duties, including weekends and public holidays. 	<p>Working Hours: 9.5 hours</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>
Spa Therapist	<p>Key Responsibilities</p>	<p>Working Hours: 9.5 hours</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Provide professional and personalised facial and massage treatments to an exclusive clientele of mostly hotel guests. This includes but not limited to answering the telephone, greeting guests in reception, performing, treatments, and assisting with post-treatment sales and rebooking. • Assisting guests in selecting their treatment, checking for contraindications, and explaining the treatment requirements or procedures – especially if the guest has not had a spa treatment before. • Ensuring personal proficiency in all treatments offered in the menu, including: facials, massage, body treatments. Also must have a good working knowledge of any packages and all spa facilities & equipment. Maintain a neat and orderly work area consistent with the high standards of the facility • Having a good personal knowledge of all skin care, body and spa products, and is able to use and prescribe products appropriately. • Build and establish good customer relationships. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess CIBTAC/CIDESCO/ITEC or relevant certifications • Minimum 3 years or relevant experience from spas where high standards are enforced • Good communication skills • Well-groomed with a pleasant disposition and personality • Good communication and interpersonal skills, and service attitude 	<p>Location: 3 Upper Pickering Street, Singapore 058289</p>

#15 Raffles Hotel Singapore

Raffles Hotel Singapore is one of the few remaining great 19th century hotels in the world, perfectly preserved both inside and out, giving it an intoxicating blend of luxury, history and classic colonial design. Its distinctive architecture, legendary heritage and iconic service continue to enthrall visitors where suites, social spaces, award-winning restaurants and bars are presented for discerning travellers. No visit to Singapore is complete without a stay here, where the grand historic hotel exudes old-world grandeur infused with the unique charm of the city state.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Director / Senior Manager of e-Commerce & Digital Strategy	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Assistant Director / Senior Manager for e-Commerce & Digital Strategy is primarily responsible for driving the performance for Raffles Hotel Singapore's digital campaigns and e-commerce channels, including brand.com, RHS microsites, Luxury Consortias, Online Travel Agents (OTA) and Global Distribution System (GDS). The role also encompasses the strategic management of all hotel websites, social media channels as well as drive paid and organic digital campaigns. <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor Degree in Business, Marketing, Communications or equivalent Detailed understanding of digital marketing and social media landscape Minimum of 8 years of relevant experience in digital marketing. Relevant experience in the hospitality industry will be an advantage Knowledge of digital marketing tools, such as Google Analytics and SEO Familiarity with social media platforms and trends Experience in content production, copywriting, or digital and social media development with strong knowledge of video and photo editing tools 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Associate Revenue Analyst	<p>Key Responsibilities</p> <ul style="list-style-type: none"> This position analyses and supports the hotel's results and performance in various revenue streams (Rooms, F&B, Spa and Boutique) and recommends strategies and expectations based on the observed data trends and market changes. <p>Pre-requisites</p> <ul style="list-style-type: none"> Knowledge of Opera, Central Reservation System and Global Distribution System are an asset Strong knowledge of Microsoft Excel is required 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Previous Front Office Management experience is an asset Food & Beverage and Spa knowledge / background is an asset 	
Bellman	<p>Key Responsibilities</p> <ul style="list-style-type: none"> This role is responsible for the supervision and handling of all portage tasks in a detailed and timely manner as well as creating experiential and memorable Raffles Hotel Singapore experiences for residents. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum of 2 years of relevant experience in the hotel industry 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Chef de Partie	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum of 3 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant Proficient in written and conversational English Good interpersonal skills with ability to communicate with all levels of colleagues Service oriented with an eye for details 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Facilities Technician - Carpenter	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To cut, fabricate and install wooden and other structures according to specifications Reads blueprints, drawings and sketches to fully grasp requirement Take measurements and calculate the size and amount of material needed Cut, shape and smooth lumber and other materials (e.g. fiberglass) according to measurements Build window frames, doors, staircases and frame buildings by using raw materials or pre-constructed items Lay out floorings, roofing or drywalls ensuring they are leveled and compatible Carve and assemble furniture, cabinets, shelves and other items and install them where designated 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Build scaffolding and other construction structures Rectify equipment and facilities breakdown as required Respond to requests relating to carpentry issues from hotel patrons in a timely and efficient manner Replace faulty components / parts as required <p>Pre-requisites</p> <ul style="list-style-type: none"> Proven experience as carpenter 	
Food & Beverage Casual Labour (Part-Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Food & Beverage Casual Part Time is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations. <p>Pre-requisites</p> <ul style="list-style-type: none"> Certificate or diploma in hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style Retail or guest interaction experience Food and/or beverage knowledge (personal interest/ professional) 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Food & Beverage Service Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Food & Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations. <p>Pre-requisites</p> <ul style="list-style-type: none"> Certificate or diploma in hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style Retail or guest interaction experience Food and/or beverage knowledge (personal interest/ professional) 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Food & Beverage Service Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Food & Beverage Service Executive supervises the team by proactive, interactive and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their dining experience. He/she assists the management in supervising the overall operation and service standards of the restaurant to meet and exceed guest's dining experience expectations. 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> • Certificate or diploma in hospitality or related field • Minimum 2 years' experience in an international class restaurant • At least 1-year relevant experience in a similar capacity an advantage • Additional improvement programs in Food & Beverage an advantage • Working knowledge of Microsoft Office 	
Lobby Ambassador (Front Office)	Key Responsibilities <ul style="list-style-type: none"> • Deliver the Raffles Hotel Singapore guest experience through a seamless flow of processes and in close cooperation with the Raffles Butler • Provide a first-class arrival experiences for all residents including a seamless and personalised check-in experience. Closely assists the F&B team in welcoming and accommodating/ seating restaurant patrons • Ensure the smooth running of the Lobby operation by performing all tasks in adherence with the code of ethics as issued by Raffles Hotel Singapore Pre-requisites <ul style="list-style-type: none"> • Diploma and Degree from preferably hospitality or related field • Minimum 1 to 3 years relevant experience • Focuses on service with an eye for detail and an approachable attitude • Works well under pressure, analyzes and resolves problems, and exercises good judgment 	Working Hours: 44 hours per week Location: 1 Beach Road, Singapore 189673
Mixologist	Key Responsibilities <ul style="list-style-type: none"> • The Mixologist is the backbone of the bar operation. They will lead the outlet's personality and soul. • The Mixologist is to assist the Head Bartender where needed in all aspects of the operation. • The Mixologist will supervise team members through proactive, interactive and reactive leadership, allowing each member of the team to feel confident and satisfy our guests during their experience. Pre-requisites <ul style="list-style-type: none"> • At least 1 year of experience in craft cocktail programs • At least 2 years of supervisory experience with similar standing or profile • In-depth knowledge of classic/international cocktails, spirits and hospitality • Proficient in Microsoft Office and basic POS management 	Working Hours: 44 hours per week Location: 1 Beach Road, Singapore 189673

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Previous relevant bar experience with a similar standing or profile in a supervisory role • Passionate in beverage and cocktail making • Strong knowledge of different beverages and techniques • Possesses good computer skills (incl. Microsoft Excel in a business environment) and shows the ability to learn new programs and systems quickly • Dynamic, extrovert, sociable, and avid representing the bar and the Raffles brand • Team player with outstanding interpersonal skills with ability to communicate with all levels of stakeholders • Service oriented with an eye for detail, passion and innovation for Food & Beverage • Good presentation and influencing skills • Flexible and able to embrace and respond to change effectively • Ability to work independently and has good initiative in dynamic environment 	
Raffles Butler	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience. This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements. • The Butler will strive to listen attentively, observe the little details, and personalise interactions with the aim of anticipating and being intuitive of residents' needs and wants. • An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 2 years' relevant experience • Excellent communication skills in English and ability to speak other language and / or basic understanding of other languages an advantage • Possesses strong interpersonal skills • Ascertains and addresses guest/colleague needs • Focuses on service with an eye for detail and an approachable attitude • Works well under pressure, analyses and resolves problems, exercises good judgment and with a high degree of professionalism • Prioritises and organises work assignments and delegates work effectively 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Self-motivates and shows good initiative in a dynamic environment Ensures security and confidentiality of guest and hotel information 	
Raffles Service Agent (Reservations)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Raffles Service Agent delivers friendly and professional service that meets guests' reservation experience expectations prior to their arrival. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum tertiary education or equivalent Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management Minimum 1 year of relevant experience in the hotel industry 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Resident Bartender	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. He/she engages with our guests during their visit, receives and serves orders and delivers accordance to Raffles Hotel Singapore service standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 1 year of relevant bar experience with similar standing or profile Knowledge of classic/international cocktails, spirits and hospitality Proficient in Microsoft Office and basic POS management Previous relevant bar experience with similar standing or profile as bartender Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan Certified with valid National Environment Agency (Singapore) Basic Food Hygiene Handler Highly organised with strong analytical and communication skills Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside and outside the hotel 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Retail Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The position is responsible in Purchase Order creation, reports, liaising with external suppliers and internal 	<p>Working Hours: 44 hours per week</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>departments to ensure seamless process of stock to store after order is placed. To assist on the retail shop floor as part of the job scope.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Proficient in Microsoft Excel and Office • Sense of urgency flexibility ability to multitask • Willingness to learn • Good communication and interpersonal skills • Interpersonal skills well developed with guests, employees, and management • Ability to work independently, effectively, reliable and self-directed • Good presentation and influencing skills • Has good initiative under dynamic environment • Self-motivated and energetic, confidently able to give suggestions and resolve problems • Communication skills in English spoken/written • Supporting operations is a must 	<p>Location: 1 Beach Road, Singapore 189673</p>
Retail Operations Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The position is responsible for ensuring high level of guest satisfaction and ensuring good customer feedback and response to customers' queries in a timely manner. • Reaching out and liaison with tour agencies and the increase the sales tickets and meeting the monthly sales target. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum of 2 years of relevant experience in the retail industry • Interpersonal skills well developed with guests, employees, and management • Ability to work independently, effectively, reliable and self-directed • Good presentation and influencing skills • Multicultural awareness and able to work with people from diverse cultures 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Security Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The Security Officer delivers the safety and security measures that meet the requirements of the Hotel Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must be a registered Security Officer with Police Licensing & Regulatory Department (PLRD) and holds a valid Security License issued by PLRD 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Secondary education with WSQ Certification in Security Operations • Certified in First Aid, CPR and AED • Certified CERT member as per Singapore Civic Defence Force (SCDF) guidelines under High Risks Installation (HRI) Tier 1 • Minimum of 2 years of relevant experience in the hotel industry • Outgoing personality and able to remain calm under duress • Willing to acquire new knowledge and experience • Good interpersonal skills with ability to communicate with all levels of employees • Service oriented with an eye for details and inquisitive mind • Ability to work effectively and contribute in a team 	
Senior / Facilities Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Operates the equipment to deliver a comfortable room temperature to hotel areas • Operates the equipment to deliver clean water to the respective services in the hotel • Operates the equipment to deliver hot water to the respective services in the hotel as required • Operates the equipment to deliver clear and sharp images from the television and satellites equipment to hotel guest suites as required • Operates the equipment to deliver audio visual support to the hotel event as required • Assists and supports the emergency operations team during an emergency and a crisis in a timely and efficient manner <p>Pre-requisites</p> <ul style="list-style-type: none"> • Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing • Minimum of 1 year of relevant experience • Good working knowledge of Microsoft Office 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Senior / Housekeeping Attendant (Rooms)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Service oriented with an eye for details Ability to work efficiently and independently under pressure in a dynamic environment Flexible and able to embrace and respond to change effectively Self-motivated and energetic 	
Senior Spa Therapist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Senior Spa Therapist is responsible for assisting the Spa Supervisor in overseeing the overall spa operations and services provided to the guest according to the service rules, policy, procedure, and etiquette, in line with our vision to uphold Raffles Spa as a true global luxury treatments and wellness provider. <p>Pre-requisites</p> <ul style="list-style-type: none"> Attained international certification such as CIBTAC, CIDESCO, ITEC, WSQ Diploma Excellent guest service delivery Knowledge of Anatomy & Physiology Three to five years previous experience in a luxury spa environment Ability to pleasantly communicate with proper grammar in English Ability to provide legible communication Knowledgeable of spa treatments and Products 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>
Sous Chef	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The position is responsible for the supervision of the overall pastry operation and for achieving and maintaining the highest standards of food quality and guest satisfaction. Main responsibilities include, but not limited to, staffing, quality, training and development of team members. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Professional Certificate in a Culinary-related field Minimum of 5 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant Proficient in written and conversational English as well as one additional language Outstanding interpersonal skills with ability to communicate with all levels of colleagues Service oriented with an eye for details, passion and innovative 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Spa Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Taking guidance and instruction from the Senior Spa Attendant, the Spa Attendant is responsible for the hygiene, cleanliness and sanitisation of the spa and gym. • They are required to orientate guests with the spa facilities, greeting guests as they enter the facilities and providing personal guest service. • The Spa Attendant is also responsible for keeping the lounges, lockers and other guest areas neat, clean and well stocked with all amenities. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Ability to provide legible communication • Minimum one year experience in customer service, hospitality or the spa industry • Good interpersonal and communication skills 	<p>Working Hours: 44 hours per week</p> <p>Location: 1 Beach Road, Singapore 189673</p>

#16 Recruit Now Singapore

Recruit Now is a dynamic and growing recruitment agency with a robust track record of three years in the industry. Our team is comprised of 25 experienced recruiters who are dedicated to providing top-tier staffing solutions across various sectors. Our comprehensive experience and deep industry knowledge positions us as a versatile partner capable of addressing diverse hiring needs with precision and efficiency.

Our range of services includes Headhunting Services, Outsourced HR Services, Temporary and Contract Placements, Local and Foreign Placements and Payroll Services.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounts Administrator (AR and Admin)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle partial sets of accounts • Ensure timely recording of receipts/payments/journal vouchers/debit notes/credit notes • Send out SOA and ensure timely payments from customers • File all hardcopy documents • Other ad-hoc duties <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 1-year relevant experience • Good knowledge of MS Office • Minimum NITEC 	Working Hours: 9am to 6:30pm
Car Washer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Wash and clean vehicle exteriors using specialized cleaning products • Vacuum, wipe and detail vehicle interiors • Apply wax, tire shine and other protective coatings as needed • Inspect vehicles for dirt, stains or damage and ensure a thorough cleaning process • Use appropriate tools and equipment such as pressure washers, sponges, etc. • Maintain cleanliness and organisation of car wash area and equipment • Provide good customer service by addressing customer's requests and ensuring satisfactory service provided • Follow all safety procedures when handling cleaning chemicals and equipment <p>Pre-requisites</p> <ul style="list-style-type: none"> • Prior experience in car washing or auto detailing is a plus 	Working Hours: Off on Sundays, 9.30am to 6 pm
Class 4 Delivery Driver	Key Responsibilities	Working Hours:

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Drive delivery truck/ vehicle • Conduct vehicle inspections and upkeep the company's vehicle • Verify goods against delivery orders • Ensure adequate protection of goods from weather, theft, damage during deliveries • Ensure collection of payment upon delivery • Assist in unloading and organising goods at customer site <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess valid class 4 driving license • Possess forklift license • Physically fit to carry heavy loads • Minimum primary school qualification 	8:30am to 5:30pm
F&B Executive (Management Trainee)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee daily restaurant operations to ensure smooth service • Maintain high standards of food quality, service, and cleanliness • Assist in staff scheduling, training, and performance management • Handle customer feedback and resolve service issues • Manage inventory, ordering, and cost control • Support marketing and promotional activities • Ensure compliance with hygiene and safety regulations <p>Pre-requisites</p> <ul style="list-style-type: none"> • No brightly dyed hair and visible tattoos • Bilingual in English and mandarin to liaise with mandarin speaking counterparts 	Working Hours: Shift work between 10am to 11pm, split shift
F&B Server	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare food according to menu and recipes • Maintain high quality of food preparation and hygiene standards at all times • Ensure cleanliness and safety of all kitchen areas <p>Pre-requisites</p> <ul style="list-style-type: none"> • GCE N Levels with 1-2 years of F&B experience • Able to work shifts including Public Holidays and weekends 	Working Hours: 44 hours per week, in shifts Location:
Ice Cream Service Crew	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Taking orders, preparing and serving ice cream, waffles and beverages • Cashiering duties and collecting payments from customers 	Working Hours: 1pm to 11pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ensure general cleanliness of dining area, floors, furniture and equipment Other ad-hoc duties assigned by management <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work on weekends Prior experience in Ice cream shop is a plus Food and Hygiene Certificate is not necessary but good to have 	
Operations Crew	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist in setting up and tearing down Manage housekeeping of in-house funeral equipment General maintenance duties for funeral homes Assist on other funeral related duties <p>Pre-requisites</p> <ul style="list-style-type: none"> Comfortable working in the funeral industry Able to work in shifts, including public holidays Must have class 3/ 3A driver's license 	Working Hours: 5 days a week then 6 days a week alternate, work in shifts
Personal Driver (Class 3)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Drive employer and their family members to various destinations, including work, school, appointments, social events, and other personal engagements Ensure the vehicle is clean, well-maintained, and in excellent working condition Schedule regular maintenance, repairs, and inspections as required Plan routes to ensure timely arrivals Run errands and assist with various tasks as required by the employer, which may include shopping, deliveries, and other personal requests Maintain a professional appearance and demeanor <p>Pre-requisites</p> <ul style="list-style-type: none"> Must have a valid class 3 driver's license with a clean driving record 1 year of experience as a personal driver/ chauffeur Familiar with local area, traffic patterns and navigation tools Willing to work flexible hours, including weekends and holidays 	Working Hours: 6:45am to 4:30pm, might be required to work on weekends sometimes but will be counted as overtime
Precision Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for checking validity period of calibration and maintenance of equipment Filling equipment maintenance records of all machines in the station 	Working Hours: 9am to 6pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ensure correct usage of chemicals and waste disposal Operating of machinery Production of products and semiconductors <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 1 year working experience in electronics factory Minimum Higher NITEC Have understanding and knowledge in environmental management substances (HSF) Able to work night shifts 	
Retail Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Provide customer service Achieve sales target Inventory checking Maintain and housekeep retails outlet and storeroom Perform POS and cashiering duties <p>Pre-requisites</p> <ul style="list-style-type: none"> GCE N Levels with 1-2 years of retails experience (open to fresh graduates as well) Able to work shifts including Public Holidays and weekends 	Working Hours: 40 hours PER week, in shifts
Sales Executive (Medical Pharma)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Generate and create sales from new and existing customer accounts Manage complex negotiations with senior-level executives Build rapport and establish long-term relationships with customers Respond to customers' enquiries on Company's products and services Prepare, participate and submit quotations, projects and tenders Do presentation and marketing activities as and when required Liaise with customer service, maintenance service and logistics to ensure timely respond to customer inquiries Coordinate activities like exhibitions, customer visits, technical services, etc. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma and above 1-2 years' experience in hospital/ pharma sales related field 	Working Hours: 9am to 6pm
Senior Retail Merchandiser	Key Responsibilities	Working Hours:

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Liaise with daily with retail customers, department managers, supervisors, staff and salespersons on stock situations, inventory management, stock rotation (FIFO) and upkeep of merchandising display Conduct in store sampling from time to time to promote products Communicate effectively with sales team, retail admins and other point of contacts to address and resolve issues that may arise <p>Pre-requisites</p> <ul style="list-style-type: none"> GCE N or O Levels Fluent in English Comfortable to work weekends and overtime when required during peak periods Supermarket experience in retail industry 	5.5 days a week, in shifts
Student Care Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage the daily operations of the centre Handle administrative duties – student and staff records, correspondence with clients and stakeholders, collection of fees Oversee the staff's welfare, staff duty roster and supervise & guide staff in Classroom Management Conduct monthly Staff meetings to plan programmes for the centre Manage the centre's daily operations and provide the necessary support and guidance to the SCC coaches To liaise with the SCC Coaches & work closely with Teaching Excellence to provide the necessary support and feedback To motivate and work with the team towards achieving excellence and to meet centre target(s) and key performance indicators Supervise activities to achieve developmental objectives. Daily administration - attendance, grade records, health, and safety, etc. <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 2 years of working experience in student care/ education industry Strong planning and organization skills Love working with children Proven leadership skills to lead a team of teachers 	Working Hours: 10am to 7pm
Stylist cum Therapist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Provide professional advice on scalp and hair care Perform full treatment services (head massages, treatments, wash and blow styling) 	Working Hours: 5 days a week then 6 days a

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Understand customer needs and provide information on required services or products Display products and ensure cleanliness of salon area <p>Pre-requisites</p> <ul style="list-style-type: none"> Customer service oriented Is a team player and have positive attitude Preferably with experience but not required 	week alternate, work in shifts
Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Responsible for vehicle repair, diagnostic and service maintenance Ensure all assigned jobs are carried out according to UD/Volvo Quality Standards Record repair time and details of repairs in the work order Adhere to warranty process and procedures Ethical compliance of genuine parts replacement and service rendered according to the checklist and scope of works Ensure good housekeeping of the work bay <p>Pre-requisites</p> <ul style="list-style-type: none"> NITEC in Automotive Technology or former NTC 3/2 in Motor Vehicle Mechanics or NTC 3/2 Heavy Duty Diesel Mechanics or Diploma in Automotive Engineering or related field Preferred with valid Class 3 / 4 / 5 driving license Minimum of 4 – 6 years working experience in servicing and repairing heavy trucks (Japanese and Continental brands) 	Working Hours: 5 Days a week and alternate half Saturdays; 8:30am to 5:30pm
Technician (Building Maintenance)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Provide building maintenance, repair and services Do preventive maintenance, repair and trouble-shooting using M&E Systems Supervise term contractors in repair and testing of M&E services Attend to fault reports, complaints, breakdowns and customer service requests Accurate and timely completion of maintenance logs, schedules, etc. Ensure compliance with building and fire safety rules and regulations <p>Pre-requisites</p> <ul style="list-style-type: none"> NITEC in Building Services, Electrical, Mechanical, facility maintenance or equivalent 	Working Hours: 5 Days a week, work in shifts

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> 2-3 years' experience in building or facilities management Able to work on rotating shifts including Public Holidays and weekends 	
Waiter/ Waitress	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Take orders and serve customers Ensure the quality and quantity of food and beverage items served Provide professional service at all times Maintain standard of sanitation and cleanliness of dining area Responsible and accountable for designated section/ area during shift Attend to roll calls Attend to all trainings assigned by Training Department, HR or Managers <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess a Hygiene Certificate Able to speak and read Chinese as it is a Chinese restaurant At least 1-3 years of experience in F&B service Able to work in shifts and during weekends 	Working Hours: 5 days and 6 Days alternate weekly, 9 hours workday Monday to Thursday and 9.5 hours workday Friday to Sunday
Warehouse Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Maintain accurate transactions related to material movement and inventory management in SAP Understand and perform material handling/ storage process based on the safety requirement Perform physical material movement/ relocation of materials as needed Able to detect problems and report information to appropriate personnel Able to operate forklift and other warehouse equipment Receiving, storing, and organizing incoming stock Picking and packing orders for shipment Loading and unloading delivery vehicles Assist with inventory audits Following health and safety guidelines <p>Pre-requisites</p> <ul style="list-style-type: none"> GCE O Level in relevant science field Physically fit due to handling of heavy load 2-4 years' structured work experience (pharmaceutical or medical related fiend experience is a plus) Possess a forklift license with experience operating 	Working Hours: 5 Days a week and alternate half Saturdays; 8:30am to 5/6:30 pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Warehouse Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Pick, pack and inspect inbound and outbound shipment • Maintain inventory of warehouse material stocks and prepare purchase requisitions for the replacement of stock • Reporting of damages and discrepancies • Control and maintain tools and equipment, furnishings and devices, ensuring that they are kept in good condition and are repaired when necessary • Perform usage of equipment necessary for handling, shifting and/ or moving of material (hand truck, forklift, etc.) <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE N Level • Possess a forklift license • Have some experience and knowledge of shock watch, tilt watch, humidity reading, etc. • Minimum of 2 years relevant experience 	<p>Working Hours: 9am to 6pm, 9am to 1pm on alternate Saturdays</p>

#17 RMA Consultants

A highly experienced Human Resource Outsourcing (HRO) service provider that excels in delivering strategic HR solutions and advisory to help strengthen human capital for business success. Firmly grounded in comprehending significant social trends and key industry knowledge, RMA is focus-driven in providing practical HR solutions in today's competitive marketplace in sourcing for Cross-functional Executive Search, Staffing, Recruitment and other customized HR Consultancy services.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounts Assistant (Financial Institution)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Participate in various projects involved in automation of finance processes • Maintain up-to-date billing system • Generate and send out invoices • Follow up to collect and apply receipts • Carry out billing, collection and reporting activities according to specific deadlines • Perform bank account reconciliations against the financing system • Reconcile and resolve receipt discrepancies to the bank • Follow established procedures for processing receipts, cash etc. • Update bank required schedules such as block discounting schedules for submission to the banks • Go to the banks for cheque bank ins and collection of cashiers order • Any other tasks/ projects assigned by immediate supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Accounting • Detailed and meticulous • Responsible and takes ownership of tasks given • Passionate in Learning • At least 1 year of accounting experience preferred 	<p>Working Hours: 8.30am - 5.30pm</p> <p>Location: 47 Scotts Road, Singapore 228233</p>
Accounts Executive (AR)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist to maintain accurate and up-to-date accounts receivable records • Maintaining Fixed assets records • Maintaining Staff assets records • Arranging documents to be achieved yearly to third party warehouse and maintaining records • Assist CFO on Insurance and Human resource matters • Providing support to the finance team and collaborating with other departments as needed <p>Pre-requisites</p>	<p>Working Hours: 9am to 6pm</p> <p>Location: Eunos Techpark, 48 Kaki Bukit Place, Singapore 416226</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Diploma in Accountancy, Finance or equivalent • Min. 1 year of relevant experience in similar position • Excellent attention to detail and accuracy in financial record-keeping • Ability to work independently and as part of a team • Proficient in MS Office application and Excel skills • Capable of working under pressure in a fast-paced environment • Excellent communication in Mandarin so as to liaise with Mandarin speaking clients and business associates • Singaporeans only 	
Administrative Assistant (Banking)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide administrative support in a team-oriented environment • Share responsibilities with other members of the phone team • Coordinate and schedule complex meetings and phone/video conference calls • Manage a high volume of incoming phone calls; place, receive, screen and route calls • Take detailed and accurate messages • Maintain busy calendars, prioritize meeting requests and related logistics • Book travel arrangements and process expense reports timely • Compliance with firm policies and guidelines • Perform general administrative duties including but not limited to time entry, copying, scanning, archiving and other ad hoc projects as requested <p>Pre-requisites</p> <ul style="list-style-type: none"> • Experience supporting C-Suites stakeholders is preferred • Excellent interpersonal and communication skills • Attention to detail, proactive and efficient with the proven ability to take initiative • Organized; good time management skills; ability to multi-task and manage conflicting priorities • Knowledgeable and aware of general business and corporate cultures, team player • Proficient in MS Outlook, Word, Excel, Power Point, Zoom • Highest degree of integrity, professionalism, diplomacy and discretion required • Responsible and responsive - willing to go the extra mile • Excellent telephone communication skills 	<p>Working Hours: 9am - 6pm</p> <p>Location: 60 Anson Road, Singapore 79914</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Able to handle confidential information appropriately make suggestions for improvements in invoice processing 	
Administrative Assistant and Receptionist (School)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Greeting, welcoming, directing, and announcing visitors appropriately upon their arrival at the Counter Answering, screening, and forwarding incoming phone calls, attending to parents, visitors, and vendors via phone calls and walk-ins Attending to unwell students in the sick bay Support logistics and administrative tasks related to school activities and events Pack documents and collateral, Receive and sort daily mail, manage faxing, mailing, and handle all correspondence, including maintaining accurate data entry using Microsoft Excel and Microsoft Word Receive and manage office supplies, as well as print and photocopy documents, perform any other duties assigned by the Administration Managers, Vice-Principals, or the Principal <p>Pre-requisites</p> <ul style="list-style-type: none"> Pleasant Personality, willingness and inquisitiveness to learn Be proactive, a team player, organized and able to multitask and prioritize daily tasks by using Microsoft Office applications (Word, Excel, Outlook) Preferably have GCE "O" Levels certification Relevant receptionist/administrative working experience in school settings would be advantageous Able to communicate in a clear, concise and professional manner. Good telephone communications etiquette answering inquiries from the public and stakeholders. Comfortable interacting with people of all levels and multi-tasking 	<p>Working Hours: 7:00am - 4:30pm</p> <p>Location: Island-wide</p>
Assistant Manager, Marketing and Admissions	<p>Key Responsibilities</p> <ol style="list-style-type: none"> Outreach and Admission <ul style="list-style-type: none"> To assist product manager in marketing campaigns and outreach activities to promote the University's programme Coordinate virtual and physical recruitment events To assist in organizing online enquiries Admissions & Enrolment <ul style="list-style-type: none"> Support end-to-end application and enrolment processes within established admission framework 	<p>Working Hours: 8am - 5pm</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ensure smooth candidate journey from application to matriculation Maintain high service quality standards in candidate interactions, through providing timely responses towards any enquiries <p>3. Stakeholder Management</p> <ul style="list-style-type: none"> Work closely with the Programme Management Office for student onboarding processes Coordinate with various internal teams to ensure positive application and onboarding experience <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree At least 1 year of working experience Strong organizational and multitasking abilities Excellent communication and interpersonal skills Detail-oriented with strong follow-through Knowledge of digital marketing cycle is an advantage Ability to work independently and as part of a team 	
Assistant Manager (AR)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Be responsible for reviewing and authorising the billing, creation/change of customer master records and credit limit To assist the AR manager in overseeing the daily operations, reviewing KPI performance, and assisting with issues and queries related to accounts receivable if needed To review various AR reports and perform ageing analysis to make sure outstanding debts are followed up closely and on a timely basis To work in line with the rules and governance, ensure compliance of accounts receivable operational guidelines, Financial Policies and Procedures (FPP), Finance Reporting Standards (FRS), tax regulation, etc. To review the standard operating procedures, and work instruction for better process alignments and internal controls You will contribute to continuous improvement initiatives, identifying areas for enhancement in processes and systems To manage audit queries, take part in document preparation and analysis for the Audit Committee and other corporate meetings <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree/Diploma in Accountancy, Finance or equivalent 	<p>Working Hours: 8.30am to 6pm</p> <p>Location: 8 Kaki Bukit Avenue 1, Singapore 417941</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Min. 3 to 5 years of working experience in Finance preferably in Accounts Receivable within a shared service environment Strong analytical and communication skills for effective team management and stakeholder interaction Meticulous with the ability to handle multiple tasks simultaneously Proficient in MS Office application and self-driven and independent Capable of working under pressure in a fast-paced environment Knowledge of SAP system will be advantageous Supervisory skills and ability to work collaboratively in a team Contract 1-year Singaporeans only 	
Automotive Workshop Team Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage & guide a team of technicians To perform vehicle service commercial vehicles, heavy duty trucks and trouble shoot problems using electronic diagnostic tools <p>Pre-requisites</p> <ul style="list-style-type: none"> Class 3 & 4, MS Office skills 	<p>Working Hours: 8.30am to 5.30pm, 8.30am to 12.30pm</p> <p>Location: 8 Tuas Ave 18 Singapore 638892</p>
Data Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Reporting to the Vice-Dean (L3 Data Stewardship), the successful candidate shall be responsible for operational-level L3 data management activities to ensure the quality and accessibility of L3 data. The incumbent will need to collaborate with various stakeholders in the university to develop data-orientated systems to meet L3 business and data needs. Develop and maintain data catalogues and data dictionaries to document the metadata, lineage, quality, and usage of L3 data Work with stakeholders from different parts of the university to gather and assess business and data needs for L3 initiatives in order to improve work efficiency through digitalisation Establish processes to make sure L3 data follows data governance policies and standards, such as data retention and archival guidelines, data protection and privacy regulations, and data quality and integrity rules 	<p>Working Hours: 8am - 5pm</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Support the System Owner of L3 applications in performing data-related tasks in accordance with IT governance framework and standards <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Statistics, Engineering, Computing, or related field At least 3 years of relevant experience in data management, data engineering, data analysis or data governance Strong oral and written English language proficiency is essential Strong knowledge of data cataloguing, data dictionary, and data governance principles and best practices Excellent ability to assimilate information quickly. The ability to understand how to use data and technology to support the evolving needs of lifelong education administration is essential Proficiency in SQL and familiarity with data platforms and tools, such as Power BI, is advantageous Ability to take the initiative and adapt Results-driven, self-motivated, highly disciplined and able to manage multiple tasks in a fast-paced environment Strong team player with ability to work collaboratively with various stakeholders to build a community 	
Driver	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Delivery of freezers to respective convenience stores <p>Pre-requisites</p> <ul style="list-style-type: none"> Class 3 Driving license Physically fit as need to deliver alone 	<p>Working Hours: 9am to 6pm</p> <p>Location: 107 Eunos Avenue 3, Singapore 409837</p>
ICT Executive/ Trainer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Design and prepare ICT training materials based on school's requirements Promoting the use of Google Classroom, Google Calendar and Google Sites which includes conducting the required training for students Promoting the use of the Microsoft Teams and Microsoft OneDrive, which includes conducting the required training for staff and students Support photo and video capturing and editing for teaching and learning Support video conferencing/streaming in school programmes and events 	<p>Working Hours: 7:00am - 4:30pm</p> <p>Location: Island-wide</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Provide technical support of equipment including general troubleshooting and maintenance • Procurement of ICT related items for departmental programmes, events or webpages • Research and work on new ICT projects in line with the school's needs • Preparation, conduct and collation of surveys for school and departmental needs • Maintain the online inventory system as well as condemnation of equipment when needed • Other relevant administrative work <p>Pre-requisites</p> <ul style="list-style-type: none"> • Preferably Polytechnic Diploma [or its equivalent] or relevant WSQ certificates • Have good communication and interpersonal skills • A good team player who is organized, meticulous, and with the ability to multi-task • Proficient in Adobe Dreamweaver, Adobe Photoshop, In-Design, Illustrator, Canva, Microsoft Office (Word, PowerPoint, Excel.) • Proficient in using Apple Productivity Tools, Chromebook, Google Workspace, Microsoft Teams and Microsoft OneDrive • Proficient in programming and scripting (incl. Scratch, C, C++, Java, HTML5, CSS, JavaScript, Visual Basic, Python, Swift etc.) • Competent in carrying out ICT training for students and/or staff, photo and video editing, technical support and procurement 	
Kitchen Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in basic food preparation, including portioning, cutting, and organizing ingredients • Ensure ingredients are properly stored, labeled, and within use-by dates • Maintain cleanliness of kitchen areas, including workstations, floors, sinks, and equipment • Wash, dry, and organize dishes, utensils, and appliances • Ensure equipment and appliances (e.g., ovens, blenders, and refrigerators) are clean and in working order • Monitor and replenish kitchen supplies such as cleaning detergents, tools, and basic pantry items • Assist in organizing and inventorying kitchen stock • Adhere to food hygiene and safety standards, ensuring proper handling and storage of ingredients 	<p>Working Hours: 7:00am - 4:30pm</p> <p>Location: Island-wide</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Maintain a clean and safe environment by promptly addressing spills or hazards Help with setting up and clearing stations for lessons or food preparation Support teachers by providing necessary items or assisting with minor tasks Dispose of food waste and trash Report any equipment malfunctions or maintenance needs Perform other duties as assigned by teachers to support the kitchen's operations <p>Pre-requisites</p> <ul style="list-style-type: none"> Preferably with Primary School Education Can read and converse in simple English Possess at least 2 years of relevant working experience Previous working experience in a school-based environment will be advantageous Have basic knowledge of cooking skills and food safety Possess Food Hygiene Certification 	
Operation Support Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> General cleaning duties for classrooms, special rooms, school field etc. Traffic warden, security duties to ensure safety of students moving in and out of the school premises Able to carry out minor repairs Assist the school to supervise term contractors when necessary To provide logistical support for school events and functions including arranging furniture and equipment Any other duties as assigned by the school <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to converse in simple English Completed primary school education Preferably have experience in general upkeep of equipment/workplace, logistic or general operations support Able to provide logistical support including arranging furniture and equipment Able to take instructions and duties assigned by supervisor 	<p>Working Hours: 7:00am - 4:30pm</p> <p>Location: Island-wide</p>
Senior Executive - Research Grant Administration	<p>Key Responsibilities</p> <p>1. Research Grant Administration</p> <ul style="list-style-type: none"> Provide effective administration of research grant call applications and management of awarded grants 	<p>Working Hours: 8am - 5pm</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Assume the role as SAP Concur reviewer and first-level approver and work with the Finance department to provide the fastest and smoothest approver flow <p>2. Communication of Research Information</p> <ul style="list-style-type: none"> Create weekly research e-newsletter to communicate information on internal and external grant calls to faculty and research staff members Develop content for the school's website for research grants, projects and achievements Develop Research-related publications (Research Brochures /Pamphlets) Assist with the organisation of the monthly WKWSCl Speaker Series (Research Talks) <p>3. Monitoring Research Budgets and Assets</p> <ul style="list-style-type: none"> Monitor budgets and expenditures relating to research grants Monitor deadlines for the submission of expenditure reports as well as progress and final report <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree Proven administrative skills including the ability to handle data with accuracy Excellent reporting with some finance working knowledge would be essential Preferably 2 to 3 years of relevant work experience. Prior working experience in an academic institution will be an advantage Competency in Microsoft Office applications (Excel, PowerPoint, Word) Ability to do content management and creation of information on research (Website, social media and newsletters) 	
Senior Executive - Undergraduate Studies	<p>Key Responsibilities</p> <p>1. Scholarship and admissions logistics and administration</p> <ul style="list-style-type: none"> Manage event logistics and administration for selection interviews Manage an online interview scheduling system for handling the schedules of interview sessions, interviewers and candidates Coordinate and oversee the operations on actual-day interview event Provide and attend to interviewers and candidates for administrative support as required 	Working Hours: 8am - 5pm

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Work with Admissions Manager to ensure and execute efficient and timely administration of scholarship and admissions applications according to the timeline for admissions and enrollment • Manage an admissions role-based email account for attending to and dispatching enquiries and communications from internal and external stakeholders <p>2. Analytics for Marketing and Admissions Strategies</p> <ul style="list-style-type: none"> • Conduct analysis of past years data to facilitate the development of marketing and admissions strategies • Preparation of reports to management when required <p>3. Student outreach and recruitment</p> <ul style="list-style-type: none"> • Assist Marketing & Outreach team in event logistics and administration for outreach events and activities as when required • Participate in outreach events in pre-university institutions <p>4. Peer Tutoring scheme</p> <ul style="list-style-type: none"> • Plan, prepare and manage logistics and administration for the setup of Peer Tutoring scheme • Liaise with course coordinators and peer tutors for arrangements of tutoring sessions • Oversee and monitor the development and trend of the sessions for any necessary and/or immediate response actions <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's Degree • Proficient in MS Suites of software • Able to handle and conduct analysis on large volume of data • Able to multi-task • Knowledgeable on Students' Admission related operations and administrative skills • Marketing and Outreach strategies • Data Analytics Skills • Outgoing and enjoy interacting with people • Candidates with previous experience in Institute of Higher Learning (IHLs) will have an advantage 	

#18 Singapore Aero Engine Services

Singapore Aero Engine Services Private Limited (SAESL) is a Trent Centre of Excellence providing best in class aero engine and component repair services for the successful Rolls-Royce Trent engine family. SAESL is the world's largest Trent engine MRO with the capability to support all products in the Trent family and with a customer base that spans across 6 continents. We pride ourselves on our reputation for service excellence and we are committed to servicing the best by the best.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Administrative Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Management of engine stand & MVP bag allocations • Assist in the preparation of regularly scheduled reports • Performing of administrative and clerical duties for Customer Business Department • Ensure that Customer Business Excellence is delivered throughout the business • Perform other related duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess minimally a Diploma, preferably in Engineering or Business Administration • Experience in customer service will be a plus • Proficient in MS Office applications & Office 365 platforms, experience in SAP will be advantageous • Exhibit excellent communication and interpersonal skills with the ability to build relationships both internally and externally • An excellent team member, proactive in managing issues and possessing professionalism with a strong sense of responsibility in his/her work • Show care about minute details and able to deliver work with a high level of accuracy • Able to work independently in a fast-paced environment, as well as multi-tasking • Highly motivated with a strong drive to succeed and exhibit a high level of integrity 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>
Cell Planner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Parts Planning - Coordinate with the central planning team daily to plan the cell workload (Likely AM meeting). • Parts Prioritisation (Demand driven) - Flow down reprioritisation from the central planning team as required. Amended plans will be issued prior to the start of the next shift. • Parts Prioritisation (Tooling) - Coordinate with Operations and EMS on machine / tool planned downtime and work into plan as required. 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Parts Tracking - Locate and manage parts alongside Operations to ensure that each shift has the parts they require for that shift Spares Planning - Obtain spares data from the spares team and/or SAP, input data into Icron and reprioritise based on spares ETA. Highlight spares shortages and delivery impact to the central planning team for escalation / reprioritisation. Work with spares team to pre-kit spares (to be ready minimum 1 shift before pick-up) OMat Management - Track OMat usage and process purchases as required to ensure sufficient OMat for production. Purchases to be approved by Head. Drive Productivity and Efficiency: Attend daily T04 meeting and track agreed productivity and efficiency metrics. Work with Ops to maximise results. Representation at Planning Meeting: Represent at DOM with Head, accountability and responsibility remains with Head Backup: Backup other cell planners as required for leave cover <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Diploma in Mechanical Engineering or related discipline Previous planning experience is preferred but not required 	
Cell Planner (Cross Functional Team)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Plans and Execute Equipment system maintenance to meet calibration and production schedules Manage manhour to achieve target business plans Works with other dept/external and internal vendors to meet company objectives Evaluate and Execute projects to achieve efficiency in company operations Institute manpower/leave control, discipline and mentoring of staff under his/her charge Yearly budgeting and financial control of section expenditure Analyze and advise Manager and General Manager on section business growth potential to achieve company business targets Achieve Min Six Sigma Green belt accreditation with first two year of appointment Develop new tasks with reference to new repair schemes, modifications, inspections or related technical work. To formulate FAI, work instructions and manhour requirement 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Work with Head, Operation to maximize WIP and improve TRT to enhance company operation tempo <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Engineering Discipline or Diploma in Engineering Discipline with minimum 2 years in process planning control Minimum 2 years working at executive or product control level managing a process/product engineering environment activities Preferably experience in Large Civil Engine overhaul facility operations 	
Customer Business Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handle engine shop visit administration <ul style="list-style-type: none"> Creation of Sales Orders Printing of scrap labels & updating of scrap labels monitoring chart Updating of SAESL Induction Readiness Chart (Daily) Verify induction date daily in the morning before Pre-DOM meeting Update engine sales order number once engine inducted Management of engine stand & MVP bag allocations T1000 engine stand & MVP bag allocations + maintaining chart (Includes communications with RR) Assist in the preparation of regularly scheduled reports <ul style="list-style-type: none"> Download report for Customer Issues Log Download SAP reports (VA45, OV50 & OV51) Monitor office supplies inventory and place orders Tracking & ordering stationery and corporate gifts Performing of administrative and clerical duties for Customer Business Department <ul style="list-style-type: none"> Updating of CBE WIP Report (twice weekly) Updating of Technical Summary Tracker (weekly) Raise security clearance & update visitor log Submission of OPM/forms revisions Minutes for team meeting Updating of customer information database Supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement Update Weekly Gate <ul style="list-style-type: none"> RR Royalties sheet (try to do quarterly moving forward) Ensure that Customer Business Excellence is delivered throughout the business Perform other related duties as assigned Twice weekly printout of WIP engines for VP 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> Minimum Diploma in any field 	
Customer Business Executive	Key Responsibilities <ul style="list-style-type: none"> Communicate with customers on all aspects of orders, such as delivery commitments, pricing and engines status Develop overall support packages for commercial issues encountered by customers Accountable for accuracy and timeliness of all invoices Ensure payment for completed work is in line with contractual obligation Resolve invoice queries in line with agreed business objectives Administer warranty claims on behalf of customers Represent customers in internal meetings to ensure customers' requests and concerns are duly addressed Conduct periodic business reviews with customers Manage ad-hoc requests from customers, including organising line support and parts trading Work closely with various internal and external stakeholders to identify cost saving opportunities Driving or supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement Ensure that Customer Business Excellence is delivered throughout the business Pre-requisites <ul style="list-style-type: none"> Possess a degree, preferably in Engineering with two years of experience, or equivalent, in aerospace business Excellent team member, proactive in managing issues and possess a sense of responsibility and ownership in his/her work and results Ability to build relationships both internally and externally Proficient in MS Office applications and Office 365 platforms, experience in SAP will be advantageous Excellent interpersonal and communication skills Able to work independently in a fast-paced environment Multi-tasking, highly motivated with strong drive to succeed and exhibit a high level of integrity Enjoy problem solving 	Working Hours: Office Hours Location: 10 Calshot Road, Singapore 509933
Head, Customer Business	Key Responsibilities <ul style="list-style-type: none"> The control, administration and allocation of duties of all staff under his/her charge Ensure smooth operations and management of the component repair (CR) induction processes; in, through, 	Working Hours: Office Hours Location:

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>and out of SAESL, delivering targets on time and maximising customer's satisfaction</p> <ul style="list-style-type: none"> • Develop and grow new customer accounts • Provide guidance to the team in resolving issues and investigation of customer issues • Review CR induction performance to be in line with business needs • Work with Commercial Team on the negotiation of contracts and agreement with customers • Provide coaching, training and development to the team to achieve high performance • Promote, and ensure compliance with, the requirements of the Company's SMS within his/her work area • Provide feedback to the Company regarding service failures or customer concerns • Ensure that the Customer Business Team operates an effective Customer Single-Point-Of-Contact (SPOC) system that meets the need of the Company and its customers • In the absence of the Customer Business Manager, to assume full responsibility and authority for their specific customer group • Performs other related duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Engineering/Business Degree with at least 5 years of experience in component repair business • Proven track records in sales for aviation component repair • Excellent organisational and leadership skills • Strong communication and interpersonal abilities with a customer-oriented mindset • Excellent knowledge of MS Office, databases, SAP and information systems 	<p>10 Calshot Road, Singapore 509933</p>
Manufacturing Engineer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform the Manufacturing Engineering activity in Engine Overhaul/Component Repair production areas. Act as Technical Authority, assuring the initial and continuing capability of the Production method to produce conforming product and ensure the resolution of technical issues/problems/arising to meet business and customer requirements for safety, cost, delivery rate and leadtime (SQCD). Support integration on all Manufacturing Engineering activities across the product lifecycle and through the supply chain. 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • HSE – Practice full compliance to Health, Safety & Environmental Standards and meet the expectations of the Zero Harm programme. • Product Safety – Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the Company's Safety Management System. • Quality – Practice a culture of zero defects ensuring that manufacturing processes and methods within the business are developed and deployed to support Right First methodology. Support process and product related Quality investigation and manage NADCAP accreditation. • Delivery – Ensure that manufacturing processes and methods of manufacture within the business and suppliers are developed and deployed to support/deliver Right First-Time manufacture using SPS, DMAIC and System Engineering tools. Manage FAIR/MSA activities and Source & method change in the cell/area of accountability. • Delivery – Review issues identified e.g. Troubleshoot Strip / Build, Balancing, Runout, In-situ repair, Component Repair processes and key equipment/ toolings (ITT, VTL, BTG, Wash, FTB, CMM, etc), determine resolutions and reestablish the Standards. • Cost – Support cell/area of accountability to meet cost targets e.g. productivity, CONQ etc. • Standards – Deploy and sustain the SAESL Operating System Standards by working with the Cell/Area CFT, and where applicable with the suppliers. Identify opportunity to improve the Standards. • Technical Authority – Specify Manufacturing Engineering and process requirements and make technical decisions in relation to the cell/area of accountability. • Lean/Improvement – Identify requirements for improvements and innovations in manufacturing processes and methods of manufacture within their cell/area of accountability. Prioritise and promote launch of new projects based on business case. Drive manufacturing processes towards identified best practice. • Deploy capability (including NPI) – Responsible for production readiness of new product manufacturing capabilities or methods of manufacture. Develop numerate, real-time methods for capturing process capability, and ensure it is available and acted on within the facility/supply chain. Maintenance of Production Technical Packages (technical instructions, programmes, tooling, etc.) for all parts/assemblies which clearly define 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>the manufacturing process ensuring manufacturing processes and/or methods of manufacture meets the requirements for quality, cost, delivery rate and lead time.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Aeronautical / Manufacturing / Mechanical / Industrial Engineering discipline (Candidates with Diploma in Aeronautical / Manufacturing / Mechanical / Industrial discipline and relevant experience may be considered) 	
<p>Manufacturing Engineer (Digital Manufacturing)</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage the acquisition, delivery and commissioning of capital equipment, turnkey solutions and ancillary fixtures/ tooling Industrialize adaptive manufacturing capability through the development of new process and procedures Manage the transfer of new products and know-hows from pre-production site to manufacturing site for mass production. Successful candidate will be expected to be posted overseas for training and technology transfer. Implement and deliver new repairs by designing and fabricating new repair fixtures/ tooling; developing process parameters; and validating repair setup through First Article Inspection Provide technical assistance to all functional departments to meet business objectives Effectively apply process control (SPC) to monitor, analyze and define errant processes; and to refine processes to reduce variability Function as on-site technical authority and liaise with technical specialists for CAM and non-contact measurement related repair processes. Lead and own CAM and non-contact measurement activities Any other duties assigned by supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> Bachelor's Degree in Manufacturing, Material Science, Mechanical Engineering or related field Possess knowledge (theory and practical) on digital manufacturing and conventional machining Experience in operating non-contact measurement equipment and Siemens NX multi-axis manufacturing module Understanding of common component repair processes (welding, heat treatment, NDT) and familiarity with digital 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>manufacturing and/or proficiency in CNC programming is an advantage</p> <ul style="list-style-type: none"> • Ability to read and understand manufacturing drawings and GD&T • Able to multi-task and work well under pressure as an individual/ team • Possess good communication, analytical, engineering and project management skills • Good technical problem-solving skills, takes ownership and hands-on approach 	
Material Planning Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for planning and monitoring Materials for Engine Repair or Overhaul • Forecast and control parts delivery. Source or carry out transfer if part is not available on time. • Review MRP and replenish stock • Raise Purchase Order and ensure availability of spares to support production schedules • Coordinating with other departments regarding production goals, timelines, etc. • Scheduling and overseeing the supply and delivery of materials • Managing inventory issues, schedule changes, and cancellations • Mitigate shortage <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in any discipline, Computer literate • Good interpersonal and communication skills • Previous experience in Material Planning / SAP will be an advantage 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>
Operator / Expeditor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Operators will work within Component Repair area to locate and move parts to various work centers • Load and unload parts onto racks to maximise space usage • Use push and pull theory for parts to meet Component Repair Turnaround Time • Operate electric and non-electric pallet jack as well as electronic stacker to load and move parts • Able to walk for long hours • Perform any other duties assigned by supervisor • Able to work shift <p>Pre-requisites</p> <ul style="list-style-type: none"> • Secondary 2 and above 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum 1 year working experience, preferably in an aerospace environment • Able to read and communicate in English 	
Principal /Senior, HSE and Facilities Executive	Key Responsibilities <ul style="list-style-type: none"> • Manage site Facility Management and Health Safety & Environment (FMHSE) to meet Safety Quality Cost Delivery People (SQCDP) Key Performance Indicators • Support the review of Facilities Project Model (FPM) requirements of the Portfolio and follow through on the required actions with close coordination with representatives from HSE and Facilities • Ensure compliance with legal requirements and project actions in accordance with plan • Ensure onsite contractor management during the stages of A&A works, delivery and installation of equipment including cranes • Provide FMHSE technical inputs in the procurement of products, services and administration of contracts and review system operating and building conditions to recommend for cyclical replacement, repair & renovation work including responding to fault alerts • Provide technical guidance on Building facilities requirements ie electrical, crane, mechanical, fire protection systems, traffic management, factory & office layout, security • Provide feedback on all foreseeable design risks related to the facility to ensure considerations are in place for maintenance, safety and health of affected persons etc. • Coordinate with relevant stakeholders including sub-contractors, vendors or local authorities for any new installation or system relocation • Conduct Facility Management and Health, Safety and Environment compliance checks • Oversee the implementation of Hard and Soft Services (mechanical & electrical system, building, landscaping, cleaning, pest control etc.) for the new site • Manage facilities preventive and breakdown maintenance work for Hard and Soft Services (mechanical & electrical system, building, landscaping, cleaning, pest control etc.) • Conduct FMHSE incident investigation and/or validate completed investigation root cause and submission of the required reports • Support the FMHSE audit and inspection plan and conduct risk-based compliance checks to report on the adequacy and effectiveness of the controls 	Working Hours: Office Hours Location: 10 Calshot Road, Singapore 509933

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Liaise and coordinate with sub-contractors/vendors and ensure works/services delivery are completed on time, as per contract requirements and comply with controls identified in risk assessments • If required, perform the role of FSM and support internal and external certification audits (e.g., ISO45001, ISO14001 and ISO50001) <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 3 years of relevant working experience in the building industry preferred • Diploma/ Degree in Facilities/ Building management or Engineering or equivalent • Fire Safety Manager certification. Candidates currently pursuing qualifications may apply • Good knowledge and understanding of the building industry and regulations • Good knowledge and experience in the development and application of IT in building management or infrastructure software systems • An effective team player with strong communication, interpersonal, analytical and project management skills 	
Principal Project Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible to manage and lead Project Team(s) to achieve specific Projects/Programmes Objectives • To deploy the 3P Tool; providing the rules, tools and process to manage a Project efficiently • To lead all the Stakeholders of the Project to perform the project activities eg PRMs, PMO Gated Reviews, PCPs throughout the Project life cycle from project launch(Gate 0) to closeout(Gate 4) in order to achieve the project objectives • To manage Project documentation and change control in line with the OPM and meets all Audit Requirements • To outline the Project charter, scope, deliverables and the Business case for the Project • To understand the work breakdown structure (WBS), work packages required to deliver the Project and work package dependencies to design the network diagram and Project plan • To ensure the route-to-approval is met in accordance with the required authority matrix • To plan, forecast and manage Project cost based on milestone activities and ensure adherence or savings to budget and plans 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> To identify risks to Project and manage the activities to mitigate the impact of those risks To deliver Continuous Improvement initiatives to the function to improve the standards of Project Management and the role of the function in supporting the Business To identify the project's resource requirement and manage escalation of project resource requirements to Project Lead/Programme Manager <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree holder (preferably in Engineering) Min 7-10 years with relevant track record on previous projects in charge Preferably with PMP or Prince 2 certification Ideally with project engineering and/or facility development experience Dynamic individual Excellent communications and interpersonal skills Ability to work both independently and in a team Excellent documentation skills Competency in Word/Excel/Power Point/Project 	
Procurement Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Sourcing & procurement of indirect material & services necessary (goods and services not related to engine builds to enable it to maintain and develop the operations) Negotiate with existing & prospective suppliers for the best terms & conditions and maintain relationships on strategic or critical supplies Work with various departments on the smooth kick-off of projects and tenders Vendor Management addressing quality, cost and delivery issues and vendor evaluation for performance Data Analytic and data compilation for decision making Employ creativity and innovation to effectively manage their budget while seeking out cost savings from suppliers Develop and build strategic partnership with key vendors Reanalyse current cost spending and provide opportunities for cost saving Work with various stakeholders to achieve desire KPIs for cost reduction Conduct extensive research into future developments within various markets, ensuring they remain up to date with industry knowledge Support localization programs and initiate cost-reduction activities set by the management from time to time or on a regular basis and to meet those targets 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Build rapport with various internal and external stakeholders to identify cost saving opportunities if appropriate • Lead in process improvement and cost saving projects • Responsible for compliance with Company Guidelines, Policies and Procedures • Comply and uphold all procurement processes and policies • Support monthly reporting for management review as needed • Manage daily operational purchasing activities • Build strong working relationships with both internal stakeholders and key suppliers • Manage contract negotiation based on standard contract template • Assist in performing all other relevant procurement activities within the scope as outlined above • Other administrative tasks as and when assigned/ required to ensure purchases can be carried out smoothly, timely, and in compliance <p>Pre-requisites</p> <ul style="list-style-type: none"> • Preferred a degree of any discipline and minimum 5 years of related procurement experience. If the absence of a degree, a minimum of 8 years of relevant experience is required. • Proficient in MS Office Skills (Excel, Word, PowerPoint) SAP (MM Module) proficiency • Good business writing and communication proficiency • Strong understanding of costing and negotiation techniques • Experience in process improvement and project management • Able to work in fast paced environment 	
Production Head (Module 33 & Module 51)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Develop and implement mid- and long-term strategic plans for the production process that align with the overall business strategy • Develop and implement business continuity plans that ensure the production process can continue in the event of disruptions or disasters • Establish and maintain production standards and procedures that ensure consistent quality output • Analyze production data to identify trends, bottlenecks, and areas for improvement and make recommendations to senior management 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Lead and motivate the production team to achieve production goals, providing guidance, coaching, and training as required Ensure compliance with all relevant safety, health, and environmental regulations and standards Develop and implement continuous improvement initiatives to enhance product quality and reduce costs Collaborate with other functional areas (e.g., engineering, maintenance, quality assurance, supply chain) to ensure smooth operations and effective problem resolution Develop and manage the production budget, ensuring efficient use of resources and cost-effectiveness <p>Pre-requisites</p> <ul style="list-style-type: none"> Strong strategic thinking, analytical, and problem-solving skills Excellent leadership, communication, and interpersonal skills Demonstrated ability to work effectively in a team environment and lead cross-functional teams Knowledge of lean manufacturing principles and continuous improvement methodologies Understanding of aviation industry regulations and requirements Experience in developing and implementing mid and long-term strategic plans Experience in developing and implementing business continuity plans 	
Production Planning Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Monitor the progress versus plan for Engine / Module work and adjust the plan when required Prepare production schedules and performance charts, obtain feedback for evaluation and future improvement Review capacity situation, make recommendations on utilization of labour and equipment resources Planning and prioritizing operations to ensure maximum performance and minimum delay Release networks for engines / modules coming in shop for maintenance <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma / Degree in Mechanical or Manufacturing Engineering / Operations Management / Business Analytics / Mathematics / Computer Science 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Good analytical skills and ability to communicate with all levels of staff; excellent problem-solving skills to optimize production efficiency Proficient in MS Access, MS Excel and MS project SAP knowledge would be an advantage 	
Quality Engineer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Update the Maintenance Organization Exposition manuals and associate documents Actively drive the Safety Management System and manage the Hazard Identification & Risk Assessment system Conduct internal and vendor audits (SMS, SABRe, Part 145 regulations, ISO, Nadcap) to improve compliance Actively support external audits (SMS, SABRe, Regulatory Authorities, Customers, ISO, Nadcap) Monitor and analyze audit/investigation/voluntary reporting data and identify issues/opportunities for improvement Review/support vendor & customer quality questionnaire Develop and conduct regulation training Manage staff authorization system by reviewing the qualifications and conducting competency interviews for certifying staff & internal stamp holders Actively drive initiatives like Narrate & Demonstrate (N&D), Behavior Based Safety (BBS), Foreign Object Damage (FOD), SAESL Operating System and SAESL Enhanced Work Streams (SEWS) to inculcate a strong safety culture Take on ad-hoc projects/assignments to promote a safety culture <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma / Degree in Mechanical / Aerospace Engineering Knowledge of data analysis and its tools (Minitab, Power BI, etc.) will be an added advantage Experience in conducting aviation safety and regulation audits Experience in managing the Quality Management System and Safety Management System Good knowledge of regulatory Part 145 requirements, ISO9000, and Nadcap 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>
Senior Customer Business Executive (Component Repair)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Communicate with customers on all aspects of orders, such as delivery commitments, pricing and component repair status Develop overall support packages for commercial issues encountered by customers 	<p>Working Hours: Office Hours</p> <p>Location:</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Accountable for accuracy and timeliness of all invoices Ensure payment for completed work is in line with contractual obligation Resolve invoice queries in line with agreed business objectives Administer warranty claims on behalf of customers Represent customers in internal meetings to ensure customers' requests and concerns are duly addressed Conduct periodic business reviews with customers Manage ad-hoc requests from customers Work closely with various internal and external stakeholders to identify cost saving opportunities Driving or supporting the identification of activities, measures and projects that are required in the wider business to support continuous improvement Ensure that Customer Business Excellence is delivered throughout the business <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess a degree, preferably in Engineering with three years of experience in aerospace business, or equivalent Excellent team member, proactive in managing issues and possess a sense of responsibility and ownership in his/her work and result Ability to build relationships both internally and externally Proficient in MS Office applications and Office 365 platforms, experience in SAP will be advantageous Excellent interpersonal and communication skills Able to work independently in a fast-paced environment Multi-tasking, highly motivated with strong drive to succeed and exhibit a high level of integrity Enjoy problem solving 	10 Calshot Road, Singapore 509933
Senior Manufacturing Engineer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform the Manufacturing Engineering activity in Engine Overhaul/Component Repair production areas. Act as Technical Authority, assuring the initial and continuing capability of the Production method to produce conforming product and ensuring the resolution of technical issues/problems/arising to meet business and customer requirements for safety, cost, delivery rate and leadtime (SQCD). Support integration on all Manufacturing Engineering activities across the product lifecycle and through the supply chain. HSE – Practice full compliance to Health, Safety & Environmental Standards and meet the expectations of the Zero Harm programme. 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Product Safety – Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the Company's Safety Management System. • Quality – Practice a culture of zero defects ensuring that manufacturing processes and methods within the business are developed and deployed to support Right First methodology. Support process and product related Quality investigation, and manage NADCAP accreditation. • Delivery – Ensure that manufacturing processes and methods of manufacture within the business and suppliers are developed and deployed to support/deliver Right First Time manufacture using SPS, DMAIC and System Engineering tools. Manage FAIR/MSA activities and Source & method change in the cell/area of accountability. • Delivery – Review issues identified e.g. Troubleshoot Strip / Build, Balancing, Runout, In-situ repair, Component Repair processes and key equipment/toolings (ITT, VTL, BTG, Wash, FTB, CMM, etc), determine resolutions and reestablish the Standards. • Cost – Support cell/area of accountability to meet cost targets e.g. productivity, CONQ etc. • Standards – Deploy and sustain the SAESL Operating System Standards by working with the Cell/Area CFT, and where applicable with the suppliers. Identify opportunity to improve the Standards. • Technical Authority – Specify Manufacturing Engineering and process requirements and make technical decisions in relation to the cell/area of accountability. • Lean/Improvement – Identify requirements for improvements and innovations in manufacturing processes and methods of manufacture within their cell/area of accountability. Prioritise and promote launch of new projects based on business case. Drive manufacturing processes towards identified best practice. • Deploy capability (including NPI) – Responsible for production readiness of new product manufacturing capabilities or methods of manufacture. Develop numerate, real-time methods for capturing process capability, and ensure it is available and acted on within the facility/supply chain. Maintenance of Production Technical Packages (technical instructions, programmes, tooling, etc) for all parts/assemblies which clearly define the manufacturing process ensuring manufacturing processes and/or methods of manufacture meets the requirements for quality, cost, delivery rate and lead time. 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> Degree in Aeronautical / Manufacturing / Mechanical / Industrial Engineering discipline (Candidates with Diploma in Aeronautical / Manufacturing / Mechanical / Industrial discipline and relevant experience may be considered) 	
Technical Services Engineer	Key Responsibilities <ul style="list-style-type: none"> Responsible in creating instruction for engine and module inductions. Managing technical issues on engine and module inductions. Responsible for technical publication reviews. Liaise with customers and OEM to determine the workscope for Engines and Modules Create specific work instructions for Engines and Modules Evaluate OEM technical publications for shop's readiness to perform the tasks Provide technical support on Engines and Modules strip findings Produce Technical Summary on strip findings and work performed on Engines and Modules Raise Technical Variance requests to OEM where necessary to accept findings beyond limits Provide Engineering support on Sentencing and Kitting activities Perform investigation on Engines and Modules rejected from service and produce technical reports on investigation findings Create engine test instructions and support test troubleshooting Pre-requisites <ul style="list-style-type: none"> Degree in Aeronautical / Manufacturing / Mechanical Engineering (Candidates with Aeronautical / Manufacturing / Mechanical Diploma and relevant experience will be considered) Good knowledge of high bypass gas turbine engines Good communication, analytical, engineering and project management skills Good technical problem-solving skills Able to multi-task and meet tight deadlines Meticulous, assertive, logical, good thought process 	Working Hours: Office Hours Location: 10 Calshot Road, Singapore 509933
Test Cell Specialist	Key Responsibilities <ul style="list-style-type: none"> As an Engine Test Specialist, you will play a critical role in ensuring the performance, reliability, and safety of Rolls Royce engines. 	Working Hours: Office Hours Location:

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Reporting to Operations Manager, the role requires you to be responsible for Testcell maintenance planning and resolving technical issues/problems/arising promptly to ensure continuous operational flow. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Mechanical/Aerospace Engineering discipline or equivalent (Candidates with relevant work experience will be considered) Possess Rolls Royce Engine Test experience or similar capacity in Testcell environment will be an advantage Possess good analytical and technical problem-solving skills A good team player with good communication skills 	10 Calshot Road, Singapore 509933
Test Lineside Engineer	<p>Key Responsibilities</p> <p>Lead</p> <ul style="list-style-type: none"> Act as Technical Authority for Engineering during the shift using standards set to make prompt technical decisions in relation to the area of accountability. <p>Safety</p> <ul style="list-style-type: none"> HSE - Practice full compliance with Health, Safety & Environmental Standards and meet the expectations of the Zero Harm programme. Product Safety - Understand product safety risks and work on mitigation to meet the required safety levels supporting requirements of the company's Safety Management System. <p>Quality</p> <ul style="list-style-type: none"> Prepare and maintain engine test instructional standards. Maintain testbed software systems to ensure that they comply with the latest OEM and regulatory requirements. Conduct investigation on Engines/Modules and piece part level (including component repair) rejected at Test / in Service and author Technical Report. <p>Lean/Improvement</p> <ul style="list-style-type: none"> Identify opportunities for new or improved manufacturing processes / toolings to meet current or future requirements. Identify, capture and share best practice; capture and utilize lessons learned working closely with Operation & Product Engineers. Support readiness of testbeds in fulfilling new requirements, new product types as well as continued airworthiness, readiness of testbed facilities, equipment 	<p>Working Hours: Office Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>readiness in cooperation with the Test Operation Team and the Testbed OEM to maximize the testbed availability to meet company commitments.</p> <ul style="list-style-type: none"> Review Test Performance and drive proactive improvement initiative to reduce Return to Shop (RTS) / Return to Test (RTT) Events. <p>Delivery</p> <ul style="list-style-type: none"> Support Test Result Analysis, acceptance as well as On/ Off site Engine test trouble-shooting. Workscope creep management control that deviates from standard including Work / Test Instructions. Liaising with OEM and customers on non-conformance approvals. Management of FAIR, conduct MSA and Time Study activities. Involve in Special Test support projects as directed by the Engineering Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Mechanical/Aerospace Engineering or equivalent (Candidates with relevant Diploma and work experience in powerplant maintenance may be considered) Must demonstrate sound understanding of Turbofan engines A good team player with good communication skills Have a curious mind, possess good analytical and independent problem-solving skills Able to perform rotating shift work 	
Trainee Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The program involves a fully-sponsored training program with an allowance of S\$1,700 – S\$1,900 per month over the one-year training period. The program encompasses initial company familiarisation, classroom training and on-the-job training. The initial familiarisation in SAESL provides an insight into the working environment prior to attending classroom training. The three-month classroom training, consisting of theory and practical sessions, will be conducted and assessed by an external training academy. The nine-month on-the-job training in SAESL provides the opportunity to learn and work on the renowned Rolls-Royce Trent Engines. 	<p>Working Hours: Shift Hours</p> <p>Location: 10 Calshot Road, Singapore 509933</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none">Upon completion of the training, the qualified aircraft engine technician will serve a two-year bond with SAESL. <p>Pre-requisites</p> <ul style="list-style-type: none">NITEC / Higher NITEC / Diploma in Engineering (eg. Aeronautical/ Avionics/ Mechanical/ Mechatronics/ Manufacturing/ Electrical/ Precision)Completed or exempted from full-time National ServiceRequired to work on rotating shift work	

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#19 Singapore Aero Support Services

Singapore Aero Support Services Pte Ltd (SASS) is a leading aviation company that specializes in cabin and line maintenance services and is a wholly owned subsidiary of SIA Engineering.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Aircraft Cleaner	Key Responsibilities <ul style="list-style-type: none"> To conduct cleaning work inside the Aircraft Cabin Passenger seats, attendant seats cleaning Lavatories cleaning Gally cleaning Ceiling panels, Sidewall panels, dado panels cleaning Cabin doors cleaning Carpet cleaning Pre-requisites <ul style="list-style-type: none"> Primary Education with cleaning experience 	Working Hours: 12 hours rotating shift work Location: Changi Airport
Cabin Aesthetic Specialist	Key Responsibilities <ul style="list-style-type: none"> Inspecting the aircraft cabin during pre-departures and after the performance of cabin and aircraft cleaning / maintenance programs including but not limited to TLC, PCM, LCM, CDC and/or, VIP, hangar checks or cabin refurbishments Pre-requisites <ul style="list-style-type: none"> Minimum Diploma qualification with 2-3 years' experience in a similar role Experience in aviation/aircraft is a MUST IT Savvy (PowerPoint, MS Word & Excel) Able to communicate with all levels of staff 	Working Hours: 8am to 530pm Location: Changi Airport
Cabin Technician / Trainee	Key Responsibilities <ul style="list-style-type: none"> Able to inspect and repair passenger seats, galleys, and lavatories and maintain aircraft conditions Comprehensive knowledge of aircraft operations and activities and facility maintenance Install cabin interior components into commercial aircraft, including seat tracks, overhead bins, galleys, side panels, bulkheads, etc. Perform functional and aesthetic inspection of aircraft cabin interiors Document any defects, perform troubleshooting and carry out rectification Support cabin modification, retrofitting and component repair tasks Maintain the quality of the aircraft interiors on the operated fleet 	Working Hours: 12 hours rotating shift work Location: Changi Airport

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Performs such other duties as assigned to him by his superiors <p>Pre-requisites</p> <ul style="list-style-type: none"> Must have an educational background in aviation, Or NITEC / Higher NITEC, preferably in an Engineering discipline At least 2 years of working experience in the aviation industry, excluding OJT Ability to perform tasks in high-noise areas and at great heights Able to work in a warm and humid environment Able to communicate effectively verbally in writing in standard English Able to work rotating shifts, including weekends and public holidays Welcome aircraft technician, who has experience in performing maintenance, repair and overhaul of aircrafts in one of the following trades: <ul style="list-style-type: none"> Mechanical (B1) Avionics (B2) Sheetmetal Cabin 	
Driver	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Carry out driving duties, including loading and unloading of aircraft parts Transport of aircraft parts or staff from one point to another Assist in ad-hoc logistic duties, e.g. packing or unpacking of aircraft parts, manning of warehouse, housekeeping, etc. <p>Pre-requisites</p> <ul style="list-style-type: none"> Valid LTA Class 3 Driving license Candidates with an Apron Driving Permit (ADP) will have an added advantage Able to understand and communicate in simple English Able to work rotating shifts, including weekends and public holidays 	<p>Working Hours: 12 hours rotating shift work</p> <p>Location: Changi Airport</p>
Facilities Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Supervise term contractors in the maintenance of properties and facilities to accomplish maintenance program schedule, compliance with regulatory requirements, and to achieve operational efficiency 	<p>Working Hours: 830am to 530pm</p> <p>Location: Airline Road</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Manage and review service contracts to meet facilities management targets and to achieve cost-effective operations • Conduct schedule site inspection and KPI audit • Plan and supervise building and facilities upgrading projects • Prepare job specifications for tender/quotation exercise, evaluation submissions and recommend contract award • Monitor and maintenance services expenditure • Process invoice verification • Any other duties assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Facilities Management or equivalent qualification or Diploma holder in equivalent qualification with more than 5 years relevant experiences • Preferably with a minimum of 3-5 years' experience in Facilities Maintenance • Able to comprehend, analyse and interpret complex project documents, including AutoCAD, Visio, and PDF documents • Technical and functional knowledge of building infrastructure including electrical and mechanical systems, fire detection and protection systems, building management systems, equipment maintenance, and construction of critical facilities environment 	
General Worker	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Transport aircraft parts between hangars • Safely move parts from aircraft to hangar ground as required • Clean and wash loose aircraft items following standard operating procedures • Assist in moving aircraft seats as directed by the operations team • Move boxes, equipment, and tools within the hangar and other designated locations • Load and unload aircraft items from hangar areas to the ground or to workshops • Adhere to all workplace safety and security protocols • Ensure compliance with aviation standards while handling materials • Assist with general hangar housekeeping and maintenance tasks as required <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum primary or secondary education level 	<p>Working Hours: 8am to 530pm</p> <p>Location: Airline Road</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Relevant certifications (e.g., safety, forklift operation) are a plus 	
Ground Equipment Operator	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform water and lavatory servicing to all types of aircraft Provide and operate full ground support equipment such as ground power units, air-start, air conditioning units and Brake Cooling Unit Operate Conventionally and Towbarless Airtug for Pushback and Towing on all types of aircraft Performs Equipment preventative and routine inspection Carry out other duties associated with aircraft water/lavatory systems and full ground support equipment <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Nitec/ Diploma in Engineering or equivalent 1-3 years of relevant working experience in aviation or related industries Possess LTA Class 3 driving license Able to perform 12-hour rotating shift 	<p>Working Hours: 12 hours rotating shift work</p> <p>Location: Changi Airport</p>
GSE Mechanic	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Repair of non-motorised equipment such as maintenance steps, hydraulic carts, nitrogen carts, etc. Perform preventive and corrective maintenance in accordance with approved documents <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Nitec in Engineering with 1 - 3 years relevant experience 	<p>Working Hours: 8.30am to 530pm</p> <p>Location: Changi Airport</p>
PCS (Premium Cabin Service) Groomer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To conduct cleaning work in the aircraft cabin To perform seats, leather, carpet cleaning and conditioning and repair as required To perform leather ink mark touch-up To perform aircraft lavatory cleaning Carpet shampooing and spot cleaning Any other duties assigned by the supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> Any discipline with or without experience in cleaning Able to work in a warm and humid environment Able to understand and communicate in simple English Able to work rotating shifts, including weekends and public holidays 	<p>Working Hours: 12 hours rotating shift work</p> <p>Location: Changi Airport</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Planner / Trainee	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To coordinate and expedite the flow of work and spares within or between departments of an establishment according to the aircraft schedule Support technical crew and liaise with specialized staff in various departments to ensure smooth and timely completion of planned tasks <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Diploma in Aviation/Aerospace Engineering with preferably 2 years' experience Fresh Engineering Diploma are welcome to apply Must be proficient in Microsoft Excel, Word, and Outlook Able to communicate effectively verbally in writing in standard English Able to work rotating shifts, including weekends and public holidays 	<p>Working Hours: 12 hours rotating shift work</p> <p>Location: Changi Airport</p>
Store Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manning of tool store front counter Maintaining serviceability of tools Monitor and maintain consumables and expendables at counter (vending machine issuance monitoring and provisioning) Adhering to current processes in place while performing the required roles Identify defective or damaged tools and initiate reporting processes in a timely manner <p>Pre-requisites</p> <ul style="list-style-type: none"> 'N' Level / NITEC in logistic or equivalent Minimum 1 year working experience related to tool store Basic knowledge in MS Excel Knowledge of SAP will be an added advantage Preferably possess with LTA Class 3 driving license or Forklift license Comfortable with rotating shift work arrangement 	<p>Working Hours: 12 hours rotating shift work</p> <p>Location: Changi Airport</p>
Upholstery-CLS	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform seat cover change, dressing up of seats, replacement of aircraft cabin carpets and curtains Perform collection of parts for the above services from designated collection point and return removed items back to designated point <p>Pre-requisites</p> <ul style="list-style-type: none"> NITEC / Higher NITEC, preferably in an Engineering discipline 	<p>Working Hours: 12 hours rotating shift work</p> <p>Location: Changi Airport</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none">• Able to work in a warm and humid environment• Able to understand and communicate in simple English• Able to work rotating shifts, including weekends and public holidays	

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#20 Singapore FOZL Group

FOZL is a corporate secretarial firm headquartered in Raffles Place, Singapore, delivers comprehensive business solutions for sustainable growth and operational excellence. We empower businesses by leveraging innovative approaches and industry best practices to drive success in an ever-evolving marketplace. Backed by a team of experienced professionals, FOZL is committed to delivering value and fostering long-term partnerships with clients.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Associate, Fund Services	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare Financial Statements: Maintain and oversee accurate financial records for multiple investment funds to ensure compliance with relevant accounting standards • Reconciliations: Conduct reconciliations of cash, investments, and other fund-related accounts • Portfolio Monitoring: Monitor investment portfolio activities, including trades, valuations, and cash flows • Audit Support: Coordinate and liaise with external auditors during the annual audit process, providing necessary documentation and support • Regulatory Compliance: Assist in ensuring all funds operate in compliance with relevant regulations, including Anti-Money Laundering (AML) and Know Your Customer (KYC) requirements <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance, or a related field and above • Professional qualifications (e.g., CPA, ACCA) will be advantages • At least 1 year of relevant experience in accounting, preferably within family office, asset management, private equity, or hedge funds. Fresh graduates are also welcome to apply. 	<p>Working Hours: 9am to 6pm</p> <p>Location: 6 Raffles Quay #14-06, Singapore 048580</p>
Audit Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform audit procedures during the audit fieldwork under senior guidance • Perform analytical review procedures and other substantive audit procedures for clients both based locally and overseas in various industries under supervision • Establish good working relationships with clients and engagement with team members • Handle any other job tasks assigned from time to time <p>Pre-requisites</p>	<p>Working Hours: 9am to 6pm</p> <p>Location: 6 Raffles Quay #14-06, Singapore 048580</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Degree or professional accounting qualifications recognised by ISCA At least 1 year of working experience in an audit firm Proficient in computer skills & MS Office Team player with strong analytical, follow-up skills and time management skills Good communication and interpersonal skills Ability to work within tight timeline and in a fast-paced environment 	
Corporate Service Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Provide administrative support First point of contact and support to clients Execute the company's operations plan Prepare service-related materials and documents Follow up on customer service progress and payment collections Issue Tax Invoice to clients Resolve customer enquiries efficiently and escalate problems promptly <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum Diploma/Degree in Business Management/ Business Studies or any other equivalent At least 2 years of working experience in customer service role. Fresh graduates are welcome to apply. Proficient in Microsoft Office Applications Possess good interpersonal, communication skills and able to work independently Strong self-learning ability and strong result-driven person in order to meet company's objectives Passion for customer service and a good team player Training will be provided 	<p>Working Hours: 9am to 6pm</p> <p>Location: 6 Raffles Quay #14-06, Singapore 048580</p>

#21 Singapore Prison Service

Singapore Prison Service (SPS), a uniformed organisation instituted in 1946, is one of the 11 Agencies under the Ministry of Home Affairs (MHA). Together, we form the Home Team. SPS contributes to MHA's Vision of being 'A Trusted Home Team, A Safe and Secure Singapore' through the secure custody and rehabilitation of offenders.

SPS staff, who are known as Captains of Lives (COLs), are highly engaged and work in an organisation recognised as one of Singapore's Best Employers. SPS's tagline: 'Rehab, Renew, Restart' emphasises our commitment to rehabilitate offenders who desire to change, renew and restart their lives for the better, with the support of the community.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Prison Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Singapore Prison Service protects society through the safe and secure custody of offenders. We take the lead in providing guidance to offenders under our charge and assist them in their reintegration upon their release. We cooperate with our partners in aftercare and prevention, working with them to rehabilitate, renew, and restart the lives of offenders so they can become productive members of society. As Captains of Lives, our team of uniformed officers and civilian staff work together to inspire everyone at every chance towards a society without reoffending. <p>Pre-requisites</p> <ul style="list-style-type: none"> GCE O Level – Diploma 	<p>Working Hours: Shift hours</p> <p>Location: 980 Upper Changi Road North, Singapore 507708</p>
Senior Prison Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Singapore Prison Service protects society through the safe and secure custody of offenders. We take the lead in providing guidance to offenders under our charge and assist them in their reintegration upon their release. We cooperate with our partners in aftercare and prevention, working with them to rehabilitate, renew, and restart the lives of offenders so they can become productive members of society. As Captains of Lives, our team of uniformed officers and civilian staff work together to inspire everyone at every chance towards a society without reoffending. <p>Pre-requisites</p> <ul style="list-style-type: none"> Pass degree in any discipline 	<p>Working Hours: Shift hours</p> <p>Location: 980 Upper Changi Road North, Singapore 507708</p>

#22 Skool4Kidz

Skool4Kidz Pte Ltd has been a Preschool Anchor Operator since January 2014. We work with families to give every child a successful early start in life through affordable quality early care and education.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Teacher/ Programme Helper	<p>Key Responsibilities</p> <p>1. Custodial Care</p> <ul style="list-style-type: none"> Assist teachers in the supervision of children in classrooms, halls and playground, during mealtimes or on field trips Ensure high standards of hygiene and safety are maintained at all times Ensure safety and well-being of children at all times Comfort children Help children with personal care needs: <ul style="list-style-type: none"> Attend to children's basic needs by feeding them, showering, dressing them, Accompany children in toileting and/or changing their clothes/diapers Assist children with basic tasks such as cutting, pasting and writing Monitor students in the use and care of equipment and materials, in order to prevent injuries and damage Assist in the setting up and clearing away of all activities, materials and equipment Assist in bus loading and unloading <p>2. Environment</p> <ul style="list-style-type: none"> Ensure classroom, equipment and facilities are clean, well-maintained, safe and secure at all times Perform basic cleaning duties such as disinfecting toys and equipment or cleaning up areas after mealtimes or snacks Be familiar with emergency procedures <p>Pre-requisites</p> <ul style="list-style-type: none"> Fundamentals Certificate in Early Childhood Care & Education Candidates with no experience are welcome to apply 	<p>Working Hours: 44 hours per week</p> <p>Location: Island-wide</p>
Infant Educators	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Infant Educator is responsive to the needs of infants and toddlers. He/She creates a secure environment for infants and toddlers through nurturing respectful, responsive and reciprocal relationships with them. He/She also creates a quality learning environment through implementing developmentally 	<p>Working Hours: 44 hours per week</p> <p>Location: Island-wide</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>appropriate curricula and programmes. He/She builds trusting and respectful relationships and partnerships with stakeholders by actively engaging the children's family and community. As an Early Childhood educator, He/She engages in ongoing professional development and reflective practice, and contributes to fostering a culture of collaboration and collegiality with relevant stakeholders.</p> <ol style="list-style-type: none"> 1. Plan and implement curriculum and programmes <ul style="list-style-type: none"> • Develop routine caregiving approach, lesson experiences and learning materials aligned to the Early Years Development Framework • Create developmentally appropriate materials and resources to enhance quality learning environments • Document children's learning and development • Implement strategies to build respectful, responsive and reciprocal relationships with infants and toddlers • Review health, safety, nutritional and hygiene practices in accordance with standards and procedures • Plan developmentally appropriate experiences in the infant care setting 2. Build stakeholder relationships and partnerships <ul style="list-style-type: none"> • Establish relationships with families to facilitate the continuity of care and learning between home and Centre • Coordinate activities with families and community stakeholders • Facilitate collaboration with families and community stakeholders to enhance programmes and services 3. Manage family and community programmes <ul style="list-style-type: none"> • Execute collaborative projects with families and community stakeholders • Evaluate family and community initiatives and programmes for improvements 4. Conduct routine caregiving <ul style="list-style-type: none"> • Conduct caregiving assessment • Provide routine caregiving practices in accordance to standards and procedures • Identify areas for improvements for routine caregiving 5. Uplift professional practice <ul style="list-style-type: none"> • Promote Centre's vision, mission and values 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools Identify areas for improvement to enhance work performance Propose improvements to professional development and service quality improvement activities Develop new teaching and caregiving approaches based on observations <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess Certificate in Infants and Toddler Care and Development (CIT) + Early Years Development Framework (EYDF), WSQ Higher Certificate in Infant Care (HCIC) or WSQ Advanced Certificate in Early Years (ACEY) 	
Preschool Educators	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Preschool Educator effectively creates a secure and quality learning environment for the children through nurturing trusting and respectful relationships with them. He/She enriches children's learning by co-designing and implementing a developmentally and culturally appropriate curricula, while effectively integrating innovative teaching and learning practices. He/She is proactive and intentional in strengthening partnerships with families and the community, and co-designs collaborative efforts with colleagues and stakeholders to achieve this goal. As an experienced Early Childhood Educator, He/She guides the junior educators in enhancing their professional practice. He/She provides suggestions and ideas to improve professional development in the Centre, while also contributing to the Centre's culture of collaboration and collegiality. <p>1. Plan and implement curriculum and programmes</p> <ul style="list-style-type: none"> Plan developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks Review results of learning needs assessment Guide juniors in engaging children meaningfully in accordance with the curriculum and pedagogical frameworks Customise classroom management strategies Design quality learning environment with developmentally appropriate learning materials and resources 	<p>Working Hours: 44 hours per week</p> <p>Location: Island-wide</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Review health, safety, nutritional and hygiene practices in accordance with standards and procedures Identify potential teaching and learning methods, tools and assistive technology based on emerging trends in the sector Evaluate documentations of children's learning and development to better inform planning and teaching <p>2. Build stakeholder relationships and partnerships</p> <ul style="list-style-type: none"> Execute communication strategies and policies to foster a culture of collaboration within the Centre Identify opportunities to collaborate with families to ensure continuity of care and learning between the home and the Centre <p>3. Manage family and community programmes</p> <ul style="list-style-type: none"> Develop outreach activities to promote Centre programmes and services Guide the execution of collaborative projects with families and community stakeholders Evaluate family and community initiatives and programmes for improvements <p>4. Conduct routine caregiving</p> <ul style="list-style-type: none"> Review results of caregiving assessment Review caregiving in accordance with standards and procedures Evaluate routine caregiving improvement opportunities <p>5. Uplift professional practice</p> <ul style="list-style-type: none"> Co-develop appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools Analyse areas for improvements for professional practice Propose improvements to professional development and service quality improvement activities Promote Centre's vision, mission and values <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess at least Diploma in Early Childhood Education (ECH) or Diploma in Child Psychology & Early Education (CPEE) or Diploma in Early Childhood Studies (ECS) or Diploma in Early Childhood Development & Education (ECDE) or Higher NITEC in Early Childhood Education 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Preschool Educators (MTL) Malay & Tamil	<p>Key Responsibilities</p> <ul style="list-style-type: none"> The Preschool Educator effectively creates a secure and quality learning environment for the children through nurturing trusting and respectful relationships with them. He/She enriches children's learning by co-designing and implementing a developmentally and culturally appropriate curricula, while effectively integrating innovative teaching and learning practices. He/She is proactive and intentional in strengthening partnerships with families and the community, and co-designs collaborative efforts with colleagues and stakeholders to achieve this goal. As an experienced Early Childhood Educator, He/She guides the junior educators in enhancing their professional practice. He/She provides suggestions and ideas to improve professional development in the Centre, while also contributing to the Centre's culture of collaboration and collegiality. <p>1. Plan and implement curriculum and programmes</p> <ul style="list-style-type: none"> Plan developmentally appropriate teaching, learning and caregiving activities aligned to the relevant curricula frameworks Review results of learning needs assessment Guide juniors in engaging children meaningfully in accordance with the curriculum and pedagogical frameworks Customise classroom management strategies Design quality learning environment with developmentally appropriate learning materials and resources Review health, safety, nutritional and hygiene practices in accordance with standards and procedures Identify potential teaching and learning methods, tools and assistive technology based on emerging trends in the sector Evaluate documentations of children's learning and development to better inform planning and teaching <p>2. Build stakeholder relationships and partnerships</p> <ul style="list-style-type: none"> Execute communication strategies and policies to foster a culture of collaboration within the Centre Identify opportunities to collaborate with families to ensure continuity of care and learning between the home and the Centre <p>3. Manage family and community programmes</p>	<p>Working Hours: 44 hours per week</p> <p>Location: Island-wide</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Develop outreach activities to promote Centre programmes and services Guide the execution of collaborative projects with families and community stakeholders Evaluate family and community initiatives and programmes for improvements <p>4. Conduct routine caregiving</p> <ul style="list-style-type: none"> Review results of caregiving assessment Review caregiving in accordance with standards and procedures Evaluate routine caregiving improvement opportunities <p>5. Uplift professional practice</p> <ul style="list-style-type: none"> Co-develop appropriate teaching and caregiving methods based on emerging sector trends, technologies and tools Analyse areas for improvements for professional practice Propose improvements to professional development and service quality improvement activities Promote Centre's vision, mission and values <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess at least Professional Diploma in Early Childhood Care and Education - Teaching (PDECCE-T) or Diploma in Early Childhood Care and Education - Teaching (DECCE-T) or Diploma (Conversion) in Early Childhood Care and Education - Teaching [(DECCE-T (Conversion) or Certificate in Preschool Mother Tongue Language (Malay) (CPMTL-M) Certificate in Preschool Mother Tongue Language (Tamil) (CPMTL-T) 	

#23 SPD

SPD is a local charity set up to help people with disabilities of all ages to maximise their potential and integrate them into mainstream society. Through over 20 programmes that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational, employment and social service support, we serve people with physical, sensory and learning needs.

Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralysed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
EIPIC Assistant Teacher	Key Responsibilities <ul style="list-style-type: none"> Assist with developing the Individual Educational Programme (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the needs of the children in the assigned classes Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both individual and group intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs) Execute intervention and development strategies in collaboration with caregivers and the Trans-D team in the family centred approach Observe and document the development and progress of children using behaviours descriptors (BDs). Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application Co-conduct Routine-Based Conversation during home visits and centre visits with the Trans-D team To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS 	Working Hours: 8.00am to 5.30pm Location: Various locations

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> To maintain regular and consistent communication with parents and caregivers through various communication and modalities such as Little Lives and any other electronic systems (i.e. MS Teams), communication book, telephone and emails To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher, and to record in the Incident/Accident Record Book Ensure compliance of established policies and procedures set within the programme Be responsible to and liaise with the Director, Manager and other senior staff in all matters pertaining to administration Engages in administrative duties relevant to departmental works Maintains inventory of the equipment and resource materials for the programme As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 5 'O' Level incl. EL1 or Higher NITEC in Early Childhood/ Full GCE 'A' Level/ Polytechnic Diploma/ Certificate in Education (Special Education)/ Advanced Certificate in Early Childhood Care & Education Good communication and interpersonal skills Ability to work as a team player 	
EIPIC Teacher	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assess the developmental needs of the children and plan Individual Educational Programme (IEP) and Progress Report (PR) to address the needs of the children in the assigned classes. Manage or chair case conference discussions with parents, caregivers, teachers and therapists/ Allied Health Professionals (AHPs). Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences and environments for the children through the lessons. Monitor, assess, record and report development and progress of the children. Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application. Conduct individual and group activities (including field trips) for the children. 	<p>Working Hours: 8.00am to 5.30pm</p> <p>Location: Various locations</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Conduct home visits and centre visits along with other staff members of the professional team. • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms. • To cover classes/ sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes. • To monitor attendance of children and ensure proper health check and temperature taking of the children. • To work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/ AHPs. • To guide Assistant Teachers/ Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/ AHPs. • To guide parents and caregivers in executing intervention and development strategies for the children. • To maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic systems or applications, telephone and emails. • To report any accident or injury that may occur to a child, to the Reporting Manager, and to record it in the Incident/Accident Record Book. • To conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support programme. • To be involved in networking with other community organisations. • To participate in events organised / supported by SPD or research projects as assigned. • As assigned from time to time by Assistant Director/ Director of Children Services Division and Chief Executive Officer of SPD. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special Education, with relevant teaching experience. Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred 	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication and interpersonal skills • Experienced in working with young children using English as a medium of instruction 	
Occupational Therapist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes. • Conduct individual or group therapy to ensure client outcomes. • Participate in public education/outreach to build an inclusive society. • Keep abreast of the latest research and development on occupational therapy and be involved in networking with hospitals and other community organisations. • Take on supervisory and administrative roles in addition to clinical work. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Masters or Degree in Occupational Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore • Good communication and interpersonal skills • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist • Experience in management and multi-agency collaboration will be an advantage 	<p>Working Hours: 8.00am to 5.30pm</p> <p>Location: Various locations</p>
Physiotherapist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide a wide range of services to our partners in the community sector. • Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided. • Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients. • Involved in conducting public education/outreach in certain programmes. • Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organisations. • Take on supervisory and administrative roles in addition to clinical work. <p>Pre-requisites</p>	<p>Working Hours: 8.00am to 5.30pm</p> <p>Location: Various locations</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Masters or Degree in Physiotherapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Physiotherapist under the Allied Health Professions Act 2011 in Singapore • Good communication and interpersonal skills • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists • Experience in management and multi-agency collaboration will be an advantage 	
Psychologist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To organise and undertake psycho-educational assessment of clients as appropriate. • To develop and implement appropriate intervention strategies to address clients' developmental/ learning/emotional/ behavioural issues. • To participate in admissions screening of EIPIC applicants. • To support clients throughout the EIPIC continuum, including out-of-centre placements. • To provide consultation to support stakeholders (e.g., family and staff) in management of clients' developmental/ learning/emotional/ behavioural issues. • To support teachers in developing/ implementing/ monitoring clients' IEPs. • To Conduct Psychological Assessments for Special School Placements • To maintain up-to-date records of psychologist's assessment/ intervention with clients, and consultation with families/staff/other stakeholders. • To work closely with other EIPIC staff and clients' parents/caregivers. • To conduct training for SPD staff, parents/caregivers on appropriate topics, as needed. • To submit reports, logs and assessment reports, etc., as required. <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least a recognised Master's degree in Educational or Clinical Psychology • Preferably, the psychologist should be registered, or eligible in the near future for registration, with the Singapore Psychological Society (SPS) as a Registered Psychologist (Singapore) 	<p>Working Hours: 8.00am to 5.30pm</p> <p>Location: Various locations</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Good communication and interpersonal skills with demonstrated ability to build relationships • Good organisation and planning skills 	
Social Work Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The Social Work Associate works in the field of social work. He/She is qualified and trained to assist in providing interventions and programmes, performing community development work and uplifting the professional practice in social work. He/She assists in coordinating casework, group work and community development activities and programmes, supporting community events and performing administrative functions. • Perform stakeholder engagement and partnerships • Participate in social work practice across disciplines • Support in building rapport and professional relationships with clients and significant other • Conduct casework • Provide Information and Referral services • Support needs and intake assessments such as conducting Means Testing, financial assessments, conducting home visits, etc. • Provide support to Social Workers on case and care planning and interventions • Conduct and prepare social reports to apply for financial aids and apply necessary financial schemes to help clients • Prepare case notes and documents • Conduct group work • Support preparation and planning of group work interventions • Support implementation of group work interventions • Support the evaluation of group work intervention processes and outcomes • Perform community development work • Support conducting environmental scans and community needs assessments • Support coordination and pooling of community resources and services • Support development and implementation of community development initiatives • Support the review of community development initiatives for improvements • Deliver programmes • Support the development and planning of programmes to address service gaps 	<p>Working Hours: 8.00am to 5.30pm</p> <p>Location: Various locations</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Support the implementation and evaluation of programmes <p>Pre-requisites</p> <ul style="list-style-type: none"> A recognised Diploma in Social Work (Social Sciences) or WSQ Diploma in Social Service Possesses good communication and interpersonal skills Good working knowledge of word processes and computer skills A good team player Those with prior experience will be an added advantage 	
Social Worker	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Establish rapport and build professional relationships with client and caregivers. Conduct intake and needs assessment during first contact and screening to ascertain the level of complexity, key risks and protective factors of the case and prepare for necessary intervention that includes information and referral and basic counselling services to help clients and caregivers. Plan, organise and lead the caregiver's orientation programmes for new enrolments in the programme. Conduct and administer appropriate financial assessment and assistance. Provide appropriate intervention and supportive counselling to the families of children attending early intervention. Participate actively in case discussions and case conferences within a trans-disciplinary setting. Work closely with other Early Intervention (EI) professionals to come up with a holistic family-centered intervention plan. Conduct home and school visits with other early intervention professionals whenever necessary. Prepare case history information, psychosocial assessment, social work intervention plans. Plan, organise and lead transition planning briefings and actively follow up with parents and external stakeholders on application to SPED/mainstream schools or transition to the next stage of education. Document and maintain case files and prepare reports according to the required documentation standard. Conduct referral and closure of cases upon achieving sustainable service outcome for clients. Plan, develop and conduct psycho-educational training and group work for children, caregivers and other EI professionals. 	<p>Working Hours: 8.00am to 5.30pm</p> <p>Location: Various locations</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Plan and conduct caregiver and parent support group programmes. Plan and conduct orientation programmes for new entrants and transition briefings for graduates Lead or participate in collaborations efforts with external stakeholders such as preschools, SPED, primary schools and community partners. Participate in developmental programs and supervision for personal and professional growth & development in accordance with the National Social Work Competency Framework (NSWCF). Network with other professionals in the EI and disability sector. Maintain minimum requirements for accreditation and renewal membership with relevant professional associations. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree or Postgraduate Diploma in Social Work or Counselling. Relevant experience in the fields of Early Intervention/ Special Education or social services is preferred. Professionals that are accredited as a social worker/ social service practitioner (RSW/RSSP) with SASW are preferred. Good communication and interpersonal skills. Patient, positive and passionate about working with children with special needs and their families. Works effectively both as an individual and as part of a trans-disciplinary team. 	
Speech Therapist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes. Conduct individual or group therapy to ensure client outcomes. Participate in public education/outreach to build an inclusive society. Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organisations. Take on supervisory and administrative roles in addition to clinical work. <p>Pre-requisites</p>	<p>Working Hours: 8.00am to 5.30pm</p> <p>Location: Various locations</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Masters or Degree in Speech Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Speech Therapist under the Allied Health Professions Act 2011 in Singapore • Good communication and interpersonal skills • Fluency in local languages will be an advantage • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists • Experience in management and multi-agency collaboration will be an advantage 	

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#24 Sun City Maintenance

We are the leading cleaning service provider that was founded more than two decades ago. We provide internal and façade cleaning for commercial, industrial and residential properties; shopping malls; parks; columbarium and crematorium in Singapore.

We have more than 500 staff with diverse nationality, race, age, language and religion. We are the pioneer in using robots and IOT. We are the only cleaning company that has Culturesafe and we are certified for ISO 9001:2015, 14001:2015, 22301:2019, ISO 45001:2018, BizSAFE Star, Clean Mark Gold, NS Mark Gold, TAFEP, SQC, and PW Mark.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Educate, uphold and guard company core values and culture across all job sites Building open and trusting relationships with clients Manage staff motivation, discipline, development and performance Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all jobsites Ensure effective OJT and upskilling of all operational staff Oversee the profitability and cost effectiveness of assigned job sites Plan manpower deployment at various site to meet the contractual requirement of clients Resolve feedback/complaints from clients and take immediate preventive measures to ensure that similar problems do not recur Recruit and induct new employees Ensure all WSH and Safety Compliance Committee requirements are met <p>Pre-requisites</p> <ul style="list-style-type: none"> Relevant diploma/degree Leadership experience 	<p>Working Hours: 44 hours per week</p> <p>Location: 201 Henderson Road #04-01 @ Apex, Henderson Singapore 159545</p>
Operations Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Educate, uphold and guard company core values and culture across all job sites Building open and trusting relationships with clients Manage staff motivation, discipline, development and performance Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all jobsites 	<p>Working Hours: 44 hours per week</p> <p>Location: 201 Henderson Road #04-01 @ Apex, Henderson Singapore 159545</p>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients • Resolve feedback/complaints from clients and take immediate preventive measures to ensure that similar problems do not recur • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met <p>Pre-requisites</p> <ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	

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):

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

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

Nearest MRT
East-West Line (Green Line)
North-South Line (Red Line)
Station Name: Jurong East

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

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

Nearest MRT
East-West Line (Green Line)
North-South Line (Red Line)
Station Name: Raffles Place
Downtown Line (Blue Line)
Station Name: Downtown

e2i Career Centre (OTH)
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk
#01-21
Singapore 528523

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

Nearest MRT
East-West Line (Green Line)
Downtown Line (Blue Line)
Station Name: Tampines

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>

