



JOB LISTING BOOKLET

e2i Career Resource & Job Fair @ Our Tampines Hub [11 July 2025 | 10am to 8pm]

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

Only for Singaporeans & Permanent Residents

Legend:


















– PMET Roles



– Inclusive Roles

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#1 Agape Plus Pte Ltd



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Job Positions	Key Responsibilities / Pre-requisites	Working Hours
Customer Service Officer (Contact Centre) 	<ul style="list-style-type: none"> • Provide professional, accurate and prompt response to participants (Ptcp) or members of the public (MoP) on their enquiries, technical assistance via voice calls, emails, live chats, etc. • Understand the needs of Ptcp/MoP and provide timely and accurate information/assistance. • Coordinate and liaise with relevant stakeholders to ensure issues/queries are followed up and resolved. • Enter details of all the interactions accurately in the designated interaction management system. • Maintain good soft skills throughout their interactions with Ptcp or MoP. • Follow up on cases that have been forwarded to POCs/external stake holders and ensure that resolution is being provided to MoP. • Good communication skills in English • Proficiency in other languages/dialects may be required depending on programme requirements • Proficient in Microsoft Office applications • Ability to handle difficult interactions in a professional manner • Possess N levels / O levels / NITEC / Higher NITEC / A Level / Diploma / Degree • At least 2 years of relevant working experience in contact centre, customer support and customer service functions 	<ul style="list-style-type: none"> • 44hrs
Contact Centre Team Leader 	<ul style="list-style-type: none"> • Manage the performance and service quality of the CSO. • Ensure that all CSO under TL's supervision is well trained and ensure that CSO are providing accurate and timely responses. • Responsible for the overall day to day case management and liaison with relevant stakeholders for further investigation and follow-up. • Performs quality audit checks on the CSO handling the programme. Audit checks should include account access, soft skills, knowledge management and resolving MoP's queries in accordance with the provided resources. • Train CSO based on the provided resources. Prepare competency quiz, test, and check-ins to ensure that CSO are provided with accurate information. • Take ownership of team results, understand developmental needs, and provide support to the team. • Work with respective stakeholders to ensure that all information is being cascaded accurately. • Monitor the arrival pattern and highlight to the client in the event of any increase in queries. • Conduct regular audits to ensure the quality of CSO appointed for the programme. 	<ul style="list-style-type: none"> • 44hrs

Legend:


 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours
	<ul style="list-style-type: none"> Support and guide the CSO in their proficiency and knowledge of the programme. Provide assistance to CSO for complex cases and to communicate with the Ptcp/MoP whenever necessary. Provide feedback and recommendations on service delivery to the client. Ability to train the CSO on systems and programme-related information Self-driven with excellent interpersonal and communication skills Good communication skills in English Proficiency in other languages/dialects may be required depending on programme requirements Proficient in Microsoft Excel applications Ability to take the initiative, work independently, and accomplish tasks with minimal supervision Ability to work beyond operational hours, if and when required Ability to handle difficult interactions in a professional manner Possess Diploma qualification or above At least 2 years of relevant supervisory experience in contact centre, customer support and customer service function 5.5 day work week 	
Sales Executive 	<ul style="list-style-type: none"> Assist and attend to customers, ensuring high standards of service and satisfaction Understand and promote a variety of jewellery products, services, and schemes Work towards achieving monthly sales targets through active selling and engagement Maintain neat, attractive, and well-organised product displays Uphold the image and presentation standards of the showroom Build and manage good relationships with customers and maintain a customer database" Minimum GCE N Level Pleasant, cheerful, and well-groomed appearance Strong communication and interpersonal skills Willingness to work retail hours, including weekends and public holidays Prior experience in retail or jewellery is an advantage Self-motivated, target-driven, and able to work independently or in a team Ability to commence work at short notice is a plus 	<ul style="list-style-type: none"> 44hrs
Operations Assistant (Driver) 	<ul style="list-style-type: none"> Perform tasks as an operating assistant for Companys operations Assist Operations Supervisor in tasks related to the delivery of Companys goods Liaise with customers on orders and delivery Report directly to Operations Supervisor 6-day work week (Monday - Saturday) Working hours: 9am - 6pm OT and working on PH may occasionally be required" 	<ul style="list-style-type: none"> 44hrs







Legend:

 – PMET Roles



 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours
	<ul style="list-style-type: none"> • Possess a 3/3A Driving License and have more than 2 years of driving experience • Able to communicate well in English • Able to carry heavy items 	

#2 Chye Thiam Maintenance Pte Ltd

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Executive  	<ul style="list-style-type: none"> • Manage and organize daily operations schedule to ensure jobs are carried out effectively • Attend meeting, respond to customer complaints / feedback • Client Servicing • To assist and support the Zone Head to lead and organize sites Operations Team to ensure safety, daily routine, periodic schedule and manpower are available to meet contract standards and requirements 	<ul style="list-style-type: none"> • 6 days
Supervisor 	<ul style="list-style-type: none"> • To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area. • Able to lead and supervise, possess WSQ Supervise Service Operations an advantage 	<ul style="list-style-type: none"> • 6 days
Indoor Cleaner 	<ul style="list-style-type: none"> • General Cleaning • Able to work shifts 	<ul style="list-style-type: none"> • 6 days
Outdoor Cleaner 	<ul style="list-style-type: none"> • General Cleaning • Able to work shifts 	<ul style="list-style-type: none"> • 6 days
Street/ Estate Cleaner (Central Area) 	<ul style="list-style-type: none"> • Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor • General Cleaning and able to withstand adverse weather conditions 	<ul style="list-style-type: none"> • 6 days

Legend:

 – PMET Roles
 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Night Shift Outdoor Cleaner ❤️	<ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor General Cleaning and able to withstand adverse weather conditions 	<ul style="list-style-type: none"> 6 days
Multi Skilled Cleaner cum Machine Operator ❤️	<ul style="list-style-type: none"> Manage high-jet pressure flooring and using scrubbing machine Able to operate machineries 	<ul style="list-style-type: none"> 6 days
Food Handler ❤️	<ul style="list-style-type: none"> Heat and top up food, display can drinks/beer at the chillers F&B knowledge 	<ul style="list-style-type: none"> 6 days
Table-Top Cleaner (Full & Part Time) ❤️	<ul style="list-style-type: none"> Collect & Wash Plates, Arrange all the dishes/glasses/cutleries keep at the buffet area Positive attitude & able to work night shift 	<ul style="list-style-type: none"> 6 days
Driver ❤️	<ul style="list-style-type: none"> Operate allocated mechanised cleaning equipment and/or mechanical sweeper to clean assigned area Drive different types of Class 3, 4 and 5 vehicles as assigned Transport workers from office rally point to individual work site as assigned Drive vehicle and pick up garbage bags with your cleaning partner as assigned Carry garbage bags and dispose of them properly as assigned Keep your assigned mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles fully fuelled/battery charged and in good working condition before and after each shift Return mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles to storage locations, respective depots and carparks after use Possess valid Class 3, or 4 or 5 driving license 	<ul style="list-style-type: none"> 6 days

Legend:

 – PMET Roles


 – Inclusive Roles

#3 HARILELA HOSPITALITY PTE LTD

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
LOUNGE SERVICE ATTENDANT	<ul style="list-style-type: none"> Assist guests, restocking food and drinks in the buffet area. Clean and maintain toilet and nap rooms. Clear tables, dish washing and maintaining high levels of cleaning at all times. Vacuuming, sweeping and moping floor. Fulfill any other Adhoc duties as assigned. Able to work on weekends and public holidays. Have positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> 7am-3pm 3pm-11pm 11pm-7am
HOUSEKEEPING ATTENDANT	<ul style="list-style-type: none"> Perform a thorough cleaning of guestrooms, replacing all linen and towels in the room. Vacuuming and dusting, replacing supplies, and thorough bathroom cleaning. Notify the Housekeeping management of any maintenance or repair that needs to be done. Respond to guests' requests and be able to communicate with them. Maintain positive guest relations and ensure guest satisfaction at all times. Fulfill any other Adhoc duties as assigned. Able to work on weekends and public holidays. Have positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> 7am-3pm 3pm-11pm 11pm-7am
FRONT OFFICE ASSISTANT	<ul style="list-style-type: none"> Checkin and checkout of Guests for dining, nap room, and shower room. Demonstrates skills, knowledge, and experience in a customer service-oriented environment. Handle general requests from guests, such as extra amenities, wake up calls etc... Able to work independently and as a team. To interact with guests whenever possible to create a memorable experience. Fulfill any other Adhoc duties as assigned. Able to work on weekends and public holidays. Have positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> 7am-3pm 3pm-11pm 11pm-7am

Legend:


 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
GUEST SERVICE OFFICER	<ul style="list-style-type: none"> • Checkin and checkout of Guests for dining, nap room, and shower room. • Demonstrates skills, knowledge, and experience in a customer service-oriented environment. • Handle general requests from guests, such as extra amenities, wake up calls etc... • Able to work independently and as a team. • To interact with guests whenever possible to create a memorable experience. • Fulfill any other Adhoc duties as assigned. • Able to work on weekends and public holidays. Have positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> • 7am-3pm 3pm-11pm 11pm-7am
HOUSEKEEPING ATTENDANT SUPERVISOR	<ul style="list-style-type: none"> • Perform a thorough cleaning of guestrooms, replacing all linen and towels in the room. • Vacuuming and dusting, replacing supplies, and thorough bathroom cleaning. • Notify the Housekeeping management of any maintenance or repair that needs to be done. • Respond to guests' requests and be able to communicate with them. • Maintain positive guest relations and ensure guest satisfaction at all times. • Assist Housekeeping Manager • Fulfill any other Adhoc duties as assigned. • Able to work on weekends and public holidays. Have positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> • 10hours
COOK FOR CRYSTAL JADE RESTAURANT	<ul style="list-style-type: none"> • Working in the Chinese Restaurant. Will be responsible for providing a pleasurable dining experience for customers by preparing high quality food. Attend to detail and presentation of each order. • Able to work on weekends and public holidays. Have positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> • 8hours/ 10hours
RESTAURANT MANAGER	<ul style="list-style-type: none"> • The person is responsible for carrying out various duties to ensure that customers receive excellent service. • He is responsible for maintaining profits from food and drink. • Excellent communication and customer service skills, maintaining a clean environment, and making effective decisions when needed. • Duties include knowing the different functions associated with food and beverages, supervising staff, rostering, and planning various functions inside the restaurant. • Oversees the entire operations of a restaurant. • Restaurant Management • Customer Relationships • Food Quality • Workplace safety 	<ul style="list-style-type: none"> • 10hours

Legend:


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Coaching and Leadership Able to work on weekends and public holidays. Have positive attitude. Able to work as a team and independently in a fast-paced environment. 	
SOUTH/NORTH COOK	<ul style="list-style-type: none"> Cook at Indian Restaurant. Able to prepare authentic North and South Indian cuisine. Able to work independently. Able to work on weekends and public holidays. Ability to follow all sanitation procedures. Ability to work in a team and have positive attitude. Working long hours under stress. 	<ul style="list-style-type: none"> 10hours
WAITER / WAITRESS	<ul style="list-style-type: none"> CHINESE /INDIAN RESTAURANT Doing cashiering and to attend to guests, take orders and serve. Clear tables and utensils. Fulfill any other Adhoc duties as assigned. Able to work on weekends and public holidays. Have positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> 10hours
COOK FOR TRANSIT LOUNGE	<ul style="list-style-type: none"> Will be responsible for providing a pleasurable dining experience for customers by preparing high quality food. Attend to detail and presentation of each order. Fulfill any other Adhoc duties as assigned. Able to work independently. Able to work on weekends and public holidays. Ability to follow all sanitation procedures. Ability to work in a team and have positive attitude. 	<ul style="list-style-type: none"> 8hrs
MARKETING & SALES EXECUTIVE	<ul style="list-style-type: none"> Strong communication and customer relations. Digit marketing and social media Sales negotiation and client management. Event and promotion planning 1-3yrs in marketing/sales, preferably in F&B, spa, hospitality, or transit services 	<ul style="list-style-type: none"> 9AM-6PM
RESERVATION MANAGER	<ul style="list-style-type: none"> Oversees the reservation system, ensuring all bookings are accurately recorded and managed, including cancellations and modifications. Develop and implement strategies foaximizing occupancy and revenue, including setting pricing and promotional offers. Degree/Diploma in Hospitality/Tourism or equivalent. Good business acumen, critical thinking and strategic decision-making skills. Strong human relations and influencing skills. Minimum 3 years of reservations experience in a managerial appointment. Good analytical and numerical reasoning. 	<ul style="list-style-type: none"> 8HRS

Legend:

 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
SERVICE CREW IN CHUTNEY MARY AND KAVERI RESTAURANT	<ul style="list-style-type: none"> The duties and responsibilities of a Waiter/Waitress include welcoming and seating guests, taking guest orders, communicating them effectively to the kitchen and in addition, memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks. Able to work on weekends and public holidays. Have positive attitude. Working long hours under stress. Have a friendly and patient personality. They must make quick decisions and have great interpersonal skills. Attention to detail and excellent multitasking skills are important. 	<ul style="list-style-type: none"> 8HRS/10HRS

#4 MCI CAREER SERVICES PTE. LTD.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Logistics Officer	<ul style="list-style-type: none"> Liase with clients/ forwarders/warehouse Order processing Comfortable to support OT 	<ul style="list-style-type: none"> Work Hours: 8.75h
Assembly Technician	<ul style="list-style-type: none"> Utilizes routine work, schematics, wiring diagrams, parts and wire lists, written and/or verbal instruction to build, repair and/or test electrical, electro-mechanical, vacuum, pneumatic assemblies, subassemblies and components. Performs electro-mechanical assembly operations, troubleshooting and repair. Identifies and corrects errors. Observes all safety standards. Maintains a secure, safe, clean and healthy work environment. Attends required health and safety training and follows safety and security policies, procedures and practices. Promptly reports accidents, injuries, safety hazards, or emergencies to supervisor or Safety dept. Follows operating instructions, uses protective equipment when required, and uses equipment and materials properly. Actively strives to prevent accidents and injuries. Utilizes test fixtures, electronic measurement equipment, leak detectors, and/or vacuum pumps to test assemblies, subassemblies, and components. Enters data on computer terminal, such as progress, work expenses and labor details. May perform computer programming, repair or software installs. Details finished work. Receives parts and perform audits to ensure all necessary parts are available to perform built, test and repair. Inspects parts for defects. Troubleshoots and improves processes. AWS +VB 	<ul style="list-style-type: none"> Working Days: Mon to Fri Work Hours: <ul style="list-style-type: none"> Site - Woodlands: 730am-430pm / 330pm-1230am Site - Changi Area: 7am to 4:30pm/ 4pm to 1:30am

Legend:


 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Basic Care Assistant	<ul style="list-style-type: none"> Attend to hygiene needs of patients who require assistance or are bedbound Oral feed patients who require assistance with oral feeding Assist with lifting, moving and transporting of patients Ensure patients safety and facilitate social-emotional support through suitable activities Maintain a clean, well-organised and pleasant environment for all patients Comply with infection control practices when attending to patients Performs other duties assigned by nurse manager Looking for candidates passionate about providing care to patients and comfortable with hands-on job responsibilities. No prior patient care experience is required <p>Minimum qualifications: PSLE or WPLN Good communication and interpersonal skills On-the-job training will be provided</p>	<ul style="list-style-type: none"> Working Days: 5Days including weekends; 2 or 3 shifts Work Hours: 1st Shift: 7am to 15pm 2nd Shift: 1.15pm to 9.30pm 3rd Shift: 9pm to 7.30am Note that the timings may differ in different wards
Care Coordinator	<ul style="list-style-type: none"> Strategic outcomes and goals include: To build relationships with internal (care team) and external stakeholders (patients and caregivers). To contribute to achieving clinical outcomes for preventive health screenings and reduce readmission and escalations to tertiary care, and, to gather social determinants of health pertinent to influencing social and health outcomes in positive ways Leverage on technology to empower patients to improve health literacy and accessibility to resources Responsible for assisting in coordinating and providing patient care activities. This includes the use of IT systems to track, perform and document established clinical indicators and care given to patient. You will perform basic parameter measurements, close preventive screening and vaccination gaps in relation to national programmes/initiatives. You will also provide basic health education to improve patients' knowledge on lifestyle management, social and physical activities through social prescribing, the use of health monitoring devices (e.g. home blood pressure, glucose and weight monitoring, as well as advise patients on vaccination requirements. Diploma preferred. <p>Qualification in health promotion will have an advantage. Preferably with some working experience in healthcare Good verbal and written communication skills Pleasant disposition and personality Possess good interpersonal skills, a positive attitude towards work and is a team player. Good communication and coordination skills Self-motivated and has interest in patient care.</p>	<ul style="list-style-type: none"> Working Days: 5 days Work Hours: 830AM - 6PM, SAT 830AM - 1PM

Legend:

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 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Able to communicate in English and a local language/dialect.</p> <p>Proficient in Microsoft Office including Excel, Words and Power Point</p> <p>Savvy in navigating IT programs</p>	
Customer Service Agent (Pax Services)	<ul style="list-style-type: none"> • Checking-in, greeting passengers upon their arrival and ensuring a smooth departure process • Tasked to assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport • Responsible for buffet table presentations, you also handle meet/greet services at the reception area and perform basic computerized transactions • Local / PR <p>Shift Allowance \$240</p> <p>Transport provided after midnight shifts</p>	<ul style="list-style-type: none"> • Rotating Shifts 6 days (Duty roster)
Customer Service Officer	<ul style="list-style-type: none"> • logistics admin duties 	<ul style="list-style-type: none"> • Work Hours: 8.5h
Customer Service Officer (Passenger Service)	<ul style="list-style-type: none"> • Oversee & lead a team of customer service agents • Making decision on any matters to ensure positive customer service experience • Guide & mentor new & existing staffs under your team • Ensure compliance with safety, security & standard operating procedures • Assist duty manager in deployment • LOCAL - Diploma & above <p>Good command & spoken in English</p> <p>Pleasant & cheerful</p>	<ul style="list-style-type: none"> • Rotating Shifts 6 days (Duty roster)
Customer Service Specialist (Apron)	<ul style="list-style-type: none"> • You will attend to passengers at arrival claims with mishandled and damaged baggage • Raise reports of mishandled and damaged bags, in according to the various airline requirements • Trace mishandled baggage and keep passengers informed of the tracing status • Assist passengers with odd size bags • Answer hotline calls on baggage matters <p>Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent</p> <p>Professionalism, Patience and a "People-first" attitude</p> <p>Comfortable with shift work</p> <p>No experience required</p> <p>Allowance shift - \$240</p> <p>Transport after midnight provided</p>	<ul style="list-style-type: none"> • Rotating Shifts 6 days (Duty roster)

Legend:

 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Dental Assistant	<ul style="list-style-type: none"> The job-holder is responsible to assist the specialists in dental care delivery according to established hospital policies, procedures and standards of dental care and practices. Duties and Responsibilities 1 Primary Responsibilities and Duties (80%) Responsible for providing four-handed chair-side assistance to specialists in dental treatment and procedures for various disciplines. Responsible for ensuring the instruments and materials are ready for each appointment, and ensure the proper maintenance of dental instruments. Comply with Infection Control and maintains Infection Control Standards. Comply with work safety regulations in handling of dental instruments and equipment. Assist in cleaning, sterilizing, sorting and packing of instruments in general sterilization area. Manage Inventory in assigned dental operatory and assist in stock ordering. Assist with patient's appointment. Collaborate and co-operate with clinicians and other health-care providers in the smooth delivery of dental care and services. Secondary Responsibilities and Duties (20%) Participate in service quality activities. Coach and guide the junior staff in dental assisting. Assumes additional responsibilities as assigned by Clinic Supervisor/ Clinic Manager. Minimum NITEC Certification in Dental Assisting or Equivalent Qualification. <p>Preferably with proficiency in computer skills (MS Office). Good interpersonal and communication skills. A team player and also able to work independently. Display compassion and have a positive and caring attitude</p>	<ul style="list-style-type: none"> Working Days: Mon to Fri Office Hours, 8.30am to 6pm
Dialysis Assistant	<ul style="list-style-type: none"> You are responsible within the Dialysis Centre (s) for Patient Management as well as the Equipment and Environmental Management. Patient Care and Support Conduct and document Patient Assessment including vital signs, fluid balance monitoring and evaluating treatment response. Assist nursing staff with hemodialysis cannulation and needle removal in accordance with established guidelines and best practices. Furnish Patient Care & Safety support for personal hygiene, mobility, comfort needs Assist in monitoring patient condition and report patient abnormalities before, during and after dialysis treatments. Follow established emergency and protocols on assisting in 	<ul style="list-style-type: none"> Working Days: Mon to Sat Work Hours: AM Shift: 30am to 3pm PM Shift: 30pm to 11pm

Legend:


 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>dialysis-related emergencies such as hypotension, machine malfunctions.</p> <ul style="list-style-type: none"> • Equipment and Environmental Management • Sterilization of dialysis equipment and the surrounding environment. • Preparation of dialysis machines, including connection, setup and priming before treatment sessions. • Maintain environmental cleanliness. • Report any equipment malfunction faults or issues promptly. • Assist in maintaining consumable stock levels. • Assist in medical materials administration. • Preferred HMI trained. 	
Direct Technician	<ul style="list-style-type: none"> • Diagnose and resolve issues in aircraft engines • Disassemble aircraft engines for inspection and maintenance • Conduct testing and upkeep of engine components • MINIMUM 1 year of aerospace / aviation experience 	<ul style="list-style-type: none"> • Work Hours: 30am - 15pm, 4pm - 1.45am
Enrolled Nurse	<ul style="list-style-type: none"> • Perform nursing duties • Nitec in Nursing • SNB Certified 	<ul style="list-style-type: none"> • Working Days: 5 days a week including weekends • Work Hours: 2 to 3 shifts
F&B Coordinator	<ul style="list-style-type: none"> • Coordinating and ensuring smooth running of F&B services for in-patient meals and in-house events in the hospital • Taking/compiling meal orders for private and special diet patients. • Ensuring all food trolleys are heated prior to dishing of meals, and despatching meals to the wards timely and correctly. • Attend and resolve patients' complaints, and tabulate patient's feedback for management review. • Prefer candidates with F&B relevant experiences <p>Requirements</p> <p>Minimum secondary education</p> <p>Competent in MS Words, outlook and Excel</p> <p>Good Communication and interpersonal skills</p>	<ul style="list-style-type: none"> • Working Days: 5 days a week including weekends • Work Hours: 8 hours a day with a staggered shift between 5am to 7pm. There will be transport pick up provided at nearest available location if working hours falls beyond public transport operating hrs.

Legend:


 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Final Assembly / Manufacturing Operators (Clean Room and Non-Clean Room; Day Shift)	<ul style="list-style-type: none"> Check assemblies of electronic components/parts. Picking & Packing. Sort/test of components/parts. Assemble according to given instructions. Housekeep work stations. Report any problem to the line leader supervisor. Any other ad-hoc duties as assigned by superior. Minimum Primary education. <p>Experience in manufacturing preferred. Able to follow basic job instructions. Good eyesight. Able to stand for long hours. Fit to work and carry heavy weight. Basic understanding of English preferred.</p>	<ul style="list-style-type: none"> Day shift : Monday to Friday from 8.20am to 50pm (Hourly Pay : \$10/hr) Night Shift : Monday - Thursday from 50pm to 50am (Hourly Pay: \$11/hr)
Healthcare Asst	<ul style="list-style-type: none"> Attend to patients' care needs in their activities of living, such as personal hygiene, bathing, feeding, lifting, transportation and toileting. Take, record and report vital sign. (temperature, pulse, blood pressure) Observe general condition of patients. Assist nurses and comply with practices while attending to patients. Maintain tidiness of ward, equipment and trolley at all times or assigned. Physically fit up mid 40s <p>Minimum N Level and above Possess HCA experience in hospital / nursing home Relevant certification or experience in healthcare / nursing / nurse aid</p>	<ul style="list-style-type: none"> Working Days: Monday to Sunday (Any 5 days) Work Hours: 5 days 3 shifts, 8 Hours per day (Example: 8am to 5pm / 12pm to 9pm / 11pm to 8am)
Logistics Officer	<ul style="list-style-type: none"> normal warehouse duties 	<ul style="list-style-type: none"> Work Hours: 8.5h
Material Handler (AMAT)	<ul style="list-style-type: none"> Loading and unloading Picking and packing 	<ul style="list-style-type: none"> Working Days: Mon to Fri Work Hours: 7am-4:30pm/ 4pm to 1:30am
Operator	<ul style="list-style-type: none"> To test / inspect / assemble Refrigeration Units as per manufacturing instruction, method sheet and maintained required output rates and quality. Responsible for up-keeping and maintenance of equipment / tools / fixtures / gauges assigned to the Station. Ensure all calibrated items used are within the effective calibration period. Assist in designing jigs / fixtures & parts trolley to improve the Productivity of the process. 	<ul style="list-style-type: none"> 7.40am - 00pm

Legend:


 – PMET Roles


 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Serve as trainer for training new employees under buddy system. Perform basic trouble shooting or rework on tested / assembled units (identify & rectify fault found). Conduct inspection on work area & monitor the effectiveness of corrective actions taken (if any). To comply strictly with the company's safety rules and regulations. To co-operate with personnel involved in the investigation of any accidents and to explain exactly what happened and what caused the accident. Maintain good housekeeping in the work area. Maintain proper records such as filling up checklists, components serial numbers etc. Provide feedback or suggestion for improvement. To perform tasks deem suitable and assigned by superiors. Minimum Vocational Certificate (No experience required). Able to read and write English. 	
Operator (weekend job)	<ul style="list-style-type: none"> Assist with products checking Operate machines Pick and pack Other ad hoc duties as assigned 	<ul style="list-style-type: none"> Working Days: every sat and sun Work Hours: 8am - 8pm
Patient Service Associate, Inpatient Operations	<ul style="list-style-type: none"> Assist in the collection of payment for discharging patients Conduct financial counselling for inpatient stay/charges Perform discharging procedures for patients Obtain follow up appointment for Inpatient patients Help in additional responsibilities as assigned by supervisors Minimum GCE N Levels with 1 year of working experience in customer service. <p>Strong passion to serve the patients. Open to fresh ITE or Diploma grads too, no experience is required, as long as they have a good attitude.</p>	<ul style="list-style-type: none"> Working Days: Monday to Sunday (Any 5 days) Work Hours: 9am to 6pm / 11am to 8pm (1 day off during weekday and 1 day off during weekend)
Production Operator	<ul style="list-style-type: none"> operating and maintaining machinery, and ensuring quality and safety standards are met. packing energizer battery OT average 2 to 4 days a month (20 to 40 hours) <p>Able to carry 15kg no color blind no allergy to chemical</p> <p>Allowances:- Shift Allowance day shift \$6 per day, night shift \$16 per day Meal Allowance \$3 per day transport allowance \$4 per day</p>	<ul style="list-style-type: none"> Working Days: 4 days work week including weekends and PH Work Hours: 7.30am to 7.30pm / 7.30pm to 7.30am



Legend:

 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Production Technician	<ul style="list-style-type: none"> Operating machines & Record Keeping & Visual Checking of Products Need to carry load up to 15kg Working days: 4 3 3 4 Working hours : 12 hours shift work (7am to 7.15pm or 7pm to 7.15pm) - candidate can choose the fixed shift they want During 2 to 3 months training, working hours will be 7am to 4pm (Mon - Fri), no shift allowances Allowances:- - if taking over night shift, there will be \$20.5/night shift allowances given - Moderate OT (OT pay usually about 20% of the average monthly gross, can be higher) - Company transport provided - will share during interview - Local – SC/SPR only - Need to be physically fit; comfortable to carry 10 - 15 kg - Comfortable with manual & routine job - Basic English to communicate and understand - Salary range with experience (salary range shown: NITEC in Engineering without experience, and experience) - AWS + VB Provided 	<ul style="list-style-type: none"> Working days: 4 3 3 4 (Eg. Work for 4 days, and rest 3 days.) Working hours : 12 hours shift work (7am to 7.15pm or 7pm to 7.15pm) - candidate can choose the fixed shift they want During 2 to 3 months training, working hours will be 7am to 4pm (Mon - Fri), no shift allowances
Service/ Kitchen Crew	<ul style="list-style-type: none"> Preparing food items for the shift according to SOP, food health and safety standards sanitizing and cleaning work stations and utensils assisting other kitchen crew or helping other team members when needed Adhere to the company's rules and regulations on food safety, food hygiene. Comfortable long standing hours Comfortable in frying and working in kitchen setting 	<ul style="list-style-type: none"> Working Days: 5 days work week Work Hours: 44 hours
Staff Nurse 	<ul style="list-style-type: none"> Perform nursing duties Valid SNB 	<ul style="list-style-type: none"> Working Days: 5 days a week including weekends Work Hours: 2 to 3 shifts
Temp Customer Service Representative	<ul style="list-style-type: none"> Coordinate and liaise with customers, forwarders & warehouse for shipment readiness and delivery schedules Prepare and handling of day-to-day documents for delivery Assist & update customers with stock queries and shipment schedules Liaise with warehouse for shipments Prepare monthly reports for KPI Any other ad-hoc duties as assigned Candidate who possessed relevant shipping experience will be advantage 	<ul style="list-style-type: none"> Mon to Fri, 8am-5pm, Sat 8am-12pm


Legend:

 – PMET Roles
 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Temp screener admin	<ul style="list-style-type: none"> • Provide administrative support • Manage career counseling • Administer record keeping • Ad hoc duties assigned • Deploy to secondary schools 	<ul style="list-style-type: none"> • Working Days: 5 days Work Hours: Office Hours (as early as 7am ; as late as 4pm to 5pm)
Trainee Technician	<ul style="list-style-type: none"> • Perform troubleshooting, repair, overhaul of aircraft engines • Dismantle aircraft engines • Testing and maintenance of engine equipment • Perform simple operational checks on aircraft system 	<ul style="list-style-type: none"> • Work Hours: 30am - 15pm, 4pm - 1.45am
Ward Service Associate	<ul style="list-style-type: none"> • Provide excellent customer service to the patients • Serving and clearing food and drinks • Check food served against patient meal orders • Assist in inventory management • Maintain cleanliness in and around workstation • Assist nurses to meet patient's nutritional needs • Minimum GCE N Level <p>Open Race, Open Gender, Age between 30-60yo Passionate to join healthcare industry No visible tattoos and bright dyed hair colours</p>	<ul style="list-style-type: none"> • Working Days: 5 days work week (Monday – Sunday) Work Hours: 7am–430pm, 10am–730pm (based on roster)
Warehouse Assistant	<ul style="list-style-type: none"> • Check the items are correct with respect to part numbers, description, specification and quality as stated on the DO/Note or putaway List • In case any discrepancies found – all must be reported to the supervisor • Inspect visually the condition of parts received particularly for any transit damage • Arrange and put the labels on the parts • Put the parts away on an agreed bin location • Support other activities within the warehouse during critical situations. • Maintain tidy conditions in your own working area and any other areas for which the individual is responsible. 	<ul style="list-style-type: none"> • Mon to Fri: 8.30am - 30pm
Warehouse Assistant	<ul style="list-style-type: none"> • Facilitate the daily operation of the warehouse • Issue and collect production materials timely • Perform daily check and count for stock accuracy • Ensure well maintenance and good housekeeping within the warehouse • Stock up and label all goods correctly • Receive goods and pack accordingly • Report immediately of any parts/stock defects or discrepancy in quantity • Observe all safety rules and compliances with all procedures • Any general ad-hoc duties as assigned by superior" • Minimum secondary level <p>At least 1 year working experience in related field Able to read, write, speak basic English and possess basic</p>	<ul style="list-style-type: none"> • Day shift: Monday to Friday from 8.20am to 50pm ; Hourly Pay : \$10/hr Night Shift: Monday to Thursday from 50pm to 50am ; Hourly Pay: \$11/hr

Legend:

 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Mathematical skill Basic computer literacy is advantageous Able to handle 10 to 20kgs of load Physically fit	
Warehouse Assistant	<ul style="list-style-type: none"> • Pick and Pack • Labelling and Sorting • Loading, unloading • Comfortable to support OT 	<ul style="list-style-type: none"> • Work Hours: 8.75h
Warehouse Assistant (With Forklift)	<ul style="list-style-type: none"> • Loading and unloading materials from a variety of vehicles such as VNA/Forklift/Stacker etc. • Moving pallet-packed materials around the site or storage facility • Checking loads are secure • Performing equipment checks and basic maintenance • Following written instructions and keeping records • Adhering to health and safety regulations • Completing physical tasks quickly and accurately. Must have Singapore valid forklift license Possessed Work At Height (WAT) Certificate will be an advantage	<ul style="list-style-type: none"> • Mon to Fri, 8am-5pm, Sat 8am-12pm

#5 Raffles Hotel Singapore

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Sous Chef	<ul style="list-style-type: none"> • The Sous Chef supports the Chef de Cuisine as the culinary ambassador of the restaurant, leading the venue additional personality and soul. The position is responsible for the supervision of the overall culinary operation and for achieving and maintaining the highest standards of food quality and guest satisfaction. Main responsibilities include, but are not limited to, maximising revenue, achieving targets such as P&L Budget and forecast, marketing, staffing, quality, training and development of team members. • Minimum Professional Certificate in a Culinary-related field. • Minimum of 4 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. 	<ul style="list-style-type: none"> • Rotating

Legend:

 – PMET Roles


 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in written and conversational English as well as one additional language. • Prior work experience in Asia, Singapore or South East Asia preferred. • Accustomed to and comfortable with media exposure. • Pre-opening experience preferred. • Detailed knowledge of South East Asian cuisine. 	
Chef de Partie	<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. • 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. 	<ul style="list-style-type: none"> • Rotating
Associate Sommelier	<ul style="list-style-type: none"> • The position is responsible for delivering friendly and efficient wine service that meets guest dining experience expectations. • Certificate or diploma in Hospitality or related field. • Experience in Wine (e.g. Wine making, wine sales, Master court sommelier, WSET Level 2 etc.). • 1 year in a wine service position, or similar operations. • Has Service or Retail experience. • Possesses Wine, beverage and food knowledge through professional or personal interests (personal interest/ professional). 	<ul style="list-style-type: none"> • Rotating
Resident Bartender	<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. • 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. • Highly organised with strong analytical and communication skills. 	<ul style="list-style-type: none"> • Rotating



Legend:

 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Manager 	<ul style="list-style-type: none"> The position assists the Restaurant Manager in supervising the overall operation and service standards of the outlet to meet and exceed guest's dining expectations and achieving set financial targets. Main responsibilities include, but are not limited to, assisting the Restaurant Manager in developing a loyal following of local guests, maximising revenues, achieving financial and quality targets, confirming required staffing levels, conducting training and development of team members. Degree/diploma in Food & Beverage/Hospitality Management or minimum of 4 years of relevant experience in the hotel or free-standing restaurant and bar environment, minimum of 2 year in similar position. Strong working knowledge of Microsoft Office. Oral and written fluency in English and an additional language. Pre-opening experience preferred. Detailed knowledge of Food and Beverage different type of cuisine and culinary trends. Thrive in large scale operation and high volume quality operation. 	<ul style="list-style-type: none"> Rotating
Food and Beverage Service Executive	<ul style="list-style-type: none"> The Food and 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 Minimum 2 years' experience in an international class restaurant. At least 1 year relevant experience in a similar capacity an advantage. Working knowledge of Microsoft Office. Interpersonal skills – communicates easily/openly with integrity towards own action. Communication skills in English spoken/written. Reliable and consistent. Well-groomed. 	<ul style="list-style-type: none"> Rotating
Food and Beverage Service Associate	<ul style="list-style-type: none"> The Food and 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. Retail or guest interaction experience. Interpersonal skills – communicates easily/openly with integrity towards own action. Communication skills in English spoken/written. Reliable and consistent. Well-groomed. Can work as part of a team. 	<ul style="list-style-type: none"> Rotating


Legend:

 – PMET Roles
 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food & Beverage Sales Executive	<ul style="list-style-type: none"> The Food and Beverage Sales Executive is to provide administrative support to the respective F&B Sales Team Leaders including handling and responding sales enquiries via emails and tele-sales in the absence of the Sales team leaders in a timely manner. Minimum Diploma or equivalent. Minimum of 1-2 years of relevant experience in the hotel industry preferably in Singapore. Strong working knowledge of Microsoft Office. 	<ul style="list-style-type: none"> Office Hours
Lobby Ambassador (Front Office)	<ul style="list-style-type: none"> The Lobby Ambassador is responsible in managing various aspects of the Lobby operation in the delivery of the Raffles Hotel Singapore's service experience throughout the entire guest journey. Minimum 1 to 3 years relevant experience. Excellent communication skills in English and ability to communicate in a second language. Possesses strong interpersonal skills. Contributes in the team, work punctually and effectively. Ascertains and addresses guest/colleague needs. Motivates individuals and creates and maintains a cohesive team. Focuses on service with an eye for detail and an approachable attitude. Works well under pressure, analyzes and resolves problems, and exercises good judgment. Prioritises and organises work assignments and work effectively. Self-motivates and shows good initiative in a dynamic environment. Ensures security and confidentiality of guest and hotel information. 	<ul style="list-style-type: none"> Rotating
Bellman	<ul style="list-style-type: none"> The position is responsible to supervise and handle all portage tasks in a detailed and timely manner as well as to participate in creating experiential and memorable Raffles Hotel Singapore experiences for residents. 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, analyzes and resolves problems, and exercises good judgment and with a high degree of professionalism. Prioritises and organises work assignments. Self-motivates and shows good initiative in a dynamic environment. Ensures security and confidentiality of guest and hotel information. 	<ul style="list-style-type: none"> Rotating

Legend:

 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Raffles Butler	<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 to anticipate and be 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. Diploma or Degree from School for Tourism and Hotel Management. 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. 	<ul style="list-style-type: none"> Rotating
Housekeeping Supervisor	<ul style="list-style-type: none"> The position is responsible for ensuring the ongoing impeccable cleanliness and organisation of public spaces and facilities in accordance with established standards of the hotel. He/she needs to maintain the impeccable cleanliness in his/her area of responsibility as per hotel standards related to the nightly deep cleaning by outside companies as per contractual agreement in public spaces and back-of-house areas. Minimum 2 years in housekeeping position, minimum 1 year as Supervisor. Housekeeping / Supervisory experience in luxury hotel / resort. Certified Trainer or On Job Trainer. Good technical skills for Housekeeping. Supervisory and leadership skills – collaborative, enabling, and entrepreneurial. Confident and good interpersonal skills to handles all levels of communication to colleagues and guests. Well-verse in OPERA. Able to solve problems / make decisions within scope. Attention to details especially on cleanliness and setup presentation. Able to work independently, reliable and self-directed. 	<ul style="list-style-type: none"> Rotating
Housekeeping Attendant	<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. English-written and spoken is ideal but not necessary. Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures. Service oriented with an eye for details. Ability to work efficiently and independently under pressure in a dynamic environment. 	<ul style="list-style-type: none"> Rotating

Legend:

 – PMET Roles



 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Flexible and able to embrace and responds to change effectively. Self-motivated and energetic. 	
Raffles Service Executive / Agent	<ul style="list-style-type: none"> The Raffles Service Executive / Agent delivers friendly and professional service that meets guest's reservation experience expectations prior to their arrival. 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. 	<ul style="list-style-type: none"> Rotating
Senior / Facilities Technician	<ul style="list-style-type: none"> The Senior / Facilities Technician is responsible for daily engineering sections to support the hotel operations. 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. Highly organised with strong analytical and communication skills. 	<ul style="list-style-type: none"> Rotating
Retail Operations Executive	<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. Ability to speak Japanese will be an advantage. Interpersonal skills well developed with guests, employees, 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. Flexible and able to embrace and respond to change effectively. Ability to work independently and has good initiative under dynamic environment. Self-motivated and energetic, confidently able to resolve problems and make decisions. 	<ul style="list-style-type: none"> Rotating

Legend:

 – PMET Roles


 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Spa Attendant	<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. Ability to provide legible communication. <p>Minimum one year experience in customer service, hospitality or the spa industry. Good interpersonal and communication skills.</p>	<ul style="list-style-type: none"> Rotating
Events Manager / Assistant Events Manager 	<ul style="list-style-type: none"> The Assistant / Events Manager (Events & Conference Services) is responsible for working to achieve the strategic goals of the hotel, specifically in banquet sales. Sales segments can be sub-categorized into corporate and weddings. He / she will also support and service group files handed over from sales. This position is also responsible to follow through on all matters pertaining to events and functions in the hotel. Diploma / Degree in Hotel / Hospitality Management. Minimum of 3 years of sales experience in hotel, preferably luxury hotel in Singapore. Minimum of 2 years of experience in similar capacity Work experience in a Luxury Hotel or Luxury Brand is an advantage. Strong working knowledge of Microsoft Outlook, Microsoft Office and Opera will be an advantage. 	<ul style="list-style-type: none"> Office Hours
Food & Beverage Marketing Communications Executive 	<ul style="list-style-type: none"> The Food & Beverage Marketing Communications Executive supports the development of all hotel Food and Beverage collaterals, including supporting public relation programmes and advertising artwork. It also serves to provide coordination support for hotel events as well as facilitate administration matters for the Marketing Communications department. Minimum Diploma holder or above / equivalent. Minimum of 1 year of relevant experience in Marketing Communications / Public Relations. Experience in hospitality industry an advantage. Fresh graduates are welcome. Strong working knowledge of Microsoft Outlook and Microsoft Office. Basic working knowledge of Adobe software. Proficiency in Adobe Photoshop an advantage. Proficiency in simple video editing an advantage. Oral fluency in English and Mandarin with written excellence in English. Ability to speak other language and/or basic understanding of other languages an advantage. 	<ul style="list-style-type: none"> Office Hours

Legend:

 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Marketing Communications Executive 	<ul style="list-style-type: none"> The Marketing Communications Executive supports the development of all hotel collaterals as well as execute the hotel's partnership programmes and heritage programmes, including supporting the marketing activations for Raffles Boutique and Raffles Spa. This role also serves to provide coordination support for hotel events as well as facilitate administration matters for the Marketing Communications department. Minimum Diploma holder or above / equivalent. Minimum of 1 year of relevant experience in Marketing Communications / Public Relations. Experience in hospitality industry an advantage. Strong working knowledge of Microsoft Outlook and Microsoft Office. Basic working knowledge of Adobe software. Proficiency in Adobe Photoshop an advantage. Proficiency in simple video editing an advantage. Oral fluency in English and Mandarin with written excellence in English. Ability to speak other language and/or basic understanding of other languages an advantage. 	<ul style="list-style-type: none"> Office Hours


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 – PMET Roles

 – Inclusive Roles



#6 Siltronic Singapore Pte Ltd

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Engineering Assistant Technician (Equipment)	<ul style="list-style-type: none"> Perform troubleshooting and repair of equipment related failure to minimize downtime Schedule and perform periodic equipment preventive maintenance Work with Engineers to troubleshoot process related issues relating to equipment failure Perform housekeeping and conformance to safety and cleanroom protocols" Diploma / Higher Nitec / Nitec in Mechanical / Electrical / Electronics / Mechatronics Engineering or equivalent fields Knowledge of Programmable Logic Control (PLC) is an advantage 	<ul style="list-style-type: none"> 12 hours rotating shift: Day: 8am to 8pm Night: 8pm to 8am
Engineering Assistant Technician (Lab)	<ul style="list-style-type: none"> Operate laboratory equipment for Product Failure Analysis, Physical Characterization, and Quality Control Ensure the quality of laboratory tools by SPC monitoring and IMTE calibration. Must be able to follow laboratory procedures and cleanroom protocol. Support to fulfill measurements cycle time and perform calibration in a timely manner Operate laboratory equipment based on SOP Maintain good housekeeping Participate in special projects as assigned by supervisors Diploma in Physics, Material Science, or equivalent Engineering field Preferably with 2 years working experience in laboratory or other designations in semiconductor industry Entry level candidates are welcome to apply Reasonably proficient with Microsoft Office (Words, Excel) Experience handling SEM/EDX, SRP a plus Able to support overtime or shiftwork as assigned 	<ul style="list-style-type: none"> 12 hours rotating shift: Day: 8am to 8pm Night: 8pm to 8am
Manufacturing Engineer 	<ul style="list-style-type: none"> Lead a team of line leaders and operators to meet daily production output, quality, productivity and yield. Conduct daily pass-down meetings and escalate line issues if any Oversee manpower/overtime and consumables planning Ensure manufacturing and safety procedures are being followed Conduct training/coaching to leaders & operators to improve performance Implement ideas and improvement activities to prevent human errors Ensure good discipline and housekeeping in the line Coordinate with other departments to support projects, evaluations and preventive maintenance activities in the fab Diploma/Degree in Engineering/Science/Production/IT 	<ul style="list-style-type: none"> 12 hours perm shift: Day: 8am to 8pm Night: 8pm to 8am



Legend:

 – PMET Roles

 – Inclusive Roles

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Preferably experienced in high-tech, high-vol manufacturing environment • Good leadership and communication skills • Willing to work 12-hour shifts (day or night) 	
Equipment Engineer 	<ul style="list-style-type: none"> • Perform equipment installation, tool improvement activities, maintenance, alarm compilation of equipment • Perform repair, troubleshooting of equipment to minimize downtime • Identify equipment failures, pareto of issues and weak point analysis for improvement • Drive continuous improvement program, cost reduction, yield & OEE improvement • Generate technical reports of the equipment • Bachelor of Electrical/ Electronics/ Mechanical/ Mechatronic Engineering • Diploma in Engineering with at least 3 years of equipment maintenance experience will be considered • At least 2 years experience in Semiconductor Industry • Willing to commit for overtime when required 	<ul style="list-style-type: none"> • Office Hour: Mondays to Fridays 8:00am - 5:30pm
MES Engineer 	<ul style="list-style-type: none"> • Monitoring, support, and maintenance and documentation of the MES model in terms of products, routes, operations, equipment, recipes and lot movements • Design, develop, maintenance and continuous improvements of assigned Computer Integrated Manufacturing (CIM) applications and components • Provide Level 2 & 3 supports for the proper operation of Production lines • Degree in Computer Science, Computer Engineering or related fields • Min 2 years of experience MES • Knowledge of basic SQL in Oracle • Experience in Tibco (TIB / RV) / high technology manufacturing environment is an advantage • A good team player with good communication skills and able to work independently 	<ul style="list-style-type: none"> • Office Hour: Mondays to Fridays 8:00am - 5:30pm

Legend:

 – PMET Roles
 – Inclusive Roles

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
 e2i Career Centre (WCC) ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900	Operating Hours (Face-to-face/virtual coaching) Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed	Nearest MRT North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands

Legend:

 – PMET Roles

 – Inclusive Roles

NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

- Subscribe to **PMET Jobs-Alert**
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Scan the QR code below to watch e2i's "Career & Networking Success: Actionable Tips for Advancing Your Career" video now!



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Legend:

 – PMET Roles

 – Inclusive Roles