

JOB LISTING BOOKLET

Singapore Aero Support Services Recruitment Fair

18 Sep 2026 | 10:30am to 4:30pm |

The Anchor @ Marine Parade (The Ark: Multipurpose Room, Near Exit 5)

Position	Page Number
Assignment Officer	2
Cabin Technician / Trainee	2
Control Room Officer	3
Driver	3
Ground Equipment Operator (GEO)	3
Ground Support Equipment (GSE) Mechanic	4
Logistic Assistant	4
Mechanic (EM - Automotive), Changi North	5
Mechanic (Light Vehicle Repair & Maintenance)	5
Planner	6
Planning Coordinator	6
Premium Cabin Service (PCS) Groomer (Cleaning)	6
Purchasing Assistant	7
Ramp Specialist	7
Store Assistant	8
Tool Store Assistant	8
Upholstery (Cabin Line Services)	8

Assignment Officer	
Job Description	Job Requirements
1. Assign crews for aircraft water and lavatory servicing and monitor service completion. 2. Assign ground-service crews to provide requested aircraft ground equipment support. 3. Monitor flight changes and service communications, then inform operators promptly. 4. Update ground equipment status and report defective equipment to the supervisor. 5. Assist the duty supervisor with delay updates and operational issues. 6. Perform other duties assigned by team leaders or supervisors.	1. Diploma or NITEC in Aviation, Airport Operations or equivalent. 2. Comfortable with shift work arrangements. 3. Good communication skills. 4. Good team player.

Cabin Technician / Trainee	
Job Description	Job Requirements
1. Inspect and repair passenger seats, galleys and lavatories while maintaining aircraft cabin condition. 2. Install cabin components, including seat tracks, overhead bins, galleys, side panels and bulkheads. 3. Perform functional and aesthetic inspections of aircraft cabin interiors. 4. Document defects, troubleshoot issues and complete rectification work. 5. Support cabin modification, retrofitting and component repair tasks. 6. Maintain the quality of aircraft interiors across the operated fleet. 7. Perform other duties assigned by supervisors.	1. Aviation educational background or NITEC/Higher NITEC, preferably in Engineering. 2. At least two years of aviation industry experience, excluding on-the-job training. 3. Able to work in high-noise areas and at heights. 4. Able to work in warm and humid environments. 5. Able to communicate effectively in spoken and written standard English. 6. Able to work rotating shifts, including weekends and public holidays. 7. Aircraft technicians with MRO experience in Mechanical, Avionics, Sheetmetal or Cabin trades are welcome.

Control Room Officer	
Job Description	Job Requirements
1. Monitor daily flight schedules, update changes and notify relevant parties. 2. Coordinate aircraft ground time for related maintenance tasks. 3. Respond to and monitor telephone requests for on-call maintenance. 4. Review telex messages and take the required action. 5. Document activities in the operational log. 6. Perform other duties assigned by the shift supervisor.	1. NITEC or Higher NITEC, preferably in Engineering. 2. Proficient in Microsoft Excel, Word and Outlook. 3. Able to communicate effectively in spoken and written standard English. 4. Able to work rotating shifts, including weekends and public holidays.

Driver	
Job Description	Job Requirements
1. Transport staff safely between locations within the apron area. 2. Deliver aircraft spares and components within the apron area. 3. Keep assigned vehicles clean and in safe operating condition. 4. Perform other duties assigned by supervisors.	1. Valid LTA Class 3 driving licence. 2. Apron Driving Permit is an advantage. 3. Able to understand and communicate in simple English. 4. Able to work rotating shifts, including weekends and public holidays.

Ground Equipment Operator (GEO)	
Job Description	Job Requirements
1. Perform water and lavatory servicing for all aircraft types. 2. Provide and operate ground power, air-start, air-conditioning and brake-cooling equipment. 3. Operate conventional and towbarless airtugs for aircraft pushback and towing. 4. Perform preventive equipment checks, routine inspections and towbar counts. 5. Complete other work involving aircraft water, lavatory and ground support equipment. 6. Perform other duties assigned by the supervisor.	1. Minimum NITEC or Diploma in Engineering, or equivalent. 2. One to three years of relevant experience in aviation or related industries. 3. Valid LTA Class 3 driving licence. 4. Able to work 12-hour rotating shifts.

Ground Support Equipment (GSE) Mechanic	
Job Description	Job Requirements
1. Conduct daily bay sweep checks and complete required replacements. 2. Repair non-motorised equipment, including maintenance steps, hydraulic carts, nitrogen carts and aircraft towbars. 3. Perform preventive and corrective maintenance according to approved documents. 4. Complete and sign job cards and task sheets accurately after work. 5. Confirm equipment is serviceable before releasing it to users. 6. Read and follow OEM manuals and repair or maintenance instructions. 7. Perform other duties assigned by the supervisor.	1. Minimum Professional Certificate or NITEC in Mechanical or Automotive Engineering, or equivalent. 2. At least two years of experience repairing mechanical or hydraulic equipment. 3. Working hours are 8:00am to 5:30pm, Monday to Friday.

Logistic Assistant	
Job Description	Job Requirements
1. Collect spares between the warehouse and bay within the required timeframe. 2. Verify part numbers, serial numbers and quantities before delivery. 3. Report discrepancies to the storeman or supervisor. 4. Complete sign-off, handover and takeover procedures properly. 5. Prepare manifests for items collected from the warehouse. 6. Perform other duties assigned by the supervisor.	1. Minimum NITEC in any discipline with one to two years of logistics experience. 2. Forklift licence is an advantage. 3. Able to work permanent afternoon shifts and overtime when required.

Mechanic (EM - Automotive)	
Job Description	Job Requirements
1. Troubleshoot and repair hydraulic and electrical systems on aircraft tow tractors and ground support equipment. 2. Perform preventive maintenance according to approved documents. 3. Complete and sign job cards and task sheets accurately after work. 4. Confirm equipment is serviceable before releasing it to users. 5. Modify electrical wiring using approved documents, data or OEM recommendations.	1. Minimum NITEC or Diploma in Automotive Engineering, or equivalent. 2. At least one year of experience in the automotive industry. 3. LTA Class 3, 4 or 5 driving licence is an advantage. 4. Working hours: Monday to Thursday, 8:00am to 5:30pm; Friday, 8:00am to 5:00pm.

Mechanic (Light Vehicle Repair & Maintenance)	
Job Description	Job Requirements
1. Perform preventive vehicle maintenance according to servicing task sheets. 2. Provide standby and on-site recovery for unserviceable vehicles. 3. Complete minor spray painting and touch-up work as required. 4. Inspect air-conditioning systems and in-vehicle cameras for serviceability. 5. Perform corrective maintenance after vehicle failures or breakdowns, including outside operating hours. 6. Check tyres, fire extinguishers, batteries and other on-site vehicle conditions. 7. Maintain daily workplace housekeeping. 8. Perform other tasks assigned by supervisors.	1. Minimum NITEC or Diploma in Automotive Engineering, or equivalent. 2. At least one year of experience in the automotive industry. 3. Comfortable with shift work arrangements. 4. Singapore Class 3, 4 or 5 driving licence.

Planner	
Job Description	Job Requirements
1. Coordinate and expedite work and spare-parts flow between departments according to aircraft schedules. 2. Support technical crews and liaise with specialised departments for timely completion of planned tasks.	1. Minimum Diploma in Aviation or Aerospace Engineering; preferably two years of experience. 2. Fresh Engineering Diploma holders are welcome. 3. Proficient in Microsoft Excel, Word and Outlook. 4. Able to communicate effectively in spoken and written standard English. 5. Able to work rotating shifts, including weekends and public holidays.

Planning Coordinator	
Job Description	Job Requirements
1. Check the availability of aircraft components and consumables. 2. Update ordered-spares status and initiate collection and delivery. 3. Coordinate timely collection and delivery based on criticality. 4. Generate reports on order, collection and delivery status.	1. Minimum Higher NITEC in Aerospace Engineering, or equivalent. 2. Good written and spoken English communication skills. 3. Able to work in a dynamic, fast-moving environment. 4. SAP experience is preferred. 5. Able to perform shift work.

Premium Cabin Service (PCS) Groomer	
Job Description	Job Requirements
1. Clean aircraft cabins. 2. Clean, condition and repair seats, leather and carpets as required. 3. Perform leather ink-mark touch-ups. 4. Clean aircraft lavatories. 5. Shampoo carpets and complete spot cleaning. 6. Perform other duties assigned by the supervisor.	1. Applicants from any discipline, with or without cleaning experience. 2. Able to work in warm and humid environments. 3. Able to understand and communicate in simple English. 4. Able to work rotating shifts, including weekends and public holidays.

Purchasing Assistant	
Job Description	Job Requirements
1. Research products and source new suppliers and vendors. 2. Request quotations and compare prices to maximise return on investment. 3. Track incoming inventory and record planned and actual delivery times. 4. Update and maintain records of orders, payments and received stock. 5. Coordinate with the receiving team and follow up on incoming items. 6. Build professional relationships with vendors and suppliers. 7. Collaborate with finance team members on invoicing and related matters. 8. Perform ad hoc duties assigned by the supervisor or management.	1. Minimum NITEC in any field with at least one year of purchasing experience. 2. Knowledge of purchasing processes, policies and systems. 3. Proficient in Microsoft Word, Outlook and Excel. 4. Excellent verbal and written communication, negotiation and contract-processing skills. 5. Able to multitask, prioritise and manage time efficiently. 6. Accurate with strong attention to detail. 7. Able to make decisions in a fast-paced environment.

Ramp Specialist	
Job Description	Job Requirements
1. Operate aircraft docking guidance, manually marshal aircraft and perform headset duties. 2. Inspect aircraft bays and ensure they are free of foreign object debris. 3. Install and remove wheel chocks and grounding cables. 4. Connect and disconnect towbars from airtugs. 5. Support aircraft arrival, departure and towing duties. 6. Perform other duties assigned by the supervisor.	1. Minimum Professional Certificate or NITEC. 2. At least one year of experience in aviation or related industries. 3. Comfortable with shift work arrangements. 4. LTA Class 3 driving licence is an advantage. 5. Must attend and pass the Ramp Specialist course, on-the-job training and assessment before employment.

Store Assistant	
Job Description	Job Requirements
1. Enter basic data into Microsoft Excel and SAP. 2. Perform picking, packing, stocktaking and inventory management. 3. Keep the store organised and tidy for easy stock tracing. 4. Verify the quality and quantity of delivered goods during receipt. 5. Issue aircraft spare parts and tools to operations.	1. NITEC or O-Level qualification. 2. At least two years of related experience. 3. Basic computer skills. 4. Class 3 or forklift driving licence is an advantage. 5. Comfortable with 12-hour rotating shifts.

Tool Store Assistant	
Job Description	Job Requirements
1. Report to the required store location. 2. Issue and receive store items. 3. Check item serviceability and prevent losses or damage. 4. Report losses or damage according to established processes. 5. Perform other duties assigned by the supervisor.	1. Minimum ITE Certificate in any discipline. 2. Basic Microsoft Excel knowledge or IT literacy. 3. Able to communicate in English. 4. Comfortable with rotating shifts, including night shifts.

Upholstery (Cabin Line Services)	
Job Description	Job Requirements
1. Replace seat covers, dress seats and replace aircraft cabin carpets and curtains. 2. Collect required parts and return removed items to designated locations.	1. NITEC or Higher NITEC, preferably in Engineering. 2. Able to work in warm and humid environments. 3. Able to understand and communicate in simple English.