

e2i Career Quest

24 October 2024

JOB LISTING BOOKLET



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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COTU (Center of the Universe)

C.O.T.U (Centre Of The Universe) is a breathtaking 18,000 square-foot venue located atop CapitaGreen, offering unparalleled views of Singapore's skyline through towering 6-meter windows. Spanning two floors, it features five distinct concepts: Dashi Skypool, an oasis for lounging and soaking in the atmosphere; Ensō Steakhouse, a refined steakhouse with Japanese sensibility; The Whisper Room, a sophisticated cocktail bar; Little Birdie, a progressive cocktail experience; and Dashi Go-Go, an exclusive boutique ultra-lounge. C.O.T.U is a fusion of luxury, creativity, and unforgettable dining and entertainment, designed to elevate every visit.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bartender (Full Time)	<ul style="list-style-type: none"> • Previous bartending experience preferred. • Strong knowledge of mixing, garnishing, and serving drinks. • Excellent customer service and communication skills. • Ability to work in a fast-paced environment and manage multiple tasks. 	<ul style="list-style-type: none"> • Greet guests and take beverage orders. • Mix, garnish, and serve alcoholic and non-alcoholic drinks according to recipes. • Verify identification and age requirements of customers. • Maintain an accurate cash register and balance receipts. • Serve snacks or food items to customers seated at the bar. • Clean the bar, tables, and work areas to maintain a tidy environment. • Manage inventory and restock bar supplies as necessary. • Ensure compliance with all health and safety regulations, including alcohol service laws. • Handle customer complaints or concerns professionally. • Collaborate with other restaurant staff to ensure smooth service. • Create and recommend drink specials based on customer preferences and inventory availability. 	<ul style="list-style-type: none"> • 5 days • 44 hours
Bartender (Part Time)	<ul style="list-style-type: none"> • Previous bartending experience preferred. • Strong knowledge of mixing, garnishing, and serving drinks. • Excellent customer 	<ul style="list-style-type: none"> • Greet guests and take beverage orders. • Mix, garnish, and serve alcoholic and non-alcoholic drinks according to recipes. • Verify identification and age requirements of customers. 	<ul style="list-style-type: none"> • 3 Days per week • Minimum 30 hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	service and communication skills. <ul style="list-style-type: none"> • Ability to work in a fast-paced environment and manage multiple tasks. 	<ul style="list-style-type: none"> • Maintain an accurate cash register and balance receipts. • Serve snacks or food items to customers seated at the bar. • Clean the bar, tables, and work areas to maintain a tidy environment. • Manage inventory and restock bar supplies as necessary. • Ensure compliance with all health and safety regulations, including alcohol service laws. • Handle customer complaints or concerns professionally. • Collaborate with other restaurant staff to ensure smooth service. • Create and recommend drink specials based on customer preferences and inventory availability. 	
Chef de Partie	<ul style="list-style-type: none"> • High school diploma or equivalent. • Demonstrated experience as a chef. • Experience in managing and developing staff in a kitchen environment. • Ability to create, modify and critique recipes. • Understanding of current culinary trends and techniques. • Understanding of food and labor costs. • Ability to work in a fast-paced environment. • Excellent communication, leadership, and organizational skills. • Ability to work flexible schedules, 	<ul style="list-style-type: none"> • Greet and welcome customers with a friendly demeanor. • Take and process customer orders accurately. • Serve food and beverages in a timely manner. • Maintain cleanliness and organization of the dining area and service stations. • Handle cash and process payments efficiently. • Address customer inquiries and resolve any issues promptly. • Collaborate with team members to ensure smooth operations. • Follow health and safety regulations. 	<ul style="list-style-type: none"> • 5 days • 44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	including weekends and evenings if needed.		
F&B Service Crew	<ul style="list-style-type: none"> • Previous experience in a customer service role is a plus, but not required. • Strong communication and interpersonal skills. • Ability to work in a fast-paced environment. • Flexible availability, including evenings and weekends. • A positive attitude and a willingness to learn. 	<ul style="list-style-type: none"> • Greet and welcome customers with a friendly demeanor. • Take and process customer orders accurately. • Serve food and beverages in a timely manner. • Maintain cleanliness and organization of the dining area and service stations. • Handle cash and process payments efficiently. • Address customer inquiries and resolve any issues promptly. • Collaborate with team members to ensure smooth operations. • Follow health and safety regulations. 	<ul style="list-style-type: none"> • 3 Days per week • Minimum 30 hours

HOOGA

HOOGA (hue-guh) is a Singapore home and lifestyle brand that is inspired by the Danish art of cosiness.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Associate (Full-Time/Part-Time)	<ul style="list-style-type: none"> • Friendly and upbeat personality. • Energetic, enjoys meeting people, good team player. • Maintain a positive outlook and concentrate on ensuring customer satisfaction. • Able to work on weekends and retail hours. • 	<ul style="list-style-type: none"> • Provide engaging customer service and assist customers on their enquiries. • Maintain neatly organized shelves and support stock replenishment. • Operate check out registers. • Perform other ad-hoc duties as assigned. 	<ul style="list-style-type: none"> • 5 working days • Various shifts
Warehouse Assistant (Part Time)	<ul style="list-style-type: none"> • Ability to lift heavy objects and perform manual labor tasks. 	<ul style="list-style-type: none"> • Unloading container. • Loading goods onto pallet. • Securing packed stocks for delivery or storage. • Labelling of goods. 	<ul style="list-style-type: none"> • 3 working days • 10am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure accuracy in labelling, packing, and order processing. • Maintain a tidy and organized workspace. • Follow safety guidelines and procedures to maintain a safe working environment. 	<ul style="list-style-type: none"> • Assisting with order processing (picking and packing). • Maintaining a tidy, clean, and safe workstation (basic housekeeping). • Performing any other ad-hoc duties assigned by the supervisor. 	

Stuff'd

Over the years, Stuff'd has been able to grow steadily because we have been single-minded in our goal, which is to connect more people with real food that is freshly prepared yet affordable. This has resonated well with our customers, and we have been building an ever-growing, vibrant community.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Burger Crew (Ordinary Burgers)		<ul style="list-style-type: none"> • At Ordinary Burgers, you will work with a lean, fast-growing team with lots of exposure and learning opportunities • Work in a friendly, inclusive and respectful culture that allows you to thrive in your own way • Must be able to work opening, closing shift, weekends and public holidays. • Must be able to support other outlets as and when necessary. 	<ul style="list-style-type: none"> • 5 Working Days • Work Location: Jurong East
Full Time Service Crew (DABBA STREET)		<ul style="list-style-type: none"> • As a Dabbamaker, you will problem-solve daily, communicate effectively, work fast, and be consistently accurate. In this role, you're well positioned to lead, and on track to progress to 	<ul style="list-style-type: none"> • 5 Working Days • Work Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>higher roles.</p> <ul style="list-style-type: none"> • Prepare and execute food items to our specified recipes and standards. • Maintain a clean and organized work area, adhering to all food safety and hygiene regulations. • Complete daily checklists to facilitate correct and prompt opening, shift change and closing of outlets. • Operate kitchen equipment including oven, stove, fryer, griddle, toaster, rice cookers and food processor. • Manage inventory, ensure proper stock levels and minimize waste. • Correct rotation and labelling of food and ingredients. • Efficient and effective management of line food levels to maintain ongoing service delivery. • Maintain a clean and proper use of uniform. • Track, reconcile and report all received orders. 	
Full Time Service Crew (Stuff'd)	•	<ul style="list-style-type: none"> • Make wraps, assemble daily bowls to company's established standards of quality, safety and hygiene. • Perform light-cooking such as boiling, making side dishes and sauces. • Prepare raw food ingredients such as meat, poultry and vegetables. • Carry out food preparation processes including thawing, washing, cutting, 	<ul style="list-style-type: none"> • 5 Working Days • Work Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>marinating, portioning food ingredients, according to standard operating procedures (SOP).</p> <ul style="list-style-type: none"> Set up and replenishing salad bar with fresh food ingredients. 	
Management Executive (DABBA STREET)		<p>The Management Executive (MT) performs an Executive Supervisory role in the Company.</p> <p>You shall be deployed to island wide outlets to carry out duties but not limited to:</p> <ul style="list-style-type: none"> Ensure the highest level of safety, cleanliness, quality, and speed, while simultaneously upholding Dabba Street standards of hospitality in all interactions. Administer timely inventories requisition and receiving procedures. Monitor and foster service quality and customer satisfaction. Formulate strategies to minimize waste production. Identify and establish internal and external stakeholder relationships. Lead team to implement and carry out changes required in the outlet. Manage crisis situations. Ensure the outlet and equipment are in working condition. Manage the customer experience through different platforms, by encouraging social media reviews and ratings. Responsible to provide timely communications 	<ul style="list-style-type: none"> 5 Working Days Work Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>to internal and external stakeholder</p> <ul style="list-style-type: none"> • Provide timely feedback to the Area Manager with regards to outlet activities. • Conduct scheduled food audits are carried out timely and accurately. • Ensure compliance with operational standards as well as safety and hygiene regulations. • Ensure food and ingredients products are used and sold according to First-In-First-Out and First-Expiry-First-Out guidelines. • Communicate safe work procedures and safety rules and ensure compliance of team members. • Understand and identify hazards and implement effective risk control measures. • Ensure all SFA guidelines are adhered to in the outlet. • Ensure food safety in accordance with Dabba Street SOP. • Initiates and conducts with training guide. • Ensures the flow of the training guide and information in all proper directions. • Assist to forecast resource and manpower needs. • Plan weekly schedule to ensure staffing levels based on business needs. • To manage outlet staff grievances and conflicts and issue disciplinary action, and escalate to Area Manager / HR, when necessary. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Conduct an on-site orientation which includes safety and hygiene, and on-the-job training for new employees. Lead, motivate and train team members to boost staff morale and facilitate succession planning. Lead and motivate team member to achieve goals, providing timely performance feedback and ensures accountability for each member. 	
Management Executive (Stuff'd)		<p>Management Executive (MT) performs an Executive Supervisory role in the Company.</p> <p>You shall be deployed to island wide outlets to carry out duties but not limited to:</p> <p><u>Outlet Operational</u></p> <ul style="list-style-type: none"> Ensure the highest level of safety, cleanliness, quality, and speed, while simultaneously upholding Stuff'd standards of hospitality in all interactions. Administer timely inventories requisition and receiving procedures. Monitor and foster service quality and customer satisfaction. Formulate strategies to minimize waste production. Identify and establish internal and external stakeholder relationships. 	<ul style="list-style-type: none"> 5 Working Days Work Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Lead team to implement and carry out changes required in the outlet. • Manage crisis situations. • Ensure the outlet and equipment are in working condition. • Manage the customer experience through different platform, by encouraging social media reviews and ratings. • Responsible for providing timely communications to internal and external stakeholders. • Provide timely feedback to the Area Manager with regards to outlet activities. <p><u>Safety Compliance</u></p> <ul style="list-style-type: none"> • Conduct scheduled food audits are carried out timely and accurately. • Ensure compliance with operational standards as well as safety and hygiene regulations. • Ensure food and ingredients products are used and sell according to First-In-First-Out and First-Expiry-First-Out guidelines. • Communicate safe work procedures and safety rules and ensure compliance of team members. • Understand and identify hazards and implement effective risk control measures. • Ensure all SFA guidelines are adhered to in the outlet. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure food safety in accordance with Stuff'd SOP. <p><u>Training & Staff Development</u></p> <ul style="list-style-type: none"> Initiates and conducts with training guide. Ensures the flow of the training guide and information in all proper directions. <p><u>Manpower</u></p> <ul style="list-style-type: none"> Assist to forecast resource and manpower needs. Plan weekly schedule to ensure staffing levels based on business needs. To manage outlet staff grievances and conflicts and issue disciplinary action, and escalate to Area Manager / HR, when necessary. Conduct an on-site orientation which includes safety and hygiene, and on-the-job training for new employees. Lead, motivate and train team members to boost staff morale and facilitate succession planning. Lead and motivate team members to achieve goals, providing timely performance feedback and ensures accountability for each team member. 	
Part Time Service Crew (DABBA STREET)		As a Dabbamaker, you will problem-solve daily, communicate effectively, work fast, and be consistently accurate. In this role, you're well positioned	<ul style="list-style-type: none"> 4 Working Days Minimum 20 hours Work Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>to lead, and on track to progress to higher roles.</p> <p>Your duties and responsibilities include:</p> <ul style="list-style-type: none"> • Prepare and execute food items to our specified recipes and standards. • Maintain a clean and organized work area, adhering to all food safety and hygiene regulations. • Complete daily checklists to facilitate correct and prompt opening, shift change and closing of outlets. • Operate kitchen equipment including oven, stove, fryer, griddle, toaster, rice cookers and food processor. • Manage inventory, ensure proper stock levels and minimize waste. • Correct rotation and labelling of food and ingredients. • Efficient and effective management of line food levels to maintain ongoing service delivery. • Maintain a clean and proper use of uniform. • Track, reconcile and report all received orders. 	
Part Time Service Crew (Stuff'd)		<ul style="list-style-type: none"> • Make wraps, assemble daily bowls to company's established standards of quality, safety and hygiene. • Perform light-cooking such as boiling, making side dishes and sauces. • Prepare raw food ingredients such as meat, poultry and vegetables. 	<ul style="list-style-type: none"> • 4 Working Days • Minimum 20 hours • Work Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Carry out food preparation processes including thawing, washing, cutting, marinating, portioning food ingredients, according to standard operating procedures (SOP). Set up and replenishing salad bar with fresh food ingredients. 	
Senior/ Junior Cook (DABBA STREET)	<ul style="list-style-type: none"> Have some working experience with an Indian or Mediterranean cuisine, but this is not a must. 	<p>We're seeking a skilled Senior/Junior Line Cook who would lead shifts at the outlet.</p> <p>As a shift lead, you will problem-solve daily, communicate effectively, work fast, and be consistently accurate. In this role, you're well positioned to lead, and on track to progress to higher roles.</p> <p>Your duties and responsibilities include:</p> <ul style="list-style-type: none"> Prepare and execute food items to our specified recipes and standards. Maintain a clean and organized work area, adhering to all food safety and hygiene regulations. Complete daily checklists to facilitate correct and prompt opening, shift change and closing of outlets. Operate kitchen equipment including oven, stove, fryer, griddle, toaster, rice cookers and food processor. Manage inventory, ensure proper stock 	<ul style="list-style-type: none"> 5 Working Days Work Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		levels and minimize waste. <ul style="list-style-type: none"> • Correct rotation and labelling of food and ingredients. • Efficient and effective management of line food levels to maintain ongoing service delivery. • Maintain a clean and proper use of uniform. • Track, reconcile and report all received orders. 	
Service Crew / Kitchen Helper (HUGABO)		At Hugabo, you will: <ul style="list-style-type: none"> • Collaborate with a nimble, rapidly expanding team, gaining invaluable exposure and learning avenues. • Thrive in an environment of camaraderie, inclusivity, and respect, fostering your unique growth. 	<ul style="list-style-type: none"> • 5 Working Days • Work Location: Islandwide

The Supreme HR Advisory

Situated in Singapore's bustling core, this is where our journey began. With over 60 expert consultants and a legacy spanning 10 years, we've mastered the art of understanding Southeast Asia's intricate job market. We provide bespoke recruitment solutions, ensuring that both employers and candidates find their perfect match.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Account Executive	<ul style="list-style-type: none"> • Relevant working experience. 	<ul style="list-style-type: none"> • Responsible for full set of accounts. • Responsible for monthly financial and analytical reports to management. • Involved in asset and inventory reconciliation. • Assist in export and import procedures. 	<ul style="list-style-type: none"> • 5 working days • Monday to Thursday: 8.00am to 5.30pm • Friday: 8.00am to 4.30pm • Work Location: Tuas

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in quarterly GST submission. Assist in annual corporate tax submission. Involved in annual external audit Assist in implementation of Enterprise Resource Planning system. Undertake additional tasks and responsibilities when required or as instructed. 	
Accounts Assistant	<ul style="list-style-type: none"> O levels/ A levels/ Diploma with basic accounting knowledge. Knowledge of MYOB software will be an advantage. Proficient in Microsoft Word and Excel. 	<ul style="list-style-type: none"> AP functions - Manage payment processing of vendor invoices and prepare payment. Prepare expenses & staff claims. AR functions – Post receipts to system, send monthly SOA to customers and follow up with outstanding payment. Reconciliation of overseas PO, Invoice & SOA. Maintain up to date records and well-organized documents. Other ad-hoc duties as assigned by supervisor. 	<ul style="list-style-type: none"> 5 working days 8.00am to 5.00pm Work location: Kaki Bukit
Administrative Officer	<ul style="list-style-type: none"> Minimum Diploma in any field. Business Administration and Facilities Management background would be a strong advantage. Proficient in Microsoft Word, Excel etc. 	<ul style="list-style-type: none"> Manage and oversee the scheduling / database / finance for the residents. Manage and oversee documents related to the residents. Manage and oversee the meal arrangement for the residents and shift staff. Attend to phone calls and visitors to the Hostel. Coordinate with MSF-appointed facility 	<ul style="list-style-type: none"> 5 working days 8.00am to 5.30pm Work location: Shenton Way

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>management representative and manage facilities related matters.</p> <ul style="list-style-type: none"> • Support other administrative functions, including supporting shift during an emergency. • Manage staff welfare items, bookings of rooms, recording of meeting minutes, as well as security screening request and archive all results. 	
Assistant Manager/ Management Trainee		<ul style="list-style-type: none"> • Provide excellent service to ensure satisfaction. • Taking customer orders and delivering food and beverages. • Making menu recommendations, answering questions from customers. • Ensure and manage the service team to comply with all our company service guidelines and safety procedures. • Enforce restaurant quality, service and value standards, keep restaurants clean and tidy to create a comfortable environment for customers. • Manage and continuously improve service standards and provide support as necessary to ensure the service team can carry out assigned tasks. • Conduct and manage weekly inventory checks for service department (Front-of-House). 	<ul style="list-style-type: none"> • 5.5 working days • Work location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare restaurant order list and place orders with the Procurement/Purchasing Department. • Address all customer complaints immediately, when required. • Ensure training standards and lead the Supervisors and training team to conduct service training. • Any other duties as assigned by your superior. 	
Business Development Executive	<ul style="list-style-type: none"> • Relevant working experience. 	<ul style="list-style-type: none"> • Building good rapport with existing and new clients. • Regular visits and follow up with clients. • Develop new business with clients who might benefit from the company's products and services. • Negotiate tender and contract terms and conditions to meet both client and company needs. • Negotiation of commercial and project conditions, handling sales documents, reports. • Handle customer enquiries and feedback. • Make technical presentations and demonstrate how a product meets client needs. • Liaise with other members of the sales team and other technical experts. 	<ul style="list-style-type: none"> • 5 working days • 8.30am to 6.00pm • Work location: Jurong
Claim Coordinator	<ul style="list-style-type: none"> • Relevant working experience. 	<ul style="list-style-type: none"> • Executive the intake and registration of new 	<ul style="list-style-type: none"> • 5.5 working days • Monday to

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>insurance claims, ensuring accurate and complete data entry into the claims management system.</p> <ul style="list-style-type: none"> • Review and organize claim documentation, including forms, reports, and correspondence, for accuracy and completeness. • Process claim-related correspondence, including emails, letters, and faxes, and distribute to appropriate personnel for further action. • Maintain claim files and databases, updating information as needed and ensuring confidentiality and security of sensitive data. • Generate claim-related reports and documents, such as claim status updates, settlement offers, and denial letters, as directed by claims adjusters or supervisors. • Communicate with policyholders, claimants, and other involved parties to provide information and assistance regarding claim status, documentation requirements, and next steps in the claims process. • Assist with scheduling appointments and inspections, coordinating with mechanic and other external vendors as necessary. 	<p>Friday: 9.00am to 6.00pm</p> <ul style="list-style-type: none"> • Saturday: 9.00am to 1.00pm • Work Location: Central

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Collaborate with Sale associate & Operation manager, such as underwriting and finance, to resolve claim-related inquiries and discrepancies. Participate in training sessions and meetings to stay informed about changes in claim procedures, regulations, and industry best practices. Perform other administrative tasks and special projects as assigned by management to support the efficient operation of the claims department. 	
Customer Service Executive	<ul style="list-style-type: none"> Possessing a Diploma in Logistic / Supply Chain / relevant discipline is preferred. Relevant work experience in the Logistics / Shipping or Freight Forwarding Industry is a plus. 	<ul style="list-style-type: none"> Handles all client's inquiries, concerns and complaints in a professional manner. Monitor shipments with contractors and vendors and update both internal & external stakeholders. Performs data entry, opening & closing of files and costing preparation in tandem to invoice generation. Collaboration with all departments to better address client's needs, providing regular updates to higher management. Assist in the preparation of Pricing & Quotations Support & involvement in continuous improvement programs with internal team to ensure control & processes to provide a high level of customer 	<ul style="list-style-type: none"> 5 working days 8.30 am to 5.30pm / 9.00am to 6.00pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		service & work efficiencies. <ul style="list-style-type: none"> Upselling company products and identify new business opportunities through clients' referrals. 	
Electrical Engineer	<ul style="list-style-type: none"> Diploma or Degree in Engineering with a minimum of 1 year relevant experience. 	<ul style="list-style-type: none"> Take charge of maintenance, troubleshooting, repair, commissioning and replacement of machinery equipment and systems such as chillers, motors, switchgears, generators and transformers. Carry out testing for all types of protection and maintenance. Develop and maintain relations with supervisors, assistant supervisors and other departments on engineering concerns. Identify and solve engineering problems as needed. Ensure works are done timely. Ensure all safety aspects of the team. Mentor and train technicians. 	<ul style="list-style-type: none"> 5 working days 8.15am to 5.30pm Work location: West
Electrical Technician	<ul style="list-style-type: none"> Diploma in Electrical Engineering Possess Class 3 driving license 	<ul style="list-style-type: none"> Drive manual vehicle (commercial van / lorry) to visit client premise Installing and maintaining electrical systems and equipment like switchboards at commercial buildings or shopping malls. 	<ul style="list-style-type: none"> 5 working days 8.15am to 5.30pm Work location: West

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
HR Executive	<ul style="list-style-type: none"> • Minimum Diploma in Human Resource or a related field. • At least 2-3 years of relevant experience in Human Resource 	<ul style="list-style-type: none"> • Responsible for managing and executing human resource functions, including recruitment, employee relations, performance management, and compliance with labor laws. • Ensures that the organization's HR policies are effectively implemented, supports staff development, and fosters a positive work environment to achieve company goals. 	<ul style="list-style-type: none"> • 5 working days • 9.00am to 6.00pm • Work location: Paya Lebar
IT Project Coordinator		<ul style="list-style-type: none"> • Manage relationships with clients and stakeholders. • Assist in organizing, attending and minutes taking in project meeting. • Assist in developing project plans, scopes, objectives, schedules, budgets and delivery, maintain comprehensive project documentations. • Coordinate internal resources and third parties/vendors for flawless execution of projects. • Assist in tracking project milestones and deliverables. • Understand customer's requirements for security, connectivity, management and automation of their apps and workloads across a hybrid & multi-cloud environment. • Communicate technical and business information 	<ul style="list-style-type: none"> • 5 working days • 9.00am to 6.00pm • Work location: Ubi Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		to widely varied audiences. <ul style="list-style-type: none"> Any other project related activities. 	
Kitchen Crew		<ul style="list-style-type: none"> Prepare the restaurant for opening and closing. Sort out and prepare orders based on our kitchen SOPs. Maintain a clean, organized, and safe kitchen workspace, adhering to strict health and safety regulations. Operate our different cooking stations: deep fryer, water boiler, induction cooking station. 	<ul style="list-style-type: none"> 5 to 6 working days 10.30am to 10.00pm with 90 minutes break Work location: Islandwide
Operation Admin (Technical Support)	<ul style="list-style-type: none"> Min GCE 'O' Level, ITE, Diploma / Degree At least 1-2 years of working experience, preferably in related functions. 	<ul style="list-style-type: none"> Assist in day-to-day administration (technical and services) which includes handling of all incoming and outgoing correspondences, facsimile, data entry, filing and collating of information. To provide sales support functions to technical, service and sales team that includes preparation of quotation, P/O, invoice, D/O and coordination with customers on servicing, repairing, spare part and chemical deliveries, payment and cheque collections etc. To provide support to technical team in keeping an account of machine warranty list and claims, spare part quotations and deliveries. 	<ul style="list-style-type: none"> 5 working days 9.00am to 6.00pm Work location: Jurong

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in stock monitoring and ordering including keeping an account of physical inventory (stock count) and liaising with supplier on order status. To receive, check and arrange incoming stock in warehouse. To be in-charge of Winterhalter service hotline, co-ordinate with technical team, scheduling, liaise and control of servicing, repairing and preventive maintenance services schedule. Generate weekly chemical, servicing, spare part sales reports and compile job reports. Follow up with clients on sales quotation, customers inquiries and repair jobs to be done. To ensure and to follow up sales payment from customers. 	
Operations Executive	<ul style="list-style-type: none"> Diploma in Business, marketing & sales, supply chain or a related field. Min 1 year experience in international trading documents and familiar with LC and incoterms. 	<ul style="list-style-type: none"> Review and negotiate sales & purchase contracts for company's trading activities. Assist in LC issuance. Follow up on shipments with our counterparts. Manage cargo deliveries, documentation and coordination works. Other duties as assigned. 	<ul style="list-style-type: none"> 5 working days 8.00am to 5.00pm / 9.00am to 6.00pm Work location: Tuas
Personal Care Officer	<ul style="list-style-type: none"> Diploma in psychology, social work, counselling or relevant field. Willing to work rotating shifts 	<ul style="list-style-type: none"> Plan and supervise the care of residents. Develop and implement programs and activities for the well-being of residents. 	<ul style="list-style-type: none"> 5 working days 12 hours shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	including night shift and weekends. <ul style="list-style-type: none"> • Training will be provided. 	<ul style="list-style-type: none"> • Put up monthly interview records for residents. Ensure proper maintenance of the Home's equipment. • Ensure the cleanliness of the Home's premises. 	
Reservation Sales Executive	<ul style="list-style-type: none"> • Diploma or equivalent in Tourism, Hospitality, or a related field (preferred). • Minimum of 2-3 years of experience in a similar role within the travel industry, specifically handling FIT/Group/ MICE bookings. • Proficient in using reservation systems and travel-related software. • In-depth knowledge of FIT/Group/ MICE travel trends and requirements. 	<ul style="list-style-type: none"> • To promote and sell health supplements at retail channel outlets assigned by the Management. • To provide excellent customer service, display a positive and professional attitude towards work. • Stock replenishment for assigned counters after sales movement of items. • Undertake general housekeeping of assigned counters – packing, tidying and re-arranging items on shelves. • Ad-hoc duties assigned by Management. • Implement and advise customers on promotion deals to generate and increase sales. 	<ul style="list-style-type: none"> • 5 working days • 8:45am to 5:45pm • Work location: Central
Retail Assistant	<ul style="list-style-type: none"> • With working experience in retail. 	<ul style="list-style-type: none"> • Provide customers with product information, demonstrate and explain product features. • Guide customers to assist them in making purchasing decisions. • Ensure that shelves are stocked properly and that all items and shelves are dusted and cleaned periodically. • Ensure the overall cleanliness and 	<ul style="list-style-type: none"> • 5 working days. • 44 hours • Work location: Central

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>maintenance of the store.</p> <ul style="list-style-type: none"> • Handle refunds and exchanges and associated paperwork. • Balance cash registers at the end of the shift and make sure that there is sufficient cash change available for the next shift. • Order low stocks and make sure that newly delivered stock is placed on shelves appropriately. • Put up store and window display for products on promotion. • Ensure that any discrepancies are communicated to your Reporting Manager immediately. • Take and resolve customers' complaints and relay complicated ones to the Reporting Manager. • Any duties as delegated by your Reporting Manager. • To maintain and follow all procedures as prescribed by the SOP of the Company from time to time. 	
Retail Executive	<ul style="list-style-type: none"> • IT-savvy with the ability to pick up new systems / software 	<ul style="list-style-type: none"> • Logistics/arranging of diamonds/inventory. • Excel spread sheets updates • Ad hoc miscellaneous duties assigned by team leader. • Perform general office duties. 	<ul style="list-style-type: none"> • 6 working days. • Off day on a weekday. • 9.30am to 6.00pm • Work location: Central

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ring Laser engraving duties (Training provided). • Assist in store operations like client servicing repairs/collections. • Checking of diamond melees. 	
Retail Sales Associate (Spirits Brands)	<ul style="list-style-type: none"> • Relevant experience in retail/sales. • Willing to work shift, weekend & Public Holidays. 	<ul style="list-style-type: none"> • Drive brands sales by providing best-in-class customer service. • Work in a team and achieve sales targets through commitment and collaboration. • Demonstrate cross-selling and up-selling sales techniques. • Ensure merchandising is set up according to standards, and that stock requirements are met. • Maintain knowledge of general and in-store trends and activities of various spirits categories. • Reinforce a positive brand image through your attitude and grooming. • Complete tasks in a timely manner. • Any other duties/matters which may be assigned by your team leader. 	<ul style="list-style-type: none"> • 5 working days. • Rotating shifts • Work location: Changi Airport
Sales Executive	<ul style="list-style-type: none"> • A comprehensive training program will be taught by our experienced Sales Team leader. • Guidance will be provided. 	<ul style="list-style-type: none"> • The Sales Executive is responsible for obtaining new leads and following up with prospective and existing clients. 	<ul style="list-style-type: none"> • 5 working days. • 9.00am to 6.00pm • Work location: Changi
Sales Support		<ul style="list-style-type: none"> • Handle inbound email and phone enquiries • Responding to assigned customers' enquiries, 	<ul style="list-style-type: none"> • 5 working days. • 8.30am to 6.00pm • Work location: Tai Seng

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>prepare quotation as required.</p> <ul style="list-style-type: none"> • Make recommendations suitable based on customer's specs and requirements. • To follow up on all enquiries. • Request for feedback and comments on status of our quote. • Report problems and responding to complaints from customers and give after-sales support when requested. • Proactive communication with customers to encourage repeat business. • Raise sales order and monitor/track delivery to ensure smooth delivery to clients. • Overseeing the delivery and adjusting as necessary to ensure they are delivered to specifications and high standards. • Coordinate the submission of Tenders Monitors and chase outstanding payments. • Performs administrative and office support activities to Outdoor Sales Team. • Keep track and maintain adequate stock for on-going projects. • Collecting and analysing feedback from customers to gauge satisfaction and success. • Monitor KIV sales order 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Semiconductor technician	<ul style="list-style-type: none"> • Experience in semiconductor industry. • Must be able to work in shift schedule (day / night) 	<ul style="list-style-type: none"> • Perform semiconductor tools servicing. • Perform tools preventive maintenance. • Assembly parts of machine. • 	<ul style="list-style-type: none"> • 4 working days • 12 hour rotating shifts
Tea Barista / Senior Tea Barista	<ul style="list-style-type: none"> • Relevant experience in the F&B industry. 	<ul style="list-style-type: none"> • Greeting customers in a friendly manner and managing customers' queries in a timely and efficient manner. • Prepare beverages according to standardized recipes and customer preferences. • Utilize proper brewing techniques and equipment to ensure the quality and consistency of each beverage served. • Provide friendly and attentive customer service, greet customers warmly and assist them in selecting their beverage based on their preferences and dietary restrictions. • Prepare drinks by following the prescribed recipes and preparation techniques. • Accurately process customer orders, handle cash and electronic payments. • Act in compliance with operational policies and procedures. • Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the 	<ul style="list-style-type: none"> • 5 working days. • 44 hours a week • Work location: Central/ Harbourfront

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>requirements of Health & Safety and Hygiene Protocol.</p> <ul style="list-style-type: none"> • Ensure sufficient stock at all times by monitoring tea inventory levels, reporting discrepancies, restocking supplies, handling stock delivery upon arrival as needed and communicating inventory needs to management. 	
Technical Coordinator		<ul style="list-style-type: none"> • Monitor vessels' certificates validity and maintain e-documents in system. • Assist Technical Superintendent or Manager as directed in the preparation, monitoring, and control of repair and maintenance budgets for the fleet. • Assist Technical Superintendent/ manager in quotation and requisition process for service & store requisitions. • Assisting in preparing technical specs for dockings etc. • Review and follow up on PMS reports from the vessel. • In-charge of tracking month end reports from vessels. • Other ad-hoc duties assigned by Technical Superintendent/ Manager. 	<ul style="list-style-type: none"> • 5 working days. • 9.00am to 6.00pm • Work location: Tai Seng
Youth Work Associate	<ul style="list-style-type: none"> • Diploma with 2 years working experience. 	<ul style="list-style-type: none"> • Oversee the residents daily, manage the 	<ul style="list-style-type: none"> • 5 days (including one weekend)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>welfare, discipline and standards of regimentation in the institution.</p> <ul style="list-style-type: none"> • Support the shift during emergencies. • Deliver Trauma-informed practices in daily interactions. • Ensure safety and security of premises, include perform body & property check, carry out security patrols, dormitory checks, and conduct urine test (when necessary) • Manage and provide care for the daily living needs of the residents in the Hostel. • Plan and conduct engagement activities in educational and recreational programs for the residents • Able to develop positive relationships with the residents. • Facilitate proactive and restorative circles (attain competence). • Involve in admission process. • Involve in taskforce, to assist and execute tasks required from the taskforce. 	<ul style="list-style-type: none"> • Shift work • 8 hours shift - 8:30am to 4:30pm / 2:30pm to 10:30pm • Work location: Central

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>



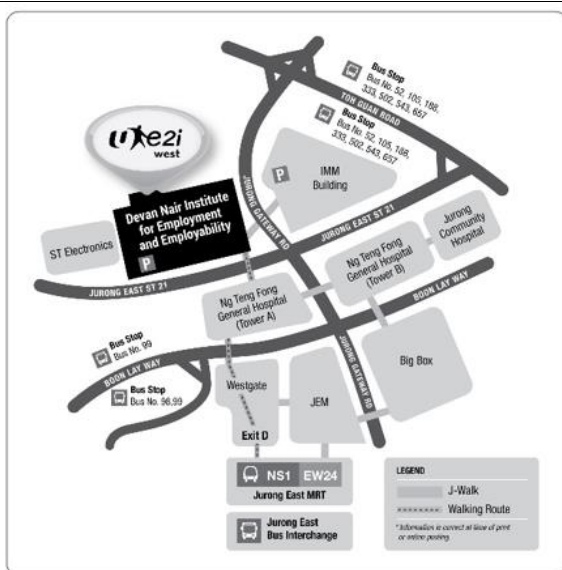
You can also reach us at the following centres (By appointment only):

e2i west

Devan Nair Institute of
Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Nearest MRT
Jurong East

Operating Hours



Monday - Friday: 9:00am - 5:00pm
 Saturdays: 9:00am - 1:00pm (Only virtual career coaching available)
 Sunday & Public Holiday: Closed

General Enquiries
 6474 0606

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Jobs and Skills Centre

Locations	Address	Operating Hours* (With effect from 1 September 2023)
Bishan Community Club	Level 1, Reading Room 51 Bishan Street 13, S(579799)	Mondays: Closed Tuesdays to Fridays: 10am to 5.30pm Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Ci Yuan Community Club	Level 4, Multi-Purpose Room 5,	Mondays, Tuesdays, Thursdays & Fridays: 10am to 5.30pm Wednesdays: Closed

Locations	Address	Operating Hours* (With effect from 1 September 2023)
	51 Hougang Avenue 9, S(538776)	Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Clementi Community Centre	Room 01-06, 220 Clementi Avenue 4, S(129880)	Mondays, Wednesdays and Fridays: 10am to 5.30pm (Virtual/Phone Coaching) Thursdays: 10am-5.30pm (Face-to-Face Coaching) Tuesdays: Closed Saturdays, Sundays and Public Holidays: Closed
The Frontier Community Club	Level 2 Room 205, 60 Jurong West Central 3, S(648346)	Mondays, Tuesdays, Thursdays & Fridays: 10am to 5.30pm Wednesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Social Service Office @ Bukit Merah	3779 Jalan Bukit Merah, #01-01, S(159462)	Mondays to Fridays: 9am to 5pm Saturdays, Sundays and Public Holidays: Closed
Social Service Office @ Queenstown	40 Margaret Drive, #02-01, S(140040)	Mondays to Fridays: 9am to 5pm Saturdays, Sundays and Public Holidays: Closed
Teck Ghee Community Club	861 Ang Mo Kio Avenue 10, #02-03, S(569 734)	Mondays, Wednesdays to Fridays: 10am to 5.30pm Tuesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Toa Payoh West Community Club	Level 3, Music Room 1, 200 Lorong 2 Toa Payoh, S(319642)	Mondays to Thursdays: 10am to 5.30pm Fridays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed

Locations	Address	Operating Hours* (With effect from 1 September 2023)
Yew Tee Community Club	20 Choa Chu Kang St 52, #03-05, S(689286)	Mondays to Wednesdays, Fridays: 10am to 5.30pm Thursdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed

The following centres are supported by a job kiosk where you can explore career resources virtually.

Locations	Address	Operating Hours*
Clementi Community Centre ^{KIOSK}	Level 1, 220 Clementi Avenue 4, S(129880)	Mondays to Fridays: 10am to 5.30pm Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Hong Kah North Community Club ^{KIOSK}	Level 1, 30 Bukit Batok Street 31, S(659440)	
Whampoa Community Club ^{KIOSK}	Level 1, 300 Whampoa Drive, S(327737)	
Yuhua Community Club ^{KIOSK}	Level 1, 90 Boon Lay Way, S(609958)	

NTUC Job Security Council's Telegram Channels

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e.g. Engineers, Managers,
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