

e2i x CH Talent Resources On-site Interview @ Ci Yuan CC

7th October 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set

Legend:  – PMET Roles

up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg.

Participating Companies

[Click on the specific role to view more details]

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#1 CH Talent Resources

CH Talent Resources is a specialised recruitment agency based in Singapore that provides diverse HR solutions. We are a part of the Charterhouse Asia Group. With our expertise in recruiting across industries, we pride ourselves on being specialists in Temporary, Outsourcing and Permanent Staffing Recruitment for our clients in Singapore. We also specialise in Payroll Administration and can take on the role of the contractual employer.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Security Officer (Airport)	Valid PLRD Security license (Must be licensed as a Security Officer (SO) and are already in possession of a valid SO ID cards)	- Perform CCTV and Control Room monitoring duties. - Undertake screening of baggage and personnel. - Perform X-ray screening and access controls. - Perform guarding and patrolling of installations. - Any other duties as assigned.	Working Hours: 6 days/week Employment Type: Full Time Job Type: Permanent Location: 65 Airport Boulevard (S)819663
Kitchen Crew	Comfortable to fast-paced kitchen	- Preparing ingredients in kitchen. - Assist to ensure cleanliness in kitchen - Assist in simple cooking in kitchen such as frying and deep fry.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 19 Tai Seng Avenue (S) 534054
Senior Cook	Experience in Cuisine and Oriental Cuisine is required	- Prepare food according to the Company standard procedures, recipe and given instruction. - Constantly check the quality of food prepared with regards to taste and temperature according to the company standard. - Lead junior cooks or kitchen helpers in kitchen duties	Working Hours: 6 days/ week Employment Type: Full Time Job Type: Permanent Location: 19 Tai Seng

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Avenue (S)534054
Accounts Executive (FULL SET) 	Minimum Diploma in Accountancy or Finance	- Handle the full set of accounts, including accounts payable, accounts receivable, general ledger and month-end closing. - Prepare and maintain accurate accounting records, schedules and supporting documents. - Perform monthly bank reconciliations, balance sheet reconciliations and inter-company reconciliations. - Prepare monthly management accounts, financial reports and analysis for management review. - Manage accounts payable and accounts receivable, including invoice processing, payment preparation and collection monitoring. - Handle GST / tax-related matters, including preparation of schedules and coordination with external tax agents where required. - Assist in the preparation of annual financial statements and support year-end audit activities. - Monitor cash flow, including cash position, payments and receipts. - Ensure timely and accurate submission of statutory and regulatory reports. - Maintain proper documentation and ensure compliance with accounting standards, company policies and internal controls. - Liaise with auditors, tax agents, banks and other	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 5 Tuas Bay Drive, (S) 637041

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		external parties on accounting and finance matters. • Assist with budgeting, forecasting and financial analysis when required. • Identify and resolve accounting discrepancies and provide recommendations for process improvements. • Support other ad-hoc accounting and finance-related duties as assigned.	
Supervisor/ Manager (Marine Communication) 	• Diploma or Bachelor's degree in M&E or Electrical Engineering, Project Management, or a related field • Proven project management experience, preferably in energy, offshore, or marine navigation industries • Strong organisational and multitasking abilities, with experience managing multiple projects • Excellent communication and teamwork skills • Proficient in project management software/tools • Knowledge of quality procedures and relevant regulations • Able to work in a fast-paced environment and adapt to shifting priorities • Project Management certification (e.g., PMP) is an advantage	• Manage the full project management lifecycle from design to project closure, including pre-delivery checks, testing, and handover • Attend project kickoff meetings to understand project scope, schedules, and deliverables • Coordinate the preparation of project drawings and documents, and review and implement change orders and amendments • Coordinate and schedule engineers and technicians to meet project deadlines • Prepare and monitor project schedules, coordinate with subcontractors, and gather information from suppliers • Manage pre-delivery testing, on-site installation, termination, and commissioning of equipment • Conduct technical reviews of plans to ensure compliance with codes and regulations • Continuously monitor project performance and provide accurate monthly project status reports to the management	• Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 194 Pandan Loop, (S)128383

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Ensure compliance with all related quality procedures and departmental Business Continuity Plans - Perform any other duties of a similar nature or level as required	
Assistant HR Manager 	Degree in Human Resources	- Strong HR Business Partnering experience - Experience managing the full employee lifecycle, including recruitment, onboarding, performance management, employee relations, compensation & benefits, and offboarding - Strong stakeholder management and communication skills - Experience partnering with business leaders and supporting organisational objectives - Good knowledge of Singapore employment practices and HR compliance - Regional/APAC exposure will be an advantage	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 4 Battery Road (S)49908
Senior Marketing Executive 	- Diploma/ Bachelor's degree in Marketing or a related discipline 3–5 years of hands-on experience in marketing roles	- Develop creative briefs that align marketing vision with business objectives - Plan and execute multi-channel campaigns across the customer journey, ensuring consistent messaging - Manage content strategies for both customer-facing and internal communications - Support sales initiatives, set marketing budget benchmarks, and participate in brand events - Utilise customer and market insights to refine outreach	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 4 Battery Road (S)49908

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		strategies and improve conversion and loyalty - Communicate ideas and strategies effectively to internal teams and external partners - Collaborate closely with senior leadership on marketing plans, initiatives, and budget decisions - Enhance overall e-commerce site performance through continuous UI/UX improvements and collaboration with designers/developers	
IT Support Executive 	- Minimum diploma in Computer Science, Information Technology, or a related field - Proficient in utilizing virtualization technology, specifically Hyper-V. - Technical knowledge on IT and personal computer troubleshooting with good awareness on cybersecurity	- Assist in the procurement of hardware, ensuring that the company has the necessary equipment for its IT infrastructure. - Document the system in the lab and create a comprehensive network diagram for the lab environment - Provide technical support to end-users for hardware, software and network-related issues - Develop, maintain and improve existing and new local application systems, tools and Inter & Intranet environment to meet local business needs with a relentless customer satisfaction focus. - Maintain and support client hardware and software environment in compliance with Local, Regional and Global standards, strategic policies, guidelines,	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 1 Wallich Street, Singapore 078881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		procedures for ensuring the continuous business activities. Support IT Service Desk so that IT could provide timely feedback to user's incidence calls and give them support for users troubleshoot problems.	
Sales Engineer 	Degree or Diploma in Engineering related discipline is preferred	- Collaborate with Sales Manager to implement plans and strategies for Hyster Singapore market to achieve Sales Revenue, Gross Profit, and Order Intake targets for the assigned territory. - Achieve the sales target budget set out by the Sales Manager - Effectively manage a define territory including identifying new sales opportunities whilst managing an existing owner base. - Conduct product demonstrations where possible using friendly sites or HYLTS site. - Support and maintain strong relationships with customers (direct & indirect) and key stakeholders to ensure loyalty and long-term engagement. - Gather, analyze, and share competitive, industry, and market insights, identifying gaps, needs, and opportunities for Hyster products and services. - Promote Hyster brand awareness through market activities and provide input on marketing strategies and go-to-market plans. - Ensure proper sales paperwork documentation	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 93 Tuas Bay Drive, Singapore 637041

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and provide administrative support as needed. Ad-hoc tasks if any	
Staff Nurse (Nursing Home) 	Bachelor's Degree or Diploma in Nursing recognised by the Singapore Nursing Board (SNB)	- Provide professional nursing care in line with established standards and guidelines - Assess, plan, implement and evaluate care plans for residents - Support doctors and allied health professionals in clinical procedures and care delivery - Maintain accurate documentation and reporting - Ensure a safe, clean and comfortable environment for residents	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 71 Venus Drive (S)573859
Finance Internal Audit 	Data analysis (Excel, Power BI, ACL, IDEA, SQL, etc.)	- Internal audit professionals provide independent assurance that an organization's governance, risk management, and internal control processes are effective. - Their responsibilities typically include: - Risk Assessment: Identify and evaluate financial, operational, compliance, and strategic risks. - Audit Planning: Develop annual and engagement-specific audit plans based on risk priorities. - Conduct Audits: Review processes, systems, transactions, and controls to assess effectiveness and compliance. - Evaluate Internal Controls: Determine whether controls adequately safeguard assets, ensure accurate reporting, and prevent fraud.	Working Hours: 5 days/ week, Employment Type: Full Time Job Type: Permanent Location: 1 Wallich Street, Singapore 078881

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Ensure Compliance: Verify adherence to laws, regulations, company policies, and industry standards. • Fraud Risk Assessment: Identify potential fraud risks, investigate suspected irregularities when required, and recommend preventive controls. • Analyze Data: Use data analytics to identify trends, anomalies, and areas requiring further review. • Document Findings: Prepare clear audit working papers and document evidence supporting conclusions. • Report Audit Results: Present findings, risk ratings, and practical recommendations to management and the audit committee. • Follow Up on Recommendations: Monitor management's implementation of agreed corrective actions. • Advise on Process Improvements: Recommend ways to improve efficiency, effectiveness, and control without assuming management responsibilities.	

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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.sg/cg-cp123?r=qr>



Discover our Services at a Centre Near You

📍 **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

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

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

📍 Scan here for our other Jobs and Skills Centres around Singapore.



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(e.g. Analyst, Engineers, Executives, Technicians, etc.)
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- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
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Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
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