

# e2i Skills & Career Fair @ Sembawang [31 May 2024] 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 up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit [www.e2i.com.sg](http://www.e2i.com.sg)

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## #1 ALPS

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive/Seni or Executive (Procurement)	<ul style="list-style-type: none"> <li>Degree, preferably in business related discipline</li> <li>Good verbal and written communication skills</li> <li>Proficient in MS office and Excel.</li> <li>Advanced analytical and negotiation skills</li> <li>Familiarization with SAP would be an added advantage.</li> <li>Positive working attitude, willingness to learn and thrives in a team environment</li> </ul>	<ul style="list-style-type: none"> <li>Plan, strategize, analyze, and implement sourcing strategy in category sourcing and supplier initiatives and be accountable for the outcomes.</li> <li>Ensure the entire procurement cycle processes follow ALPS' procurement policies.</li> <li>Partner internal users to procure goods and/or services in a timely, effective, and compliant manner.</li> <li>Manage vendors to ensure quality, pricing and delivery objectives are met.</li> <li>Add value through proper negotiation, product standardization and/or innovative ways of sourcing.</li> <li>Monitor and establish contracts on time to ensure continuous supply of products. and/or services</li> <li>Actively solicit internal users' feedback, address issues, and seek continuous improvement.</li> <li>Partake in any process improvement project as assigned by supervisor.</li> <li>Any other duties assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week.</li> <li>8.30am to 6pm (Mon-Thurs)</li> <li>8.30am to 5.30pm (Fri)</li> <li>167 Jalan Bukit Merah Singapore 150167</li> </ul>
Supply Chain Associate Executive/Seni or Associate Executive	<ul style="list-style-type: none"> <li>Work in a team to support the receiving of deliveries, putting away storage supplies, picking of supplies for distribution and processing of condemn return items from users.</li> <li>Ensure supplies are fulfilled in hospital and perform daily housekeeping for the inventories.</li> </ul>	<ul style="list-style-type: none"> <li>Diploma / Advanced / Higher / Graduate Diploma in Supply Chain or related discipline with at least 2 years of relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week.</li> <li>8.30am to 6pm (Mon-Thurs)</li> <li>8.30am to 5.30pm (Fri)</li> <li>167 Jalan Bukit Merah Singapore 150167</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Generate reports for inventory related information.</li> <li>Monitor and review trends, participate in inventory management for the department /hospital.</li> <li>Perform accurate count during cycle count and stock take.</li> <li>Assist in administrative and operational needs for day to day running of store activities.</li> </ul>		

## #2 BIGFOOT

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Class /4 Drivers	<ul style="list-style-type: none"> <li>PSLE (English)</li> </ul>	<ul style="list-style-type: none"> <li>Sending of goods to assign locations</li> </ul>	<ul style="list-style-type: none"> <li>5.5 / 6 days / week</li> <li>Islandwide</li> </ul>
Delivery Attendants	<ul style="list-style-type: none"> <li>No requirements</li> </ul>	<ul style="list-style-type: none"> <li>Doing deliveries duty to customer</li> </ul>	<ul style="list-style-type: none"> <li>6 days / week</li> <li>Islandwide</li> </ul>
Fleet Executives	<ul style="list-style-type: none"> <li>No requirements</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring and working with CCTVs, GPS and CCR</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days / week</li> <li>HQ</li> </ul>
HR Executives	<ul style="list-style-type: none"> <li>GCE 'N' Levels and above</li> </ul>	<ul style="list-style-type: none"> <li>HR Matters and Coordination with Ground Crew</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>HQ</li> </ul>
Lashing Coneman	<ul style="list-style-type: none"> <li>No requirements</li> </ul>	<ul style="list-style-type: none"> <li>Performing Conning Deconning and Twistlock Operations</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>PSA Pasir Panjang Terminal 4/5/6</li> </ul>
Mechanic Foreman	<ul style="list-style-type: none"> <li>No requirements</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring the smoothness of Operations in vehicle workshop</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days / week</li> <li>HQ</li> </ul>
Prime mover Driver	<ul style="list-style-type: none"> <li>PSLE (English)</li> </ul>	<ul style="list-style-type: none"> <li>Driving inside PSA Pasir Panjang Port</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>PSA Pasir Panjang Terminal 4/5/6</li> </ul>
Vehicle Electrician	<ul style="list-style-type: none"> <li>No requirements</li> </ul>	<ul style="list-style-type: none"> <li>Maintaining and Performing vehicle maintenance and repairs</li> </ul>	<ul style="list-style-type: none"> <li>5.5 days / week</li> <li>HQ</li> </ul>

## #3 CBM

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Class 3 or 4 driver	<ul style="list-style-type: none"> <li>• Candidate should be willing to do Delivery Services.</li> <li>• Candidate must possess a Class 3/ 3A/ 4 / 4A driving license</li> </ul>	<ul style="list-style-type: none"> <li>• To perform the logistic support and delivery of laundry to customers (Hotels).</li> <li>• To assist in receiving, picking, loading/unloading of laundry items.</li> <li>• To follow routes and time schedule.</li> <li>• Ensure cleanliness of the vehicle at all times.</li> <li>• Adhere to safety requirements at all times.</li> <li>• Any other ad-hoc assignments assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li>• 44hrs / week</li> <li>• 6 days</li> <li>• Woodlands Sector 1</li> </ul>
Facilities Executive (Technology and Innovation Solution)	<ul style="list-style-type: none"> <li>• "- Diploma in IT, Intelligent Building, Green FM, Building Services and with minimum 3 years of relevant work experience</li> <li>• - Candidate with IT and digital knowledge in built environment will be an advantage</li> <li>• - Good communication (written and version) skills and possess strong presentation skills</li> <li>• - Ability to multi-task and manage multiple projects simultaneously</li> <li>• - Passion in promoting digital transformation and technology solutions"</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Manager in the implementation of the Facility Management Enterprise System Platform and Facilities Maintenance Management System on site.</li> <li>• Directly in charge of the implementation of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site.</li> <li>• Assists in the collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders.</li> <li>• Assist the Manager to source, evaluating vendors and negotiating contracts to support project implementation.</li> <li>• Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction.</li> <li>• Any other assignments as and when directed by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• 44hrs / week</li> <li>• 5 days</li> <li>• Woodlands Sector 1</li> </ul>
Laundry Attendant	<ul style="list-style-type: none"> <li>• No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for handling towels/linen/uniforms</li> </ul>	<ul style="list-style-type: none"> <li>• 44hrs / week</li> <li>• 6 days</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Ensure that accounting and recording of towels/linen/uniforms are correctly done.</li> <li>• Ensure that transferring of towels/linen/uniforms are correctly assigned and placed.</li> <li>• To perform quality check at each section and towels/linen/uniforms accordingly</li> <li>• To ensure daily housekeeping are carried out.</li> <li>• Any other assigned duties by the company</li> </ul>	<ul style="list-style-type: none"> <li>• Woodlands Sector 1</li> </ul>
Plumber	<ul style="list-style-type: none"> <li>• At least 3 years plumbing knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• '- Install, repair, and maintain pipes, valves, fittings, drainage systems, and fixtures in commercial and residential structures.</li> <li>• - Respond to, diagnose, and resolve plumbing emergencies.</li> <li>• - Any other ad-hoc assignments assigned by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• 44hrs / week</li> <li>• 5.5 days</li> <li>• Woodlands Loop</li> </ul>
Security Officer	<ul style="list-style-type: none"> <li>• "- At least 1 year(s) of working experience in the related field is required for this position.</li> <li>• - First Aid Certificate will be preferred.</li> <li>• - Possess a valid PLRD license.</li> <li>• - Must be able to meet the physical requirements of the job which include long hours of patrolling and standing."</li> </ul>	<ul style="list-style-type: none"> <li>• "- Conduct security monitoring with the use of surveillance systems, detect and report security breaches</li> <li>• - Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas</li> <li>• - Respond to security incident and emergencies and report to key Management staff when necessary</li> <li>• - Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security"</li> </ul>	<ul style="list-style-type: none"> <li>• 44hrs / week</li> <li>• 5 - 6 days</li> <li>• Mountbatten Road</li> </ul>
Technician	<ul style="list-style-type: none"> <li>• "- Candidate should possess at least a NTC 3/ NITEC certification in Electrical or Mechanical.</li> <li>• - At least 3 years of relevant working experience in troubleshooting of mechanical."</li> </ul>	<ul style="list-style-type: none"> <li>• "- Maintenance of facilities and services</li> <li>• - Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently</li> <li>• - Regular inspection of grounds and facilities to ensure they are in good working order</li> </ul>	<ul style="list-style-type: none"> <li>• 44hrs / week</li> <li>• 5.5 days</li> <li>• Woodlands Loop</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>- Attend to breakdown, servicing, repairing and emergency requests."</li> </ul>	
Technician (Machinery)	<ul style="list-style-type: none"> <li>"- Candidate should possess at least a NTC 3/ NITEC certification in Electrical or Mechanical.</li> <li>- At least 3 years of relevant working experience in troubleshooting of mechanical."</li> </ul>	<ul style="list-style-type: none"> <li>"- Diagnosing Malfunctions in Machinery and Equipment.</li> <li>- Execute corrective and preventive maintenance programs as defined by the maintenance engineers.</li> <li>- Update documentations specified by the maintenance department procedure.</li> <li>- Performs scheduled pms and visually inspect and test assigned machines for proper functionality.</li> <li>- Required to work with the office admin on the part order/purchase."</li> </ul>	<ul style="list-style-type: none"> <li>44hrs / week</li> <li>6 days</li> <li>Woodlands Loop</li> </ul>
Technician cum cleaning	<ul style="list-style-type: none"> <li>- N/ O Level/ NITEC and basic knowledge of M&amp;E</li> </ul>	<ul style="list-style-type: none"> <li>"- Main duty Daily and Quarterly cleaning of Clinic premises</li> <li>- Ad-hoc cleaning for all area as and when needed, including emergency cases</li> <li>- Servicing of air-conditioning, mechanical, electrical, electronic systems, buildings and other facilities"</li> </ul>	<ul style="list-style-type: none"> <li>44hrs / week</li> <li>6 days</li> <li>Woodlands Loop</li> <li>Robinson Road</li> </ul>

#### #4 CK TANG

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Distribution Supervisor	<ul style="list-style-type: none"> <li>Min GCE 'O' Level</li> <li>Possess valid Singapore class 3 driving license with good driving record</li> <li>Well verse of roads/streets in Singapore</li> <li>At least 3 years of supervisory experience in supply chain will be an advantage</li> <li>Computer literacy (e.g. Microsoft office, email, internet)</li> </ul>	<ul style="list-style-type: none"> <li>To supervise the Central Supplies/Dispatch staff and manage team members' assignment to ensure efficacy of departments.</li> <li>Ensure all incoming and outgoing stocks are accounted upon receipt and delivery respectively.</li> <li>Ensure all stocks movement to be updated into RMS correctly and promptly.</li> <li>Responsible for coordinating storage area within shared common area in the store. E.g.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>2 days: 8.5hrs / days</li> <li>3 days: 9hrs / day</li> <li>Orchard Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Able to work in retail shifts and hours including weekend and public holidays</li> </ul>	<p>Training room at the back of house.</p> <ul style="list-style-type: none"> <li>To inform and give instructions regularly to the staff under his/her supervision regarding all promotions being conducted at the store as well as new company instructions to be implemented, as and when necessary.</li> <li>To maintain good housekeeping of Central Supplies stocks on hand. To ensure that expenses for the following items: printing &amp; stationery, maintenance of the contract of office equipment and packaging materials are consistently monitored and reduced.</li> <li>To attend to customers' complaints regarding the Home Delivery Service, in such a way that the after-sales service exceeds the customers' expectations.</li> <li>To provide maximum usage of the company vehicles to transfer merchandise/stocks replenishments to/from various sites.</li> <li>To provide support in setup and teardown of sales events/promotions/new launches/pop-up etc.</li> <li>Ensure fixtures are well maintained and managed in order to prolong the lifespan and prevent damage to fixture unnecessarily.</li> <li>To have systematic labelling for all fixtures and classify them according to the departments they belong in, to aid in more efficient deployment/utilization of fixtures.</li> <li>To motivate/coach the staff under his/her care on customer service, product knowledge to ensure the highest standards of customer services achieved.</li> <li>Establish good service arrangement and working</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>relationship with vendors, suppliers, and service providers.</p> <ul style="list-style-type: none"> <li>Responsible for creative deployment of staff and tasks assigned to ensure high productivity of department achieved.</li> <li>Responsible for ensuring department standard operating procedures – SOP are promptly communicated and complied with by all team members in a consistent manner.</li> <li>Update of fulfilment status in CMS whenever home delivery is fulfilled</li> <li>Responsible for transporting and managing transfer of stocks and necessities between stores and warehouse on a daily basis.</li> <li>Responsible for maintaining and ensuring the operational readiness of company's vehicles at all times.</li> <li>To observe traffic rules and conduct himself/herself as a responsible and safe motorist and road user at all times.</li> <li>Responsible for disseminating and cascading of relevant information to team members with accuracy and in a timely manner.</li> <li>To work closely with Department Executive/Manager to ensure the Fulfilment and After-Sales Service Quality is upkeep, improve and enhance at all times.</li> <li>To assist in ad hoc and urgent assignment when needs arise, including back-up support for deliveries or internal transfers in absence/shortage of driver(s).</li> </ul>	
Order Fulfilment Assistant	<ul style="list-style-type: none"> <li>Candidates must possess at least a GCE 'O' Level certificate.</li> <li>At least 2 years of working experience in the related field is</li> </ul>	<ul style="list-style-type: none"> <li>Handle e-commerce enquiries, feedback via phone call, email, social media, and walk-in.</li> <li>Track and update e-commerce order.</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>2 days - 8.5hrs</li> <li>3 days – 9hrs</li> <li>Orchard Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>required for this position.</p> <ul style="list-style-type: none"> <li>• Cheerful personality and well-groomed.</li> <li>• Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment.</li> <li>• Able to work retail hours, weekends, and public holidays.</li> <li>• 5-days work week, rotating shift.</li> </ul>	<ul style="list-style-type: none"> <li>• Process refund and filing of e-commerce order.</li> <li>• Assist in fulfilment of Click and Collect duty at counter.</li> <li>• Process orders including printing of packing list.</li> <li>• Assist in e-commerce inventory management, which includes archiving of merchandise, replenishing of stocks, stocks assortment.</li> <li>• Coordinating with relevant stakeholders to ensure stock availability.</li> <li>• Submission of monthly reports such as Fulfilment Report, Refund Report and Productivity Report.</li> <li>• Any other duties which may be assigned by the immediate supervisor/manager from time to time.</li> <li>• Handle e-commerce enquiries, feedback via phone call, email, social media and walk-in.</li> <li>• Track and update e-commerce order.</li> <li>• Process refund and filing of e-commerce order.</li> <li>• Assist in fulfilment of Click and Collect duty at counter.</li> <li>• Process orders including printing of packing list.</li> <li>• Assist in e-commerce inventory management, which includes archiving of merchandise, replenishing of stocks, stocks assortment.</li> <li>• Coordinating with relevant stakeholders to ensure stock availability.</li> <li>• Submission of monthly reports such as Fulfilment Report, Refund Report and Productivity Report.</li> <li>• Any other duties which may be assigned by the immediate supervisor/manager from time to time.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Temporary Retail Associate	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• To perform other duties like requisition of signage, gift-wrapping, follow-up on alterations, repairs, reservations, deliveries etc.</li> <li>• Handle cashiering duties.</li> <li>• Any other duties which may be assigned by your immediate supervisor/manager from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• 2 days - 8.5hrs</li> <li>• 3 days – 9hrs</li> <li>• Orchard Road</li> <li>• Harbourfront Walk 1</li> </ul>

## #5 COMFORT TRANSPORTATION

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Clerical Assistant	<ul style="list-style-type: none"> <li>• GCE 'N' level</li> <li>• Proficient in Microsoft office</li> <li>• Able to speak dialect</li> </ul>	<ul style="list-style-type: none"> <li>• To close account for taxi drivers who resign.</li> <li>• To clear cashless email.</li> <li>• To process cashless payment to taxi drivers.</li> <li>• To answer phone queries.</li> <li>• To process ad hoc batches</li> <li>• To create payment batches to deduct or refund driver.</li> <li>• Any other ad hoc duties and tasks as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 42.5hrs/week</li> <li>• 8am – 5.30pm</li> <li>• Sin Ming Drive</li> </ul>
Credit Management Officer	<ul style="list-style-type: none"> <li>• GCE 'N' level</li> <li>• Proficient in Microsoft office</li> <li>• Able to speak dialect.</li> <li>• Preferably to hold a valid Singapore Driving license and Taxi Driver's Vocational license</li> </ul>	<ul style="list-style-type: none"> <li>• To monitor collection of outstanding debts from taxi drivers.</li> <li>• To retrieve back taxi in bad debts.</li> <li>• To answer phone queries from taxi drivers.</li> <li>• Any other ad hoc duties and tasks as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 42.5hrs/week</li> <li>• 8am – 5.30pm</li> <li>• 2 days - 8.5hrs</li> <li>• Sin Ming Drive</li> </ul>
Customer Service Assistant	<ul style="list-style-type: none"> <li>• Proficient in MS Office</li> <li>• Ability to diagnose and resolve basic technical issues.</li> <li>• Ability to speak and understand English / Mandarin / some dialects is a plus</li> </ul>	<ul style="list-style-type: none"> <li>• Process taxi bookings, handle taxi-related enquiries.</li> <li>• Perform Service Recovery for Taxi and Bus Operations.</li> <li>• Attend to level 1 customer service feedback, complaint and lost &amp; found matters from the respective stakeholders.</li> <li>• Liaise with authorities, building owners and hotels on mass taxi bookings and bus operations.</li> </ul>	<ul style="list-style-type: none"> <li>• Shift Pattern: Day Shift, Night Shift, Off Day and Rest Day</li> <li>• 6am – 6pm;</li> <li>• 6pm – 6am</li> <li>• Sin Ming Drive</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Open to work 12 hours shift with rotating Day and Night patterns including weekends and public holiday.</li> </ul>	
Employee Driver	<ul style="list-style-type: none"> <li>Valid Singapore driving license.</li> <li>Valid taxi vocational license</li> </ul>	<ul style="list-style-type: none"> <li>Ensure a safety, comfort and pleasant journey while transporting passengers to their destinations.</li> <li>Collect payments from passengers and maintain a record of it.</li> <li>Abide by the road safety standards and traffic rules.</li> <li>Ensure the vehicle is in good condition and the fuel tank adequately filled.</li> <li>Ensure the car tires have the required air quantity.</li> <li>Regularly cleaning the car interiors and exteriors.</li> <li>Send car for servicing and repairs.</li> <li>Report to office weekly for feedback, submitting cash collection, fuel card and cash card top up</li> </ul>	<ul style="list-style-type: none"> <li>44hrs/week</li> <li>Sin Ming Drive</li> </ul>
Senior Executive, Events	<ul style="list-style-type: none"> <li>Proficient in MS office</li> <li>Experience in events planning.</li> <li>Diploma or degree</li> <li>Some relevant experience in customer service</li> </ul>	<ul style="list-style-type: none"> <li>Be the main coordinator in plan, organize events and activities for drivers.</li> <li>Provide admin support to drivers (if needed)</li> <li>Plan and organize focus groups session for drivers.</li> <li>Oversee and support a team of Driver relation officers who are handling emails in ensuring to meet stipulated timeline.</li> <li>Any other project deliverables and duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>42.5hrs / week</li> <li>8am – 5.30pm</li> <li>Sin Ming Drive</li> </ul>

## #6 GAIN CITY

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Assistant	<ul style="list-style-type: none"> <li>Good communications and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>General accounting duties</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Air Conditioning (AC) Installer	<ul style="list-style-type: none"> <li>Provide necessary support to other team members to be able to complete tasks on time as instructed by management</li> </ul>	<ul style="list-style-type: none"> <li>Perform installation of HVAC related equipment following company policies and manufacturer's specifications</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Aircon Repair & Servicing Technician / Assistant Technician	<ul style="list-style-type: none"> <li>At least 1-year hands-on experiences in installation, maintenance, troubleshooting and/or repairs in air-con systems</li> </ul>	<ul style="list-style-type: none"> <li>Installation and troubleshooting of air conditioning system.</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Bus Driver	<ul style="list-style-type: none"> <li>Valid Class 3 &amp; 4 driving Licence.</li> </ul>	<ul style="list-style-type: none"> <li>Drive bus to pick up and drop off passengers at designated locations.</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Business Development Director / Senior Manager	<ul style="list-style-type: none"> <li>Min 8 years of relevant working experience in business development</li> </ul>	<ul style="list-style-type: none"> <li>Identify trendsetter ideas, discovers and explores new business opportunities in partnership with internal department.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Cashier	<ul style="list-style-type: none"> <li>Customer service oriented</li> </ul>	<ul style="list-style-type: none"> <li>Handle daily cashiering duties</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Compliance Director/Manager	<ul style="list-style-type: none"> <li>Possess at least a Degree with minimum 10 Years of relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>Lead the compliance and Investigation team and ensure compliance investigation process is appropriately conducted.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Customer Service Officer (Shift Required)	<ul style="list-style-type: none"> <li>Minimum 1 year of experience in the related field</li> </ul>	<ul style="list-style-type: none"> <li>Managing large amount of incoming calls and customer service inquiries</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Delivery Driver (Class 3 / 4)	<ul style="list-style-type: none"> <li>Valid Class 3 / 4 driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Ensure timely collection &amp; delivery of goods.</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Gardener	<ul style="list-style-type: none"> <li>Endure physical movements throughout work area.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of plants, shrubs, trees, flowerbed, grass turfs, irrigation system.</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
IT Director / Senior Manager (Special Projects)	<ul style="list-style-type: none"> <li>Minimum 10 years' experience in information technology and data management.</li> </ul>	<ul style="list-style-type: none"> <li>Develop goals and strategies to ensure the IT department runs smoothly and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Management Associate	<ul style="list-style-type: none"> <li>Bachelor's degree in any disciplines or relevant.</li> </ul>	<ul style="list-style-type: none"> <li>Completing all assigned tasks and assisting with day-to-day operations.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Management Trainee	<ul style="list-style-type: none"> <li>Bachelor's degree in any disciplines or relevant.</li> </ul>	<ul style="list-style-type: none"> <li>Completing all assigned tasks and assisting with day-to-day operations.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/w</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Marketing Executive	<ul style="list-style-type: none"> <li>Diploma in Marketing, Business, Communications or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Involved in the brainstorming, organising, planning and execution of marketing campaigns including social media.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Marketing Manager	<ul style="list-style-type: none"> <li>Bachelor's degree in marketing, Business, or related discipline</li> </ul>	<ul style="list-style-type: none"> <li>Overseeing promotional campaigns KPIs, ensuring that KPIs are achieved within budget and maximizing profits</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/w</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Outdoor Sales Executive (AIRCON)	<ul style="list-style-type: none"> <li>Candidates should possess a valid Class 3 driving license.</li> </ul>	<ul style="list-style-type: none"> <li>Perform site surveys according to daily schedule.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Retail Sales Executive (Basic + Commission)	<ul style="list-style-type: none"> <li>Basic understanding of sales principles and customer service practices</li> </ul>	<ul style="list-style-type: none"> <li>Achieve personal and department's sales target on a monthly, quarterly, and yearly basis</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Security Officer	<ul style="list-style-type: none"> <li>Minimum secondary education with at least 2 years of relevant security experiences as a registered SO with PLRD</li> </ul>	<ul style="list-style-type: none"> <li>Conduct general security related duties</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Senior Warehouse Supervisor	<ul style="list-style-type: none"> <li>Minimum Diploma in Logistics and Supply Chain or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Organize and maintain inventory and storage area.</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/w</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Warehouse Assistant cum Forklift Driver	<ul style="list-style-type: none"> <li>Relevant working experience in store/warehouse environment</li> </ul>	<ul style="list-style-type: none"> <li>Warehouse housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Facility Executive	<ul style="list-style-type: none"> <li>Minimum secondary education</li> </ul>	<ul style="list-style-type: none"> <li>Conduct routine inspections and site surveys of the building premises, facilities and building services system</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/w</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Facility Manager	<ul style="list-style-type: none"> <li>Diploma/Degree in Engineering/Building or any relevant field. Must possess FSM cert</li> </ul>	<ul style="list-style-type: none"> <li>Key person in charge of building premises, facilities and building services system</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/w</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Security Supervisor	<ul style="list-style-type: none"> <li>Minimum secondary education with at least 3 years of relevant security experiences as a registered SSO with PLRD</li> </ul>	<ul style="list-style-type: none"> <li>Supervise the conduct of general security related duties</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
E-Commerce Manager	<ul style="list-style-type: none"> <li>Bachelor's degree in business administration, Marketing, E-commerce, or related field.</li> </ul>	<ul style="list-style-type: none"> <li>Accountable for e-commerce business KPIs including, but not limited to, revenue, traffic, conversion, ROAS, margin, inventory, customer feedback, etc.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Senior Accounts Associate	<ul style="list-style-type: none"> <li>Possess a minimum of 1 year of experience in handling a full set of accounts.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for full set of accounting functions.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/w</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
3D Designer	<ul style="list-style-type: none"> <li>Minimum of 3 years' relevant work experience.</li> </ul>	<ul style="list-style-type: none"> <li>Create storyboards to visualize scenes and establish realistic environments for projects and visual effects.</li> </ul>	<ul style="list-style-type: none"> <li>5Days/44hrs/w</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Water heater and ceiling fan technician	<ul style="list-style-type: none"> <li>Technical proficiency in electrical work.</li> </ul>	<ul style="list-style-type: none"> <li>Install and repair ceiling fans and/or water heaters.</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>
Car Mechanic	<ul style="list-style-type: none"> <li>At least 2 years of working experience in the truck service and repair.</li> </ul>	<ul style="list-style-type: none"> <li>Perform vehicle service and repair.</li> </ul>	<ul style="list-style-type: none"> <li>6Days/44hrs/wk</li> <li>Ang Mo Kio Industrial Park 2</li> </ul>

## #7 GRAND HYATT SINGAPORE

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accountant	<ul style="list-style-type: none"> <li>Minimum 2 years work experience as Accountant in larger operation.</li> <li>Professional Academic Qualification in Accountancy Certified accountants is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations.</li> <li>You will be required to supervise and oversee the accounts receivable, income audit, and all related areas.</li> <li>The accountant is responsible to assist the Director &amp; Assistant Director of Finance to ensure the smooth and efficient running of the accounting functions within the Accounting Department.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>8.30am – 6.15pm</li> <li>Scotts Road</li> </ul>
Assistant Laundry Supervisor	<ul style="list-style-type: none"> <li>Good communication and customer relations skills.</li> <li>Able to perform duty on weekends and public holidays.</li> <li>Prior supervisory experience in the hotel industry will be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations.</li> <li>The Assistant Laundry Supervisor is responsible to contribute to the smooth and efficient running of the Laundry Department.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating</li> <li>Scotts Road</li> </ul>
Assistant Manager - Front Office / Grand Club	<ul style="list-style-type: none"> <li>Ideally with a relevant degree or diploma in Hospitality or Tourism management.</li> <li>Minimum 2 years work experience as Assistant Manager or Team Leader - Front Office / Guest Relations in a hotel.</li> <li>Well-developed communication and customer relations skills.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations.</li> <li>The Assistant Manager - Front Office / Grand Club is responsible to assist the Manager in managing the day-to-day operation of the front desk / Grand Club at the hotel.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating</li> <li>Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Good problem solving, administrative and interpersonal skills are a must.</li> </ul>		
Assistant Manager - Materials	<ul style="list-style-type: none"> <li>Diploma or university degree in Finance, Hospitality, or related field.</li> <li>Minimum 2 years of purchasing experience in F&amp;B or hospitality industry.</li> <li>Strong understanding of purchasing principles and applications.</li> <li>Excellent negotiation, communication, and interpersonal skills.</li> <li>Ability to work independently, prioritize tasks, and meet deadlines.</li> <li>Singaporean citizenship or Permanent Resident status is required.</li> </ul>	<ul style="list-style-type: none"> <li>As Assistant Manager – Materials, you will play a crucial role in ensuring the smooth operation of our procurement processes in accordance with company policies and industry standards.</li> <li>Collaborating closely with the Materials Manager, you will be instrumental in sourcing, negotiating, and selecting suppliers while upholding the highest standards of quality and service.</li> <li>Your responsibilities will encompass a range of purchasing functions, contributing to the overall efficiency and effectiveness of our materials management system.</li> </ul> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> <li>Negotiate with suppliers to secure the best purchase packages in terms of quality, price, terms, deliveries, and services, under the approval of the Materials Manager.</li> <li>Continuously evaluate pricing, payment terms, lead times, and service levels to optimize procurement processes.</li> <li>Coordinate deliveries from local and overseas suppliers to ensure timely receipt of all items.</li> <li>Verify supplier invoices against purchase orders and maintain accurate documentation.</li> <li>Evaluate vendor performance to ensure compliance with standards and expectations.</li> <li>Update and maintain the master price list and manage item records in the procurement system.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>8.30am – 6.15pm</li> <li>Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Manage documentation control, including Supplier SFA License, ISO Certificate, and other relevant certificates.</li> <li>Assist in ad-hoc assignments related to purchasing functions as directed by management.</li> </ul>	
Bartender	<ul style="list-style-type: none"> <li>Minimum 2 years work experience as a Bartender in a bar, hotel, or restaurant</li> <li>Have an eye for detail and understanding of drink mixing tools and techniques.</li> <li>Knowledgeable about cocktails, mocktails, liquors and spirits, beers, and wines</li> <li>Possesses Strong Money-Handling Skills</li> <li>Available to work nights, weekends, and holidays</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting the Bar Manager in delivering efficient and quality service to guests according to Hyatt's standards.</li> <li>The Bartender will be responsible for taking and fulfilling beverage orders, maintaining positive guest interactions and performing beverage inventories.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating</li> <li>Scotts Road</li> </ul>
Captain	<ul style="list-style-type: none"> <li>Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management.</li> <li>Minimum 2 years work experience in hotel operations.</li> <li>Good customer service, communications and interpersonal skills are a must.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>The captain - Outlet is responsible for serving Food &amp; Beverage to guests in the assigned Place of Work, provide a courteous, professional, efficient and flexible service in order to maximize guest satisfaction.</li> <li>The captain - Outlet is also responsible for overseeing workstations in the assigned Place of Work.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating</li> <li>Scotts Road</li> </ul>
Chef (Indian/Malay Cuisine)	<ul style="list-style-type: none"> <li>Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi / Commis in a hotel or large restaurant with good standards</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in accordance with the hotel's standards and financial goals.</li> <li>The Chef (Indian / Malay Cuisine) is responsible to assist the Sous Chef / Chef de Cuisine in managing the assigned</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating</li> <li>Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Able to cook and prepare Indian / Malay cuisine.</li> <li>Possess Food &amp; Beverage Safety and Hygiene Policies and Procedures Certificate</li> </ul>	<p>kitchen operation in accordance with the hotel's standards and financial goals, ensuring maximum guest satisfaction, and contributing to the overall success of the restaurant.</p>	
Chef de Partie	<ul style="list-style-type: none"> <li>Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi / Commis in a hotel or large restaurant with good standards</li> <li>Possess Food &amp; Beverage Safety and Hygiene Policies and Procedures Certificate</li> <li>Knowledgeable of occupational health and safety standards</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible to supervise the assigned station / section of the outlet kitchen, contributing to the overall success of the restaurant, in accordance with the hotel's standards and financial goals.</li> </ul> <p>In this role, you will:</p> <ul style="list-style-type: none"> <li>Assist the Sous Chef and Chef de Cuisine in ensuring that all culinary standards in the section comply with company and Hotel Policies and Procedures</li> <li>Monitor food and operating costs and minimize food wastage.</li> <li>Train culinary associates in the assigned section of kitchen with the skills necessary for them to perform their function.</li> <li>Organize and set up the assigned section of the kitchen efficiently to facilitate workflow and maximize productivity.</li> <li>Maintain cleanliness of work areas, equipment, and utensils</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating</li> <li>Scotts Road</li> </ul>
Commis Chef	<ul style="list-style-type: none"> <li>Possess GCE 'N' level and above</li> <li>Minimum 1 year of prior experience in similar capacity in the hotel industry will be an advantage.</li> <li>Simple spoken and written English</li> <li>Pleasant disposition and well-groomed</li> <li>Able to work shifts, weekends, and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>The Commis Chef is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient, and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating</li> <li>Scotts Road</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Demi Chef	<ul style="list-style-type: none"> <li>• Possess GCE 'N' level and above</li> <li>• Minimum 2 years of prior experience in similar capacity in the hotel industry will be an advantage</li> <li>• Simple spoken and written English</li> <li>• Pleasant disposition and well-groomed</li> <li>• Able to work shifts, weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>• The Demi Chef is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• Rotating</li> <li>• Scotts Road</li> </ul>
Doorman/Door girl	<ul style="list-style-type: none"> <li>• Able to work shifts, weekends, and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>• The Doorman / Doorgirl is responsible to contribute to the smooth and efficient running of the Guest Experience team within the Rooms Division.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• Rotating</li> <li>• Scotts Road</li> </ul>
Engineering Assistant Manager / Engineer (Shift Operations)	<ul style="list-style-type: none"> <li>• Possess an Engineering Diploma/Degree in Electrical / Mechanical / Facility Management or equivalent.</li> <li>• Competence in financial planning and contract management.</li> <li>• Good working knowledge of MS Word, Excel, Powerpoint.</li> <li>• Possess good creative-thinking and problem-solving skills.</li> <li>• Results-driven individual capable of effective people management, quality control and projects delivery on-time within budget in a fast-paced environment.</li> <li>• Pro-active, independent and able to work with minimum supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>• The Assistant Engineer is responsible to assist in the smooth and efficient running of the Engineering Department in support of all other operating departments.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• Rotating</li> <li>• Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>General knowledge of all facility and building systems including HVAC, power distribution, fire protection system, plumbing and building maintenance.</li> <li>Able to perform duty on weekends and public holidays.</li> <li>Prior experience in the hotel industry will be an advantage.</li> <li>Applicants from the building and engineering industries are welcome to apply.</li> </ul>		
Event Planning Manager	<ul style="list-style-type: none"> <li>Ideally with a university degree or diploma in Hospitality or Tourism management.</li> <li>Minimum 2 years work experience as Catering / Event Manager or Convention Services Manager.</li> <li>Good operational, administrative, and interpersonal skills are a must.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations.</li> <li>The Event Planning Manager is responsible to assist the Director of Events in the implementation of all Policies &amp; Procedures specific to Event Sales and Convention Service.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>8.30am – 6.15pm</li> <li>Scotts Road</li> </ul>
Event Sales Executive / Manager	<ul style="list-style-type: none"> <li>Ideally with a relevant degree or diploma in Hospitality or Tourism management.</li> <li>Minimum 2 years work experience as Event / Catering / Sales Manager or Executive.</li> <li>Candidates with more years of relevant work experience may be considered for the Senior Event Sales Manager role.</li> <li>Good problem solving, administrative and interpersonal skills are a must.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest, and owner expectations.</li> <li>The Event Sales Executive / Manager is responsible to ensure the related revenue is maximized in the most profitable way in line with the agreed targets.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>8.30am – 6.15pm</li> <li>Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Event Sales Manager - Weddings	<ul style="list-style-type: none"> <li>Ideally with a relevant degree or diploma in Hospitality or Tourism management.</li> <li>Minimum 2 years' work experience as Wedding Sales Manager.</li> <li>Good problem solving, administrative and interpersonal skills are a must.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest, and owner expectations.</li> <li>The Event Sales Manager - Weddings is responsible for ensuring the related revenue is maximized in the most profitable way in line with the agreed targets.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>8.30am – 6.15pm</li> <li>Scotts Road</li> </ul>
Food & Beverage Team Leader	<ul style="list-style-type: none"> <li>Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management.</li> <li>Minimum 3 years work experience hotel operations.</li> <li>Good problem solving, administrative and interpersonal skills are a must.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest, and owner expectations.</li> <li>The Team Leader - Outlet is responsible for assisting the Outlet Manager in ensuring that the outlet is managed efficiently according to the established concept statement, providing courteous, professional, efficient, and flexible service at all times.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Garment Cleaner	<ul style="list-style-type: none"> <li>Able to work shifts, weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest, and owner expectations.</li> <li>The Garment Cleaner is responsible to contribute to the smooth and efficient running of the Laundry Department.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Guest Service Officer - Guest Service Centre (Telephone Operator)	<ul style="list-style-type: none"> <li>Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred.</li> <li>Minimum 6 months' work experience in hotel operations.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>The Guest Service Officer (Telephone Operator) is responsible to attend to both internal and external calls, conduct trouble-shooting and direct guest requests to relevant department.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Possess good customer relations, communications, and interpersonal skills.</li> <li>Able to work night shifts, weekends, and public holidays.</li> </ul>		
Host - Front Office / Grand Club	<ul style="list-style-type: none"> <li>Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred.</li> <li>Minimum 6 months' work experience in hotel operations.</li> <li>Possess good customer relations, communications, and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>The Host is responsible to contribute to the smooth and efficient running of the Front Office within the Rooms Division.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Host - Guest Experience	<ul style="list-style-type: none"> <li>Able to work shifts, weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of service to your customers as well as assisting the daily shift operations in line with brand standards.</li> <li>The Host - Guest Experience is responsible for contributing to the smooth and efficient running of the Guest Experience team within the Rooms Division, including the Concierge and Bell desk team.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Housekeeping Attendant	<ul style="list-style-type: none"> <li>Possess GCE 'N' level and above.</li> <li>Pleasant disposition, well-groom, enthusiastic and energetic</li> <li>Able to work shifts, weekends, and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>The Housekeeping Attendant is responsible for conducting cleaning duties in the assigned place of work and providing a courteous, professional, efficient, and flexible service to your customers.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>The Housekeeping Attendant is responsible for ensuring the cleanliness of the hotel's guest rooms and floors, corridors, and surrounding back areas.</li> </ul>	
Housekeeping Clerk	<ul style="list-style-type: none"> <li>Able to work shifts, weekends, and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting in the efficient running of the department in line with Hyatt brand standards, whilst meeting guest and owner expectations.</li> <li>The Housekeeping Clerk is responsible for providing administrative support to the Housekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Housekeeping Supervisor	<ul style="list-style-type: none"> <li>Possess minimum G.C.E. "O" Levels.</li> <li>Minimum 2 years' experience in hotel operations in similar capacity.</li> <li>Possess good problem solving, administrative and interpersonal skills.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting in the efficient running of the department in line with Hyatt brand standards, whilst meeting guest and owner expectations. The Housekeeping Supervisor is responsible for assisting in all functions related to the cleanliness of the hotel's guest rooms and public area.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Information Systems Coordinator	<ul style="list-style-type: none"> <li>Ideally with a diploma or certificate in Information Systems and/or Computer Programming.</li> <li>Networking experience would be an advantage.</li> <li>Experience with Property Management System/Point of Sales would be an advantage.</li> <li>Minimum 2 years work experience as Information Systems Coordinator in an operation with advanced technology.</li> <li>Good attitude, problem solving, administrative and interpersonal skills are a must.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations.</li> <li>The Information Systems Coordinator is responsible to assist in the smooth and efficient running of the Information Systems Department.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>8.30am – 6.15pm</li> <li>Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Laundry Operator	<ul style="list-style-type: none"> <li>Able to work shifts, weekends, and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest, and owner expectations.</li> <li>The Laundry Operator is responsible for contributing to the smooth and efficient running of the Laundry Department.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Materials Clerk	<ul style="list-style-type: none"> <li>Minimum 'N' / 'O' level / ITE qualification</li> <li>Basic knowledge in Purchasing is preferred.</li> <li>Basic computer skills particularly in the use of MS Office</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of administrative support to your customers.</li> <li>The Materials Clerk is responsible for purchasing materials and supplies from vendors, ensuring the smooth operation and efficient running of the purchasing function while meeting department's objectives.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>8.30am – 6.15pm</li> <li>Scotts Road</li> </ul>
Pastry Chef	<ul style="list-style-type: none"> <li>Minimum 2 years work experience as Pastry Chef, or Assistant Pastry Chef in a hotel or large restaurant with good standards; preferably with experience in luxury international brands.</li> <li>Ideally with an apprenticeship or professional diploma in Food Production with pastry specialization.</li> <li>Good practical, operational and administrative skills with a flair for creativity are a must.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations.</li> <li>The Pastry Chef is responsible to manage the Pastry Kitchen as a successful independent profit center, ensuring maximum guest satisfaction, through planning, organizing, directing, and controlling the Kitchen operation and administration.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Sales Executive	<ul style="list-style-type: none"> <li>Ideally with a relevant degree or diploma in</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>8.30am – 6.15pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Hospitality or Tourism management.</p> <ul style="list-style-type: none"> <li>• Minimum 2 years' work experience as Sales Executive in hotel operations.</li> <li>• Candidates with more years of relevant work experience may be considered for the Senior Sales Manager role.</li> <li>• Good problem solving, administrative and interpersonal skills are a must.</li> </ul>	<p>running of the department in line with brand standards, whilst meeting employee, guest, and owner expectations.</p> <ul style="list-style-type: none"> <li>• The Sales Executive is responsible for acting as a sales specialist and being responsible for ensuring the related revenue is maximized in the most profitable way in line with the agreed targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Scotts Road</li> </ul>
Sales Manager	<ul style="list-style-type: none"> <li>• Minimum 2 years work experience as Sales Manager or Sales Executive.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting associate, guest, and owner expectations.</li> <li>• The Sales Manager - Corporate / MICE is responsible for acting as a sales specialist and be responsible to ensure the related revenue is maximized in the most profitable way in line with the agreed targets.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• 8.30am – 6.15pm</li> <li>• Scotts Road</li> </ul>
Sous Chef	<ul style="list-style-type: none"> <li>• Minimum 2 years' work experience as Sous Chef or 4 years as Chef De Partie in a hotel or large restaurant with good standards; preferably with experience in luxury international brands.</li> <li>• Qualification in Kitchen Production or Management will be an advantage.</li> <li>• Comprehensive knowledge of kitchen hygiene practices and occupational health and safety standards will be essential.</li> <li>• Basic Computer Skills in MS Office, and Recipe</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest, and owner expectations. The Sous Chef is responsible to assist the Chef de Cuisine in managing the Kitchen as a successful independent profit center, ensuring maximum guest satisfaction, through planning, organizing, directing, and controlling the Kitchen operation and administration.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• Rotating Shift</li> <li>• Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Maintenance System is preferred.		
Spa Attendant	<ul style="list-style-type: none"> <li>• Able to work shifts, weekends, and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible for providing an excellent and consistent level of service for your guests.</li> <li>• The Spa Attendant is responsible for ensuring the overall cleanliness of the Spa and to ensure maximum efficiency, safety and uncompromised attention to our guests or club members.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• Rotating Shift</li> <li>• Scotts Road</li> </ul>
Spa Receptionist	<ul style="list-style-type: none"> <li>• Possess GCE 'O' level qualification and above.</li> <li>• At least 6 months of prior experience in similar capacity in a spa environment</li> <li>• Pleasant disposition and well-groomed</li> <li>• Good command of spoken and written English</li> <li>• Able to work shifts, weekends, and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>• The Receptionist is responsible to ensure the smooth and efficient running of the reception within Damai.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• Rotating Shift</li> <li>• Scotts Road</li> </ul>
Spa Therapist / Senior Spa Therapist	<ul style="list-style-type: none"> <li>• Possess CIDESCO/CIBTAC/ITEC/WSQ qualifications or other certifications recognized by Singapore Police Licensing &amp; regulatory Department.</li> <li>• Proven hands-on experience as Spa Therapist</li> <li>• Able to work on weekends, public holidays and perform shift work.</li> </ul>	<ul style="list-style-type: none"> <li>• The Spa Therapist / Senior Spa Therapist is responsible to provide a range of spa treatments and services to hotel guests/members, contributing to their relaxation, wellness, and overall satisfaction during their visits.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• Rotating Shift</li> <li>• Scotts Road</li> </ul>
Team Leader - Engineering	<ul style="list-style-type: none"> <li>• Minimum 3 years of relevant working experience in a related field is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• You will be responsible to complete all maintenance works/requests and preventive maintenance tasks timely and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Days / week</li> <li>• Rotating Shift</li> <li>• Scotts Road</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Qualification in Electrical/Mechanical Engineering and/or Building Management/Facility Management</li> <li>Good team player, ability to work with minimal supervision.</li> <li>Able to work on rotating shifts, weekends, and public holidays.</li> </ul>	according to the established schedule and ensure high quality of finishing work; and report any abnormal conditions noticed with safety related equipment or installation.	
Team Leader - Grand Club	<ul style="list-style-type: none"> <li>Candidates with a Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred.</li> <li>Minimum 2 years' work experience in hotel operations.</li> <li>Possess good customer relations, communications, and interpersonal skills.</li> <li>Able to work shifts, weekends, and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest, and owner expectations.</li> <li>The Team Leader - Front Office / Grand Club is responsible to assist to ensure the smooth and efficient running of the Front Office within the Rooms Division.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Team Leader - Membership	<ul style="list-style-type: none"> <li>Minimum 2 years of working experience in sales</li> <li>Fitness / Wellness/ Hospitality/ Spa knowledge is a plus.</li> <li>Able to work on weekends, public holidays and perform shift work</li> </ul>	<ul style="list-style-type: none"> <li>As the Membership Engagement Lead, you will play a pivotal role in fostering strong relationships with our members, driving their engagement, and enhancing their overall experience.</li> <li>You will be responsible for developing and implementing strategies to maximize member satisfaction, retention, and growth.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Team Leader - Spa Operations	<ul style="list-style-type: none"> <li>At least 2 years of supervisory experience in operations and front-line customer service, preferably in the hospitality, fitness, spa, medical or related industry.</li> </ul>	<ul style="list-style-type: none"> <li>The Team Leader - Spa Operations is responsible to support the various operational aspects of Damai, provide excellent customer service, coordinate staff, maintain the facility, and contribute to the</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Proven hands-on experience in delivering face/body work ideally within a luxury spa setting.</li> <li>Able to work on weekends, public holidays and perform shift work.</li> </ul>	overall success of the spa operations.	
Technician	<ul style="list-style-type: none"> <li>Qualification in Electrical/Mechanical Engineering and/or Building Management/Facilities Management</li> <li>Minimum 2 years work experience as Technician/Tradesman in a hotel or a similar large building/complex with central plant</li> <li>Must have knowledge and hands-on skills in, Electrical, Plumbing, HVAC, and Painting.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of service to your customers.</li> <li>The Technician is responsible to assist in the smooth and efficient running of the Engineering Department in support of all other operating departments.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>
Waiter / Waitress	<ul style="list-style-type: none"> <li>Ideally with GCE 'O' Level.</li> <li>Minimum 6 months' work experience.</li> <li>Good customer service, communications and interpersonal skills are a must.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing an excellent and consistent level of service to guests.</li> <li>The Waiter/Waitress is responsible to serve Food &amp; Beverage to guests in the assigned Place of Work.</li> <li>To Attend to guests' enquiries, taking necessary actions to anticipate their needs and ensure that they have a positive dining experience by exceeding their expectations.</li> <li>Provide a courteous, professional, efficient, and flexible service in order to maximize guest satisfaction.</li> </ul>	<ul style="list-style-type: none"> <li>5 Days / week</li> <li>Rotating Shift</li> <li>Scotts Road</li> </ul>

## #8 GREATSOLUTIONS

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Coffee Maker	<ul style="list-style-type: none"> <li>This position requires fluency in either Chinese or English, along with the willingness to learn how to operate POS systems.</li> <li>Additionally, candidates should possess strong teamwork skills, a hardworking attitude, and the ability to quickly grasp new concepts.</li> </ul>	<ul style="list-style-type: none"> <li>This role involves cleaning and washing cups, assisting with plate collections, taking drink orders, and being capable of both opening and closing stalls.</li> <li>Additionally, responsibilities include preparing drinks, assisting in other tasks as necessary, and providing overall support in the beverage service area.</li> </ul>	<ul style="list-style-type: none"> <li>5 or 6 days /week</li> <li>7 – 10hrs / day</li> <li>Loyang Way</li> </ul>
Dishwasher	<ul style="list-style-type: none"> <li>Able to commit shift work, carry heavy load 20 Kg.</li> <li>Need to wear safety boots</li> </ul>	<ul style="list-style-type: none"> <li>Washing plates and utensils, ensuring the cleanliness and hygiene of equipment through cleaning and wiping, conducting the wiping clean and drying of all washed products, performing area cleaning, assisting in carrying and arranging boxes, and contributing to the prevention of damaged products during the cleaning and washing processes</li> </ul>	<ul style="list-style-type: none"> <li>5 or 6 days /week</li> <li>8 – 10hrs / day</li> <li>Loyang Way</li> </ul>
Kitchen Assistant	<ul style="list-style-type: none"> <li>Minimum one year of cooking experience with strong teamwork skills, demonstrating the ability to multitask and collaborate effectively as a team player.</li> <li>Need to wear safety boots</li> </ul>	<ul style="list-style-type: none"> <li>Assisting in food ordering, washing all cooking appliances, supporting the Cook in the preparation of meal ingredients (which involves washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat), packing chopped products, aiding in cooking in the absence of the head chef, and maintaining cleanliness in the designated areas.</li> </ul>	<ul style="list-style-type: none"> <li>6 days /week</li> <li>10hrs / day</li> <li>Loyang Way</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Executive	<ul style="list-style-type: none"> <li>Commitment to weekend work and a capacity for a fast-paced environment, demonstrating strong team player qualities, possessing 2 years of relevant supervisory experience in the production/operation sector, and exhibiting excellent communication, leadership, and team management skills.</li> </ul>	<ul style="list-style-type: none"> <li>In this role, responsibilities include understanding and enhancing operational SOPs, submitting regular reports to management, inspecting the work environment and staff KPIs, conducting daily QC checks, ensuring workplace safety and hygiene, providing feedback on staff behavior and performance, actively participating in problem-solving and client/customer interactions, assisting with staff attendance and scheduling, overseeing training, and ensuring safe work procedures are implemented to control risks.</li> <li>Additionally, the position involves the responsibility of ensuring all staff meet their job expectations</li> </ul>	<ul style="list-style-type: none"> <li>6 days /week</li> <li>10hrs / day</li> <li>Loyang way</li> </ul>

## #9 HARILELA HOSPITALITY

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Manager	<ul style="list-style-type: none"> <li>Restaurant Management</li> <li>Customer Relationships</li> <li>Food Quality</li> <li>Workplace safety</li> <li>Coaching and Leadership</li> <li>Able to work on weekends and public holidays.</li> <li>Have a positive attitude.</li> <li>Able to work as a team and independently in a fast-paced environment.</li> </ul>	<ul style="list-style-type: none"> <li>The person is responsible for carrying out various duties to ensure that customers receive excellent service.</li> <li>He is responsible for maintaining profits from food and drink.</li> <li>Excellent communication and customer service skills, maintaining a clean environment, and making effective decisions when needed.</li> <li>Duties include knowing the different functions associated with food and beverages, supervising staff, rostering, and planning various functions inside the restaurant.</li> <li>Oversees the entire operations of a restaurant.</li> </ul>	<ul style="list-style-type: none"> <li>9.5hrs</li> <li>5.5days</li> <li>Airport Boulevard</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Beautician	<ul style="list-style-type: none"> <li>• Have the skill to put clients at ease.</li> <li>• Be sensitive and understanding towards customers' needs.</li> <li>• The ability to work well with your hands for giving treatments.</li> <li>• Excellent verbal communication skills to explain treatments.</li> <li>• To be thorough and pay attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Skin care therapies and managing client appointments.</li> <li>• Be well-versed in beauty treatments, including makeup, facials, manicures, and pedicures.</li> </ul>	<ul style="list-style-type: none"> <li>• 9.5hrs</li> <li>• 5days</li> <li>• Airport Boulevard</li> </ul>
Chinese Cuisine Cook	<ul style="list-style-type: none"> <li>• Able to work independently.</li> <li>• Able to work on weekends and public holidays.</li> <li>• Ability to follow all sanitation procedures.</li> <li>• Ability to work in a team and have a positive attitude.</li> <li>• Working long hours under stress.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in the Chinese Restaurant.</li> <li>• Will be responsible for providing a pleasurable dining experience for customers by preparing high quality food.</li> <li>• Attend to the detail and presentation of each order.</li> <li>• Fulfill any other Ad hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 10hrs</li> <li>• 6days</li> <li>• Airport Boulevard</li> </ul>
Cook (Working in Lounge)	<ul style="list-style-type: none"> <li>• Able to work independently.</li> <li>• Able to work on weekends and public holidays.</li> <li>• Ability to follow all sanitation procedures.</li> <li>• Ability to work in a team and have a positive attitude.</li> <li>• Working long hours under stress.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be responsible for providing a pleasurable dining experience for customers by preparing high quality food.</li> <li>• Attend to detail and presentation of each order.</li> <li>• Fulfill any other Ad hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 8hrs</li> <li>• 6days</li> <li>• Airport Boulevard</li> </ul>
Dishwasher	<ul style="list-style-type: none"> <li>• Able to work independently.</li> <li>• Able to work on weekends and public holidays.</li> <li>• Have a positive attitude.</li> <li>• Working long hours under stress.</li> <li>• Ability to stand for long hours.</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that the kitchen stays clean and organized.</li> <li>• To load and unload dishes from dish machine, wash all pans or utensils that come into contact with food, and scraping identifiers off everything.</li> <li>• Fulfill any other Ad hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• 10hrs</li> <li>• 6days</li> <li>• Airport Boulevard</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Have a friendly and patient personality.</li> </ul>		
Front Office Assistant	<ul style="list-style-type: none"> <li>Able to work independently.</li> <li>Able to work on weekends and public holidays.</li> <li>Have a positive attitude.</li> <li>Working long hours under stress.</li> <li>Have a friendly and patient personality.</li> </ul>	<ul style="list-style-type: none"> <li>Check-in and checkout of Guests.</li> <li>Demonstrates skills, knowledge, and experience in a customer service-oriented environment.</li> <li>Handle general requests from guests.</li> <li>Interact with guests to create a memorable experience.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs</li> <li>6days</li> <li>Airport Boulevard</li> </ul>
Guest Service Officer	<ul style="list-style-type: none"> <li>Able to work independently.</li> <li>Able to work on weekends and public holidays.</li> <li>Have a positive attitude.</li> <li>Working long hours under stress.</li> <li>Have a friendly and patient personality.</li> </ul>	<ul style="list-style-type: none"> <li>Check-in and checkout of Guests.</li> <li>Demonstrates skills, knowledge, and experience in a customer service-oriented environment.</li> <li>Handle general requests from guests.</li> <li>Interact with guests to create a memorable experience.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs</li> <li>6days</li> <li>Airport Boulevard</li> </ul>
Housekeeping Attendant	<ul style="list-style-type: none"> <li>Able to work independently.</li> <li>Able to work on weekends and public holidays.</li> <li>Have a positive attitude.</li> <li>Working long hours under stress.</li> <li>Have a friendly and patient personality.</li> </ul>	<ul style="list-style-type: none"> <li>Rooms cleaning, bed changing, clean toilet.</li> <li>Provide a comfortable room to the Guests.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs</li> <li>6days</li> <li>Airport Boulevard</li> </ul>
Housekeeping Attendant Supervisor	<ul style="list-style-type: none"> <li>Able to work on weekends and public holidays.</li> <li>Have a positive attitude.</li> <li>Able to work as a team and independently in a fast-paced environment.</li> </ul>	<ul style="list-style-type: none"> <li>Perform a thorough cleaning of guestrooms, replacing all linen and towels in the room.</li> <li>Vacuuming and dusting, replacing supplies, and thorough bathroom cleaning.</li> <li>Notify the Housekeeping management of any maintenance or repair that needs to be done.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs</li> <li>6days</li> <li>Airport Boulevard</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Respond to guests' requests and be able to communicate with them.</li> <li>Maintain positive guest relations and ensure guest satisfaction at all times.</li> <li>Assist Housekeeping Manager</li> <li>Fulfill any other Ad hoc duties as assigned.</li> </ul>	
Indian Cuisine Cook	<ul style="list-style-type: none"> <li>Able to work independently.</li> <li>Able to work on weekends and public holidays.</li> <li>Ability to follow all sanitation procedures.</li> <li>Ability to work in a team and have a positive attitude.</li> <li>Working long hours under stress.</li> </ul>	<ul style="list-style-type: none"> <li>Cook at Indian Restaurant.</li> <li>Able to prepare authentic North and South Indian cuisine.</li> <li>Fulfill any other Ad hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>10hrs</li> <li>6days</li> <li>Airport Boulevard</li> </ul>
Lounge Attendant	<ul style="list-style-type: none"> <li>Able to work independently.</li> <li>Able to work on weekends and public holidays.</li> <li>Have a positive attitude.</li> <li>Working long hours under stress.</li> <li>Have a friendly and patient personality.</li> </ul>	<ul style="list-style-type: none"> <li>Keeping the dining area and buffet area clean.</li> <li>Make sure food are top-up always.</li> <li>Clear tables after Guests leave.</li> <li>Responsible to bring the used plates and cutlery to the kitchen to wash.</li> <li>Demonstrates skills, knowledge, and experience in a customer service-oriented environment.</li> <li>Handle general requests from guests.</li> <li>Interact with guests to create a memorable experience.</li> <li>Fulfill any other Ad hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs</li> <li>6days</li> <li>Airport Boulevard</li> </ul>
Shower Room Attendant	<ul style="list-style-type: none"> <li>Able to work independently.</li> <li>Able to work on weekends and public holidays.</li> <li>Have a positive attitude. Working long hours under stress.</li> <li>Have a friendly and patient personality.</li> </ul>	<ul style="list-style-type: none"> <li>Keeping the nap room and shower room clean.</li> <li>Demonstrates skills, knowledge, and experience in a customer service-oriented environment.</li> <li>Handle general requests from guests.</li> <li>Interact with guests to create a memorable experience.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs</li> <li>6days</li> <li>Airport Boulevard</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Waiter / Waitress	<ul style="list-style-type: none"> <li>• Able to work on weekends and public holidays.</li> <li>• Have a positive attitude.</li> <li>• Working long hours under stress.</li> <li>• Have a friendly and patient personality.</li> <li>• They must make quick decisions and have great interpersonal skills.</li> <li>• Attention to detail and excellent multitasking skills are important.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 9.5hrs</li> <li>• 5.5days</li> <li>• Airport Boulevard</li> </ul>

## #10 HAYOP

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef-De-Partie	<ul style="list-style-type: none"> <li>• At least 1 year of working experience as a leading cook in the Filipino/Western restaurant</li> <li>• Preferably with good knowledge of Grill</li> <li>• Resilience, problem solver, manage time well.</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• The Chef-De-Partie shall assist the Sous Chef in preparing, cooking, presenting, and executing high-quality dishes to the highest standards and creating amazing dining experiences for all our guests.</li> <li>• He/she shall assist the Sous Chef in creating menu items, and recipes, and developing dishes. He/she is responsible for supervising the junior commis and providing them with proper training and guidance to ensure the highest standards and consistent quality are met.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 10.30am – 10.00pm</li> <li>• Mohamed Sultan Road</li> </ul>
Commis	<ul style="list-style-type: none"> <li>• Preferably with some working experience in the Filipino/western restaurant</li> <li>• Fast learner</li> <li>• Ability to skillfully multitask.</li> <li>• Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out the preparation of dishes and ingredients, cook menu dishes and ensure food served to guests is consistent and of great quality.</li> <li>• Support the Sous Chef in ensuring the smooth running of kitchen operations.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 10.30am – 10.00pm</li> <li>• Mohamed Sultan Road</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
F&B Service Assistant Manager	<ul style="list-style-type: none"> <li>• With some relevant experience in the F&amp;B industry.</li> <li>• Candidates with at least 3 years of strong experience in Supervisory role</li> <li>• Confidence, excellent customer service, and hospitality skills</li> <li>• Good communication and interpersonal skills</li> <li>• Team player with a positive can-do attitude</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Greet customers, make suggestions, and present the menu.</li> <li>• Take orders and send them to kitchen staff via the POS system.</li> <li>• Ensure quality service in the dining room and when serving meals.</li> <li>• Prepare and serve dessert.</li> <li>• Prepare order bills, receive payment, make the change to orders, and assist in the opening &amp; closing.</li> <li>• Take reservations and greet the take-out counter customers.</li> <li>• Observe good food and personal hygiene at all times.</li> <li>• Keep your work area clean at all times.</li> <li>• Organize your work and work area professionally.</li> <li>• Clean and clear the dining room tables.</li> <li>• Do all other tasks as required by the Outlet Manager.</li> <li>• Ensure that established Mission, Vision, and Core Values are met.</li> <li>• Oversee work schedule planning and ensure sufficient manpower for all shifts in a cost-effective manner.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 10.30am – 10.00pm</li> <li>• Mohamed Sultan Road</li> </ul>
F&B Service Captain	<ul style="list-style-type: none"> <li>• With some relevant experience. Training will be provided.</li> <li>• Confidence, excellent customer service, and hospitality skills</li> <li>• Good communication and interpersonal skills</li> <li>• Team player with a positive can-do attitude</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Greet customers, make suggestions, and present the menu.</li> <li>• Take orders and send them to kitchen staff via the POS system.</li> <li>• Ensure quality service in the dining room and when serving meals.</li> <li>• Prepare and serve dessert.</li> <li>• Prepare order bills, receive payment, make the change to orders, and assist in the opening &amp; closing.</li> <li>• Take reservations and greet the take-out counter customers.</li> <li>• Use sales techniques to retain customers and attract more customers.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 10.30am – 10.00pm</li> <li>• Mohamed Sultan Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Observe good food and personal hygiene at all times.</li> <li>Keep your work area clean at all times.</li> <li>Organize your work and work area professionally.</li> <li>Clean and clear the dining room tables.</li> <li>Do all other tasks as required by the supervisor.</li> </ul>	
F&B Service Supervisor	<ul style="list-style-type: none"> <li>With some relevant experience in the F&amp;B industry.</li> <li>Candidates with at least 2 years of strong experience in Supervisory role</li> <li>Confidence, excellent customer service, and hospitality skills</li> <li>Good communication and interpersonal skills</li> <li>Team player with a positive can-do attitude</li> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Greet customers, make suggestions, and present the menu.</li> <li>Take orders and send them to kitchen staff via the POS system.</li> <li>Ensure quality service in the dining room and when serving meals.</li> <li>Prepare and serve dessert.</li> <li>Prepare order bills, receive payment, make the change to orders, and assist in the opening &amp; closing.</li> <li>Take reservations and greet the take-out counter customers.</li> <li>Observe good food and personal hygiene at all times.</li> <li>Keep your work area clean at all times.</li> <li>Organize your work and work area professionally.</li> <li>Clean and clear the dining room tables.</li> <li>Do all other tasks as required by the Assistant Manager/Outlet Manager</li> <li>Ensure that established Mission, Vision, and Core Values are met.</li> <li>Oversee work schedule planning and ensure sufficient manpower for all shifts in a cost-effective manner.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>10.30am – 10.00pm</li> <li>Mohamed Sultan Road</li> </ul>
Kitchen Assistant	<ul style="list-style-type: none"> <li>Preferably with some working experience in the Filipino/Western restaurant</li> <li>Fast learner</li> <li>Ability to skillfully multitask.</li> </ul>	<ul style="list-style-type: none"> <li>Carry out the preparation of dishes and ingredients</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>10.30am – 10.00pm</li> <li>Mohamed Sultan Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Team player</li> </ul>		

## #11 IKI CONCEPTS

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef De Partie	<ul style="list-style-type: none"> <li>At least 1 year of working experience as a leading cook in the Japanese restaurant</li> <li>Preferably with good knowledge of handling raw fish and other seafood</li> <li>Resilience, problem solver, manage time well.</li> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>The Chef-de-Partie shall assist the Sous Chef in preparing, cooking, presenting, and executing high-quality dishes to the highest standards and creating amazing dining experiences for all our guests.</li> <li>He/she shall assist the Sous Chef in creating menu items, and recipes, and developing dishes.</li> <li>He/she is responsible for supervising the junior commis and providing them with proper training and guidance to ensure the highest standards and consistent quality are met.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>10.30am – 10.00pm</li> <li>Mohamed Sultan Road</li> </ul>
Commis	<ul style="list-style-type: none"> <li>Preferably with some working experience in the Japanese restaurant</li> <li>Fast learner</li> <li>Ability to skillfully multitask.</li> <li>Team player</li> </ul>	<ul style="list-style-type: none"> <li>Carry out the preparation of dishes and ingredients, cook menu dishes and ensure food served to guests is consistent and of great quality.</li> <li>Support the Sous Chef in ensuring the smooth running of kitchen operations.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>10.30am – 10.00pm</li> <li>Mohamed Sultan Road</li> </ul>
F&B Service Assistant Manager	<ul style="list-style-type: none"> <li>With some relevant experience in the F&amp;B industry.</li> <li>Candidates with at least 3 years of strong experience in Supervisory role</li> <li>Confidence, excellent customer service, and hospitality skills</li> <li>Good communication and interpersonal skills</li> <li>Team player with a positive can-do attitude</li> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Greet customers, make suggestions, and present the menu</li> <li>Take orders and send them to kitchen staff via the POS system.</li> <li>Ensure quality service in the dining room and when serving meals.</li> <li>Prepare and serve dessert.</li> <li>Prepare order bills, receive payment, make the change to orders, and assist in the opening &amp; closing.</li> <li>Take reservations and greet the take-out counter customers.</li> <li>Observe good food and personal hygiene at all times.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>10.30am – 10.00pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Keep your work area clean at all times.</li> <li>Organize your work and work area professionally.</li> <li>Clean and clear the dining room tables.</li> <li>Do all other tasks as required by the Outlet Manager</li> <li>Ensure that established Mission, Vision, and Core Values are met</li> <li>Oversee work schedule planning and ensure sufficient manpower for all shifts in a cost-effective manner</li> </ul>	
F&B Service Captain	<ul style="list-style-type: none"> <li>With some relevant experience. Training will be provided.</li> <li>Confidence, excellent customer service, and hospitality skills</li> <li>Good communication and interpersonal skills</li> <li>Team player with a positive can-do attitude</li> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Greet customers, make suggestions, and present the menu</li> <li>Take orders and send them to kitchen staff via POS system</li> <li>Ensure quality service in the dining room and when serving meals</li> <li>Prepare and serve dessert</li> <li>Prepare order bills, receive payment, make the change to orders, and assist in the opening &amp; closing</li> <li>Take reservations and greet the take-out counter customers</li> <li>Use sales techniques to retain customers and attract more</li> <li>Observe good food and personal hygiene at all times</li> <li>Keep your work area clean at all times</li> <li>Organize your work and work area professionally</li> <li>Clean and clear the dining room tables</li> <li>Do all other tasks as required by the supervisor</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>10.30am – 10.00pm</li> <li>Mohamed Sultan Road</li> </ul>
F&B Service Supervisor	<ul style="list-style-type: none"> <li>With some relevant experience in the F&amp;B industry.</li> <li>Candidates with at least 2 years of strong experience in Supervisory role</li> </ul>	<ul style="list-style-type: none"> <li>Greet customers, make suggestions, and present the menu</li> <li>Take orders and send them to kitchen staff via POS system</li> <li>Ensure quality service in the dining room and when serving meals</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>10.30am – 10.00pm</li> <li>Mohamed Sultan Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Confidence, excellent customer service, and hospitality skills</li> <li>Good communication and interpersonal skills</li> <li>Team player with a positive can-do attitude</li> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and serve dessert</li> <li>Prepare order bills, receive payment, make the change to orders, and assist in the opening &amp; closing</li> <li>Take reservations and greet the take-out counter customers</li> <li>Observe good food and personal hygiene at all times</li> <li>Keep your work area clean at all times</li> <li>Organize your work and work area professionally</li> <li>Clean and clear the dining room tables</li> <li>Do all other tasks as required by the Assistant Manager/Outlet Manager</li> <li>Ensure that established Mission, Vision, and Core Values are met</li> <li>Oversee work schedule planning and ensure sufficient manpower for all shifts in a cost-effective manner</li> </ul>	
Kitchen Assistant	<ul style="list-style-type: none"> <li>Preferably with some working experience in the Japanese restaurant</li> <li>Fast learner</li> <li>Ability to skillfully multitask</li> <li>Team player</li> </ul>	<ul style="list-style-type: none"> <li>Carry out the preparation of dishes and ingredients</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>10.30am – 10.00pm</li> <li>Mohamed Sultan Road</li> </ul>

## #12 PARKROYAL COLLECTION PICKERING, SINGAPORE

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bartender	<ul style="list-style-type: none"> <li>Food Safety Level 1 Certification</li> </ul>	<ul style="list-style-type: none"> <li>Have the flair and innovation to create new beverage concoctions</li> <li>Complete work &amp; side duties, opening &amp; closing tasks for an effective restaurant &amp; bar operation</li> <li>Ensure that all reservations are correctly taken and sets the table according to the guests' request</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Understand requirements and procedures for all meal periods to meet demand and maximize revenue and profit</li> <li>Anticipate and meet unexpected wishes and requirements of every guest</li> <li>Perform other ad hoc duties assigned to by the Restaurant Manager.</li> </ul>	
Commis Pastry	<ul style="list-style-type: none"> <li>Food Safety Level 1 Certification, knowledge in pastry</li> </ul>	<ul style="list-style-type: none"> <li>To create optimum customer satisfaction by providing the highest standard of food quality and presentation according to hotel procedures.</li> <li>Support the Pastry Chef in the daily culinary operations.</li> <li>Ensure that the work area is clean and meets hygiene standards at all times.</li> <li>Maintain and strictly abide by state sanitation/health regulations and hotel requirements.</li> <li>Assist with a la carte pastry and buffet dessert table set up and presentation.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>
F&B Server	<ul style="list-style-type: none"> <li>Food Safety Level 1 Certification</li> </ul>	<ul style="list-style-type: none"> <li>Provide excellent Food &amp; Beverage services to the guests according to the standards of the hotel</li> <li>Demonstrate thorough knowledge on products, menus, and equipment</li> <li>Run a given section efficiently and smoothly.</li> <li>Monitor the quality and quantity of all food and beverage served</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>
F&B Service Team Leader	<ul style="list-style-type: none"> <li>Min. 3 years' experience in F&amp;B Service, Food Safety Level 1 Certification</li> </ul>	<ul style="list-style-type: none"> <li>Able to prepare basic beverages in accordance with standards.</li> <li>Responsible for the daily operations of the outlet and oversee all issues pertaining to guest's dining experience.</li> <li>Able to anticipate guest's needs and respond to their requests smoothly and efficiently.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• In-charge of training and motivating staff to ensure the highest standard of service and presentation.</li> <li>• Demonstrates a good working relationship with other departments with a high level of communication and cooperation.</li> <li>• Well versed in the cashiering process.</li> <li>• Assist in the development of policies, procedures, and budget.</li> <li>• Conduct training for Service Ambassador</li> <li>• Performs other ad hoc duties assigned to by the Restaurant Manager.</li> </ul>	
Guest Services Ambassador – Club Lounge	<ul style="list-style-type: none"> <li>• Food Safety Level 1 Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Setting up and maintaining the Executive Lounge during breakfast buffet, afternoon tea and evening cocktail hours.</li> <li>• Ensure that all foods and drinks are properly served while maintaining high standards of cleanliness and sanitation.</li> <li>• Ensure that the Executive Lounge is properly maintained at all times.</li> <li>• Handle guest feedback and requests.</li> <li>• Maintain good guest relations with all guests at all times.</li> <li>• Knowledge of the daily VIP and lobby movements and requests.</li> <li>• Process all guest check-ins by confirming reservations, assigning rooms, and issuing and activating room keys.</li> <li>• Coordinate with Housekeeping to track the readiness of rooms for check-in. Process all types of payment such as room charges, cash, checks, debit, or credit.</li> <li>• Process all check-outs including resolving any late and disputed charges.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days / week</li> <li>• 9.5 hrs / day</li> <li>• Upper Pickering Street</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Complete designated cashier and closing reports in the computer system.</li> </ul>	
Guest Services Ambassador – Front Desk	<ul style="list-style-type: none"> <li>Fresh graduates are welcome</li> </ul>	<ul style="list-style-type: none"> <li>Process all guest check-ins by confirming reservations, assigning rooms, and issuing and activating room keys.</li> <li>Process all types of payment such as room charges, cash, checks, debit, or credit.</li> <li>Process all check-outs including resolving any late and disputed charges.</li> <li>Answer, record, and process all guest calls, messages, requests, questions, or concerns courteously and professionally.</li> <li>Coordinate with Housekeeping to track the readiness of rooms for check-in.</li> <li>Supply guests with directions and information regarding the property.</li> <li>Complete designated cashier and closing reports in the computer system.</li> <li>Balance and drop receipts according to accounting specifications.</li> <li>Perform other reasonable job duties as requested by superior</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>
Guest Services Ambassador - Telephone	<ul style="list-style-type: none"> <li>Possess PLRD License will be of an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Able to answer calls and handle situations quickly and accurately with quality customer service level</li> <li>Ensure guests receive the most cordial attention when they contact our hotline</li> <li>Able to understand and handle guests' requests tactfully and smoothly</li> <li>Assist with any basic requests such as invoicing, in-house restaurant enquiries, operating hours of the facilities and outlets in the Hotel, Lost and Found and basic e-mail enquiries</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>To work closely with all hotel staff to provide our guests with friendly, courteous, and efficient personal service at all times</li> <li>Must be able to handle computer terminals at the call center and Front Office respectively</li> <li>Ensure that there are adequate supplies of forms and stationeries for Front Office</li> <li>To assist with any other duties that may be assigned from time to time by the management</li> </ul>	
Guest Services Team Leader - Telephone	<ul style="list-style-type: none"> <li>Possess PLRD License will be of an advantage, min 3 years' experience as Telephone Operator</li> </ul>	<ul style="list-style-type: none"> <li>Assisting Guest Services Manager in managing the hotel call center (One Connect) daily operations, plays a pivotal role in ensuring smooth operations and exceptional customer service.</li> <li>Supervising and motivating the team, handling escalated customer issues, and optimizing One Connect performance to meet or exceed established goals</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>
Information Technology Executive	<ul style="list-style-type: none"> <li>Diploma in IT Related course, fresh graduate are welcome</li> </ul>	<ul style="list-style-type: none"> <li>To ensure the hotel's computer systems are efficiently run and maintained.</li> <li>Ensure that the security network is not compromised, and the network traffic is efficient.</li> <li>To monitor and report on the operational IT problems and carry out tests on software implementation, update software patches and install anti-virus and end point protection to protect the systems.</li> <li>To source and co-ordinate with IT vendors/suppliers and PPHG corporate office on the hotel's IT purchases.</li> <li>To train end-users on the correct usage of IT systems and provide first line user support</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>services before referring to vendor support, if required.</p> <ul style="list-style-type: none"> <li>To assist in resolving user issues for both hardware and software and to update all IT tasks.</li> <li>To support the SG Cluster and assign to other hotels to support other associates when needed.</li> <li>To undertake any other related task/duty/assignment that may be given by the supervisors</li> </ul>	
Laundry Attendant	<ul style="list-style-type: none"> <li>No prior experience required</li> </ul>	<ul style="list-style-type: none"> <li>The Laundry Attendant plays a pivotal role in ensuring a seamless and sustainable laundry operation at our hotel, upholding the highest standards of service in accordance with our policies and procedures.</li> <li>As part of the latest trends in the hotel industry, the incumbent will contribute to our commitment to sustainability by integrating eco-friendly practices into their daily tasks.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>
Sales Administrator	<ul style="list-style-type: none"> <li>Fresh graduates are welcome</li> </ul>	<ul style="list-style-type: none"> <li>Reporting to the Director of Sales, the Sales Administrator will provide administrative support and other office-based duties for the team to ensure the day-to-day productivity and requirements of the team are achieved.</li> <li>In-charge for all correspondence between the sales team and their customers</li> <li>Responds promptly to emails and phone requests for information or quotes</li> <li>Prepare proposals, maintain, and update customer records accurately</li> <li>Assist with production reports or any relevant reports for Director of Sales and Director of Sales &amp; Marketing</li> <li>Assists with coordinating with Room Controller with showroom keys and familiarization trips, site</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>inspections at the hotel level when required</p> <ul style="list-style-type: none"> <li>• Conducts tele sales activities at the direction of the Director of Sales and Director of Sales &amp; Marketing</li> <li>• Other ad hoc duties, such as assisting with travel functions, business functions or as required/directed by the Director of Sales/Director of Sales &amp; Marketing</li> </ul>	
Security Team Leader	<ul style="list-style-type: none"> <li>• PLRD License, min. 2 years' experience in security related role</li> </ul>	<ul style="list-style-type: none"> <li>• Checks and accounts for all inventories in the Security Office.</li> <li>• Records all occurrences of security interest in the logbook for the information of the security personnel and management.</li> <li>• Assists and conducts the necessary on-the-job training for new associates and ensures new associates are supervised according to the company's standards.</li> <li>• Fully familiarizes oneself with all emergencies contingency plans, policy &amp; procedure, manuals etc. and understands the role of the Emergency Response Team (ERT) and the ERT Team Leader and CMT.</li> <li>• Maintains positive guest and colleague interactions with good working relationships.</li> <li>• Ensure the Security Officers are at areas of their assignment at all times to look out for any suspicious loiterers or articles.</li> <li>• Ensures patrol has been carried out in all areas of the hotel, ensuring safety, security and comfort of all guests, hotel personnel.</li> <li>• Involve in Telephone Operator, Concierge and Bell Service activities</li> <li>• Assists the Security Manager with other ad hoc duties.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 days / week</li> <li>• 12 hrs / day</li> <li>• Upper Pickering Street</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Bartender	<ul style="list-style-type: none"> <li>Food Safety Level 1 Certification, min 2 years in bartending</li> </ul>	<ul style="list-style-type: none"> <li>Have the flair and innovation to create new beverage concoctions</li> <li>Complete work &amp; side duties, opening &amp; closing tasks for an effective restaurant &amp; bar operation</li> <li>Ensure that all reservations are correctly taken and sets the table according to the guests' request</li> <li>Understand requirements and procedures for all meal periods to meet demand and maximize revenue and profit</li> <li>Anticipate and meet unexpected wishes and requirements of every guest</li> <li>Perform other ad hoc duties assigned to by the Restaurant Manager.</li> </ul>	<ul style="list-style-type: none"> <li>5 days / week</li> <li>9.5 hrs / day</li> <li>Upper Pickering Street</li> </ul>

### #13 RAFFLES HOTEL SINGAPORE

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef de Partie, yi by Jereme Leung	<ul style="list-style-type: none"> <li>Minimum Professional Certificate in a Culinary-related field.</li> <li>Minimum of 3 years of relevant experience in the Food &amp; Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant.</li> <li>Proficient in written and conversational English.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>44 hours work week.</li> <li>1 Beach Road Singapore 189673</li> </ul>
Commis, Bakery	<ul style="list-style-type: none"> <li>Minimum Professional Certificate in a Culinary-related field.</li> </ul>	<ul style="list-style-type: none"> <li>The position is responsible for achieving and maintaining the highest standards of food</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>Rotating Shift</li> <li>1 Beach Road Singapore 189673</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Minimum of 2 years of relevant experience in the Food &amp; Beverage industry (hotel and free-standing restaurant) in a similar position, preferably in a reputable establishment or celebrity chef restaurant.</li> <li>Proficient in written and conversational English.</li> </ul>	<p>preparation quality and guest satisfaction.</p> <ul style="list-style-type: none"> <li>Main responsibilities include, but are not limited to quality and cost control whilst upholding high levels of hygiene and sanitation.</li> </ul>	
Facilities Technician - Carpenter	<ul style="list-style-type: none"> <li>Proven experience as carpenter</li> <li>Hands-on experience in working with carpentry materials</li> <li>Excellent understanding of carpentry techniques and methods of installation and construction</li> <li>Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)</li> <li>Ability to read technical documents and drawings</li> <li>Willingness to follow safety guidelines at all times</li> <li>Good knowledge of English</li> <li>Good understanding of basic math</li> <li>Good physical condition and endurance</li> <li>Related or relevant carpentry training/certification preferred.</li> </ul>	<ul style="list-style-type: none"> <li>To cut, fabricate and install wooden and other structures according to specifications.</li> <li>Reads blueprints, drawings, and sketches to fully grasp requirement.</li> <li>Takes measurements and calculates the size and amount of material needed.</li> <li>Cut, shape and smooth lumber and other materials (e.g. fiberglass) according to measurements.</li> <li>Builds window frames, doors, staircases, and frame buildings by using raw materials or pre-constructed items.</li> <li>Lays out floorings, roofing or drywalls ensuring they are level and compatible.</li> <li>Carves and assembles furniture, cabinets, shelves, and other items and installs them where designated.</li> <li>Builds scaffolding and other construction structures.</li> <li>Rectifies equipment and facilities breakdown as required.</li> <li>Responds to requests relating to carpentry issues from hotel patrons in a timely and efficient manner.</li> <li>Replaces faulty components / parts as required.</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>44 hours work week.</li> <li>1 Beach Road Singapore 189673</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Food and Beverage Casual Labour (Part Time)	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style.</li> <li>• Retail or guest interaction experience.</li> <li>• Food and/or beverage knowledge (personal interest/professional).</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• Rotating Shift</li> <li>• 1 Beach Road Singapore 189673</li> </ul>
Food and Beverage Service Associate	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style.</li> <li>• - Retail or guest interaction experience.</li> <li>• - Food and/or beverage knowledge (personal interest/professional).</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• Rotating Shift</li> <li>• 1 Beach Road Singapore 189673</li> </ul>
Food and Beverage Service Executive	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field.</li> <li>• Minimum 2 years' experience in an international class restaurant.</li> <li>• At least 1-year relevant experience in a similar capacity an advantage.</li> <li>• Additional improvement programs in Food &amp; Beverage an advantage.</li> <li>• Working knowledge of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• Rotating Shift</li> <li>• 1 Beach Road Singapore 189673</li> </ul>
Housekeeping Supervisor	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field.</li> <li>• Minimum 2 years in housekeeping position, minimum 1 year as Supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• The position is responsible for ensuring the ongoing impeccable cleanliness and organization of public spaces and facilities in accordance with established standards of the hotel.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• Rotating Shift</li> <li>• 1 Beach Road Singapore 189673</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Housekeeping / Supervisory experience in luxury hotel / resort.</li> <li>Confident and good interpersonal skills to handle all levels of communication with colleagues and guests.</li> <li>Use / knowledge of OPERA.</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	
Junior Sous Chef, yi by Jereme Leung	<ul style="list-style-type: none"> <li>Minimum Professional Certificate in a Culinary-related field.</li> <li>Minimum of 4 years of relevant experience in the Food &amp; Beverage industry (hotel and free-standing restaurant) in similar position.</li> <li>Good interpersonal skills with ability to communicate with all levels of colleagues.</li> <li>Service oriented with an eye for detail.</li> <li>Leads to constantly improving the guest and colleague service experience.</li> </ul>	<ul style="list-style-type: none"> <li>The Junior Sous Chef is responsible for the supervision of the overall kitchen's operation and for achieving and maintaining the highest standards of food quality and guest satisfaction.</li> <li>Main responsibilities include, but not limited to, quality, training, and development of team members.</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>Rotating Shift</li> <li>1 Beach Road Singapore 189673</li> </ul>
Lobby Ambassador	<ul style="list-style-type: none"> <li>Diploma and Degree from preferably hospitality or related field.</li> <li>Minimum 1 to 3 years' relevant experience.</li> <li>Excellent communication skills in English and ability to communicate in a second language.</li> </ul>	<ul style="list-style-type: none"> <li>Delivers the Raffles Hotel Singapore guest experience through a seamless flow of processes and in close cooperation with the Raffles Butler.</li> <li>Provides a first-class arrival experience for all residents including a seamless and personalized check-in experience. Closely assists the F&amp;B team in welcoming and accommodating/seating restaurant patrons.</li> <li>Ensures the smooth running of the Lobby operation by performing all tasks in adherence with the code of</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>Rotating Shift</li> <li>1 Beach Road Singapore 189673</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		ethics as issued by Raffles Hotel Singapore.	
Lobby Manager (Duty Manager)	<ul style="list-style-type: none"> <li>• Diploma or Degree from preferably hospitality or related field.</li> <li>• Minimum 5 years' relevant experience with at least 2 years at a management level.</li> <li>• Excellent communication skills in English and ability to communicate in a second language.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures guests receive a warm and personalized arrival and departure experience based on and seamless flow of processes including supporting Lobby Ambassadors for check-in, check-out, and cashiering duties.</li> <li>• Ensures guests receive the experience as detailed in brand Standard Operation Procedure (SOP), Raffles Hotel Singapore Local Standard Operation Procedure (LSOP) as well as Leading Quality Assurance (LQA) standards and aim to achieve the scores and goals set by management.</li> <li>• Ensures the smooth running of the hotel operation by performing all tasks in adherence with the code of ethics as issued by Raffles Hotel Singapore.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• Rotating Shift</li> <li>• 1 Beach Road Singapore 189673</li> </ul>
Mixologist	<ul style="list-style-type: none"> <li>• At least 1 year of experience in craft cocktail programs.</li> <li>• At least 2 years of supervisory experience with similar standing or profile.</li> <li>• In-depth knowledge of classic/international cocktails, spirits, and hospitality.</li> <li>• Proficient in Microsoft Office and basic POS management.</li> <li>• Previous relevant bar experience with a similar standing or profile in a supervisory role.</li> <li>• Passionate in beverage and cocktail making.</li> </ul>	<ul style="list-style-type: none"> <li>• The Mixologist is the backbone of the bar operation. They will lead the outlet's personality and soul.</li> <li>• The Mixologist is to assist the Head Bartender where needed in all aspects of the operation.</li> <li>• The Mixologist will supervise team members through proactive, interactive, and reactive leadership, allowing each member of the team to feel confident and satisfy our guests during their experience.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days' work week</li> <li>• Rotating Shift</li> <li>• 1 Beach Road Singapore 189673</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Strong knowledge of different beverages and techniques.</li> <li>Possesses good computer skills (incl. Microsoft Excel in a business environment) and shows the ability to learn new programs and systems quickly.</li> </ul>		
Raffles Butler	<ul style="list-style-type: none"> <li>Diploma or Degree from School for Tourism and Hotel Management.</li> <li>Minimum 2 years' relevant experience.</li> <li>Excellent communication skills in English and ability to speak other language and / or basic understanding of other languages an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience.</li> <li>This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements.</li> <li>The Butler will strive to listen attentively, observe the little details, and personalize interactions with the aim to anticipate and be intuitive of residents' needs and wants.</li> <li>An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas.</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>Rotating Shift</li> <li>1 Beach Road Singapore 189673</li> </ul>
Raffles Service Casual Labour (Part Time)	<ul style="list-style-type: none"> <li>Minimum tertiary education or equivalent.</li> <li>Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management.</li> <li>Minimum 1 year of relevant experience in the hotel industry.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures smooth operation of Raffles Service department by attending to incoming calls, fax and emails that are pertaining to room reservation.</li> <li>Obtains all the necessary information to complete a room reservation in the Opera system, i.e. stay dates, flight details, rates, special requests, and reservation notes.</li> <li>Completes the reservation process by combining all reservation details (including any Food and Beverage or Spa arrangements) and sending confirmation to the guest.</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>Rotating Shift</li> <li>1 Beach Road Singapore 189673</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Resident Bartender	<ul style="list-style-type: none"> <li>At least 1 year of relevant bar experience with similar standing or profile.</li> <li>Knowledge of classic/international cocktails, spirits, and hospitality.</li> <li>Proficient in Microsoft Office and basic POS management.</li> <li>Previous relevant bar experience with similar standing or profile as bartender.</li> <li>Passionate about beverage and cocktail making and knowledge of alcoholic beverages and mixing drinks.</li> <li>Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan.</li> <li>Certified with valid National Environment Agency (Singapore) Basic Food Hygiene Handler.</li> <li>Highly organized with strong analytical and communication skills.</li> <li>Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside and outside the hotel.</li> </ul>	<ul style="list-style-type: none"> <li>The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests.</li> <li>He/she engages with our guests during their visit, receives and serves orders and delivers accordance to Raffles Hotel Singapore service standards.</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>Rotating Shift</li> <li>1 Beach Road Singapore 189673</li> </ul>
Senior / Facilities Technician	<ul style="list-style-type: none"> <li>Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing.</li> <li>Minimum of 1 year of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Operates the equipment to deliver a comfortable room temperature to hotel areas.</li> <li>Operates the equipment to deliver clean water to the respective services in the hotel.</li> <li>Operates the equipment to deliver hot water to the</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>Rotating Shift</li> <li>1 Beach Road Singapore 189673</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Good working knowledge of Microsoft Office.</li> </ul>	<p>respective services in the hotel as required.</p> <ul style="list-style-type: none"> <li>Operates the equipment to deliver clear and sharp images from the television and satellites equipment to hotel guest suites as required.</li> <li>Operates the equipment to deliver audio visual support to the hotel event as required.</li> <li>Assists and supports the emergency operations team during an emergency and a crisis in a timely and efficient manner.</li> </ul>	
Senior / Housekeeping Attendant (Rooms / Runner)	<ul style="list-style-type: none"> <li>Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures.</li> <li>Service oriented with an eye for detail.</li> <li>Ability to work efficiently and independently under pressure in a dynamic environment.</li> <li>Flexible and able to embrace and respond to change effectively.</li> <li>Self-motivated and energetic.</li> </ul>	<ul style="list-style-type: none"> <li>The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections.</li> </ul>	<ul style="list-style-type: none"> <li>5 days' work week</li> <li>Rotating Shift</li> <li>1 Beach Road Singapore 189673</li> </ul>

### 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://eappt.e2i.com.sg/>



### **NTUC Job Security Council's Telegram Channels**

Be alerted daily on the latest job vacancies from hiring companies.

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