

JOB LISTING BOOKLET

# Talent Link

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### **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)

# Content Page

[Click on the specific role to view more details]

<b>#1 Aurigin Technology</b> .....	4
• Senior/ Engineer - Electrical Electronics Design .....	4
<b>#2 Craig Road Property Holdings (aka Mondrian)</b> .....	6
• Sales Manager .....	6
<b>#3 Exceltec Property Management</b> .....	9
• Property/ Facilities Executive (FM) .....	9
<b>#4 Hotel Royal @ Queens (Singapore)</b> .....	10
• Duty Manager .....	10
<b>#5 Immigration and Checkpoints Authority (ICA)</b> .....	11
• ICA Inspector .....	11
• ICA Sergeant .....	11
<b>#6 InterContinental Singapore</b> .....	12
• Duty Manager .....	12
<b>#7 ITCAN</b> .....	14
• Desktop Engineer (DSTA) .....	14
• EUC Consultant .....	14
<b>#8 JP Nelson Equipment</b> .....	16
• Sales Executive .....	16
<b>#9 Link Hotels International</b> .....	17
• Duty Manager/ Night Manager .....	17
• Senior Sales Manager .....	19
<b>#10 NCS</b> .....	21
• Desktop Engineer .....	21
<b>#11 OneCare Plus</b> .....	22
• Clinic Assistant .....	22
<b>#12 PARKROYAL COLLECTION Pickering, Singapore</b> .....	23
• Duty Manager (Front Desk) .....	23
• Sales Manager (Corporate / MICE / Leisure) .....	24
<b>#13 PERSOLKELLY Singapore</b> .....	26
• Recruitment Consultant .....	26
<b>#14 PlayFACTO School</b> .....	28

- Student Care Teacher/ Senior Teacher..... 28
- #15 PSA Corporation** ..... 29
- Operations Executive ..... 29
- #16 Rhodo International Strata Management Services**..... 30
- Property Executive..... 30
- #17 Rhodo Property & Estate Management Services**..... 31
- Property Executive..... 31
- #18 SATS** ..... 32
- Customer Service Agent (Full-time/ Flexi)..... 32
- #19 Self Help Groups Student Care** ..... 33
- Student Care Officer ..... 33
- #20 SMRT Corporation**..... 34
- Assistant Station Manager ..... 34
- #21 Worldwide Hotels Management (V)**..... 35
- Duty Manager..... 35
- #22 e2i Services**..... 36

# #1 Aurigin Technology

Aurigin Technology is in the business of design, development and manufacture of automation machines and manufacturing solutions for Advanced Semiconductor Packaging and Smart Labels / RFIDs as well as for new developmental products such as Optoelectronics, MEMS, Photonics industries etc.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior/ Engineer - Electrical Electronics Design	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Design and create system architecture, electrical schematic, wiring diagrams, IO map, PLC code, panel layouts and PCB boards for automation machines</li> <li>• Create electrical bill of materials (BOM), spare part list, installation instruction manual, maintenance guides</li> <li>• Perform machine system set up, IO check and troubleshooting of electrical system</li> <li>• Perform circuit simulations / analysis, design, development, testing and debugging of circuit board and embedded firmware</li> <li>• Create PCB board bill of materials (BOM), Gerber file, assembly drawing, schematic drawing, technical design documentation, simulations / analysis report, test report</li> <li>• PCB prototype board making and debugging</li> <li>• Manage all electrical material including PCB boards according to machine production assembly schedule</li> <li>• Perform firmware and PLC code maintenance, bug fixing and enhancement</li> <li>• Provide technical support, and training on electrical system of automation machine</li> <li>• Supervise the workmanship of electrical technician and contractors to ensure the build quality of automation machine</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Good knowledge on electrical design</li> <li>• Proficiency in Eplan software</li> <li>• Able to analyse project requirements, develop electrical schematics, wiring diagrams, and layouts</li> <li>• Experienced in design to conformity with safety, regulatory standards such as CE, UL, VDE, CSA and SEMI-S2</li> <li>• Excellent in PCB design with analogue / digital circuit and lighting</li> <li>• Able to develop circuit board with RS232, RS485, I2C, SPI, USB, Ethernet</li> <li>• Able to use simulation tools (example: Pspice / LTspice / TINA)</li> <li>• Excellent in Microchip assembly and C/C++ programming languages</li> <li>• Good programming skill of PLC</li> <li>• Good soldering skill and electrical wiring harness skills</li> </ul>	<p>Working Hours: 8.30am -5.30pm</p> <p>Location: 4010 Ang Mo Kio Ave 10 #06-10,11,12 TECHplace I Singapore 569626</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"><li>• Excellent problem-solving skills and ability to troubleshoot complex electrical issues.</li><li>• Project management skills with the ability to manage priorities, timelines, and resources effectively</li><li>• Good in written and spoken English</li><li>• Required to communicate in Mandarin with International Customers</li><li>• Work as a team member in a multi-discipline engineering team</li></ul>	

[Click Here for Table of Content](#)

## #2 Craig Road Property Holdings (aka Mondrian)

Mondrian is a way of travel. A luxury lifestyle hotel, a global destination for locals or travelers. Mondrian is always at the heart of the most exciting cultural scenes in the world.

Mondrian Singapore Duxton is a luxury lifestyle hotel built in the heart of the city's prominent Duxton Hill neighborhood featuring 302 guestrooms, a lower three-story building in a contemporary and luxury loft suite. Historic architecture takes on the famous Singapore 'shophouse' building typology on a modern spin, with a terracotta roof, and colonial-style window shutters, at the rear, connected by a garden, will be the main tower containing a mix of guest rooms, a speakeasy bar, and rooftop pool. The location is flawless with a bevy of signature restaurants, stylish bars, and local street food vendors all within walking distance.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Sales Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Solicit new and existing accounts to meet/exceed revenue goals through telephone solicitation, outside sales calls, site inspections and written communication</li> <li>• Meet or exceed personal sales solicitation call goals based on a minimum of 5 daily appointments covering existing and prospective accounts</li> <li>• Update and maintenance of sales records in ANAIS</li> <li>• Responsible for administration of all support services including but not limited to responding to emails and correspondence, input and maintenance of databases</li> <li>• Maintain a high profile within trade and professional associates dealing with their market area/segment(s)</li> <li>• Interact with individuals outside the hotel within their sales area including, but not limited to clients, local hotel associations and other members of the local community</li> <li>• Solicit corporate, consortia and leisure accounts directly and jointly with others through the preparation, execution and completion of action plans</li> <li>• Implement all sales action plans related to their sales area as outlined in the revenue/business plan to achieve sales targets</li> <li>• Within established parameters, quote and negotiate prices with customer representatives confirming reservations by letter and drawing up contracts; sign for the hotel and obtain customer signature to close the transaction</li> <li>• Upon contracting accounts, this position will be responsible for ongoing account management with contracted accounts and setting of production targets on a quarterly basis</li> <li>• Achieve established room night and revenue goals as outlined in the agreed upon incentive and annual business plan</li> </ul>	<p>Working Hours: 8.30am -5.30pm</p> <p>Location: 16A Duxton Hill, Singapore 089970</p>

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• When appropriate, and with agreement with the DOS, to attend major travel functions (trade shows, associations) that deal specifically with their marketing responsibility</li> <li>• Plan sales trips, under the direct approval of the DOS, to major marketing areas, calling on accounts within their specific marketing area</li> <li>• As directed, compile and input market intelligence information to the Sales Information Management System</li> <li>• Develop and maintain knowledge of market trends, competition and customers</li> <li>• Actively promote and produce sales leads for other sister hotels and for in-house sales staff</li> <li>• Provide feedback to the DOS/DOSM/DOR on changing conditions, including trends in the competition, as a result of direct solicitation, telephone and direct mail, in their market areas</li> <li>• Arrange FAM and site inspection trips to hotels by major clients and accompanies clients</li> <li>• Meet deadlines for assigned tasks</li> <li>• Establish and maintain files on major active accounts within their marketing area/segment(s)</li> <li>• Establish and maintain effective employee relations</li> <li>• Perform related duties and special projects as assigned</li> <li>• Maintain punctuality and good timekeeping and appearance</li> <li>• Train and develop Sales Executives and Sales Coordinator in designated sales areas</li> <li>• Preparation and completion of timesheets, Rota's, holiday schedules, in line with business needs, as and when required</li> <li>• Preparation and completion of purchase orders as and when required</li> <li>• Undertake and complete any special projects, tasks or other reasonable request by your Department Head and/or Hotel Management</li> <li>• Prepare correspondence to customers, internal booking reports and file maintenance</li> <li>• Participate in RevMax meeting, pre-convention meetings, training and other sales-related meetings as required</li> <li>• Work with other departments within the hotel to provide quality service to customers</li> <li>• Attend local trade shows, community events and industry meetings</li> <li>• To handle sales enquiries and sales quotation to customers</li> <li>• To track closely review / cut-off dates especially to big groups</li> <li>• To carry out any other duties and responsibilities as assigned</li> </ul> <p><b>Pre-requisites</b></p>	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"><li>• Degree or Diploma in Marketing, Sales, Business Administration or a related field</li><li>• Minimum 4 to 6 years' experience in a similar capacity, preferably in a property of similar standing</li><li>• Pre-opening experience would be useful</li><li>• Excellent interpersonal skills, coupled with a well ingrained sales and service mindset</li><li>• The incumbent also needs to be equipped with a proven track record of business negotiation and customer/ stakeholder management skills</li></ul>	

[Click Here for Table of Content](#)



### #3 Exceltec Property Management

Exceltec was incorporated in 1997 and is a progressive Property & Facilities Management company in Singapore. The company provides a comprehensive suite of property related advisory and management services, empowered with technology and delivered through great service.

We develop sustainable property and facilities management solutions that create value. Our capabilities are technology-empowered and people-driven, enabling the potential of people, spaces and environment.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property/ Facilities Executive (FM)	<p><b>Key Responsibilities</b> The duties of the Property Executive shall include but not limited to the following:</p> <ul style="list-style-type: none"> <li>• Supervise workers on maintenance matters, service facilities, conservancy work and others</li> <li>• Manage the day-to-day permit to work system</li> <li>• Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting</li> <li>• Provide technical support and attendance where necessary and act as an authorised person</li> <li>• Manage and act as the coordination point between the Main Contractor and the client</li> <li>• Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner</li> <li>• Co-ordinate, manage and monitor all corrective and preventive maintenance programmes</li> <li>• Attend to complaints and feedback from tenants</li> <li>• Investigate and report tenancy infringements by tenants</li> <li>• Assist in all surveys required by the client</li> <li>• Attend to any other matter as assigned from time to time</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Mechanical Engineering or Electrical Engineering</li> <li>• Minimum 3 years of relevant working experience</li> </ul>	<p>Working Hours: 9am - 6pm</p> <p>Location: 2 Jurong East Street 21 #05-05 IMM Building Singapore 609601</p>

## #4 Hotel Royal @ Queens (Singapore)

Hotel Royal Queens is a 4-star smoke-free hotel in Singapore with 236 well-appointed guest rooms.

It is strategically located in the heart of the city's art and heritage precinct and minutes away by drive or public transport from the city's dynamic central business district, major convention centres and entertainment belt. The nearest subway station – Bras Basah MRT Station is a mere 2-minute walk / 100 metres away.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Duty Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Co-ordinate and supervise the daily operations of the Front Office Department</li> <li>• Maintain operation standards and maximize efficiency</li> <li>• Assist in developing new initiatives to achieve service excellence</li> <li>• Train and develop the Front Office staff</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Knowledge of PMS system</li> <li>• Strong leadership and decision-making skills</li> <li>• Excellent communications skills with an eye for detail</li> </ul>	<p>Working Hours: 8 hours shifts</p> <p>Location: 12 Queen Street, Singapore 188553</p>

Click Here for Table of Content

## #5 Immigration and Checkpoints Authority (ICA)

The Immigration & Checkpoints Authority (ICA) is responsible for securing Singapore's borders against the entry of undesirable people and cargo through land, air and sea checkpoints.

ICA also administers immigration and registration services, such as issuing passports and Identity Cards to Singapore citizens, and immigration passes and permits to foreigners. As a security agency, we enforce laws and regulations relating to immigration and registration. We are a member of the Home Team under the Ministry of Home Affairs.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
ICA Inspector	<p><b>Key Responsibilities</b> As an ICA Inspector, you are part of the Home Team in safeguarding Singapore's safety and security. You are responsible for enforcing laws, regulations, and managing various ICA operations at the Commands and work units. You take the lead in securing our borders against any threats and keeping Singapore safe.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• A degree in any discipline</li> <li>• Be physically fit</li> <li>• Normal colour vision</li> <li>• Singapore citizenship</li> </ul>	<p>Working Hours: Shift Hours</p> <p>Location: 10 Kallang Road, Singapore 208718</p>
ICA Sergeant	<p><b>Key Responsibilities</b> As an ICA Sergeant, you are part of the Home Team in safeguarding Singapore's safety and security. You are responsible for ensuring legitimate and lawful movement of people, goods and conveyances through our borders, and may be involved in operations and investigations into immigration offences. You play a critical role in securing our borders against any threats and keeping Singapore safe.</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Poly Diploma / GCE / Nitec</li> <li>• Be physically fit</li> <li>• Normal colour vision</li> <li>• Singapore citizenship</li> </ul>	<p>Working Hours: Shift Hours</p> <p>Location: 10 Kallang Road, Singapore 208718</p>

Click Here for Table of Content

## #6 InterContinental Singapore

A luxury five-star hotel set in the heart of a historic precinct; InterContinental Singapore is the flagship hotel of InterContinental Hotels Group (IHG®) in Singapore. It has been recognised as one of the top hotels in Singapore by the 2024 Condé Nast Traveller Readers' Choice Awards, the 2024 DestinAsian Readers' Awards, and the 2024 TripAdvisor Travellers' Choice: Best of the Best, ranking #2 in the Top 25 Luxury Hotels in Singapore.

Deeply rooted in the arts and cultural districts of Bugis and Bras Basah, the hotel is well-positioned in proximity to established historical enclaves including Arab Street and Kampong Glam. Located just minutes away from Marina Bay and the Central Business District, the hotel is a short 20 minutes' drive from Singapore Changi Airport, and offers easy access to the rest of the city with the Bugis Mass Rapid Transit (MRT) train station situated just steps away.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Duty Manager	<p><b>Key Responsibilities</b></p> <p>Under the general direction of the Director of Rooms, and within the limited of established IHG and local hotel policies and procedures, provides supportive functional assistance to all departments; interact with guests and members of the community. They will also coordinate with all other departments within the hotel. This job is the Supervisory Role of Senior Duty Manager at a full-service hotel or at a regional extended-stay hotel. Reports to Reception Manager. Typically supervises front desk agents, and porter/shuttle services, reservations, PBX, etc.</p> <ul style="list-style-type: none"> <li>• Oversee all Trainee and staff that are in the Front Office Department</li> <li>• Assist in controlling and monitoring departmental costs on an ongoing basis to ensure performance against budget</li> <li>• Assist in maintaining a comprehensive, current and guest-focused set of departmental standards and procedures and oversees their implementation</li> <li>• Prepare and administer detailed onboarding program for new staff</li> <li>• Provide input for probation and formal performance appraisal discussions in line with company guidelines</li> <li>• Regularly communicate with staff and maintain good relations</li> <li>• Coach, counsel and discipline staff, providing constructive feedback to enhance performance</li> <li>• Hotel Representative - Create a positive hotel image in every interaction with internal and external customers while always adhering to hotel brand standards</li> <li>• Monitor appropriate standards of conduct, uniform, hygiene, and appearance of staff</li> <li>• Maintain a high level of product knowledge of special programs, events and current hotel information in the hotel in order to recognize and respond to guests' needs</li> </ul>	<p>Working Hours: 44 hours per week</p> <p>Location: 80 Middle Road, Singapore 188966</p>

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Report directly to and communicate with the Reception Manager on all pertinent matters affecting guest service and hotel operations</li> <li>• Supervise and direct reception and reservations personnel</li> <li>• Support and assist front office personnel and all departments at peak periods</li> <li>• Cooperate, coordinate and communicate with other hotel departments as required</li> <li>• React to situations to ensure guests receive prompt attention, personal recognition throughout the hotel and responds to guest needs and resolves related problems</li> <li>• Financial Aspect - Promote inter-hotel sales and in-house facilities</li> <li>• Ensures frontline staff comply with FIT marketing techniques and maximizes sales</li> <li>• Check billing instructions and monitors guest credit along with analyzing/approving discounts, rebates, refunds</li> <li>• Crisis Management - Take action with the Property Management Systems (PMS) in emergency situation and fully conversant with all hotel emergency procedures</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma or equivalent in Hotel Management, Marketing, or related field</li> <li>• Minimum 1 year of relevant experience or similar capacity, or an equivalent combination of education and work-related experience</li> <li>• Related experience in a luxury hotel is preferred</li> <li>• Strong presentation, communication, written and oral skills</li> <li>• Adaptable in shifting working schedules and may be required to work nights, weekends, and/or holidays</li> <li>• Strong interpersonal skills to develop and foster beneficial relationships</li> <li>• High level of passion, enthusiasm and drive for result</li> <li>• High level of common sense and high skill of problem solving and decision making</li> <li>• Problem solving, analytical, reasoning, motivating, organizational and training abilities</li> <li>• Career switchers are welcome/At least 2 years of managerial experience in the service industry</li> </ul>	

**#7 ITCAN**

ITCAN is a leading Technology service and solutions company headquartered in Singapore that helps its client and partners in implementing intelligent solutions to resolve business and operational issues.

ITCAN provides technical consulting services, project and systems management and technical support through planning and carrying out technology transitions and providing an extensive range of other value-added services

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Desktop Engineer (DSTA)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform Desktop Support services to end users</li> <li>• This includes receiving, prioritizing, documenting and actively resolving end user help requests and escalating incidents when necessary to maintain customer satisfaction and SLA expectations</li> <li>• Perform imaging/re-imaging</li> <li>• Perform asset inventories</li> <li>• Perform technical escalation to 3rd party vendor or resolver groups (where appropriate)</li> <li>• Update Incident records</li> <li>• Create and update work instructions (where necessary)</li> <li>• Document standards and procedures (where necessary)</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Min Diploma Singaporean CAT 1</li> <li>• Min 1 year experience in Desktop</li> <li>• Must be ITIL certified</li> </ul>	<p>Working Hours: Normal shift</p> <p>Location: 30 Cecil Street Prudential Tower, #18-08 Singapore 049712</p>
EUC Consultant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The EUC Consultant collaborates with teams, drives process improvements, and communicates effectively with stakeholders</li> <li>• Their expertise in desktop support and leadership skills contribute to the team's success in delivering high-quality service and identifying the opportunity to improve users' experience</li> <li>• You will also be the "go-to" person in the team with a holistic approach towards the improvement of users' service experience and processes</li> <li>• Work with a team, providing improvement plans, processes, and analyzing trends</li> <li>• Serve as the primary point of contact for escalated service recovery issues and complex problem resolution</li> <li>• Develop and maintain SOPs and documentation</li> <li>• Collaborate with other teams and stakeholders to ensure seamless integration and alignment of support services</li> <li>• Devise all-rounded solutions and initiatives with users' experience in mind</li> </ul>	<p>Working Hours: Normal shift</p> <p>Location: 30 Cecil Street Prudential Tower, #18-08 Singapore 049712</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Monitor and report on Service Level Agreement related to customer satisfaction</li> <li>• Conduct regular team meetings to communicate updates, provide training and knowledge sharing, and foster a positive team culture</li> <li>• Stay up to date with industry trends, emerging technologies, and best practices in desktop support and service management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Min. ITE/Diploma graduate with 5 years' experience in desktop support</li> <li>• Min 5 years' experience in Microsoft Windows 10 and Microsoft Office 365</li> <li>• Clear Spoken &amp; Written English</li> <li>• Possess at least one (1) of the following certifications or their equivalent:               <ul style="list-style-type: none"> <li>- Microsoft 365 Certified: Modern Desktop Administrator Associate</li> <li>- Microsoft Certified: Azure Administrator Associate; and</li> <li>- Microsoft Certified: Azure Security Engineer Associate</li> </ul> </li> <li>• Previous IT helpdesk and/or call centre support experience, including providing remote support via the telephone or using remote tool will be added advantages</li> <li>• Demonstrate knowledge in the support of workstations, and related components</li> <li>• Good verbal and written communication skills</li> <li>• Good coordination skills</li> <li>• Ability to prioritize effectively and work with a sense of urgency</li> <li>• Effectively communicates with teammates and managers</li> </ul>	

## #8 JP Nelson Equipment

The company was incorporated in 1992, the business was segregated into two core activities of industrial equipment leasing and sales to focus on their respective markets and capitalize on the growth for industrial equipment in the Asian regions. Since then, JP Nelson strength has increased to more than 200 staff occupying total premises of 44,513 sq.m. to support the business growth.

We specialize in new, reconditioned and used industrial equipment, selling and leasing to end customers, equipment dealers and international network of auction houses. We also provide support services such as repairs and supply of parts. The range of products we supply include generators, vibratory hammers, air-compressors, welding sets, excavators, loaders, cranes, pneumatic breakers, boom lifts and other infrastructure and construction equipment.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Sales Executive	<p><b>Key Responsibilities</b> Responsible for sales and business development activities. This includes:</p> <ul style="list-style-type: none"> <li>• Handling of sales calls, develop and execute sales strategies to build and maintain a robust sales order, achieve sales, and gross profit targets</li> <li>• Interact extensively with all existing and potential customers in identifying customer needs, develop new markets</li> <li>• Attend to sales enquiries, quotations, tender bids, securing orders, arranging equipment delivery and other duties relating to sales transaction</li> <li>• Support market intelligence by gathering information on customers, prospects, competitors, new entrants, price, market situation and trends in the various segments, influence groups &amp; stakeholders, service offering and substitutes</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Possess own car</li> <li>• Preferably verse in mechanical or electrical engineering</li> <li>• Adaptable, problem-solving and analytical</li> <li>• Good negotiation skills</li> <li>• Preferably has past experiences in built environment, marine or oil and gas industries</li> </ul>	<p>Working Hours: 8am to 5pm</p> <p>Location: 28 Benoi Road, Singapore 629899</p>



## #9 Link Hotels International

Link Hotel Singapore is an award-winning heritage boutique hotel situated at the heart of Tiong Bahru estate, known to be Singapore's oldest housing estate and the most charming neighborhood. Officially opened its door in 2007, Link Hotel Singapore was the first and only hotel to be converted from conserved art deco apartment blocks that were built by Singapore Housing Development Board (HDB) in the 1950s and 1960s. The hotel comprises of 2 conserved art deco apartment blocks, known as Lotus Block & Orchid Block and are connected by the Link Bridge.

Link Hotel Singapore is a heritage design-driven hotel of style and substance, boasting 274 rooms of different room categories, catering to business, leisure and family travellers. Arrive at the lobby and be wowed by lightings that resemble bird cages and abacus inspired pillars.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Duty Manager/ Night Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Supervise the front desk team to provide exceptional guest services</li> <li>• Ensure excellent customer service by addressing guest inquiries and resolving issues promptly</li> <li>• Supervise the check-in/check-out process, ensuring efficiency and accuracy</li> <li>• Managed personalized reception services for VIP guests</li> <li>• Assist to inspect rooms assigned to VIPs before their arrival and ensure that the complimentary amenities are provided</li> <li>• Meet and show VIPs to their rooms</li> <li>• Handle guest complaints and implement appropriate solutions</li> <li>• Address guest inquiries, concerns, and ensure a positive guest experience</li> <li>• Supervise front desk, housekeeping, and other operational staff during the assigned shift</li> <li>• Recruit, train, and supervise front office staff</li> <li>• Conduct regular performance evaluations and provide feedback</li> <li>• Schedule staff to ensure adequate coverage</li> <li>• Oversee check-in/check-out processes, reservations, and room assignments</li> <li>• Handle billing, invoicing, and financial transactions</li> <li>• Maintain cash float amount in accordance with expected occupancy</li> <li>• Authorize rate and room changes, paid out, cash advances, acceptance of cheques according to SOP and credit policies</li> <li>• Monitor room inventory to maximize utilization of rooms to generate higher revenue</li> <li>• Log in DM log on any incidents or complaints from guests</li> <li>• Monitor and maintain cleanliness and orderliness at the front desk and lobby</li> </ul>	<p>Working Hours: Shift Duty</p> <p>Location: 50 Tiong Bahru Road, Singapore 168733</p>

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Conduct regular inspections of guest rooms for quality assurance</li> <li>• Implement and enforce hotel policies and procedures</li> <li>• Liaise with other departments to coordinate services and resolve issues</li> <li>• Maintain effective communication with guests, addressing their needs</li> <li>• Conduct ongoing training programs for front office staff</li> <li>• Keep the team informed about hotel offerings, promotions, and policies</li> <li>• Assist in budget planning for the front office department</li> <li>• Monitor expenses and revenue, ensuring financial goals are met</li> <li>• Maintain effective communication with other departments and shift managers</li> <li>• Provide detailed shift reports to upper management</li> <li>• Communicate with guests, ensuring their needs are met</li> <li>• Oversee the scheduling of staff for the assigned shift</li> <li>• Coordinate with other duty managers for smooth transition between shifts</li> <li>• On commencement of shifts to check on the handover log for messages and follow up actions</li> <li>• Ensure keys in custody are handed to authorized personnel</li> <li>• Initiate correspondence regarding enquiries, reservations and complaints</li> <li>• Check housekeeping discrepancy report; report any variance and take corrective actions</li> <li>• Monitor hotel facilities and services to ensure they meet quality standards</li> <li>• Conduct regular inspections of rooms and public areas for cleanliness and maintenance</li> <li>• Perform duties pertaining to security such as directing guests reporting incidents, thefts, or any offences to the Security department for assistance and handle matters concerning guests' undesirable conduct in rooms/public areas or undesirable persons loitering around</li> <li>• Coordinate with various departments to ensure a seamless guest experience</li> <li>• Responsible for overseeing the evacuation of staff and guests during fire drill/real situation in the absence of the Safety and Fire Manager</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Hotel Management / Tourism Services or related field</li> <li>• Minimum 3 years of supervisory experience in Hotel Front Office or equivalent</li> <li>• Proven experience in front office or guest services management</li> </ul>	

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Strong leadership and organizational skills</li> <li>• Excellent interpersonal and communication abilities</li> <li>• Knowledge of hotel management software and reservation systems.</li> <li>• Ability to handle challenging situations and provide effective solutions</li> <li>• Possess initiative and the ability to manage multiple tasks at once</li> <li>• Energetic, confident and driven with the ability to adapt quickly to situations</li> <li>• Ability to build a strong relationship with guests and internal colleagues</li> </ul>	
<p>Senior Sales Manager</p>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Identify and pursue new business opportunities to drive revenue growth</li> <li>• Develop and maintain relationships with corporate clients, travel agencies, and other potential clients</li> <li>• Set and achieve sales targets as outlined in the sales and marketing plan</li> <li>• Monitor market trends and competitor activities to identify opportunities and challenges</li> <li>• Build and maintain strong relationships with existing clients</li> <li>• Act as the main point of contact for client inquiries and concerns</li> <li>• Prepare and present proposals to clients, showcasing the hotel's offerings</li> <li>• Negotiate contracts and terms with clients to secure business agreements</li> <li>• Conduct market research to understand customer needs, preferences, and industry trends</li> <li>• Provide regular feedback to the Management team on market conditions and competitor activities</li> <li>• Deliver effective sales presentations to potential clients, highlighting the hotel's unique selling points</li> <li>• Participate in trade shows, conferences, and industry events to promote the hotel</li> <li>• Coordinate with various internal departments, such as operations and reservations, to ensure seamless guest experiences</li> <li>• Collaborate with the marketing team to create promotional materials and campaigns</li> <li>• Prepare and submit regular sales reports to the Management team</li> <li>• Analyze sales performance and propose strategies for improvement</li> <li>• Manage the sales budget effectively, ensuring that expenses are within approved limits</li> <li>• Provide input into the budgeting process based on market insights</li> </ul>	<p>Working Hours: 9am to 630pm</p> <p>Location: 50 Tiong Bahru Road, Singapore 168733</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Lead and mentor junior members of the sales team</li> <li>• Conduct training sessions to enhance the skills and knowledge of the sales team</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Business, Marketing, or a related field</li> <li>• Minimum 4 years' experience and above</li> <li>• Proven experience in hotel sales, with a focus on corporate accounts</li> <li>• Strong understanding of the hospitality industry and market trends</li> <li>• Excellent communication and negotiation skills</li> <li>• Results-oriented with a track record of achieving and exceeding sales targets</li> <li>• Ability to work independently and as part of a team</li> <li>• Proficiency in Microsoft Office and CRM software</li> <li>• Willingness to travel for business purposes, if required</li> </ul>	

Click Here for Table of Content

## #10 NCS

NCS’s mission is to bring people together and harness technology to advance communities. As a leading technology services firm, operating across Asia Pacific in over 20 cities, our diverse 12,000-strong workforce delivers large-scale, mission-critical projects for governments and enterprises locally and regionally. Our NEXT capabilities of digital, cloud, platforms as well as our core offerings in Applications, Infrastructure, Engineering, and Cyber Security provide end-to-end technology solutions and services to our clients.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Desktop Engineer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform End User Support – Client Management</li> <li>• Perform troubleshooting for client platform related problems</li> <li>• Respond promptly to incident, investigate &amp; provide temporary &amp;/or permanent resolution of incidents escalated. Provide timely status updates to relevant parties.</li> <li>• Perform service requests related to client platforms</li> <li>• Monitor the agreed service level, document &amp; maintain the configuration of the systems; provide regular reporting to relevant parties</li> <li>• Involve in client platform implementation/upgrade project</li> <li>• Perform follow-up with vendor on replacement of hardware</li> <li>• Perform asset management &amp; update asset records</li> <li>• Perform user account management (eg. Create password, reset &amp; delete)</li> <li>• Perform local server administration to facilitate software distribution &amp; patch management service</li> <li>• Manage client platform implementation/ upgrade project</li> <li>• Ensure deliverables meet service level requirements. Propose and implement action plans when required.</li> <li>• Established facility management standards/ best practices to ensure operation consistency across project / facility management teams</li> <li>• Submit progress reports</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• NITEC / Higher NITEC</li> </ul>	<p>Working Hours: Office hours</p> <p>Location: 5 Ang Mo Kio Street 62, Singapore 569141</p>

## #11 OneCare Plus

HMI OneCare Clinic, formerly known as OneCare Medical, was founded by a group of experienced doctors with a common aim - to provide Preventative, Accessible and Professional healthcare to our patients and their families.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Clinic Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Handle front desk works including answering phone calls, registration of patients, dispensing of drugs and collection of payment</li> <li>• Provide Administrative support and scheduling appointments for patients</li> <li>• Assist Doctors with minor procedures when required (e.g.: Swabbing, ECG, etc.)</li> <li>• Maintain clinic's cleanliness and hygiene at all times</li> <li>• Assist in maintaining and restocking inventory/supplies</li> <li>• Any other ad-hoc duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Able to commit shift (AM: 8am to 10pm), weekend and public holiday</li> <li>• Able to cope with fast-paced environment</li> <li>• Possess strong communication skills, Well-organized and proactive</li> <li>• Computer savvy</li> <li>• Able to commence work immediately or within short notice</li> <li>• Training will be provided</li> </ul>	<p>Working Hours: Shift - 8am to 10pm</p> <p>Location: Jurong East Street 21, #03-191, IMM Building, Singapore 609601</p>

## #12 PARKROYAL COLLECTION Pickering, Singapore

Pan Pacific Hotels Group is a global hospitality company that owns and/or manages more than 50 hotels, resorts and serviced suites across three brands – Pan Pacific, PARKROYAL COLLECTION, and PARKROYAL – encompassing more than 30 cities across Asia Pacific, North America and Europe. Headquartered in Singapore, it is a member of Singapore-listed UOL Group Limited.

PARKROYAL COLLECTION Hotels & Resorts is driven by our passion for life and sustainability. At PARKROYAL COLLECTION, featuring some of the best sustainable hotels to stay in, every moment of your stay is an opportunity to connect with nature, and to discover the beauty of conscious living.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Duty Manager (Front Desk)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Act in command in the absence of Assistant Front Office Manager, supervise sections in Front Office, such as front desk, operator and concierge services. Monitor the junior staff's conduct and job performance and ensure that all staff project a positive corporate image to guests.</li> <li>• Ensure that guests are attended to with promptness, courtesy and efficiency and that guest complaints are handled with tact and diplomacy</li> <li>• Assist in checking in / out of guests</li> <li>• Assist to inspect rooms assigned to VIPs before their arrival</li> <li>• Meet and escort the VIPs to their rooms and ensure that the complimentary amenities are provided</li> <li>• Ensure that relevant persons and departments are informed of the VIPs</li> <li>• Initiate correspondence regarding enquiries, reservations, and complaints</li> <li>• Check housekeeping discrepancy report; report any variance and take corrective actions</li> <li>• Perform duties pertaining to security such as directing guests reporting incidents, thefts, or any offences to the Security Department for assistance and handle matters concerning guest's undesirable conduct in rooms / public areas or undesirable persons loitering around in co-ordination with the Security Department</li> <li>• Be alert and report any faults, defects and unusual activity of the property to relevant departments</li> <li>• Maintain cash float amount in accordance with expected occupancy</li> <li>• Authorise rate and room changes, paid outs, cash advances, acceptance of cheques according to procedures and credit policies</li> <li>• Responsible for training of all front desk staff including planning, organising and conducting OJT</li> <li>• Monitor room inventory closely to ensure maximum utilisation of rooms to generate higher revenue</li> </ul>	<p>Working Hours: 9.5 hours per day (including 45 minutes break)</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Assist to maximise revenue and occupancy from group allotments</li> <li>• Directly responsible for the evacuation of staff and guests during a fire or any security threat in co-ordination with the Security Department</li> <li>• Follow up in credit limit report, ensure all guests balance checked daily</li> <li>• Counsel, coach and mentor individual associates as required to drive initiative, performance and consistency</li> <li>• Ensure that the Hotel's properties and facilities are protected and are kept in good working condition.</li> <li>• Report any loss or damage to the Hotel's properties and facilities promptly and appropriately</li> <li>• Carry out any other reasonable duties and responsibilities as assigned by superior</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience in Front Office supervisory role, thoroughly familiar with front office reception functions</li> <li>• Prior experience in a 5 Star Hotel will be of an advantage</li> <li>• Proficient with Opera System</li> <li>• Customer service centric with high level of flexibility and adaptability</li> <li>• Able to work under pressure and fast-paced environment</li> <li>• A strong team leader and team player</li> </ul>	
Sales Manager (Corporate / MICE / Leisure)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for designated portfolio for the hotel – industry expert in the portfolio</li> <li>• Clear understanding of the Hotel's business strategies then set goals and to determine action plans to meet those goals</li> <li>• Update action plans and financial objectives quarterly</li> <li>• Versatile in selling various components for the Hotel (F&amp;B / Catering / Weddings)</li> <li>• Analyse current and potential markets/trends, coordinate all activities to maintain and increase revenue through added business volume and increase guestroom rate</li> <li>• Continuously solicit for new business that expands our client base using action plans focused on the market segment identified by the Director of Sales</li> <li>• Conduct daily sales calls, site inspections and entertainments to strengthen ties with Corporate/ MICE or Leisure clients</li> <li>• Provide after-sales service and in particular to ensure all guests feedback are brought to Management's attention and communicate with the respective departments for proper handling</li> <li>• Ensure that all feedback are reviewed, investigated and initiate follow up action</li> </ul>	<p>Working Hours: 9.5 hours per day (including 45 minutes break)</p> <p>Location: 3 Upper Pickering Street, Singapore 058289</p>



Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Closely following up on all business leads within a 24-hour response timeline to clients</li> <li>• Work closely with other Sales Associates and call in on important customers and establish multiple levels of contacts within the client’s organisation</li> <li>• Familiarize with latest market trends and new business development opportunities and activities</li> <li>• Work closely with Revenue Management Team to ensure proposed rate negotiations meet the financial needs of the Hotels</li> <li>• Always provide the highest quality of service to the clients</li> <li>• Practise professional account qualification on consistent basis</li> <li>• Attend tradeshows, travel functions, major business functions or as required/directed by the Director of Sales/ Director of Sales and Marketing</li> <li>• Responsible for an assigned sales target in accordance with market segment</li> <li>• Prepare periodic sales reports showing sales volume, potential sales and areas of proposed client base expansion</li> <li>• Take ownership of daily sales activities and maximise the productivity by following a system of weekly and monthly action plans</li> <li>• Work closely with assigned buddy during absence and render assistance</li> <li>• Manage and develop relationships with key internal and external stakeholders</li> <li>• Proficient in Compset hotel champion and market intelligence</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma in Hospitality Management</li> <li>• Minimum 5 years of sales experience and at least 2 years’ experience in a luxury hotel with proven sales track record will be of an advantage</li> <li>• Relevant experience in handling Corporate/MICE/Leisure segment</li> <li>• Driven, self-motivated individual with excellent interpersonal, oral and written communication skills</li> <li>• Good influencing skills and the ability to effectively deal with internal and external customers</li> <li>• An excellent team player who is able to work under pressure and meeting tight deadlines</li> <li>• Solid negotiation and presentation skills</li> </ul>	

## #13 PERSOLKELLY Singapore

PERSOLKELLY is one of the largest recruitment companies in Asia Pacific providing comprehensive end-to-end workforce solutions to clients. Headquartered in Singapore, the company was established in 2016 and is a joint venture between Kelly Services, Inc. and affiliates of PERSOL HOLDINGS Co. Ltd.

Today, PERSOLKELLY operates more than 80 offices across 13 markets including Australia, China, Hong Kong, India, Indonesia, Korea, Malaysia, New Zealand, Philippines, Singapore, Taiwan, Thailand, and Vietnam.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Recruitment Consultant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide total recruitment solutions to clients' staffing needs</li> <li>• Developing new business accounts and relationship management with clients</li> <li>• Communicate terms and conditions of business including pricing (with appropriate approval) and guarantee provisions with clients to ensure mutual understanding of service expectations and costs</li> <li>• Liaise with key stakeholders on their staffing needs</li> <li>• Provide advice and solutions to stakeholder's queries on their recruitment needs</li> <li>• Source for candidates via job portals and by any other means</li> <li>• To attract, select and present quality candidates who match the specific recruitment needs of our clients</li> <li>• Prepare written and verbal applicant resume summaries and brief candidates on the position &amp; interview</li> <li>• Coordinate interviews between candidates and clients</li> <li>• Seek feedback from the client and inform candidates about the results of their interviews</li> <li>• Brief the candidate about the responsibilities, salary and benefits of the job</li> <li>• To monitor the performance of all temporary and contract candidates and to prepare the necessary paperwork to ensure proper payment to the employee and by the customer</li> <li>• To manage and retain good candidates</li> <li>• Manage offers and ensure smooth onboarding for new hires</li> <li>• Regular client visits to build and maintain strong relationship with clients</li> <li>• To meet monthly sales target in GP &amp; Contribution</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• A tertiary education in any discipline</li> <li>• Good communication skills (written and verbal)</li> <li>• Good interpersonal &amp; negotiation skills</li> <li>• Good relationship building skills</li> </ul>	<p>Working Hours: 8 hours</p> <p>Location: 50 Raffles Place, #07-01 Singapore Land Tower, Singapore 048623</p>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"><li>• Strong working knowledge of staffing techniques and labour regulations would be an added advantage</li><li>• Possess a high degree of diplomacy and tact in managing issues and difficult situations</li><li>• Actively involved in a highly dynamic and fast-paced work environment</li><li>• Pro-active and take initiative</li><li>• Proficient in MS Office (Word, Excel, PowerPoint)</li><li>• New job role trained for under the CCP should be substantially different from previous job role(s), hence requiring reskilling for career conversion</li><li>• Able to commit to full-time employment in the participating company</li></ul>	

[Click Here for Table of Content](#)

## #14 PlayFACTO School

Established in 2015, PlayFACTO School stands as a premier education centre, offering student care services and children’s enrichment programmes

At PlayFACTO School, we go beyond teaching; we cultivate strong values and meaningful connections. Our goal is to make a profound difference in each child’s life. With our positive education framework and holistic curriculum, we provide children with a solid foundation of knowledge and a diverse set of skills to navigate and question the world around them. Our exceptional educators are chosen for their passion and innovation in education.

By offering authentic, real-world learning experiences, we prepare our students for the future, empowering them to become adept thinkers, innovators, and problem solvers.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Student Care Teacher/ Senior Teacher	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Facilitate character development initiatives and interactive activities for students with the use of in-house materials</li> <li>• Supervision primary school children (primary 1 to 6) to ensure completion of daily homework</li> <li>• Provide emotional support, conflict resolution, and positive reinforcement</li> <li>• Ensure safety and timely transfer of children from school to student centre</li> <li>• Regular liaison with parents and guardians regarding children’s progress and behavior</li> <li>• Administrative work (sales, collection of fees, and collection of forms) and upkeep of centre premises</li> <li>• Any other ad-hoc duties as delegated by Centre Head</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Happy individuals who can inspire and guide students with patience and positivity</li> <li>• Prior working experience in a relevant role, preferably at the primary level</li> <li>• Demonstrates exceptional work ethics and maintains high integrity</li> <li>• Displays a positive attitude when encountering challenges</li> <li>• Deep passion for working with children and fostering their love for the learning process</li> </ul>	Working Hours: 10am - 7pm  Location: Island-wide

## #15 PSA Corporation

PSA Singapore is one of the flagship terminals of PSA International, a leading port group with a global network encompassing 179 locations in 45 countries. With a total of 55 berths and designed annual capacity of 43.9 million TEUs, we operate the world’s largest container transshipment hub. In 2023, PSA Singapore handled 38.8 million twenty-foot equivalent units (TEUs) of containers.

With connections to 600 ports globally, shippers have access to daily sailings to every major port in the world, operating 24/7, all year round. Beyond port operations, PSA Singapore is expanding its portfolio to offer shippers and cargo owners innovative supply chain solutions to facilitate global trade by enhancing the physical, financial and regulatory flow of cargo.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Lead a team of supervisors and be responsible for planning of manpower resources and sophisticated equipment</li> <li>• Ensure quick turnaround of our vessels and prompt connectivity of our customers' containers</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree in any discipline</li> <li>• Strong leadership, communication and interpersonal skills</li> <li>• Results oriented personality who thrives working in a dynamic environment</li> </ul>	<p>Working Hours: 12 hours rotating shift (7.30am - 7.30pm, 7.30pm - 7.30am)</p> <p>Location: Pasir Panjang Terminal Building 1 33 Harbour Drive Level 1 Singapore 117606</p>

## #16 Rhodo International Strata Management Services

Established since 1994, Rhodo was formed by a group of professionals from diverse background; a builder, a banker, an estate management specialist, and an accountant, which all of whom, share the same mission in delivering quality and professional customer-centric services, through their various expertise.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Compile all data on technical installations and operations</li> <li>• Updating of Term Contractors listing and contact numbers</li> <li>• Monitoring &amp; updating of cleaning duties and preparation of roster for cleaners</li> <li>• Ensure that all contracts for cleaning, maintenance, security, mechanical services, etc are complied with and supervised as necessary and renewed on a timely basis</li> <li>• Ensure that occupants comply with terms of their leases and such by-laws as are relevant</li> <li>• Supervise all building maintenance and recommend repairs and maintenance to the Organization as required</li> <li>• Examine and supervise alterations and improvements made by occupants that may impact on the building as a whole</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Building Management/ Facilities Management/ Real Estate Management or equivalent</li> <li>• Knowledge of Building Maintenance &amp; Strata Management Act is an added advantage</li> </ul>	<p>Working Hours: 9am-5:30pm, 9am - 12:30pm</p> <p>Location: 531 Upper Cross Street #03-52 Hong Lim Complex Singapore 050531</p>

## #17 Rhodo Property & Estate Management Services

Rhodo Property & Estate Management Services Pte Ltd is an Estate Management Company established in 1994 by a group of professionals. Striving to preserve and increase the value of the properties managed by them over time, they share the same mission in delivering quality and professional Property & Strata Management and Integrated Facilities Management.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Compile all data on technical installations and operations</li> <li>• Updating of Term Contractors listing and contact numbers</li> <li>• Monitoring &amp; updating of cleaning duties and preparation of roster for cleaners</li> <li>• Ensure that all contracts for cleaning, maintenance, security, mechanical services, etc are complied with and supervised as necessary and renewed on a timely basis</li> <li>• Ensure that occupants comply with terms of their leases and such by-laws as are relevant</li> <li>• Supervise all building maintenance and recommend repairs and maintenance to the Organization as required</li> <li>• Examine and supervise alterations and improvements made by occupants that may impact on the building as a whole</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Building Management/ Facilities Management/ Real Estate Management or equivalent</li> <li>• Knowledge of Building Maintenance &amp; Strata Management Act is an added advantage</li> </ul>	<p>Working Hours: Office hours</p> <p>Location: Island-wide</p>

## #18 SATS

SATS is Asia's leading provider of food solutions and gateway services. Using innovative food technologies and resilient supply chains, we create tasty, quality food in sustainable ways for airlines, foodservice chains, retailers and institutions. With heartfelt service and advanced technology, we connect people, businesses and communities seamlessly through our comprehensive gateway services for customers such as airlines, cruise lines, freight forwarders, postal services and eCommerce companies.

Fulfilling our purpose to feed and connect communities, SATS delights customers in over 55 locations and 14 countries across the Asia Pacific, UK, and the Middle East, SATS has been listed on the Singapore Exchange since May 2000.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Customer Service Agent (Full-time/ Flexi)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>You play a vital role in creating a memorable experience for all our passengers. Your main role involves checking-in, greeting passengers upon their arrival and ensuring a smooth departure process.</li> <li>You may also be tasked to assist passengers with special needs or provide customer service in exclusive premier lounges at Changi Airport.</li> <li>Besides being responsible for buffet table presentations, you also handle meet/greet services at the reception area and perform basic computerized transactions.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Pleasant with a cheerful disposition and good interpersonal skills</li> <li>Dynamic individual with service aptitude and willingness to go the extra mile</li> <li>Proficient in English and a second language for effective communication with international passengers</li> </ul>	<p>Working Hours: Full-time (44 hours per week)/ Flexi</p> <p>Location: 20 Airport Boulevard SATS Inflight Catering Centre 1 Singapore 819659</p>



## #19 Self Help Groups Student Care

The Self Help Groups Student Care Limited (SHGSCL) is a joint venture company owned by the four Self Help Groups (SHGs), namely, the Chinese Development Assistance Council (CDAC), Eurasian Association (EA), Singapore Indian Development Association (SINDA), and Yayasan MENDAKI (MENDAKI). It was set up in November 2015 to operate 30 school-based Student Care Centres (SCCs) that will cater to students of all races.

The four SHGs have a long history of collaboration with our schools to benefit our students, including those from less-privileged families. They have been effective in spurring community support for this purpose. Towards this end, the SHGs have forged a partnership with the Ministry of Education (MOE) through a Memorandum of Understanding. This partnership, initiated by the joint commitment of the four SHGs, aims to help schools to better support the holistic development of our students, especially those from less-privileged backgrounds, by tapping on the community resources of the four SHGs.

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Student Care Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Plan and conduct both indoor and outdoor activities for primary school students</li> <li>• Ensure students' welfare and safety are being taken care of</li> <li>• Supervise students to ensure completion of homework and that spelling revision is done</li> <li>• Liaise with parents and form teachers to provide feedback on students' behavioral and learning progress</li> <li>• Handle administrative duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Min. GCE 'O' Level and above</li> <li>• Able to lead and manage primary school students</li> <li>• Able to communicate well with parents and students</li> <li>• Some relevant working experience in a related field</li> </ul>	<p>Working Hours: During normal school term: 11am to 7pm (Mon to Fri)</p> <p>During school holiday: 8-hours shift between 7.30am to 7pm (Mon to Fri)</p> <p>Location: Island-wide</p>

## #20 SMRT Corporation

SMRT Corporation Ltd (SMRT) is a public transport services provider. Our primary business is to manage and operate train services on the North-South Line, the East-West Line, the Circle Line, the new Thomson East-Coast Line and the Bukit Panjang Light Rail Transit. This is complemented by our bus, taxi and private hire vehicle services.

SMRT Trains Ltd was incorporated in 1987 and operates Singapore's first mass rapid transit system. With over 5,000 employees, more than 250 trains, and 141 km of rail tracks across 108 stations, we serve millions of commuters daily.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Station Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Monitor and perform first level of maintenance for AFC equipment such as fare gates and ticketing machines</li> <li>• Operate or man the train so as to provide quick response towards train faults and alarms, while ensuring that any delays are kept to the minimal</li> <li>• Assist passengers in fare-related enquiries such as purchasing of tickets, ticketing problems, giving directions, enquiries on fares, etc.</li> <li>• Manage and report all incidents and emergency situations relating to:               <ol style="list-style-type: none"> <li>a. Staff and passenger (e.g. accident, assault, molest, etc.)</li> <li>b. Trains (e.g. alarms, faults and manning of trains)</li> <li>c. Passenger Service Centre (take local control of MFT functions due to failure of signaling equipment, responding to alarms/defects),</li> <li>d. Stations (e.g. crowd control, fire, bomb hoax, flooding, etc.)</li> </ol> </li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• NITEC / Higher NITEC in any discipline (Engineering disciplines will have added advantage)</li> </ul>	<p>Working Hours: Rotating Shift</p> <p>Location: 2 Tanjong Katong Road #08-01, Paya Lebar Quarter 3 Singapore 437161</p>

Click Here for Table of Content

## #21 Worldwide Hotels Management (V)

Known as one of Singapore's leading brands, Worldwide Hotels has a portfolio of one of the best affordable hotels in Singapore, Worldwide Hotels oversees a collection of 7 hotel brands offering over 8,600 rooms across the island. Each of our properties focuses on unique hospitality attributes ensuring guests enjoy the most convenient and comfortable stays in the city.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Duty Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Direct, monitor and supervise the day-to-day activities of all sections within the Front Office and other services rendered by other operational departments of the Hotel, and to ensure smooth operations and customer service satisfaction in line with the established standards and policies of the Hotel.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Able to commit on shift basis including weekends and public holidays</li> </ul>	<p>Working Hours: 12 hours shift</p> <p>Location: 80 Marine Parade Road #21-01 Parkway Parade Singapore 449269</p>

Click Here for Table of Content

## #22 e2i Services

### Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

<https://e2i.com.sg/app>



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

<p><b>e2i Career Centre (DNI)</b> Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p><b>e2i Career Centre (OMB)</b> One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p><b>e2i Career Centre (OTH)</b> ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>

## NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analyst, Engineers, Executives, Technicians, etc.)  
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)  
<https://bit.ly/jsc-ja-npmet>



Click Here for Table of Content