

Singapore Polytechnic x e2i Skills & Career Fair

14th Sept 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

e2i is the empowering network for workers and employers seeking employment and employability solutions. e2i serves as a bridge between workers and employers, connecting with workers to offer job security through job-matching, career guidance and skills upgrading services, and partnering employers to address their manpower needs through recruitment, training and job redesign solutions. e2i is a tripartite initiative of the National Trades Union Congress set up to support nation-wide manpower and skills upgrading initiatives. For more information, please visit www.e2i.com.sg.

Participating Companies

[Click on the specific role to view more details]

#1 AcePLP 7

- BIM/CAD Coordinator  7
- BIM/CAD Engineer (Apprenticeship)  7
- BIM/CAD Trainer  8
- IT Executive  8

#2 CBRE GWS 9

- Assistant Facilities Manager  9
- Engineers  11
- Facilities Coordinator / Property Executive  12
- Facilities Manager  13
- Finance & Administration Executive  15
- Project Manager  17
- Quantity Surveyor  19
- Receptionist  20
- Technicians  22

#3 Flextronics Manufacturing 23

- Manufacturing Engineering Assistant  23
- Manufacturing Engineer  25
- Product Quality Engineering Assistant  29
- Production Technician  31
- Supplier Quality Engineer  34

#4 ISOTEAM 36

- Admin Assistant 36
- Arborist  38
- Administrative Assistant(Contract PT) 39
- Contract Manager  40
- Gardener 41
- Painter 43
- Project Administrator cum Purchaser 43

Legend:  – PMET Roles

- Project Engineer  45
- Project Manager (Landscape)  47
- Robotics Operator 51
- WSH Coordinator 52

#5 Kim Yew Integrated 55

- Assistant Facilities Engineer (M&E Maintenance)  55
- Assistant Facilities Manager  56
- Facilities Manager  57
- Facilities Operations Manager  58
- M&E Engineer (Facilities Maintenance)  59
- Property Executive  61
- Quantity Surveyor  62
- Technical Executive / Technical Executive cum Fire Safety Manager  63

#6 Molex 65

- Advance Quality Planning Engineer  65
- Advance Quality Planning Manager  67
- Assistant Advance Quality Planning Engineer  70
- Control Automation Engineer  71
- Customer Service Representative 74
- Development Process Engineer  76
- Die Design Engineer  80
- Knowledge Management Engineer  82
- Maintenance Engineer  84
- Manufacturing Process Engineer  86
- Mechanical Design Automation Engineer  89
- Operations Excellence Engineer (OPEX)  92
- Product Design Engineer (Senior)  94
- Product Design Engineer  96
- Product Manager  97
- Production Planner 98
- Project Management Engineer  102
- Quality Engineer (MQA)  103
- Senior Signal Integrity Engineer  106

- Test Engineering Engineer (Reliability Lab)  108

- Vision Automation Engineer  110

- Warehouse Supervisor 113

#7 PERTAPIS Education & Welfare Centre 116

- Assistant Manager / Manager, Corporate Secretariat Dept  116

- Executive (Case Worker / Social Worker), Residential Case Management Unit (PHH)  120

- Executive (Case Worker), Residential Case Management Unit (PCWG)  121

- Executive (Moral), Programmes Unit (PHH)  123

- Executive (Social Worker), Residential Case Management Unit (PSCFH)  124

- Executive, Legal & Compliance  127

- Executive, Programmes Unit (PCWG)  130

- IT Manager  131

- Officer / Executive, Programmes Unit (PHH)  133

- Officer, Integrated Facilities & Vehicle Management Department  135

- Officer, Residential Care Unit  136

#8 Quess Selections & Services 138

- Customer Engineer 139

- Manufacturing Technician 139

#9 Sanmina-SCI Systems Singapore 140

- Customer Service Administrator  140

- Engineer (Planning / CAD-CAM)  140

- Engineering Service Technician 141

- Environmental Technician 141

- Facility Engineer  141

- Industrial Engineer  142

- Manufacturing Supervisor  142

- NPI Engineer  142

- Planner  143

- Process Engineer  143

- QA Engineer  143

- Quality Technician 143

#10 Savills Property Management 144

• A&P Executive 	144
• Account Admin Assistant	146
• Account officer (PM) 	146
• Account Payable Executive 	147
• Admin Assistant / Executive	149
• Assistant Facilities Manager 	151
• Business Development Manager/ Assistant Manager 	153
• Cleaners	155
• Facility Manager 	155
• Facility Officer 	157
• HR Admin cum Payroll Executive 	158
• HR Payroll Assistant /Officer (AMS)	160
• Key Account Manager (Cleaning) 	161
• Project Co-ordinator 	163
• Project Manager / Engineer (ACMV) 	164
• Senior Manager / Financial Planning & Analysis 	168
• Strata Commercial Manager 	170
• Strata Residential Executive M&E 	171
• Strata Residential Manager 	172
• Strata Residential Officer / Executive 	174
#11 Seatrium	177
• Assistant Engineer (Electrical) 	177
• Assistant Engineer (Piping) 	179
• Assistant Engineer (Quality Assurance) 	180
• Assistant Engineer (Structural) 	180
#12 Singapore Island Country Club	181
• Chef (PT)	181
• Chef de Partie (Local / Western)	182
• Course Marshal (Golf)	183
• Events Executive 	184
• Events Officer	187
• Executive, Learning, People Experience & Service Quality 	188
• F&B Captain	189

• F&B Executive 	190
• Golf Assistant	192
• Junior Sous Chef (Local / Western)	195
• Maintenance Executive (Golf Course Maintenance - Equipment & Machinery) 	196
• Maintenance Specialist (Facilities & Building)	197
• Security Supervisor	199
• Senior / Maintenance Executive 	200
• Senior Security Officer	202
• Sports & Recreation Officer	203
• Waiter / Waitress (PT)	205
#13 Singapore One Rail	206
• Assistant Engineer, Asset Performance & Management - JRL 	206
• Assistant Engineer, Engineering Management - JRL 	207
• Assistant Engineer, Permanent Way - JRL 	208
• Assistant Engineer, Power - JRL 	209
• Assistant Engineer, Signalling - JRL 	209
• Engineer, Engineering Management - JRL 	210
• Engineer, Rolling Stock - JRL 	211
• Operations Associate - JRL 	212
#14 SMRT	214
• Assistant Engineer, EMF 	214
• Assistant Engineer, Field Services (NSEWL) 	217
• Assistant Engineer, Permanent Way (TEL) 	220
• Assistant Engineer, Power Maintenance 	222
• Station Manager 	224
• Train Service Controller 	226
#15 WIZ.AI	231
• AI Builder 	231
• AI Enablement Manager 	231
e2i Services	232

#1 AcePLP

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
BIM/CAD Coordinator 	• Degree/Diploma in Construction or Engineering related background. • Prior experience in BIM modelling.	• To provide digital delivery services, BIM coordination	Working Hours: 5 days/week • Mon-Fri 8:30am to 5:30pm • Sat 8:30am to 12:30pm Employment Type: • Full-time Location: • 200 Braddell Road (S)579700
BIM/CAD Engineer (Apprenticeship) 	• Higher Nitec/Degree in Construction or Engineering related background • No experience required • Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc.	• Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career. • You will receive 2 months of training in	Working Hours: 5.5 days/week • Mon-Fri 8:30am to 5:30pm • Sat 8:30am to 12:30pm Employment Type: • Full-time Location: • 200 Braddell Road (S)579700

		BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications.	
BIM/CAD Trainer 	• Degree/Diploma in Construction or Engineering related background. • Prior experience in BIM modelling.	• Deliver training programs on BIM tools, workflows, and standards, guiding engineers and project teams to effectively apply BIM processes for improved design, coordination, and project delivery.	Working Hours: 5 days/week • Mon-Fri 8:30am to 5:30pm • Sat 8:30am to 12:30pm Employment Type: • Full-time Location: • 200 Braddell Road (S)579700
IT Executive 	• Diploma/Degree in any IT-related field • Individuals with no IT-related qualification but with strong interest in developing a career in IT may apply.	• Responsible for managing the installation, upgrading, maintenance, and troubleshooting of Windows Server and Microsoft Azure environments. • The role includes monitoring server and network performance, implementing system patches and security controls, performing backup and maintenance activities, and installing standard software applications using prepared images. Additional responsibilities include maintaining IT asset inventory records, preparing technical documentation, coordinating with internal stakeholders and external clients for IT solution deployments, and	Working Hours: 5 days/week • Mon-Fri 8:30am to 5:30pm • Sat 8:30am to 12:30pm Employment Type: • Full-time Location: • 200 Braddell Road (S)579700

		supporting other ad-hoc IT-related tasks.	
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#2 CBRE GWS

With broader and deeper capabilities than any other company, CBRE is the leading full-service real estate services and investment organization in the world. CBRE offers a broad range of integrated services, including facilities, transaction and project management.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Facilities Manager 	• Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered. • Tier 3 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach	• Provide formal supervision to employees. Monitor the training and development of staff. Conduct performance evaluations and coaching. Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. Establish work schedules, assign tasks, and cross-train staff. Set and track staff and department deadlines. Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on	Working Hours: 5.5 days/week • 9am - 6pm Employment Type: • Full-time Location: • Islandwide

	to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage	unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline	
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		integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes.	
Engineers 	• Diploma in Mechanical Engineering or related studies. • Flexible to work on 5.5 work week • Ability to establish and maintain effective working relationships with co-workers, managers and clients. • Must have good communication and leadership skills. • Strong Mechanical and Electrical knowledge and skills • Around 5 years of experience in manufacturing and life science facilities.	• Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, HVAC, plumbers, and cleaning. • Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • Assist on audit requirements. • Review and recommend Standard Operation Procedure (SOP) and propose changes for review. • Liaise with government authorities on M&E initiatives for compliance.	Working Hours: 5.5 days/week • 9am - 6pm Employment Type: • Full-time Location: • Islandwide

		• Mentor and coach maintenance engineers and technicians. • Determine material, equipment, tools and spare parts to be used for maintenance jobs. • Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares and tools needed. • Improving the efficiency on the operational processes, innovating and implementing systems improvement on energy conservation. • Responsible for the planning and execution of corrective/preventive maintenance programmers. • Responsible for the planning, coordination and execution of annual shut down	
Facilities Coordinator / Property Executive 	• Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a	• Act as the frontline representative for the contract, ensuring all works and services are delivered professionally, efficiently, and in line	Working Hours: 5.5 days/week • 9am - 6pm Employment Type: • Full-time

	combination of experience and education will be considered. • Tier 4 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage	with contractual requirements. • Support the Facilities Manager in site operations, including measurements, records, field data uploads, work planning, quotation preparation, coordination of subcontractors and specialists • Allocate, schedule, and review work orders, ensuring timely execution, accuracy of vendor submissions, and compliance with contractual and operational standards. • Monitor site conditions by conducting inspections, identifying repair or improvement needs, resolving minor issues, and supporting day-to-day operational continuity. • Analyze operational data and reports to track performance, resolve issues, and recommend process or service improvements to enhance efficiency and effectiveness.	Location: • Islandwide
Facilities Manager 	• Bachelor's Degree preferred with 5 - 8 years of relevant experience. In lieu of a	• Provide formal supervision to employees. Monitor the training and	Working Hours: 5.5 days/week • 9am - 6pm Employment Type:

	degree, a combination of experience and education will be considered. Facility Management certification preferred. • Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention is preferred. • Ability to lead the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. • Leadership skills to motivate the team to achieve broad operational targets with impacts on own job discipline, multiple job disciplines, and department. • In-depth knowledge of Microsoft products. Examples include Word, Excel, Outlook, etc. • Extensive organizational skills and an advanced inquisitive mindset. • Intermediate math skills. Ability to calculate complicated figures	development of staff. Conduct performance evaluations and coaching. Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. Establish work schedules, assign tasks, and cross-train staff. Set and track staff and department deadlines. Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. • Prepare and manage capital projects, operating budgets, and variance reports. • Perform facility inspections quality assurance following local, state, and federal regulations. Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health	• Full-time Location: • Islandwide
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	such as percentages, fractions, and other financial-related calculations.	and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes.	
Finance & Administration Executive 	• Diploma with 3-4 years of job-related experience. • A comprehensive understanding of a	• Respond to client inquiries and concerns and ensure timely and quality service delivery	Working Hours: 5.5 days/week • 9am - 6pm Employment Type: • Full-time

	range of processes, procedures, systems, and concepts within own job function is required. • Ability to evaluate and communicate unusual and/or complex content in a concise and logical way. • In-depth knowledge of Microsoft products. Examples include Word, Excel, Outlook, etc. • Organizational skills with an advanced inquisitive mindset. • Advanced math skills. Ability to calculate advanced figures such as percentages, discounts, and markups.	and follow-up to ensure satisfaction. • Understand the scope of the contract and make sure that all work is carried out accordingly. • Be a financial and operational systems champion. Suggest efforts to put in place cost-saving opportunities to maximize customer and financial savings targets. • Coordinate and onboard vendors for reactive and planned works and manage sub-contractor paperwork. • Review processed invoices and ensure accurate cost center coding. Coordinate the billing application, calculating margins, raising invoices, and submitting to clients. Work closely with site teams and head office, ensuring accurate processing of quotations and purchase orders. • Review and approve maintenance billing invoices and projects as per contracted agreements. Ensure consistent delivery of core operational and	Location: • Islandwide
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		financial outputs on the account. • Respond to inquiries on financial reports for Accounts Receivable, Payable, and open POs. • Deliver monthly reporting support on Contract and Business Unit Reviews. • Assist in ensuring compliance with Health & Safety requirements, including HSE reporting and promoting a safe work environment. Maintain QHSE documentation and ensure it is available using company systems. • Gather and analyze data to identify and solve complex problems that arise with little or no precedent. May recommend new techniques. • Impact own team and other teams whose work activities are closely related. • Suggest improvements to existing processes and solutions to improve the efficiency of the team.	
Project Manager 	• Degree in Building, Engineering, Construction, Project Management, or any	• Lead project initiation, defining scope, objectives, timelines,	Working Hours: 5.5 days/week • 9am - 6pm Employment Type:

	related disciplines from a recognised tertiary institution. • Certified as Project Management Professional (PMP) from the Project Management Institute (PMI). • A minimum of 3 years of relevant experience and proven expertise in managing facility management related and office renovation projects. • Hands-on experience in Government led initiatives and public sector project processes, including the use of the Public Sector Standard Conditions of Contract (PSSCOC) in Singapore would be highly preferred. • Results-oriented with strong attention to detail and accuracy.	and alignment with organisational goals. • Develop and execute detailed project plans, including scheduling, cost estimates, and resource planning. • Act as the main liaison between project owners, stakeholders, consultants, and contractors to ensure clear communication and alignment. • Manage end-to-end procurement, including tender preparation, evaluation, contractor appointment, and value engineering. • Review and coordinate design submissions, ensuring compliance with requirements and timely approvals from relevant authorities. • Monitor project progress, identifying risks, delays, and deviations, and implementing corrective actions to maintain schedule and quality. • Ensure effective control of scope, budget, and changes, maintaining compliance with contractual and regulatory	• Full-time Location: • Islandwide
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		requirements, including safety standards. • Oversee project execution, ensuring works are delivered to specification, quality standards, and operational expectations. • Manage project completion and closeout, including inspections, defect rectification, documentation (as-builts, warranties), final accounts, and lessons learned.	
Quantity Surveyor 	• Diploma in Quantity Surveying, Building Engineering, Construction, or any related tertiary institution. • Minimally 3 years of relevant experience within the Facilities, Construction and Engineering industry. • Familiar with Cost Assessments, Tender and Payment Claims.	• Prepare and submit cost estimates and quotations, ensuring timely approval and issuance of purchase/work orders. • Apply Schedule of Rates (SOR) accurately and justify deviations or special pricing to stakeholders where required. • Assess and validate star rate items against market benchmarks prior to work commencement. • Maintain and analyse cost databases (e.g., star rates, quotations) to improve pricing	Working Hours: 5.5 days/week • 9am - 6pm Employment Type: • Full-time Location: • Islandwide

		accuracy and procurement strategies. • Develop and prepare tender documents, including detailed cost breakdowns, ensuring alignment with scope, specifications, and procurement policies. • Collaborate with internal teams to ensure tender and cost submissions reflect operational and technical requirements. • Evaluate contractor tenders, identifying risks, discrepancies, and ensuring competitiveness and compliance. • Verify and process payment claims, invoices, and work order submissions, ensuring accuracy, completeness, and timely certification.	
Receptionist 	• NITEC with up to 2 years of job-related experience. • Ability to follow basic work routines and standards in the application of work. • Communication skills to exchange straightforward information.	• Receive and direct incoming calls to appropriate personnel and voicemail. • Greet clients, applicants, and visitors upon arrival. Issue visitor passes and parking validations and follow security protocols.	Working Hours: 5.5 days/week • 9am - 6pm Employment Type: • Full-time Location: • Islandwide

	• Working knowledge of Microsoft products. Examples include Word, Excel, Outlook, etc. • Strong organizational skills with an inquisitive mindset. • Basic math skills. Ability to calculate simple figures such as percentages, discounts, and markups.	• Schedule and prepare meeting and conference rooms. This includes room setup, placing catering orders, and securing technological equipment. Request building and housekeeping services as needed. • Perform general clerical duties including distributing office faxes and packages and ordering office supplies. • Track incoming and outgoing packages, mail, and freight. Arrange messenger service as needed. Arrange hospitality services for guests such as transportation, tickets, reservations, etc. • Use existing procedures to solve straightforward problems while having a limited opportunity to exercise discretion. • Impact through clearly defined duties, methods, and tasks are described in detail. • Deliver own output by following defined procedures and processes under close supervision and guidance.	
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Technicians 	• Minimum NITEC in Engineering or its equivalent, with 1-2 years of job-related experience. In lieu of a NITEC, a combination of experience and education will be considered. • Ability to follow basic work routines and standards in the application of work. • Communication skills to exchange straightforward information. • Working knowledge of Microsoft products. Examples include Word, Excel, Outlook, etc. • Strong organizational skills with an inquisitive mindset.	• Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems. • Conduct routine maintenance inspections, diagnose potential problems, and make repairs. • Assist with the installation and modification of building equipment and systems. • Review assigned work orders and partner with available systems to track completion. • Support energy management by ensuring all building systems are operating efficiently. • Inspect existing installations for compliance with building codes and safety regulations. • Use existing procedures to solve straightforward problems. Exchange straightforward information in a clear, concise manner. • Impact team through defined duties, methods	Working Hours: 5.5 days/week • 9am - 6pm Employment Type: • Full-time Location: • Islandwide
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		and tasks as described in detail. • Deliver own output by following defined procedures and processes under close supervision and guidance.	
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#3 Flextronics Manufacturing

We are a leading global Electronics Manufacturing Services (EMS) provider focused on delivering innovative design and manufacturing services to seven key market segments: automotive, computing, consumer digital, industrial, infrastructure, medical and mobile communications.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Manufacturing Engineering Assistant 	• Technical knowledge of Test Trouble-shooting and / or System box build Assembly • English speaking - other languages desirable • PC Literate: Word, Excel, PowerPoint etc. • Good technical and commercial communication skills. Excellent verbal and written communication skills. • Good team player • Equipment knowledge Such as Computer, Optical Device, Hi-pot tester, Soldering equipment, Functional tester, electronic measuring	• Responsible to analyze, review and approve customer ECO (Engineering Change Orders) and Implement ECO for Engineering related. • Responsible to develop and maintain (review and approve) Bill of Material, Work Instructions and Validation / Verification protocol & report etc. • Responsible to provide training to production personnel on Work Instructions. • Attend Line quality issues and trouble shoot Engineering related issues.	Working Hours: • 8am to 530pm (Monday to Friday) Employment Type: • Permanent Location: • 1 Kallang Place. (S)339211

	instrument. etc) and other machine.	• Responsible to review and approve Incident Reports, if any. • Maintain Consigned/In-house Tooling, Jig and Fixtures and conduct PM (Preventive Maintenance) and repair support as required. • Coordinate with FA engineer and perform First Article qualification of parts. • Participate in periodic Validation/Calibration activities to ensure smooth running of production line. • Participate in LEAN activities pertaining to Cycle Time, Process, Safety and Yield improvements for Line balancing. • Responsible for Line set-up and providing the design and method of handling, labeling and storage of KTE box and Milk-Run Trolley. • Other tasks as and when required and directed by Engineer. • Contribute to the workplace safety and health improvement for the employees, as well as environmental	
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		protection, by adhering to the company's Environmental, Health and Safety policies and procedures, and helping to achieve EHS objectives and targets through participation of EHS programs • Participate and adhere to Corporate Social and Environmental Responsibility (CSER) policy, programs and procedures.	
Manufacturing Engineer 	• Technical knowledge of PCBA and / or System box build • Able to read and understand 2D drawings, schematics for components • English speaking - other languages desirable • PC Literate: Word, Excel, Power Point, AutoCAD etc. • CAD system basics • Good technical and commercial communication skills. Excellent verbal and written communication skills. • Ability to work in a customer oriented environment and work well with all internal functional areas, customers and suppliers.	• Participating in NPI activities including DFA and DFM, technical review & support with the design team (Flex design center/ Customer). • Participating on technical review and analysis for new business RFP package to provide FGCM inputs (Cycle Time, Space) and NRE for manufacturing setup (Facilities, Jig, Fixture, Tester). • Plans, directs, and coordinates manufacturing processes by providing technical support in the development, implementation and maintenance of manufacturing methods	Working Hours: • 8am to 530pm (Monday to Friday) Employment Type: • Permanent Location: • 1 Kallang Place. (S)339211

	• Good team player	by performing the following duties. • Designs manufacturing processes within schedule and budgetary parameters. • Develops, evaluates, and improves manufacturing methods. • Analyzes and plans workforce utilization, space requirements, and workflow, and designs layout of equipment and workspace for maximum efficiency. • Confers with production group concerning product design and tooling to ensure efficient production methods. • Coordinates with customers to determine product specifications, bill of materials and design changes and responds to their request. • Estimates production times, staffing requirements, and related costs to provide information for management decisions. • Confers with management,	
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		engineering, and other staff regarding manufacturing capabilities, production schedules, and other considerations to facilitate production processes. • Applies statistical methods to estimate future manufacturing requirements and potential. • Responsible for process-engineering capabilities focused on cost, quality and delivery improvements in order to support a manufacturing organization. • Implement and evaluate proposed designs and processes for manufacturability • Prepare justification, purchase and implement capital equipment for production • Conduct and support Validation activities on Manufacturing System/Equipment and/or process setup. • Oversee new process equipment production • Establish robust, repeatable and	
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		reproducible process parameters • Trouble shoot process related issues • Participate to activities pertaining to cycle time and process improvements. • Evaluate and select various engineered materials • Implement statistical process analysis on new and existing products • Implement safety, productivity and yield improvements. • Improve manufacturing techniques and through put. • Provide continuous development of manufacturing techniques that will improve in-house capabilities • Develop and maintain process documentation • Review processing methods • Interface with production of all activities associated with new process implementation and transfer	
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		• Assist in the development of training and provide training to production personnel during new technology transfer • Provide equipment maintenance and repair support as required. • Participates in cost improvement/reduction programs as part of LEAN • Contribute to the workplace safety and health improvement for the employees, as well as environmental protection, by adhering to the company's Environmental, Health and Safety policies and procedures, and helping to achieve EHS objectives and targets through participation of EHS programs. • Participate and adhere to Corporate Social and Environmental Responsibility (CSER) policy, programs and procedures.	
Product Quality Engineering Assistant 	• Diploma / ITC / NTC in Mechatronics/ Electrical & Electronics engineering or related discipline, preferably with 2 years in manufacturing environment	Product Quality • Responsible for product quality assurance. • Completes all administrative activities associated with quality	Working Hours: • 8am to 530pm (Monday to Friday) Employment Type: • Permanent

	• Proficiency in written and communication skills in English	inspection • Performs process audits and assists manufacturing with the interpretation of the quality and workmanship standards. • Downloads quality information from quality system to be used for Quality reports • Plans and directs activities concerned with the establishment and/or continuance of process related requirements and other quality programs. • Prepares quality documentation or equivalent. • Prepares Statistical Process Control Charts where required. • Responsible for authorizing the released of final products to customer • Supervises inspectors or technicians on the inspection plan • Directs inspectors or technicians engaged in measuring, inspecting and/or testing products or parts and tabulating data concerning materials, product or process quality and reliability. • Contributes to the workplace safety and health improvement for the employees, as well	Location: • 1 Kallang Place. (S)339211
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		as environmental protection, by adhering to the company's Environmental, Health and Safety policies and procedures, and helping to achieve EHS objectives and targets through participation of EHS programs • Participate and adhere to Corporate Social and Environmental Responsibility (CSER) policy, programs and procedures. • Assist others within same or cross-functional department assign by Head of Department/Manager on ad-hoc duties as necessary.	
Production Technician 	• Typically requires a ITC / NTC in any discipline or 2 years of relevant experience.	• Perform box-build assembly &/or Testing. • Understand work instruction, follows production drawings and sample assemblies through Supervisor/Engineer guidelines, or receives verbal instructions regarding duties to be performed. • Required to operate and control equipment and peripheral hardware. • Required to operate and control the	Working Hours: • 7am to 4.30pm (Monday to Friday) Employment Type: • Permanent Location: • 1 Kallang Place. (S)339211

		Production Line/Cell equipment and peripheral hardware, cleaning & maintains the equipment as per work instruction. • Monitors the shelf-life usage of perishable chemicals & Materials. • Monitors & control the moisture sensitive parts and ESD Material. • Empower worker & trigger abnormality. • Initiate supporting Engineer to adjust equipment or hardware when workmanship drops below quality specifications. • Assist Engineers in resolving quality issues, line balancing and production problems. Records data required for statistical process control, production related reports & inventory management. • Track & record DHR and other production related data and reports for Medical products. • Performs start or end of shift housekeeping (5S) on the exterior part of the equipment, peripheral hardware &	
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		workstation in production area. • May occasionally exposed to caustic chemicals, Bio-Hazard & minor Radiation with appropriate Training & PPE in job assignments. The noise level in the work environment is usually moderate. • May register as Radiation or Bio-Hazard Worker to handle potential radiation hazards or Bio-Hazard in job assignments. • May need to Inspects Raw Materials or Box build assemblies for nonconforming defects. • While performing the duties of this job, the employee is regularly required to stand, sit, walk and reach with hands and arms. • Job assignments may require frequent overtime (including weekends & holiday). • Perform trouble-shooting and testing of box-build units or Repair/ reprocess the box-build assembly. • Carryout and support ad-hoc activities as assigned.	
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		• Trains and certifies new hires or non-certified worker. • Assists to fill in Incident Reports and Non-Conformance Material Reports • Contribute to the workplace safety and health improvement for the employees, as well as environmental protection, by adhering to the company's Environmental, Health and Safety policies and procedures, and helping to achieve EHS objectives and targets through participation of EHS programs • Participate and adhere to Corporate Social and Environmental Responsibility (CSER) policy, programs and procedures.	
Supplier Quality Engineer 	• Diploma / Degree in Mechanical Engineering / Electromechanical Engineering / Electronics Engineering/Manufacturing Process Technology or related discipline, preferably with at least 3-5 years' relevant experience in manufacturing environment. • Familiar with ISO 13485 Quality System	• Supplier Quality • Responsible for engineering tests and technical functions related to the support of Supplier Quality Engineering. • Maintains supplier quality engineering programs, standards and improvements within the organization.	Working Hours: • 8am to 530pm (Monday to Friday) Employment Type: • Permanent Location: • 1 Kallang Place. (S)339211

	Requirements and FDA CFR Part 820 regulations. • Familiarity with inspection equipment, statistical tools, Geometric Dimension and Tolerance knowledge will be an advantage.	• Supports Operations and Quality Manager with customer interfaces as necessary on quality related issues. • Conducts Supplier Quality Audit/assessments and re-assessment. • Interfaces with suppliers on technical/quality issues, corrective actions and improvement initiatives • Provides factory support to identify and resolve issues associated with purchased parts, materials and manufacturing. • Monitors supplier quality performance and any applicable supplier quality metrics and ensure suppliers' issues are resolved through suppliers, customers, global procurement or site materials. • Contributes to the workplace safety and health improvement for the employees, as well as environmental protection, by adhering to the company's Environmental, Health and Safety policies and	
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		procedures, and helping to achieve EHS objectives and targets through participation of EHS programs • Participate and adhere to Corporate Social and Environmental Responsibility (CSER) policy, programs and procedures. • Assist others within same or cross-functional department assign by Head of Department/Manager on ad-hoc duties as necessary.	
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#4 ISOTEAM

ISOTeam Ltd. is a leading Singapore-based provider of integrated solutions for the built environment, specialising in building maintenance, estate upgrading, repairs and redecoration, addition and alteration works, coating and painting, renewable energy, mechanical and electrical engineering, landscaping, interior design, waterproofing, and other specialist services. Established in 1998, ISOTeam is committed to delivering quality, innovation, sustainability, and safety while creating greener, smarter, and more resilient communities for public and private sector clients across Singapore.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant	• "O" Level with credits in English and Mathematics or equivalent. • Job holder without the above qualification but with relevant experience would be considered.	• Covered receptionist role if needed. • Sourcing & procurement of insurance policies & bonds for new & extended projects.	Working Hours: • 8am-5.30pm (Mon - Fri) Employment Type: • Full-time Location: • 8 Changi North

	• Service oriented and good interpersonal skills. • Good working attitude, self-motivated and able to work independently. • Good communication skills (verbal and written). • PC literate and knowledge in MS . • Meticulous and a team-player. • Preferably with at least 1 year in administrative and clerical work in the construction industry or in related field.	• Assist in updating the Integrated Management System (IMS) for internal and external audits. • BCA workhead & licenses renewals. • Covered ordering & preparing monthly Fruits Day role if needed. • Update EPO system upon receipt of new Letter of Award and user/s. • Prepare, follow up and update of Deed of Warranty on time. • Assist in SP & EMA licenses application and maintain records. • Maintain, update, monitor and assist in obtaining quotation for project insurances and equipment & machinery insurances, and others insurance. • Maintain, update, monitor and assist in obtaining quotation and claims for work injury compensation and hospital & surgical insurances. • Processing of project insurance claims (injury, damages etc). • Maintain & updating of project master list.	Street 1 (S)498829
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		• Handle administrative related matters within the Company. • Other duties as assigned.	
Arborist 	• Arborist certification from International Society of Arboriculture (ISA). • Diploma in Horticulture/ Landscape Management or WSQ Advanced Certificate in Landscape Supervision or WSQ Diploma in Landscape Management (Any Landscape Related Course). • Strong in persuasion, Service orientated, Client and people management. • Good interpersonal and communication skills. • Proactive and able to take initiative. • Independent, Self-motivated and team player. • Preferably with minimum 3 year of relevant experience in arboriculture management practice.	• Plan, develop and implement tree care and plant health care programs. • Schedule tree maintenance programs and perform tree assessment. • Conduct tree inspection and monitor the tree health, stability and safety. • Liaise and coordinate with clients, consultants and contractors on all arboriculture related matter. • Be a lead contact point for any and all matters related to arboriculture. • Advise and attend to tree issues raised by the clients and consultants. • The Arborist must be able to perform tasks after office hours and able to work under stress. • Carrying out Visual Tree Assessment to the trees and submit required periodic VTA reports.	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829

		• Build and maintain strong, long-lasting relationship and meet client's satisfaction. • Attend meeting with clients, consultants and contractors if any. • The Arborist is also to ensure reasonable productivity and report on work completion. • Prepare and submit tree reports. • Maintain proper documentation for the contract. • Other duties as assigned.	
Administrative Assistant(Contract PT)	• GCE 'O' Level or equivalent. • Job holder without the above qualification but with relevant experience would be considered. • Good communication skills (verbal and written). • Basic knowledge in MS . • Willing to learn, neat and tidy. • Positive and good working attitude, self-motivated and able to work independently. • Good team player.	• Data entry and document filing. • Carry out administrative duties such as copying, binding, scanning etc. • Write and respond to emails. • Maintain filing system. • Prepare sub-con payment summary and documents needed. • Monitoring workers' particular including their Construction Safety Orientation Course (CSOC), work permit renewal, Primary Care	Working Hours: • 8am-5.30pm (Mon - Fri) • 25.5 hrs/week Employment Type: • Part-time Location: • 8 Changi North Street 1 (S)498829

	• Preferably with administrative working experience. • Candidate without relevant experience would be considered as training will be provided.	Plan (PCP), CoreTrade registration, etc. • Monitoring insurance and performance bond for ICP. • Schedule meetings and booking meeting room. • Incoming mail collection and distribution for ICP. • Other duties as assigned.	
Contract Manager 	• Diploma or Bachelor's Degree in Quantity Surveying, Building, Project Management, Construction Management or similar field. • Job holder without the above qualification but with relevant experience would be considered. • Possess knowledge in quantity surveying, contracts administration, and dispute resolution. • Good communication skills (verbal and written). • PC literate and knowledge in MS . • Positive and good working attitude, self-motivated and able to work independently. • Possess leadership skill. • At least 5 years' experience in Contracts	• Overseeing the measurement and tender documentation processes. • Establishing tender and procurement strategies and advises on relevant contracts for suppliers, specialists and subcontractors. • Reviewing cost estimations and monitors cash flow forecasts. • Endorsing payment responses and final accounts, and establishes policies for payments and post contract administration matters. • Working to mitigate risks and advises on dispute resolution techniques when necessary.	Working Hours: • 8am-5.30pm (Mon - Fri) Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829

	Administration or Quantity Surveying field.	• Coordinating with finance department to ensure correct billing and collection of contractual revenues. • Building relationships with customers and liaises with suppliers, specialists and subcontractors to help develop resource plans and monitor costs and profitability of construction works to deliver the project objectives. • Coaching and developing Quantity Surveyors under the team to their full potential. • Any other duties as assigned by superior.	
Gardener	• Job holder without qualification but with relevant experience would be considered. • Good working attitude and able to work independently. • Good communication skills and good team player. • Good interpersonal skills. • Willingness to learn new skill / knowledge.	• Assist in the maintenance and development of gardens, landscapes, and outdoor areas. • Plant, cultivate, and maintain trees, shrubs, flowers, and other plants. • Perform regular watering, fertilizing, and pruning of plants to ensure their health and growth.	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829

	• Preferably with minimum 1 year of relevant working experiences in related field.	• Weed and remove unwanted plants from gardens and landscapes. • Assist in the installation and maintenance of irrigation systems. • Operate and maintain gardening tools and equipment. • Assist in the construction of garden features such as paths, fences, and retaining walls. • Ensure the cleanliness and tidiness of garden areas. • Assist in the preparation of soil and planting beds. • Assist in the application of pesticides, herbicides, and fertilizers as required. • Provide general support to the gardening team and follow instructions from supervisors. • Perform duties assigned by the Site Personnel and follow given instructions. • Ensure the work area is clean and organized at the end of each day.	
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		• Secure all equipment properly at the end of the day. • Perform any other duties as assigned.	
Painter	• Minimum 'N' Level or equivalent. • Job holder without the above qualification but with relevant experience would be considered. • Good balance and physical strength. • Good in oil and water painting skills. • Attention to details. • Preferably at least 1 year of experience in painting residential and commercial spaces.	• General painting of external and internal surfaces, • Execute pre-painting works including patching, masking of adjacent surfaces. • Prepare the surrounding area by covering exposed objects and surfaces. • Tap off areas as needed. • Clean up supplies and replacing fixtures when project is completed. • Keep workspace clean. • Any other ad-hoc duties as assigned.	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829
Project Administrator cum Purchaser	• Degree or Diploma in project admin/management or certification. • Knowledge of project management methodologies and best practices. • Job holders without the above qualification but with relevant experience would be considered.	• Responsible for providing administrative and logistical support to the project management team. • Assist with coordinating project schedules, managing documentation, and facilitating communication between team members and stakeholders	Working Hours: • 8am-5.30pm (Mon - Fri) Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829

	• Service oriented and good interpersonal skills. • Good working attitude, self-motivated and able to work independently. • Good communication skills (verbal and written). • PC literate and knowledge in MS and proficiency in using project management software, and other relevant tools. • Meticulous and a team-player. • Strong organizational and time management skills with the ability to prioritize multiple tasks. • Flexible and adaptable to change project requirements. • Preferably with 2-3 years' working experience in the related field.	• In charge of all general office administrative work. Serve as the primary point of contact for project team members and external stakeholders, responding to inquiries and routing information as needed. • To manage multiple projects simultaneously, prioritize tasks, and maintain an organized system for project documentation. • Prepare and compile the monthly report, purchaser invoices, project progress claim submission to stakeholders, etc. • To assist in the procurement and allocation of project resources, including personnel, equipment, and materials, to support workers- well-being/safety/leave / MC/work permit, advancement, etc. • To schedule and coordinate project meetings, prepare agendas, and document meeting minutes. • Monitoring and coordinating day-to-day operations to ensure efficiency and productivity.	
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		• Assist with the preparation of project status reports, presentations, and other project-related materials. • Handle and provide administrative duties required by the Client, Site and the Department. • To maintain an organized system for project documentation, including contracts, project plans, meeting minutes, and correspondence. • To communicate effectively with project stakeholders, including team members, clients, and vendors, to ensure that project goals and objectives are understood. • To work collaboratively with project managers, team members, and other stakeholders to achieve project goals. Collaborate with the project management team to identify and implement process improvements that enhance efficiency and productivity.	
Project Engineer 	• Degree / Diploma / ITE or Technical Qualification in Electrical Engineering, Civil, Structural, Building,	• Coordinate project works and manage daily site operations.	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat)

	Construction Management or other relevant disciplines. • Possess CSCPM, BCSS and MWAH certifications will be an advantage. • Candidates without the above qualifications but with relevant experience will be considered. • Well-versed in M&E services installation and/or building construction works (if applicable). • Good interpersonal, communication (verbal and written), negotiation and client relationship skills. • Proactive, self-motivated, initiative-driven, able to work independently and as a team player. • Strong people management, service-oriented and problem-solving skills. • PC literate with knowledge of MS (Word, Excel, MS Project). • Able to work on construction sites. • Preferably possess a Singapore Class 3 Driving Licence. • Preferably 2–5 years of relevant working experience in the Building Construction Industry,	• Manage, coordinate and supervise workers, sub-contractors, vendors, and relevant parties to ensure proper work execution and good workmanship. • Execute project works according to approved drawings and specifications. • Review drawings, prepare project schedules, monitor work progress and submit progress reports to ensure projects are completed on time and within budget. • Monitor project cost, sub-contractor claims, variation works and material usage. • Prepare material forecasts, technical submissions, method statements, test reports, as-built drawings and project documentation. • Conduct site testing, inspections and arrange project handover upon completion. • Liaise and coordinate with Clients, Consultants, Suppliers, Vendors and all stakeholders on project matters.	Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829
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	Town Council projects, M&E works, or epoxy/polyurethane resin flooring. • Candidates with no relevant experience but willing to learn and possessing a good working attitude will also be considered.	• Attend site, coordination, safety and project meetings. • Resolve technical issues, inspections, submissions, client feedback and complaints. • Build and maintain strong client and stakeholder relationships. • Ensure Quality Documents, Risk Assessment and WSH requirements are implemented and maintained on site. • Maintain proper project documentation and records. • Coordinate with other departments to ensure project efficiency and productivity. • Supervise workers during overtime works when required. • Perform other duties as assigned.	
Project Manager (Landscape) 	• Degree or Diploma in Landscape Architectural /Design/Project Management. • Job holder without the above qualification but with relevant experience would be considered.	• KPIs: Focus and implement effective strategies, drive project success and contribute significantly to the organisation's overall performance. • Tender (Bidding) & Planning methodology:	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829

	• Knowledge & experience with horticulture & Arboriculture work. • Project Management/ Plan in detail /encourage people to perform. • Good interpersonal / Communication & writing skills. • Independent & Team player. • Proactive and able to take initiative. • Influence people to achieve/strive for effectiveness/ encourage change. • Facilitate decisions/ align people. • PC literate and knowledgeable in MS /CAD/ PowerPoint/Photoshop/BI M. • Preferably with minimum 5 years of relevant working experiences / knowledges.	Lead the tendering process by developing strategic planning methodologies that optimize resource allocation and project timelines, ensuring competitiveness and profitability. • Scope & Time Management: Organize and coordinate complex landscape projects, managing scope creep through effective change control processes. Develop detailed project timelines, allocate resources efficiently, and ensure the timely completion of milestones. • Team Management: Supervise, coach, and mentor landscape project and maintenance teams. Foster a collaborative environment by providing training and support, ensuring that all team members are equipped to perform at their best. • Quality Management: Implement rigorous quality assurance processes, conducting regular inspections and quality checks to guarantee compliance with industry standards and client expectations.	
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		Address any quality issues proactively to maintain project integrity. • Inventory and Supply Management: Oversee inventory levels of landscaping materials, plants, and equipment. Establish robust relationships with suppliers to ensure timely availability and negotiate favorable terms to control costs. • Contracts & cost Management/Claims: Prepare and monitor project budgets, tracking operational expenses meticulously. Identify opportunities for cost savings through value engineering while maintaining quality. Prepare completion photo reports and ensure adherence to schedules using cost-effective methods. • Communication Management: Cultivate and maintain strong relationships with clients, addressing their inquiries and concerns promptly. Ensure that all communications are clear, accurate, and directed to the appropriate stakeholders	
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		to facilitate project success. • Procurement of Sub-contractors/Suppliers: Ensure compliance with established Procedures and Quality Management Plans. Manage OSH Management Plans and coordinate the procurement of necessary permits from relevant authorities. • Reporting and Documentation: Maintain up-to-date project documentation, including current drawings and technical coordination. Implement an organized filing system for easy access and reference. • Training and Development: Supervise all construction activities and ensure high standard of workmanship and efficiency. Give directions to all workers, assign work and resources. Ensures record of non-conformances and actions taken. • Human Resources Management: Optimize labor, machinery, and material use, providing regular reports on	
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		personnel, costs, and safety to your superiors. Foster a culture of accountability and continuous improvement among team members. • Other duties as assigned: Adapt to the dynamic needs of the organization, taking on additional responsibilities as required to support overall project and company goals	
Robotics Operator	• Nitec, Higher Nitec or Diploma in relevant fields, such as AI, Automation, Robotics, Mechatronics or others related course. • Job holder without the above qualification but with relevant experience would be considered. • Possess knowledge in AI robotics, or autonomous systems related. • Familiarity with robotic operations, automation systems, or construction technology is an advantage. • Preferably with strong problem-solving and troubleshooting skills. • PC literate and knowledge in Microsoft .	• Lead robotic team of day-to-day operation. • Monitor robotic daily output. • Perform routine servicing, maintenance, software upgrade, and basic troubleshooting of robotic equipment. • Coordinate with main contractors and stakeholders on work schedules. • Maintain site cleanliness and proper housekeeping standards. • Assist in documentation, reporting, and record keeping where required	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829

	• Good working attitude, self-motivated and able to work independently. • Good in communication skills (verbal and written). • Meticulous and a team-player. • Reliable and responsible. • Preferably with minimum 1-year of relevant working experiences in construction industry. • Candidate with relevant qualifications with internship experience will be considered		
WSH Coordinator	• Possess valid diploma / degree in WSH (or) Minimum WSQ Advanced Certificate in WSH (Level B). • Possess valid WAH Assessor or Managing WAH. • Candidates with First Aider / Confined Space Assessor / RM Certifications will be advantages. • Good knowledge of MS office. • Excellent written and verbal communication skills • Preferably with minimum 2-3 years of relevant experiences in WSH /	• Have an understanding of the Company Health, Safety, Environmental and Quality Policies and responsibilities of each grade of personnel. • Ensure the policy is brought to the attention of all the employees under your control and ensure that work is carried out in accordance with its requirements. • Review and update the company safety policy and other related duties implemented by the relevant authorities. • To ensure that WSH management system to be update and review	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time Location: • 8 Changi North Street 1 (S)498829

	Construction Industry (Full time). • Preferably possess relevant experience in WSH Admin / Coordinator as in construction industry (or) working experience in Repair & Re-Painting Projects with MCST.	and monitor in regular basis. • To develop and implement Risk Management on site (especially for WAH activities) • To conduct weekly / monthly / yearly WSH Inspections, audits to identify and analyze the hazards / non-compliances and other safety issues with immediate action to rectify / resolve on project basis. • Conduct monthly safety training program and emergency evacuation plan and carry out site safety, health and environment programs and procedures. • Assist management & main-con for any accident & incident investigation. • To ensure and liaising with HR / Admin departments to provide information's if needed. • Monitor and implement effectively on the document control for all projects. • Assist management on the new/updated regulations,	
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		recommendations regularly and client /consultant requirements on site to improve safety standards on company and personnel levels. • Assist management to conduct a monthly EHS meeting and prepare minutes and act as secretary of the WSH committee. • Checking sub-contractors work to ensure compliance with the WSH (Construction) Regulations. • Participate and assist all relevant parties on yearly audit • To ensure all personnel issued with PPE and monitor is free from any damages and maintain a record • Ensure that all rules and regulations as stipulated in the WSH (Construction) Regulations are met. • Ensure that all statutory regulations, company's safety regulations and code of practice are implemented and complied with by all staff.	
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		• Conduct regular inspection and audits on the safety provisions and inspect and rectifying any unsafe place of work and unsafe practices. • Perform other duties as assigned.	
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#5 Kim Yew Integrated

Kim Yew Integrated is a leading local Integrated Facilities Management and Smart FM company in Singapore. We are known for our specialisation in Electrical, Mechanical, Facilities management and Project Management, Building Services and Energy Management in the build environment. We offer IFM service solutions based on smart technology and sustainability.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Facilities Engineer (M&E Maintenance) 	• Minimum Diploma in Mechanical/ Electrical Engineering or its equivalent. • Good knowledge of M&E maintenance and Facilities Management .	• Plan, execute and supervise all M&E related facilities maintenance work service. Lead a team of technical officers and technicians for the facilities management activities. Advise and lead the technical (M&E) investigations for rectification works with the manager. • Investigate, analyse and determine root cause and report any M&E breakdown and fault effectively. • Together with Manager to manage M&E works and services for effective and	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time

		efficient M&E facilities performance. • Coordinate and supervise the M&E installation and maintenance work. Planning and scheduling of preventive maintenance and corrective maintenance works. • Carrying out regular inspection and provide recommendation for improvement or rectification work if needed. Conducting regular inspection to ensure all maintenance programme are implemented effectively in strict compliance with instructions and guidelines. • Perform troubleshooting and analyse faults and provide recommendation for sustainable and cost-effective solutions. • Operate and control automated M&E systems, conduct testing & commissioning.	
Assistant Facilities Manager 	• Diploma and above in Engineering / Building / Facilities Management or any relevant disciplines.	• Assist the Facility Manager to manage supervise the engineers , technical personnel,	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time

	• Proficient and good knowledge in M&E maintenance services. • Minimum 2 years of relevant working experience, preferably from Facilities Management industry or relevancy.	technicians for smooth facilities maintenance. • Ensure all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. • Conduct regular check and inspection to ensure the premises is well maintained. • Ensure all works are carried out in accordance with the schedule planned. • Monitor and track any project works and their progress status. • Monitoring of KPIs to ensure compliance with performance framework. • Involve in preparation of monthly reports for the management.	
Facilities Manager 	• Min Diploma and above in Engineering / Building / Facilities Management or any relevant disciplines. • Proficient and good knowledge in M&E maintenance services. • Minimum 4 years of relevant working experience in Facilities Management industry.	• Oversee and manage the FM team of engineers , technical personnel, specialists, including direct vendors / sub contractors for smooth facilities maintenance. • Ensure all operational issues and emergencies are attended promptly and rectified with	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time

		minimal inconvenience and disruption. • Conduct regular check and inspection to ensure the premises is well maintained. • Ensure all works are carried out in accordance with the schedule planned. • Monitor and track any project works and their progress status. • Monitoring of KPIs to ensure compliance with performance framework. • Ensure effective communication within the team and with internal/external stakeholders to achieve their assigned KPIs. • Prepare monthly reports for the management.	
Facilities Operations Manager 	• Diploma or Degree in Engineering / Building / Facilities Management or any relevant disciplines. • Proficient and good knowledge in M&E maintenance services. • Minimum 3 years of relevant working experience in Facilities Management industry.	• Plan and prepare monthly work schedules in accordance to the contractual work scope and timelines related to all M&E services works. • Reviews contracts' specifications to ensure cost effectiveness and competitiveness. • Identify and evaluate cost benefits effects on alternative ways in	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time

		accomplishing task and targets. • Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. • Monitor and track clearance for all personnel, including Vendors / Sub-contractors and technicians within the work scope. • Familiar with Workplace Health and Safety Act and be able to provide advice on Health & Safety matters. • Assist safety team in regular audits to ensure safety procedures on site are in place and working.	
M&E Engineer (Facilities Maintenance) 	• Diploma or Degree in Mechanical/ Electrical Engineering or its equivalent. • Minimum 3 years of working experience in Facilities Maintenance industry with M&E relevant working experience.	• Plan, execute and supervise all M&E related facilities maintenance work service. Lead a team of technical officers and technicians for the facilities management activities. Advise and lead the technical (M&E) investigations for rectification works with the manager.	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time

		• Investigate, analyse and determine root cause and report any M&E breakdown and fault effectively. • Together with Manager to manage M&E works and services for effective and efficient M&E facilities performance. • Coordinate and supervise the M&E installation and maintenance work. Planning and scheduling of preventive maintenance and corrective maintenance works. • Carrying out regular inspection and provide recommendation for improvement or rectification work if needed. Conducting regular inspection to ensure all maintenance programme are implemented effectively in strict compliance with instructions and guidelines. • Perform troubleshooting and analyse faults and provide recommendation for sustainable and cost-effective solutions.	
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		• Operate and control automated M&E systems, conduct testing & commissioning.	
Property Executive 	• Minimum Diploma in Building / Real Estate and Property management/ Engineering or its equivalent. • Good knowledge of Building maintenance and Facilities Management .	• Manage a team of in-house Technicians including roster planning, to carry out day-to-day building M&E services and manage contractors doing maintenance of Soft Services (Cleaning , Pest control, landscape, security etc) . • Develop and implement preventive/ corrective M&E maintenance to ensure smooth and efficient operations of services. • Oversee contractors in fitting out/ reinstatement of A&A works in accordance with authorities/ building's regulations. • Managing and fostering relationships with team / vendors and other key stakeholders through effective communications, collaboration, and engagement. • Ensure the SLAs (Service Level Agreements) / KPIs (Key	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time

		Performance Indicators) fulfilled. • Administration of service or term contracts including cost comparisons and negotiation for contract renewal/ replacement of building M&E service.	
Quantity Surveyor 	• Diploma or Degree in Quantity Surveying/ Civil / Mechanical/ Electrical Engineering or its equivalent.	• Quantity Surveying and contracts administration for Facilities Maintenance & Building maintenance services. To provide support of maintenance and project works function. • Involve in preparation of contracts to award to vendors and sub-contractors. • Prepare and submit claims for completed works upon receiving of work completion reports. • Manage progress claims and other claims put up from vendors and sub-contractors. Prepare, monitor and submit claims for variations and progress payment. • Prepare bill of quantity and cost estimate for variation works.	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time

		• Budgetary control and ensure timely completion of projects. • Liaise with client and client's representative on work progress, claims and KPI. • Track, record and update on breakdown of claims, variations claims or omissions. • Manage payments and claims via company's Enterprise Resource Planning (ERP) software. • Monitor and control costs throughout the project lifecycle. Involve in managing contract variations, valuations, and final accounts. Maintain accurate records of project costs, contracts, and correspondence.	
Technical Executive / Technical Executive cum Fire Safety Manager 	• Min Diploma in Facilities Management / Real Estate/ Building / Mechanical or Electrical Engineering or its equivalent. • Minimum 3 years of relevant working experience in Facilities Management industry. • Good technical knowledge in Mechanical systems	• Manage a team of in-house Technicians and Technical rs and oversee sub contractors to carry out day-to-day facilities and building maintenance services. • Develop and implement preventive/ corrective M&E maintenance to ensure smooth and efficient operations of services.	Working Hours: • 8am-5pm (Mon - Fri) • 8am-12pm (Sat) Employment Type: • Full-time

	(ACMV) / Electrical engineering etc.	• To provide technical knowledge and advice to the Team to resolve any site issue. To respond and compile fault cases and highlight any major issue to managers. • Oversee contractors in fitting out/ reinstatement of A&A works in accordance with authorities/ building's regulations. • Managing and fostering relationships with team / vendors and other key stakeholders through effective communications, collaboration, and engagement. • Ensure the SLAs (Service Level Agreements) / KPIs (Key Performance Indicators) fulfilled. • Perform Fire Safety Manager (FSM) duties, if required for TE cum FSM role only.	
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#6 Molex

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Advance Quality Planning Engineer 	• BS Degree in Engineering or other related field • 3 years' experience in Quality Engineering or related engineering field • Strong organizational skill to anticipate, plan, organize and self-monitor workload • Good communication skill and presentation skill • Good interpersonal skills for effective leadership and team facilitation • Solid Knowledge & understanding of metrology and GD&T • Knowledge of statistics - experience using Minitab or other software • Experience in using MS (Excel, Word, Power Point) • Able to travel (domestic and international) 5% -10% • What Will Put You Ahead • Training in Advance Quality Planning Tools	Your Job • The primary purpose of your role is to work closely with the Product Development team to develop and maintain a Quality Plan. This plan is crucial in managing and mitigating project risks to ensure a flawless product launch that meets the customer's cost, quality, and delivery requirements. Our Team • You will be reporting to the Principal AQP Engineer. • Working with internal parties: Product Design Engineers, Manufacturing / Process / Tooling Engineers, Project Management, Manufacturing Plants, Product Management & Sales / Marketing • Working with external parties: Customers, Suppliers What You Will Do • Quality Plan Development: Ensures the project Quality Plan for new products and product modifications are focused on the voice of customer and all project quality deliverables are	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	like DFMEA, Lean / Six Sigma, reliability test plans • 3 years' experience in Quality engineering in a new-product introduction environment • 3 years' experience performing PFMEA/DFMEA and using other Advanced Quality Planning tool • Working knowledge of testing, molding, stamping, plating and assembly processes • Quality System (ISO 9001 or IATF 16949) and Supplier Auditing experience, Gage and Fixture design	completed in a timely manner. • Risk Analysis: Facilitation during front-end product / tool / assembly design or process reviews, design & process FMEA reviews by providing inputs on internal and external quality history, lessons learned and through active critical thinking / questioning. Reviews and approved reliability test plan. • Metrology / Qualification of New / Modified Parts: Facilitate the development of measurement plans / methods and lead the disposition of new products at FOT (First Off Tool) and Qualification. Ownership of gauges & necessary inspection fixtures, perform Measurement System Analysis, Capability Studies & any necessary statistical analysis with goal of Tool / Process Qualification. • Flawless Launch: Work with Manufacturing AQP or QE to conduct Safe Launch exercise, Perform process audits and reverse (go & see) FMEA's to qualify new production processes, and to ensure compliance to documented control plans for new products. • Customer Approval: Ensures customer required documentation relating to customer acceptance of new	
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		products and product modifications are completed. • Supplier Approval: Reviews and approves supplier product specific documentation on new and modified purchased components. Works with supplier quality engineer to ensure compliance. • Problem Solver: Lead in the problem solving (8D's), analysis, and resolution of new product related customer complaints or internal quality complaints during launch. Support efforts for prevention of repeat issues & systemic improvements to the Product Development Processes to reduce New Products QNs. • Perform other related duties as assigned by management.	
Advance Quality Planning Manager 	• Bachelor's degree in engineering • Minimum 10 years in quality management with at least 5 years in Quality function and Supervisory role. • Assertive Leadership style to influence and build consensus to align team on best possible outcome. • Sense of urgency to drive transformation	• Support or lead setting goals, policy and direction for Singapore AQP team. Manage and plan for running an effective AQP team to satisfy the smooth running of NPI APQP process and flawless launch of new products. Setup an effective AQP governance and system that is effective and meet customer's requirement and industrial expectation. To deploy Principles Based Management (PBM)	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	and organizational improvement. • Committed to grow and develop the team through coaching and challenge process. • Strong practical knowledge of quality management and core quality tools. • Proficient use of statistical tools for data analysis. • Relevant and proven effective experience in problem solving, respective tools/methodologies. • Strong interpersonal skills and leadership • Skills in handling customer and good in system thinking. • What Will Put You Ahead • 5 years of relevant experience in Advance Quality Planning / Quality management or New Product Launch • Knowledge of connector and cable manufacturing processes.	philosophy and thinking framework to AQP team Our Team • You will lead a dedicated Quality team consisting of Supervisors, Engineers, Technicians, and Inspectors supporting the Datacom and Specialty Solution division. The team works closely with internal stakeholders such as Product Design, Manufacturing, Project Management, Quality, Automation, NPI and HR teams. What you will do • Lead and Manage AQP Group: Oversee and allocate resources for the AQP team to support New Product Development (NPD) at Singapore Development Center, ensuring all new product releases meet or exceed customer expectations. • Implement Quality Policies and Initiatives: Support the Development Director in executing quality programs and initiatives to drive successful product development and introduction. • Manage New Product Quality Notifications (QNs): Review and control New Product QNs, working to reduce their occurrence by	
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		improving workflows and systems. • Develop and Train AQP Team: Build a technically competent and resilient team by setting high standards, identifying skill gaps, facilitating training, and providing coaching or mentoring. • Maintain AQP Tools and Assessments: Keep the AQP Technical Competency Matrix and Project Evaluation Matrix up to date; conduct project reviews and provide feedback on completed projects. • Collaborate Cross-Functionally: Work closely with Product Design, Project Planning, Product Compliance, Model Shop, NPI Assembly, and Reliability Lab to enhance the New Product Development process. • Standardize Workflow and Knowledge Sharing: Coordinate efforts to standardize AQP workflows and continuously upgrade team knowledge. • Lead Special Projects: Take on assignments such as line audits, yield improvement programs, new initiatives, and training for other entities as directed by senior Management.	
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		• Perform Other Duties as Assigned by Management.	
Assistant Advance Quality Planning Engineer 	• Diploma in Engineering or a related field • Open to candidates who are early in their careers • Able to work independently and stay well-organized • Strong problem-solving abilities • Proficiency in Microsoft • What Will Put You Ahead • 3 years of experience in a manufacturing or NPI environment • Good understanding of metrology tools and GD&T • Experience in a quality assurance function	• We are looking for an Assistant AQP Engineer to support the Advance Quality Planning (AQP) team in ensuring product quality and successful new product introduction activities. In this role, you will provide hands-on support in data analysis, verification activities, documentation, and coordination throughout the quality planning process Our Team • You will be part of the DSS Division's AQP Team, working closely with AQP engineers, product designers, manufacturing and process engineers, tooling engineers, project management, plants, and commercial teams. You will also engage with external suppliers to ensure alignment on quality requirements. What You Will Do • Perform SQE-related tasks including verification and follow-up on quality activities • Compile, analyze, and present data, including preparing graphs and visual reports	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

		• Coordinate efforts related to data collection for quality and process validation • Create and update inspection checklists, SOPs, cosmetic criteria, quality instructions, and control plans aligned with design updates • Conduct drop-test inspections and follow-up actions • Support documentation of quality improvement initiatives • Prepare preliminary standard inspection instructions • Other duties as assigned by Management	
Control Automation Engineer 	• Diploma or Degree in Mechatronics, Electrical Engineering, or Electronic Engineering. • Minimum 3 years of experience in industrial automation or controls engineering. • Hands-on experience with PLC programming and configuration, including familiarity with various PLC platforms and programming languages (Omron, Beckhoff) • Experience in OPC software (Kepware,	• Molex Singapore is seeking an Engineer, Automation (Controls) to design, develop, and support machine-level automation and control systems for our manufacturing operations. In this role, you will lead automation projects, implement MES integrations, and collaborate with internal stakeholders and vendors to improve machine performance, production efficiency, and data visibility. Our Team • You will be part of the Datacom and Specialty Solutions Division's	Working Hours: 5 days/week • 8:30am to 5:30pm Employment Type: • Full-time Location: • 110 International Road (S) 629174

	Ignition), SQL DB and python scripting. • Strong problem-solving abilities with a focus on making thoughtful, data-driven decisions to optimize system performance and reliability • Practical knowledge of electrical panel assembly, wiring, and debugging to ensure robust and compliant control system installation • Ability to diagnose and resolve complex issues involving multiple devices such as robots, lasers, and vision inspection systems within automated machinery • Demonstrated commitment to lifelong learning and continuous personal and professional development to stay current with evolving engineering practices and technologies. • What Will Put You Ahead • Experience with MES integration and shop-floor connectivity solutions.	automation team, working closely with Process Engineering, Design Process Engineering, technicians, and equipment vendors to drive innovation and operational excellence across our Singapore manufacturing operations. What You Will Do • Design, develop, and implement electrical and control systems for machines and automation cells, including PLCs, HMIs, drives, sensors, and associated wiring and panels. • Implement and maintain MES integrations at the machine level using Kepware and ignition software, ensure reliable data flow to plant systems and historians. • Ensure data integrity of production dashboards data. • Implement machine and vision data collection. Create and maintain the process analysis dashboards. • Work closely with vendors to ensure that controls-specific standards and requirements are thoroughly understood and implemented in machine designs and installations. Facilitate effective communication to resolve technical issues and drive quality outcomes.	
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	• Knowledge of vision inspection systems, AGVs, industrial robots, and laser systems. • Experience working with connector or cable manufacturing equipment. • Familiarity with machine data analytics and dashboard development.	• Lead and coordinate the buy-off processes for machines in collaboration with required vendors, including specialized equipment such as Hipot testers and laser marking systems. Ensure all buy-off activities meet internal process requirements and quality standards. Overseas travel required • Mentor and support electrical and controls technicians, guiding them to improve their technical skills and workmanship. Foster a collaborative environment that encourages continuous learning and professional growth. • Proactively seek, evaluate, and implement new technologies and automation solutions to enhance machine and process efficiency, reliability, and safety. • Collaborate with Design Process Engineering (DPE) and Process Engineering teams to troubleshoot and resolve machine-related problems. Provide electrical and controls expertise to support machines in the outsource department and other operational areas as needed. • Consistently apply Koch's PBM philosophy by promoting integrity,	
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		compliance, and value creation in all engineering activities. Embrace self actualization. • Perform other duties as assigned by management.	
Customer Service Representative	• Diploma or higher with relevant Customer Service experience. • Minimum 3 years of experience, preferably in the electronics industry. • Good PC literacy (Excel, Word, Outlook). • Strong problem-solving, communication, negotiation, and decision-making skills. • Proficient in Mandarin to better serve our Mandarin-speaking customers and collaborate with counterparts. • What Will Put You Ahead • Experience with SAP or other ERP systems. • Proactive, flexible, and customer-focused mindset. • Ability to work independently under pressure with strong organizational discipline.	• We are looking for a proactive and customer-focused Customer Service Representative to be the main point of contact for all order-fulfillment activities for assigned customer accounts. In this role, you will respond promptly to customer enquiries, coordinate post-order activities, and ensure high standards of service delivery. Our Team • You will join the Global Sales & Marketing Division, working closely with Sales Engineers, Quality, Finance, Supply Chain, IT, Product Managers, and multiple Molex entities. Externally, you will collaborate with customers, freight forwarders, and warehouse providers. What You Will Do • Manage end-to-end order processing in SAP, ensuring accuracy and timely follow-up on missing or incorrect information. • Coordinate customer requests related to order changes, including expedites,	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	• Demonstrates commercial awareness, confidentiality, and sensitivity to stakeholder needs.	pull-in/push-out, and order adjustments. • Monitor order backlog and initiate proactive actions to meet customer requested dates, informing customers on schedule changes. • Analyse forecast vs. actual orders for scheduling agreements and support VMI customer coordination and billing reconciliation. • Manage shipping activities including special arrangements, premium freight, drop-ships, and freight cost agreements. • Handle customer complaints using SAP, coordinating corrective actions through 8D reports, credit notes, and related documentation. • Process distribution scrap requests in accordance with contractual and company guidelines. • Initiate SAP Master Data maintenance (customer master, CMIR, material master). • Review customer scorecards and coordinate required actions with Sales. • Provide monthly reporting updates and support customer visits with relevant stakeholders.	
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		• Adhere to Molex quality, ISO, EH&S, and TQM systems, following all company processes and policies.	
Development Process Engineer 	• Bachelor's degree in Manufacturing, Mechanical, or Industrial Engineering, or equivalent experience. • 5 years of experience in mechanical engineering related to precision electromechanical components. • Experience with synchronous, asynchronous, flexible (robotics), and manual assembly systems. • 3-5 years of project management experience. • Working knowledge of SPC and DOE. • Ability to maintain trust and confidentiality, job requires handling very confidential and new product and financial information. • Good organizational skills to handle lots of complex technical data and manage multiple	• The primary purpose of the Development Process Engineer is to lead a focused team in supporting the product development process, ensuring robust product design and manufacturability in both low and high volumes. This involves working closely with product and SI engineers, tooling PE's, and plant ME functions to identify design limitations, suggest improvements, and execute manufacturing strategies to meet customer expectations. Our Team • This role is part of the DSS division and reports to the Manager/Supervisor of Development Process Engineering (DPE). The team is global, working cross-functionally with product, marketing management, finance, and senior management to drive the tooling development process and ensure successful project completion from concept through to high-volume production. What You Will Do • Knowledge of connector/cable	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	competing project priorities • Strong verbal and written communication skills that demonstrate the ability to express complex technical concepts clearly and concisely to all levels of managers and technical people within Molex and with outside suppliers. • General understanding of basic accounting for forecasting, estimating, budget preparation and business investment justification for preparing quotes and applied cost analysis. • What Will Put You Ahead • Degree in Mechanical or Manufacturing Engineering. • 5 years of experience in connector manufacturing processes. • 5 years of hands-on experience in the design, build, and debug of assembly equipment. • Strong knowledge of GLSS principles. • Familiarity with 3-D CAD, Microsoft Project,	manufacturing processes; molding, stamping, plating and assembly and lead a focused team consisting of product and SI engineers, all tooling PE's and plants ME function to support product development process ensuring robust product design and manufacturability in low and high volumes. • Identify limitations in proposed product designs and suggest improvements to meet Design for Manufacturability (DFM) and inspection guidelines. Provide critical feedback on process dimensions and product features. • Identify and lead any proof-of-concept work required in early design stage to verify use of new technology or concepts in product or process design to reduce risk and improve profitability. • Develop manufacturing strategies for new products and drive the tooling development process to meet customer's expectations of quality and optimal cost and lead-time. This involves working with product, marketing management, finance and senior management on analysis of multiple scenarios using global cost analysis to arrive at optimal solution.	
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	Word, Excel, PowerPoint, and flow charting software like Visio. • Knowledge of accounting and business management principles.	• Execute manufacturing strategies to support all phases of product development process (prototype thru high volume production). Work with Stamping Die, Mold and Automation PE's in selecting and managing internal and external suppliers to ensure successful project completion through concept, design, build, debug and qualification. • Working with respective tooling PEs to ensure successful transfer of all tooling processes and equipment to NPI and manufacturing plants. Work with NPI / plant MEs as needed to debug new products and processes to validate product performance and meet customer needs – delivery, quality and performance. • Support production plant MEs in ramp up of new products as well as required capacity additions. • Detailed understanding of automation - concepts, parts transfer devices, machine controls and inspection techniques. This requires technical and analytical skills and has • Ability to develop specifications on automated process and equipment.	
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		• Ability to debug and qualify high-speed assembly equipment, as well as manual processes and tooling. This requires problem solving and organizational skills including root cause analysis. • Knowledge of mechanism design coupled with strong math and mechanism analysis skills. • Ability to research, develop and implement new technology and manufacturing techniques. • Support plant GLSS projects to improve cost and quality. Utilize concepts and methods to optimize manufacturing processes and daily activities. • Successfully complete all required DPE PDP (Product Development Process) elements for each assigned project. • Understand, support and contribute to current Molex Total Quality Management (TQM), Six Sigma, International Standards Organization (ISO) and Environmental, and/or Health and Safety (EH&S) management Systems by following stated policies and procedures.	
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		• Perform other related duties as assigned by management.	
Die Design Engineer 	• Diploma in Engineering or equivalent. • Minimum of 5 years of experience in die debugging, fabrication, and building of progressive dies. • Proficient in Microsoft , AutoCAD, and Siemen NX. • 3 to 5 years of experience in the tool and die industry.	• As a Die Design Engineer, your primary responsibility is to lead and participate in the design and development process from concept to delivery. You will provide the best value working design solutions for technical problems. Collaboration with Product Designers, Procurement, Buyers, Stamping, and vendors is essential to meet project launch objectives. Our Team • You will be reporting to the Principal Engineer, Die Design. In this role, you will frequently engage with external vendors and suppliers to ensure smooth processes and achieve project goals. What You Will Do • Lead the design and development from concept to delivery, providing effective solutions to technical challenges. • Collaborate with various stakeholders, including Product Designers and Procurement, to achieve project objectives. • Formulate the scope of works and develop design	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

		philosophies based on product design. • Provide ballpark quotes and schedules for MIE during project launches. • Highlight product design issues during design reviews and FMEAs. • Conduct tooling design reviews using design guidelines and FMEAs. • Design and develop tooling to support new product launches, ramp-ups, and FA closures until mass production. • Collaborate closely with Toolmakers on FOT and Die Qualification. • Work with procurement for quotations and vendor selection. • Attend design review and progress meetings, acting as the primary point of contact for vendors. • Coordinate with external vendors for design reviews, schedules, specifications, FA closures, and other technical issues. • Drive new technologies and methodologies to effectively reduce lead time, cost, and quality. • Improve tooling for QN, QAP, and yield loss reductions.	
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		• Perform other duties as assigned by Management.	
Knowledge Management Engineer 	• Bachelor's degree in Mechanical, Electrical, Manufacturing, Industrial Engineering, or a related technical discipline. • 5+ years of experience in engineering, quality, manufacturing, or technical knowledge management environments. • Experience facilitating lessons learned sessions, knowledge capture activities, structured interviews, or technical documentation initiatives. • Strong knowledge of FMEA methodologies, including practical experience facilitating or leading FMEA workshops. • Experience collaborating with cross-functional engineering and manufacturing teams in a product development environment. • Excellent written and verbal communication, facilitation, and stakeholder engagement skills.	• Molex is seeking a Knowledge Management Engineer to drive the capture, distillation, and reuse of critical engineering knowledge across our organization. In this role, you will help transform lessons learned, technical expertise, and risk prevention knowledge into reusable organizational assets that improve product development, manufacturing excellence, and decision-making. You will facilitate Foundation FMEA development, enable cross-functional knowledge sharing, and support the adoption of knowledge management practices that prevent recurring failures and accelerate continuous improvement. Our Team • You will be part of the DSS Knowledge Management team, working closely with Product Development Engineering (PDE), Product and Process Engineering (DPE), Advanced Quality Planning (AQP), Manufacturing Engineering, Quality teams, and global partners. The team is focused on preserving critical engineering knowledge, improving risk management practices, and strengthening	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	• Strong analytical skills with the ability to convert complex technical information into actionable insights and reusable knowledge assets. • What Will Put You Ahead • Formal training or certification in AIAG-VDA FMEA methodology, Knowledge Management, Organizational Learning, or Technical Writing. • Experience with Plato e1ns, Auros, Confluence, SharePoint, or similar knowledge management and FMEA platforms. • Experience within the connector, cable assembly, electronics, or manufacturing industry. • Familiarity with 8D problem solving, quality management systems (ISO 9001/IATF 16949), and continuous improvement methodologies. • Experience leveraging AI-enabled tools for knowledge capture, content creation, or process automation.	organizational learning across multiple business units and sites. What You Will Do • Facilitate the development, maintenance, and reuse of Foundation and project-specific FMEAs using AIAG-VDA methodology, while coaching cross-functional teams on best practices and risk analysis techniques. • Drive knowledge capture initiatives by facilitating lessons learned sessions, conducting expert interviews, and extracting insights from engineering, quality, and manufacturing activities. • Transform technical information, incident reports, and project learnings into clear, actionable knowledge assets that support future decision-making and risk prevention. • Promote the effective reuse of engineering knowledge by connecting lessons learned with Foundation FMEA updates and continuous improvement activities. • Serve as a subject matter expert for knowledge management tools and FMEA platforms, providing user support, training, and	
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	• Strong coaching, training development, and facilitation capabilities across diverse technical audiences.	guidance to engineering teams. • Develop training materials, conduct workshops, and support communities of practice that encourage knowledge sharing and organizational learning. • Manage and enhance knowledge repositories, ensuring content quality, accessibility, and alignment to established standards. • Collaborate with global stakeholders to improve knowledge management processes, measure knowledge reuse, and drive adoption of best practices across sites. • Explore and implement digital and AI-enabled solutions that improve knowledge capture, content creation, and information accessibility. • Perform other duties as assigned by management.	
Maintenance Engineer 	• Diploma or Degree in Mechanical Engineering, Mechatronics Engineering, Electrical Engineering, or a related technical discipline. • Minimum 8 years of maintenance, troubleshooting, and equipment repair experience within a	• Molex is seeking a Maintenance Engineer to support our Data Communications and Specialty Solutions Division in Singapore. In this role, you will be responsible for ensuring the reliability, availability, and performance of stamping equipment and automation systems that support high-volume manufacturing operations.	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	manufacturing environment. • Strong knowledge of mechanical, electrical, pneumatic, and control systems. • Proven hands-on troubleshooting and root cause analysis skills. • Ability to work effectively in a fast-paced production environment while managing multiple priorities. • Strong communication, teamwork, and problem-solving abilities. • What Will Put You Ahead • Experience in stamping, metal forming, or precision manufacturing environments. • Knowledge of PLC programming, automation systems, and machine controls. • Experience supporting industrial vision systems and automated production equipment.	You will play a key role in reducing downtime, improving equipment effectiveness, and driving continuous improvement initiatives across the plant. Our Team • You will join the Singapore Stamping Operations team, working closely with Production, Toolmakers, Engineering, and external equipment suppliers. The team is focused on delivering world-class manufacturing performance through equipment reliability, operational excellence, and continuous improvement. What You Will Do • Drive equipment reliability through preventive, predictive, and corrective maintenance programs. • Troubleshoot and resolve mechanical, electrical, pneumatic, and control system issues to minimize production downtime. • Support production teams by ensuring equipment availability and optimizing machine performance. • Lead initiatives to improve Overall Equipment Effectiveness (OEE), Mean Time Between Failures (MTBF), and Mean Time to Repair (MTTR).	
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	• Familiarity with CMMS and data-driven maintenance practices. • Experience with predictive maintenance tools such as vibration analysis and thermography. • Certifications in maintenance, automation, or reliability engineering. • Experience leading and developing maintenance teams.	• Support vision systems setup, optimization, and troubleshooting for production and tooling applications. • Implement corrective and preventive actions to eliminate recurring equipment failures. • Collaborate with vendors on equipment upgrades, retrofits, and new machine installations. • Contribute to automation and digitalization projects to improve maintenance efficiency and operational performance. • Develop maintenance procedures, checklists, and standard operating procedures to support sustainable operations. • Provide technical coaching and mentorship to maintenance technicians and junior engineers. • Promote a strong safety culture and ensure compliance with company maintenance and safety standards. • Perform other duties as assigned by management.	
Manufacturing Process Engineer 	• Degree in Mechanical, Manufacturing, Production Engineering, or related field	• We are seeking a Manufacturing Process Engineer to drive process excellence and support new product introduction within	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type:

	• Basic understanding of manufacturing or production processes • Strong analytical and problem-solving skills • Good communication and willingness to learn in a fast-paced environment • What Will Put You Ahead • Experience in process improvement initiatives • Knowledge of Six Sigma methodologies • Exposure to automation, robotics, control systems, or vision systems	our Assembly operations in Singapore. This role focuses on improving quality, yield, and productivity while ensuring smooth production and successful manufacturing releases. Our Team • You will be part of the DataCom and Specialty Solutions Division, working closely with cross-functional teams including Product Design, QA, Automation, and suppliers to support manufacturing performance and innovation. What You Will Do • Directly accountable for all quality, process related problems at assembly area for the products under his responsibility, champion or work with respective department representative to address the issue within given target deadline. • Production support to meet production planned by PIC, for both in-house and vendor (maybe oversea) quality/process problems. • Involves, form task force or small group activities such as TOPS and QIS team • Provide proper storage, control and maintenance of documents within the department to ensure security and efficient	• Full-time Location: • 110 International Road (S)629174
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		retrieval of documents as well as conformance to stipulated regulations, Such controls should include of maintaining a master listing for all controlled documents, maintaining a record of the distribution and retrieval histories of documents, proper disposal of obsolete documents and maintaining a record for controlled documents issued by centralized document control. • Proper documentation control of process capability, studies, process FMEA, SOP, Process Specification, OJT Task Analysis, training's record and production records. With reference to TS16949 requirement. • To represent the department in customer, 3rd party or internal audits that are related to documents and records control processes • Keep track of all project deadlines and budgetary expenditure. • New products – responsible for working with Automation, Product Design Engineer, QA and components Engineer, ensuring the release for manufacturing. Full Qualification must be done.	
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		• Embarks on productivity, quality, cost reduction program, machine and process improvement, as and when needed. • Duplicates existing machines/fixtures if there is requirement for capacity expansion. • Qualification of all the tooling release to manufacturing. • Responsible for equipment transfer from other entities, or transfer to other entities in term of machine set up and smooth running of production with full qualification. • Coordinate with machine vendors for new machines in which involve robotics, control, software or vision programming. • Work closely with all operations to improve quality level. • To comply with PBM Guiding Principles for the job carry out under his responsibility. • Perform other duties as assigned by management.	
Mechanical Design Automation Engineer 	• Bachelor's Degree in Mechanical, Manufacturing, Mechatronics, or Automation Engineering	• The Senior Automation Engineer leads automation initiatives across machine design, process development, and manufacturing improvement	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time

	• Minimum 5 years of experience in machine design or automation • Experience in automation systems (e.g., robotics, motion control, vision systems) • Proficiency in NX, SolidWorks, or AutoCAD • Strong problem-solving and analytical skills • What Will Put You Ahead • Experience in connector manufacturing • Proven experience leading automation projects end-to-end • Knowledge of Lean Manufacturing, Six Sigma, or engineering tools (PFMEA, SPC, Cpk)	to support new product introduction (NPI), operational excellence, and business growth. This role is responsible for designing, developing, qualifying, and implementing automated assembly equipment, jigs, fixtures, and manufacturing solutions that improve productivity, quality, safety, and cost efficiency. • You will manage automation projects from concept to production launch, ensuring deliverables meet budget, schedule, and quality requirements. This includes machine validation, equipment qualification, troubleshooting, and continuous improvement to achieve targets for OEE, yield, cycle time, and process capability. As a senior contributor, you will collaborate closely with cross-functional teams and external suppliers, mentor junior engineers, and drive best practices and standardization. Regional or international travel may be required. Our Team • You will be part of the DataCom and Specialty Solutions Division, working closely with Product Engineering, Manufacturing, Quality, Operations, and external suppliers to deliver	Location: • 110 International Road (S)629174
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		automation solutions across the business. What You Will Do • Design and develop semi-automated and fully automated machines, fixtures, and assembly solutions to support new products and process improvements • Prepare and maintain engineering documentation, including 3D/2D drawings, BOMs, machine sequences, and technical specifications • Lead machine design reviews and provide technical support during fabrication, assembly, and debug activities • Support prototype build, machine qualification, and production readiness, including training of engineering and operations teams • Collaborate with cross-functional teams to ensure manufacturability, system integration, and alignment to production requirements • Analyze test data, troubleshoot issues, and continuously improve machine performance, yield, and process capability • Drive continuous improvement initiatives to enhance efficiency, reduce	
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		cost, and apply new automation technologies • Ensure compliance with safety standards, regulations, and company policies in all engineering activities • Provide technical support to production and resolve complex automation and mechanical issues • Work closely with external vendors and suppliers for sourcing, design support, and performance evaluation • Mentor junior engineers and promote knowledge sharing, best practices, and innovation within the team • Perform other duties as assigned by management.	
Operations Excellence Engineer (OPEX) 	• Bachelor's degree or higher in a technical discipline • Relevant experience in manufacturing operations, business analysis, or operational excellence / continuous improvement roles • Experience supporting or leading cross-functional improvement initiatives in an industrial or operational environment • Strong capability in structured problem-solving approaches such	• As an Engineer, Operations Excellence (OPEX), you will lead complex, high-impact improvement initiatives at the local level, requiring deep insight into end-to-end business and operational processes. Success in this role depends on a balanced blend of business acumen and industrial knowledge, strong communication skills across technical and non-technical stakeholders, and the disciplined application of structured problem-solving and Six Sigma methodologies.	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	as A3, DMAIC, and PDCA • Solid understanding and practical application of Lean principles, including flow, pull, waste elimination, and value stream mapping (VSM) • Strong analytical and critical thinking skills, with competence in statistical analysis • Clear and effective communication skills across both technical and business environments • Ability to train, coach, and develop Yellow Belt, Green Belt, and Lean practitioners • What Will Put You Ahead • Degree in Mechanical, Manufacturing, or Industrial Engineering • Six Sigma Black Belt certification • At least 3 years of dedicated Operational Excellence experience • Strong proficiency in Minitab for statistical analysis • Advanced Excel skills and experience with	• You will translate business priorities into sustainable performance improvements, drive data-driven decision making, and embed a continuous improvement culture across operations. Our Team • You will be part of the Datacom and Specialty Solutions Division (DSS) and work closely with Operations, Warehouse, Quality, Digital Transformation, Finance, and Global OPEX teams to drive measurable operational and financial impact. What You Will Do • Lead complex, cross-functional improvement initiatives using Lean Six Sigma methodologies (DMAIC, A3, PDCA) • Drive root cause problem solving to eliminate chronic issues and shift teams from reactive firefighting to proactive prevention • Coach and develop Yellow Belt, Green Belt, and Lean practitioners to strengthen continuous improvement capability • Align OPEX projects with business strategy and KPIs, ensuring benefits are	
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	data analytics or reporting tools • Exposure to Power BI or other data visualization platforms • Experience supporting digitalization or automation initiatives	quantified, tracked, and sustained • Translate operational challenges into data-driven improvement opportunities using statistical analysis • Support process digitization and automation initiatives in collaboration with digital transformation teams • Ensure compliance with Six Sigma standards, governance, and company policies across improvement activities • Perform other duties as assigned by management.	
Product Design Engineer (Senior) 	• Degree or Diploma in Engineering (preferably Mechanical or Manufacturing Engineering) • Minimum 5 years of experience in product design and development, preferably in connector design and manufacturing • Strong product design engineering knowledge with creativity, critical thinking, and problem-solving skills • Experience in design control, management, and engineering analysis	• As a Senior Engineer in Product Design within our Datacom and Specialty Solutions Division (DSS), you will drive the successful development of new product projects from concept through to market introduction. You will research and develop innovative designs, lead design and development activities, and support products through their lifecycle with a focus on meeting customer requirements and improving manufacturing processes. Our Team • You will be part of a dynamic product design team working across	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	• Effective communication and leadership abilities • Proficient in Mandarin to better serve our Mandarin-speaking customers and collaborate with counterparts. • What Will Put You Ahead • Experience working with NX CAD software • Prior involvement in manufacturing environments supporting process improvements • Familiarity with product reliability testing and agency approvals (UL, CSA, TUV)	multiple departments such as Product Marketing, Project Management, Manufacturing Operations, and Quality, spanning different time zones. Collaboration with customers, suppliers, and internal stakeholders is critical to your success. What You Will Do • Review customer requirements and conduct design feasibility studies • Benchmark competitor designs and generate innovative design proposals using CAD • Lead design reviews, design verification, and conduct design FMEA to ensure manufacturability and reliability • Manage design documentation, patent considerations, and coordinate with Legal for patent opinions • Support product introduction by visiting customers and manufacturing partners as required • Provide engineering support for product modifications, cost reductions, and process improvements	
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		• Participate in cost reduction activities and respond to customer design-related issues • Train and mentor other engineers and support departmental initiatives	
Product Design Engineer 	• Bachelor's Degree in Engineering (Mechanical and/or Manufacturing Engineering is preferred) • Experience with advanced parametric 3D CAD systems • Oral and written communication skills • Problem solving and critical thinking skills • Team-oriented personality • What Will Put You Ahead • Proficient in CAD & PLM software such as Siemens NX, Teamcenter & Polarion • Design experience with high-speed interconnect solutions • Experience in a connector design and manufacturing environment	• Molex is looking for Product Design Engineer to design our industry leading high-speed interconnect solutions for our customers. What You Will Do • Conceptualize and Design: Lead and participate in design and development activities from concept to production with a well-defined Product Development Process. • Design Improvement and Optimization: Provide engineering support for product modifications, cost reductions, manufacturing process improvements, and other activities as required. • Collaboration: Work in a cross-functional team involved in new product development and manufacturing which may include interactions with team members across different time zones. • Product Documentation: Generate design specifications, design proposals and/or product	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

		designs that meet customer requirements. • Innovation and Research: Drive successful development of new product development projects, research and develop ideas for new and/or improved designs for the high-speed interconnect industry. • Collaborative Problem-Solving: Provide consultation to Sales or/and Marketing on design and engineering related matters. • Additional Support: Visit Customers, ODMs (Original Design Manufacturers), and CMs (Contract Manufacturers) to support product and manufacturing activities, if required.	
Product Manager 	• Bachelor's Degree in Engineering, Business, or a related discipline. • 5+ years of product management experience, preferably within electronic components, connectivity solutions, or a related technology industry. • Strong analytical, strategic thinking, and problem-solving capabilities. • Excellent communication and	• Molex is seeking a Product Manager to lead the end-to-end product lifecycle management of assigned product lines. In this role, you will work closely with cross-functional teams to develop product strategies, drive business growth, and ensure solutions align with customer needs and market opportunities. Our Team • You will be part of the DSS CSBU team, collaborating with engineering, manufacturing, sales, marketing, and supply chain teams to deliver innovative	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	stakeholder management skills. • Fluent in Mandarin to support engagement with Mandarin-speaking customers. • What Will Put You Ahead • MBA or advanced degree. • Experience working in a matrix organization and leading cross-functional initiatives. • Background in product commercialization, pricing, and market analysis. • Experience driving process improvements and operational excellence initiatives.	connectivity solutions and create long-term value for customers. What You Will Do • Develop and execute product strategies and roadmaps aligned with business objectives. • Analyze market trends, customer needs, competitive landscapes, and emerging technologies to identify growth opportunities. • Drive product commercialization activities, including business case development, pricing strategies, and sales enablement. • Partner with engineering, manufacturing, and sales teams to deliver customer-focused solutions. • Lead cost reduction, capacity planning, and product improvement initiatives. • Monitor product performance and customer feedback to identify opportunities for continuous improvement. • Perform other duties as assigned by management.	
Production Planner	• Diploma or higher in a relevant field. • Minimum 5 years of experience in a	• As a Planner/Senior Planner at Molex Singapore, your role will revolve around coordinating and expediting the flow of work and	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type:

	production planning or related role. • Proficiency in Microsoft Outlook, Word, and Excel, with a solid understanding of ERP systems. • Analytical mindset with the ability to assess capacity planning and inventory management challenges effectively. • What Will Put You Ahead • Hands-on experience with SAP systems. • Prior work experience in a manufacturing environment. • Demonstrated ability to manage complex product lines and implement lean processes effectively. • Proven track record in supporting new system developments and coordinating cross-functional teams.	materials within or between departments based on daily and weekly production schedules. You will liaise with department supervisors to ensure work progress and timely completion of tasks, support subcontract services, manage material master updates, and address production challenges. Additionally, you will independently handle customer interactions, contributing to efficient production and operational excellence. Our Team • This role is part of the DSS Division at Molex Singapore, where you will work closely with various internal departments, including operations, engineering, quality assurance, and supply chain teams. You will also interact with external stakeholders like component and assembly subcontractors and external warehouses, ensuring seamless coordination across the production process. The team thrives on collaboration and is dedicated to delivering high-quality results and customer satisfaction. What You Will Do • Prepare and manage production schedules, prioritizing job orders to	• Full-time Location: • 110 International Road (S)629174
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		ensure plan versus actual achievements (SAP/Fusion APS). • Review production backlogs and work closely with in-house production, assembly planners, and buyers to resolve overdue orders or implement alternative solutions to meet customer requirements. • Collaborate with operations teams, including engineering and quality assurance, to eliminate quality obstacles and enable smooth production. • Coordinate with MIE and production teams to schedule sample runs and address process improvements. • Oversee raw material and subcon component shortages, liaising with assembly planners to facilitate production recovery and alternative planning. • Manage complex product lines by providing end-to-end services from component planning to finished goods. • Independently engage with customers to address requirements and ensure satisfaction. • Evaluate capacity requirements versus	
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		availability for assigned product lines, identifying deviations and recommending adjustments or capacity expansions as needed. • Support GS&OP monthly cadence, ensuring accurate work center maintenance and optimizing available capacities (OEE/POEE performance tracking). • Align delivery schedules with lead time requirements to achieve delivery goals. • Control inventory levels by minimizing surplus, slow-moving, and excess inventories, while preventing under-stocking to maintain delivery commitments. • Update and maintain material master views for new and existing parts and coordinate clean-up of obsolete (OBS) parts. • Analyze capacity alerts, inventory levels, and exception reports, categorizing slow-moving stock and providing scrap or disposal recommendations as necessary. • Support lean projects, new system development, and plant product pruning initiatives for better machine utilization. • Liaise with QA and shipping departments to execute	
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		shipments, ensuring billing and customer shipment targets are met.	
Project Management Engineer 	• University degree or higher; engineering or business specialization preferred. • Minimum 5 years of project management experience, particularly in product development projects. • Strong communication skills to collaborate effectively with global, cross-functional teams. • Familiar with NPI project development procedures. • Passionate leader with a “can-do” attitude and strong sense of urgency. • Basic engineering knowledge including understanding of drawings, quality control, and product applications. • Proficient in project management tools such as Microsoft , SAP, and Smartsheet. • What Will Put You Ahead • Experience working in a multinational company environment.	• As the Project Management (PJM), you will lead and oversee projects from initiation through planning, implementation, monitoring, and closure. You are accountable for the success of assigned projects, ensuring effective resource distribution across product families. You will work closely with cross-functional teams to drive New Product Introduction (NPI) procedures, continuous process enhancements, and timely project delivery. Your leadership and communication skills will be essential in influencing team members and stakeholders to achieve project goals and uphold PBM culture within the company. Our Team • You will be part of the DSS division, collaborating with internal functional departments across Molex and engaging with external vendors, suppliers, and subcontractors. The team is focused on driving innovation through structured project management to support product development and capacity expansion.	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	• Background in the connector industry or related product development. • Strong presentation skills and finance/costing knowledge. • Advanced project management capabilities and technical reporting skills.	What You Will Do • Lead companywide product family projects, ensuring alignment with NPI development procedures. • Facilitate and coordinate cross-functional teams through project kick-off, scope definition, planning, execution, and closure stages. • Develop and manage overall project schedules, defining critical paths and monitoring project progress to meet deadlines. • Communicate project status reports regularly to team members and management, escalating critical issues promptly. • Drive continuous improvement of NPI and Product Development Process (PDP) systems. • Demonstrate strong leadership to influence and motivate teams and external stakeholders towards positive project outcomes. • Perform additional duties as assigned by management related to project execution and process improvement.	
Quality Engineer (MQA) 	• Degree or diploma in Engineering or related discipline (Degree preferred).	• As a Engineer in Quality (MQA) at Molex, you will play a pivotal role in driving quality excellence across subcontractor manufacturing	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type:

	• Minimum 5 years of experience in quality engineering or related roles. • Proficient in QC core tools, SPC, 8D reporting, control plans, PFMEA, APQP. • Knowledgeable in quality standards such as ISO 9001, TS16949, PPAP. • Skilled in MS , basic GD&T or technical drawing interpretation, and QMS auditing. • Strong leadership, analytical, and statistical skills. • What Will Put You Ahead • Experience with statistical software such as Minitab and SAP. • Advanced knowledge of statistical tools and process improvement methodologies. • Familiarity with automotive or electronics manufacturing environments.	operations. You will lead the development and execution of strategic quality plans, apply your technical expertise to resolve complex quality issues, and ensure compliance with quality management systems. This role demands a proactive approach to continuous improvement, working closely with cross-functional teams and external partners to meet customer expectations and uphold Molex's commitment to superior product quality and operational efficiency. Our Team • You will be part of the DSS division in Singapore, reporting to the Principal Engineer, Quality. Our team collaborates closely with various internal departments, external subcontractors, and customers to maintain high-quality standards and drive operational excellence. What You Will Do • Monitor key quality indicators closely and initiate, deploy, and implement plans to achieve set goals. • Execute high-level quality strategic plans from self, supervisor, or management. • Lead the team in analyzing daily process issues, driving	• Full-time Location: • 110 International Road (S)629174
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		improvements in assembly/component scrap and yield, and engage Product Engineers early in product development. • Provide disposition for in-process, outgoing, incoming rejects, and non-conforming customer returns, with authority to block suspect stocks and stop shipment to prevent defective deliveries. • Analyze process weaknesses and quality data, collaborating with internal departments and external subcontractors on improvement plans. • Create, review, and update inspection SOPs, checklists, control plans, and special inspection instructions regularly. • Review and maintain quality management system procedures to ensure compliance. • Investigate customer complaints, facilitate root cause analysis, containment, corrective actions, and verify their effectiveness using quality tools and SPC where needed. • Liaise with upstream and downstream process engineers to resolve quality issues. • Plan and conduct routine process line, customer, and	
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		supplier audits, ensuring audit readiness. • Perform regular MSA (GR&R) on equipment and operators as needed. • Implement error-proofing initiatives and design process qualification plans, including tool qualification, test plans, validations, 4M1H analysis, rework, and sorting methods. • Apply PBM guiding principles to influence behavior and decision-making. • Perform other duties as assigned by management.	
Senior Signal Integrity Engineer 	• Bachelor's degree in Electrical Engineering or equivalent. • Minimum 5 years of relevant working experience in electrical/signal integrity design. • Strong understanding of electromagnetics. • What Will Put You Ahead • Master's degree in Electrical and Electronics Engineering or Physics. • Experience designing and supporting high-	• As a Senior Engineer, Signal Integrity, you will play a key role in providing advanced signal integrity design support for new and existing interconnect solutions. You will work on high-speed digital testing, simulation, characterization, and development of cutting-edge electrical design capabilities that support Molex's leadership in high-speed interconnect technology. This role offers the opportunity to influence product development, work directly with global customers, and contribute to advanced R&D initiatives. Our Team	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	speed electrical interconnects. • Hands-on experience with CAD/CAE tools such as HFSS, CST, FDTD tools, MoM tools, Sigrity PowerSI, ADS, and Cadence. • Experience correlating simulation results with lab measurements using oscilloscopes, TDRs, and VNAs. • Ability to script/automate analysis flows.	• You will join the DSS division's engineering team based in Singapore, reporting to the Director of Engineering. The team collaborates closely with Product Design, Sales & Marketing, and cross-functional partners worldwide. We work with customers across diverse industries, delivering innovative interconnect solutions with real-world impact. What You Will Do • Perform finite element simulations of electro-mechanical interconnects. • Conduct mathematical derivation and modeling of electro-mechanical parameters. • Characterize high-speed connectors and systems using high-speed digital testing and electromagnetic modelling techniques. • Develop empirical and analytical electrical test procedures and specifications. • Design and implement test fixtures, characterization boards, and customer verification boards. • Work with PCB design houses and external partners	
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		to support characterization requirements. • Generate evaluation and qualification reports/presentations for internal and customer use. • Provide expert technical guidance to Marketing, Sales, and customers on signal-integrity matters. • Lead R&D work in advanced electrical design technologies. • Develop guidelines to mitigate issues such as EMI, heat transfer, fluid mechanics, and CFD in interconnect systems. • Work with customers on high-speed serial I/O, backplane, board-to-board, and channel applications. • Perform other duties as assigned by Management.	
Test Engineering Engineer (Reliability Lab) 	• Engineering degree in Mechanical, Materials, or related field • Minimum 5 years of work experience in a test laboratory • Proven expertise in environmental, mechanical, and electrical reliability testing (e.g., thermal cycling, vibration, humidity)	• The primary purpose of this role is to conduct reliability tests and evaluations to qualify or evaluate products as requested by internal or external customers. The role involves developing test methods, guiding junior staff, and championing project initiatives. Our Team • The Test Engineer will be part of the GRTS division at Molex Singapore, reporting	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	• Familiarity with ISO 17025 standards and reliability qualification protocols • Strong analytical and problem-solving skills, especially in failure analysis and root cause investigation • Safety-conscious and committed to lab best practices • Excellent interpersonal skills and ability to work cross-functionally • What Will Put You Ahead • Certified Reliability Engineer • Experience in an accredited laboratory, NPI, or QA	to the Lab Manager. They will work closely with internal and external customers, as well as coordinate with external labs when necessary. What You Will Do • Develop test plans based on customer requirements per the test request form. • Design, review, and fabricate test fixtures and PCBs for product testing. • Review committed test schedules with the Lab Specialist and communicate with customers for alignment. • Coordinate with external labs on project testing needs when in-house support is not possible. • Initiate meetings to address product functional failures and ensure closure of test requests. • Review test results and compile test reports for product release and qualification. • Be accountable for the responsibility of assigned equipment. • Write and update SOPs as required by relevant tests and equipment.	
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		• Ensure good general housekeeping of the reliability lab. • Carry out tests and tasks meeting the requirements of ISO 17025. • Assess and establish new test methods required by projects. • Perform failure analysis to determine possible root causes after reviewing with customers. • Provide training to staff as assigned and update training records. • Continuously drive lab safety improvements, test setup, and fixtures. • Evaluate, recommend, and qualify lab testing equipment. • Proactively initiate projects to improve or prevent non-conformities.	
Vision Automation Engineer 	• Bachelor's Degree or Diploma in Software Engineering, Electrical Engineering, Mechatronics Engineering, or a related discipline. • 8+ years of experience in machine vision, scanner, X-ray inspection systems, or industrial automation	• Molex is seeking a Senior Vision Automation Engineer to develop and implement advanced machine vision, laser scanning, and automated inspection solutions that enhance manufacturing quality, productivity, and operational excellence. In this role, you will leverage automation, software innovation, and vision technologies to support new product	Working Hours: 5 days/week • 8:30am to 5.30pm Employment Type: • Full-time Location: • 110 International Road (S)629174

	development and implementation. • Experience developing and implementing machine vision inspection applications within a manufacturing environment. • Strong knowledge of machine vision systems, optics, lighting technologies, automation, and industrial software applications. • Experience working with cross-functional engineering teams to deliver automation and manufacturing solutions. • Strong analytical, problem-solving, and project management skills. • Effective communication and stakeholder management skills. • What Will Put You Ahead • Experience integrating vision systems with robotics, industrial controls, and automated manufacturing equipment.	introductions, improve manufacturing processes, and drive technology advancement across our operations. Our Team • You will be part of the DataCom and Specialty Solutions Division, working closely with Manufacturing Engineering (ME), Product Development Engineering (DPE), Quality, Automation, and cross-functional teams. The team focuses on advancing manufacturing capabilities through automation, machine vision systems, robotics integration, and continuous improvement initiatives. What You Will Do • Lead the development, implementation, and optimization of machine vision, laser scanning, and automated inspection solutions to improve manufacturing quality, productivity, and operational performance. • Manage automation and vision system projects, ensuring effective planning, budget management, resource utilization, and on-time delivery of key initiatives. • Drive new product inspection readiness by partnering with Mechanical	
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	• Software development experience for machine vision and inspection applications. • Experience with 3D vision systems, laser scanners, advanced inspection technologies, or AI-based inspection solutions. • Knowledge of statistical validation methods including GR&R, capability studies, and measurement system analysis. • Experience leading manufacturing process improvements, automation projects, and capacity expansion initiatives. • Proven ability to mentor technical teams and drive knowledge-sharing across the organization.	Design, Controls, Product Design, AQP/QA, and Assembly Engineering teams to support successful product launches and robust manufacturability. • Lead qualification and validation activities, including measurement verification, correlation studies, process capability assessments, and GR&R, ensuring compliance with internal and customer requirements. • Establish strong documentation and governance practices through the development and maintenance of study reports, SOPs, training records, and audit-ready engineering documentation. • Develop organizational capability by conducting training, mentoring engineers and technicians, and promoting best practices in machine vision technologies and inspection systems. • Lead productivity, quality, and cost-reduction initiatives through machine enhancements, process improvements, and data-driven engineering solutions. • Provide technical leadership for machine duplication, equipment transfers, capacity expansion	
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		projects, and the successful qualification and ramp-up of production equipment. • Collaborate with machine vendors and suppliers to develop innovative solutions involving robotics, controls, software integration, machine vision, laser scanning, and advanced inspection technologies. • Serve as the subject matter expert for machine vision, laser scanners, and 3D inspection technologies while supporting technical problem solving, innovation initiatives, and cross-functional engineering collaboration. • Drive knowledge sharing, continuous improvement, and innovation by promoting lessons learned, challenging existing methods, and fostering a culture that prevents re-invention across the organization. • Demonstrate and uphold Principle Based Management (PBM®) values in decision-making, leadership, and daily interactions. • Perform other duties as assigned by management.	
Warehouse Supervisor	• Diploma, GCE 'A' Level, or equivalent qualification. • Minimum 3 years of experience in	• Molex Singapore is seeking a motivated and hands-on Warehouse Supervisor to oversee Raw Material warehouse operations. In this role, you will lead	Working Hours: 5 days/week • 2:00pm to 11:00 pm Employment Type: • Full-time

	warehouse, logistics, or inventory management. • Experience supervising or leading warehouse personnel. • Strong leadership, communication, and people management skills. • Ability to work effectively in a fast-paced manufacturing environment. • Working knowledge of warehouse management systems (WMS), ERP systems, and Microsoft applications. • Able to work 2nd shift (2:00 PM to 11:00 PM) • What Will Put You Ahead • Knowledge of inventory management principles and warehouse best practices. • Experience with SAP Warehouse Management (SAP WMS). • Experience supporting cycle counting and inventory control programs.	warehouse personnel, ensure inventory accuracy, drive operational efficiency, and maintain a safe working environment while supporting the company's manufacturing and supply chain objectives. Our Team • You will be part of the DSS organization and work closely with Planning, Purchasing, Operations, Customer Service, Finance, Quality, and SAP support teams. This role plays a critical part in ensuring smooth material flow and inventory management to support manufacturing operations in Singapore. What You Will Do • Lead and coordinate daily warehouse operations, including receiving, put-away, picking, packing, and dispatch activities. • Plan workforce allocation and assign daily tasks to ensure operational efficiency and service levels. • Drive inventory accuracy through FIFO compliance, cycle counts, and physical inventory activities. • Promote a safe work environment by enforcing safety policies, PPE	Location: • 110 International Road (S)629174
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	• Ability to work at least one weekend day when business needs require. • Strong continuous improvement and problem-solving mindset	requirements, and 5S standards. • Conduct toolbox talks and safety briefings to reinforce safety awareness across the team. • Supervise, coach, and develop warehouse personnel to achieve performance and productivity goals. • Address operational challenges, employee concerns, and escalate issues when necessary. • Monitor and report warehouse KPIs, including productivity, accuracy, safety, and overtime performance. • Maintain accurate documentation, shift records, and incident reports. • Champion the One Molex Mindset by fostering teamwork, accountability, and continuous improvement. • Perform other duties as assigned by management.	
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#7 PERTAPIS Education & Welfare Centre

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Manager / Manager, Corporate Secretariat Dept 	• Degree in Business Administration and/or relevant qualifications • At least 2 years of experience in governance, legal, or corporate secretarial roles, preferably within a nonprofit or public sector environment. • At least 2 years of Managerial experience. • Familiarity with non-profit regulations, governance principles, legal compliance and risk management is an advantage. • Strong verbal, written and interpersonal communication skills. • High attention to detail and ability to manage multiple tasks simultaneously. • Proficient in using governance software and Microsoft Suite. • Ability to work independently, as well as part of a team.	• Governance Responsibilities: • Manage, coordinate and advise the EXCO and CEO on governance matters and corporate disclosure in compliance with ACRA, ROS and COC requirements. • Prepare, draft, manage and coordinate on IPC licensing matters. • Prepare, draft, manage and coordinate the development and revision of internal governance documents such as Constitution, EXCO Manuals, policies, codes of conduct, bylaws, Terms of Reference (TOR) and any other documents. • Prepare, organize, coordinate and attend board meetings, annual general meetings (AGM) and extraordinary general meetings (EGM). • Assist the EXCO and CEO in the preparation, drafting and dissemination of agendas, meeting minutes and other necessary documents for EXCO and Committee meetings. • Coordinate the EXCO's annual review, declarations, conflict of interest, screening and evaluation processes.	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 1 Joo Chiat Road (S)420001

		• Prepare, draft, manage and coordinate annual report and financial statement preparation, approval and submission to the relevant authorities in accordance with the requirements. • Ensure timely submission of reports to internal and external parties (i.e. Ministry, other government agencies). • Compliance Responsibilities: • Ensure compliance with applicable laws, regulations, guidelines and governance standards. • Support the development, implementation and regular review of the Board policies and procedures to ensure compliance and effectiveness. • Monitor and advise the EXCO on changes in legislation, regulations and guidelines, and make recommendations regarding necessary changes. • Maintain and manage corporate documents, filings and records to ensure compliance with statutory obligations. • EXCO, CEO and Members Support: • Assist the EXCO and CEO to manage, coordinate and	
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		arrange orientation of EXCO Members. • Support the EXCO and CEO in the scheduling, management and coordination of sub-committees and their relevant meetings. • Support the EXCO and CEO in the scheduling, management and coordination of licensee meetings with the Homes. • Organise, schedule, coordinate and record relevant EXCO and CEO trainings to keep abreast to the regulatory requirements. • Ensure that all insurance, claims and indemnity requirements are met in relation to EXCO, CEO and Members. • Coordinate and arrange EXCO corporate retreat. • Ensure proper documentation of Board decisions and ensure decisions are executed in accordance with Board's requirement. • Ensure all EXCO and Members profile data are filed, stored safely and kept up to date. • Maintain, manage and file all documents and records to ensure compliance with statutory obligations.	
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		• Communication and Reporting: • Act as a liaison between the EXCO, CEO, management team and stakeholders to ensure clear and effective communication. • Manage, coordinate, schedule and keep the EXCO and CEO regularly updated on events and activities. • Provide the EXCO and CEO with event agendas, key talking points and any necessary background information ahead of each event. • Manage and coordinate with the EXCO and CEO on media interviews, social media postings and any other publicity matters. • Management responsibilities: • Manage and supervise staff, identify opportunities for team training, skills advancement and carry out proper training programs for staff in respect of laws, regulations and policies • Establish a managerial climate that encourages teamwork and promotes collegial collaboration among all team members and departments. • Conduct and review staff performance evaluations.	
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		• Liaise with departmental heads to ensure that all business operations are in line with business policies • Prepare and monitor departmental and EXCO's budget and tap on any available governmental grants. • Others: • Ensure all records, accounts, documents and correspondence are properly maintained and kept up to date. • Provide support for any PERTAPIS programmes and activities as and when required • Carry out any other tasks assigned by the EXCO and CEO	
Executive (Case Worker / Social Worker), Residential Case Management Unit (PHH) 	• At least a Degree or Post Graduate Diploma in Social Work or related disciplines from recognised universities • Registered as an Accredited Social Worker or Social Service Practitioner will be an advantage • At least 2-3 years of relevant casework and counselling experience in the field, preferably working with offenders • Good interpersonal and communication skills (oral and written)	• Conduct pre-employment interviews with residents to understand their needs, work with them to set goals, develop case plans to address concerns • Implement, review and modify case plans • Prepare and maintain Individualised Service Plans (ISPs), progress and closure reports • Provide casework and counselling services to residents and their families	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 50 Lorong 34 Geylang (S)398239

	• Able to work independently and at the same time a team player • Self-motivated and takes initiative to drive improvements and developments • Proficient in Microsoft applications such as Word and Excel, as well as able to perform basic statistical analysis	• Refer residents and their families to appropriate agencies for further intervention • Ensure that the halfway house's Programme meets the mission, objectives and procedures of case management services	
Executive (Case Worker), Residential Case Management Unit (PCWG) 	• Preferably Degree in Psychology, Counselling or any other related disciplines • Fresh graduates are welcome to apply • Good care management and counselling skills • Good interpersonal and communication skills • Meticulous and a team player	• Ensure that residents comply with the Centre's Rules and Regulations. • Setting up of Individual Care Plan for all residents • Responsible for the Clinical Intervention components in the Centre (include counselling and caring services). • Assist in ensuring safe custody of residents • Work closely with other departments/government agencies/schools in relation to the welfare of residents • Ensure that the security measures are adequate in the Centre. • Assist Deputy Head of Home in submission of reports of all serious incidents and occurrences of unusual and serious nature pertaining to staff and	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 42 Surin Avenue (S)535638

		residents to the Home's Management Committee. • Work in close liaison with law enforcement, welfare regulators and other related agencies. • Interview and assess all residents upon admission and discharge. • Prepare reports for submission timely and submit for vetting by the Deputy Head of Home. • Ensure that all records, accounts, documents and correspondence are properly maintained, kept current and up-to-date. • Facilitate applications and renewals of Medical Fee Exemption Cards for all residents • Facilitate the application and disbursement of the School Pocket Money Fund for the residents. • Facilitate group counselling, family sessions, one-to-one sessions and maintain case recordings. • Facilitate home/school/employment visits and other significant tasks • Work closely with the residents and their family for successful reintegration back to caregiver	
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		• Responsible for the development of the Centre • Provide support to the Operations of the centre • Carry out any other tasks assigned by the Head of the Home, Licensee and Governing Board • Responsible to lodge a Police report when necessary	
Executive (Moral), Programmes Unit (PHH) 	• Diploma/Degree holder in Islamic Studies from recognized institution • ARS Certified/PCICS graduate is welcomed. • Multilingual in Malay and English • Microsoft office proficiency • Excellent communication and interpersonal skill • Great work team player • Positive self-motivated and able to commit to flexible working hours.	• Oversee the Islamic & Moral aspects of residents daily. • Develop and plan a structured Islamic & Moral education program for the residents. • Execute and manage the Home's Islamic & Moral Education programs for residents. • Ensures that all residents are equipped with basic Islamic knowledge. • Teaching students to read Quran with proper Tajweed and helping students memorize Surahs. • Create own in-house program for those residents that needs extra help on religious. • Periodically assess residents' progress Islamic & Moral education through observations and assessments.	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 50 Lorong 34 Geylang. (S)398239

		• To help our residents to instil in the same love of knowledge, and earn good conduct and affection for others and establishes the integrity and self-confidence. • To do whatever it takes to achieve PERTAPIS objectives in accordance with the guidance received from PERTAPIS. • Submit a report at the end of academic year to the Head of Home on achievement of residents in religious aspects during the year. The report will be forwarded by Head of Home to the Management. • Study individual cases of residents who show signs of negative behaviour and provide the guidance and advice. • To be involved in all PERTAPIS religious activities as requested by the Management. • Any other duties from time to time as assigned by the Head of Home.	
Executive (Social Worker), Residential Case Management Unit (PSCFH) 	• Degree in Social Work • At least 1 to 2 years of casework and counselling experience • Good care management and counselling skills	• Ensure that residents comply with the Centre's Rules and Regulations. • Setting up of Individual Care Plan for all residents. • Responsible for the Clinical Intervention components in the Centre (include	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 222 Lorong 8 Toa Payoh (S)310222

	• Certified in doing mandatory counselling cases will be advantages • Good interpersonal and communication skills • Meticulous and a team player • Strong attention to detail and has the ability to work efficiently, accurately, as well as to follow up on pending items in a timely manner	counselling and caring services). • Assist in ensuring safe custody of residents. • Work closely with other departments/government agencies/Healthcare institutions. • Ensure that the security measures are adequate in the Centre. • Assist Deputy Head of Home in submission of reports of all serious incidents and occurrences of unusual and serious nature pertaining to staff and residents to the Home's Management Committee. • Work in close liaison with law enforcement, welfare regulators and other related agencies. • Assess potential clients prior to admission to ensure suitability. • Work closely with other departments to ensure residents' suitability in the home and to assess and discharge when needed. • Prepare reports for submission timely and submit for vetting by the Deputy Head of Home. • Ensure that all records, accounts, documents and correspondence are properly	
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		maintained, kept current and up-to-date. • Maintain casefiles of all residents and ensure casefiles are updated. • Facilitate applications and renewals of Medical Fee Exemption Cards for all residents. • Facilitate applications and renewals of Means testing for all residents. • Facilitate group counselling, family sessions, one-to-one sessions and maintain case recordings. • Facilitate home/hospital visits and other significant tasks. • Work closely with the residents and their family for possible reintegration. • To present cases to the staff of latest updates. • Update residents' family of significant incidents/hospitalisation/happenings. • Responsible for the development of the Centre. • Provide support to the Operations of the centre. • Carry out any other tasks assigned by the Head of the Home, Licensee and Governing Board.	
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		• Responsible to lodge a Police report when necessary.	
Executive, Legal & Compliance 	• Diploma/Degree in Business, Legal studies or Law • Preferably 2 years prior experience in risk management, compliance or audit roles. • Those without experience but willing to learn are welcome to apply. • Must have, or be willing to obtain, a compliance certification. • Attention to detail in order to identify and correct risky practices. • Strong communicator and capable of expressing oneself clearly both speaking and in writing. • Possess a collaborative personality and be open to suggestions from team members. • Good knowledge of industry protocols and best practices. • Good time management and organisational skills and able to meet deadlines. • Should have a strong moral code and sense of ethics.	• Legal Responsibilities: • Scrutinize legal documents such as funding agreements, contracts, MOUs, and any other relevant legal instruments to identify key points, risks, and adverse clauses that may impact PERTAPIS. Submit reviewed documents to the Head of Department for verification. • Inform the management of significant clauses, obligations, and conditions within legal documents that require attention or action. • Identify and communicate any potential legal risks or adverse impacts from contractual agreements or legal documents. • Draft, review, and manage company policies, SOPs, and other governance documents to ensure compliance with applicable laws and regulations. • Ensure all legal and compliance policies adhere to Singapore's regulatory requirements for NGOs and other relevant laws. • Provide support in legal disputes or litigation, including coordinating with	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 1 Joo Chiat Road (S)420001

		external legal counsel, if necessary. • Conduct legal research and stay updated on relevant laws, regulations, and industry practices to provide informed advice to management. • Serve as an internal consultant on legal and compliance matters, providing guidance to various departments as needed. • Compliance Responsibilities: • Responsible for the review and implementation of the company's strategies and policies for all business processes in respect to the law, regulations, guidelines, audit, and compliance standards. • Provide advice and counsel to management on business operations relating to law, regulations, compliance, policies, audits, risks, and any other relevant matters. • Analyse internal business systems to ensure compliance with laws, regulations, industry, and ethical standards. • Develop, document, and manage effective action plans to address audit findings and compliance violations.	
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		• Develop and document risk management strategies on potential compliance risks. • Evaluate company operations to identify compliance-related risks. • Conduct investigations, interviews, and take statements for non-compliance and provide appropriate recommendations to management as per the regulatory standards. • Conduct compliance reviews, audits, and periodical checks within the organization and all centers to ensure regulatory requirements are in accordance with the organization's policies and procedures • Generate compliance reports and manage the risk dashboard in a timely manner. • Carry out proper compliance training programmes for staff awareness of laws, regulations, and policies. • Conduct routine audits of the company's procedures, practices, and documents to identify potential vulnerabilities or risks. • Responsible for proper records, storage, and filing of all related compliance	
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		policies, SOPs, audit findings, and violations for future reference.	
Executive, Programmes Unit (PCWG) 	• Minimum Diploma qualification • At least 1 year of relevant working experience • Pleasant and outgoing personality, strong written & oral communication skills • Experience working in non profit organisations and managing events preferred	• Responsible for Home's programs and activities / events • In-charge of planning, coordinating and implementing of the Home's in-house programmes • To serve as the first point of contact for the Home with regards to all programmes • Identify and secure programme expertise and resources, facilities and equipment and financial resources • Make assessment on the suitability of programs / activities for the residents in consultation with social workers • Capture photographs and maintain records for each programme / event / activities for reporting and evaluation purposes • Update Home's notice boards periodically • Prepare progress report upon completion of each programme • Prepare relevant documentation of volunteers for screening with MSF	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 42 Surin Avenue (S)535638

		• Work closely with Home's volunteers and assist with Home's operations • Perform other related duties as required by the Head of Home	
IT Manager 	• Bachelor's Degree in Information Technology or Computer Science • 2 years of experience in IT management • Management and leadership skills • Knowledge of programming languages and operating systems, current equipment and technologies, enterprise backup and recovery procedures, and systems performance monitoring • Expertise in implementing, configuring, and testing IT solutions • Strong creative and analytical thinking • Ability to work under pressure, plan personal and team workload effectively, and delegate accordingly.	• Responsible for the supervision, review and implement the organisation's IT strategies and policies for all business processes in respect to the law, regulations, guidelines and IT standards including digitalisation of processes. • Advise higher management on business operations relating to IT, risks and any other policy requirements • Manage projects, including the design and deployment of new IT systems and services within the organisation • Manage and supervise staff and identify opportunities for team training and skills advancement. • Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations to improve the IT infrastructure. • Analyse departmental needs, identify vulnerabilities, boost productivity, efficiency, and	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 1 Joo Chiat Road (S)420001

		accuracy to inform business decisions • Ensure network components work together seamlessly to meet business needs, using its full range of capabilities, and stay informed about new features and competitor solutions • Review, update and implement IT policies, SOPs and processes • Generate IT reports on a timely manner • Propose and monitor the department budget and tap on governmental grants to innovate, upgrade or refurbish existing systems • Source, monitor and manage vendors to ensure the best-possible services are being offered and value for money and business needs • Train employees on software and hardware matters, troubleshoot issues and provide technical support as and when required • Develop and execute business continuity plans and maintain data backups • Analyse business requirements by partnering with key stakeholders across organization to develop solutions for IT needs.	
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		• Carry out any other tasks assigned by the CEO and higher management	
Officer / Executive, Programmes Unit (PHH) 	• Minimum NITEC in relevant field • Fresh graduates with relevant studies and certifications are welcome to apply • Pleasant and outgoing personality, strong written & oral communication skills • Experience working in non profit organisations and managing events preferred • Microsoft office proficiency • Excellent communication and interpersonal skill • Great work team player	• Develop, execute, monitor and evaluate the Home programmes in accordance with the Home rules and regulations and ensure programmes are kept abreast with the rehabilitation needs. • Facilitate enhancements to existing programmes with the aim of improving residents' well-beings. • Work closely with the Case Management department concerning residents' rehabilitation matters. • Ensure residents attend all programmes regularly, provide physical supervision and keep track of their attendance. • Allocate and manage resources (e.g., budget, staff, materials) effectively for the programme. • Ensure effective use of programme funds and assist in maintaining the programme's financial integrity. • Prepare reports on programme outcomes, challenges, and achievements for Home management, senior management or stakeholders.	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 50 Lorong 34 Geylang. (S)398239

		• Work closely with the Head of Programmes in programme planning and implementation. • Undertake programme development and make recommendations for current and/or programme enhancement. • Responsible in sourcing of venues and refreshments for workshops, programmes and activities. • Prepare programme proposals and grant applications including budget planning. • Coordinate and handle with various stakeholders to execute programme, manage communications and manage stakeholders' feedback. • Engage volunteers or external stakeholders or contacts in supporting the rehabilitation programmes and needs of residents (ie; in-house activities, outdoor activities, etc.) • Build and establish working relationships with stakeholder, corporate bodies, government agencies, voluntary organizations and existing partners. • Ensure that all records, accounts, documents, correspondences and notice boards updates are properly	
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		maintained and are kept up to date. • Assist in ensuring the safety, security and wellbeing of the residents under the Home care. • Support all PERTAPIS' programmes and activities as assigned by RO and management.	
Officer, Integrated Facilities & Vehicle Management Department 	• Minimum "N" / "O" level or Nitec in Mechanical / Electrical, Facilities / Property Management, or any related field • At least 1 year of relevant property / facilities experience • Possess Class 3 driving license would be an advantage. • Able to start work immediately or within short notice. • Good communication and interpersonal skills	• Manage the day-to-day operations and maintenance of Organization's facilities, including buildings, equipment, and systems. • Conduct regular inspections to identify maintenance needs, safety hazards, and opportunities for improvement. • Coordinate with vendors, contractors, and maintenance staff to schedule repairs, renovations, and preventative maintenance activities. • Respond promptly to facility-related inquiries, concerns, and requests from staffs and management. • Ensure compliance with health and safety regulations, building codes, and environmental standards. • Assist in the development and management of the facilities budget, monitoring expenses and identifying	Working Hours: • 5 days/week Employment Type: • Full-time Location: • 1 Joo Chiat Road (S)420001

		cost-saving opportunities and work closely with Facilities HQ • Maintain accurate records and documentation related to facility maintenance, inspections, and repairs for the assigned homes. • To troubleshoot, repair, maintain mechanical/electrical services, plumbing & sanitary services, aircon servicing and maintenance, ACMV systems, chillers, and electrical control system. • To work together with the respective Head of Home (HOH)	
Officer, Residential Care Unit 	• 'N' Level / 'O' Level / Diploma • Able to work on rotating shifts including weekends and public holidays • Able to work independently and in a team • Pleasant personality, good interpersonal skills, matured and have genuine passion to work with young children	• Provide personal care assistance to residents in their daily living. • Support in providing assistance to residents in managing their healthcare needs. • Perform daily resident management. • Monitor residents' safety and ensure clients adhere to home rules. • Perform activities according to care plans. • Provide inputs for development and review of care plans. • Chaperone clients between their appointments and	Working Hours: • 6 days/week Employment Type: • Full-time Location: • 993B Yio Chu Kang Road (S)545676 • 42 Surin Avenue (S)535638 • 222 Lorong 8 Toa Payoh (S)310222 • 50 Lorong 34 Geylang. (S)398239

		activities to ensure safe transfers. • Respond to unusual or challenging behaviours of residents. • Respond to incidents according to organisational procedures during social, recreational and educational activities. • Ensure that all records, accounts, documents and correspondence are properly maintained and are kept up to date. • Ensure residents behaviours are in compliance to house rules. • Recommend measures to mitigate risk to residents. • Track quantity of inventory in Operations Room. • Ensure equipment is maintained in a clean and working condition. • Support in Emergency Response. • Assist in the conduct of emergency response and crisis management drills. • Participate in the organisation's emergency response and crisis management exercises. • Document and report incidents according to organisational procedures.	
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		• Conduct social, recreational and educational activities to promote independence, health, wellness, and quality of life. • Guide clients in the development of basic personal and social skills, simple academics or work skills. • Identify areas of improvements in programmes, activities and trainings. • Perform daily handover to staff during changes in shifts. • Provide input to operations review meetings. • Manage front-desk duties. • Liaise with social service practitioners, volunteers, organisations and stakeholders to facilitate provision of care services for residents	
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#8 Quess Selections & Services

At Quess, we are proud to be renowned as an intersection of technology and talent, a one-stop solution enabling modern organizations to source quality candidates and help them strengthen their workforce. As one of Singapore's leading permanent recruitment providers, we uphold professionalism and nurture the cream of the candidate pool to fill your requisition and drive your success. We comprehend your demands and source candidates who strike the perfect balance between your work requirements and organizational ethics.

Driven by tech and backed by talent, we deliver a host of advanced solutions, including Permanent Placement, RPO, and Executive Search, developed leveraging our deep domain knowledge coupled with a strong talent pool network. Our solutions have been designed to match the growing requirements of varied industries, helping you address critical talent needs anytime, every time.

With country-wide operations, a dynamic recruitment team, and digitized recruitment and selection services, we are committed to power your staffing with a modern approach.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Engineer	• Minimum Diploma in Electrical, Electronics, or Mechanical Engineering. • Maintenance or technical service experience preferred; fresh graduates are welcome. • Ability to work in a cleanroom environment. • Training is provided to support skill development and career growth. Competencies • Strong technical foundation with established day-to-day service skills. • Ability to recognize and solve typical problems independently. • Clear communication skills to exchange technical information effectively. • Team-oriented mindset with impact through quality service delivery. • Self-managed workload with moderate supervision.	• Perform Tier I service activities independently and Tier II with guidance. • Carry out preventive maintenance and complete quality repairs within set timeframes. • Respond to fab issues, coordinate with engineers, and join escalation calls. • Verify equipment performance and assist senior engineers when required. • Apply diagnostic techniques to resolve technical problems in process, software, or hardware systems. • Contribute to projects aimed at reducing costs and increasing uptime. • Ensure customer satisfaction by planning and coordinating support with client management. • Work in a cleanroom environment while adhering to strict safety procedures.	Employment Type: • Full-time
Manufacturing Technician	• NITEC, Higher NITEC, or Diploma in Electrical, Electronics, Mechanical, Mechatronics, Microelectronics, or other	• Carry out preventive maintenance and troubleshoot issues on various tools and equipment	Working Hours: • 7am to 4:30pm/ 4pm- 1:30am (Can Choose any Shift)

	related Engineering disciplines • Hands-on experience in equipment assembly, system build, testing, preventive maintenance, and troubleshooting	• Support testing activities and manage assembled equipment during operations • Take responsibility for equipment, machine, and tool set-up as well as calibration processes • Read and analyze electro-mechanical diagrams, technical drawings, and basic schematics • Execute accurate measurements while ensuring adherence to strict tolerance levels • Undertake additional tasks and responsibilities as required	1 year contract (Renewable) Employment Type: • Contract Location: • East
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#9 Sanmina-SCI Systems Singapore

The Sanmina Penjurong Singapore Facility develops and produces advanced printed circuit boards (PCB) for leading high technology companies in the optical, networking, medical, defense & aerospace and automotive industries

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Service Administrator 	• 1-2 years of experience in customer service, order processing, or administrative roles	• Provide open order report and alert customer actively on shipments and FG.	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjurong Road. (S)609140
Engineer (Planning / CAD-CAM) 	• Support Customer Service and Quality Engineers on	• To review customers' design and documents (CAD data, drawings,	Working Hours: 5 days/week • 8am to 5.30pm

	customer's technical requests and inquiries. • To provide New Product Introduction (NPI) job attributes and process flow chart and conduct NPI meeting with Engineering, Production and Quality teams.	specifications, etc.) for better manufacturability and to provide proposals/feedback or seek clarifications from customers. • Perform process planning, generate part arrangement, Cam editing instructions and production documents for manufacturing processes.	Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140
Engineering Service Technician	• Knowledge of PLC and equipment control systems.	• Ensure all equipment and machines are in good operating condition and to respond to breakdown in a timely manner.	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140
Environmental Technician	• Posses licence to operate forklift and reach-truck • Know-how in lab analysis and testing	• Monitor production water consumption and waste water generation • Receive incoming chemicals and liaise with contractors on chemical waste disposal	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140
Facility Engineer 	• Minimum 3 years of experience preferably in manufacturing industries / building management. • Knowledge of SS 638, Code of Practice (COP) for Electrical Installations.	• Oversee all operation and maintenance of the building and M&E infrastructure. • Duties related to licensed electrical works and electrical installations.	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140

		• Electrical technical knowledge, licensed electrical worker (LEW) certified by the Energy Market Authority (EMA).	
Industrial Engineer 	• Minimum 1-2 years of working experience in project execution related to engineering, automation, building or process industry. • Able to read and interpret technical drawings, equipment manuals, etc. • Knowledge of Programmable Logic Control (PLC)	• To generate requirements for new automated equipment or improvements of existing handling equipment. • To conduct detail study and prepare layout plan and report on production lines to be modified or automated for quality, productivity and cost improvement.	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140
Manufacturing Supervisor 	• Good supervisory and communication skills. • Knowledge of manufacturing and testing of PCB is preferable	• To supervise and lead a team of leaders and technicians to achieve the section objectives • To minimize WIP and maximize output within the section, while managing the section's delivery performance.	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140
NPI Engineer 	• Good in report writing • Good communication skill	• Keep track of and improve the yield of NPI parts by working with customers, product , process and quality engineers. • Evaluate and qualify new materials to meet customers' requirement on electrical performance and	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140

		thermal reliability of PCB	
Planner 	• Ability to prioritize and manage multiple tasks • Problem solving and reporting skills	• Track job status across all processes (e.g., drilling, plating, routing, inspection). • Monitor all WIP (Work-In-Progress) and prioritize based on OTD, customer urgency, and QTA/STD requirements.	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140
Process Engineer 	• Must be willing to be posted to China for training for 3-months • Strong interpersonal communication and writing skill.	• Responsible for quality and any discrepancies when arise • Work with different stakeholders (ie. production team and suppliers) to investigate and troubleshoot process related problem	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140
QA Engineer 	• Knowledge of tools, concepts and methodologies of QA (ISO 9001, 7 QC tools and etc) • Minimum 2-years experience in manufacturing	• Work with internal team to Identify root cause of issues and develop CAPA. • Manage IPQC Lab and FA/CoC team	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140
Quality Technician	• Minimum 2 years calibration of testing equipment experience	• Ensure all calibration work instructions are aligned with standard industry calibration method.	Working Hours: 5 days/week • 8am to 5.30pm Employment Type: • Permanent Location: • 55 Penjuru Road. (S)609140

#10 Savills Property Management

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
A&P Executive 	• Diploma/Degree in Marketing, Communications, Business, or a related field. • Minimum 3 years of experience in marketing communications, retail marketing, events, or related roles. • Experience in shopping mall will be an advantage. • Creative mindset with good written and verbal communication skills. • Proficient in digital marketing, social media platforms, and Microsoft applications. • Familiarity with design tools (e.g., Canva, Adobe Creative Suite) • Able to work independently as well as collaboratively with internal and external stakeholders.	• Support the planning and execution of integrated marketing campaigns, seasonal promotions, and mall-wide initiatives. • Coordinate marketing activities to increase shopper traffic, engagement, and tenant participation. • Manage campaign timelines, budgets, and deliverables to ensure successful execution. • Work closely with tenants, agencies, and internal stakeholders to align marketing efforts. • Assist in conceptualising, planning, and executing mall events, exhibitions, and customer engagement activities. • Coordinate with vendors, contractors, and partners to ensure smooth event operations. • Monitor event performance and gather feedback for future improvements.	Working Hours: 5.5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • Central

		• Support the management of mall digital platforms, including website, social media channels, and e-newsletters. • Create and coordinate content calendars, social media posts, and promotional materials. • Work with creative agencies or designers to develop marketing collaterals and campaign assets. • Build strong working relationships with tenants and support tenant marketing initiatives. • Coordinate tenant promotions, submissions, and marketing requirements. • Track campaign effectiveness, customer engagement, and marketing performance. • Prepare post-campaign reports and recommendations. • Manage marketing-related administrative tasks, including purchase orders, invoices, and budget tracking. • Assist to manage in-mall advertising/ atrium spaces to generate additional revenue.	
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		• Cover Concierge counter when need arises	
Account Admin Assistant	• Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently.	• Issuing of cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties	Working Hours: 5.5 days/week • Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs •Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: • Full Time Location: • Islandwide
Account officer (PM) 	• Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS applications • Meticulous, resourceful& motivated • Strong interpersonal and communication skills	• Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submit of GST • Coordinate and liaise with external parties like external auditors	Working Hours: 5 days/week • Mon to Fri 0800Hrs - 1700Hr OR 0900Hr to 1800Hrs Employment Type: • Full Time Location: • 20 Martin Road (S)239070

		• Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned	
Account Payable Executive 	• Diploma in Accountancy, Finance, or equivalent qualification. • Minimum two years of relevant Accounts Payable or finance experience. • Good understanding of accounting principles and AP processes. • Detail-oriented, proactive, and able to work independently. • Ability to work in a fast-paced environment and meet tight deadlines. • Proficient in MS applications, especially MS Excel. • Experience in accounting systems such as Microsoft	• Accounts Payable Operations a. Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. b. Verify accuracy of invoices before posting into the accounting system. c. Prepare payment vouchers and process payments via bank transfer. • Vendor Management & Reconciliation a. Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues. b. Perform reconciliation of supplier statements and AP related GL accounts. c. Maintain accurate and updated vendor records in the accounting system.	Working Hours: 5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • 30 Cecil Street (S)049712

	Dynamics 365 will be advantageous.	• Financial Closing & Reporting a. Support monthly, half-yearly, and year-end closing activities related to Accounts Payable. b. Prepare AP schedules, accruals, and relevant journal entries for financial reporting purposes. c. Prepare supporting schedules and documentation for financial reporting. d. Ensure completeness and accuracy of AP records in compliance with accounting standards. • Compliance & Internal Controls a. Ensure compliance with company policies, financial procedures, and internal controls. b. Maintain proper audit trails for all AP transactions. c. Assist with external and internal auditors by providing required documents and explanations. • Process Improvement & Support a. Assist in improving AP processes and workflow efficiency. b. Identify opportunities for process automation and system enhancements within the finance function.	
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		c. Undertake ad-hoc assignments as assigned.	
Admin Assistant / Executive	• Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities.	• Prepare and submit regular facility operation reports to management. • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs. • Coordinate with employees to address workspace concerns and requests. • Liaise with building management for shared facility issues and updates. • Ensure all stakeholders are informed of facility-related activities and schedules. • Manage contracts and service agreements with external vendors • Monitor vendor performance and ensure service delivery meets agreed standards.	Working Hours: 5.5 days/week • Mon to Fri 0830Hrs - 1730Hr OR • 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR • 0900Hr to 1300HRS Employment Type: • Full Time Location: • Islandwide

		•Schedule and coordinate routine and emergency maintenance with service providers. •Review and approve vendor invoices and service reports. • Maintain and update facility documentation and records. •Coordinate facility access passes, keys, and security systems for staff and visitors. •Manage procurement of office and facility supplies. •Ensure compliance with administrative policies and procedures. •Organize and participate in facility-related meetings with internal teams and external vendors. •Record and distribute meeting minutes and action points. •Follow up on tasks and resolutions discussed during meetings. •Assist in preparing presentation materials for management reviews or planning sessions. •Conduct regular facility inspections and audits to identify areas for improvement.	
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		• Recommend and implement facility upgrades, layout changes, or efficiency improvements. • Support sustainability initiatives and cost-saving measures. • Evaluate feedback from users to enhance facility operations and services. • Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). • Collaborate with finance and operations teams to align facility functions with revenue goals.	
Assistant Facilities Manager 	• Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; • At least 3 years of relevant experience as a manager in facilities management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a	• Proactively engage stakeholders to ensure that on site client's expectations are met • Build and develop effective client /stakeholder relationships across multiple levels of the organization; key point of contact for Facilities in the client's premises; • Ensure effective communications and reporting to clients' on operation matters; • Evaluate service response time and analyse occupants' service request trends and suggestions;	Working Hours: 5.5 days/week • Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: • Full Time Location: • Islandwide

	corporate environment and a strong team player. Proactive and independent; Dynamic and multi-tasking capabilities;Familiar with CMMS for work order management; Fire Safety Manager Certificate.	• Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; • Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites • Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level; • Preparing weekly, monthly facilities reports; • Assist the FM to develop and review planned maintenance schedules with maintenance vendors; • Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential	
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		services and environmental. • Ensure critical operations and sites are identified across the region. • Establish HSSE plan for the account on site. • Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. • Implement and ensure escalation procedures are in place and observed for incident and problem reporting. • Have good knowledge of statutory legislations and requirements • Managing work orders using a CMMS and analysing maintenance data; • Any other scope and roles as assigned by the reporting manager.	
Business Development Manager/ Assistant Manager 	• Requirements: • Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute	• Business News Sourcing • Source and keep track of incoming business opportunities that are suitable & aligned with business objectives. • Regular engagement with Client and Consultants for potential business opportunities,	Working Hours: 5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • Islandwide

	• At least 3 years of relevant experiences in facilities management and business development portfolios • Proven capabilities in managing tender costings and submissions within timeline • Strong financial acumen paired with a proactive, can-do attitude • Able to work independently with minimum supervision • Those with Facilities Management operation experiences or equivalent is an added advantage.	realizing it from 'News' to 'Tender' to 'Award'. • Identify potential business opportunities from market research and analysis. • Business Department Duties • Carry out day-to-day Business Department duties such as: • Carry out research & market analysis for business opportunities, competitors and other market trends – discuss and report regularly to Management • Guide business executives on business department duties including checking and managing the timeline of the said works • Manage and regularly discuss timeline of all tasks with GM and ensure timely deliverables. • Tender Management & Coordination • Ability to conduct costings proposals for FM tender and RFPs • Check, compile and ensure an adequate overall tender submission • Manage and keep track of all tasks to follow up	
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		with each tender, ensuring timely execution • Prepare and deliver tender presentations during tender interviews as well as corporate presentations when necessary.	
Cleaners	• Previous experience in commercial, industrial, or janitorial cleaning is preferred. • Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. • Knowledge of cleaning chemicals, equipment, and safe handling procedures. • Ability to work independently and as part of a team.	• Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. • Clean and sanitize restrooms, break rooms, and common areas. • Empty waste bins and dispose of rubbish according to company procedures. • Clean machinery, equipment, and workstations as required. • Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. • Replenish cleaning supplies, toiletries, and consumables. • Follow workplace health, safety, and environmental regulations.	Working Hours: 5.5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • Multiple site
Facility Manager 	• Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from	• To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all	Working Hours: 5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time

	a recognised tertiary institute. • At least 5 years of relevant experiences as a manager in Facilities Management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player; • Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; • Fire Safety Manager Certificate.	related safety documents prior to job commerce. •To apply for Permit to Work at occupier site. (if applicable) •To maintain a Safe Work Environment/Conditions at workplace. •To assist on the overall operational effectiveness WSH management at the site as per contract requirements. •To conduct weekly random safety inspection as required by Client. •To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. •To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. •Ensure all workers at site always wear the appropriate PPE. •Conduct daily toolbox briefing with attendance recorded for the contractors. •Advise external customers of safety needs when visiting the sites.	Location: • Islandwide
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		• Attend ad-hoc/ outstanding safety related issues whenever required. • Any other duties as assigned by the superiors.	
Facility Officer 	• Diploma in Engineering, Facilities Management or equivalent. • No experience are welcome to apply as training will be provided. • Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. • Meticulous and a good team player.	• Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. • Respond promptly to building issues, equipment malfunctions, and customer complaints. • Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. • Keep records of on-site maintenance works and manage inventory of spare parts used. • Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. • Assist in the coordination of installation, renovation, refurbishment and building improvement projects. • Assist in tracking utility consumption and identifying anomalies. • Support the technician in carrying out preventive/	Working Hours: 5.5 days/week • Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: • Full Time Location: • Islandwide

		corrective maintenance of any building facilities, M&E systems if required. • Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. • Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance works or adhoc replacement works. • Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. • Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. • Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client.	
HR Admin cum Payroll Executive 	• Minimum Diploma / Degree in Business Administration, Human	• Key Responsibilities	Working Hours: 5 days/week • 0900 hr to 1800 hr

	Resources, or Higher Nitec in Business Studies. • 2-3 years of relevant HR and payroll experience in Singapore. • Proficient in MS , especially Excel for payroll reconciliation. • Knowledge of Info-Tech payroll software is an advantage. • Familiar with Singapore Employment Act, CPF, IRAS, and MOM regulations. • Able to communicate in Mandarin to liaise with Mandarin-speaking workers. • Meticulous, well-organized, and able to meet strict payroll deadlines. • Strong sense of integrity and ability to handle confidential information. • Positive attitude, responsible, and a strong team player.	• Payroll & Statutory Compliance. • Process monthly full payroll accurately and on time for all employees. • Calculate and submit monthly CPF contributions. • Prepare and submit IR8A, Appendix 8A/8B, IR21 tax clearance for foreign employees. • Process NSmen make-up pay and Government-Paid Leave schemes claims HR Administration • Create, update, and maintain employee database and personnel records. • Manage MOM work pass applications, renewals, cancellations, and appeals. • Administer employee compensation, benefits, and e-leave systems. • Respond promptly to employee payroll and HR-related queries. • Prepare and generate detailed payroll and HR reports for management. • Coordinate recruitment activities and interview arrangements. • Administer training programs, including	Employment Type: • Full Time Location: • 13 Kaki Bukit Place (S)416191
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		funding applications and attendance tracking. • Organize and file HR and payroll documents for audit readiness. • Assist with MOM surveys and statutory reporting. • Perform other HR-related duties as assigned.	
HR Payroll Assistant /Officer (AMS)	• Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. • 1-2 years of relevant payroll experience preferred. • Proficient in MS applications, especially Excel. • Knowledge of Info-Tech payroll software is an advantage. • Able to communicate in Mandarin to liaise with Mandarin-speaking workers. • Meticulous, well-organized, and able to meet tight deadlines. • Strong sense of confidentiality and integrity. • Positive attitude, responsible, and a strong team player.	• Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. • Maintain and update employee database and personnel records. • Prepare and generate monthly payroll reports and management summaries. • Administer e-leave system and track employee leave balances. • Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings. • Compute and submit monthly CPF contributions; prepare CPF file submissions. • Generate and submit monthly workers' data as required by MOM. • Address employee queries and grievances	Working Hours: 5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • 13 Kaki Bukit Place (S)416191

		related to payroll and benefits. •Manage HR filing and documentation. •Support ad-hoc HR payroll projects and related matters.	
Key Account Manager (Cleaning) 	• Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in a managerial/key account capacity. •Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. •Leadership: Strong track record of leading diverse teams and managing multi-site operations. •Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. •Tech-Savvy: Familiarity with digitized	• Client Relationship & Stakeholder Management a. Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. b. Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. c. Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. • Operational Leadership & People Management a. Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. b. Provide strategic guidance to project staff to help them thoroughly understand contractual	Working Hours: 5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • 13 Kaki Bukit Place (S)416191

	operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	requirements and implement mitigation solutions for operational challenges. c. Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. d. [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. • Financial & Administrative Governance a. Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. b. Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. c. Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. d. Balance high-level operational execution with rigorous administrative compliance.	
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		• Strategic Value-Adds & Innovation a. Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. b. Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. c. Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client.	
Project Co-ordinator 	• National Certificate in Construction Supervisor or at least equivalent with 5 years of relevant working experience in the building construction industry • Diploma holder in Civil/ Structural/ Mechanical/ Electrical Engineering/ Building Management or at least equivalent with 3 years of relevant working experience in the building construction industry	• Oversee and coordinate the work schedule of subcontractors and site operations team • Ensure project completion within budget, schedule, and quality standards • Prepare and submit material and sample submissions • Prepare and submit weekly and monthly progress report to client,	Working Hours: 5.5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • North

	• Good communication and written skills	stakeholders, and the manager • Answer and respond immediately to client, stakeholder and resident feedback • Maintain effective communication with clients, consultants, subcontractors, project team members, and other stakeholders • Provide updates on project progress • Offer technical solutions for any related issues • Conduct inspections to guarantee adherence to contract specifications, codes of practice, and safety regulations, liaise with all relevant stakeholders with regards to commencement of works	
Project Manager / Engineer (ACMV) 	• Bachelor's Degree or Diploma in Mechanical Engineering, Building Services, or related discipline. • At least 2–5 years of relevant experience in HVAC/ACMV/chiller sales or project-based retrofit work. • Strong understanding of chilled water systems, chiller plants, HVAC designs, airside	• Sales & Account Management • Prepare quotations for chillers, retrofit works, and related HVAC projects. • Manage a portfolio of key accounts (consultants, main contractors, dealers, end-users) and act as the main customer representative for all matters. • Develop and execute account plans to grow	Working Hours: 5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • 54 Senoko Road (S)758118

	systems, and industry practices. • Able to read, analyze, and interpret engineering and mechanical documents (drawings, specifications, instructions, and correspondence). • Proficient in defining problems, collecting data, analyzing facts, and drawing valid conclusions. • Good knowledge of project sales processes, including tendering, proposal preparation, and contract review. • Strong skills in communication, interpersonal relations, negotiation, presentation, and customer-focused solutions • Proficient in MS Excel and PowerPoint; able to adapt quickly to different platforms and multitask effectively. • Able to work effectively under pressure, meet tight deadlines, and maintain high attention to detail. • Adaptable, willing to learn new technologies,	existing customers and open new accounts. • Ensure consistent follow-up from quotation stage through to sales conversion and project award. • Drive sales growth and overall business development to achieve assigned sales targets. • Build and cultivate strong relationships with HVAC/chiller contractors, project dealers, distributors, and direct customers. • Identify opportunities with existing and new customers and update them on service value-added offerings. • Plan and execute marketing and customer engagement initiatives to support lead generation and branding. • Understand customer and market needs to determine pricing and selling strategies, and provide market/competitive feedback. • Manage accounts receivable within defined credit limits and timelines. • Technical & Retrofit (Project-Based Sales)	
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	tools, and methods to enhance performance. • Experience or knowledge in project management will be an added advantage.	• Perform basic project design, equipment selection, and sizing in accordance with customer specifications and good HVAC practice. • Understand chilled water systems, chiller plants, airside systems, and general HVAC/ACMV scope to bid effectively. • Conduct site surveys, measurements, and attend pre-bid walkthroughs or clarification meetings where required. • Coordinate with internal teams (Technical Support, Operations, Management) to develop proposals, tender submissions, clarifications, and contractual documents. • Create quotations and follow up specifically for retrofit/service job opportunities (equipment replacement, upgrades, energy improvement). • Develop and track project plans, budgets, and schedules; prepare status reports and ensure delivery within agreed specs, timelines, and cost. • Source, liaise, and negotiate with suppliers and vendors; compile and assess quotations, prepare costing sheets and BOQs.	
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		• Research and recommend new chiller and HVAC technologies to enhance solutions and project offerings. • Customer Service & After-Sales • Work closely with Technical Support and Operations to provide solutions that meet customer requirements and address technical issues. • Oversee after-sales activities to ensure high customer satisfaction, including coordination of service, rectification, and follow-up. • Organize regular service reviews with customers and internal Ops teams on critical issues and performance. • Resolve complaints by investigating issues with relevant stakeholders and recommending practical solutions. • Maintain accurate documentation and track results for all sales, project, and service activities. • Compile reports across different segments (sales pipeline, project status,	
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		customer feedback) for effective management. • Continuous Improvement • Analyze competitors' actions and identify their weaknesses to sharpen sales strategies. • Introduce innovative technological solutions and tools to enhance sales efforts and value propositions. • Engage in continuous learning related to chiller technologies, HVAC trends, and energy-efficient solutions. • Perform other relevant duties as assigned by management.	
Senior Manager / Financial Planning & Analysis 	• Degree in Accountancy, Finance, Business or a related discipline. • CA (Singapore), ACCA, CFA or relevant professional qualification preferred. • 6 to 10 years of relevant experience in FP&A, management reporting, transaction advisory or audit. • Real estate services, incl. property / facilities management,	• Budgeting, Forecasting & Planning • Lead the annual budgeting and periodic forecasting processes across the Group and business units. • Maintain financial models to support revenue, cost, margin and cashflow projections. • Monitor forecast accuracy, highlight and report key variances and corrective actions.	Working Hours: 5 days/week • 0900 hr to 1800 hr Employment Type: • Full Time Location: • North

	construction, or related industries preferred. • Technical Skills & Attributes • Strong Excel, financial modelling, budgeting and variance analysis skills. • Power BI or similar dashboarding capability preferred; D365 experience would be advantageous. • Strong analytical ability, attention to detail and ability to convert financial data into clear management insights. • Commercially minded, independent and able to challenge assumptions constructively. • Confident communicator who can work with finance, operations and senior stakeholders across the Group.	• Management Reporting & Business Performance Analysis • Analyse performance against budget, prior year and strategic targets, and prepare reporting packs. • Identify key revenue drivers, cost trends, margin movements, working capital issues and business risks. • Provide concise commentary and insights to support management review and decision-making. • Finance Business Partnering • Partner with business heads / operational leaders to understand business performance and financial drivers. • Support on contract profitability, margin improvement, pricing, resource deployment, and cost control. • Translate financial results into practical commercial insights for management action. • KPI, Dashboard & Performance Frameworks • Develop and maintain Group and business unit	
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		KPI dashboards and performance measurement frameworks. • Track financial and operating indicators including revenue, profit margins, DSO, and other relevant measures. • Cashflow, Working Capital & Post-Acquisition Monitoring • Support Finance integration and transformation initiatives across the Group, as relevant. • Highlight emerging risks, performance gaps and opportunities for improvement to senior management. • Prepare financial analyses or build financial business cases for management review and approvals.	
Strata Commercial Manager 	• Degree or Diploma in Building/Estate Management or related disciplines • At least 3-5 years relevant working experience • Knowledge of Building Maintenance and Strata Management Act will be advantageous • Good leadership ability with excellent	• Manage and maintain commercial property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well-maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation,	Working Hours: 5.5 days/week • Mon to Fri 0830Hrs - 1730Hr OR • 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR • 0900Hr to 1300HRS Employment Type: • Full Time

	interpersonal and communication skills • Outgoing and approachable • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS applications	preparation and record meeting minutes • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support staff to the tenants and owners • Supervise and manage a team of site staff • Other job related and ad-hoc duties as assigned	Location: • Tuas
Strata Residential Executive M&E 	• At least 2 years of M&E experience required • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision making skills and effective problem solver • Proficient in MS applications	• Manage and maintain property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record minutes of meetings • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support	Working Hours: 5.5 days/week • Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS hr Employment Type: • Full Time Location: • Central / East

		to the residents and owners • Supervise and manage a team of site staff • Other job related and ad hoc duties as assigned	
Strata Residential Manager 	• Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision making skills and effective problem solver • An eye for details • Proficient in MS applications	• Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required).	Working Hours: 5.5 days/week • Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS hr Employment Type: • Full Time Location: • Islandwide

		• Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government's authorities; d. Preparation of reports for review by Councils / Owners;	
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		• Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior.	
Strata Residential Officer / Executive 	• Degree or Diploma in Building/Estate Management or related discipline • At least 2 year relevant experience	• Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the	Working Hours: 5.5 days/week • Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs

	• Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision making skills and effective problem solver	properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit	OR 0900Hr to 1300HRS hr Employment Type: • Full Time Location: • Islandwide
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		minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: • Updating the subsidiary proprietors list and change of address; • Filing of correspondence and follow-up on essential matters; • Submission of returns when required by various government's authorities; • Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved.	
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		• Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager.	
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#11 Seatrium

Sembcorp Marine and Keppel Offshore & Marine have come together to create a premier global player with deep engineering expertise. The integration of two established industry players unlocks synergies. Together, we leverage each other's wealth of experience, engineering bench strength, and operational capabilities to better serve our customers and provide greater stakeholder.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer (Electrical) 	• Diploma in Electrical Engineering, Electrical & Electronic Engineering, Power Engineering, or equivalent. • Fresh graduates are welcome to apply. • Relevant certifications in electrical design, safety, or engineering	• Assist in preparing electrical engineering deliverables, including: • Single Line Diagrams (SLD) • Load schedules • Cable schedules • Lighting layouts	Working Hours: • Mon - Thur: 08.00am to 05.15pm • Fri : 08.00am to 04.30pm Employment Type: • Full-time Job Type: • Contract Location: • 80 Tuas South

	software will be an advantage	• Equipment specifications • Technical reports and calculations • Support electrical system design activities in compliance with project specifications, applicable codes, standards, and regulatory requirements. • Coordinate with multidisciplinary teams including Mechanical, Instrumentation, Structural, Marine, and Production departments to ensure smooth execution of engineering activities. • Review vendor drawings, technical documents, and engineering submissions to ensure compliance with project requirements. • Assist in equipment selection, material take-off (MTO), and procurement support activities. • Monitor engineering progress and ensure deliverables are completed according to project schedules. • Participate in site surveys, inspections, testing, and commissioning activities when required. • Support troubleshooting and resolution of technical issues during project	Boulevard (S)637051
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		execution and commissioning stages. • Ensure compliance with Quality Management System (QMS), company procedures, and safety requirements. • Maintain proper documentation control and filing of engineering records. • Support continuous improvement initiatives to enhance engineering efficiency and project performance. • Perform any other duties and responsibilities as assigned by the reporting manager.	
Assistant Engineer (Piping) 	• Diploma in Mechanical Engineering, Civil Engineering, Structural Engineering, Marine Engineering, or equivalent. • Fresh graduates are welcome to apply. • Knowledge of offshore, marine, oil & gas, or renewable energy projects will be an advantage.	• Assist in preparing piping engineering deliverables including: • Piping layouts • Isometrics • Line lists • Material take-offs (MTO) • Stress analysis inputs • Technical specifications • Support piping design activities in accordance with project specifications and applicable engineering standards. • Review vendor drawings, technical submissions, and	Working Hours: • Mon - Thur: 08.00am to 05.15pm • Fri : 08.00am to 04.30pm Employment Type: • Full-time Job Type: • Contract Location: • 80 Tuas South Boulevard (S)637051

		pipng material specifications. • Participate in piping routing reviews and interdisciplinary design coordination. • Assist in troubleshooting piping installation and construction issues during project execution.	
Assistant Engineer (Quality Assurance) 	• Diploma or Degree in Mechanical Engineering, Marine Engineering, Manufacturing Engineering, or related disciplines. • Basic knowledge of quality control processes and inspection techniques. • Familiarity with ISO 9001 or other quality standards is an advantage. • Good analytical, communication, and problem-solving skills. • Proficient in Microsoft applications.	• Conduct quality inspections on materials, components, and completed work. • Support implementation and maintenance of Quality Management Systems (QMS). • Assist in investigating quality issues and non-conformities. • Prepare quality reports, inspection records, and documentation. • Coordinate with production, engineering, and project teams to ensure compliance with quality standards. • Participate in internal audits and continuous improvement initiatives.	Working Hours: • Mon - Thur: 08.00am to 05.15pm • Fri : 08.00am to 04.30pm Employment Type: • Contract
Assistant Engineer (Structural) 	• Diploma in Mechanical Engineering, Civil Engineering, Structural Engineering, Marine Engineering, or equivalent.	• Assist in the preparation of structural engineering deliverables including: • Structural calculations • Design reports	Working Hours: • Mon - Thur: 08.00am to 05.15pm • Fri : 08.00am to 04.30pm Employment Type: • Full-time

	• Fresh graduates are welcome to apply. • Knowledge of offshore, marine, oil & gas, or renewable energy projects will be an advantage.	• Material take-offs (MTO) • Structural drawings and detailing • Technical specifications • Support structural analysis and design activities for offshore platforms, modules, topsides, marine vessels, or energy-related facilities. • Review fabrication drawings and vendor documentation for compliance with project requirements. • Assist in resolving structural design issues arising during fabrication and installation. • Support site inspections and construction activities where required.	Job Type: • Contract Location: • 80 Tuas South Boulevard (S)637051
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#12 Singapore Island Country Club

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Chef (PT)	(1) Minimum 2–3 years of relevant experience as a Chef de Partie, Demi Chef, or in a similar role within a hotel, restaurant, club, or hospitality environment.	• Responsible for area of food production as assigned by line chef. • Communicate with cutter to minimize hold-ups in production.	Working Hours: • Shift Work Employment Type: • Part-Time Location: • 240 Sime Road (S)288303 - OR

	(2) Professional culinary qualification or relevant certification is preferred. (3) Strong knowledge of food preparation techniques, kitchen operations, food safety, and hygiene practices. (4) Ability to work efficiently in a fast-paced kitchen environment while maintaining high standards of food quality and consistency. (5) Good organisational and time management skills with the ability to prioritise multiple tasks during service. (6) A team player with strong communication skills and a positive attitude. (7) Passion for food, attention to detail, and commitment to delivering excellent dining experiences. (8) Willingness to work rotating shifts, weekends, and public holidays as required.	Any other duties that might be assigned from time to time	180 Island Club Road (S)578774
Chef de Partie (Local / Western)	(1) Minimum 2–3 years of relevant experience as a Chef de Partie, Demi Chef, or in a similar role within a hotel, restaurant, club,	Responsible for preparing and cooking menu items as ordered by members and guests.	Working Hours: 5 days/week - Shift Work Employment Type: - Full-Time Location:

	or hospitality environment. (2) Professional culinary qualification or relevant certification is preferred. (3) Strong knowledge of food preparation techniques, kitchen operations, food safety, and hygiene practices. (4) Ability to work efficiently in a fast-paced kitchen environment while maintaining high standards of food quality and consistency. (5) Good organisational and time management skills with the ability to prioritise multiple tasks during service. (6) A team player with strong communication skills and a positive attitude. (7) Passion for food, attention to detail, and commitment to delivering excellent dining experiences. (8) Willingness to work rotating shifts, weekends, and public holidays as required.	• Job Roles & Responsibilities: • Responsible for area of food production as assigned by line chef. • Monitor and maintain condition of equipment used. • Communicate with cutter to minimize hold-ups in production. • Any other duties that might be assigned from time to time	• 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774
Course Marshal (Golf)	(1) Minimum GCE 'N' Level, GCE 'O' Level, or equivalent qualification.	• Patrol the golf course to ensure smooth and	Working Hours: • 5 days/week • Shift work

	(2) Prior experience in golf operations, customer service, hospitality, or security is preferred. Candidates with a passion for golf and a willingness to learn are welcome to apply. (3) Basic knowledge of the Rules of Golf and golf course etiquette is an advantage. (4) Good communication and interpersonal skills to interact professionally with golfers, members, guests, and staff. (5) Able to monitor pace of play and enforce golf course rules in a courteous and professional manner. (6) Willing to work shifts, weekends, and public holidays. (7) Possession of a valid Class 3 driving licence (or equivalent), or the ability to operate a golf buggy safely, is preferred.	regulated play, minimizing slow play. • Monitor and enforce proper dress code, etiquette, conduct, and behavior for members and guests. • Ensure all players display their golf tags. • Check caddies' dress code, conduct, and behavior. • Provide assistance in case of emergencies on the golf course. • Maintain walkie-talkie functionality at all times. • Upkeep and ensure the Club ambulance buggy and Marshal's buggy remain clean and serviceable. • Perform other duties as assigned.	6:30 AM – 4:00 PM 10:00 AM – 7:30 PM Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 OR • 180 Island Club Road (S)578774
Events Executive 	• Minimum Diploma in Events Management. • Proven experience in event planning and execution within a high-	1. Event Planning & Coordination • Develop and execute comprehensive event plans, ensuring all aspects of the event align with the Club's	Working Hours: • 5 days/week • Shift Work Employment Type: • Full-Time Location: • 240 Sime Road (S)288303

	end hospitality or country club setting. • Exceptional organizational and multitasking skills. • Strong interpersonal and communication abilities. • Creative problem-solving skills. • Able to work on weekends and public holidays. • Team player with collaborative approach.	ambiance and member expectations. • Coordinate logistics, including venue setup, catering, entertainment, and décor, to create a memorable and seamless experience. 2. Member Engagement • Work closely with Club members to understand their event preferences and tailor offerings to meet their expectations. • Foster positive relationships with members, anticipating their needs and providing personalized services. 3. Vendor Management • Liaise with external vendors, such as caterers, florists, and entertainment providers, to ensure the highest quality of service and adherence to Club standards. • Negotiate contracts and manage vendor relationships to optimize costs and enhance the overall event experience. 4. Budget Oversight	OR • 180 Island Club Road (S)578774
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		• Develop and manage event budgets, ensuring financial targets are met while maintaining the desired level of quality and service. • Provide regular financial updates to Club management. 5. Marketing & Promotion • Collaborate with the marketing team to create promotional materials and strategies to attract members and guests to Club events. • Utilise various channels to communicate event details and generate excitement. 6. Compliance & Regulations • Ensure all events comply with local regulations and Club policies. • Obtain necessary permits and approvals for events as required. 7. Post-Event Evaluation • Conduct post-event evaluations to gather feedback from members and guests. • Implement improvements based on	
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		feedback to enhance future events.	
Events Officer	• Minimum Diploma in Events Management. • Exceptional organizational and multitasking skills. • Strong interpersonal and communication abilities. • Creative problem-solving skills. • Able to work on weekends and public holidays. • Team player with collaborative approach.	• Administrative Support:- Assist the Events Team in the coordination of events.- Manage event calendars, schedules and timelines.- Handle event-related correspondence, including RSVPs, confirmations and follow-up communications.- Prepare and distribute event-related documentation, including contracts, checklists and banquet event orders. • Preparation of Printed Materials:- Design and prepare event-related printed materials such as directional signs, menus, food tags and tent cards.- Coordinate with internal departments and external vendors to ensure timely production and delivery of printed materials.- Ensure all printed materials adhere to the club's branding guidelines and are free from errors. • Event Coordination:- Monitor event setups to ensure that all printed materials, such as	Working Hours: • 5 days/week • Shift Work Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774

		menus and signage, are correctly placed and visible. • Communication and Coordination:- Act as a supporting contact for event-related enquiries.- Assist in coordinating with vendors, suppliers and other external parties involved in the event planning process. • Documentation and Reporting:- Maintain accurate records of all events, including attendance, costs and feedback.- Assist in preparing post-event reports, including evaluations and recommendations for future improvements.- Track inventory levels of printed materials and order supplies as needed.	
Executive, Learning, People Experience & Service Quality 	(1) Diploma/Degree in Human Resources, Business, Hospitality, or related field. (2) 2–4 years' experience in HR, Learning, Engagement, or Service Quality roles. (3) Strong organisational skills and attention to detail — able to manage multiple projects.	• Coordinate learning and development programmes, including training schedules, registrations, attendance, records and feedback. • Conduct new hire orientation and service-related training sessions. • Support leadership development and	Working Hours: • 5 days/week • 8:30am to 6pm Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774

	(4) Excellent interpersonal and communication skills — able to build rapport at all levels. (5) Positive, adaptable, and proactive mindset, with a passion for service and people culture.	capability-building initiatives. • Assist in planning and executing employee engagement, wellness, recognition and culture-building activities. • Support employee surveys, focus groups and follow-up action tracking. • Coordinate service quality initiatives, internal audits, feedback tracking and improvement actions. • Prepare communications, reports, dashboards and presentation materials. • Liaise with internal stakeholders, trainers, vendors and service partners. • Support event logistics, procurement, documentation and programme administration. • Maintain accurate records and ensure timely follow-through on programme deliverables.	
F&B Captain	(1) Minimum 2–3 years of relevant experience in Food & Beverage service, with prior supervisory experience	• Responsible for meeting service standards in the assigned outlet.	Working Hours: • 5 days/week • Shift Work Employment Type: • Full-Time

	in a restaurant, hotel, club, or hospitality environment preferred. (2) Strong knowledge of food and beverage service standards, restaurant operations, and hospitality best practices. (3) Excellent customer service skills with a professional, friendly, and positive attitude. (4) Strong communication and interpersonal skills to interact effectively with members, guests, and colleagues. (5) Good organisational and problem-solving skills with the ability to remain calm and efficient in a fast-paced environment. (6) Detail-oriented with a strong commitment to service excellence and operational quality. (7) Willingness to work rotating shifts, weekends, public holidays, and during special events as required.	• Job Roles & Responsibilities: • Supervise service personnel and ensure meeting of service and grooming standards. • Monitor workflow and recommend improvements or increase efficiency. • Coordinate with kitchen staff to ensure timely communication of orders and delivery of food. • Oversee condition of seating premises. • Assist in conducting training for service staff when required to improve service standards. • Any other duties that might be assigned from time to time.	Location: • 240 Sime Road (S)288303 OR • 180 Island Club Road (S)578774
F&B Executive 	(1) Minimum 3–5 years of relevant experience in Food & Beverage operations, with supervisory experience	• Responsible for planning and coordinating activities	Working Hours: • 5 days/week • Shift Work Employment Type: • Full-Time

	in a hotel, restaurant, club, or hospitality environment preferred. (2) Diploma or equivalent qualification in Hospitality, Food & Beverage Management, or a related field is preferred. (3) Strong knowledge of restaurant operations, food and beverage service standards, and hospitality best practices. (4) Proven leadership and people management skills with the ability to supervise, coach, and develop service teams. (5) Excellent customer service, interpersonal, and communication skills. (6) Strong organisational, planning, and problem-solving skills with the ability to manage multiple operational priorities. (7) Good numerical and administrative skills, with experience in sales reporting, stock control, and operational documentation.	of the various F&B service personnel. • Job Roles & Responsibilities: • Support the Restaurant Manager on all matters concerning staffing complaints, accidents, lost & found items, etc. • Ensure that the operations are adequately manned, taking into account peaks and troughs in demand. • Ensuring that Members and guests are attended and manage employees to and provide quality standards for service. • Oversee the grooming of staff and ensure that the code of conduct is adhered to at all times. • Ensure that breakages and wastage of food are minimized. • Responsible for ensuring that the outlet is properly set for service. • Facilitate linen and guest supplies control and ensure proper stock control of such items. • Liaise with other departments on	Location: • 240 Sime Road (S)288303 OR • 180 Island Club Road (S)578774
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	(8) Detail-oriented, proactive, and committed to delivering exceptional service quality and operational excellence. (9) Ability to work in a fast-paced environment and adapt to changing operational needs. (10) Willingness to work rotating shifts, weekends, public holidays	maintenance of furniture, fixtures and fittings. • Keep necessary records on sales, items and covers sold, number of guests served, etc. • Ensure that all checks presented are accurately drawn up. • Provide effective leadership to all immediate subordinates and motivates them to contribute to the best of their abilities. • Any other duties that might be assigned from time to time	
Golf Assistant	• Minimum GCE O-Level qualification; Diploma in Hospitality, Sports Management, Business Administration or related disciplines is preferred. • Prior experience in customer service, hospitality, club operations, golf administration or a similar member-facing role will be an advantage. • Knowledge of golf operations, competitions and handicapping is preferred. Experience	• As the first point of contact at the Golf Counter, the Golf Assistant (Golf Receptionist) plays an important role in delivering a welcoming and efficient experience for Club members and guests. • The role is primarily member-facing and involves attending to enquiries, coordinating golf bookings and competitions, supporting handicapping administration, and assisting with the day-	Working Hours: • 5 days/week • Shift work 6:00AM to 3:30PM 10:00AM to 7:30PM Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774

	with CHS and/or SGA-related handicapping administration will be an advantage. • Strong customer service, interpersonal and communication skills, with a professional and service-oriented disposition. • Good administrative and organisational skills, with strong attention to detail and accuracy. • Proficient in Microsoft applications, particularly Excel, Word and Outlook; familiarity with golf club management systems is an advantage. • Able to work independently and as part of a team, and manage multiple tasks effectively in a fast-paced environment. • Good command of written and spoken English. • Willing to work shifts, weekends and public holidays, including early morning shifts commencing at 6:00am. • Punctual, reliable and adaptable, with a positive attitude and willingness to support	to-day operations of the Golf Department. • You will work closely with the Golf Admin and Operations team and relevant Club departments to ensure that members receive timely and accurate assistance on all matters relating to golf. • Attend to Club members and guests at the Golf Counter, providing friendly, professional and efficient assistance on all golf-related enquiries. • Manage golf bookings and reservations, including timesheet bookings, tee-time arrangements, course reservations and private golf competitions. • Liaise with members on golf competitions, including registration, draws, competition information, scoring, results and other related enquiries. • Handle members' handicapping enquiries and provide timely follow-up on handicap-related matters. • Perform daily, weekly and monthly handicapping	
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	golf events and departmental operations as required.	administration and reports using the Club's handicapping system (CHS), including coordination with the Singapore Golf Association (SGA) where required. • Support on golf operations and handicapping matters, including attending Handicapping Committee meetings and carrying out relevant follow-up actions. • Assist with the organisation and administration of golf events and tournaments, including registration, scoring and other operational requirements. • Coordinate reciprocal and affiliated club bookings, including liaising with external clubs, confirming arrangements and following up on members' requests. • Prepare and manage golf-related communications and documentation, including notices, circulars, correspondence,	
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		reports and other administrative records.	
Junior Sous Chef (Local / Western)	(1) Minimum 5 years of relevant experience as a Junior Sous Chef or Chef de Partie in a similar role within a hotel, restaurant, club, or hospitality environment. (2) Professional culinary qualification or relevant certification is preferred. (3) Strong knowledge of food preparation techniques, kitchen operations, food safety, and hygiene practices. (4) Ability to work efficiently in a fast-paced kitchen environment while maintaining high standards of food quality and consistency. (5) Good organisational and time management skills with the ability to prioritise multiple tasks during service. (6) A team player with strong communication skills and a positive attitude. (7) Passion for food, attention to detail, and commitment to	• Responsible for preparing and cooking menu items as ordered by members and guests. • Job Roles & Responsibilities: • Responsible for area of food production as assigned by line chef. • Monitor and maintain condition of equipment used. • Communicate with cutter to minimize hold-ups in production. • Any other duties that might be assigned from time to time	Working Hours: • 5 days/week • Shift Work Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774

	delivering excellent dining experiences. (8) Willingness to work rotating shifts, weekends, and public holidays as required.		
Maintenance Executive (Golf Course Maintenance - Equipment & Machinery) 	(1) Minimum 3 years of strong technical working knowledge in mechanical operations with hands-on experience. (2) Strong practical and technical skills. (3) Good analytical skills to assess various properties and equipment and detect potential safety hazards. (4) Ability to work independently and in a team-oriented collaborative environment. (5) Highly motivated, quality driven and results oriented with excellent leadership capabilities. (6) An eye for detail to ensure quality control for tasks and highly motivated, quality driven and results oriented individual.	- Oversees all the maintenance and repair works of the equipment and machinery in the golf course maintenance workshop. - Job Roles & Responsibilities: (1) Troubleshoot and maintained any faulty machinery, equipment and golf carts. (2) Plan and organize all machinery and buggy checking and do the preventive maintenance/servicing as scheduled. (3) Ensure and key-in, included but not limited to: data, update maintenance repair, inventory, receiving book and bin card. (4) Monitor the machine operation systems in terms of its usability and the maintenance programs. (5) Coordinate, assign and review the work of the maintenance staffs.	Working Hours: 5 days/week - Shift Work Employment Type: - Full-Time Location: 240 Sime Road (S)288303 - OR 180 Island Club Road (S)578774

		(6) Assist the Course Superintendent with the yearly budgeting. (7) Responsible for daily reporting status of equipment downtime (8) Responsible for part ordering and requesting quotations from vendors. (9) Plans and arranges all the necessary steps on equipment scrapping. (10) In-charge of inventory for ad-hoc projects. (11) Responsible for setting parameters on the use of materials and services within the approved financial budgets of the machine and equipment. (12) Responsible for the organization and cleanliness of workshop. (13) Oversee a team of Maintenance Staff	
Maintenance Specialist (Facilities & Building)	(1) At least 1–2 years of relevant maintenance or facilities management experience is preferred. (2) Basic knowledge of building maintenance, including electrical, plumbing, air-	(1) Handle daily rectification and repair work in the facility such as leak, choke, lightings issue, air condition, Audio Visual and sound system, kitchen equipment, painting, etc.	Working Hours: • 5 days/week • Shift Work Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR

	conditioning, lighting, painting, and general repair works. (3) Able to troubleshoot maintenance issues and carry out minor repairs independently. (4) Familiar with workplace safety practices and able to comply with safety procedures. (5) Minimum NITEC, Higher NITEC, ITE, or equivalent qualification in Mechanical, Electrical, Building Services, Facilities Management, or a related field.	(2) Respond to service call form other department personnel relating to maintenance issue to ensure prompt action and trouble shoot breakdowns and defects. (3) Work closely with contractors to manage day to day operations. (4) Ensure all facilities maintenance works are carried out with the least disruption to the business operations with appropriate with appropriate safety measures. (5) Understand and abide to risk assessments. (6) Maintain and ensure minimum supplies of technical equipment for prompt service delivery at all times. (7) Keeping a record of all the day to day maintenance and service activities taken in the facility. (8) Respond to all fire safety and emergency situations. (9) Any other duties that may be	•180 Island Club Road (S)578774
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		assigned from time to time.	
Security Supervisor	• Positive attitude and strong team orientation. • Good working knowledge of Microsoft • Able to manage multiple tasks and changing priorities. • Motivated, quality-driven and results-oriented. • Strong analytical, problem-solving and decision-making skills. • Good organisational and communication skills. • Able to work effectively in a culturally diverse, multi-ethnic environment. • Holds a valid SO licence	• Lead daily security operations and oversee Security r deployment. • Ensure compliance through patrols, inspections and operational checks. • Monitor CCTV, access control and alarm systems; report faults. • Respond to security incidents, fire, medical emergencies and accidents. • Conduct shift briefings and coach Security rs. • Liaise with the outsourced security agency on manpower and performance. • Ensure first aid kits, AEDs and emergency equipment remain serviceable. • Maintain accurate incident reports, security records and shift handovers. • Support Club events, traffic, access and crowd management. • Promote professionalism, teamwork and service excellence.	Working Hours: • 5 days/week • Shift Work Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774

Senior / Maintenance Executive 	(1) Minimum 5 years of relevant working experience in facilities maintenance, building services, or M&E operations. (2) Prior experience in hotel, hospitality, club, or other 24/7 operational environments is highly preferred. (3) Experience in handling breakdowns and emergency situations, including after-hours response when required. (4) Good understanding of preventive maintenance systems and facility management practices. (5) Strong technical knowledge of Mechanical & Electrical (M&E) systems, building services, and general building maintenance works. (6) Ability to provide technical guidance and on-the-job support to maintenance teams. (7) Good working knowledge of Microsoft applications. (8) Strong organisational and	• Responsible for the smooth day to day operations of the building maintenance team and assist the Facilities Manager to oversee the installation, repair and upkeep Club's property, including machines and kitchen equipment, mechanical systems, electrical systems, air condition systems, fire and life safety systems, buildings and other structures, including cost and expenses budgeting, capital and operation expenditure planning and budgeting. • Job Roles & Responsibilities: • Responsible for the smooth operations of the facilities management team. • Assist Facilities Manager on forecast operating and capital budget, track and monitor expenditure so as to be in line with overall budgets approved. • Manage, supervise and ensure appointed contractors accomplish and complete repair and maintenance works according to the	Working Hours: • 5 days/week • Shift Work Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774
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	facility management skills. (9) Excellent interpersonal and communication skills (both written and verbal), with a positive attitude and the ability to foster teamwork among support staff. (10) Proven ability to lead and motivate a mid-size in house team, with adaptability and the ability to work effectively in a diverse, multi-ethnic environment.	required timelines and standards. • Assist Facilities Manager to plan all major maintenance and repair work schedules on a daily basis for facilities maintenance team. • Attend to all breakdowns and provide frontline maintenance support. • Assist Facilities Manager to ensure all facilities maintenance works are carried out with the least disruption to the business operations. • Maintain and ensure minimum supplies of technical equipment for prompt service delivery at all times. • Review of service vendors' performance to identify and determine service level to meet minimum service quality level and standards. • Any other duties that may be assigned from time to time. • Preferable to have building experience.	
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Senior Security Officer	• Positive attitude and strong team orientation. • Good working knowledge of Microsoft • Able to manage multiple tasks and changing priorities. • Motivated, quality-driven and results-oriented. • Strong analytical, problem-solving and decision-making skills. • Good organisational and communication skills. • Able to work effectively in a culturally diverse, multi-ethnic environment. • Holds a valid SSO licence	• Shift Leadership – Lead daily security operations and supervise outsourced Security rs to ensure compliance with Club policies, SOPs and service standards. • Personnel Supervision – Coordinate outsourced Security rs, conduct briefings and provide operational guidance. • Security Systems – Monitor CCTV, Fire Alarm, FCC, Access Control, Lift Control, Vehicle Barrier and Carpark systems; report faults for rectification. • Patrol & Security – Conduct physical and virtual patrols to identify security breaches, hazards, suspicious activities and unauthorised access. • Emergency Response – Respond to security incidents, fire alarms, medical emergencies, accidents and emergencies, including evacuation and crowd control. • Traffic & Access Control – Regulate vehicular and pedestrian traffic, parking and access	Working Hours: • 5 days/week Shift Work Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774
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		control, including event security arrangements. • CCTV & Investigations – Monitor CCTV and retrieve footage to support investigations, enquiries, claims and management requirements. • Member Assistance – Assist members, guests and staff with security matters, lost property, complaints, injuries, accidents and suspicious persons. • Equipment & Reporting – Inspect security equipment, report defects and hazards, and maintain accurate incident and shift records.	
Sports & Recreation Officer	(1) Prior experience in customer service, sports and recreation, hospitality, leisure, or club operations will be an advantage. (2) Passion for delivering excellent customer service with a friendly, professional, and approachable personality. (3) Good interpersonal and communication skills, with the ability to interact effectively with	• Provide quality customer service duties to Club members and guests. Attend to members' and guests' inquiries on the phone and face to face. Supply information regarding the Club and all the facilities to members and guests. Working across all areas in recreation including, Gym, Sports, Swimming and Lifestyle. Providing excellent customer service.	Working Hours: • 5 days/week Shift Work Employment Type: • Full-Time Location: • 240 Sime Road (S)288303 - OR • 180 Island Club Road (S)578774

	members, guests, and colleagues. (4) Strong organisational and administrative skills with the ability to manage multiple tasks and prioritise effectively. (5) Basic computer proficiency, including Microsoft applications. (6) Ability to work independently as well as collaboratively in a team environment. (7) Responsible, detail-oriented, and proactive with a positive attitude and strong service mindset. (8) Willingness to work rotating shifts, weekends, and public holidays when required. (9) Fresh graduates are welcome to apply.	• Job Roles & Responsibilities: • Create and update existing recreational lessons for publication materials. • Assist members in recreational program registrations and cancellations. • Maintain a clean and safe working environment. • Assist in supporting social events/activities for members. • Answer incoming calls and attend to enquiries on recreational matters. • Tabulate and generate monthly invoices and billings for all recreational. • Issue towels, locker keys and manage the bookings of the recreational activities. • Ensure the day-to-day operation run smoothly and is operated in an efficient manner in compliance with the Club's Rules and Bye-Laws. • Ensure that all facilities, and equipment are maintained and serviced to the best	
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		possible condition according to the planned schedules. According to specification prior to any tournaments or competitions. • Any other duties that may be assigned from time to time.	
Waiter / Waitress (PT)	(1) Minimum 1-2 years of relevant experience in Food & Beverage service, with prior supervisory experience in a restaurant, hotel, club, or hospitality environment preferred. (2) Strong knowledge of food and beverage service standards, restaurant operations, and hospitality best practices. (3) Excellent customer service skills with a professional, friendly, and positive attitude. (4) Strong communication and interpersonal skills to interact effectively with members, guests, and colleagues. (5) Good organisational and problem-solving skills with the ability to remain calm and efficient in a fast-paced environment.	• Monitor workflow and recommend improvements or increase efficiency. • Coordinate with kitchen staff to ensure timely communication of orders and delivery of food. • Oversee condition of seating premises.	Working Hours: • Shift Work Employment Type: • Part-Time Location: • 240 Sime Road (S)288303 OR • 180 Island Club Road (S)578774

	(6) Detail-oriented with a strong commitment to service excellence and operational quality.		
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#13 Singapore One Rail

Singapore One Rail (abbreviation: SOR) is a public transport operator in Singapore, formed in joint venture between Singapore public transport operator SBS Transit and RATP Dev Asia.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer, Asset Performance & Management - JRL 	• Preferably 1 years of experience in Railway industry. • Experience in implementing or supporting an ERP software would be an advantage. • Strong communication and interpersonal skills.	• The role supports compliance with Authority regulations and ensures smooth operations of the Maintenance Management System (MMS). • Key duties include overseeing MMS maintenance, coordinating data extraction and reporting, and supporting analytics work with internal teams and vendors. • The position assists in managing system reliability and availability submissions, aligning asset information, and maintaining failure management and emergency response procedures. • It also involves providing frontline user	Working Hours: • Rotating shift Employment Type: • Full-time Location: • 3 Sungei Tengah Close,(S)699859

		support, implementing engineering and performance processes, and collaborating with the SBST Rail MMS team to meet stakeholder needs. •The role includes secretariat duties for internal or external meetings.	
Assistant Engineer, Engineering Management - JRL 	• Minimum 2 years of Railway experiences is preferred. • Knowledge of computer hardware or/and software applications. • Strong problem-solving skills. • Passion for data analytics and condition monitoring systems. • Able to work with own initiative and independent. • Strong planning, organisation, interpersonal and communication skills. • Resourceful, self-motivated and results oriented. • Must not have colour blindness.	• The role supports the Chief Controller in monitoring and managing mainline and depot fault occurrences, as well as engineering activities. •It involves dispatching O&M staff to attend to operational or safety-related faults and providing coverage for the Maintenance Engineering Centre when required. •The position develops procedures for normal operations, incident management, and post-investigation work, alongside preparing routine reliability and performance reports for OCC. •The role responds to incidents when activated by Engineering or Rail Engineering & Performance leaders,	Working Hours: • Rotating shift Employment Type: • Full-time Location: • 3 Sungei Tengah Close,(S)699859

		performs 24/7 shift duties, and handles any other tasks assigned by supervisors.	
Assistant Engineer, Permanent Way - JRL 	• Min 1 years railway or related working experience. • Self-motivated and resourceful. • Responsible and dependable. • Able to perform night shift work.	• The role leads and supervises rail maintenance activities to ensure the permanent way and 3rd rail systems meet operational standards. • Key duties include overseeing rail replacement operations, maintenance of buffer stops and insulated rail joints, and cleaning of tracks and tunnels. • The position monitors rail-related tests and repairs, conducts inspections and data analysis, and leads emergency response for track and 3rd rail incidents. • Responsibilities also include shunting and driving engineering trains, supporting failure management and emergency procedures, ensuring ISO 14000 compliance, managing logistics and spare parts procurement, coordinating track access requests, and performing other duties assigned by supervisors.	Working Hours: • Rotating shift Employment Type: • Full-time Location: • 3 Sungei Tengah Close,(S)699859

Assistant Engineer, Power - JRL 	• Preferably with relevant working experience in maintenance of HV, LV and DC traction power equipment. • Electrical Power System background. • Fresh graduates are welcome to apply. • Ability to perform 3 rotating shift.	• The role is responsible for monitoring and controlling power systems in the Operations Control Center, including HV, DC traction, LV equipment, and station ECS systems such as air-conditioning and mechanical ventilation. • The position coordinates closely with Traffic and frontline maintenance teams to ensure rapid fault response and efficient repair work. Responsibilities include implementing safety plans, developing and updating work instructions and procedures, and managing electrical Permit-to-Work processes. • The role also conducts system training to maintain staff competency and supports engineering tasks or assignments as directed by supervisors.	Working Hours: • Rotating shift Employment Type: • Full-time Location: • 3 Sungei Tengah Close,(S)699859
Assistant Engineer, Signalling - JRL 	• Experience in the field of Railway Signalling, as well as knowledge of networking and configuring or troubleshooting operating systems, will be a plus.	• The role involves planning, organizing, and leading scheduled and corrective maintenance activities for signalling and platform screen door systems, ensuring work is carried out safely,	Working Hours: • Rotating shift Employment Type: • Full-time Location: • 3 Sungei Tengah Close,(S)699859

	• Good interpersonal, management and communication skills. • Railway experience will be a plus.	efficiently, and in accordance with maintenance schedules and standards. • It includes overseeing fault diagnosis and rectification, coordinating prompt responses to system failures, reviewing and approving maintenance documentation, and managing maintenance logistics. • The position also requires conducting safety inspections, audits, and housekeeping checks, maintaining up-to-date technical documentation, delivering in-house training to build team competency, and enforcing cybersecurity practices. • Strong leadership and mentorship are essential to promote compliance, safety, and accountability, with additional responsibilities such as driving company vehicles and undertaking other duties as required.	
Engineer, Engineering Management - JRL 	• Preferably 3-5 years of Railway experiences.	• The role supports the Maintenance Engineering Centre (MEC) in operating and	Working Hours: • Rotating shift Employment Type: • Full-time

	• Knowledge of computer hardware or/and software applications. • Strong problem-solving skills. • Passion for Data for analytics and CdM. • Keen interest in research and experimentation. • Ability to identify colours. • Ability to perform rotating shifts.	maintaining Condition Monitoring (CdM) systems. • Key responsibilities include monitoring, analysing, and reporting engineering data and alerts, and providing guidance to OCC during incidents. • The role develops operational and incident-related procedures, prepares routine reliability and performance reports, and supports post-investigation work for complex failures. • It collaborates with Data Analysts, System Engineers, Operations, and Engineering teams to enhance MEC's data analytics and digital capabilities. • The position also performs secretariat duties for review boards and meetings, assists in special MEC-related events, responds to incidents when activated, and undertakes tasks assigned by supervisors.	Location: • 3 Sungei Tengah Close,(S)699859
Engineer, Rolling Stock - JRL 	• Preferably at least 3 years of post-graduate working experience with 2 years of relevant	• The role leads teams of Assistant Engineers and Technicians to perform preventive and corrective maintenance	Working Hours: • Rotating shift Employment Type: • Full-time Location:

	working experience in a railway environment. • Good knowledge in electrical, electronic, air-conditioning, mechanical and pneumatic systems of electric trains. • Good interpersonal, management and communication skills. • Fresh graduates may apply.	on electric trains, engineering vehicles, components, and equipment to meet daily production requirements. • Key duties include planning and coordinating maintenance activities, ensuring compliance with work instructions, safety procedures, and quality standards, and overseeing staff qualifications, authorization, and training. • The position is responsible for team safety, discipline, welfare, equipment upkeep, resource planning, and prudent expenditure. • It handles workplace housekeeping, staff engagement, and adherence to HR and operational guidelines. • The role also develops and manages the section budget, supports duty rosters, conducts investigations for train-related safety incidents, and performs additional tasks assigned by supervisors.	• 3 Sungei Tengah Close, (S)699859
Operations Associate - JRL 	• Minimum 5 credits GCE 'O' Levels.	• The role supports safe, efficient station and train operations by	Working Hours: • Rotating shift Employment Type:

	• Able to reach the height of 207cm with both hands. • Able to identify colours. • Willing to perform shift work, including weekends and Public Holidays. • Good interpersonal skills with a passion to work with people. • Required to manually operate station and trainborne equipment. • Preferably with minimum 2 years' working experience in the service or retail industry.	assisting the Operations Specialist in daily operational control, incident handling, and the delivery of quality customer service. • Responsibilities include managing passenger flow and crowd control, enforcing RTS regulations, protecting revenue, resolving ticketing issues, and manning the Passenger Service Centre. • The position involves conducting security patrols, coordinating with Transit Guards, setting routes manually when required, and supporting training for trainees. • On board trains, duties include providing passenger assistance and travel information, assisting passengers with special needs, monitoring train performance, responding to equipment failures and incidents, communicating with the OCC, and managing train defects and emergencies in accordance with established procedures.	• Full-time Location: • 3 Sungei Tengah Close,(S)699859
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		•The role also requires operating passenger trains and performing Emergency Train Operator duties, while maintaining required certifications and carrying out other tasks as directed.	
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#14 SMRT

SMRT Corporation Ltd (SMRT) is a leading public transport services provider in Singapore. As the nation's dominant rail operator, SMRT manages and operates the North-South Line, East-West Line, Circle Line, Thomson-East Coast Line, and Bukit Panjang Light Rail Transit. These services are complemented by its bus, taxi, and private hire vehicle operations. Through Kaizen, SMRT enhances lifestyles by creating vibrant transit destinations for commuters and the communities it serves. In addition, SMRT collaborates with Malaysia's Prasarana to design, build, and subsequently operate, and maintain the RTS Link, which will enhance cross-border connectivity between Singapore and Johor. SMRT's core values are encapsulated in the acronym R.I.S.E, which stands for Respect, Integrity, Safety, Service, and Excellence. SMRT is dedicated to providing safe, reliable, and commuter-centric transport services.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer, EMF 	Qualifications & Work Experience 1. Diploma in Electrical / Electronic Engineering 2. Experienced and familiar with Fire Protection System will be an advantage Skills	• Job Purpose • To supervise the team in performing preventive and corrective maintenance work on Electrical, Mechanical and Fire Protection System. Duties also include proposing workflow improvements to improve the reliability of the Electrical, Mechanical and Fire Protection System.	Working Hours: • Shift Work Employment Type: • Full-time Location: • PLQ 3, 2 Tanjong Katong Road (S)437161

	1. Possess strong mechanical and electrical fundamentals 2. Able to communicate effectively and good team player 3. Meticulous in ensuring that maintenance work and activities are performed in a safe and orderly fashion by the team 4. Possesses an analytical mindset and is able to exhibit leadership skills in the team	• Manage his team's performance in achieving established Key Performance • Indicators (KPIs) as well as facilitating the work of external contractors. Plans, prioritise and optimise material resources and manpower for scheduled maintenance work and fault. • Mentor and impart knowledge and skills to junior staff. Responsibilities 1. Mechanical and Electrical Systems • To perform preventive maintenance work of Electrical, Mechanical and Fire Protection System • To perform corrective maintenance work of Electrical, Mechanical and Fire Protection System • To assist in conducting fault analysis and troubleshooting of Electrical, Mechanical and Fire Protection System • To supervise the execution of Electrical, Mechanical and Fire Protection System preventive maintenance work • To supervise the execution of Electrical, Mechanical and Fire Protection System	
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		corrective maintenance work • To perform complex fault analysis and testing of Electrical, Mechanical and Fire Protection System 2. Support Maintenance Activities and Operational Requirement • To supervise the work of contractors and stakeholders external to the Electrical, Mechanical and Fire Protection System to ensure safety requirements and operating standards are met • To ensure proper housekeeping of spare parts, equipment and tools • To document inspection and maintenance activities • To comply with Workplace Safety and Health (WSH) policies, procedures and regulations when carrying out work • To comply with Rapid Transits System (RTS) Codes of Practices • To track quantities of and support the requisition of maintenance supplies and expendables required at work base 3. Support continuous improvement activities to enhance service reliability • To propose workflow improvements to enhance the reliability and efficiency of Electrical,	
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		Mechanical and Fire Protection System • To carry out engineering improvement activities to enhance the reliability and efficiency of Electrical, Mechanical and Fire Protection System 4. Manage people and team performance - To plan work activities and manpower allocation • To perform on-the-job coaching • To manage the team's performance in achieving Key Performance Indicators (KPIS)	
Assistant Engineer, Field Services (NSEWL) 	Qualifications & Work Experience • Diploma in Electrical Engineering, Electronics Engineering, or equivalent • Preferably 5 years' experience as team leader in a fast paced maintenance environment	• Job Purpose • The Assistant Engineer (Signal Field Service) supervises his team in performing preventive and corrective maintenance work on various railway signalling systems and platform screen doors. • He also contributes to workflow improvements to enhance the reliability signalling system, as well as supervising and ensuring the work quality and safety of external contractors and stakeholders. • He may be required to perform shift duties at various rail premises such as depots, train stations, viaduct, and tunnels. • He demonstrates team leadership skills in ensuring	Working Hours: • Shift Work Employment Type: • Full-time Location: • PLQ 3, 2 Tanjong Katong Road (S)437161

		the team carries out the maintenance work in a safe and orderly manner, as well as manages the team's performance in achieving established Key Performance Indicators. • Responsibilities • To lead team of Technical rs in performing tasks in compliance with relevant procedures and instructions contained in Quality Procedures, Work Specifications, Work Instructions, and Signal Standing Instructions • To assist in supervising and coaching of new staff and conducting on the job training • To provide 1st line fault response and recovery • To perform timely trackside CM activities including fault troubleshooting, rectification and testing • To plan and carried out trackside PM work according to schedule • To perform trackside equipment overhaul activities and to ensure that the programs adhere to the schedule	
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		• To carry out day-to-day monitoring of equipment performance and follow up • To carry out day-to-day fault analysis and follow up • To perform tasks in compliance with relevant procedures and instructions contained in Quality Procedures, Work Specifications, Work Instructions, Signal Standing Instructions and any relevant change instructions disseminated • To operate safely and efficiently all Signal Measuring, Test Equipment, Instruments and Tools 11. • To comply with and exercise safety at all times in accordance to all Safety Procedures. • To be responsible for the safety of self, peers at workplace; off and on trackside throughout working period/ • To carry-out the role of PIC and PM duties and responsibilities • To complete the necessary reports for the task at hand • To assist EMM in managing and controlling of maintenance spares	
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		• To ensure good housekeeping at the workplace	
Assistant Engineer, Permanent Way (TEL) 	Qualifications & Work Experience • Diploma in Mechatronics / Mechanical / Civil Engineering. • Preferably with at least 3-4 years of experience in field maintenance. Skills • Able to communicate effectively and a good team player. • Proficient in using tools and equipment.	• Job Purpose • The Assistant Engineer, Track Renewal is responsible to lead and manage a team of technical rs and contractors to carry out system-wide repair, maintenance and replacement of all track components such as rails, switches and crossings so as to support SMRT in providing safe and reliable train service to our commuters. • Responsibilities • The duties and responsibilities of an Assistant Engineer, Track Renewal are as listed below. Note that the list is not comprehensive and related duties and responsibilities may be assigned from time to time. • Organize and plan all rail change activities • Comply and execute tasks in accordance to Work Instructions and Procedures. • Comply and exercise safety at all times in	Working Hours: • Shift Work Employment Type: • Full-time Location: • PLQ 3, 2 Tanjong Katong Road (S)437161

		accordance to Safety Procedures. • Responsible for the safety of self, peers and the track throughout the working period. • Carry-out the role of person-in-charge (PIC) and preventive maintenance (PM) duties and responsibilities. • Complete the necessary paper work for all tasks • Complete rail change or built up welding works within a given time frame. • Coordinate and supervise contractors in all rail change activities • Supervise a team of Technical rs for all rail change activities. • Coordinate with other Departments involved in rail change activities • Plan and forecast on all materials, tools and equipment needed for continuous rail change operation. • Check and verify all leaves and claims submitted by your staff. • Perform Ultrasonic Tests, when necessary.	
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		• Assist in training new staff on rail change operation.	
Assistant Engineer, Power Maintenance 	Qualifications & Work Experience • A Diploma in Electrical Engineering from a recognized institution. • At least 2 to 3 years of relevant experience in maintenance and troubleshooting of electrical equipment. • Able to lead by example, communicate effectively and work as a team. • Physically fit, able to climb staircases and ladders, and stand for sufficient duration (4 hours) to accomplish the required fault assessment or inspection works. • Lift tools and equipment of up to 5kg. Skills • Capable of communicating effectively within the team and with external stakeholders • Able multi-task in a challenging environment • Lead a team and work independently	• Job Purpose • The Assistant Engineer, Power Maintenance works in a team to operate, maintain and repair equipment installed in the SMRT Power System in compliance with the departmental Quality Objectives as stated in the QP/WIs/Task lists in accordance with quality and safety standards so as to support SMRT in providing safe and reliable train service to our commuters. • Responsibilities • The duties and responsibilities of an Assistant Engineer are as listed below. Note that the list is not comprehensive and related duties and responsibilities may be assigned from time to time. • Lead a team of technical officers to carry out and/or supervise for preventive and corrective maintenance works on SMRT power system equipment in compliance with relevant procedures and safety requirements. • Plan and execute maintenance schedule and	Working Hours: • Shift Work Employment Type: • Full-time Location: • PLQ 3, 2 Tanjong Katong Road (S)437161

		staff duty rosters in consultation with EMM in most effective and efficient manner. • Provide technical advice, information and instructions to other staff and ensure all drawings, diagrams, manuals, and records are kept current and updated. • Assist EMM in conducting engineering and safety analysis, investigations, and test. • Carry out and/or assist EMM in supervision of corrective maintenance, upgrading/ modification/ repair work and submit reports on completion of work. • To comply and exercise safety at all times in accordance to Safety Procedures. • To attend Permit-To-Work / Permit-To-Access for internal and external work parties. • To perform rotating shift duties. • Ensure compliance with our Quality objectives as stated in our QP/WIs/Task lists in daily activities. • Undertake any other tasks or functions that are incidental or ancillary to	
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		the performance of assigned work.	
Station Manager 	Qualifications & Work Experience • You should have a Diploma in an Engineering discipline with a genuine passion, energy and enthusiasm for a frontline customer service job. • You will be required to work on 3 rotating shifts, including duties on weekends and public holidays. Successful candidates will undergo a structured training program to be equipped with the necessary knowledge and skills to perform the duty of a Station Manager. Skills • Customer service oriented • Enjoy meeting people and handling technology systems and equipment • Likes to work with people of all levels • Committed and has passion for work • Positive and open mind-set • Meticulous and alert • Ability to handle emergency situation in a calm and swift manner • Ability to work independently and be a good team player	Job Purpose • The Station Manager plays a key role in ensuring safe, secure, reliable and efficient operation of the station. As a Station Manager, you will: • Be responsible and fully in-charge of the detailed daily operation of all facilities and services in a station in accordance with Work Instruction and Procedures • Be required to handle and assist in all incidents and emergencies; • Be required to conduct regular inspection and monitoring of station premises to ensure that facilities, equipment and structure within the station premises are in good working condition; • Be required to respond to station, train and track related incidents to ensure the safety and security of our passengers; • Supervise Service Ambassadors, Transit Security Personal and Assistant Station Manager in their daily duties and provide excellent customer service to our passengers	Working Hours: • Shift Work Employment Type: • Full-time Location: • PLQ 3, 2 Tanjong Katong Road (S)437161

	• Ability to lead and motivate people • Ability to work under stress and pressure • Ability to good spoken and written communication skills • Effective interpersonal skills • Proficient in English and preferably Mandarin or Malay • Basic computer literacy	to make their journey with SMRT a delightful one Responsibilities Safety and Security • Ensure safety of passengers, employees, contractors and public in the stations • Ensure safety and security procedures are understood and adhered to • Oversee the Transit Security rs in stations to safeguard and protect the people and property within stations • Undertake security checks in the stations Customer Service • Ensure that the customer service standards are met • Handle and manage demands from passengers with special needs Reliability • Open and close stations timely • Promptly respond to station / train incidents and emergency • Leadership and People Management • Manage and motivate station staff under his/her charge with direction from SOM or higher management • Mentoring, guiding and coaching the novice and at-risk staff under their charge	
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		Automatic Fare Collections • Handling of Automatic Fare Collection including security, cash transactions, control of AFC keys and PSM/GTM log-on cards, and serialised tags/seals, access to the AFC/trolley store and AFC equipment, and retention period of AFC records • Station Operations, Equipment and Facilities Responsible for: • Efficient performance of stations' equipment • Cleanliness and tidiness of stations • Conservation of energy in stations • Work closely with the cleaning contractors to ensure the standards of cleanliness in stations are met • Report any equipment fault Others: • To meet the expected demands and targets set for station operations • Improve the level of operation and customer service continually	
Train Service Controller 	Qualifications & Work Experience • Diploma in any discipline preferably with engineering background or other qualifications	• Perform the following functions in the Operations Control Centre: • Train Service Controller (Train Control): Assis the Chief Controller to perform train service regulation	Working Hours: • Shift Work Employment Type: • Full-time Location: • PLQ 3, 2 Tanjong Katong Road (S)437161

	with more than 3 years railway experience. Skills • Able to work under stressful environmental and able to make sound and safe decision while handling train incidents • Proficient and confident to operate computer systems Leadership Competencies • Personal Leadership and Dependability: Adheres to regulations, policies and procedures and prioritises the safety and security of self and other, thus being a reliable team member. • Delivering Quality Results: Delivers consistent high-quality results by focusing on addressing customer needs and working in a structured and systematic way. • Collaboration: Demonstrates courtesy and compassion by supporting, encouraging and listening to others and builds team cohesion and collaboration by appreciating the contributions of others. • Learning: Identifies and gathers information from all sources to support decision-making and assimilates new	according to operating procedures and safely. • Train Service Controller (Station Control): Assist the Chief Controller to coordinate with Station staff to provide accurate information and instructions to commuters, and manage track access by maintenance parties during Non-Traffic Hours • Train Service Controller (Depot Control): Assist the Chief Controller to coordinate with Depot Operations Centre to perform train movements and track access within the depot • Responsibilities Train Service Controller (Train Control) • Work as a team to effectively and efficiently manage the main functions of OCC; Train service regulation, Incident handling, Information dissemination and Track access management. • Manage Train service delivery; regulate revenue train service on the mainline to provide a safe and reliable train service. • Perform safely during routine and emergency situations as spelt out in the Operating Procedures, Work Instructions and	
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	information and master new techniques easily.	other prevailing instructions • Regulate and monitor train service as reflected in timetable scheduled, ensuring trains are running on time, intended connections are made, routes are set appropriately • Communicate clearly and effectively with duty staff on board the train , and provide instructions when required • Report all train faults to Chief Controller immediately • Control track access during Traffic Hours safely Incident Management • Manage incident safely at all times • Provide accurate and effective information to passengers and staff • Determine the incident for follow up action quickly, liaise, instruct and provide effective assistance for ground staff on incident handling • Recover partial train service and minimize section affected effectively • After recovery of incident, manage information dissemination and recovery of train	
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		service effectively to minimize passenger delay • Putting trains back to their timetable schedules as soon as possible after a delay/disruption Train Service Controller (Stations Control) • Communication and Information Dissemination • Disseminate information clearly and accurately to all relevant Station Staff and passengers during a train service delay or disruption through various means such as Station and Train PA, Radio, Urgent Mail System and Group Dissemination System • Attend to queries from all other staff pertaining to operations Track access management. • Manage the processing of track access during non-traffic hours safely and verify applications accurately to maximize maintenance window • Ensure all work parties are cleared from track before start of Traffic Hours Station matters • Monitoring and tracking station openings • Reminding staff on switching off flashing light • Provide assistance to	
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		station on urgent fault reporting, enquiries etc Train service controller (Depot Control) • Daily operation of Depot Control • Responsible for the morning preparation of all trains that are schedule for revenue service. • Dispatch passenger trains/ engineering train to reception tracks for launching to mainline • Receives withdrawal of trains from mainline back to depot • Dispatch spare train to mainline when instructed by Chief Controller • Liaise with Depot Ops Centre to ensure that the trains are wash according to the train wash schedule and stable at the correct location • Assist to shunt trains into workshop for maintenance • Liaise with Depot Ops Centre for any track access request and ensure protection, e.g. SPKS, is applied before allowing track access. • Report any faults occurring to train or control systems to Chief Controller immediately • Every staff in Circle Line is responsible for their own as well as their Team's Safety. Staff shall uphold the CCL Safety Mission and	
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		3 principles to complete tasks, perform duties, fulfil the goals of the organization, and adhere to the individual roles and responsibilities.	
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#15 WIZ.AI

WIZ.AI, a Singapore-based enterprise AI company founded in 2019, builds reliable, human-like voice agents for high-volume customer operations. Its platform automates multi-round conversations across inbound service, outbound outreach, and quality monitoring — handling 100M+ AI calls monthly for 300+ enterprise clients in 17 countries. Powered by a proprietary speech engine built for Southeast Asian accents, dialects, and code-switching, WIZ.AI helps banking, insurance, e-commerce, healthcare, and telecom brands deliver natural, compliant, measurable engagement at scale.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
AI Builder 	• Fresh graduates and experienced candidates are welcome. We value curiosity, learning ability, problem-solving and passion for building AI products. • Candidates should have hands-on interest in AI and enjoy turning ideas into working products. • Experience with programming, LLMs, AI APIs, prompt engineering, agent workflows, Git, databases, cloud platforms, software engineering or AI coding assistants is advantageous.	• Design and develop AI-powered applications and solutions that solve real business challenges. • Work with cross-functional teams to understand requirements, build and improve AI applications using modern AI tools, APIs and coding frameworks, and contribute across requirement analysis, solution design, implementation, testing, deployment and continuous improvement.	Working Hours: • Monday–Friday, 9:30 AM–6:30 PM Employment Type: • Full-time Location: • 71 Ayer Rajah Crescent (S)139951
AI Enablement Manager 	• Fresh graduates and experienced candidates	• Partner with enterprise customers to turn AI	Working Hours: • Monday–Friday, 9:30

	are welcome. We value curiosity, problem-solving ability, ownership, communication skills and learning agility. • Candidates should be comfortable engaging with customers and interested in AI, enterprise software, automation or digital transformation. • Exposure to consulting, SaaS, customer success, project management, business analysis, AI tools, LLMs/AI Agents, prompt engineering, SQL, Python, APIs or data analysis is advantageous.	capabilities into measurable business value. • Understand customer workflows and business problems, design and configure AI solutions, support deployment, monitor performance and continuously optimize customer outcomes while collaborating with Product, Engineering, Operations, Sales, Support and Customer Success teams.	AM–6:30 PM Employment Type: • Full-time Location: • 71 Ayer Rajah Crescent (S)139951
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e2i Services

e2i Services

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- SkillsFuture Advice

Meet an e2i Career Coach

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e2i Career Centre (DNI)

Operating Hours

Legend:  – PMET Roles

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

Mondays: 2:30pm to 5pm
Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

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

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

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