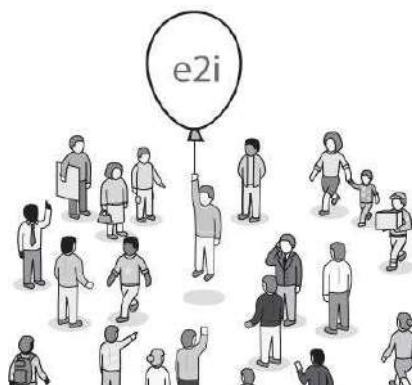


Jobs Nearby @ CDC Skills and Career Fair

3-4 July 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.

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#1 Accor Group (Novotel Singapore on Stevens | Mercure Singapore on Stevens)

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bellman	- Comply with hotel and department policies and procedures at all times - Attend all briefings, meetings and training as assigned by management - Report for duty on time wearing a clean and complete uniform at all times - Maintain a high standard of personal appearance and hygiene at all times - Perform other reasonable duties assigned by the Head of Department	- Timely delivery of guests' luggage, messages and any other items for delivery within the property - Personalize guests' orientation of their room in a professional, friendly and engaging way - Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests - Service focused personality is essential; customer-related experience is an asset - Ability to work well under pressure in a fast-paced environment - Excellent communication skills and a professional presentation - Ability to work cohesively with fellow colleagues as part of a team - Perform other reasonable duties assigned by the Management.	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Location: 28 Stevens Road (S)257878
Commis Cook	Food Hygiene Certificate	- Stock up the assigned kitchen with raw materials and ingredients on a daily basis - Be familiar with the use of all electrical and mechanical equipment in the kitchen and observe safety precautions when handling them - Master all basic cooking methods like cutting of ingredients and preparing daily mis-en-place for the assigned station	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Location: 28 Stevens Road (S)257878

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Prepare food items as per standard recipe cards whilst maintaining portion control and minimizing wastage • Apply necessary precautions with regards to the hotel food safety and hygiene standards (HACCP) • Clean and maintain all equipment within the food production area • Promptly report any hazards, unsafe working conditions or equipment which requires repair or maintenance to immediate supervisor.	
Food & Beverage Captain	• Food Hygiene Certificate	• Support the Outlet Manager by improving operations, managing staff, and monitoring food and beverage quality to ensure efficient, cost-effective service aligned with hotel standards. • Evaluate outlet operations and procedures to recommend improvements to the Outlet Manager • Assign tasks and provide support to subordinates, casuals, and interns during peak periods • Lead departmental meetings and conduct daily briefings to align team objectives • Comply with all house rules, regulations, and hotel policies to maintain operational standards • Forecast business volume considering hotel occupancy, holidays, weather, hotel activities, and community events • Participate actively in food and beverage meetings to	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Location: 28 Stevens Road (S)257878

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		coordinate departmental efforts - Assist the Outlet Manager in analyzing revenue and cost reports to prepare accurate annual budgets - Review monthly Profit and Loss statements to ensure costs align with budget targets - Support enforcement of all pre-check and check control procedures to maintain operational integrity - Monitor and minimize waste of reusable beverages to optimize resource use - Oversee the quality and quantity of all food and beverage items served to maintain customer satisfaction	
Junior Housekeeping Supervisor		- You will lead and supervise your team to maintain high cleanliness standards in guest rooms and public areas, ensure accurate reporting, and support daily housekeeping operations efficiently. - Conduct daily briefings with staff at floor level to communicate tasks and updates clearly - Supervise and coordinate all team activities to ensure smooth housekeeping operations - Clean guest rooms, balconies, corridors, linen rooms, and housekeeping pantries following established standards and procedures - Maintain and update section floor reports to track cleaning progress and issues	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Location: 28 Stevens Road (S)257878

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Perform regular room inspections using checklists to ensure quality and compliance - Accurately record room status within the assigned section for operational tracking - Execute additional reasonable duties as assigned by Management to support hotel operations	

#2 Agrocorp

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Global Brand & Business Development Manager 	- Bachelor's or Master's degree in Business, Marketing, Food Science, or related field. 5–10 years of experience in FMCG, FoodTech, or Agri-food, with proven results in brand management and commercial growth. - Demonstrated experience in market expansion, partnership management, and innovation commercialization. - Strong understanding of plant-based protein trends, sustainability narratives, and health-driven categories. - Strong analytical, financial, and negotiation skills. - Experience managing regional or global portfolios across multiple markets.	Global Growth & Market Strategy - Develop and implement Herbyvore's global business expansion roadmap across key regions (Asia, Middle East, North America). - Lead market prioritization and channel strategy for retail, food service, and B2B ingredient applications. - Build go-to-market (GTM) frameworks including portfolio, pricing, distribution, and communication strategy. - Evaluate new market opportunities and design commercial models that balance growth and profitability. - Build business cases and financial models to support new market entries, partnerships, and product launches. Brand & Marketing Leadership - Define and strengthen Herbyvore's global brand positioning, identity, and key communication platforms.	Working Hours: 5 days / week Employment Type: Full Time Location: 10 Anson Road, Tanjong Pagar (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Fluency in English (both written and spoken). - Proficiency in additional languages such as Mandarin, Bahasa Indonesia, Thai, or Arabic preferred, to support regional collaboration and customer engagement. - Ability to communicate effectively across diverse cultural and market contexts.	- Develop annual brand and marketing plans covering digital campaigns, PR, events, and trade activations. - Craft brand storytelling around taste, nutrition, and sustainability to elevate brand equity and awareness. - Lead creative and content development in collaboration with internal teams and external agencies. - Establish clear KPIs (brand awareness, engagement, ROI) and monitor performance across markets. - Build brand playbooks to ensure message consistency while enabling local adaptation. Commercial Development & Partnerships - Lead strategic partnerships with distributors, co-manufacturers, and QSR or retail operators. - Manage commercial negotiations, pricing structures, and joint business plans (JBP). - Oversee channel expansion plans across B2B and B2C; drive revenue growth and customer satisfaction. - Partner with finance and supply chain to optimize pricing, cost-to-serve, and margin management. - Identify and pursue co-branding or co-development opportunities aligned with Herbyvore's innovation platform. Innovation Commercialization - Partner with R&D and product teams to commercialize new	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		innovations — from concept to market launch. • Translate technical features into consumer-facing claims and marketable value propositions. • Lead launch readiness plans covering marketing, operations, and customer alignment. • Develop customer feedback and insight loops to guide continuous product improvement. Cross-Functional & Operational Integration • Coordinate with supply chain, finance, and operations to ensure flawless execution of launches and distribution. • Monitor sales, brand, and market performance metrics; translate data into actionable growth strategies. • Build internal business rhythms — forecasting, budget reviews, and performance tracking. • Ensure compliance with export regulations, labeling, and certification requirements across markets.	
Middle Office Intern 	• Undergraduate pursuing a degree in Business, Supply Chain, Logistics, Finance, Economics, or related disciplines • Strong attention to detail and ability to manage multiple tasks • Good organizational and follow-up skills • Proficient in Microsoft Excel and PowerPoint	• Assist in chasing and tracking purchase contracts to ensure timely execution and documentation • Support the preparation and follow-up of contract amendments with internal stakeholders • Help to update and maintain operational and management reports accurately and on time • Assist in vessel nomination coordination, including	• Working Hours: 5 days / week • Employment Type: Full Time • Location: 10 Anson Road, Tanjong Pagar (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong communication skills and a proactive learning attitude - Ability to work well in a fast-paced environment	- tracking timelines and documentation - Perform ad-hoc operational support tasks as assigned by the Middle Office team - Liaise with internal teams such as Trading, Shipping, and Finance to ensure smooth workflow - Ensure proper filing and record-keeping of contracts and related documents	
Operations Executive (Trade Support) 	- A minimum GCE 'A' level/Diploma in International Trade in Import & Export would be an advantage. 4 to 6 years of experience in an Agri-Business/Trading Company (ideally dealing with soft commodities). - Strong communication skills. - Good working knowledge of MS Word & Excel. - Knowledge of GAFTA and FOSFA will be an advantage. - Intensive experience in ICC rules for Letters of Credit is compulsory. - Knowledge of Incoterms and International trade. - Good understanding of commodity trading. - Strong attention to detail, organized, analytical mind, independent thinker	- Able to prepare a full set of shipping documents by Letters of Credit and contractual requirements. - Ensure shipping documents, including Letters of Credit, are set up/received on time as per contracts and for negotiation. - The capability to handle shipments by bulk vessels is required. - Work closely with the Team head, Traders, Origination desks, and Shipping desk. - Supervising and coordinating operations activities. - Provide leadership and guidance to the Team and be involved in executing high-risk, large-value contracts in a very hands-on way.	Working Hours: 5 days / week Employment Type: Full Time Location: 10 Anson Road, Tanjong Pagar (S)079903
Product Controller 	Bachelor's degree in finance, Accounting, Economics, or a related field.	Weekly Global Position Report: Prepare and analyze the Weekly Global Position Report to provide insights into	Working Hours: 5 days / week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Proven experience in financial analysis, risk management, and accounting in a trading firm. - Strong analytical skills with a detail-oriented mindset. - Excellent communication and collaboration skills. - Proficiency in financial software and Microsoft Office Suite. - Ability to work independently and manage multiple tasks effectively.	current financial standings and market positions. - Weekly Mark-to-Market (M2M) Analysis: Conduct weekly M2M preparation and analysis to assess the fair value of the company's financial instruments. - Risk Management: Monitor risk limits rigorously and flag any breaches to ensure compliance with the company's risk management policies. - Accounts Receivable (AR), Accounts Payable (AP), and Advances Monitoring: Review and monitor AR, AP, and advances daily to ensure timely processing and accuracy of transactions. - Document Review and Follow-up: Review and follow up on Debit Notes (DN), Credit Notes (CN), and Statements of Account (SOA) to ensure all financial records are accurate and up to date. - Monthly Reconciliation: Perform monthly reconciliation of Accounts vs. Mark-to-Market (MTM) values to ensure consistency and accuracy in financial reporting. - Vessel Profit and Loss (P&L) Review: Review vessel P&L statements and related accounting records to provide accurate financial insights and ensure proper accounting practices. - Intercompany Funding Monitoring: Monitor and track intercompany funding to manage cash flow and ensure	Employment Type: Full Time Location: 10 Anson Road, Tanjong Pagar (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		proper allocation of financial resources. • Forex Hedging and Exposure Monitoring: Oversee forex hedging activities and monitor exposure to manage currency risks effectively. • Control Issues and Process Gaps Identification: Identify control issues and process gaps, flagging them promptly and addressing them to ensure robust financial controls and compliance. • Cross-functional Collaboration: Work closely with the front office, operations, traders, and finance teams to monitor the execution and accounting of shipments, ensuring seamless coordination and accurate financial tracking.	
Product Development Intern 	• Currently pursuing or recently graduated with a degree in Food Science, Nutrition, Biotechnology, or related field. • Basic knowledge of food formulations, plant-based ingredients, or functional nutrition preferred. • Strong interest in plant-based food innovation and sustainability. • Detail-oriented, organized, and able to follow lab protocols accurately. • Analytical mindset with ability to document and interpret experimental data.	Product Innovation Support • Assist in formulation development for plant-based products (protein powders, starches, functional blends). • Support R&D team in ingredient testing, batch preparation, and optimization trials. • Document experimental results, ingredient performance, and prototype iterations. • Research emerging plant-based ingredients, functional additives, and consumer trends. Product Testing & Evaluation • Assist in sensory testing (taste, texture, solubility) and quality assessment.	• Working Hours: 5 days / week • Employment Type: Full Time • Location: 10 Anson Road, Tanjong Pagar (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong communication and teamwork skills; comfortable collaborating across teams. - Fluent in English; additional languages (Mandarin, Bahasa Indonesia, Thai, Korean) a plus.	- Record and analyze data from trials and tests to inform product optimization. - Help maintain ingredient and sample inventory for R&D use. Cross-Functional Collaboration - Collaborate with Marketing to align product features with consumer insights and claims. - Support Commercial team in preparing product sheets, launch briefs, and technical documentation. - Participate in cross-functional meetings and contribute insights from experimental data. Documentation & Reporting - Prepare technical reports, formulation notes, and project documentation for R&D review. - Track project timelines and progress for assigned product development projects. - Assist in compiling data for regulatory and quality assurance submissions.	
Technical Lead - Food Ingredients 	Qualifications - Diploma or Bachelors' Degree in Food Science or related fields Required Skills - The Early-Career Professional: You have 0–3 years of experience and are ready to take the next step in a high-impact R&D role. - The Self-Starter: You take initiative, own your projects, and don't need hand-holding to get things done.	About the Role Job Description: Product Innovation: Conduct application research to uncover and validate new value propositions for protein isolates, peptides, pea fibers, and pea starches. Technical Liaison: Serve as the primary technical link between manufacturing and commercial teams, ensuring alignment on quality expectation from customers and regulatory compliance.	Working Hours: 5 days / week Employment Type: Full Time Location: 10 Anson Road, Tanjong Pagar (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• The Fixer: You have a "solution-first" mindset and enjoy the challenge of cracking technical puzzles. • The Subject Matter Expert: You bring a strong background in food processing and a deep interest (or expertise) in the science of proteins. • The Prototype Lead: You can take a "blank slate" idea and turn it into a tangible, delicious, and market-ready product. • The Culinary Enthusiast: You're a fast learner who loves experimenting in the kitchen—whether it's benchtop prep, baking, or cooking. • The Communicator: You possess the "soft skills" to build relationships and the "hard skills" to deliver polished, data-driven presentations. • The Team Catalyst: You are focused on outcomes and know how to collaborate effectively to hit team targets.	• Customer Support: Resolve technical challenges for clients, including conducting on-site trials, troubleshooting at customer facilities or providing recommendations over phone or emails. • Solution Delivery: Collaborate with commercial team to design and deliver innovative, customer-centric solutions and technical presentations, highlighting product uniqueness. • Recipe Development: Formulate innovative recipes and product concepts that align with evolving market trends and specific customer needs. • Exhibition & Demo Lead: Manage ingredient reviews and prototype preparation for seminars, industry exhibitions, and innovation workshops. • Data Management: Ensure test data are well-documented, accurate and reported in a concise manner to stakeholders. Maintain good record of all ingredients received. • Customers sampling: Work with sample coordinator to ensure samples sending protocols are understood and adhered. • Social Media Content: Supporting marketing coordinator by providing technical and application inputs into social media contents.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Others: Assist in other projects as and when necessary.	
Trade Analyst 	- Must be an undergraduate currently pursuing a Bachelor's degree in Business Administration, Economics, International Trade, Supply Chain Management, or a related field. - Strong analytical and problem-solving skills with the ability to interpret complex data. - Basic knowledge of international trade regulations, supply chain management, and trade finance is a plus. - Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint); experience with data analysis tools (e.g., Tableau, Power BI) is a bonus. - Proficiency in Python for data analysis, automation, and process optimization is essential. Experience with Python libraries such as Pandas, NumPy, and Matplotlib for data manipulation and visualization. - Ability to write efficient, reusable, and scalable code to support data-driven decision-making. - Experience with Python for web scraping, API	- Data Analysis & Reporting: Assist in gathering and analyzing trade data, including import/export trends, tariffs, and regulations to identify key insights and patterns. - Market Research: Conduct market research to evaluate international trade policies, new market opportunities, and competitive analysis. - Trade Documentation: Support the preparation and management of trade-related documents such as invoices, bills of lading, and customs clearance forms. - Trade Compliance: Assist in ensuring compliance with import/export laws, customs regulations, and industry standards. - Support Operations: Help the team in optimizing trade operations, reviewing shipping schedules, and coordinating with logistics partners. - Cross-functional Collaboration: Collaborate with internal departments like logistics, procurement, and legal to support smooth trade processes. - Reporting & Presentations: Contribute to the preparation of presentations, dashboards, and regular reports for senior management on trade performance and trends.	Working Hours: 5 days / week Employment Type: Full Time Location: 10 Anson Road, Tanjong Pagar (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	integration, and data extraction is a plus Strong written and verbal communication skills. • Detail-oriented with excellent organizational skills. • Ability to work both independently and as part of a team		
Trade Analyst Intern 	• Must be an undergraduate currently pursuing a Bachelor's degree in Business Administration, Economics, International Trade, Supply Chain Management, or a related field. • Strong analytical and problem-solving skills with the ability to interpret complex data. • Basic knowledge of international trade regulations, supply chain management, and trade finance is a plus. • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint); experience with data analysis tools (e.g., Tableau, Power BI) is a bonus. • Proficiency in Python for data analysis, automation, and process optimization is essential. Experience with Python libraries such as Pandas, NumPy, and Matplotlib for data	• Data Analysis & Reporting: Assist in gathering and analyzing trade data, including import/export trends, tariffs, and regulations to identify key insights and patterns. • Market Research: Conduct market research to evaluate international trade policies, new market opportunities, and competitive analysis. • Trade Documentation: Support the preparation and management of trade-related documents such as invoices, bills of lading, and customs clearance forms. • Trade Compliance: Assist in ensuring compliance with import/export laws, customs regulations, and industry standards. • Support Operations: Help the team in optimizing trade operations, reviewing shipping schedules, and coordinating with logistics partners. • Cross-functional Collaboration: Collaborate with internal departments like logistics, procurement, and legal to support smooth trade processes.	• Working Hours: 5 days / week • Employment Type: Full Time • Location: 10 Anson Road, Tanjong Pagar (S)079903

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	manipulation and visualization. • Ability to write efficient, reusable, and scalable code to support data-driven decision-making. • Experience with Python for web scraping, API integration, and data extraction is a plus • Strong written and verbal communication skills. • Detail-oriented with excellent organizational skills. • Ability to work both independently and as part of a team	• Reporting & Presentations: Contribute to the preparation of presentations, dashboards, and regular reports for senior management on trade performance and trends.	

#3 Al-Futtaim Retail

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Baker	• Able to work rotating shifts, weekends & public holidays • Friendly, confident, and enjoy talking to people • Motivated with a positive, service-first attitude • A good communicator with an outgoing personality • Passionate about helping customers	• Delivers food presentation and ensure required food standards are met. • Maintains aspirational hospitality and fresh counter standards throughout trading for both customers and colleagues. • Ensure great food and drink is served safely to every customer, following M&S product specification. • Minimize wastages and work in an efficient and productive manner. • Ensure stock accuracy and on shelf availability by identifying gaps and produce accordingly. • Ensure communication is timely for example: changes	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Location: 171 Chin Swee Road (S)169877

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		in sale trends, quality issues and customer feedback/ requirement. • Maintain safe and legal work environment for customers and colleagues by following organization TSL requirement and M&S Global Minimum Standard. • Mandatory daily recording of food safety due diligence checklists. • Any other ad-hoc duties given	
Café Advisor	• Able to work rotating shifts, weekends & public holidays • Friendly, confident, and enjoy talking to people • Motivated with a positive, service-first attitude • A good communicator with an outgoing personality • Passionate about helping customers	• Deliver warm, friendly, and efficient customer service to create a great café experience • Handle cashing and orders accurately • Prepare food and drinks to café standards • Recommend add-ons to boost the customer experience • Keep stock levels in check and displays well-organized • Maintain a clean, neat seating and service area • Work towards personal sales targets	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Location: 171 Chin Swee Road (S)169877
Driver cum Warehouse Assistant	Minimum experience and knowledge: • Previous experience as a driver or warehouse assistant is preferred Job Specific Skills & Behavioural Competencies: • Driving skills - Class 4 license is required • Familiarity with warehouse operations, including receiving, storage, and shipping processes • Ability to lift and carry heavy items, as well as perform physical tasks	Driving Duties • Safely and responsibly operate a company vehicle to transport goods or materials to designated locations. • Follow traffic laws, maintain a clean driving record, and adhere to safety regulations. • Load and unload goods onto the vehicle, ensuring proper handling and securing of items. • Verify the accuracy of delivery orders and obtain necessary signatures or documentation upon delivery. • Perform routine vehicle inspections and maintenance,	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Location: 171 Chin Swee Road (S)169877

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	associated with warehouse duties • Meticulousness in handling goods, documentation, and maintaining accurate records • Willingness to work flexible hours, including weekends or evenings, to accommodate delivery schedules or warehouse needs • Strong commitment to following safety procedures and regulations to ensure a safe work environment Others: • Possess a valid driver's license with a clean driving record	such as checking fluid levels, tire pressure, and reporting any mechanical issues. • Plan routes efficiently to optimize delivery schedules and minimize travel time. Warehouse Assistance • Assist with receiving and inspecting incoming goods or materials, ensuring accuracy and quality. • Unload, unpack, and properly store items in designated locations within the warehouse. • Prepare and pack goods for outgoing shipments, ensuring proper labeling and documentation. • Conduct regular inventory checks to ensure stock accuracy and report any discrepancies. • Organize and maintain the warehouse space, ensuring cleanliness, safety, and easy accessibility of goods. • Operate warehouse equipment, such as pallet jacks, in a safe and responsible manner. • Collaborate with warehouse team members to fulfill (Store) orders and meet deadlines Documentation and Reporting • Maintain accurate records of goods received, stored, and dispatched, including relevant documentation and delivery records. • Provide timely updates on delivery status, including any	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		delays or issues encountered during transportation. Safety and Compliance • Comply with all safety regulations and guidelines, both on the road and within the warehouse environment. • Adhere to company policies and procedures related to driving, vehicle maintenance, and warehouse operations. • Follow proper lifting and handling techniques to prevent injuries and maintain a safe work environment.	
Operations Executive 	• Previous experience in retail operations/ warehouse is preferred • Energetic & enthusiastic • Good interpersonal skills • Ability to work independently and as part of a team	RFID Basic Knowledge • Fully understand the general concept of RFID (RFID Identity, RFID Reading) • Six benefits of RFID (Customer Service, Sale/Return, Inventory, Camion, Replenishment, Security) Stockroom Organization • Understand how the stockroom is organized, organize stock according to family and styles Housekeeping • To ensure good housekeeping is maintained throughout all areas in the warehouse/stockroom and to communicate with the senior management team in case an accident happens	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Location: 171 Chin Swee Road (S)169877
Sales Advisor	• Able to work rotating shifts, weekends & public holidays • Friendly, confident, and enjoy talking to people • Motivated with a positive, service-first attitude	• Deliver excellent customer service and make every shopper feel welcome • Hit service and sales standards on the shop floor (cashiering, service zones, etc.) • Handle cash and card payments accurately	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Location: 171 Chin

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- A good communicator with an outgoing personality - Passionate about helping customers	- Recommend and promote products (yes, upselling — but in a friendly way) - Keep shelves stocked and products available for smooth store operations - Manage stock movement and replenishment (delivery checks, stock transfers) - Handle customer returns professionally - Perform any tasks assigned by Supervisors - In Food Department, lifting of items up to 15kg and helping customers with product info and recommendations	Swee Road (S)169877
Sales Associate cum Cashier	- Experience in managing a fast-paced retail operation - Customer oriented - Passion for people and processes - Strong systematic organized to approach to work - Sales driven and motivated	- You will be the company's front line ambassador to uphold company's branding and image - Provide welcoming customer service and assist customers to enjoy their shopping experience - Support with retail operations, stock replenishment, inventory management and housekeeping - Ensure merchandise and displays are neatly arranged - Supporting other store functions when needed i.e. stock-room duties	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time / Part-Time Location: 171 Chin Swee Road (S)169877
Section Manager 	- Minimum diploma in related field or equivalent 2+ years work experience in Retail industry with supervisory and management experience. - Good supervisory and management skills in	1) Generate sales - Deliver the sales plan for the responsible area by identifying opportunities to drive sales performance - Identify & exploit commercial opportunities by performing commercial probing in order to maximize sales return	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Location: 171 Chin Swee Road (S)169877

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	managing the team and driving performance. • Sounds Data Analytics skills • Strong communication and interpersonal skills; be positive and flexible to cope with constantly changing business needs	• Actively implement sales promotions and follow the sales plan 2) Deliver Excellent Customer Service • Provide a comfortable and convenient shopping experience by maintaining effective merchandise displays, making a personal connection and engaging with the customer with professional product knowledge and clear ticketing • Ensure a memorable shopping experience by engaging with team and deliver the excellent Customer Service Experience • Effectively manage and resource all service points e.g. till point, Fitting rooms, etc. • Ensure a memorable shopping experience by engaging with team and deliver the excellent Customer Service Experience • Effectively manage and resource all service points e.g. till point, Fitting rooms, etc. • Provide and ensure direct reports provide high standards of customer service as per M&S Way. • Ensure that our customers are comfortable, welcome and courteously served. 3) Use of Space and Department Presentation • Make the best use of the space available by using the correct interpretation of commercial information and current merchandise group's policies • Ensure delivery and maintain of excellent store presentation and marketing	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		standards across the store by ensuring all product handling techniques reflect the brand values • Work with the Visual Merchandising Department to ensure that the items planned to be promoted are given priority of display within the department 4) Merchandises Management • Utilize and analyze business information effectively to ensure efficient stock management and optimize stock cover of responsible department • Monitor the consignment goods sales performance and be fully responsible for stock replenishment or returns • Compare competitors' pricing regularly for identical merchandise to ensure that our pricing policy maintains credibility • Drives stock accuracy to deliver business availability targets 5) Drive In-store Operational Efficiency • Minimize losses and maximize the profitability of the department by assisting in the achievement of agreed targets for staffing costs, theft and loss and controllable expenses • Obtain all available information, forward plan for seasonal changes in sales, covering, sales events and promotions, space and equipment needs and appropriate stock availability	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Drives productivity and ensures efficient ways of working in the department 6) People Management - Lead and motivate department staff to drive delivery of consistent high standards of performance and behavior - Deliver the performance review process and provide regular feedback to team - Identify and develop talent through effective development planning and training - Communicate effectively and engage team throughout the department and the company 7) Other responsibilities - Support the commercial/store PIC effort in ensuring store operation expenses are in line with budget allocation. - All other responsibilities as assigned by line manager and/or Management	

#4 Amara Hotels & Resorts (3 July)

Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nestled within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Housekeeper 	- Guest-oriented and detailed focused. - Able to work on shifts, weekends and public holidays.	Assist housekeeping in overseeing daily housekeeping operations.	Working Hours: 6 day / week rotating shifts

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road
Assistant Restaurant Manager 	• Good communications and interpersonal skills	• Ensure smooth daily operations in the restaurant & bar	• Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Banquet Operations Manager 	• Minimum 3 years of F&B experience with strong background in banquet operations. • Service orientated with an eye for details. • Able to work on shifts, weekends and public holidays.	• Oversee and manage the hosting of banquets to provide excellent guest's experience. • Ensure daily administration and operations requirements of the banquet department.	• Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Guest Service Executive 	• Experience in customer service preferred	• Greet guests warmly and perform registration procedures.	• Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Pagar Road (S)088539
Guest Service Manager 	Minimum 3 years of experience in similar capacity	Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests, ensuring pleasant and enjoyable experiences	Working Hours: 6 day / week rotating shifts Employment Type: Full Time Job Type: Permanent Location: 165 Tanjong Pagar Road (S)088539
M&E Technician 	Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E	Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard	Working Hours: 6 day / week rotating shifts Employment Type: Full Time Job Type: Permanent Location: 165 Tanjong Pagar Road (S)088539
Public Attendant	Able to work on shifts, weekends and public holidays.	Maintain cleanliness of the resort in accordance with procedures & guidelines.	Working Hours: 6 day / week rotating shifts Employment Type: Full Time Job Type: Permanent Location: 1 Larkhill Road (S)099394
Restaurant Executive 	Service-oriented with excellent interpersonal	Assist in supervision of daily operations of the outlet.	Working Hours: 6 day / week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and communication skills. • Able to work on shifts, weekends and public holidays.	• Establish rapport with guests to ensure service excellence.	rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Restaurant Manager 	• 1. Minimum 3 years' experience in F&B. • 2. Strong communication, problem solving and people skills. • 3. Able to work on shifts, weekends and public holidays.	• Ensure smooth daily operations in the restaurant & bar	• Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Senior Room Attendant	• Able to work on shifts, weekends and public holidays.	• Maintain cleanliness of the guest rooms in accordance with procedures & guidelines.	• Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Senior Security Officer	• Experience as a security in hotel. • Able to work on shifts, weekends and public holidays.	• Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations.	• Working Hours: 6 day / week rotating shifts • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Senior/ Security Officer	• Minimum 1 year of experience	• Ensure security policies and procedures are carried out.	• Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Waiter/ Waitress	• At least 1 Year(s) of working experience in the related field is required for this position. • Able to work on shifts, weekends and public holidays.	• Provide friendly, excellent and professional service to all guests. • Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. • Possess knowledge to upsell, well-versed in all aspects of the menu.	• Working Hours: 6 day / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539

#5 Autism Association (Singapore)

The Autism Association (Singapore) is dedicated to supporting and serving individuals on the autism spectrum to maximise their potential, helping them lead meaningful and quality lives in society.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Educator (Pre Diploma in Special Education) 	Diploma from Local Polytechnic / GCE A Levels / Degree from Local Universities	Curriculum & Instructional Excellence - Plan engaging and well-paced lessons taking account of the diverse learner profiles of students - Deliver lessons using evidence-based pedagogy and meaningful activities, to meet the educational needs of individual students - Implement appropriate modes of assessment to monitor student progress by providing accurate feedback, and implementing suitable instructional supports to close gaps - Implement appropriate methods and tools to better support ongoing, sustainable student development, e.g. Augmentative and Alternative Communication (AAC) methods, adaptive / assistive learning devices or learning technology - Support the delivery of vocational educational programmes to develop students' work-related skills (Where applicable) Holistic Student Development - Build a strong relationship with students by demonstrating care, concern and encouragement - Implement data-based, student-centered IEP/ITP process for all students, and support their attainment of IEP/ITP goals through appropriate strategies implemented in partnership with families/caregivers,	Working Hours: 5 days / week 8am - 3.30pm or 10.15am - 5.45pm Employment Type: Full Time Location: 101 Bukit Batok West Avenue 3 (S)659168

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Allied Professionals and other relevant stakeholders • Implement positive, robust classroom routines and practices to create and maintain a safe and conducive learning environment as well as foster student development and well-being • Implement techniques and behaviour plans to support students • Manage emergency situations to resolve any immediate safety concerns and implement required school processes Professional Development • Proactively engage in professional development for knowledge and skills development • Participate in professional learning teams to foster collaborative learning between staff members Projects, Programmes & Initiatives • Assist in a CCA to enhance students' learning experiences • Participate as a committee member to support various school initiatives and/or events Partnership & Stakeholder Management • Support communications with internal and external stakeholders (e.g. staff, families, caregivers) to support students and/or school initiatives such as IEP and PTC meetings • Work in partnership with internal and external	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		stakeholders to support student learning and Transition Planning (where applicable) to achieve positive post school outcomes Organization Management & Development Manage daily administrative tasks (e.g. track attendance, collect forms, update families/caregivers)	
Teacher Aide 	Minimum GCE 'O' Levels	Curriculum & Instructional Excellence - Assist in creating clean, safe and conducive learning environment which promotes student learning and development - Assist lead class educator in preparing and producing learning materials - Assist and guide students in carrying out instructions and activities during lessons Holistic Student Development - Assist lead class educator to collect data to monitor students' learning and behavioural progress - Support lead class educator in determining individualised goals for each student to enhance their development - Build strong rapport with students using positive behaviour strategies Professional Development - Participate in cluster meetings and professional development activities to upgrade relevant knowledge and skills Other Areas - Participate in various school initiatives & events - Assist in CCA duties	Working Hours: 5 days / week 8am - 3.30pm or 10.15am - 5.45pm Employment Type: Full Time Location: 101 Bukit Batok West Avenue 3 (S)659168

#6 Autism Resource Centre (Singapore)

Autism Resource Centre (Singapore) is dedicated to help individuals on the autism spectrum maximise their potential in life through advocacy and provision of services in education, employment and empowerment of family caregivers/professionals.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Educator / Educator Designate (Primary / Secondary) 	- Candidates should possess a minimum of a Diploma or GCE 'A' Levels. - No prior experience required — training will be provided. - Candidates with teaching qualifications from NIE e.g. Diploma in Special Education (DISE) or its equivalent, will be considered as Trained Educator. - Passion to help special needs students maximise their talents and potential - Strong verbal and written communication skills - Strong critical-thinking and creativity to develop learning strategies - Good instructional skills to explain concepts clearly - Pathlight School follows MOE mainstream curriculum leading to PSLE, GCE N-Level, or GCE O-Level qualifications.	- To drive instructional excellence and foster holistic student development within a safe, conducive learning environment, you will plan and deliver evidence-based, well-paced lessons tailored to diverse student profiles, utilizing assistive technologies and robust behavior management plans when necessary. - This role requires formulating data-driven IEPs/ITPs, managing daily administrative tasks, and actively participating in professional learning teams and school initiatives like CCAs. - Crucially, you will build strong relationships with students and maintain proactive partnerships with families, Allied Professionals, and community stakeholders to support student learning and ensure positive post-school transition outcomes.	Working Hours: 5 days / week 7.30am to 3.30pm Employment Type: Full Time Locations: 5 Ang Mo Kio Avenue 10 (S)569739 2 Ang Mo Kio Street 44 (S)569250 4 Tampines Street 91 (S)528907
Relief Teaching Support (Primary / Secondary)	Applicants must possess a minimum of a GCE 'O' Level qualification, strong English communication skills,	You will provide effective, autism-friendly classroom support and assist teachers with lesson plan implementation to ensure the	Working Hours: 3 days / week 7.30am to

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and a proactive approach to problem-solving, with the ability to work both independently and as a team in a fast-paced, challenging environment. - Candidates should have a strong willingness to grow their skills and a genuine desire to learn about autism and serve the community and their families. - Must be able to commit a minimum of three days a week.	safety, well-being, and smooth transition of students with Autism Spectrum Disorder (ASD). In this role, you will help execute student behavior support plans to achieve positive educational outcomes, collaborate closely with educators to enhance student development, and fulfill any other duties as assigned.	1.30pm/2pm Employment Type: Part Time Locations: 5 Ang Mo Kio Avenue 10 (S)569739 2 Ang Mo Kio Street 44 (S)569250 4 Tampines Street 91 (S)528907
Teacher Aide (Primary / Secondary)	- Applicants must possess a minimum of a GCE 'O' Level qualification, alongside good problem-solving, organizational, and English communication skills, both verbal and written. - While no prior experience is required as training will be provided, candidates must have a strong passion for learning about autism and developing special needs students to maximize their talents and potential.	- You will support curriculum and instructional excellence by maintaining a clean, safe learning environment, preparing and adapting learning materials, and guiding students through lesson activities. - Under a teacher's supervision, you will foster holistic student development by building caring relationships, assisting with data collection and behavior management plans, and helping implement individualized goals (IEPs/ITPs/IBPs) and classroom routines. - Additionally, you will support student well-being through liaison with caregivers and Allied Professionals, assist with adaptive technology, participate in school events and CCA duties, and proactively engage in continuous professional	Working Hours: 5 days / week 7.30am to 3.30pm Employment Type: Full Time Locations: 5 Ang Mo Kio Avenue 10 (S)569739 2 Ang Mo Kio Street 44 (S)569250

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		development to enhance your skills.	

#7 CBM

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Executive 	- Requirements: - Minimum NITEC or other relevant qualification - Preferably with at least one year accounting experience. - Must be able to adapt to dynamic & fast-paced environment. - Must be meticulous & able to work independently. - Proficient in Microsoft excel preferred - Knowledge and experience with Microsoft Dynamics (Navision) will be an added advantage.	- Handle day-to-day finance AR operation including prepare AR invoices, Credit memos and key in receipts from customers. - Issue official receipt and bank in cash received when necessary. - Generate monthly statement of accounts and follow up on outstanding receivables for SBU / Management meetings. - Prepare AR journal entries for month end closing - Prepare and reconcile Balance Sheet schedules on monthly basis; - Follow up with Operations on unbilled revenue - Handle queries from customers and internal staffs on outstanding matters. - Assist in liaise and resolve with tax agent/auditor on tax/audit issues. - Other ad-hoc finance reports/duties assigned by superiors	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road, Joo Chiat (S)437844
Accounts Officer	- ITE and CAT graduates are welcome - Comfortable working with numbers and Microsoft Excel - Good teamwork and communication skills - Meticulous, responsible, independent, and willing to learn	- Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices - Support day-to-day Accounts Payable (AP) operations, including 3-way matching of	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Prior experience in finance/accounts is an advantage but not required	AP invoices and preparation of payment processing - Ensure accurate and timely processing of invoices and payments under guidance - Assist in the preparation of monthly financial reports - Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters - Perform other ad-hoc duties as assigned	Location: 865 Mountbatten Road, Joo Chiat (S)437844
Admin Officer	N/O Level / NITEC with 3 years of relevant experience	- Handling HR matters for Project Division - Perform clerical / administrative duties; typing, filing, data entry, prepare reports. - Manage, keep records and update all submission documents and liaise internally with Finance - Handle administrative works for projects - Any general ad hoc duties	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road, Joo Chiat (S)437844
Area Manager 	Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent	- Oversee and manage the performance delivery of facility management service at respective zones - Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings - Identify and troubleshoot problems and provide professional advice to the team - Develop standard operation procedure and internal	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		workflow to maintain smooth operation at sites • Manage relation to client/ authorities, being the liaising point of contact • Oversee area budgeting and expenses • Any other ad-hoc assignments assigned by the Management.	
Assistant Engineer 	• Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. • 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	• Assist in performing Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. • Any other duties as and when assigned by management	• Working Hours: 5.5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Assistant Head 	• Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experience in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing	• Oversee the overall performance of Service teams. • Ensure contract compliance and meet or exceed KPIs. • Identify lapses and formulate action plans for improvement • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Leads to develop and execute strategic business plans • Cultivate teamwork, collaboration and personal	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: 865 Mountbatten Road, Joo Chiat (S)437844

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Proactive and independent - Dynamic and multi-tasking capabilities	development within the team. - Attending operation meetings and discussions with clients - Maintain data integrity in management systems - Uphold safety protocols and crisis management procedures - Enforce compliance with Health, Safety, Environmental and Risk Management policies. - Oversee supply chain delivery, ensuring service quality - Ensure accurate and timely financial reporting and billing - Manage staff performance, development and recruitment - Cultivate teamwork, collaboration and personal development within the team. - Manage workload, resourcing and succession planning - Oversee contractor on/off boarding, induction and adherence to standards - Manage financial targets, expenses and budgets including raising Change Requests. - Explore innovation solutions to improve efficiency and productivities - Any other ad-hoc works assignment by the management.	
Assistant Projects Manager 	Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management /	- Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. - Manage and ensure completion of assigned upgrading / Additional &	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Engineering or equivalent	Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management.	• Job Type: Permanent • Location: Islandwide
Assistant Quality Control Manager 	• Relevant qualifications from a recognized institute with minimum 3 years' relevant experience.	• The on-site team shall be overall responsible to ensure the quality outcomes of all works and services. The team shall conduct checks on work and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements. • Any other ad-hoc assignments assigned by the Management.	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Assistant Quantity Surveyor 	• Diploma/degree in Quantity Survey, Building, Engineering,	• Support of maintenance and project works function	• Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Facility Management or other relevant qualifications with minimum 3 years relevant experience. Fresh graduates may apply.	- Undertaking costs analysis for repair and maintenance project work - Assisting in stabling client's requirements and undertaking feasibility studies - Performing value management and cost control - Advising on procurement strategy - Identifying, analysing and developing responses to commercial risks - Providing advice on contractual claims - Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports - Administer term contractors A&A works - Valuing completed work and arranging payments - Understanding the implications of health and safety regulations - Any other ad-hoc assignments assigned by the Management.	5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Assistant Sustainability Consultant 	- Tertiary education in Environmental Engineering, Sustainability, Building Services or related fields. - Minimum 2 years post graduate relevant working experience. - Possess strong initiative and good analytical skills. - A committed and responsible team player	- Conducting Green certifications and sustainability audits. - Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. - Recommending sound policies towards energy conservation and sustainability operations - Managing customer relations.	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road, Joo

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	with pleasant personality, independent and resourceful. - Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. - Able to communicate and present fluently. - Traveling for overseas assignments within short notice period.	- Preparing audit report and presenting findings and solutions to Customers. - Project management for improvement initiatives - Any other ad-hoc assignments assigned by the Management.	Chiat (S)437844
Assistant Technical Executive 	- Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. - Fresh graduate may apply	- Assist and report directly to Deputy Building Manager (DBM) in all operation & maintenance concerns: - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - Interfacing with the clients: - Attend monthly meeting with client & prepares the minutes of the meeting - Providing updates on ad-hoc and outstanding issues - Attending to clients feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contract and client. - Coordinate and manage projects:	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • • Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management.	
Building Manager 	• Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. Possess FSM/WSH/GMFM or relevant certificates is preferred.	• Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relations with client/authorities/ tenants • Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Budgeting and managing expenses - Develops and implements facility emergency plans. During evacuations, assist emergency response teams in assessing building conditions, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders - Any other ad-hoc assignments assigned by the Management.	
Carpark Attendant	- Must possess at least Primary/Secondary School/ "O" level - Must able to communicate in English - Able to work shift schedule is preferable - With own transportation is preferable - Able to endure outdoor environment	- Check and ensure the carpark is in operation, report accordingly if there are any abnormalities - Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) - Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) - Ensure the cleanliness of the parking systems and carpark environment - Any other ad-hoc assignments assigned by the Management	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Complex Manager 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. - Good knowledge of BMSMA Act.	ADMINISTRATIVE FUNCTIONS - Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. - Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. - Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation.	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E.	• Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matters pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the closing of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Prepare and implement preventive maintenance programme for the property - Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. - Any other duties assigned by the Corporation and management HQ office	
Customer Service Officer	- At least GCE 'O' Levels or equivalent 2 years of working experience in the customer service or Control Centre roles is preferred - Excellent customer service and communication skills - Proficient in Microsoft Office tools (Excel and Word)	- Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests - Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) - Identifies and executes appropriate solutions to address customer queries, feedback and requests - Coordinate and activate the relevant parties to ensure callers are assisted to meet the expected services standards - Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system - Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road, Joo Chiat (S)437844
Drafter 	Diploma or degree in Architecture, Civil Engineering, Building	Prepare detailed drawings and plans based on designs from architects, engineers, or project managers.	Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	• Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. • Review and update drawings to comply with building codes, safety standards, and project specifications. • Collaborate with architects, engineers, and other team members to resolve design or technical issues.	5.5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Facilities Manager 	• Degree in Building, Engineering or Facilities disciplines from a recognised tertiary establishment with at least 5 years of relevant working experience. • Possess WSHO/FSM or other relevant certificates.	• Overall Facilities Management of the building(s) that he/she assigned to include soft FM Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner • Promote good relations with our staff, contractors and management • Ensure all preventive maintenance programs for all M&E equipment/Specialist System in compliance with relevant legislations and safe work procedures • Develops and implements facility emergency plans. During evacuations, assist	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders Any other ad-hoc assignments assigned by the Management.	
Field Engineer 	Major in Electronic, Electrical or Engineering	- Site preparation and co-ordination, preparation of submission documents. - Coordinate & liaise with various related parties including customer, sub-contractor on site to ensure project requirements are met. - Provide on-site installation, validation and commissioning of equipment - Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. - Undertake any other duties and responsibilities as assigned by management, Other ad-hoc duties when assigned	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Foreshore Engineer 	The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of	- The foreshore operation team is responsible for overseeing the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. - Scope of work for Foreshore Engineers	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	foreshore structures in the past three (3) years.	- The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc.) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/ replacement of signages) required by the Authorities. - To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. - To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or contractors of	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		maintenance contracts by the Authority. The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. All inspection report shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations. Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. • To inspect the foreshore and offshore structures together with the term contractor	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. • To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. The work is to ensure term contractor response within the Contract requirement to address the issues and provide update to the Authority. Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility Management Manager shall certify the final payment and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		forward to the authority for payment to the term contractor. - For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc. - In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. - The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves,	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include: • Date of Completion (including details of consultants, contractors etc.), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Design Intent, • Engineering Performance Envelope, • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc.) • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solutions. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		is evidence of any structural works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) Recommend appropriate measures or other works to ensure the structural stability or integrity of the seaward structures. • This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 "Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing" Where	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall be inclusive and at no additional cost to the Authority.	
General Cleaners	Positive attitude, hardworking with pleasant personality	- Report to Supervisors / Team Leaders - Perform washing and housekeeping tasks as scheduled and instructed - Adhered to all rules and regulations - Responsible for proper housekeeping and maintenance of equipment/tools - Responsible for proper record of attendance in cleaning schedule forms - Comply with legal and other applicable requirements related to quality, environment and safety - Comply with procedures of Integrated Management System - Any other assignments as and when directed by the Management	Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Instrument and Control Engineer 	- Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. - Minimum 3 years of experience in building automation, HVAC controls, or energy management.	- Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. - Design, program, and modify Building Management Systems (BMS) and control strategies - Implement energy-saving measures such as scheduling,	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong knowledge of BMS platforms. - Experience with PLC programming and control systems. - Understanding of HVAC systems and energy efficiency principles.	- demand control, and setpoint optimization. - Conduct energy audits and performance assessments. - Perform system commissioning, testing, and validation. - Integrate smart meters, sensors, and automation technologies. - Monitor system performance and recommend continuous improvements. - Ensure compliance with energy efficiency standards and local regulations. - Prepare technical reports, documentation, and cost-benefit analyses. - Strong communication and teamwork skills. - Problem-solving mindset and willingness to learn. - Any other duties as and when assigned by management.	Location: Islandwide
Laundry Attendant	NIL	- Manage the handling of towels, linen, and uniforms - Ensure accurate accounting and recording of towels, linen and uniforms - Oversee the proper assignment and placement of towels, linen and uniforms during transfers - Conduct quality checks at each section for towels, linen and uniforms - Ensure that Daily housekeeping tasks are completed - Any other assignments as and when directed by the management	Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East
Licensed Plumber 	Minimum 5 years of experience in the	Install, maintain, repair plumbing system including	Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	construction/ M&E engineering industry. • Experience in large-scale construction or infrastructure projects is an added advantage. • Experience in using CAD and 3D models is an added advantage.	water supply, drainage, gas and sanitary systems. • Interpret and work from construction drawings, blueprints and specifications. • Conduct regular inspections to identify and resolve issues in plumbing systems. • Cut, assemble and install pipes and fittings using hand and power tools. • Ensure plumbing systems meet local and national plumbing codes and safety regulations. • Respond to emergency service calls and troubleshoot system issues. • To carry out the necessary plumbing work submission to Authority. • Any other duties as assigned.	5.5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Maintenance Officer 	• NTC Certificate on Facilities technology, mechanical or electrical • At least 6 years and above MCST Experience in managing residential, industrial or mixed development	• Conduct periodic routine inspections and ensure proper functioning of estate facilities. • Maintain accurate records of M&E readings and monitor equipment performance. • Check, verify and escorting to get work done by service providers; report irregularities promptly. • Attend to feedback received and repair/rectify/install/troubleshoot via the Management Office, app, or residents/occupants. • Carry out tasks assigned by supervisors from Condo Manager, Property Executive/Officer or/and Building Supervisor. Examples of the tasks, not limited to, are bulb/tap/pipe replacement, repainting or	• Working Hours: 5.5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		touching up, repair and rectify, install, troubleshooting etc.). Perform any other work assigned by the Condo Manager.	
Operations Executive (Carparking) 	- Must possess at least GCE 'O' Levels and above - Proficient in Microsoft Office tools (Excel, Words, Power Point) 2 years of working experience in operational roles is preferred - With own transportation is preferable	- Running the day-to day operations to achieve the goals and objectives of departments set - Attends to client's feedback or requests on all operational and carpark matters - Preparing and furnishing reports to clients according to contractual requirements with approval - Implements carpark in project stage with Liaising with all relevant parties including submission of applications - Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients - Coordinate with contractor for carpark defects rectification and housekeeping - Planning of day-to-day manpower deployment - Conduct sites audit/ inspection on EPS to ensure system functionalities - Cascading organizational Workplace safety and Health (WSH) practices - Making sure that all company policies and Procedures are followed by employees At all times - Supports the Manager to ensure that effective controls are in place on day-to-day operational requirements	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Operations Manager (Security) 	Must possess at least GCE 'N' Levels and above	- Manage daily security operational activities at assigned project sites - Management of security officers - Budgeting and managing expenses as allocated - Managing customer relations and business operation processes - Develop Standard Operating Procedures and good practices to accomplish desired service standards - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road, Joo Chiat (S)437844
Project Executive 	Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent.	- Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. - Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget - Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. - Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. - Monitors and reports on all phases of planning and construction - Provides direction on all project operations and	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management.	
Property Executive 	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or work with good relevant M&E knowledge. • 2-3 years of work experience with Diploma holders preferred. Those without diploma but with 3-4 years Property management experience could apply for the job. • Basic knowledge of Building Strata Management Act and working in handling of about 500 residential units or multiple condos.	ADMINISTRATIVE FUNCTIONS • Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the GM/AGM. • Prepare and submit maintenance reports to the CM/AGM. • Attend to inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Evaluate contractors' performance and to submit evaluation reports to the GM/AGM. • Enforce and administer the service contracts and to act upon the terms and conditions or agreements made under these contracts. • Monitor expiry of licenses, contracts and any other form of documentations, and to advise the CM of such expiry as and when necessary. • Manage and maintain inventory of all equipment and supplies used for the operations of the property. FINANCIAL FUNCTIONS • Collate and prepare all incoming invoices with	• Working Hours: 5.5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		supporting work or purchase orders and submit to the GM/AGM for their recommendation for payment. - Keep proper records of all work and purchase orders. MANAGEMENT AND MAINTENANCE FUNCTIONS - Supervise all contracted works. - Implement preventive and corrective maintenance plans. - Plan, organize and execute periodic checks on services as well as contracts. - Execute directions given by CM with regard to the operations of the property. - Any other duties assigned by the GM/AGM.	
Property Manager cum FSM 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. - Good knowledge of BSM Act. - Others skill sets - Contract Management skillset is a must; - Oversees regular building maintenance and repairs; - To perform as a Fire Safety Manager for the estate;	ADMINISTRATIVE FUNCTIONS - Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. - Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. - Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). - Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. - Engage, with prior approval from the Corporation, contractors, solicitors,	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Good Knowledge of Electrical and M&E	auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. - Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. FINANCIAL FUNCTIONS - Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. - Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. - Maintain proper and accurate accounting records for all monies received and expended. - Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). - Provide monthly financial statements and status reports to the Corporation after the closing of each calendar month.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Oversee the requisition and evaluation of quotations to ensure proper cost control. - Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. - Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. MANAGEMENT AND MAINTENANCE FUNCTIONS - Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. - Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. - Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. - Develop and implement preventive maintenance programmes for the property. - Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. - Build, foster and establish excellent cordial relationships with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Perform any other duties assigned by the Corporation or the HQ office.	
Property Officer (ECC) 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. 2-3 years with Diploma holders preferred. Those without diploma but with 3-4 years Property management experience could apply for the job. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units.	- ADMINISTRATIVE FUNCTIONS - Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the Condo Manager (CM). - Prepare and submit maintenance reports to the CM - Attend to inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. - Evaluate contractors' performance and to submit evaluation reports to the CM. - Enforce and administer the service contracts and to act upon the terms and conditions or agreements made under these contracts. - Monitor expiry of licenses, contracts and any other form of documentations, and to advise the CM of such expiry as and when necessary. - Manage and maintain inventory of all equipment and supplies used for the operations of the property. - FINANCIAL FUNCTIONS - Collate and prepare all incoming invoices with supporting work or purchase orders and submit to the CM for their recommendation for payment. - Keep proper records of all work and purchase orders.	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• MANAGEMENT AND MAINTENANCE FUNCTIONS • Supervise all contracted works. • Implement preventive and corrective maintenance plans. • Plan, organize and execute periodic checks on services as well as contracts. • Execute directions given by CM with regard to the operations of the property. • Any other duties assigned by the CM.	
Property Officer (IFS) 	• Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience	• To supervise of term contractors i.e. security guards, landscape, pest control • Process of Addition & Alteration works applications. It includes corresponding with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. • Building inspection and ensure rectification of defects • Assess contractor's quotations and follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase. • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract	• Working Hours: 5.5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: West

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other ad-hoc assignments assigned by the Management.	
Residence Officer 	- At least 2 years and above MCST Experience in residential or commercial development. - Basic accounting knowledge - Customer orientated - Good Public Relations skills	- Provide essential customer service support to residents, visitors, and contractors, including maintaining proper records and documentation. - Handle and manage residents' expectations professionally to ensure consistent delivery of excellent service standards. - Adhere to established quality assurance procedures, including those related to cleaning, security, repairs and maintenance, fire safety, lift operations, and emergency protocols. - Assist the Condo Manager with daily operational duties as required. - Conduct scheduled inspections and checks of the estate, and promptly escalate any irregularities, faults, or emergencies to management (when sufficient manpower on duty).	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: West
Security Officer	Must posses PLRD Licence	- Conduct security monitoring with use of surveillance systems, detect and report security breaches - Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas - Respond to security incident and emergencies and report to key Management staff when necessary - Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security - Any other ad-hoc assignments assigned by the Management	Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Property Manager 	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 5 years of MCST experience for Diploma holders and have experience in handling more than 500 units. • Good knowledge of BMSMA Act.	• Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. • Promote good relations with our staff, contractors and management. • Ensure renewal of Managing Agent service contract • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. • Conduct monthly council meeting and Annual General Meeting. • Oversee preparation of annual budget and implement cost saving measures. • Provide timely guidance and advices for Site Team under his/her charge. • Any other ad-hoc assignments assigned by the Management	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Senior Property Officer 	• Diploma in Building/ Facilities Management/ Building Services/	• To supervise of term contractors ie. security	• Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.	guards, landscape, pest control • Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. • Building inspection and ensure rectification of defects • Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase. • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract • Any other ad-hoc assignments assigned by the Management.	5.5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Senior Security Officer	• Must possess PLRD Licence	• Conduct security monitoring with use of surveillance systems, detect and report security breaches • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas • Respond to security incident and emergencies and report to key Management staff when necessary • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security	• Working Hours: 6 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other ad-hoc assignments assigned by the Management	
Site Engineer 	Degree in Engineering /Building/Facilities/ Estate Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 yrs.	- Oversee the overall performance of Service teams within the contract. - Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. - Ensure contract compliance and meet or exceed KPIs. - Foster a culture of service excellence and continuous improvement - Monitor and update account processes and procedures - Collaborate with Site Lead to develop and execute strategic business plans - Maintain data integrity in management systems - Deliver contractual and ad-hoc reports punctually - Support engineering during planned or unplanned power shutdowns. - Uphold safety protocols and crisis management procedures - Oversee supply chain delivery, ensuring service quality - Ensure accurate and timely financial reporting and billing - Manage staff performance, development and recruitment - Enforce compliance with Health, Safety, Environmental and Risk Management policies. - Cultivate teamwork, collaboration and personal development within the team. - Manage workload, resourcing and succession planning	Working Hours: 5.5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other ad-hoc works assignment by the management.	
Technical Executive 	Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience	- Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary Interfacing with the clients: - Attend monthly meeting with client & prepares the minutes of the meeting - Providing updates on ad-hoc and outstanding issues - Attending to clients feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: - Provide costing and proposals for ad-hoc works/projects - Evaluate the quotations submitted by contractor and provide a formal quotation to the client - Inspect works carried out are proper and in satisfaction - Liaising and managing contractors Leading the on-site technical teams: - Provide guidance, training and supervision to technical	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		staffs to ensure proper execution of assigned task • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management.	
Technical Officer 	• Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including M&E and AV systems. • First Aid Course (CPR + AED) certified • Experienced in operating and basic troubleshooting of meeting rooms AV equipment • Competency in basic troubleshooting of electrical power trip & ACMV issues	Daily routine • Inspections of the premises to check for abnormality and defects • Support to cover reception service whenever receptionist is absence • General handyman works inclusive of changing of light bulbs and minor repair of lock sets, door closer, etc. (replacement parts are not included) • Setting up, testing of Meeting room (Testing of AV system) • Escort client's contractors as and when required • Support to cover reception service whenever receptionist is absence • Any other ad-hoc assignments assigned by the Management. Assist and report directly to Facility Executive in all operation & maintenance concerns: • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Prepare Monthly M&E reports • Assist to develop and implement of Standard	• Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Operating Procedures (SOP) as and where necessary Interfacing with the clients: - Attend monthly/ad-hoc meeting with clients & stakeholders - Providing updates on ad-hoc and outstanding issues - Attending to client/User feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contractor and client. Coordinate and manage projects: - Provide costing and proposals for ad-hoc works/projects - Evaluate the quotations submitted by contractor and provide a formal quotation to the client - Inspect works carried out are proper and in satisfactory - Liaising and managing contractors - Inspect and check on site that works orders have been carried out accordingly	
Technician	Minimum NITEC or at least 2 years relevant experience	- Daily inspection of critical M&E systems (e.g. sprinklers, chillers) - Operation of chiller plant per scheduled hours - Monitoring and response to fire alarm activations - Facilitation of contractors' access to M&E areas - other ad-hoc duties as assigned by SUSS	Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Islandwide
WSH Coordinator 	Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH.	- Conduct monthly scheduled and ad-hoc WSH inspection across various sites. - Conduct Internal Audit for Integrated Management System (ISO)	Working Hours: 5.5 days / week 44 hrs / week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Attend regular WSH Audit conducted by client's and follow-up with site teams on the rectifications. • Conduct incident investigation and advise on follow-up actions • Proactively identify hazards and advise on Corrective and preventive actions • Carry out risk management audit on contractors • Routine checks on WSH Document submissions across various contracts and advise on lapses and amendments required. • Carry out regular WSH briefing/ trainings to various site teams • Attend WSH and Risk Management meetings and provide updates on site WSH status. • Issue Work Authorization Forms after checks on contractor safety documentations. • Implementation of Permit-to-work system across various sites/ contracts • Carry out noise monitoring at various sites and advise on noise reduction measures. • Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders through meetings, dialogue and/ or trainings. • Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions.	• Employment Type: Full Time • Job Type: Permanent • Location: West

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Perform WSHO assigned duties in accordance to client's contract requirements. - Any other ad-hoc assignments assigned by the Management.	

#8 Certis

Certis is a leading outsourced services partner that designs, builds and operates multi-disciplinary smart security and integrated services. Our multi-service offerings leverage our strong heritage in security, and are augmented by applied AI solutions. These solutions are part of our comprehensive technology development and systems integration capabilities that are fully cyber secure by design.

We forge deep partnerships with our customers in the private and public sector. Our customers trust in our unique principle of Operational-Design First, and share our belief that technology and operations must work hand-in-hand, not in silos.

With your business needs firmly in mind, we first seek to understand your operations thoroughly, so that we co-create the perfect experience that drives optimal outcomes for you. Underpinned by robust process design, we will operationalise the full turn-key solution that guarantees results.

At Certis, we seamlessly orchestrate security, facilities management and customer experience for greater cost efficiencies that empower your future. We are committed to building a safer, smarter, better and more sustainable business for you.

Certis is headquartered in Singapore, with an international presence that extends to Australia and Qatar.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Auxiliary Police Officer 	- Minimum 3 GCE 'N' Levels. Nitec / Higher Nitec / Diploma Holders from local institutions may be considered for direct entry to Corporal / Sergeant rank - Applicants must undergo 9 – 10 weeks of training and be able to pass IPPT	- Are responsible in maintaining law and order. - Primary duties include deterring and preventing unlawful activities, safeguarding persons and protecting properties from loss and damage. - Secondary duties include crowd and traffic control, perform patrolling, access	Working Hours: 5.5 day / week, 12 hrs shift Employment Type: Full Time Location: 6 Common-

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Able to perform 12 hours rotating shift	control or enforcement of security at events.	wealth Lane (S)149547
Aviation Security Officer	- Min 'N' level - Willing to work 12 hour shift	Responsible for conducting security screening checks and ensuring safety of the passengers while maintaining its high security standard	Working Hours: 5.5 day / week, 12 hrs shift Employment Type: Full Time Location: 6 Commonwealth Lane (S)149547
Cash & Valuables Security Officer	- Min 1 'N' Level - Valid Class 3/3A License (Min. 1 year experience)	Play a critical role in the cash management ecosystem: You will be trained to handle cash replenishment at ATMs and the collection and delivery of cash and valuables to banks and retail stores.	Working Hours: 5.5 day / week, 12 hrs shift Employment Type: Full Time Location: 6 Commonwealth Lane (S)149547
Cash Management Officer	- Minimally 1 O level Credit - Willing to work 12 hours shift - Good attention to detail and sense of responsibility - Physically fit and comfortable handling bulk cash (required to carry up to 12kg load)	- Handling of cash with the aid of cash sorting machine - Moving cash boxes / cash bags / coin boxes from time to time - Packing cash into boxes / containers / cartridges - No fronting of customers / clients	Working Hours: 5.5 day / week, 12 hrs shift Employment Type: Full Time Location: 6 Commonwealth Lane (S)149547

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Courier Rider	• Singapore Citizen • Min. Secondary Education • Valid Class 2B License (Min. 1 year experience) • Willing to work rotating shifts including weekends and public holidays	• As a Business Logistics Rider, you'll be part of the trusted team that ensures the secure and timely transportation of cash and valuables between clients, banks, and operations hubs. • You'll play a vital role in supporting Singapore's financial and retail systems — ensuring every delivery is made safely, on time, and with professionalism.	• Working Hours: 5.5 day / week, 12 hrs shift • Employment Type: Full Time • Location: 6 Commonwealth Lane (S)149547 •
Enforcement Officer	• Candidate must possess at least Secondary education • Candidate must possess class 2/2A/2B license • No work experience required as training will be provided	• Carry out enforcement duties at public roads according to patrol schedule and attend to public feedback on parking. • Enforce against illegal parking, perform checks against unlicensed operator and unlawful activities.	• Working Hours: 5.5 day / week, 12 hrs shift • Employment Type: Full Time • Location: 6 Commonwealth Lane (S)149547 •
Security Officer	• Min education: Secondary 2 • Shift work required	• The primary job scope includes performing access control duties (to prevent unauthorized entry into the premises), patrolling/clocking and attending to any security related matters.	• Working Hours: 5.5 day / week, 12 hrs shift • Employment Type: Full Time • Location: 6 Commonwealth Lane (S)149547 •

#9 Commonwealth Capital

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Outlet Chef (PastaMania)	- At least 3 years of relevant working experience in a similar capacity - Possess good communication skills. - Receptive to feedback for improvement. - Be able to perform shift duties, including working on weekends and public holidays. - Be open to working in other outlets in our network when required.	- Responsible for ensuring smooth kitchen operations, good food quality and meeting food quality expectations of customers. - On weekly basis, plan kitchen staff duty schedule and always ensure sufficient staff whilst minimizing labour costs. - Do ordering of food for next week. - Prepare, check and taste all batches of food prepared to the outlets, ensure consistency in taste, quantity, colour, temperature and presentation of food. - Consider customer feedback and channel this back to Outlet Chef/ Restaurant Manager. - On daily basis, organize staff stations and prepare work to be carried out by various staff. - Review communication book daily. - Train and teach new staff on how to prepare items on the menu the PastaMania way. - Ensure that there is little wastage in food preparation. - Ensure that high standard of hygiene is maintained by the kitchen staff. - Ensure kitchen staff adheres to general kitchen cleanliness. - Control food cost. - Any other tasks as and when assigned by Management.	Working Hours: 6 days/ week 44 hr / week Employment Type: Full Time Job Type: Permanent Location: Various Location (Near MRT)

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Manager, Sales & Marketing 		- Consistently meet or exceed assigned sales targets and quotas - Supervise, guide, and support the sales team, including implementing incentive programs to motivate staff in achieving sales goals - Monitor and evaluate the performance of the sales team, providing coaching and feedback where necessary - Build, maintain, and strengthen strong working relationships with customers to ensure high levels of satisfaction and retention - Identify new business opportunities and develop effective strategies to drive sales growth - Attend and actively participate in regular sales meetings - Assume full responsibilities of the Sales Manager during periods of absence or emergency	Working Hours: 5 days/ week 40 hr / week Employment Type: Full Time Job Type: Permanent Location: 7 Buroh Lane (S)618291
Captain (Western, Japanese, Chinese, Café)	- No qualifications required. - Training will be provided.	- Take reservations and enquire purpose of visit. - Greet each guest promptly and courteously with good smile and body language. - Present menu and share promotions, specials and items to customers. - Take food and beverage orders, repeat orders to guests and inform guest of estimated time to serve. - Oversee a team of servers who are assigned to his/her shift. - Key orders in the Point-of-Sale system efficiently.	Working Hours: 5.5 days/ week 44 hr / week Employment Type: Full Time Job Type: Permanent Location: Various Location (Near MRT)

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Process payment and check bills promptly. • Maintain cleanliness of the outlet. • Assist manager by getting involved in planning and organizing of special events. • Check food and beverage inventories and stocks in a consistent and accurate manner. • Follow Food & Beverage Safety and Hygiene policies and procedures. • Complete opening, operating, and closing procedures. • Handle problems with cashier payments. • Escalate guests complain to duty manager if unable to conduct service recovery. • Implement plans to deliver excellent service for outlet.	
Chef De Partie (Western, Japanese, Chinese, Café)	• Minimum equivalent of GCE 'N' level or Certificate in F&B Service. • Training will be provided.	• Ensure freshness of ingredients. • Check and prepare sufficient mise-en-place before meal period. • Cook food items accurately to standard recipes. • Plate food items according to standard presentation style. • Assist in creating and preparing menu items and daily specials. • Inspect and clean the kitchen, kitchen equipment and serving areas to ensure safe and sanitary food handling practices • Assist in monthly inventory counts and record food wastages. • Train, guide and encourage junior cooks to excel in their	• Working Hours: 5.5 days/ week 44 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: Various Location (Near MRT)

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		daily job duties; performs supervisory role. • Ensure areas of responsibilities are clean, tidy and organized. • Follow Food & Beverage Safety and Hygiene policies and procedures and ensure proper storage methods. • Report all items of interest to Back of House in charge (ie. Accidents, equipment malfunctions, menu items, problems or shortage of supplies).	
Cook (PastaMania)	• No qualifications required. • Training will be provided.	• Responsible for food preparation and cooking, keeping the kitchen equipment clean and meeting food quality expectations of customers. • Prepares and cooks food accordingly to PastaMania standard and checks food quality. • Ensures consistency in taste quantity, color, temperature and presentation of food. • Quick in food preparation and is committed to meet customers' expectations. • Ensure that there is little wastage in food preparation. • Ensure that all prepared food is used within validity period. • Clear counters and kitchen area after using. • Any other tasks as and when assigned by Management.	• Working Hours: 6 days/ week 44 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: Various Location (Near MRT)
Cook (Western, Japanese, Chinese, Café)	• No qualifications required. • Training will be provided.	• Ensure freshness of ingredients. • Cook food items accurately to specifications and plate according to standard presentation style.	• Working Hours: 5.5 days/ week 44 hr / week • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Weigh, measure and mix ingredients according to recipes. • Operate large-volume cooking equipment such as grills, deep-fat fryers or griddles. • Ensure mise-en-place are replenished before each meal period. • Monitor the food par level after each meal period. • Assist in the accomplishment of tasks within the time frame given. • Ensure areas of responsibility are clean, tidy and organized. • Assist in daily purchasing and receiving of goods. • Assist in monthly inventory counts and record food wastages. • Ensure proper hygiene practices based on Food & Beverages Safety and Hygiene policies and proper storage methods are always followed.	Full Time • Job Type: Permanent • Location: Various Location (Near MRT)
Executive, IT 		• Application Support & Project Implementation • Provide Level 1 support for core business applications, including Warehouse Management System (WMS), Electronic Data Interface (EDI), and Transport Management System (TMS). • Manage change requests and support IT project implementation for core applications, including requirement gathering, System Integration Testing (SIT), User Acceptance Testing (UAT), and production deployment. • Liaise with internal and external stakeholders to	• Working Hours: 5 days/ week 40 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: 7 Buroh Lane (S)618291

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		gather, analyse, and document business requirements. • Perform system troubleshooting, root cause analysis, and coordinate issue resolution with vendors when required • IT Operations & Infrastructure Support • Provide end-user support, including onboarding/offboarding, device setup, and troubleshooting of PCs, printers, and mobile devices. • Support and maintain servers, wireless networks, LAN switches, and overall network connectivity. • Maintain accurate inventory records for IT assets and software licenses. • Assist in IT procurement, documentation, and compliance tracking.	
Senior Executive Assistant, Finance 		• Oversee and perform Accounts Payable (AP) and Accounts Receivable (AR) functions, ensuring accuracy and timeliness. • Review and reconcile General Ledger and bank accounts, investigating and resolving discrepancies. • Monitor daily cash book. • Coordinate and support statutory and internal audits, ensuring compliance with financial regulations and company policies. • Assist in performing other Finance-related duties.	• Working Hours: 5 days/ week 40 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: 7 Buroh Lane (S)618291

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Supervisor (Western, Japanese, Chinese, Café)	Minimum equivalent of GCE 'N' level or Certificate in F&B Service.	- Take reservations and enquire purpose of visit. - Greet each guest promptly, courteously with eye contact, smile and good body posture. - Present menu and share promotions, specials and items that are not available. - Take food and beverage orders, repeat orders to guests and inform guest of estimated time to serve. - Supervise preparation/ topping up of mise-en-place for side station. - Key orders in the Point-of-Sale system efficiently. - Supervise the checking of food and beverage inventories and stocks are completed in a consistent and accurate manner. - Follow Food & Beverage Safety and Hygiene policies and procedures. - Supervise opening, operating and closing procedures. - Delegate duties & responsibilities to servers and captains. - Ensure staffs to adhere to all company procedures. - Assist manager in daily briefing to staff members and overseeing the administration and operation of outlet; getting involved in planning and organizing of special events. - Supervise the implementation of plans to improve and standardize all aspects of operations. - Ensure all new team members are inducted, mentored and trained thoroughly. alongside	Working Hours: 6 days/ week 44 hr / week Employment Type: Full Time Job Type: Permanent Location: Various Location (Near MRT)

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		the Restaurant Manager and Assistant Restaurant Manager and Bar Manager. • Ensure excellent communication exists within the restaurant. • Demonstrate a positive attitude in the workplace; understand and act on team members' motivations to help them continually perform their best.	
Production Assistant - Bakery	.	• To perform hands-on work in the making of pastry/savoury/kitchen/bakery products • To maintain consistent quality in the preparation of products • To ensure proper packing, labelling and storage of ingredients and products • To assist with logistics such as trolley wrap/cover/retrievability, product picking & dispatch, wherever required • To execute all duties tasked by Reporting Officers in the department • To observe and adhere to highest safety, sanitary & hygiene standards in the production area. • To comply with ISO 22000, AVA and other local food authorities, including MUIS/Halal, requirements. • To perform or assist with administrative activities such as those related to production planning & ISO 22000/SAP production documentation. • To ensure proper and safe use of all equipment and work areas.	• Working Hours: 5.5 days/ week 44 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: 7 Buroh Lane (S)618291

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Production Assistant - Packing		- To pack & label pastry/savory/bakery products ensuring that the required quantity is met according to schedule & product specifications. - To maintain consistent quality in the packing & labelling of products. - To ensure proper storage & handling of products. - To pick & dispatch products according to customers' orders. - To observe and adhere to highest safety, sanitary & hygiene standards in the production area. - To comply with ISO 22000, AVA and other local food authorities, including MUIS/Halal, requirements. - To perform or assist with administrative activities such as those related to production planning & ISO 22000/SAP production documentation. - To ensure proper and safe use of all equipment and work areas	Working Hours: 5.5 days/ week 44 hr / week Employment Type: Full Time Job Type: Permanent Location: 7 Buroh Lane (S)618291
Production Assistant - Pastry		- To perform hands-on work in the marking of pastry products - To maintain consistent quality in the preparation of products - To ensure proper packing, labelling and storage of ingredients and products - To assist with logistics such as trolley wrap/cover/retrievability, product picking & dispatch, wherever required - To observe and adhere to highest safety, sanitary &	Working Hours: 5.5 days/ week 44 hr / week Employment Type: Full Time Job Type: Permanent Location: 7 Buroh Lane (S)618291

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		hygiene standards in the production area. • To comply with ISO22000, AVA and other local food authorities, including MUIS/ Halal, requirements • To perform or assist with administrative activities such as those related to production planning & ISO 22000 / SAP production documentation • To ensure proper and safe use of all equipment and work areas	
Production Assistant - Pastry		• To perform hands-on work in the marking of pastry products • To maintain consistent quality in the preparation of products • To ensure proper packing, labelling and storage of ingredients and products • To assist with logistics such as trolley wrap/cover/retrievability, product picking & dispatch, wherever required • To observe and adhere to highest safety, sanitary & hygiene standards in the production area. • To comply with ISO22000, AVA and other local food authorities, including MUIS/ Halal, requirements • To perform or assist with administrative activities such as those related to production planning & ISO 22000 / SAP production documentation • To ensure proper and safe use of all equipment and work areas	• Working Hours: 5.5 days/ week 44 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: 7 Buroh Lane (S)618291
Warehouse Assistant		• Perform quality inspection on incoming shipment, including	• Working Hours: 5 days/ week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		loading, and unloading of goods • Ensure receiving tally sheet and GRN updated on time. • Manage inventory FIFO, FEFO and LIFO • Receive, check and release of goods. • Pick, pack, and unpack orders • Operate forklift, for staff with certified forklift licence • Perform general housekeeping duties such as clearing away packing material and debris • Maintain tidiness and cleanliness in the warehouse and facilities at all times • Conduct physical stock rotation and checking on weekly basis • Any other duties assigned by the immediate reporting officer or management.	44 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: 7 Buroh Lane (S)618291

#10 Dim Sum (Tim Ho Wan)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Chef 1	• Minimum 1 year of experience working in a commercial kitchen environment. • Proficient in preparing large quantities of food and managing kitchen production. • Skilled in roasting techniques and experienced in using roasting equipment. • Familiar with hygiene, food safety, and kitchen sanitation standards.	• Proven experience in a commercial kitchen, with hands-on knowledge in preparing large quantities of food. • Skilled in handling roasted items and operating roasting equipment. • Able to supervise and guide junior kitchen staff effectively during service. • Good understanding of food quality, presentation, and portion control.	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: Multiple Locations

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work efficiently under pressure in a fast-paced, high-volume setting. • Proactive in improving kitchen workflow and staff training. • Reliable and punctual, with flexibility to work shifts, weekends, and public holidays. • Possesses a positive attitude and works well within a team.	• Familiar with stock usage tracking and basic cost control practices. • Knowledge of kitchen hygiene, food safety, and sanitation standards. • Able to work under pressure in a high-volume, fast-paced kitchen environment. • Willing to take initiative in improving kitchen operations and training team members. • Reliable, punctual, and able to work shifts, weekends, and public holidays. • Positive working attitude and a strong team player.	
Assistant Chef 2	• Possess basic cooking skills or have prior kitchen work experience (experience in Chinese cuisine or dim sum is preferred). • Willing to learn and grow in a fast-paced kitchen environment. • Demonstrate team spirit and a positive attitude. • Able to follow instructions and maintain consistency in food preparation. • Physically healthy and able to stand for long periods. • Able to work in shifts, including weekends and public holidays.	• Assist in the preparation and production of various dim sum and other menu items. • Prepare food according to standard recipes and instructions from the head chef or supervisors. • Responsible for basic ingredient preparation, such as dough, fillings, sauces, etc. • Assist with plating and presentation to ensure product consistency and appearance. • Maintain cleanliness and hygiene in the work area and kitchen at all times. • Properly handle, store, and label ingredients. • Comply with food safety and sanitation standards and procedures. • Assist in receiving, organizing, and storing kitchen raw materials and supplies. • Complete daily assigned cleaning tasks.	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: Multiple Locations

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Have a willingness to learn and support other kitchen stations as needed.	
Cook	2-3 years Chinese cuisine experience preferred - Able to work in fast-paced kitchen environment - Knowledge of basic Chinese cooking techniques - Team player with good attitude and discipline - Able to work shifts, weekends, and public holidays	- Prepare and cook fillings, sauces, and other key ingredients - Cook porridge, wonton soup, and barley water according to required standards. - Responsible for preparing and producing a range of dim sum items. - Ensure all products meet required standards of quality, taste, and presentation. - Maintain cleanliness and readiness of assigned station. - Adhere to standard operating procedures (SOPs) and maintain kitchen hygiene standards. - Assist in ingredient prep, inventory, and support other stations as needed. - Any other duties assigned by the Head Chef/ Deputy Executive Chef.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Multiple Locations
Kitchen Helper	- Prior experience in Chinese cuisine or dim sum kitchens is preferred; applicants with no experience but a willingness to learn are also welcome. - Able to follow instructions and cooperate with kitchen operations. - Possess basic knowledge of food hygiene and safety. - Physically fit and able to stand for long periods. - Willing to work shifts, weekends, and public holidays.	- Assist chefs in preparing dim sum and other menu items. - Perform basic ingredient preparation tasks such as washing vegetables, cutting, and portioning. - Maintain cleanliness and hygiene of kitchen areas, utensils, and equipment. - Responsible for proper storage and labeling of ingredients and finished products. - Assist with daily kitchen opening and closing duties. - Support steaming, pan-frying, deep-frying, and other processes under chef supervision.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Multiple Locations

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Have good teamwork spirit and a positive attitude.	- Strictly adhere to food safety and hygiene standards. - Properly handle kitchen waste and keep the work area tidy. - Complete other tasks assigned by the head chef or supervisors.	
Service Crew	- Able to take and process customer orders accurately and efficiently. - Courteous, friendly, and professional when interacting with customers. - Attentive to food and beverage quality, and able to report or resolve issues promptly. - Maintains cleanliness and hygiene standards in the dining area at all times. - Physically fit and able to stand for extended periods during shifts. - Team player with good communication skills and willingness to support colleagues. - Able to follow instructions and respond quickly in a fast-paced environment. - Responsible and punctual, with a positive working attitude. - Willing to work shifts, weekends, and public holidays. - Open to learning and attending daily briefings and training sessions.	Order Taking & Service: - Take food and beverage orders from customers accurately and promptly. - Serve food and beverages in a professional and courteous manner, ensuring customer satisfaction. Quality Control: - Monitor the quality and quantity of all food and beverage items served, ensuring they meet the company's standards. - Address any discrepancies in food or beverage quality immediately to ensure customer satisfaction. Customer Service: - Provide excellent, professional, and courteous service at all times, ensuring a positive dining experience for customers. - Handle customer inquiries, concerns, or complaints professionally and efficiently. Sanitation & Cleanliness: - Maintain high standards of cleanliness and sanitation in the dining area, ensuring a safe and comfortable environment for both guests and staff.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Multiple Locations

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Ensure that all tables, utensils, and dining areas are clean and properly set. Shift Responsibilities: - Take responsibility for designated sections/areas during shifts, ensuring smooth operations. - Report any issues or concerns to the supervisor or manager to ensure seamless service. Team Collaboration: - Attend roll call and briefings before and after shifts to stay updated on daily operations and any changes in service. - Work effectively with other team members, including kitchen staff, to provide seamless service.	

#11 Duck King

A dynamic duck rice store emerged at 60 stalls, Yung Sheng Road and Market. It's renowned for its Teochew-style duck rice, the stall's flavourful dishes became a local sensation.

The fragrant duck and perfectly cooked rice drew in a loyal community, turning the stall into a cherished gathering spot.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Delivery Driver	- Possesses a valid Class 3 Singapore Driving License with good driving records and familiar with Singapore roads - Physically fit, able to carry, load and unload packages up to 30kg - Team player with positive working attitude	- Ensure the timely and accurate delivery of goods to specified locations, following the planned route - Conduct daily inspections of the truck to ensure it is in good working condition, reporting any mechanical issues for prompt repairs - Safely load, secure, and unload goods from the truck,	Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Candidates with relevant experience will be an added advantage • Candidate with Food Hygiene certificate will be an added advantage • Able to work shift - weekends and public holiday	• ensuring proper handling to prevent damage • Abiding by all transportation laws and maintaining a safe driving record • Preparing reports and other documents relating to deliveries • Upkeep cleanliness/tidiness of vehicle and report necessary maintenance as required • Ensure compliance with local traffic rules and regulations • Any other duties as directed	
Kitchen Assistant	• Minimum of 1 – 2 years in Kitchen operations • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holidays • Candidate with Food Hygiene certificate will be an added advantage	• Cook and prepare food for customers as per the standard recipes • Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy) • Ensure food is prepared in a timely manner and appealing plate presentation • Ensure general cleanliness and hygiene in food preparation and storage are in accordance to NEA and SFA guidelines • Check stock level, order and replenish of stock in FIFO order • Ensures that all the kitchen equipment is in good working order and reports any faults or damage • Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware • Maintains a clean kitchen and keeps dish area organized and free of clutter • Maintains clean, dry floors throughout the shift • Assists in storing food deliveries	• Working Hours: 6 days / week 44 hrs / week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Monitors trash cans throughout shift, making sure to removes full trashcans and boxes as needed and at the end of each shift - Any other duties as assigned	
Stall Assistant	- Works effectively to promote harmony and teamwork - Able to speak Basic Chinese/English to converse with Chinese/English speaking customers - Able to work shift - weekends and public holiday	- Assist in the counter in serving and preparing food - Ensure food is prepared in a timely manner - Perform cashiering duty at food stall using POS machine - Take customer's order and ensure the orders are keyed correctly into POS machine - Ensure compliance with all health and safety regulations within the kitchen area - Ensures correct and safe use of all equipment and tools - Deals effectively with guests and workplace associates using SOP at all times - Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware - Maintains a clean kitchen and keeps dish area organized and free of clutter - Maintains clean, dry floors throughout the shift - Monitors trash cans throughout shift, making sure to removes full trashcans and boxes as needed and at the end of each shift - Follows sanitation and cleaning procedures - Any other duties as directed	Working Hours: 6 days / week 44 hrs / week Employment Type: Full Time Job Type: Permanent

#12 EPC Singapore

Enterprise Promotion Centres (EPC), established in 1989, is a company with over three decades of experience in workforce development and transformation. EPC has built a reputation for values-driven partnerships that integrate governance, compliance, and

national outreach. Its distinctive approach emphasizes dignity, person–job fit, and sustainable employment pathways, making it a trusted partner for employers, mature workers, and institutions across diverse sectors.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
MFC Social Work Associate (Mental Health) 	JOB REQUIREMENTS EDUCATIONAL QUALIFICATIONS: • Possess Diploma in Business Administration or Social Work from an accredited institution. Other disciplines can be considered. RELEVANT EXPERIENCE: • Experience in related field of work would be an advantage • Fresh graduates are welcome to apply COMPETENCIES: • Possess good interpersonal and communication skills • Proficient in Microsoft Office applications such as Word and Excel • Demonstrate ability to be empathetic • Good communication and social skills to work with different people • Pleasant personality • Team player, yet independent to carry out most functions	JOB SUMMARY • The Social Work Associate works in varied practice contexts where they offer support in welfare, case co-ordination and render supportive counselling to the community. SWA works with Social Workers to ensure clients are well-served and programmes are executed, and objectives are met. RESPONSIBILITIES / MAJOR ACTIVITIES: • Assist in coordinating casework, groupwork and community development activities and programmes, supporting community events and performing administrative functions • Support the planning and implementation of programmes at the centre • Assist in providing interventions and evaluations for programmes conducted • Support community outreach activities and group work	• Working Hours: 5 days / week 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 223 Mountbatten Road (S)398008
MFC Social Worker (Mental Health) 	EDUCATIONAL QUALIFICATIONS: • Possess Degree in Social Work or Degree with a Graduate Diploma in Social Work from an accredited institution RELEVANT EXPERIENCE: • Accredited as Registered Social Worker with Singapore	JOB SUMMARY • The Social Worker (Mental Health) is responsible for facilitating change and improving lives for individuals, families, community facing transitional challenges through the provision of casework and counselling. RESPONSIBILITIES / MAJOR ACTIVITIES:	• Working Hours: 5 days / week 9am – 6pm • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Association of Social Workers would be an advantage - Prior experience as a social worker would be an advantage COMPETENCIES: - People-oriented and have good interpersonal skills - Excellent oral and written communications skills - Analytical ability & problem-solving skills - Committed and can-do attitude - Effective report writing skills - Team Player	- Conduct casework management, including gathering information, conducting psycho-social assessment, identifying common needs and goals for intervention - Provide case work and counselling to persons with mental health conditions, dementia and their caregivers - Plan, organise and implement community outreach activities, programmes and group work - Perform evaluation and prepare reports for administrative investigation and intervention programmes - Provide information and referral services to link clients to appropriate social services - Participate in research	Location: 223 Mountbatten Road (S)398008
MFC Programme Executive 	Educational Qualifications - Possess Degree in any discipline from an accredited institution Relevant Experience - Prior experience in events or programmes design, planning and implementation will be an advantage - Working knowledge of social service practices will be an advantage - Fresh graduates are welcome to apply Competencies - People-oriented, good interpersonal and relationship-building skills - Ability to multi-task and work in a fast-paced and dynamic environment	JOB SUMMARY - The PROGRAMME EXECUTIVE is responsible for developing, implementing, and evaluating programmes for seniors. - He/she enhances program quality, drives participation through executing promotional strategies, and guiding junior staff while resolving operational issues. - He/she also supports managerial activities, particularly in the planning and implementation of community partnerships and the consolidation of progress reports. - He/she works closely with external stakeholders to develop engaging programmes as well as	Working Hours: 5 days / week 9am – 6pm Employment Type: Full Time Job Type: Permanent Location: 223 Mountbatten Road (S)398008

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Enjoy engagement with the seniors • Physically fit and willing to travel for regular home visits • Proficient in Microsoft Office and comfortable with various IT platforms • Excellent verbal and written communication skills. Able to speak dialects is an added advantage • Committed and can-do attitude • Team Player	coordinates relevant trainings. • Overall, the Programme Executive plays an active role in implementing work plans and coordinating them with external stakeholders. RESPONSIBILITIES / MAJOR ACTIVITIES: Programme Development and Evaluation • Brainstorm and evaluate the feasibility of programmes and activities for seniors • Develop and implement promotional strategies to drive participation • Document and maintain client records about programmes attended, observations and feedback from clients, caregivers and social service professionals • Review and recommend improvements to programmes, considering upcoming trends to drive participation Programme Implementation • Implement programmes independently • Oversee preparation of logistics for programmes • Liaise with vendors on the programme requirements Buddying and Befriending • Conduct door knocking activities to reach out to seniors who may require Montfort Care's services • Conduct regular home visit and calls to seniors, rendering additional services (e.g., medical escort,	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		programme registration, etc.) as required • Perform basic assessments, collect data and consolidate reports/log sheets Information and Referral • Assist seniors with Information & Referral enquiries, including programme registration • Manage escalated/ complex Information & Referral cases Volunteer Management • Recruit volunteers to support programmes • Train and provide guidance to volunteers • Coordinate with volunteers to implement volunteer-driven engagement activities • Reach out to passive volunteers Community Partnership • Support the planning of community partnership events and roadshows, ensuring active participation and engagement • Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives Fund Management and Reporting • Assist in the preparation of accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) • Track programme expenditure and timeline, ensuring budget and timeline are adhered to Leadership and Management	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Provide support and guidance to Programme Associate in terms of workload and administrative issues Ad-hoc Duties - Provide any other support as assigned/required	

#13 FairPrice Group

FairPrice Group was founded with the mission of keeping daily essentials within reach for all in Singapore. Through the years, we remain steadfast to this mission and staying true to our business ethos: we need to do well in order to do good.

No matter what challenges arise for ourselves or the nation, we aspire to make every day a little better.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Automation Technician	- Minimum Diploma in Electrical/Mechanical or Nitec with 3-5 years working experience in warehouse automation - Can communication in English orally, written is a plus - Strong knowledge of automation systems, including PLC (Programmable Logic Controller), HMI (Human-Machine Interfaces), SCADA (Supervisory Control and Data Acquisition), and robotic systems is a plus - Proficient in reading and interpreting electrical and mechanical schematics, diagrams, and technical documentation	- The role which is part of the Supply Chain department will be responsible for maintaining and improving existing automation capabilities to ensure FFDC's continued operation. - The Automation Maintenance Technician is responsible for performing regular maintenance, troubleshooting, and repair of all automation systems and equipment. - The role requires a solid understanding of automated systems, mechanical and electrical repair, and the ability to solve technical issues to ensure efficient operation. - Carry out routine maintenance and inspections of automation systems and equipment to ensure optimal operation.	Working Hours: 5 days/ week including weekends and PHs - rotating shifts Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Identify, diagnose, and repair equipment and system malfunctions. - Assist in the installation and testing of new automation equipment. - Maintain records of regular maintenance and repair work. - Collaborate with engineering and production teams to identify issues and implement solutions. - Adhere to safety and quality regulations at all times. - Train other team members on automation system operation as required. - Assist in developing maintenance procedures and ensure implementation. - Keep up-to-date with advancements in automation systems and new technologies.	
Bartender	- Diploma in any discipline with at least 2 years of relevant work experience in service/ retail industry - Great passion for the service/ retail industry - Service-oriented and hands-on person - Able to carry heavy load of 10KG and climb ladders for stock replenishment - Able to work on rotating shifts & 6 days/week (including weekends and public holidays)	- To provide an excellent guest drink experience to customers based on their preference and able to create classic and innovative drinks that exceeds customers' needs and expectations. - He/She is expected to: - Responsible for preparing alcoholic or non-alcoholic beverages for bar patrons - Interact with customers, take orders and serve snacks and drinks - Assess bar customers' needs and preference and make recommendations - Knowledge in mixing, garnishing and serving drinks - Prepare cocktails, accept payments from customers,	Working Hours: 6 days/ week, 8 hrs 20mins/ shift Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		clean glasses, bar utensils and balance cash receipts to record sales • Plan and present bar menu • Check customers' identification and confirm that it meets with legal drinking age • Restock and replenish bar inventory and supplies • Ability to keep bar organised, stocked and clean • Stay guest focused and nurture an excellent guest experience • Ensure standards for quality, customer service, health and safety are met as well as compliance with various government legislation (NEA, AVA, SCDF etc.)	
F&B Executive	• Preferably someone with a diploma in F&B, supply chain or related courses • Tech savvy, energetic, outgoing, customer service oriented • Hands-on with good problem-solving skills relating to food court operations and customer issues • Ability to foster positive working relationships • Experience working in the F&B sector is a plus	• Direct and manage retail stalls according to company SOPs and regulatory requirements • Mentor and supervise service staff on food handling, service conduct, and compliance to standards • Required to prepare meals based on the company's SOPs • Preparation of food from scratch and premix • Advice on operational needs and service consistency • Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability • Monitor sales and provide monthly sales reports with recommendations for business reviews with management	• Working Hours: 6 days/ week, 7 hrs 20mins/ shift • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Handle cashiering duties, customers' complaints and operational issues - Other work scope as required by business needs	
FairPrice - Retail Assistant (Picking) (FT/PT)	- Basic written and verbal communication skills in English - Basic IT proficiency in using smartphones - Able to carry loads of about 15kg	- Picking groceries products in supermarket stores - Packing groceries products into bags/boxes - Preparing orders for delivery - Replenishing of products on shelves - Ensure orders picked are in good condition in terms of packaging, expiry dates, freshness etc. - Ensure sufficient level of care and attention is given throughout the fulfilment process - Any other ad hoc duties assigned	Working Hours: 6 days/ week, FT: 8 hrs 20mins/ shift, PT: 6hrs/ shift Employment Type: Full Time Job Type: Permanent
FairPrice - Retail Assistant / Cashier (FT/PT)	- Able to read and understand product labels - Able to carry heavy load of 10KG and climb ladders for stock replenishment - Able to work rotating shifts & 6 days/week (including weekends & PH) - Service-oriented and a team player Work Hours (Full-Time) - Rotating shifts: 7am - 3.20pm & 3pm - 11.20pm 6 days/ week including weekends and public holidays	- Retail Assistant is responsible for stacking, displaying & replenishment of products on the shelves, as well as monitoring expiry dates & shelf lives of products. - You are required to assist in loading & unloading of goods, maintain neat & systematic storing of products & perform daily housekeeping. - You are expected to provide prompt, helpful & courteous service to customers at all times. - Cashier is responsible for operating the POS cash register, handle various types of payments & perform packing for customer purchases. - You are required to provide prompt, helpful & courteous	Working Hours: 6 days/ week(FT), 4 days/week (PT) 8 hrs 20mins/ shift, Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		service to customers at all times. You are expected to perform stacking, display & replenishment of products on the shelves when required.	
Foodfare – Cook (FT/PT)	Full Time: - Able to carry 10kg-15kg - Able to work rotating shifts & 6 days/week (including weekends & PH) - Service-oriented and a team player Work Hours - Rotating shifts: 7am - 3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/coffee shop/hawker) 6 days/ week including weekends and public holidays Part Time: - Able to carry 7kg-10kg - Able to work rotating shifts & 6 days/week (including weekends & PH) - Service-oriented and a team player Work Hours - Rotating shifts: 7am - 3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/coffee shop/hawker- 5/6hrs/day) 5 days/ week including weekends and public holidays	- Assist Sous Chef/ Junior Sous Chef with the kitchen work. - Preparation and cooking food according to assigned menus. - Sorting, storing and distributing ingredients. - Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times. - Any other job duties as assigned by the superior. - Area cleaning.	Working Hours: 6 days/ week(FT), 4 days/week (PT) 10 hrs/shift, Employment Type: Full Time/ Part Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Foodfare - Kitchen Assistant (FT/PT)	• Able to carry 10kg-15kg • Able to work rotating shifts & 6 days/week or 5 days/week (including weekends & PH) • Service-oriented and a team player • Willing to learn, positive attitude, hardworking, responsible and self-discipline • 1 year experience in F&B Work Hours (Full-Time) • 6 days/ week including weekends and public holidays	• Set up the food preparation area/sanitizing before operation • Understand basic labeling sorting & packing • Cut & marinate raw food • Portioning/ ensemble of cooked/processed food • Assist preparation of cutting/washing/SOP • General housekeeping duties to maintain workplace cleanliness at all time • Any other duties assigned	• Working Hours: FT: 6 days/ week, 8 hrs/shift, PT: 5 days/week (PT), 5-6 hrs/shift • Employment Type: Full Time/ Part Time • Job Type: Permanent
Heavenly Wang - Service Crew (FT/PT)	• Able to stand for long hours • Able to carry up to 10KG • Service-oriented and a team player Work Hours (Full-Time) • 6 days/ week including weekends and public holidays; rotating shifts	Basic Food Preparation and Service • Greet customers with a smile and provide excellent customer service • Prepare food according to specifications and required standards • Know the menu and promotions very well, upselling products actively • Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) • Perform duties with speed and accuracy Food Safety, Hygiene and Safe Work Environment • Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food • Practice personal grooming and hygiene (e.g. clean	• Working Hours: FT: 6 days/ week, 8 hrs/shift, PT: 5 days/week (PT), 5-6 hrs/shift • Employment Type: Full Time/ Part Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		uniform, short nails, tied-up hair) - Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils Expected Work Behaviour - Collaborative and teamwork-oriented	
Junior Sous Chef	- Physically able to carry heavy loads as required. - Must possess a valid Food Safety and Hygiene Certificate	- Minimum 6 years of relevant kitchen experience. - Supervisory skills to lead and guide junior kitchen staff. - Physically fit and able to carry heavy loads. - Adhere to operational procedures and work instructions. - Maintain food hygiene, safety, and cleanliness at all times. - Support smooth workflow and timely meal preparation. - Ensure food quality, including cooking of rice, sauces, and operation of combi stations. - Handle preparation, receiving, and machine control tasks efficiently. - Ensure meals are prepared on time and at the correct temperature. - Assist in maintaining kitchen efficiency. - Assist in stock rotation, storage, and requisition of supplies. - Support stock-taking and ensure accurate recording of food usage. - Ensure equipment is properly used, cleaned, and maintained.	Working Hours: 6 days/week, 7 hrs 20mins/shift Employment Type: Full Time Job Type: Permanent Location: 10 Senoko Way. (S)758031

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Kopitiam - Outlet Executive	• Preferably with Diploma in F&B, supply chain or related courses • Preferably with at least 3 years' supervisory role in F&B sector • Possess good knowledge of WSHA, HACCP & MUIS regulations • Hands-on with good problem-solving skills relating to food court operations and customer issues • Ability to foster positive working relationships	• Direct and manage retail stalls according to company SOPs and regulatory requirements • Mentor and supervise service staff on food handling, service conduct, and compliance to standards • Required to prepare meals such as toast making and hot foods based on the company's SOPs. • Preparation of hot and cold beverages from scratch and premix. • Advice on operational needs and service consistency • Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability • Monitor sales and provide monthly sales reports with recommendations for business reviews with management • Handle cashiering duties, customers' complaints and operational issues • Other work scope as required by business needs	• Working Hours: 6 days/week, 8hr/shift • Employment Type: Full Time • Job Type: Permanent
Kopitiam - Service Crew (Culinary) (FT/PT)	• Experience in kitchen or food service industry is an advantage • Willingness to work in a fast-paced, physically active environment. • Team-oriented with good communication skills. • Attention to detail and a proactive approach to tasks. • Eagerness to learn and develop culinary skills for future growth.	Responsibilities • Assist with basic food preparation, such as washing, peeling, chopping, and portioning ingredients. • Support the kitchen team during meal service by preparing and plating items as directed. • Maintain cleanliness and organization of the kitchen, including washing dishes, utensils, and equipment. • Follow all health, hygiene, and safety regulations.	• Working Hours: FT: 6 days/week, 8hr/shift PT: 5 days/week, 5-6 hrs/shift • Employment Type: Full Time/Part Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist with stock rotation, storage, and minimizing waste. - Help with deliveries, unpacking, and organizing kitchen supplies. - Learn and develop basic culinary skills under the guidance of senior kitchen staff. - Maintain a positive attitude, accountability, and a growth mindset, actively seeking learning opportunities	
Kopitiam - Service Crew (FT/PT)	Full-Time - Able to carry 7kg-10kg - Able to work rotating shifts & 6 days/week (including weekends & PH) - Service-oriented and a team player Work Hours - Rotating shifts: 7am - 3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/coffee shop/hawker) 6 days/ week including weekends and public holidays Part-Time - Able to carry 7kg-10kg - Able to work rotating shifts & 6 days/week (including weekends & PH) - Service-oriented and a team player Work Hours - Rotating shifts: 7am - 3pm; 2pm -10pm; 3pm-11pm (depend on the	- Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) - Ensure the food quality standard meets expectations consistently - Prepare sufficiently before peak periods such as right stock levels for food and beverages - Deliver high standards of Customer Service during order taking, cashiering, food presenting etc - Serve customers with a smile Good personal hygiene and grooming - Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices	Working Hours: FT: 6 days/week, 8hr/shift PT: 5 days/week, 5-6 hrs/shift Employment Type: Full Time/Part Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	foodcourt/coffee shop/hawker-5/6hrs/day) • 5 days/ week including weekends and public holidays		
Meat Specialist	• Knowledge of meat and seafood preparation techniques and food safety. • Prior experience will have an added advantage • Able to speak and read simple English • Able to carry heavy load of 10KG and climb ladders for stock replenishment • Able to work on weekends and rotating shifts • Service-orientated, strong communication and a team player is a must. • Able to work on rotating shifts & 6 days/week (including weekends and public holidays)	• Responsible for cutting and preparing meats and seafood for sales for our customers and the smooth running of your department, including supervising staff and managing staff matters • Required to do weighing, packing, pricing and displaying of products, greeting and speaking to customers, providing advice, answering questions, and accepting orders. • Cleaning and maintaining tools and equipment and adhering to food safety and sanitation controls and performing quality inspection on meats and other products • Assist with any other adhoc duties as assigned	• Working Hours: 6 days/week, 8hr 20mins/shift • Employment Type: Full Time • Job Type: Permanent
Pharmacy Technician	• Diploma in Pharmaceutical Sciences • Prior relevant work experience • Great passion for the service/retail industry • Highly customer-oriented, motivated, meticulous and results oriented • Good communication and interpersonal skills • Team player with ability to collaborate and work effectively with various stakeholders	• Support the pharmacist in the daily operational execution in the pharmacy (dispensary) to ensure that it is run smoothly • Ensure the dispensing of prescription and pharmacy-only medications are accurate and minimize any dispensing error: • physically at store • via telepharmacy • via telemedicine (iDOC) • via teleprescription (TeleRx) • E-pharmacy platform (eRxtogo) • Home Delivery	• Working Hours: 6 days/week, Rotating Shift • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assigned a Vending Machine to manage: - Inventory (Top up, price change, stocktake etc.) - Maintenance - Training - Troubleshoot - Plan, organise and execute health & wellness activities in-store and Unity Team Events etc. e.g. Health Checks, Block Parties, World Health - Observance Days, F2F Trainings/Meetings/Townhalls etc. - Provide health and wellness advice to customers, including the proper usage of our products and any other related information - Make appropriate recommendations of products to customers based on their needs - Provide good customer service to customers so that their needs are met and sales are closed - Ensure optimal stock levels and exercise inventory control through the ordering and monitoring the shelf life of products for dispensing stock (PRx) as well as: - Areas - to assist TL/RAs in charge of OTC, Diagnostics and First Aid where necessary - Duties - Order, Stocking, Expiry Checks, Planogram - Adhere to all A&P mechanics and ensure that they are properly executed at dispensary counter, e.g. A&P displays, re-tagging of offer prices, ordering and return of promotion goods.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Maintain cleanliness and tidiness of the area via regular housekeeping - Perform cashiering duties if required for PRx	
Production Operator	- Service-oriented, team player with ability to read and communicate in simple English - Attentive to details - Able to work in cold environment - Able to lift a single carton weight of about 12kg without assistance - Willing to work on weekends and public holidays - Able to work on 6 days, rotating shifts - Other Information - Work Hours: 6 days, rotating 8am-4.20pm and 12pm-8.20pm (subjected to changes based on operational needs) - Work Location: 7 Sunview Rd, Singapore 627618	- Understand various size of poultry and fish/seafood for packaging. - Check product quality and specification for packaging. - Decorate and display variety of poultry and fish/seafood for packaging. - Understand various size of packaging tray. - To pack variety of poultry and fish/seafood product. - To ensure complying packaging standard. - Understand various type of poultry and fish/seafood name. - Understand various type of poultry and fish/seafood code (PLU) - Understand to operate auto pricing machine. - Prepare delivery basket for distribution. - Prepare and arrange stock for distribution. - Perform various cleaning action in production area Washing, Mopping, Sweeping, Cleaning	Working Hours: 6 days/week, 8hr 20mins/ shift Employment Type: Full Time Job Type: Permanent
Retail Supervisor	- Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years of relevant experience - Independent and team player with good leadership skills - Service-oriented and hands-on person	- Responsible for sales and profits for your dry department - The job tasks include inventory management, maintaining housekeeping and merchandising standards as well as product planning and allocation according to sales and customer demands	Working Hours: 6 days/week, 8hr 20mins/ shift Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	A 6-day work week. Must be prepared to work on rotating shifts, weekends, and public holidays	Supervise and train a team of Retail Assistants in ensuring the smooth running of daily operations	
Service Supervisor (Culinary)	- Able to stand at least 8 hours - Able to carry at least 10KG load - Service-oriented and a team player - F&B working experience - Supervisory experience is preferred Work Hours (Full-Time): 6 days/ week including weekends and public holidays	- Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) - Ensure the food quality standard meets expectations consistently - Prepare sufficiently before peak periods such as right stock levels for foods, dim sum, dessert etc - Deliver high standards of Customer Service during order taking, cashiering, food presenting etc - Possess strong product knowledge and model excellent customer service - Prepare periodic stock take such as month-end stock take and stock ordering - Administrative task such as preparing attendance sheet for payroll, managing sales report and consolidation - Ensure cash handling procedure is comply at all times - Good personal hygiene and grooming - Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices - Other administrative duties when assigned	Working Hours: 6 days/week, 8hr/ shift Employment Type: Full Time Job Type: Permanent
Skilled Cutter		You are responsible for cutting pork, meat, fish, seafood and handling	Working Hours: 6 days/week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		merchandise of meat and seafood items. - You are also required to monitor and maintain freshness and quality of items, as well as perform housekeeping and ensure cleanliness of your work area in accordance to safety procedures and standards of hygiene. - Ad-hoc duties will be given as well.	8hr 20mins/ shift Employment Type: Full Time Job Type: Permanent
Warehouse Assistant	- Team player with ability to read product labels and communicate in simple English - Attentive to detail - Ability to work in wet and cold environment - Physically fit to carry heavy loads up to 12kg - Willing to work 6 days a week, on weekends and public holidays - Positive work history and good attendance record - Able to work extended hours as needed	- Operates the basket/crates washing machine - Monitor goods receipt, storage, and perform picking based on First-In First-Out (FIFO) system - Perform picking and distribution of products to stores, ensuring accuracy and timeliness of deliveries according to store orders - Performs raw material receiving, finished goods staging for delivery by 3PL - Maintain warehouse cleanliness, security, safety and adherence to GMP & ISO standards - Inspect inventory for damages and report discrepancies - Communicate with delivery personnels on stock qty and perform verification - Safely operate pallet jacks to handle products, baskets and crates	Working Hours: 5 days/week, 9hr 20mins/ shift Employment Type: Full Time Job Type: Permanent

#14 PARKROYAL on Beach Road

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Service Ambassador (Front Office Receptionist)	- The incumbent will check in/out guests according to hotel procedures and ensure all guests' accounts are correct and settled upon check out. - Attend to all guests' enquiries and complaints and to ensure guests' satisfaction.	- Sell, register and assign rooms to incoming guests, ensuring that registration cards are filled up correctly. Check out departing guests as per procedures. - Inform relevant departments of arrival, room changes, check out and special arrangements. - Accepts reservation in the absence of Reservation Assistant. - Record in Handover List of any special arrangements and important matters for follow-up. - Liaise with Duty Manager or Front Office Supervisor regarding any complaints. - Perform cashiering and maintain a complete record of guests' account. - Check all guests' bills before presentation to guest upon check out. - Charge all monies due to the hotel to the respective travel agents or companies. - Declare all shortages or excess to Accounts Department. - Attend to all requests and requirements from guests promptly and handle complaints tactfully. - To ensure all guests preferences are met to the best of our ability and strive to (MADDAM) "Make A Difference, Do A Little More". - Create a positive first impression to guests with regards to corporate image.	Working Hours: 5 days/ week 44 hr / week Employment Type: Full Time Job Type: Permanent Location: 7500C Beach Road. (S)199593

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Read entries in Communication Book and ensure all instructions and tasks assigned are follow-up. • Ensure procedures and policies on city ledger are followed. • To be aware of all VIP and Special Attention guests' arrivals and departures. • Ensure all Pan Pacific Discovery Members, VIP and Special Attention guests are met up by Duty Manager, and benefits are explained upon check in. • To undertake any other reasonable assignment by the Duty Manager and Front Office Manager, as and when required.	
IT Executive 	• The incumbent's role is responsible for supporting end users' technology needs. • The primary focus is on ensuring that end users have reliable, efficient and secure access to the technology tools and business applications to perform their job functions effectively.	• Provide technical assistance and support to end users in addressing their hardware, software, hotel IT applications and connectivity issues. • Resolve problems in a timely and effective manner. • Collaborate and communicate with end users on IT updates, changes, and initiatives. • Fulfil PPHG IT monthly tasking with proper documentations. • Manage user onboarding and offboarding i.e account provisioning and deprovisioning. • Create user accounts, including access permissions, passwords, and security settings in accordance to procedure • Liaise with vendor on the installation, configuration and maintenance of hotel	• Working Hours: 5 days/ week 44 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: 7500C Beach Road. (S)199593

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		business applications used by end users. • Manage data backup and recovery for end-user devices and ensuring data integrity and compliance. • Adhere to cybersecurity policy to protect end-user devices, data and systems from threats such as malware and unauthorized access.	
Mixologist	• To manage the Bar based on the concept given with flairs of craft element on food & beverage to delight the guest and VIP in a profitable and quality manner. • Good people skills to keep customers entertained in addition to extensive knowledge of alcohol and cocktails of all types.	• Manage all restaurant & bar activities including but not limited to inventory control; safety and sanitation; opening and closing procedures; customer services delivery; designing and recommending new recipes and analyzing all financial performance and organizing work for all internal resources and recommending solutions to increase productivity of both restaurant & bar. • To assist the manager in carrying out his function of efficiently administering and organizing the outlet into a profitable center and increasing revenue. • To lead and supervise a shift which includes inspecting table and work area layouts and settings, ensuring service quality and any other hygiene matters. • To ensure that mis-en place/side station is all set up with food items, non-food items such as crockery and chinaware before the shift commences. • To ensure that tables under his charge have the correct	• Working Hours: 5 days/ week 44 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: 7500C Beach Road. (S)199593

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		cutlery and table settings before the shift commences. • To take food and beverage orders and serve them. • To clear and remove soiled dishes and bring them to the dish washing area. • To present bills to diners, collect payment and give to the cashier, return change or credit card to diners. • To reset tables after use. • To establish par stock and supervise inventory taking. • To conduct departmental SOP training for all staff. • To assist in forecasting staff requirements and in scheduling day off, vacation, and overtime requirements. • To undertake any other related task/duty/assignment that may be given by the Outlet Manager. • Drive Arrival, Engagement and Departure Experiences • Craft creative cocktails- Develop and prepare innovative drinks using fresh ingredients and premium spirit. • Team collaboration- Work with servers, bartenders, and kitchen staff to ensure seamless service • Inventory management- Monitor stock levels, order supplies, and minimize waste • Training- Mentor staff on mixology techniques, recipes, and service standards • Quality control- Ensure consistent taste, presentation, and quality of drinks	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Multitasking- Handle high-pressure situations, manage orders, and maintain bar flow	
Security Officer	The incumbent will assist the Bell Desk and Security in the day-to-day operations and carry out all tasks with high Service Standards.	SECURITY : A. Perform the following Security Tasks: I. Static (Security & Fire command centre) duties: - Handling Fire Alarm system and emergency responses - Operating Security CCTV Surveillance system - Screening/vetting all visitors, delivery men and contractors going thru Security Check points - Keeping the work area neat and operationally viable and prevent unauthorized entry II. Lobby (Deterrent and Surveillance of suspicious activities) duties: - Interact with guests and provide assistance in hospitality matter including safety and security (e.g. luggage safety, provide guests information and services) - Ensure safety of guest's arrivals and departures especially elderly and PWD - Crowd control and prevent unnecessary congestions - Multi-tasking for guest convenience and safety (e.g. avoid slippery floor, assist with guest luggage, taxi & shuttle services etc) III. Traffic Post (Smooth flow of traffic and safety of pedestrian and road users) duties: - Directing tour bus and assist in parking arrangement - Prevent traffic congestion at front driveway	Working Hours: 5 days/ week 44 hr / week Employment Type: Full Time Job Type: Permanent Location: 7500C Beach Road. (S)199593

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Manage reserved parking lots for VVIP arrivals • Assist to ease traffic congestion during busy period IV. Security Patrol & Audit Checks duties: • Conduct systematic security patrol on entire premises • Look out for fire safety infringement and risk assessment • Deter and detect unauthorized person on the guest's floors and within hotel sensitive areas • Report all abnormal circumstances and findings B. Carry out investigation, surveillance and administrative duties: • Observe and report unusual behaviour and conduct of employees or guests in the Hotel • Keep close watch of any removal of hotel property and ensure they are authorized and properly documented • Updates Security / Duty Manager on security incidents and occurrences and maintain officials' correspondents C. Security, Safety & Rescue Emergency Response: • Attain all Standard Certification as prescribed by the Authorities & Managements • Know all emergency drill well (Fire, Bomb threat, IPP, Terrorist Attack, etc.) GUEST SERVICES :	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist with check-in and check-out when front desk team are engaged - Manage queues in lobby and engage with guests at all time - Ensure guest and their personal belongings are safely kept during arrival and departure process - Ensure proper deployment to cover guest safety issue for the Car Park, Front-Driveway, lobby and luggage holding areas - Provide information about local attractions such as shopping, dining, nightlife, and recreational destinations - Make travel arrangements for sightseeing and tours if required - Make dining and other reservations for guests and obtain tickets for events - Receive, store, and deliver luggage, mail & items for guests or hotel patrons	
Service Team Leader (Chinese Restaurant)	The position is responsible for supervising and assisting the manager in outlet operations.	a) To assist the manager in carrying out his or her function of efficiently administering and organizing the outlet into a profitable center and increasing revenue. b) To lead and supervise a shift which includes inspecting table and work area layouts and settings, ensuring service quality and any other hygiene matters. c) To ensure that mis-en place/side station is all set up with food items, non-food items such as crockery and chinaware before the shift commences.	Working Hours: 5.5 days/ week 44 hr / week Employment Type: Full Time Job Type: Permanent Location: 7500C Beach Road. (S)199593

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		d) To replenish items as and when necessary. e) To ensure that tables under his charge have the correct cutleries and table settings before the shift commences. f) To take food and beverage orders and serve them. g) To clear and remove soiled dishes, and bring them to the dish washing area. h) To present bills to diners, collect payment and give to the cashier, return change or credit card to diners. i) To reset tables after use. j) To establish par stock and supervise inventory taking. k) To conduct departmental SOP training for all staff. l) To assist in forecasting staff requirements and in scheduling day off, vacation, and overtime requirements. m) To undertake any other related task/duty/assignment that may be given by the Restaurant Manager.	

#15 Premier Security

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Quick Response Team	- Respond to Fire Emergency In Building - First Aid with CPR & AED	Floater must learn and adapt to multiple sites quickly,	Working Hours: 6 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Security Officer	• Able to do clocking and patrolling • Various Location	understanding different post orders, access control protocols and patrol routes. • A Senior Security Officer oversees the protection of premises, assets, and personnel. • They act as the bridge between junior officers and management by supervising shifts, handling escalated incidents, and operating complex security and safety systems in command centers.	• Employment Type: Full Time • Job Type: Permanent • Location: 182 Cecil Street. (S)069547, 18 Cross Street. (S)048423, 438B Alexandra Road (S)119968, 11 Science Park Road (S)117685
Security Officer (FT/PT)	• Respond to Fire Emergency In Building • First Aid with CPR & AED • Able to do clocking and patrolling	• A security officer protects premises, assets, and personnel by maintaining a visible presence, monitoring for potential threats, and deterring illegal activity. • They manage access control, conduct security screenings, patrol facilities, and respond swiftly to emergencies or alarms.	• Working Hours: FT: 6 days/ week, 8am to 8pm & 8pm to 8am PT: 4 days/ week, 7.30 pm to 7.30am • Employment Type: Full Time/ Part Time • Job Type: Permanent(F T) Contract(PT) • Location: FT: 182 Cecil Street. (S)069547, 18 Cross Street. (S)048423, 438B Alexandra Road (S)119968

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			PT: 11 Science Park Road (S)117685
Security Supervisor (PT)	- Implement Incident Management Process - First Aid with CPR & Aed	- A security supervisor leads a team of officers to protect premises, assets, and personnel. - They oversee daily operations, manage guard schedules, and respond to emergencies. - Core duties include conducting team briefings, ensuring compliance with safety protocols, handling incident reports, and liaising with law enforcement or other departments.	Working Hours: 4 days/ week, 8am to 8pm & 8pm to 8am Employment Type: Part Time Job Type: Contract Location: 182 Cecil Street. (S)069547, 18 Cross Street. (S)048423, 438B Alexandra Road (S)119968
Senior Security Officer	- Respond to Fire Emergency In Building - First Aid with CPR & AED - Able to do clocking and patrolling	- A Senior Security Officer oversees the protection of premises, assets, and personnel. - They act as the bridge between junior officers and management by supervising shifts, handling escalated incidents, and operating complex security and safety systems in command centers.	Working Hours: 6 days/ week, 8am to 8pm & 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 182 Cecil Street. (S)069547, 18 Cross Street. (S)048423, 438B Alexandra Road (S)119968

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Security Officer (PT)	- Respond to Fire Emergency In Building - First Aid with CPR & AED - Able to do clocking and patrolling	- A Senior Security Officer oversees the protection of premises, assets, and personnel. - They act as the bridge between junior officers and management by supervising shifts, handling escalated incidents, and operating complex security and safety systems in command centers.	Working Hours: 4 days/week, 8am to 8pm Employment Type: Part Time Job Type: Contract Location: 3 Simei Street 6. (S)528833, 300 Tampines Avenue 5 (S) 529653, 2 Tampines Central 6 (S)529483

#16 Trampoline

Trampoline is an inclusive employment and job coaching non-profit organisation, helping neurodiverse youths build real-world capability and move into sustained employment.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Job Coach 	- Diploma, Degree in special education, social work, counselling, psychology, and community care or related is preferred - Passion in social services, education, health services or related areas is preferred. - Patient, observant, flexible and resilient.	- Develop and implement individualized behavioral intervention plans to support trainees with special needs, ensuring consistent monitoring and updates based on their progress. - Provide on-site job support, guiding trainees in meeting work expectations while equipping employers, supervisors, and co-workers with strategies to foster an inclusive and supportive environment.	Working Hours: 5 days / week 9am – 6pm Employment Type: Full Time / Part Time Location: 79 Ayer Rajah Crescent (S)139955

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Act as a key liaison between trainees, caregivers, and workplace stakeholders to resolve issues, support home-based interventions, and ensure successful transition and long-term retention.	
Partnership Specialist 	- Bachelor's degree in Business, Marketing, HR or related fields - Strong desire to use and impart professional skills to help people with special needs	- Identify and engage potential inclusive employers across diverse industries by researching hiring trends and initiating partnerships that promote workplace inclusion for tertiary-educated adults with special needs. - Cultivate and strengthen relationships with new and existing partners, supporting their commitment to inclusive hiring through tailored outreach, collaboration, and shared objectives. - Advocate for inclusive employment practices by understanding employer needs, aligning them with candidate strengths, and facilitating meaningful opportunities for sustainable, high-skilled placements.	Working Hours: 5 days / week 9am – 6pm Employment Type: Full Time / Part Time Location: 79 Ayer Rajah Crescent (S)139955

#17 Tung Lok Millennium

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cook	1. Able to work on split shifts, weekends, and public holidays 2. Service oriented and passionate working in F&B industry 3. Possess good communication and interpersonal skills	1. Involve in kitchen operations from food preparation to final production 2. Set up workstations with all needed ingredients and cooking equipment 3. Ensure kitchen cleanliness, and hygiene standards are maintained 4. Manage kitchen stock for daily operation and food cost control	Working Hours: 5.5 days/ week 44 hr/ week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		5. Ensure kitchen stock keep fresh and follow FEFO (first expired first out) standard 6. Assist on month-end stock take 7. Any other ad-hoc duties as assigned by the Company	• Location: 26 Tai Seng Street (S)534057
Dishwasher (Central Kitchen)	1. Previous experience in a kitchen or food service environment is a plus 2. Physically fit; able to stand for long periods and lift heavy loads (up to 20kg). 3. Able to work in a fast-paced, physically demanding environment 4. Reliable, hardworking, and able to work in a fast-paced team environment 5. Able to work on weekend/public holiday 6. Able to work 6 days a week from 0900hrs to 1800hrs, including weekends and public holidays	1. Wash and sanitize dishes, pots, pans, utensils and other kitchen equipment 2. Ensure all items are stored in their proper places after cleaning 3. Maintain dishwashing area, sinks and floor clean and organized 4. Dispose of kitchen waste and garbage appropriately 5. Report any faulty or damaged equipment to the supervisor promptly 6. Follow food safety and hygiene standards in a Halal kitchen environment 7. Any other ad-hoc duties as assigned by the Company	• Working Hours: 6 days/ week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: 26 Tai Seng Street (S)534057
Kitchen Assistant	1. Able to work on split shifts, weekends, and public holidays 2. Service oriented and passionate working in F&B industry 3. Possess good communication and interpersonal skills	1. Assist the Cook with the preparation of ingredients 2. Wash and store all cooking appliances, instruments, utensils, cutting boards, and dishes 3. Organize and store food supplies properly in kitchen, cold room and storeroom. 4. Any other ad-hoc duties as assigned by the Company	• Working Hours: 5.5 days/ week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: 26 Tai Seng Street (S)534057
Management Trainee 📁	1. Prior experience in food service or hospitality is an advantage but not required 2. Excellent customer service and communication skills 3. Friendly, positive attitude and team-oriented mindset	1. Maintain an attractive and an orderly appearance in the outlet 2. Handle guest inquiries and resolve complaints in a professional manner 3. Ensure that all the supplies and stocks in the outlet are sufficient for the day to day operations	• Working Hours: 5.5 days/ week 44 hr/ week • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	4. Service oriented and passionate working in F&B industry 5. Able to work on weekends and public holidays 6. Ability to work in a fast-paced environment 7. Physical stamina to stand and walk for extended periods 8. PC literate, well-organized, and self-motivated	4. Support daily restaurant operations to ensure smooth service and high guest satisfaction 5. Ensure that all staff are properly informed on the promotions and information 6. Contribute ideas to improve operational efficiency, customer service, and revenue generation 7. Any other ad-hoc duties as assigned by the Company	Full Time • Job Type: Permanent • Location: 26 Tai Seng Street (S)534057
Service Crew	1. Able to work on split shifts, weekends, and public holidays 2. Service oriented and passionate working in F&B industry 3. Possess good communication and interpersonal skills	1. Offer a professional, friendly greeting and engaging service 2. Assist in monitoring the guests' needs, check and coordinate special requests and promotional offers 3. Allocate and check the table arrangement both prior and during service, ensuring special requests are met wherever possible 4. Any other ad-hoc duties as assigned by the Company	• Working Hours: 5.5 days/ week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: 26 Tai Seng Street (S)534057
Supervisor	1. Proven experience as a Supervisor or in a similar F&B leadership role 2. Strong knowledge of restaurant operations and service standards 3. Excellent customer service and communication skills 4. Service oriented and passionate working in F&B industry 5. Problem-solving and conflict-resolution abilities 6. Able to work on weekends and public holidays 7. Ability to work in a fast-paced environment	1. Supervise and support the daily restaurant operations, ensuring smooth and efficient service 2. Motivate front-of-house staff to deliver outstanding customer service 3. Ensure smooth day-to-day restaurant operations 4. Ensure high standards of customer service are consistently met 5. Handle customer complaints or concerns and resolve issues in a professional and timely manner 6. Perform daily operation tasks, documenting procedures and creating guidelines 7. Ensure proper maintenance and cleanliness of equipment and restaurant	• Working Hours: 5.5 days/ week 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: 26 Tai Seng Street (S)534057

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	8. Physical stamina to stand and walk for extended periods 9. PC literate, well-organized, and self-motivated	8. Conduct opening and closing procedures, including cash handling and shift reports 9. Report daily operational or staffing issues to management 10. Any other ad-hoc duties as assigned by the Superior from time to time	

#18 Watami

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo.

To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Dishwasher	- We are hiring a dishwasher to join our team at a Japanese restaurant - Applicants will help keep the kitchen running smoothly by cleaning dishes, utensils, and kitchen equipment, taking out trash, and placing dishes back to original locations. - No experience needed, just a strong work ethic, good attitude, and the ability to handle a fast-paced environment. - Applicants should be comfortable standing for long hours and working shifts, including	- Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery. - Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations. - Cleaning machines and appliances used in kitchen, such as pots, and pans etc. - Taking out the trash. - Supporting other restaurant staff members by assisting with other tasks, as needed.	Working Hours: 5 days/week Employment Type: Full Time Job Type: Permanent Location: 1 Pasir Ris Close (S)519599, 1 Vista Exchange Green (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	weekends and public holidays.		9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826
Kitchen Crew	- We are looking for a hardworking and dependable kitchen crew member to join our Japanese restaurant. - Main tasks will include basic food preparation, keeping the kitchen clean and organized, and cooking. - Basic F&B kitchen experience will be a plus point. - No need for fancy experience, just a good attitude, willingness to learn, and ability to work well under pressure. - If applicants enjoy working in a fast-paced kitchen and have an interest in Japanese food, that is a big plus. - Applicants will need to be okay with shifts, including weekends and holidays. - Teamwork and hygiene are super important in this role.	- Preparing and cooking food orders for all customers according to Watami's service standard and procedures. - Preparation work of Kitchen opening and closing operation hours. - Maintain quality, service & cleanliness at all times according to Watami's standards. - Food production: make sure the end product and the cooking process conforms to Watami's standard and procedures, and at the same time has good sense of preventing and recording of losses.	Working Hours: 5 days/ week 8am to 5:30pm Employment Type: Full Time Job Type: Permanent Location: 1 Pasir Ris Close (S)519599, 1 Vista Exchange Green (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826
Management Trainee 	We are looking for a motivated and hands-on	Provide service to all customers according to	Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Management Trainee to join our Japanese restaurant team. - This role is perfect for someone who is eager to learn all aspects of restaurant operations, from front-of-house service to kitchen workflow and team management. - Applicants do not need years of experience, but you should have a strong interest in F&B, a willingness to take on challenges, and a positive, team-first attitude. - As a trainee, applicants will be guided by experienced managers and gradually take on more responsibility. - Applicants must be open to shift work, including weekends and public holidays, and willing to work hard to grow into a leadership role.	Watami's service standard and procedures. - Responsible for the preparation work of Hall opening and closing operation hours. - Maintain quality, service & cleanliness at all times according to Watami's standards - Able to handle all stations at an independent level. - Other leader and manager job scope.	5 days/ week 8am to 5:30pm Employment Type: Full Time Job Type: Permanent Location: 1 Pasir Ris Close (S)519599, 1 Vista Exchange Green (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826
Service Crew	- We are looking for a friendly and reliable F&B service crew member to join our Japanese restaurant team. - Applicants who enjoy working with people, have a positive attitude, and are willing to learn. - Experience in food service is a plus, but not a must.	- Provide service to all customers according to Watami's service standard and procedures. - Responsible for the preparation work of Hall opening and closing operation hours. - Maintain quality, service & cleanliness at all times according to Watami's standards. - Promote Watami Japanese dining culture and introduce	Working Hours: 5 days/ week 8am to 5:30pm Employment Type: Full Time Job Type: Permanent Location: 1 Pasir Ris

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- We will provide training and guidance. - Job scope includes helping with taking orders, serving food, keeping the place clean, and making sure our guests have a great dining experience. - A basic interest in Japanese food and culture is a bonus. - Applicants should be alright with shift work, including weekends and public holidays.	- the specific dining manner of certain cuisine. - Any other job related duties requested from senior staff.	Close (S)519599, 1 Vista Exchange Green (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826

#19 WSH Experts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Airport Baggage Handler	Able to work weekends	Safely load and unload passengers' baggage from aircraft cargo holds, baggage carts, and conveyor belts etc.	Working Hours: 4 days/week, 4pm to 2am Employment Type: Full Time Job Type: Permanent Location: 60 Airport Boulevard (S)819643
Class 3 Driver	Able to do shift work	- Drive the provided Baggage tractor or lorry inside the Terminals - Need to drive the truck to transfer the Baggage for the	Working Hours: 4 days/week, 8am to 8pm Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Transit Flight between the Terminals • Proper Handover of vehicles	Full Time • Job Type: Permanent • Location: 60 Airport Boulevard (S)819643
Call Centre Operator	• Able to do shift work	• To manage feedback received on alleged TCASA offences via specific hotlines and email addresses etc	• Working Hours: 4 days/ week 10am to 10pm • Employment Type: Full Time • Job Type: Permanent • Location: 8 Cleantech Loop (S)637145
Class 4 Driver	• Able to do shift work	a) Drive and operate the Molly Buses to and from designated destinations punctually and according to the daily schedule specified by the NLB. b) Drive the Molly buses back to Assigned Parking Location at the end of the day and ensure proper parking at designated parking area at all times. c) Safely and securely lock the Molly Buses when they are not in use. d) General Library Operations Support e) Conduct Routine check on the Buses f) Maintain Log Book	• Working Hours: 5 days/ week 6pm to 2am • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		G) Daily Upto 3 Sites per day H) Molly buses are currently parked at Jurong Regional located at 21 Jurong East central 1	
Cleaners	Able to do shift work	- Maintain the general cleanliness of the School and equipment - Assist in performing security-related duties - Assist in providing logistical support for all school-based activities/ functions till end, including transporting and arrangement of furniture and equipment - Assist in the daily operations of the School such as accompanying vendors or term contractors to ensure that work/services are delivered - Any other duties as assigned by the School	Working Hours: 5 days/ week 10am to 12.30am Employment Type: Full Time Job Type: Permanent
Enforcement Officer	Able to do shift work	- Attend to feedback/complaints/tip offs on Tobacco related offences and work assigned by the Authority - Conducting observations, patrols and Enforcement activities - Conducting raids and operations under appropriate supervision of the Authority officers. - Other consecutive documentation works related to the job assigned and other job instructed by the authority	Working Hours: 4 days/ week 10am to 10 pm Or 10pm to 10am Employment Type: Full Time Job Type: Permanent Location: 8 Cleantech Loop (S)637145
Resident Technical Officer (RTO) - Civil & Structure 	Diploma in Civil & Structural Engineering or equivalent from Singapore Polytechnic or other tertiary	- Digital sample collection inspection and approval. - To supervise the execution of the works and maintain quality control and ensure	Working Hours: 3 days work/2 days off

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	institutions of equivalent standing. - The candidate must be a registered Resident Technical Officer with BCA. - Registered Resident Technical Officer (RTO) certification. - At least few years site supervisory experience in reclamation related projects or marine related projects related working experience may also be considered on a case-by-case. - Shift Work: 3 days work / 2 Days Off (8am - 8pm / 8pm - 8am)	that the works are carried out in accordance with the Contract. Specifications, Drawings, all other contract documents, site instruction, approved contractor's method statement, working procedures, relevant Building Control Acts and Regulations and requirements or regulations imposed by the relevant Authorities.	8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 60 Airport Boulevard (S)819643
Service Ambassador	Able to do shift work	- Provide directional guidances to visitors - Assist with the use of self - help kiosks and - Address queries related to cremation and ash collection	Working Hours: 5 days/week, 8am - 3pm / 3pm - 9pm Employment Type: Full Time Job Type: Permanent
Warden (PT)	Able to work weekends	- Opening & closing the sports facility Gate @ School - Checking registered player entry - Take the meter reading before and after the session - Ensure the cleanliness after dismissal	Working Hours: 2 days/week, 3pm-9pm/ 9am - 9pm Employment Type: Full Time Job Type: Permanent

#20 Wuxi AppTech

WuXi AppTec provides customers with a comprehensive, integrated CRDMO platform and open-access services to support drug discovery and development at every stage, helping to

lower R&D barriers and accelerate delivery of new medicines worldwide. STA Pharmaceutical is a wholly owned subsidiary of WuXi AppTec. Our first Singapore API manufacturing plant is scheduled to begin operation in Q1 2027. WuXi AppTec | Leading Global CRDMO | Pharmaceutical R&D & Manufacturing Services

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Calibration Engineer 	• Bachelor's degree or above • Instrumentation, automation and other related majors, familiar with national metrology management regulations • Professional in English, good conversational Mandarin skillset to communication frequently with China HQ for technical communication • Good computer skills • 1 year's calibration working experience or above. • Good coordination and communication skills. • Good problem-solving skills. • Holding relevant metrological calibrator certificate is preferred	• Perform calibration management of instruments in accordance with regulations and internal procedures to ensure the accuracy and effectiveness of the measuring instruments in use; • Responsible for preparing the annual cost budget; • Responsible for completing the internal calibration of the instrument on schedule, making corresponding records, and approving the internal calibration report; • Responsible for summarizing and drawing up the measuring instruments ledger and keeping the ledger updated in time; • Review, register and file the relevant documents to ensure the timely, accurate and complete records. • Responsible for the monthly check summary; • Responsible for reviewing, applying for purchase and acceptance of corresponding measuring instruments; • Complete all kinds of annual safety quality indicators issued by the department; • Establish and optimize the relevant operation process, train and ensure strict implementation, report problems in time and take the initiative to solve them.	• Working Hours: 5 days/week • Employment Type: Full Time • Job Type: Permanent • Location: 10A Tuas South Avenue 12 (S)637132

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Complete the assigned tasks and delegated duties related to their own duties	
Electric Power-Senior Technician 	- Junior college degree or above or junior high school graduation. - Electrical and other related majors - Three years or more work experience. - Professional operation skills; Safety and quality awareness; Teamwork and initiative. - Electrician positions must have an electrician's certificate.	- Carry out regular inspection and maintenance of the instrument, deal with any problem in time, and report to the engineer. - Carry out regular inspection, regular test and maintenance of electrostatic, insulating and lightning protection grounding to ensure factory safety. - Regularly inspect and maintain the power distribution room, electric and gas cabinets, UPS cabinets, and power supply and distribution lines, handle any problems in time, and report them to engineers. - Comply with GMP/EHS requirements to ensure that they are well implemented. - Assist in meter calibration management in accordance with regulations and internal procedures to ensure meter accuracy. - Implement the maintenance of the equipment and facilities, ensure the reliability of operation, to ensure the normal operation of the plant and production, to ensure product quality and factory safety. - Assist in electrical and equipment related deviation investigation, take action to correct the problem, take preventive action to prevent the recurrence of the problem.	Working Hours: 5 days/week Employment Type: Full Time Location: 10A Tuas South Avenue 12 (S)637132

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Execute the wiring and power supply of temporary electricity for outsourced construction projects, and supervise and guide the safety of on-site electricity use. - Review, register and file the relevant documents to ensure the timely, accurate and complete records. - Complete the assigned tasks and delegated duties related to their own duties.	
GSD-Technician	- Diploma or above. - More than two years. - Operation skills of each unit in the workshop; Safety awareness; Teamwork and work initiative. - Honest attitude, practical spirit, learning ability and efficient execution.	- Understand, master, and comply with safety regulations, 5S, and SOP; do not violate critical safety rules. - Proficiently operate sewage and waste-gas treatment units. After training, quickly master SOP and independently carry out sewage treatment operations in accordance with sewage treatment requirements. - Proficient in the complete operating procedures related to sewage and waste-gas treatment; able to handle and report any abnormalities and issues that occur during operation in accordance with procedures. - Proficient with analytical instruments related to waste-gas and sewage treatment; able to handle and report any abnormalities and issues arising during use in accordance with procedures. - Identify and escalate potential hazards in the position, assist in handling abnormal phenomena and problems that occur during the process,	Working Hours: 5 days/week Employment Type: Full Time Location: 10A Tuas South Avenue 12 (S)637132

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and handle and report them in accordance with the procedures. • Keep the production area clean and orderly, maintain a good working environment, and carry out related detailed tasks in accordance with GMP workshop requirements. • Conduct inspections in accordance with the inspection record form and record findings truthfully. Report any problems promptly. • Work in a team, communicate promptly, and proactively propose improvement suggestions for the position. • Complete tasks assigned by leaders at all levels without compromise. • Carry out every on-site operation according to supervisor training and TWI documents. • Coordinate task nodes during work and avoid postponing matters that can be completed within the same shift. • Responsible for team shift handovers, ensuring the transfer and documentation of equipment, materials, incoming items, and pending issues are complete and accurate. • Complete assigned tasks and authorized duties related to the role as required, and be accountable for their execution.	
Logistics-Forklift Specialist	• Diploma or above. • Strong English and Chinese (Mandarin)	• Responsible for material receipt and inspection, material storage	• Working Hours: 5 days/week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	communication skills — reading, writing and speaking, to liaise with internal and external stakeholders in China and overseas. • Good computer skills • Proactive, studious, responsible; Good communication and execution skills • Possess a forklift operator license.	management, inventory maintenance and stocktaking, material issuance and transfer, inventory data management, material quality management, coordination and communication, warehouse environment maintenance, etc.. • Good teamwork spirit.	• Employment Type: Full Time • Location: 10A Tuas South Avenue 12 (S)637132
Logistics-Warehouse Specialist	• Associate degree or above • Logistics, chemical, pharmaceutical and related specialties • Strong English and Chinese (Mandarin) communication skills — reading, writing and speaking, to liaise with internal and external stakeholders in China and overseas. • Good computer skills, proficient in both Chinese and English • Proactive, studious, responsible • Good communication and execution • Preferably with a forklift operator license.	• Responsible for daily warehouse material management, inventory counting, goods distribution, environmental maintenance, record keeping and reporting, collaborative communication, equipment management, material requirements planning, procurement coordination, inventory control, supplier management, data analysis and reporting, and cross-functional coordination. • Good teamwork spirit	• Working Hours: 5 days/week • Employment Type: Full Time • Location: 10A Tuas South Avenue 12 (S)637132
Maintenance Coordinator	• Bachelor Degree or Diploma in Engineering or other related majors with more than 1 years of relevant work experience in large pharmaceutical, petrochemical or semiconductor environment.	• The Maintenance Coordinator is accountable to ensure maximum asset availability and uninterrupted utility operation to achieve targeted site's annual product yield. Main duty: • Scheduling and Optimization: • Daily and weekly prioritization of maintenance and	• Working Hours: 5 days/week • Employment Type: Full Time • Location: 10A Tuas South Avenue 12 (S)637132

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Understanding of Cleanroom maintenance philosophy will be an advantage for this role. - Good knowledge of Enterprise Asset Management (EAM) system setup such as Maximo or similar CMMS database will be an advantage for this role. - Must be proficient in Office software, Power BI and able to review technical plans, engineering drawings and in reviewing equipment technical negotiation contracts. - Have participated/led annual shutdown maintenance and understand the concepts of Ramp Up/Ramp Down strategy. - Must have experience in general facilities, utilities and process equipment maintenance and calibration. - Must possess good organizational management skillset, communication and coordination skills, and have a strong team spirit. - Be able to lead by example and have a strong sense of responsibility, financial prudence and can withstand strong work	calibration activities. Allocation of resources, both human and equipment for the right activity, to prevent 8 wastes of Lean Six Sigma (DOWNTIME). Continuously review and react to stakeholder feedback to improve schedule compliance. Alignment and de-conflict: - Acting as primary liaison for maintenance, engage both internal and external stakeholders to align job priorities and keep them updated on the progress. Ensure Concurrent Activities (SIMOPs) are identified early and propose resolutions to prevent cost and schedule impact. Forecast and KPI: - Review maintenance and calibration activities regularly and ahead of their scheduled due date to ensure no interruptions to Business Plan. Prepare and present key maintenance indicators plan vs result to Site Engineering Leadership Team (SELT). Provide scheduling rules, accurate reporting, resource planning to ensure Maintenance budget prudence by demonstrating financial responsibility on cost performance expectations. - Manage maintenance assets, work orders, documentation and MRO spare parts within Enterprise Asset Management (EAM) to support maintenance and calibration activities. - Responsible to manage maintenance job plans'	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	pressure with given timeline.	lifecycle with adequate instruction on procedure considering safety precautions, quality compliance, special permit requirement, special tools requirement, materials, resource loading, spare parts and pre-maintenance equipment decontamination or cleanup/disposal to ensure maximum asset availability and reliability. • Responsible for gathering and analyzing metrics on equipment uptime/downtime by employing key performance indicators. • During Project phase, support Commissioning & Qualification (C&Q). • Perform any other duties assigned by immediate manager.	
Maximo Engineer 	• Minimally a Degree or above. Fresh Graduates are welcome. • Good learning attitude and interest to work in an Engineering environment. • Good attention to details and accuracy. • Ability to work independently as well as can be a good team player. • Able to communicate clearly and coordinate well with multiple users. • Have a strong sense of responsibility and can withstand strong work pressure with given timeline.	• As the Maximo Engineer, this position is to manage and maintain the Maximo system at the administrator level. • Responsible to ensure that the master data is accurate, up-to-date and accessible to authorized personnel for work order management as part of routine operations. • Require to work with various departments to manage Maximo system activities and ensure documentation/data meets compliance requirements. Main duty: • Create, update and maintain asset records (equipment, instruments etc) for the asset	• Working Hours: 5 days/week • Employment Type: Full Time • Location: 10A Tuas South Avenue 12 (S)637132

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Be proficient in operating Office software especially Excel. - Has the ability to read and write in English/Chinese, and be able to communicate in English/Chinese fluently.	lifecycle from new creation, maintenance to retirement. - Ensure that all master data such as frequency, schedule, work details related to the preventive maintenance plans are accurately input. - Responsible for the accurate and timely data entry to support new entry creation and routine operational needs. - Perform his/her work in accordance and compliant with the approved procedures and workflows for audit readiness and compliance. - Provide guidance to other users on Maximo processes. - Participate in system upgrades or enhancements as end user tester. - Develop and maintain user guides and training materials for new/updated processes with the other sites Maximo administrators. - Effective inter-departmental communication and collaboration. - Ensure compliance with industry standards, company policies, and regulatory requirements. - Support internal and external audits by providing necessary documentation and information. - Other work related to Maximo scope arranged by the Compliance and Qualification lead.	
Production-Shift Team Technician 	Job Requirements: Education Requirement: Diploma or above.	Responsible for production unit operations, such as production preparation, charging, reaction	Working Hours: 5 days/week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Major: Pharmacy, chemistry or mechanical related. - Language: Strong English and Chinese (Mandarin) communication skills — reading, writing and speaking, to liaise with internal and external stakeholders in China and overseas. - Other: Good computer skills. Willing do shift hours.	temperature control, sampling, workup operations.	Employment Type: Full Time Location: 10A Tuas South Avenue 12 (S)637132
Tank Farm & PRCC-Technician 	- Education Requirement: Diploma or above. - Major: Pharmacy, chemistry or mechanical related. - Language: Strong English and Chinese (Mandarin) communication skills — reading, writing and speaking, to liaise with internal and external stakeholders in China and overseas. - Other: Good computer skills. - Work Experience: Bachelor's degree or above, no work experience required; Associate's degree, with at least 1 year of production experience, or hands-on mechanical experience. - Key Skills / Work Capability: Chemical operation skill; Safety and quality awareness; Team work and initiative.	Responsible for cleaning and maintaining workshop equipment, including pipelines, mobile storage tanks, filter presses and filters; performing cleanliness verification, equipment release and issuance to support smooth project production.	Working Hours: 5 days/week Employment Type: Full Time Location: 10A Tuas South Avenue 12 (S)637132

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Qualification: Hazardous chemical handling certificate preferred.		
Utility Center-Production Team Lead 	- Education: Junior degree or above or secondary school or above. - Major: Major in mechanical or HVAC engineering. - Work Experience: Junior degree or above ; secondary school with five or more years of work experience. - Work Capability: Good coordination and communication skills. Good leadership and staff development skills. Good problem solving skills. - Leadership: Guide and supervise the work of subordinates. Responsible for work allocation, assessment and motivation for subordinates.	- Cooperate with the introduction and validation of HVAC and purified water systems. - Responsible for the operation and maintenance of the power system, the management of spare parts, to ensure the operation reliability of the equipment and the timeliness of maintenance, to ensure the normal operation of the plant and production, to ensure product quality and factory safety. - Investigate power-related deviations, take action to correct the problem, and take preventive action to prevent the problem from recurring. - Responsible for the safety management of the team, implement the regulations of the safety department on fire, climbing, sinking and other special operations, to ensure the safety of construction and work. - Review, register and file the relevant documents to ensure the timely, accurate and complete records. - Establish and optimize the relevant operation process, train and ensure strict implementation, report problems in time and take the initiative to solve them. - Manage, cultivate and guide the subordinate staff, and carry out effective assessment.	Working Hours: 5 days/week Employment Type: Full Time Location: 10A Tuas South Avenue 12 (S)637132

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Complete the assigned tasks and delegated duties related to their own duties. - Build an efficient team to bring out the initiative, enthusiasm and creativity of each team member. - Effective inter-departmental communication and cooperation.	
Utility Center-Senior Technician 	- Job Requirements - Junior college degree or above or junior high school graduation. - Major in mechanical or HVAC engineering. - Three years or more work experience. - Professional operation skills; Safety and quality awareness; Teamwork and initiative.	- Continuously optimize and improve the state, operation, safety and reliability of the production power system, ensure product quality and site safety, and improve production efficiency. - Comply with GMP/EHS requirements to ensure that they are well implemented. - Carry out technical transformation, installation and verification of utility equipment and pipelines. - Cooperate with the introduction and validation of HVAC and purified water systems. - Operation and maintenance of the power system, ensure the reliability of equipment operation and timely maintenance, ensure the normal operation of the plant and production, ensure product quality and factory safety. - Assist in power-related deviation investigation, take action to correct the problem, and take preventive action to prevent the problem from recurring. - Execute the safety management of the team, implement the regulations of	Working Hours: 5 days/week Employment Type: Full Time Location: 10A Tuas South Avenue 12 (S)637132

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		the safety department on fire, climbing, and other special operations, to ensure the safety of construction and work. • Review, register and file the relevant documents to ensure the timely, accurate and complete records. • Implement relevant operation procedures, train and ensure strict implementation, report problems in time and take the initiative to solve them.	

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