

Toa Payoh East x e2i Skills & Career Fair 17 October 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

Legend:



– PMET Roles



- Roles open to fresh graduates and entry-level candidates

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 – PMET Roles

 - Roles open to fresh graduates and entry-level candidates

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Legend:

 – PMET Roles

 - Roles open to fresh graduates and entry-level candidates

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Legend:



– PMET Roles



- Roles open to fresh graduates and entry-level candidates

#1 APTLed Careers

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrative Assistants	Responsibility, Meticulous and Friendly	- Supports daily operations by managing front-desk duties, parent communication, and enrolment. - Key responsibilities include handling phone/email inquiries, maintaining child records, processing fee payments, ordering supplies, and ensuring compliance with safety regulations as well as assisting in school events.	Working Hours: Timing varies 8 hours, 5 days Employment Type: Full-Time Location: 150123
Centre Leaders 	Responsibility, Passion, Patience and Love for Children	- Leads in developing strategic plans and structures to foster a culture of care and trust, mentoring, collaborative professionalism and continuous learning within the Centre. - He/She is responsible for managing and enhancing Centre operations while adhering to industry regulations.	Working Hours: Timing varies 8 hours, 5 days Employment Type: Full-Time Location: 150123
Infant Educators 	Responsibility, Passion, Patience and Love for Children	- Attuned and responsive to the needs of kids between 2 months and 3 years of age, an Infant Educator is responsible for creating a safe, playful and welcoming environment for the young ones. - Just as important as building the trust of the infants and toddlers, the Infant Educator also actively develops trust with the little ones' parents and family members. - The Infant Educator is also expected to adopt innovative and nurturing teaching approaches to help the young ones discover their potential.	Working Hours: Timing varies 8 hours, 5 days Employment Type: Full-Time Location: 150123

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Preschool Educators 	Responsibility, Passion, Patience and Love for Children	- By providing education in children's most formative years, a Pre-school Teacher plays an important role in equipping children with life skills and cultivating values that will prepare them for primary school and beyond. - To help young children develop a love for learning, the Pre-school Teacher has to create a safe and nurturing environment through creative and engaging activities. This safe learning environment will also help the teacher gain the trust and respect of her young charges in the classroom.	Working Hours: Timing varies 8 hours, 5 days Employment Type: Full-Time Location: 150123

#2 CBM

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Account Executive 	- Diploma in Accounting, or related field. - Comfortable working with numbers and Microsoft Excel. - Good teamwork and communication skills - Meticulous, responsible, independent, and willing to learn. - Ability to work independently and as part of a team in a fast-paced environment.	- Handle day to day on full spectrum of financial operation activities for assigned entity(s). - Prepare and review journal entries, accruals, prepayments, and month-end closing activities. - Prepare and submit GST returns in a timely manner. - Ensure timely and accurate month-end closing and financial reporting in full compliance with FRS and regulatory deadlines. - Assist in year-end audits, including responding to auditor queries, and drafting financial statements. - Liaise with external auditors and tax agents on audit and tax related matters. - Perform other ad-hoc duties as assigned.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 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 - Prior experience in finance/accounts is an advantage but not required	- 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 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	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Perform other ad-hoc duties as assigned	
Admin Executive	- Possess a recognized Diploma or above from a recognized tertiary establishment with minimum 2 years relevant accounting experience. - SAP accounting experience and expertise is preferred.	- Provide general administrative support to various internal divisions/sites - To manage the administration of QMS documentation and to assist in internal audit activities. - Assist in procurement of office supplies and equipment - Manage office general admin and sourcing for purchases - Process service orders and billing - Correspond and co-ordinate with clients, suppliers and contractors - Prepare Banker's Guarantee and insurance coverage for projects - Update ISO documentations periodically - Assist in preparing reports, generate quotations & contracts - Perform customer service function as below (if required) - Provide call centre / technical helpdesk support and services - Provide front desk service and attend to visitors' enquiries - Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc - Any other ad-hoc assignments assigned by the Management.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Admin Officer	N/O Level / NITEC with 3 years of	Handling HR matters for Project Division	Number Of Working Days: 5 Working Days

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	relevant experience	- Perform clerical / administrative duties; typing, filing, data entry, prepare reports. - Manage, keep record and update all submission document and liaise internally with Finance - Handle administrative works for projects - Any general ad hoc duties	Working Hours: 44 hours Employment Type: Full-Time Location: 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 - Singaporean/PR only	- 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 work flow 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.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Assistant Condominium 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.	- 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. - Deal with all inquiries, complaints, reports and	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Knowledge of Electrical and M&E.	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 matter 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 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	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		after the close 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. • 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	
Assistant Engineer 	• Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering.	• Assist to perform Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports.	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	- 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	Employment Type: Full-Time Location: 437844
Assistant General 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 commercial or/and industrial building. - Good knowledge of BMSMA Act. - Contract Management skillset is a must; - Overseas 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	- 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 MA 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 AGM. - Oversee preparation of annual budget and implement cost saving measures. - Provide timely guidance and advices for Site Team under his/her charge.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Head 	- Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute - At least 5 years of relevant experiences in facilities management and business development portfolios - Able to work independently with minimum supervision - Able to conduct market outreach and marketing - Proactive and independent - Dynamic and multi-tasking capabilities	- 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 development within the team. - Attending operation meeting and discussion 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.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Projects Manager 	• At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems.	• To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules). • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager.	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management.	
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 works and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements. • Any other ad-hoc assignments assigned by the Management.	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844
Assistant Sustainability Consultant 	• Tertiary education in Environmental Engineering, Sustainability, Building Services or related field. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills.	• 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.	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- A committed and responsible team player 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 assignment 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.	
Assistant 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.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- 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 Executive 	- Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. - Singapore Citizen or PR.	- 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 - 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. - Inspect works carried out are proper and in satisfaction - Liaising and managing contractors - Planning of maintenance schedule - Review and planning monthly maintenance schedule	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- 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 relation to client/authorities/ tenants - Provide client / 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 - Budgeting and managing expenses - Develops and implements facility emergency plans. During evacuations, assists 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.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Customer Service Officer	NA	Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Carpark Attendant	- Must possess at least Primary/Secondary School/ "O" level - Must able to communicate in English	- Check and ensure the carpark is in operations, report accordingly if there are any abnormalities. - Correspond with motorists pertaining to season parking matters (new application,	Number Of Working Days: 5 Working Days Working Hours: 44 hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to work shift schedule is preferable • With own transportation is preferable • Able to endure outdoor environment	• 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.	• Employment Type: Full-Time • Location: 437844
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. • Others skill sets • Contract Management skillset is a must; • Oversee 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.	• Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP).	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844
Condominium Manager 	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering, or equivalent	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	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type:

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. - Good knowledge of BMSMA Act. 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 Electrical and M&E.	the requirements of BMSMA 2004. - Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. - 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 matter 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 received	Full-Time Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		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 close 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. • 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.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Any other duties assigned by the Corporation. OTHER 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 Electrical and M&E. - To lead a team of 7 staffs.	
Drafter 	- Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. - Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	Identifies and executes appropriate solutions to address customer queries, feedback and requests.	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Electrical Engineer 	- Degree in Electrical Engineering or related discipline. - Minimum 5 years of relevant Singapore's Facilities Management and construction experience.	Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards.	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Environmental Control Coordinator 	- Higher Nitec/diploma - ECC certification (preferred)	- Support Sites in overseeing the implementation of the Environmental Sanitation Programme. - Assist each Site to ensure compliance to the Environmental Public Health Act and its subsidiary regulations and code of practices	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Implement minimum routine cleaning and disinfection frequencies, with attention paid to high-risk areas (e.g. high-touch surfaces used by vulnerable persons, and areas with high risk of contamination are to be cleaned more frequently); - Implement minimum six-monthly thorough periodic cleaning and disinfection of the specified premises, including areas not easily accessible and not covered by routine cleaning (e.g. out-of-reach window panels, ceiling and wall fans); - Ensure out yearly (minimally) maintenance of surfaces or fixtures, which includes the associated stipulated routine cleaning frequency (where relevant); - Inspect the premises daily and after periodic cleaning and disinfection works; - Put in place a cleaning and disinfection protocol to respond to incidents involving bodily discharge; - Ensure that workers are trained and provided with the necessary equipment and cleaning agents to carry out effective cleaning and disinfection; - Achieve desired outcome-based cleanliness indicators after the completion of cleaning operations; and - Implement a pest management plan, inclusive of a comprehensive pest management survey to be conducted minimally once every 6 months to review the effectiveness of the pest management plan. - Prepare environmental reports for management and clients. - Maintain environmental records and documentation.	Location: 437844

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Facilities Manager 	• Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. • Candidate with IT and digital knowledge in built environment will be an advantage. • Good communication (verbal and written) skills and possess strong presentation skills. • Ability to multi-task and manage multiple projects simultaneously. • Problem Solving & Analysis • Passion in promoting digital transformation and technology solutions.	• 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, assists 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.	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844
Facilities Management Executive 	• Diploma in Facilities Management, Engineering, Building Services, or related discipline. • SIFMA CFME accreditation preferred • Tier 4 Minimum 3 years relevant facilities management or	• Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system.	• Number Of Working Days: 5.5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	maintenance experience. • Experience in building maintenance or IFM environment preferred. • Candidates without Diploma must possess substantial relevant minimum 8 years experiences		• Location: 437844
Field Engineer 	• Major in Electronic, Electrical or Engineering • ITE or Diploma and above	• Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customer, sub-contractor on site to ensure project requirement 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	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844
Fire Safety Manager 	• Valid Fire Safety Manager Certificate recognised by SCDF. • Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. • Good knowledge of fire safety regulations and systems. • Strong coordination and communication skills.	• Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices.	• Number Of Working Days: 5.5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
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 foreshore structures in the past three (3) years.	- 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 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.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- To inspect the foreshore and offshore structures together with the term contractor 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. - 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, to 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 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 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.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Green Mark Manager 	• Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations. • Experience in energy audits, building performance analysis, or Green Mark projects preferred. • Experience managing M&E systems and energy optimisation initiatives will be advantageous. Skills & Competencies • Good knowledge of Green Mark standards, sustainability practices, and energy management principles. • Strong analytical and problem-solving capabilities. • Familiarity with ACMV systems, electrical systems, and building services operations. • Good report writing, presentation, and stakeholder management skills. • Proficient in Microsoft Excel, Power BI, and energy monitoring systems. • Ability to analyse utility data and recommend operational improvements.	• QSustainability & Energy Management • Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. • Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. • Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. • Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. • Energy Audit & Performance Analysis • Conduct preliminary energy audits and energy performance assessments for building systems and equipment. • Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities. • Monitor and assess the performance and efficiency of major M&E systems including: • Air Conditioning & Mechanical Ventilation (ACMV) systems • Mechanical ventilation systems • Electrical distribution systems • Data centre systems	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844
Instrumentation & Control Engineer 	• Diploma or Degree in Instrumentation Engineering, Electrical Engineering,	• Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce	• Number Of Working Days: 5 Working Days • Working Hours:

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles.	energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies • Implement energy-saving measures such as scheduling, 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.	44 hours • Employment Type: Full-Time • Location: 437844
IT Executive 	• Knowledge of Windows OS, Microsoft 365, and basic network administration. • Familiarity with IT infrastructure, servers, and endpoint management. • Experience with troubleshooting hardware, software, and network issues. • Understanding of IT security practices and backup management. • Strong problem-solving and analytical skills. • Good communication and interpersonal abilities.	• Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. • Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues. • Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency. • Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests.	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Ability to work independently and manage multiple tasks. - Customer-service oriented mindset when supporting internal users.	- Coordinate and facilitate User Acceptance Testing (UAT) for in-house system implementations, including preparation of test scenarios, documentation of results, and tracking issue resolution. - Maintain proper documentation for IT systems, procedures, configurations, and asset inventory. - Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements. - Perform other ad-hoc assignments and IT-related tasks as directed by Management.	
Lead Technician 	- N/O Level / NITEC with 5 years of M&E experience - Preferable with CERT or hospital Supervisory or experience is advantage	Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations.	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Licensed Plumber 	- Minimum 5 years of experience in the construction/ M&E engineering industry. - Experience in large-scale construction or infrastructure projects is an added advantage. - Experience in using CAD and 3D model is an added advantage.	Familiarity with IT infrastructure, servers, and endpoint management.	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Operations Manager 	Must possess at least GCE 'N' Levels and above	Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues.	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			• Location: 437844
Projects Executive 	• At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required). • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office.	• 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 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.	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844
Projects Manager 	• 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	• Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency.	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	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.		
Property Executive 	• Diploma in relevant discipline from recognized institution with min 3 years of relevant working 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	• Number Of Working Days: 5.5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - 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. - Inspect works carried out are proper and in satisfaction - Liaising and managing contractors - 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.	
Property Officer (ECC) 	Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests.	- To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required - Ensure fortnightly checks are conducted to vacant units - Escalate feedback to OM where necessary - Attending to tenants enquired through emails when required - Facilitating repair, liaise with vendors and contractors where necessary - Report to OM in the event it cannot be rectified within a reasonable time - Obtain quotation for minor repairs - Manage vendors and contractors - Any other ad-hoc assignments assigned by the Management	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Property Manager cum FSM 	Candidate must possess at least a diploma in Estate	ADMINISTRATIVE FUNCTIONS Advise on all matters relating to the affairs of the Management	Number Of Working Days:

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	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; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Good Knowledge of Electrical and M&E	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, 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.	5.5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• 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 close of each calendar month. • 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	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		best interests of the Corporation. • Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. • Perform any other duties assigned by the Corporation or the HQ office.	
Quality Assurance Officer 	• Posses recognised diploma in Engineering, Facilities or Estates Management or equivalent training in Quality Management System (QMS), ISO requirement and its application	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		to incidents, service failures, or safety violations.	
Quality Control Officer 	Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	- Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. - Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. - Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits - Independent Quality Assurance Audits must be carried out every 6 months - Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits - Audit records must be readily available for the SO's review. - The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
Quality Manager 	Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management	Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	System (QMS), ISO requirements and its application. The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification	quality standards and performance outcomes. - Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. - Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits - Independent Quality Assurance Audits must be carried out every 6 months - Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits - Audit records must be readily available for the SO's review. - The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. Sampling Requirements - At least 10% of scheduled maintenance activities across all sites must be audited, including site and documentation checks. - Monthly checks must be conducted for ad-hoc works, with records submitted every 6 months. - Audits for ad-hoc works must cover at least: 20% of completed work orders, or 20 work orders, whichever is greater.	Employment Type: Full-Time Location: 437844

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Corrective Actions • Must immediately rectify issues identified through audits or incidents at its own cost. • Measures must be implemented to prevent repeated incidents and improve the QMS continuously.	
Quantity Surveyor 	• Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience. • Singaporean/PR	• Support of maintenance and project works function • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims and final account submitted by Contractors • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • 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 • Prepare tender documents, tender evaluation report,	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management.	
Response & Service Officer 	• Must possess at least Class 2B License • Must possess at least Primary/Secondary School/ "O" level	• Responds to activations to provide on-site assistance on daily operational faults in EPS and any other situation/incidences • Conducts scheduled and routine checks to ensure the full serviceability of the EPS and area of the car parks • Performs daily maintenance of the EPS with procedures to troubleshoot and diagnose routine problem • Conducts enforcement and control within the car park purview to assist with the relevant feedback/complaints from client/motorists • Assist with the festive season on ground supports within the car park precinct • Adhere to organisational Workplace Safety and Health (WSH) practices	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844
Security Officer	• Candidate must possess at least a Primary/Secondary School/"O" Level, any field. • At least 1 year(s) of working experience in the related field is required for this position.	• Conduct security monitoring with the 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	• Number Of Working Days: 6 Working Days • Working Hours: Shift Work • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Candidates with First Aid Certificate will be preferred. • Candidates must possess a valid PLRD license. • Must be able to work shifts, weekends and public holiday when necessary. • Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.	• Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security	
Senior Security Officer	• Must possess PLRD License	• 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.	• Number Of Working Days: 6 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844
Senior Property Officer 	• 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 ie. security 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	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		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.	
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 years.	- 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.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- 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. - Any other ad-hoc works assignment by the management.	
Technician 	N/O Level / NITEC with 2 years of relevant experience. Diploma or Degree in Information Technology, Computer Science, or a related field.	- Maintenance of facilities and services - Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently - Regular inspection of grounds and facilities to ensure they are in good working order - Attend to breakdown, servicing, repairing and emergency requests - Any work assigned by Superior	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844
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 (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 implementing 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.	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		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 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.	
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) • 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	• Number Of Working Days: 5 Working Days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 437844

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• 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. • Perform WSHO assigned duties in accordance to client's contract requirements.	

#3 Educare Human Capital

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
360 Recruiter 	• Possess at least a Diploma in any field • 1–3 years of recruitment (agency or in-house) preferred • With 360 recruitment functions • Strong communication, relationship-building, and negotiation skills • Able to multitask and work independently • CEI certification is an advantage	• We are looking for a motivated Recruiter to manage the full recruitment cycle, from sourcing to placement and client management. You will build strong relationships with clients and candidates while ensuring a smooth hiring process. • Manage full-cycle recruitment: sourcing, screening, interviews, offer negotiation, and placement. • Sourcing for new client • Build and maintain client relationships; understand hiring needs and provide talent advisory. • Develop talent pipelines through job portals, social media, and networking. • Coordinate interviews, prepare candidates, and handle feedback. • Ensure smooth onboarding and provide aftercare support. • Maintain accurate records and ensure compliance with MOM guidelines.	• Weekly Commitment: 5 days • Working Hours: 8 hours • Employment Type: Full-Time
Chef 	• Shatec/Culinary School certification	• Ensure the quality of all the dishes adhere to company's standard • Liaise with other department for the maintenance of kitchen equipment • Supervise kitchen operations and ensure smooth flow of food • Familiarize with the menu • Conduct checks before operation starts • Manage the department and conduct briefings • Handle dismissal, termination and resignation • Ensure the departments follow the 5S and HACCP requirements • To perform any other duties assigned by superiors	• Weekly Commitment: 5 days • Working Hours: 8 hours • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Computer Education cum Multimedia Services Instructor 	• Experience: Minimum 3 years in school-based ICT education, multimedia services, and workshop facilitation. • Technical Proficiency: Expertise in Microsoft Office, Python/Swift, robotics, AI tools, video editing (Canva/Capcut), and website management (Isomer). • Soft Skills: Strong classroom management, pedagogy, and student engagement abilities. • Attributes: Self-motivated, independent, and a collaborative team player.	• We are seeking a dynamic educator to deliver lower secondary computer education and makerspace programmes. • The successful candidate will be responsible for curriculum delivery, student development in Infocomm clubs, and providing multimedia and technical support for the school. Curriculum Delivery: Teach and develop programmes in: • Microsoft Office: Word, Excel, PowerPoint (Microsoft Office Certification preparation). • Coding: Python, Swift (Swift Playgrounds or similar platforms). • Computational Thinking: Robotics kits (Micro:Bit, M5GO, LEGO) using Python or block-based programming. School Platforms: Teams, OneNote Class Notebook. • AI Tools: Copilot, ChatGPT, NotebookLM. • Video Editing: Canva, Capcut or equivalent. • Makerspace Activities: Facilitate craft, design, and 3D printing sessions (e.g., Cricut). Student Development: Train Infocomm Club students in video, graphic, and animation production; coordinate participation in multimedia competitions. Media & Technical Support: • Maintain photography equipment and manage the school website (Isomer or equivalent). • Provide photography/videography support for school events	• Weekly Commitment: 5 days • Working Hours: 8 hours • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and create collateral materials. Develop multimedia resources for teaching and learning.	
Crew - Restaurant	- Preferably 1-2 years experience; training will be provided for candidates with a positive attitude. - Entry level candidates are welcome to apply. - Minimum 'N'/'O' Levels is preferred. - A Food Safety & Hygiene Certificate (e.g., SFA Basic Food Hygiene Course) is highly advantageous and may be sponsored by the company.	Customer Service & Operations - Greet and welcome customers in a friendly and professional manner, assisting them with seating. - Take food and beverage orders accurately and efficiently, and process payments using the Point-of-Sale (POS) system. - Serve food and beverages promptly, ensuring high standards of presentation. - Answer customer inquiries regarding the menu, promotions, and services, providing recommendations when appropriate. - Upsell menu items and special promotions to maximize revenue Food Preparation & Maintenance - Assist in basic food preparation, which may include cooking, assembling, and garnishing items. - Maintain the overall cleanliness and organization of the dining and working areas, including clearing and cleaning tables. - Wash dishes, cutlery, and ensure a clean, sanitary workstation at all times. - Replenish stock and supplies (e.g., condiments, napkins, ingredients) to maintain sufficient levels ahead of peak periods. - Adhere strictly to all food safety, hygiene, and sanitation policies, including checking and recording fridge temperatures. Teamwork & Compliance	Weekly Commitment: 5 days Working Hours: 8 hours Employment Type: Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Work collaboratively with kitchen and bar staff to ensure smooth and efficient operations. • Assist with opening or closing duties as assigned. • Report any incidents, customer complaints, or feedback to supervisors	
Customer Service Officer	• Proficiency in MS Office • Able to perform overtime when required • Customer service orientated, with good communication and interpersonal skills • 1 to 2 years of experience in Logistics industry / related Education background will be a bonus	Customer Support & Communication • Handle customer enquiries via phone, email, or system platforms • Provide updates on shipment status, delivery schedules, and order issues • Resolve customer complaints or escalate issues when necessary Order & Shipment Coordination • Process and monitor incoming customer orders in the system • Coordinate with warehouse and transport teams for timely delivery • Ensure accuracy of order details, invoices, and shipping documents System & Documentation • Use SAP / WMS (Warehouse Management System) for order processing and tracking • Maintain accurate records of shipments, delivery status, and customer requests • Prepare basic reports on order status or service issues Internal Coordination • Liaise with warehouse, operations, and drivers to ensure smooth workflow • Follow up on delayed shipments or operational issues • Support operations team during peak periods when needed Service & Compliance	• Weekly Commitment: 5 days • Working Hours: 8 hours • Employment Type: Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Ensure service level agreements (SLA) are met • Maintain professionalism in all customer interactions • Follow company SOPs and logistics procedures	
Operation Support Officer (School Setting)	• Experience & Skills: Prior experience in building maintenance, cleaning, or general operational support is highly preferred. Must be competent in basic handyman tasks (e.g., changing bulbs, simple plumbing). • Physical Capability: Physically fit and active, with the ability to handle manual logistical setups, perform cleaning duties, and stand outdoors for traffic warden duties. • Security Awareness: Highly vigilant and observant, with a strong commitment to maintaining a safe environment for students and staff. • Communication & Teamwork: Ability to communicate clearly and coordinate effectively with school management, teachers, and external visitors. • Flexibility: Adaptable to varying tasks and capable of managing time efficiently across different operational domains within the school.	• Facilities & Maintenance: Assist the Operations Manager (OM) with basic facility upkeep, including plumbing, pest control, and replacing light bulbs. Conduct routine facility checks and promptly report any faults to the OM. • Cleaning & Hygiene: Take full responsibility for the daily cleanliness of classrooms, special-purpose rooms, and common areas. • Security & Vigilance: Secure the premises by locking and unlocking offices, classrooms, and windows. Actively monitor the grounds to identify strangers and safely direct/accompany visitors to the school office. • Traffic Management: Act as a gate and traffic warden during peak school hours to regulate smooth traffic flow and ensure student safety. • Logistics & Event Setup: Coordinate with the Admin Manager (AM), OM, teaching staff, and CSOs to provide physical logistical support, ensuring venues are properly set up for daily activities and special events. • Inventory & Administration: Track consumable supplies in restrooms and special rooms, proactively alerting supervisors when stock is low. Handle the distribution, collection, and accurate record-keeping of miscellaneous items for students in the Admin Office. • Ad-Hoc Duties: Execute any additional operational tasks assigned by the AM or OM while	• Weekly Commitment: 5 days • Working Hours: 8 hours • Employment Type: Contract

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		meeting established Key Performance Indices (KPIs) and quality standards.	
Reception cum Admin Assistant (School Setting)	- The ideal candidate should possess a minimum GCE 'N'/'O' Levels, NITEC, Higher NITEC, Diploma, or an equivalent qualification. - Prior experience in receptionist, customer service, administrative, or front desk roles is preferred. - The role requires proficiency in Microsoft Office applications such as Word, Excel, Outlook, and PowerPoint, along with good verbal and written communication skills. - Candidates should have a professional and pleasant personality with strong customer service abilities and be capable of multitasking while managing administrative duties efficiently. - Strong organisational and time management skills are essential, along with a high level of attention to detail and accuracy in data entry and record keeping.	- This role involves managing reception counter operations, including handling phone calls, enquiries, and assisting walk-in students, visitors, and suppliers. It also includes providing customer service support while maintaining accurate administrative records, filing, and inventory control. - The candidate will handle lost and found items, as well as coordinate the delivery and distribution of goods within the school. - In addition, the role supports student care duties such as sickbay assistance, basic first aid, and early dismissal arrangements. - The candidate will also assist with student administration tasks including health and dental checks and school events, while performing secretarial and general administrative duties such as scheduling, meeting coordination, and maintaining cleanliness of offices and pantry areas.	Weekly Commitment: 5 days Working Hours: 8 hours Employment Type: Contract
Science Lab cum Admin Assistant (School Setting)	- The ideal candidate should possess a minimum GCE 'O' Level qualification or equivalent, with a valid First Aid certification (Standard or Child First Aid) preferred. - They should be proficient in English	- This role involves preparing equipment and teaching materials for Science experiments and supporting students during laboratory activities. - The candidate will replenish consumable items such as limewater, iodine, paper towels, and hand soap, while ensuring	Weekly Commitment: 5 days Working Hours: 8 hours Employment Type: Contract

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	with basic knowledge of science, and skilled in Microsoft Word and Excel. - At least 3 years of relevant experience as a Science Laboratory Assistant in a primary school is preferred. - The role requires strong interpersonal and communication skills, along with the ability to work effectively in a school environment with children. - Candidates should be resourceful in preparing teaching aids using available materials to support laboratory learning and reduce costs and must be comfortable working closely with students in daily school activities.	Science labs, preparation rooms, and equipment are kept clean, organized, and well-maintained. - Responsibilities also include caring for the Science garden through basic planting, watering, and removal of stagnant water, as well as ensuring laboratory items are properly labeled and adequately stocked. - The role requires preparing teaching resources and equipment for weekly CCA and E2K sessions, maintaining lab equipment such as microscopes and data loggers, and assisting the Head of Department and Subject Head in liaising with vendors. - In addition, the candidate will support Science events such as Science Week, handle administrative tasks including inventory updates, provide reception support to visitors, and attend to unwell or injured students by providing basic first aid and escalating cases according to school procedures.	
Teacher Aide (School Setting)	- The ideal candidate should possess a minimum GCE 'N'/'O' Levels, NITEC, Higher NITEC, or an equivalent qualification. Prior experience in an educational setting will be an advantage. - The role requires good communication and interpersonal skills, with the ability to work well as part of a team and support teachers in daily classroom activities. - Candidates should also have basic administrative and organisational skills to	- This role involves supporting food preparation activities, including cleaning, cutting, and distributing ingredients for cooking lessons. - The candidate will also be responsible for cleaning kitchen tables and utensils, assisting with inventory checks of kitchen equipment, and supporting simple logistical arrangements and record-keeping. - In addition, the role includes assisting in monitoring the department's monthly budget and performing ad-hoc duties as assigned by supervisors. - The candidate will also provide administrative support to other units within the Aesthetics Department and participate in	Weekly Commitment: 5 days Working Hours: 8 hours Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	assist in the smooth running of school operations.	school activities, which may occasionally extend beyond regular working hours.	

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#4 Enterprise Promotion Centres

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
MFC Associate (Mental Health)  	Educational Qualification - Diploma in Business Administration, Social Sciences, or related field - Other disciplines may be considered based on relevant experience Relevant Experience - Experience in related field of work would be an advantage - Fresh graduates may welcome to apply Competencies - Detail-oriented and organised - Strong communication and coordination skills - Proficient in Microsoft Office (Word, Excel, PowerPoint) - Able to work independently and collaboratively in a team environment	- The Associate provides essential administrative and operational support to the Mental Health team. This role focuses on data management, report preparation, facility coordination, and financial administration to ensure smooth programme delivery and compliance with organisational standards. Programme Coordination and Implementation - Perform general administrative duties including documentation, scheduling, and filing - Coordinate facility-related matters such as maintenance requests and space usage - Support procurement processes including sourcing, quotations, and purchase requests - Assist in processing internal budget claims and tracking expenditures Data Collection and Reporting - Collect, compile, and organise programme and case-related data - Prepare regular reports and presentations for internal and external stakeholders - Ensure data accuracy and timely submission of reports Programme & Team Support - Assist in coordinating internal meetings and team activities - Provide support during community events and outreach programmes as needed - Liaise with internal departments for operational and finance-related matters Ad-hoc Duties	Weekly Commitment: 5 days Working Hours: 9am-6pm Employment Type: Full-Time Location: 398008

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Undertake additional responsibilities as assigned to support team and organisational needs	
MFC Programme Executive (Eldercare)  	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	- 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 coordinates relevant trainings. Overall, the Programme Executive plays an active role in implementing work plans and coordinating them with external stakeholders. 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	Weekly Commitment: 5 days Working Hours: 9am-6pm Employment Type: Full-Time Location: 398008

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- 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, 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	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- 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 - Provide support and guidance to Programme Associate in terms of workload and administrative issues Ad-hoc Duties - Provide any other support as assigned/required	
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 Association of Social Workers would be an advantage - Prior experience as a social worker would be an advantage	- 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. - 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	Weekly Commitment: 5 days Working Hours: 9am-6pm Employment Type: Full-Time Location: 398008

#5 Fonda Global Engineering

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
BIM Engineer 	- BIM qualified - Familiar with BIM software and modelling techniques including but not limited to AutoDesk, Revit (Architecture/Civil & Structural/Mechanical/Electrical), & etc as a user. - Specialise in Electrical System, Surveillance Security System, Fire protection	- Coordinate planning for building site - Submit Building drawings - Ensure compliance with BIM standards - Create Models: Build 3D models for architectural, structural, or M&E (Mechanical, and Electrical) disciplines. - Coordinate Services: Check models to find and fix clashes between different building systems. - Handle project coordination. - Working closely with project management team to initiate, implement and monitor work plans. - Coordinate and liaise with project team on submissions, updates or changes, and checking for clashes with other disciplines - Produce Drawings: Generate shop drawings, submission drawings, and as-built drawings for site teams. - Assist in maintaining established BIM standards and workflow. - Ensure Compliance: Follow local authority standards (such as BCA or LTA guidelines) and project specifications. - Prepare design and construction documentation. - Other ad-hoc duties assigned.	Number Of Working Days: 5 Working Days Employment Type: Full-Time Location: 637576
Cleaner	Cleaning certified or willing to be cleaning certified	Perform cleanings services in accordance to SLA	Number Of Working Days: 5 Working Days Employment Type: Full-Time Location: 637576
Data Center Engineer 	Degree in Mechanical or Electrical Engineering	Hardware Lifecycle Management: Install, configure, rack, stack,	Number Of Working Days: Shift Work (5 days)

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Experience and knowledge of MEP equipment such as CAHU, CRAC, ACMV systems, pumps, cooling towers, UPS, generators, etc. - Strong technical expertise in thermal management, cooling load calculations, and energy efficiency improvements, supporting design and upgrading of cooling systems in Datacenter environments.	and decommission servers, switches, and storage hardware. Break-Fix & Troubleshooting: Diagnose hardware failures, replace faulty components (memory, hard drives, power supplies), and resolve ticketing queue escalations. Infrastructure Monitoring: Monitor server health, manage structured cabling, and track physical asset inventories. Vendor & Facility Coordination: Escalate critical facility issues (cooling, power, UPS, fire suppression) to specialized teams and escort third-party vendors. Shift & On-Call Support: Participate in shift rotations or on-call schedules to ensure continuous S\$ 24/7 operations.	Employment Type: Full-Time Location: 637576
Project Engineer (Civil & Structural) 	- Degree in Civil or Structural Engineering from a recognized university or its equivalent recognized by the Professional Engineer Board, Singapore - Minimum 3 years of experience in Building projects and/or Geotechnical projects. - Conversant with local codes and authority submission procedures. - Familiar with precast concrete will be an added advantage. - Proactive, responsible and keen to work in a team. - Excellent interpersonal, good verbal and written communication skills. - Committed and responsible towards job	- The Project Engineer (C&S - Civil and Structural) plans, coordinates, and supervises structural and civil engineering works on the Build site. - Supervise site work: Oversee daily construction activities from foundation to project completion. - Coordinate teams: Work closely with consultants, subcontractors, and clients to solve technical issues. - Check drawings: Review structural blueprints, CAD layouts, and technical method statements. - Ensure compliance: Follow local building codes, safety rules, and authority submission requirements. - Track progress: Monitor schedules, material usage, and report any site delays	Number Of Working Days: 5.5 Working Days Employment Type: Full-Time Location: 637576

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to take ownership, proactive firm • Strong leadership, coaching skills and organizing abilities. • Able to work independently.		
Quantity Surveyor 	• Qualified Engineer	• Coordinate Site activities on measurements • Manage and track all measuring requirements on Site	• Number Of Working Days: 5 Working Days • Employment Type: Full-Time • Location: 637576

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#6 Luminary Service

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Cleaning Supervisor	- Minimum 3 years of experience in a supervisory role within the cleaning or housekeeping industry - Strong leadership and communication skills, with the ability to manage diverse teams - Proficiency in English; knowledge of other languages commonly spoken in Singapore is an advantage - Familiarity with cleaning techniques, equipment, and health and safety regulations - Able to work shift work arrangement	- Supervise and coordinate cleaning staff, assigning tasks and creating work schedules - Conduct regular inspections to ensure adherence to cleanliness standards and safety protocols - Manage inventory of cleaning supplies and equipment, placing orders as needed - Train new team members and provide ongoing guidance to improve efficiency and quality of work	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time
Cleaner	- Prior experience in professional cleaning, preferably in residential or hospitality settings - Physical stamina to perform cleaning tasks throughout the day - Ability to follow instructions and work independently with minimal supervision - Basic English communication skills to interact with residents and supervisors - Willingness to work flexible hours, including weekends and public holidays as needed	- Perform comprehensive cleaning of common areas, including lobbies, lifts, corridors, and recreational facilities - Conduct regular deep cleaning, ensuring all surfaces are spotless and sanitized - Operate cleaning equipment and use appropriate cleaning agents safely and effectively - Report maintenance issues and safety hazards to the property management team promptly	Number Of Working Days: 5.5 Working Days Working Hours: 44 hours Employment Type: Full-Time
F&B Service Crew (Part-Time)	- Previous experience in food service or hospitality preferred - Excellent communication and interpersonal skills	- Set up banquet rooms, including tables, chairs, linens, and place settings - Serve food and beverages to guests in a timely and professional manner	Number Of Working Days: 2 Working Days Working Hours: 8 hours Employment Type:

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Ability to work in a fast-paced environment and multitask effectively - Flexibility to work evenings, weekends, and holidays as needed	- Maintain cleanliness and organization of the banquet area - Assist with post-event cleanup and breakdown of equipment	Part-Time
Team Leader (Cleaner)	- Minimum 2 years of experience in a supervisory role within the cleaning or housekeeping industry - Strong leadership and communication skills, with the ability to manage diverse teams - Proficiency in English; knowledge of other languages commonly spoken in Singapore is an advantage - Familiarity with cleaning techniques, equipment, and health and safety regulations - Able to work shift work arrangement	- Supervise and coordinate cleaning staff, assigning tasks and creating work schedules - Conduct regular inspections to ensure adherence to cleanliness standards and safety protocols - Manage inventory of cleaning supplies and equipment, placing orders as needed - Train new team members and provide ongoing guidance to improve efficiency and quality of work	Number Of Working Days: 5 Working Days Working Hours: 44 hours Employment Type: Full-Time

#7 PERTAPIS Education & Welfare Centre

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Manager / Manager, Corporate Secretariat Dept 📁	- Degree in Business Administration and/or relevant qualifications - At least 2 years of experience in governance, legal, or corporate secretarial roles, preferably within a nonprofit or public sector environment. - At least 2 years of Managerial experience. - Familiarity with non-profit regulations, governance principles, legal compliance and risk management is an advantage. - Strong verbal, written and interpersonal communication skills. - High attention to detail and ability to manage multiple tasks simultaneously. - Proficient in using governance software and Microsoft Office Suite. - Ability to work independently, as well as part of a team.	Governance Responsibilities: - Manage, coordinate and advise the EXCO and CEO on governance matters and corporate disclosure in compliance with ACRA, ROS and COC requirements. - Prepare, draft, manage and coordinate on IPC licensing matters. - Prepare, draft, manage and coordinate the development and revision of internal governance documents such as Constitution, EXCO Manuals, policies, codes of conduct, bylaws, Terms of Reference (TOR) and any other documents. - Prepare, organize, coordinate and attend board meetings, annual general meetings (AGM) and extraordinary general meetings (EGM). - Assist the EXCO and CEO in the preparation, drafting and dissemination of agendas, meeting minutes and other necessary documents for EXCO and Committee meetings. - Coordinate the EXCO's annual review, declarations, conflict of interest, screening and evaluation processes. - Prepare, draft, manage and coordinate annual report and financial statement preparation, approval and submission to the relevant authorities in accordance with the requirements. - Ensure timely submission of reports to internal and external parties (i.e. Ministry, other government agencies). Compliance Responsibilities: - Ensure compliance with applicable laws, regulations,	Number Of Working Days: 5 Working Days Working Hours: 44 Employment Type: Full-Time Location: 420001

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		guidelines and governance standards. • Support the development, implementation and regular review of the Board policies and procedures to ensure compliance and effectiveness. • Monitor and advise the EXCO on changes in legislation, regulations and guidelines, and make recommendations regarding necessary changes. • Maintain and manage corporate documents, filings and records to ensure compliance with statutory obligations. EXCO, CEO and Members Support: • Assist the EXCO and CEO to manage, coordinate and arrange orientation of EXCO Members. • Support the EXCO and CEO in the scheduling, management and coordination of sub-committees and their relevant meetings. • Support the EXCO and CEO in the scheduling, management and coordination of licensee meetings with the Homes. • Organise, schedule, coordinate and record relevant EXCO and CEO trainings to keep abreast to the regulatory requirements. • Ensure that all insurance, claims and indemnity requirements are met in relation to EXCO, CEO and Members. • Coordinate and arrange EXCO corporate retreat. • Ensure proper documentation of Board decisions and ensure decisions are executed in accordance with Board's requirement. • Ensure all EXCO and Members profile data are filed, stored safely and kept up to date. • Maintain, manage and file all documents and records to	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		ensure compliance with statutory obligations. Communication and Reporting: • Act as a liaison between the EXCO, CEO, management team and stakeholders to ensure clear and effective communication. • Manage, coordinate, schedule and keep the EXCO and CEO regularly updated on events and activities. • Provide the EXCO and CEO with event agendas, key talking points and any necessary background information ahead of each event. • Manage and coordinate with the EXCO and CEO on media interviews, social media postings and any other publicity matters. Management responsibilities: • Manage and supervise staff, identify opportunities for team training, skills advancement and carry out proper training programs for staff in respect of laws, regulations and policies • Establish a managerial climate that encourages teamwork and promotes collegial collaboration among all team members and departments. • Conduct and review staff performance evaluations. • Liaise with departmental heads to ensure that all business operations are in line with business policies • Prepare and monitor departmental and EXCO's budget and tap on any available governmental grants. Others: • Ensure all records, accounts, documents and correspondence are properly maintained and kept up to date.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Provide support for any PERTAPIS programmes and activities as and when required • Carry out any other tasks assigned by the EXCO and CEO	
Executive, Legal & Compliance 	• Diploma/Degree in Business, Legal studies or Law • Preferably 2 years prior experience in risk management, compliance or audit roles. • Those without experience but willing to learn are welcome to apply. • Must have, or be willing to obtain, a compliance certification. • Attention to detail in order to identify and correct risky practices. • Strong communicator and capable of expressing oneself clearly both speaking and in writing. • Possess a collaborative personality and be open to suggestions from team members. • Good knowledge of industry protocols and best practices. • Good time management and organisational skills and able to meet deadlines. • Should have a strong moral code and sense of ethics.	• Scrutinize legal documents such as funding agreements, contracts, MOUs, and any other relevant legal instruments to identify key points, risks, and adverse clauses that may impact PERTAPIS. Submit reviewed documents to the Head of Department for verification. • Inform the management of significant clauses, obligations, and conditions within legal documents that require attention or action. • Identify and communicate any potential legal risks or adverse impacts from contractual agreements or legal documents. • Draft, review, and manage company policies, SOPs, and other governance documents to ensure compliance with applicable laws and regulations. • Ensure all legal and compliance policies adhere to Singapore's regulatory requirements for NGOs and other relevant laws. • Provide support in legal disputes or litigation, including coordinating with external legal counsel, if necessary. • Conduct legal research and stay updated on relevant laws, regulations, and industry practices to provide informed advice to management. • Serve as an internal consultant on legal and compliance matters, providing guidance to various departments as needed. Compliance Responsibilities: • Responsible for the review and implementation of the company's strategies and	• Number Of Working Days: 5 Working Days • Working Hours: 44 • Employment Type: Full-Time • Location: 420001

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		policies for all business processes in respect to the law, regulations, guidelines, audit, and compliance standards. • Provide advice and counsel to management on business operations relating to law, regulations, compliance, policies, audits, risks, and any other relevant matters. • Analyse internal business systems to ensure compliance with laws, regulations, industry, and ethical standards. • Develop, document, and manage effective action plans to address audit findings and compliance violations. • Develop and document risk management strategies on potential compliance risks. • Evaluate company operations to identify compliance-related risks. • Conduct investigations, interviews, and take statements for non-compliance and provide appropriate recommendations to management as per the regulatory standards. • Conduct compliance reviews, audits, and periodical checks within the organization and all centers to ensure regulatory requirements are in accordance with the organization's policies and procedures • Generate compliance reports and manage the risk dashboard in a timely manner. • Carry out proper compliance training programmes for staff awareness of laws, regulations, and policies. • Conduct routine audits of the company's procedures, practices, and documents to identify potential vulnerabilities or risks.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Responsible for proper records, storage, and filing of all related compliance policies, SOPs, audit findings, and violations for future reference.	
Executive, Programmes Unit (PCWG) 	- Minimum Diploma qualification - At least 1 year of relevant working experience - Pleasant and outgoing personality, strong written & oral communication skills - Experience working in non profit organisations and managing events preferred	- Responsible for Home's programs and activities / events - In-charge of planning, coordinating and implementing of the Home's in-house programmes - To serve as the first point of contact for the Home with regards to all programmes - Identify and secure programme expertise and resources, facilities and equipment and financial resources - Make assessment on the suitability of programs / activities for the residents in consultation with social workers - Capture photographs and maintain records for each programme / event / activities for reporting and evaluation purposes - Update Home's notice boards periodically - Prepare progress report upon completion of each programme - Prepare relevant documentation of volunteers for screening with MSF - Work closely with Home's volunteers and assist with Home's operations - Perform other related duties as required by the Head of Home	Number Of Working Days: 5 Working Days Working Hours: 44 Employment Type: Full-Time Location: 535638
Executive (Case Worker), Residential Case Management Unit (PCWG)  	- Preferably Degree in Psychology, Counselling or any other related disciplines - Fresh graduates are welcome to apply - Good care management and counselling skills	- Ensure that residents comply with the Centre's Rules and Regulations. - Setting up of Individual Care Plan for all residents - Responsible for the Clinical Intervention components in the Centre (include counselling and caring services). - Assist in ensuring safe custody of residents	Number Of Working Days: 5 Working Days Working Hours: 44 Employment Type: Full-Time Location: 535638

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Good interpersonal and communication skills • Meticulous and a team player	• Work closely with other departments/government agencies/schools in relation to the welfare of residents • Ensure that the security measures are adequate in the Centre. • Assist Deputy Head of Home in submission of reports of all serious incidents and occurrences of unusual and serious nature pertaining to staff and residents to the Home's Management Committee. • Work in close liaison with law enforcement, welfare regulators and other related agencies. • Interview and assess all residents upon admission and discharge. • Prepare reports for submission timely and submit for vetting by the Deputy Head of Home. • Ensure that all records, accounts, documents and correspondence are properly maintained, kept current and up-to-date. • Facilitate applications and renewals of Medical Fee Exemption Cards for all residents • Facilitate the application and disbursement of the School Pocket Money Fund for the residents. • Facilitate group counselling, family sessions, one-to-one sessions and maintain case recordings. • Facilitate home/school/employment visits and other significant tasks • Work closely with the residents and their family for successful reintegration back to caregiver • Responsible for the development of the Centre	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Provide support to the Operations of the centre - Carry out any other tasks assigned by the Head of the Home, Licensee and Governing Board - Responsible to lodge a Police report when necessary	
Executive (Case Worker / Social Worker), Residential Case Management Unit (PHH) 	- At least a Degree or Post Graduate Diploma in Social Work or related disciplines from recognised universities - Registered as an Accredited Social Worker or Social Service Practitioner will be an advantage - At least 2-3 years of relevant casework and counselling experience in the field, preferably working with offenders - Good interpersonal and communication skills (oral and written) - Able to work independently and at the same time a team player - Self-motivated and takes initiative to drive improvements and developments - Proficient in Microsoft Office applications such as Word and Excel, as well as able to perform basic statistical analysis	- Conduct pre-employment interviews with residents to understand their needs, work with them to set goals, develop case plans to address concerns - Implement, review and modify case plans - Prepare and maintain Individualised Service Plans (ISPs), progress and closure reports - Provide casework and counselling services to residents and their families - Refer residents and their families to appropriate agencies for further intervention - Ensure that the halfway house's Programme meets the mission, objectives and procedures of case management services	Number Of Working Days: 5 Working Days Working Hours: 44 Employment Type: Full-Time Location: 398239
Executive (Moral), Programmes Unit (PHH) 	- Diploma/Degree holder in Islamic Studies from recognized institution - ARS Certified/PCICS graduate is welcomed. - Multilingual in Malay and English - Microsoft office proficiency	- Oversee the Islamic & Moral aspects of residents daily. - Develop and plan a structured Islamic & Moral education program for the residents. - Execute and manage the Home's Islamic & Moral Education programs for residents. - Ensures that all residents are equipped with basic Islamic knowledge.	Number Of Working Days: 5 Working Days Working Hours: 44 Employment Type: Full-Time Location: 398239

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Excellent communication and interpersonal skill - Great work team player - Positive self-motivated and able to commit to flexible working hours.	- Teaching students to read Quran with proper Tajweed and helping students memorize Surahs. - Create own in-house program for those residents that needs extra help on religious. - Periodically assess residents' progress Islamic & Moral education through observations and assessments. - To help our residents to instil in the same love of knowledge, and earn good conduct and affection for others and establishes the integrity and self-confidence. - To do whatever it takes to achieve PERTAPIS objectives in accordance with the guidance received from PERTAPIS. - Submit a report at the end of academic year to the Head of Home on achievement of residents in religious aspects during the year. The report will be forwarded by Head of Home to the Management. - Study individual cases of residents who show signs of negative behaviour and provide the guidance and advice. - To be involved in all PERTAPIS religious activities as requested by the Management. - Any other duties from time to time as assigned by the Head of Home.	
Executive (Social Worker), Residential Case Management Unit (PSCFH) 	- Degree in Social Work - At least 1 to 2 years of casework and counselling experience - Good care management and counselling skills - Certified in doing mandatory counselling cases will be advantages	- Ensure that residents comply with the Centre's Rules and Regulations. - Setting up of Individual Care Plan for all residents. - Responsible for the Clinical Intervention components in the Centre (include counselling and caring services). - Assist in ensuring safe custody of residents.	Number Of Working Days: 5 Working Days Working Hours: 44 Employment Type: Full-Time Location: 310222

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Good interpersonal and communication skills • Meticulous and a team player • Strong attention to detail and has the ability to work efficiently, accurately, as well as to follow up on pending items in a timely manner	• Work closely with other departments/government agencies/Healthcare institutions. • Ensure that the security measures are adequate in the Centre. • Assist Deputy Head of Home in submission of reports of all serious incidents and occurrences of unusual and serious nature pertaining to staff and residents to the Home's Management Committee. • Work in close liaison with law enforcement, welfare regulators and other related agencies. • Assess potential clients prior to admission to ensure suitability. • Work closely with other departments to ensure residents' suitability in the home and to assess and discharge when needed. • Prepare reports for submission timely and submit for vetting by the Deputy Head of Home. • Ensure that all records, accounts, documents and correspondence are properly maintained, kept current and up-to-date. • Maintain casefiles of all residents and ensure casefiles are updated. • Facilitate applications and renewals of Medical Fee Exemption Cards for all residents. • Facilitate applications and renewals of Means testing for all residents. • Facilitate group counselling, family sessions, one-to-one sessions and maintain case recordings. • Facilitate home/hospital visits and other significant tasks.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Work closely with the residents and their family for possible reintegration. • To present cases to the staff of latest updates. • Update residents' family of significant incidents/hospitalisation/happenings. • Responsible for the development of the Centre. • Provide support to the Operations of the centre. • Carry out any other tasks assigned by the Head of the Home, Licensee and Governing Board. • Responsible to lodge a Police report when necessary.	
IT Manager 	• Bachelor's Degree in Information Technology or Computer Science • 2 years of experience in IT management • Management and leadership skills • Knowledge of programming languages and operating systems, current equipment and technologies, enterprise backup and recovery procedures, and systems performance monitoring • Expertise in implementing, configuring, and testing IT solutions • Strong creative and analytical thinking • Ability to work under pressure, plan personal and team workload effectively, and delegate accordingly.	• Responsible for the supervision, review and implement the organisation's IT strategies and policies for all business processes in respect to the law, regulations, guidelines and IT standards including digitalisation of processes. • Advise higher management on business operations relating to IT, risks and any other policy requirements • Manage projects, including the design and deployment of new IT systems and services within the organisation • Manage and supervise staff and identify opportunities for team training and skills advancement. • Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations to improve the IT infrastructure. • Analyse departmental needs, identify vulnerabilities, boost productivity, efficiency, and accuracy to inform business decisions	• Number Of Working Days: 5 Working Days • Working Hours: 44 • Employment Type: Full-Time • Location: 420001

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Ensure network components work together seamlessly to meet business needs, using its full range of capabilities, and stay informed about new features and competitor solutions • Review, update and implement IT policies, SOPs and processes • Generate IT reports on a timely manner • Propose and monitor the department budget and tap on governmental grants to innovate, upgrade or refurbish existing systems • Source, monitor and manage vendors to ensure the best-possible services are being offered and value for money and business needs • Train employees on software and hardware matters, troubleshoot issues and provide technical support as and when required • Develop and execute business continuity plans and maintain data backups • Analyse business requirements by partnering with key stakeholders across organization to develop solutions for IT needs. • Carry out any other tasks assigned by the CEO and higher management	
Officer / Executive, Programmes Unit (PHH)  	• Minimum NITEC in relevant field • Fresh graduates with relevant studies and certifications are welcome to apply • Pleasant and outgoing personality, strong written & oral communication skills • Experience working in non profit organisations and	• Develop, execute, monitor and evaluate the Home programmes in accordance with the Home rules and regulations and ensure programmes are kept abreast with the rehabilitation needs. • Facilitate enhancements to existing programmes with the aim of improving residents' well-beings. • Work closely with the Case Management department	• Number Of Working Days: 5 Working Days • Working Hours: 44 • Employment Type: Full-Time • Location: 398239

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	managing events preferred • Microsoft office proficiency • Excellent communication and interpersonal skill • Great work team player	concerning residents' rehabilitation matters. • Ensure residents attend all programmes regularly, provide physical supervision and keep track of their attendance. • Allocate and manage resources (e.g., budget, staff, materials) effectively for the programme. • Ensure effective use of programme funds and assist in maintaining the programme's financial integrity. • Prepare reports on programme outcomes, challenges, and achievements for Home management, senior management or stakeholders. • Work closely with the Head of Programmes in programme planning and implementation. • Undertake programme development and make recommendations for current and/or programme enhancement. • Responsible in sourcing of venues and refreshments for workshops, programmes and activities. • Prepare programme proposals and grant applications including budget planning. • Coordinate and handle with various stakeholders to execute programme, manage communications and manage stakeholders' feedback. • Engage volunteers or external stakeholders or contacts in supporting the rehabilitation programmes and needs of residents (ie; in-house activities, outdoor activities, etc.) • Build and establish working relationships with stakeholder, corporate bodies, government agencies, voluntary organizations and existing partners.	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Ensure that all records, accounts, documents, correspondences and notice boards updates are properly maintained and are kept up to date. - Assist in ensuring the safety, security and wellbeing of the residents under the Home care. - Support all PERTAPIS' programmes and activities as assigned by RO and management.	
Officer, Integrated Facilities & Vehicle Management Department 	- Minimum "N" / "O" level or Nitec in Mechanical / Electrical, Facilities / Property Management, or any related field - At least 1 year of relevant property / facilities experience - Possess Class 3 driving license would be an advantage. - Able to start work immediately or within short notice. - Good communication and interpersonal skills	- Manage the day-to-day operations and maintenance of Organization's facilities, including buildings, equipment, and systems. - Conduct regular inspections to identify maintenance needs, safety hazards, and opportunities for improvement. - Coordinate with vendors, contractors, and maintenance staff to schedule repairs, renovations, and preventative maintenance activities. - Respond promptly to facility-related inquiries, concerns, and requests from staffs and management. - Ensure compliance with health and safety regulations, building codes, and environmental standards. - Assist in the development and management of the facilities budget, monitoring expenses and identifying cost-saving opportunities and work closely with Facilities HQ - Maintain accurate records and documentation related to facility maintenance, inspections, and repairs for the assigned homes. - To troubleshoot, repair, maintain mechanical/electrical services, plumbing & sanitary services, aircon servicing and	Number Of Working Days: 5 Working Days Working Hours: 44 Employment Type: Full-Time Location: 398239

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		maintenance, ACMV systems, chillers, and electrical control system. To work together with the respective Head of Home (HOH)	
Officer, Residential Care Unit 	'N' Level / 'O' Level / Diploma - Able to work on rotating shifts including weekends and public holidays - Able to work independently and in a team - Pleasant personality, good interpersonal skills, matured and have genuine passion to work with young children	- Provide personal care assistance to residents in their daily living. - Support in providing assistance to residents in managing their healthcare needs. - Perform daily resident management. - Monitor residents' safety and ensure clients adhere to home rules. - Perform activities according to care plans. - Provide inputs for development and review of care plans. - Chaperone clients between their appointments and activities to ensure safe transfers. - Respond to unusual or challenging behaviours of residents. - Respond to incidents according to organisational procedures during social, recreational and educational activities. - Ensure that all records, accounts, documents and correspondence are properly maintained and are kept up to date. - Ensure residents behaviours are in compliance to house rules. - Recommend measures to mitigate risk to residents. - Track quantity of inventory in Operations Room. - Ensure equipment is maintained in a clean and working condition. - Support in Emergency Response. - Assist in the conduct of emergency response and crisis management drills. - Participate in the organisation's emergency response and crisis management exercises.	Number Of Working Days: 5 Working Days Working Hours: 44 Employment Type: Full-Time Location: 545676, 535638, 310222, 398239

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Document and report incidents according to organisational procedures. • Conduct social, recreational and educational activities to promote independence, health, wellness, and quality of life. • Guide clients in the development of basic personal and social skills, simple academics or work skills. • Identify areas of improvements in programmes, activities and trainings. • Perform daily handover to staff during changes in shifts. • Provide input to operations review meetings. • Manage front-desk duties. • Liaise with social service practitioners, volunteers, organisations and stakeholders to facilitate provision of care services for residents	

#8 Paris Baguette Singapore

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Section Head (Bakery / Culinary / Deli) 	- Minimum WSQ certificate/Nitec in Bread/Culinary and above - At least 3-5 year of proven experience in a similar role - Exceptional proven ability of kitchen management - Able to work well under pressure in a fast-paced environment - Able to work on weekends and Public holidays	- Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. - This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them	Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time Location: 534138
Assistant Store Manager 	- At least 3 Year(s) of working experience in the restaurant industry is required for this position. - Excellent interpersonal skills - Candidate must possess at least a Diploma/Advanced/Higher/Graduate Diploma in any field - Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent.	- The Assistant Store Manager is responsible for the profitability of the chain restaurant outlet. He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support. - He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet.	Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time
Baker (Day / Overnight) (Full Time / Part Time)	- At least PSLE, technical certificate or any related fields - At least 1 to 2 years of experience working in kitchen as baker or/ & baking preparation.	- The Baker is responsible for making a wide range of breads, pastries, and other baked goods. - This includes ensuring all baking equipment and baking area is clean prior to and post production of any baked items, and ensuring compliance with regulations.	Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time / Part-Time Location: 534138
Cook (Outlet) 	Min. Certificate/NITEC/High	Control and direct the food preparation process and all related activities	Number Of Working Days: 5.5 days

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- er NITEC/Diploma in culinary. - At least 1 years of proven experience in a similar role (hot/cold kitchen). - Exceptional proven ability of kitchen management - Able to work well under pressure in a fast-paced environment - Able to work in an outlet kitchen (northeast area)	- Review and construct menus with new or existing culinary creations ensuring the variety and quality of the servings - Approve dishes before they reach the customer - Plan orders of equipment or ingredients according to identified shortages - Arrange for repairs when necessary - Remedy any problems or defects - Managing and training kitchen staff - Comply with nutrition and hygiene regulations and safety standards - Foster a climate of cooperation and respect between co-workers	Working Hours: 44 hours Employment Type: Full-Time
Management Trainee (Bakery / Cake / Culinary / Deli)  	- Minimum WSQ certificate/Nitec in Bread/Culinary and above - At least 1 year of proven experience in a similar role - Exceptional proven ability of kitchen management - Able to work well under pressure in a fast-paced environment - Able to work on weekends and Public holidays	- Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. - This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them	Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time Location: 534138
Management Trainee (Operations)  	- Excellent Customer Service - Good command of spoken English - Min. GCE "N"/ "O" Level, customer service certificate or any related fields - No experience/ At least 1 year of experience working in customer	- The Management Trainee is responsible for taking customers' orders, answering questions, and making recommendations on menu items, serving food/beverages to customers, and performing cashiering duties. - He/she is responsible for supervising staff working the floor, assigning their work stations, resolving work-related	Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	service or relevant experience in F&B • Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment	problems and ensuring the shift runs smoothly.	
Pastry Chef (Full Time / Part Time) ★	• At least PSLE, technical certificate or any related fields • At least 1 to 2 years of experience working in kitchen as baker or/ & baking preparation.	• The Pastry Chef / Senior Pastry Chef is responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. • This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them	• Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time / Part-Time • Location: 534138
PB Future Talent Leader Programme 📁 ★	• Are you: A recent graduate (E.g. ITE, Polytechnics or University) eager to kickstart your career in a dynamic industry? Passionate about food and creating positive customer experiences? A quick learner with a strong work ethic and a desire to lead? Ready to take on challenges and grow with a globally loved brand? • This is your chance to bake your success story with Paris Baguette SG! • Apply now and embark on an exciting journey to become one of our future leaders!	• Imagine this: From Management Trainee to Leader: Dive straight into the heart of our operations, mastering everything from customer delight to smooth store management. • Rapid Growth: Our structured programme offers clear milestones and accelerated progression for driven individuals. See yourself taking on more responsibilities and leadership roles in a matter of years! • Hands-on Experience: Get ready to roll up your sleeves and gain invaluable experience in all aspects of our bustling stores. You'll be serving customers, learning the ropes of operations, and gradually taking on management tasks. • Invest in Your Potential: We're committed to nurturing your growth. You'll receive guidance, training, and the opportunity to develop crucial skills in areas like team leadership, customer service excellence, and operational efficiency. • What you'll be doing as a Management Trainee (the first	• Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		step on your leadership journey): Wowing our customers: Delivering exceptional service with a smile and helping them discover their next favourite treat. Keeping things running smoothly: Assisting with everything from order preparation to ensuring our stores are sparkling clean. Becoming a product expert: Sharing your knowledge of our delicious offerings and exciting promotions. Learning and growing: Gradually being introduced to management responsibilities and supporting our leadership team.	
Section Head (Bakery / Culinary / Deli) 	• Minimum WSQ certificate/Nitec in Bread/Culinary and above • At least 1 year of proven experience in a similar role • Exceptional proven ability of kitchen management • Able to work well under pressure in a fast-paced environment • Able to work on weekends and Public holidays	• Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. • This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them	• Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time • Location: 534138
Service Crew (Full Time / Part Time)	• Excellent Customer Service • Good command of spoken English • Min. GCE "N" / "O" Level, customer service certificate or any related fields • No experience/ At least 1 year of experience	• Welcome guests in a warm and friendly manner. • To provide excellent customer service to guests in a timely and friendly manner, ensuring diners a pleasant dining experience. • Upsell promotional items. • Ensure that food hygiene and safety standards are maintained and comply.	• Number Of Working Days: 5.5 days • Working Hours: 44 hours • Employment Type: Full-Time / Part-Time

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	working in customer service or relevant experience in F&B Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment	- Maintain day to day outlet cleanliness. - Execute any other duties as assigned.	
Store Manager 	- Clear verbal communication skills - Organization skills - Ability to stand and walk for long periods of time - Clear attention to detail - Problem-solving skills - Knowledge of current food and beverage trends - At least 3-5 Year(s) of working experience in the restaurant industry is required for this position. - Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent.	- The Store Manager is responsible for the profitability of the chain restaurant outlet. He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support. - He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet.	Number Of Working Days: 5.5 days Working Hours: 44 hours Employment Type: Full-Time

#9 SUN-DAC

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Training Assistant (Part-Time)	- Education: Minimum NITEC. Certification in disability or senior care related field will be an advantage. - Experience: Experience in the social service sector or healthcare sector will be an advantage. - Skills: Good oral and written communication skills. Ability to establish and maintain positive working relationships with colleagues, caregivers, volunteers, and the public. Self-directed and able to work independently.	- The Training Assistant is to assist and support the training officers/staff. - Supports the work done by the training officers/staff and supervises clients. - Food preparation and feeding of clients. - Assists clients to walk to toilets, cleaning up, and changing diapers for clients as and when necessary. - Assists in running groups, sessions, outings. - Any other projects/duties as assigned.	Number Of Working Days: 5 Working Days Working Hours: 8.30am – 3.30pm Employment Type: Part-Time Location: 574421
Training Officer 	- Education: Minimum NITEC. Certification in disability or senior care related field will be an advantage. - Experience: Experience in the social service sector or healthcare sector will be an advantage. - Skills: Good oral and written communication skills. Ability to establish and maintain positive working relationships with colleagues, caregivers, volunteers, and the public. Self-directed and able to work independently.	- The Training Officer will be responsible for the daily training, care and services provided for SUN-DAC's clients. - Trains and assists adults with disabilities in ADLs (activities of daily living), CLSs (community living skills), and pre-vocational skills. - Attends to the personal needs of these adults and ensures their safety and wellbeing. - Completes and submits required documentation in a timely manner. - Works with a multi-disciplinary team to provide an individual care plan for each client. - Plans and proposes Programme Activity in the classroom as well as festive celebrations. - Liaises with and updates caregivers on the progress and status of clients, including	Number Of Working Days: 5 Working Days Working Hours: 8.30am – 5pm Employment Type: Full-Time Location: 574421, 680213, 460039

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		conducting biannual Caregiver Staff Meeting. • Maintains organisational cleanliness and flow in a classroom setting. • Any other projects/duties as assigned.	

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e2i services

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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

<https://e2i.sg/cg-cp123?r=qr>

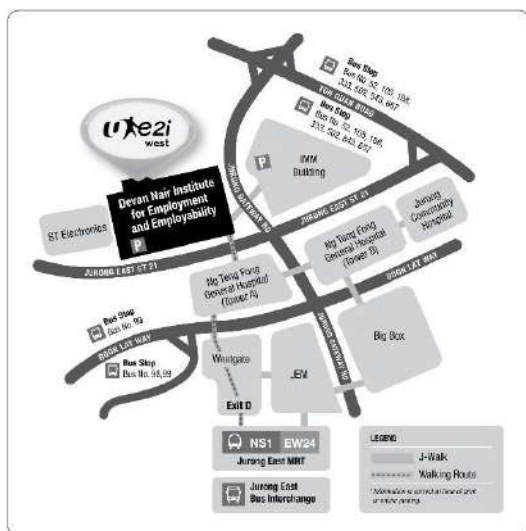


You can also reach them at the following centres (By appointment only):



e2i west

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



Find us at these other locations.



<https://e2i.sg/locjw2?r=qr>

Operating Hours: Monday till Friday: 9am to 5pm

Saturday: 9am to 1pm

Sunday & Public Holiday: Closed

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NTUC Job Security Council's Telegram Channels

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(e.g. Analysts, Engineers, Executives, Technicians, etc)
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