Clementi x e2i Skills & Career Fair @ Clementi Mall 5th Nov 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

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#1 IHub

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Class 4 Driver	• A valid Class 4 driving licence with a clean driving record • At least 2 year of experience as a Class 4 Driver or in a similar role • Able to commit to a working schedule from Monday to Saturday (5.5 Days per week) • Ability to work independently • Excellent in time management and physical fitness • Good communication skills in English and the ability to follow written and verbal instructions • Good driving record with no traffic violations • Familiar with Singapore route	• Safely operate a Class 4 vehicle to transport and deliver packages and goods to customers within the assigned region • Ensure timely and efficient delivery of all assigned shipments • Maintain accurate records of deliveries, including obtaining signatures and necessary documentation • Perform routine vehicle checks and minor maintenance to keep the vehicle in good working condition • Provide excellent customer service and be a brand ambassador for iHub Solutions • Comply with all relevant traffic laws and safety regulations • Quality and quantity check of the goods collecting or delivering • Any other duties as assigned by the superior	• **Working Hours:** 5.5 days/ week, **Monday** : 08:00AM – 5:00PM **Tuesday Friday:** 07:30AM – 4:30PM **Saturday:** 08:00AM – 12:00PM • **Employment Type:** Full Time • **Location:** 4 Pandan Crescent S128475
IT Executive 💼	• Degree in Information Technology, Computer Science, or a related field. • Preferably 2 years of relevant IT Executive experience, IT support, desktop support, system support, infrastructure support, or cybersecurity support experience.	• Serve as the primary point of contact for IT support across Singapore and regional offices. • Provide daily IT support to users and resolve hardware, software, Microsoft 365, VPN, and accessrelated issues. • Manage user accounts, passwords, permissions, onboarding, and offboarding access across IT systems.	• **Working Hours:** 5 days/ week, **Monday Friday:** 9am- 6pm • **Employment Type:** Full Time • **Location:** 4 Pandan

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Experience liaising with IT vendors, cybersecurity vendors, infrastructure vendors, or managed service providers. • Knowledgeable in Windows Operating System, Microsoft Office, Microsoft 365, and common enterprise applications. • Knowledgeable in Active Directory, servers, storage, backups, LAN, WiFi, VPN, and access points. • Basic cybersecurity knowledge including endpoint protection, antivirus/EDR, phishing awareness, MFA, patching, access control, and incident escalation. • Experience in software testing, application support, cybersecurity operations, endpoint security, or infrastructure coordination. • Linux OS knowledge and support experience is an advantage • Strong troubleshooting skills • Good Interpersonal and communication skills • Must be analytical, selfmotivated and committed	• Set up, configure, troubleshoot, and maintain laptops, desktops, mobile devices, printers, and peripherals. • Support basic server monitoring, network troubleshooting, backup checks, and infrastructure coordination. • Assist with endpoint security, phishing alerts, patching, MFA, VPN security, access reviews, and incident escalation. • Coordinate with vendors for cybersecurity, equipment, systems, maintenance, repairs, renewals, and issue resolution. • Manage IT asset inventory, procurement, device issuance and returns, lifecycle tracking, and MDM compliance. • Support software installation, troubleshooting, application testing, system updates, rollouts, and improvements. • Maintain IT documentation, support records, reports, audit evidence, and recommend process improvements. • Perform ad hoc IT duties and support new IT initiatives as assigned by management.	Crescent S128475
Maintenance Technician 💼	• Recognized Technical Qualification for Electrical/Mechanical/ Electronics Engineering, Diploma or equivalent.	• Troubleshoot, repair, and maintain warehouse equipment, material handling equipment, transport vehicles, office equipment,	• **Working Hours:** 5.5 days/ week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Demonstrates both theoretical understanding and handson application of engineering and maintenance principles. • Strong troubleshooting and problemsolving skills. • Good attention to detail with a strong commitment to workplace safety. • Good communication and interpersonal skills, with the ability to work effectively with warehouse operations and external vendors. • Able to prioritize tasks, work independently, and manage multiple maintenance requests. • Good to have a valid Class 3 Driving Licence. • Fresh graduates are welcome to apply.	and facility systems and other related equipment. • Install, modify, inspect, and maintain warehouse racking and shelving systems to support operational requirements. • Carry out onsite installation and setup of fixtures and equipment for business projects. • Respond promptly to equipment breakdowns to minimize operational downtime and ensure equipment availability. • Coordinate with external vendors and contractors for specialized repairs and servicing. • Maintain accurate maintenance records and service documentation. • Monitor and manage spare parts inventory and maintenance supplies. • Ensure all maintenance activities comply with workplace safety policies and occupational health and safety regulations. • Implement engineering best practices to improve equipment reliability and maintenance processes.	**Monday - Friday:** 9am- 6pm **Saturday:** 8am - 12pm • **Employment Type:** Full Time • **Location:** 4 Pandan Crescent S128475
Warehouse Assistant	• Minimum PSLE, CGE 'O' Level or above • Minimum one (1) year experience in warehousing / logistics environment • Self-motivated and committed • Able to work independently with	• Accurately picking, packing and dispatching orders according to SOPs. • Assisting with inventory management, including stock checks and cycle counts • Operating warehouse equipment such as forklifts, pallet jacks and scanners	• **Working Hours:** 5.5 days/ week, **Monday :** 08:00AM – 5:00PM **Tuesday - Friday:** 07:30AM – 5:00PM

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	minimal supervision and with sense of urgency • Forklift license will be an advantage	• Handle returns, labeling, and other assigned warehousing tasks • Provide support to the Supervisors and other team members. • Maintaining a clean, safe and organised warehouse environment	**Alt. Saturday:** 08:00AM – 12:00PM • **Employment Type:** Full Time • **Location:** 4 Pandan Crescent S128475

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#2 MCI Career Services

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Executive / Accountant 💼	• Diploma or Degree in Accountancy • Minimum 2 years of accounting experience	• Handle full set of accounts for a cosmeceutical manufacturer • Prepare month-end closing, reconciliations and reports	• **Employment Type:** Full Time
Accounts Executive 💼	• Diploma in Accountancy • Minimum 2 years of accounting experience • Proficient in accounting software	• Handle full set of accounts including AP, AR and GL for a logistics company • Prepare month-end closing and reconciliations	• **Employment Type:** Full Time
Admin Assistant 💼	• Diploma in any discipline • Minimum 1 year of admin experience • Proficient in MS Office	• Provide administrative support to an M&E engineering contractor • Handle documentation, filing and data entry • Coordinate meetings and office logistics	• **Employment Type:** Full Time
Architectural Coordinator 💼	• Diploma in Architecture • Proficient in AutoCAD • Minimum 1 year of relevant experience	• Prepare and coordinate architectural drawings for design and build projects • Liaise with consultants and authorities on submissions	• **Employment Type:** Full Time
Assembly Technician (AMAT)	• NITEC or equivalent • Mechanically inclined • Fresh graduates welcome, training provided	• Assemble semiconductor equipment modules according to drawings and work instructions • Perform basic testing and quality checks	• **Employment Type:** Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assembly Technician (ASM)	• NITEC or equivalent • Mechanically inclined • Fresh graduates welcome, training provided	• Assemble semiconductor equipment modules according to drawings and work instructions • Perform basic testing and quality checks	• **Employment Type:** Full Time
Assistant Operations Supervisor / Operations Supervisor 💼	• Diploma in logistics or related field • Minimum 2 years of warehouse supervisory experience	• Supervise daily warehouse operations and staff at a global logistics provider • Monitor productivity, accuracy and safety • Report operational KPIs	• **Employment Type:** Full Time
Class 3 Driver cum Purchasing Assistant	• Valid Class 3 driving licence • Basic computer skills • Responsible and punctual	• Drive company vehicle to collect and deliver parts and materials • Assist with purchasing and sourcing of supplies for a marine technology company	• **Employment Type:** Full Time
Class 4 Bus Driver	• Valid Class 4 driving licence • Valid Bus Driver Vocational Licence (BDVL) • Good safety record	• Drive buses for scheduled and chartered transport services • Ensure passenger safety and on-time arrival • Conduct daily vehicle checks	• **Employment Type:** Full Time
Company Driver	• Valid Class 3 driving licence • Good knowledge of Singapore roads	• Drive company vehicle to transport staff, documents and materials for an M&E engineering contractor • Keep vehicle clean and maintained	• **Employment Type:** Full Time
Cook (Western Cuisine)	• Minimum 1 year of experience cooking Western cuisine • Food Hygiene certificate	• Prepare Western dishes in a central kitchen of a food manufacturer • Follow recipes and food safety standards • Maintain kitchen cleanliness	• **Employment Type:** Full Time
Crew Chief / Crew Leader	• Minimum 1 year of F&B experience, supervisory experience preferred • Able to work shifts, weekends and public holidays	• Lead restaurant crew during shifts at a Japanese restaurant chain • Oversee service quality, cash handling and opening/closing duties • Train and guide new crew members	• **Employment Type:** Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Culinary Administrator (Food Manufacturing)	• Diploma in any discipline • Experience in F&B or food manufacturing admin preferred	• Provide administrative support to the culinary and production team of a food manufacturer • Maintain recipe records, production documents and orders	• **Employment Type:** Full Time
Electrical Manager 💼	• Degree in Electrical Engineering • Minimum 8 years of experience with managerial exposure	• Manage the electrical engineering team across building M&E projects • Oversee design, installation, budgets and client coordination	• **Employment Type:** Full Time
Facility Supervisor	• Minimum 2 years of facility or building maintenance experience • Basic M&E knowledge • Able to lead a small team	• Supervise daily facility and building maintenance operations • Coordinate contractors and routine inspections • Ensure compliance with safety and maintenance schedules	• **Employment Type:** Full Time
Fish Cutter	• Experience in fish cutting preferred but not required • Able to work in a chilled environment	• Cut, fillet and portion fresh fish at a seafood processing company • Pack products according to customer orders • Maintain hygiene and cold-chain standards	• **Employment Type:** Full Time
Haulier Driver	• Valid Class 5 driving licence • Good safety record • Familiarity with Singapore port and road network is a plus	• Drive prime movers to transport containers between port, depots and customer sites • Perform basic vehicle checks and maintain trip records	• **Employment Type:** Full Time
HR & Admin Assistant	• Minimum 1 year of HR or admin experience • Proficient in MS Office • Organised and detail-oriented	• Support day-to-day HR operations for a cosmeceutical manufacturer • Maintain employee records, attendance and leave • Assist with onboarding paperwork and general office administration	• **Employment Type:** Full Time
Inventory Officer	• Experience in inventory control preferred • Proficient in MS Excel • Detail-oriented	• Maintain inventory accuracy for a global logistics provider • Conduct cycle counts and reconcile stock discrepancies	• **Employment Type:** Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Update records in the warehouse management system	
Kitchen Crew	• No experience required, training provided • Food Hygiene certificate an advantage • Able to work shifts, weekends and public holidays	• Prepare ingredients and cook dishes at a Japanese restaurant chain • Maintain kitchen hygiene and food safety standards • Support stock receiving and kitchen closing	• **Employment Type:** Full Time
Logistics Admin Assistant	• Basic computer skills • Entry-level candidates welcome • Organised and meticulous	• Provide admin support to warehouse operations at a global logistics provider • Process shipping documents and order records • Handle data entry and filing	• **Employment Type:** Full Time
Logistics Coordinator 💼	• Diploma in logistics or related field • Minimum 1 year of logistics experience	• Coordinate inbound and outbound shipments for a contract logistics provider • Liaise with customers and carriers • Maintain shipment records	• **Employment Type:** Full Time
Marine Purchasing Executive 💼	• Diploma in any discipline • Purchasing experience in the marine industry preferred	• Source and purchase marine parts and equipment for a marine technology company • Obtain quotations, negotiate with suppliers and track deliveries	• **Employment Type:** Full Time
Material Handler (AMAT)	• Forklift licence an advantage • No experience required	• Receive, issue and move materials for semiconductor equipment assembly • Update inventory records and maintain store orderliness	• **Employment Type:** Full Time
Material Handler (ASM)	• Forklift licence an advantage • No experience required	• Receive, issue and move materials for semiconductor equipment assembly • Update inventory records and maintain store orderliness	• **Employment Type:** Full Time
Material Handler / Warehouse Operator	• Forklift licence an advantage • No experience required • Able to work shifts	• Perform receiving, picking, packing and put-away at a contract logistics warehouse • Operate warehouse equipment safely • Maintain inventory accuracy	• **Employment Type:** Full Time, Contract

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Occupational Therapist 💼	• Degree in Occupational Therapy • Registered or eligible for registration with AHPC • Fresh graduates welcome	• Assess and treat patients to restore daily living function at a community hospital • Plan rehabilitation and discharge with the care team	• **Employment Type:** Full Time
Operations Coordinator 💼	• Diploma in logistics or related field • Experience in logistics operations preferred	• Coordinate daily transport and logistics operations for an integrated logistics company • Liaise with customers, drivers and depots • Prepare operational documents	• **Employment Type:** Full Time
Operations Executive 💼	• Diploma in any discipline • Minimum 2 years of operations experience	• Oversee daily operations for a marine technology company • Coordinate jobs, manpower and logistics • Prepare operational reports	• **Employment Type:** Full Time
Operations Support Coordinator 💼	• Diploma in any discipline • Experience in manufacturing operations preferred	• Support manufacturing operations for an automotive parts manufacturer • Coordinate production data, orders and shipments • Liaise with internal departments	• **Employment Type:** Full Time
Pharmacist 💼	• Degree in Pharmacy • Registered with the Singapore Pharmacy Council	• Review and dispense medications for inpatients at a community hospital • Provide medication counselling and support clinical teams	• **Employment Type:** Full Time
Physiotherapist 💼	• Degree in Physiotherapy • Registered or eligible for registration with AHPC • Fresh graduates welcome	• Assess and treat patients to improve mobility at a community hospital • Plan and deliver rehabilitation programmes with the care team	• **Employment Type:** Full Time
Procurement and Admin Assistant Manager 💼	• Diploma or Degree in business or related field • Minimum 5 years of procurement experience	• Lead procurement and administration for a food manufacturer • Manage suppliers, purchasing and cost control • Oversee office administration	• **Employment Type:** Full Time
Project Coordinator 💼	• Diploma in building, construction or related field	• Support project managers on design and build projects	• **Employment Type:** • Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Minimum 1 year of coordination experience	• Prepare project documents, schedules and progress reports • Coordinate with suppliers and site teams	
Project Engineer 💼	• Diploma or degree in engineering • Minimum 1 year of project experience	• Plan and execute engineering projects from design to handover • Coordinate with clients, suppliers and site teams • Monitor project schedules and budgets	• **Employment Type:** • Full Time
Project Manager 💼	• Diploma or Degree in building, construction or related field • Minimum 5 years of project management experience	• Manage design and build projects from planning to handover • Lead site teams, subcontractors and client coordination • Control project costs and schedules	• **Employment Type:** • Full Time
Repair Technician	• NITEC or equivalent in mechanical, electrical or aerospace • Mechanically inclined and meticulous • Fresh graduates welcome	• Inspect, repair and test aircraft parts and components • Follow technical manuals and quality procedures • Maintain accurate repair records	• **Employment Type:** • Full Time
Safety Officer 💼	• Registered WSH Officer with MOM • Minimum 3 years of construction safety experience	• Implement workplace safety and health programmes at construction project sites • Conduct inspections, risk assessments and safety briefings • Investigate incidents	• **Employment Type:** • Full Time
Scheduler 💼	• Diploma in logistics or related field • Experience in transport scheduling preferred • Proficient in MS Excel	• Plan and schedule vehicle and driver assignments for an integrated logistics company • Optimise routes and respond to schedule changes	• **Employment Type:** • Full Time
Senior Electrical Engineer 💼	• Degree in Electrical Engineering • Minimum 5 years of building M&E experience	• Lead electrical design and installation works for building M&E projects • Review drawings, coordinate subcontractors and ensure compliance with regulations	• **Employment Type:** • Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service / Maintenance Engineer 💼	• Diploma in mechanical, electrical or mechatronics engineering • Minimum 2 years of maintenance experience	• Maintain and troubleshoot warehouse automation and supply chain systems • Perform preventive maintenance and on-site service • Support system upgrades	• **Employment Type:** • Full Time
Service Crew	• No experience required, training provided • Friendly and customer-oriented • Able to work shifts, weekends and public holidays	• Greet and serve customers at a Japanese restaurant chain • Take orders, handle cashiering and keep the dining area clean	• **Employment Type:** • Full Time
Speech Therapist 💼	• Recognized qualification in Speech and Language Therapy • Registered or eligible for registration with AHPC	• Assess and treat patients with communication and swallowing difficulties at a community hospital • Work with the multidisciplinary care team on rehabilitation plans	• **Employment Type:** • Full Time
Support Executive (Back End) 💼	• Diploma in IT or related field • Minimum 1 year of IT support experience	• Provide back-end system and application support to users • Troubleshoot issues and coordinate fixes with the technical team • Maintain support documentation	• **Employment Type:** • Full Time
Sushi Assistant	• No experience required, training provided • Food Hygiene certificate an advantage	• Prepare sushi and Japanese food items at a seafood processing and distribution company • Maintain food hygiene and workstation cleanliness	• **Employment Type:** • Full Time
Tank Driver	• Valid Class 4 or Class 5 driving licence • Hazmat transport licence preferred • Safety-conscious and responsible	• Transport bulk liquid and chemical tanks to customer sites • Conduct pre-trip vehicle and tank checks • Ensure safe handling and documentation of deliveries	• **Employment Type:** • Full Time
Therapy Associate 💼	• Diploma or relevant healthcare certificate • Caring and patient-oriented	• Support therapists in delivering rehabilitation programmes to patients at a community hospital	• **Employment Type:** • Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Prepare equipment and assist patients during therapy sessions	
Traffic Controller	• Experience in transport or logistics dispatch preferred • Good communication skills • Able to work under time pressure	• Plan and dispatch delivery vehicles for a logistics company • Monitor driver routes and delivery schedules • Liaise with customers and drivers on delivery status	• **Employment Type:** • Full Time
Warehouse / Logistics Assistant	• Forklift licence an advantage • Physically fit • Entry-level candidates welcome	• Receive, store and pick food products in a warehouse • Pack and prepare goods for delivery • Maintain warehouse cleanliness	• **Employment Type:** • Full Time

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#3 PSA BDP

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Logistics Coordinator 💼	• Diploma or Degree in Logistics, Supply Chain Management, or a related field is advantageous. • 1 to 2 years of experience in managing Sea operations is beneficial, but not required. • Fresh graduates or individuals without relevant experience are welcome to apply. • Familiarity with SAP, logistics software, and MS Office applications is a plus. • Strong communication and coordination skills.	• This role is responsible for the timely daily shipment order execution and management. • The role involves booking and shipment coordination, liaising with various stakeholders for warehousing and transportation, shipping document preparation, and regulatory custom and trade compliance. Role & Responsibilities • Export/Import • Receive and process shipment orders triggered by Customers. • Book freight with nominated carriers based on customer's carrier routine guide.	• **Working Hours:** 5 days/ week, **Monday to Friday**: 8.30am - 5.30pm • **Employment Type:** Full Time • **Location:** 511 Kampong Bahru Road S099447

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good interpersonal skills with a focus on customer service. • Able to work independently and collaboratively in a team environment.	• Provide quotation on other services such as warehousing and transportation and documentation services. • Liaise with the truckers to collect and truck empty containers from depot to customer premise for stuffing, and to launch the laden container to port thereafter. • Prepare Permits and other relevant Applications/Declaration. • Prepare Letter of Credit & final shipping documents • Monitor shipping documents for shipment clearance, and other regulatory compliance.	
Senior Logistics Specialist / Logistics Executive 💼	• Diploma or Degree in Logistics, Supply Chain Management, or a related field is advantageous. • Minimum 3 to 5 years of relevant experience in managing Sea operations is beneficial. • Individuals with supervisory experience may be considered for the supervisory role. • Familiarity with SAP, logistics software, and MS Office applications is a plus. • Strong communication and coordination skills. • Good interpersonal skills with a focus on customer service. • Able to work independently and collaboratively in a team environment.	• This role is responsible for the timely daily shipment order execution and management. • The role involves booking and shipment coordination, liaising with various stakeholders for warehousing and transportation, shipping document preparation, and regulatory custom and trade compliance. Role & Responsibilities • Export/Import • Receive and process shipment orders triggered by Customers. • Book freight with nominated carriers based on customer's carrier routine guide. • Provide quotation on other services such as warehousing and transportation and documentation services. • Liaise with the truckers to collect and truck empty containers from depot to customer premise for stuffing,	• **Working Hours:** 5 days/ week, **Monday to Friday**: 8.30am - 5.30pm • **Employment Type:** Full Time • **Location:** 511 Kampong Bahru Road S099447

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and to launch the laden container to port thereafter. • Prepare Permits and other relevant Applications/Declaration. • Prepare Letter of Credit & final shipping documents • Monitor shipping documents for shipment clearance, and other regulatory compliance.	
Warehouse Assistant	Qualification & Experience • Minimum secondary education • Basic English, Maths and Computer skills • Previous warehouse experience in Life Science and Healthcare is an advantage but not essential • Forklift licence and experience in driving Material Handling Equipment (MHE), but not essential Key Competencies • Good physical fitness, ability to lift and move heavy items, using appropriate equipment • Good communication and Attention to detail and accuracy in warehouse operations • Ability to work as part of a team in a fast-paced environment • Knowledge of warehouse management system (WMS), but not essential • Flexibility to work in various shifts including	Operations Management • Receive, unload, put away, inspect and process incoming stocks • Pick, pack and dispatch orders accurately and efficiently • Organize and maintain inventory in designated locations • Conduct regular stock checks, perform cycle count and assist in inventory audits • Operate material handling equipment (MHE) as needed within warehouse environment • Report any damaged goods or inventory discrepancies to immediate Superiors • Maintain a clean and work safe environment at all times • Follow all company policies, and health, safety security and environment (HSSE) procedures Customer Relationship Management • Act as the ground operational member, ensuring daily operation activities are executed smoothly, in accordance with the business objectives	• **Working Hours:** 5.5 days/ week, **Monday to Friday**: 9am - 6pm **Saturday**: 9am - 12pm • **Employment Type:** Full Time • **Location:** 20 Penjuru Lane S609193

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	weekends and public holidays, if required	Cost & Resource Management • Perform daily activities accurately and correctly, to minimize operation errors • Involve in operation continuous improvements to upkeep the operation performance Stakeholder & People Management • Build strong working relationships with internal operation team members • Foster a culture of accountability, safety, and delivering performance	
Warehouse Coordinator	Qualification & Experience • Minimum 2 years of working experience in warehouse operation environment • Minimum secondary education level, or diploma or certificate in business administration • Familiar with Microsoft Office applications • Previous warehouse experience in Life Science and Healthcare is an advantage but not essential • Have experienced with Warehouse Management System (WMS) Key Competencies • Good organizational and data-entry skills with attention details • Good communication and coordination abilities	• We are looking for Warehouse Coordinator to provide operation and administrative support to warehouse operations, within a Life Science and Healthcare warehouse environment. • This role is to ensure accurate documentation, handle general reports, coordinate inbound and outbound shipments, and operation related administration. • The ideal candidate will have a strong work ethic, attention to details, and team-oriented attitude, in delivering operational performance to achieve consistently high level of customer satisfaction. Responsibilities Operations Management • Handle and maintain accurate records for all inbound and outbound deliveries	• **Working Hours:** 5.5 days/ week, **Monday to Friday**: 9am - 6pm **Saturday**: 9am – 12pm • **Employment Type:** Full Time • **Location:** 20 Penjuru Lane S609193

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Ability to work as part of a team in a fast-paced environment • Flexibility to work in various shifts including weekends and public holidays, if required	• Execute, release and co-ordinate the outbound orders from Warehouse Management System (WMS) • Prepare shipping documents, delivery orders, goods received notes and invoices • Coordinate and assist on the warehouse administration • Provide customer service coordination with customers • Maintain a clean and work safe environment at all times • Follow all company policies, and health, safety security and environment (HSSE) procedures Customer Relationship Management • Act as the ground operational member, ensuring daily operational and administration activities are executed smoothly, in accordance to the business objectives. Cost & Resource Management • Perform daily operation and administration activities accurately and correctly, so as to minimize operation and administration errors • Involve in operation and administration continuous improvements to upkeep the operation performance Stakeholder & People Management • Build strong working relationships with internal operation team member and with customer	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Foster a culture of accountability, safety, and delivering performance	

#4 Sankyu

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Class 4 Lorry Driver	• To have Valid Class 4 Driving License	• To drive 24 footer lorry to delivery Cargoes from Warehouse to Customers	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time
Cleaner	• No experience required	• To provide cleaning of offices and company compound.	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time
CSR 💼	• 2 to 3 years relevant experience	• To liaise with customers on the incoming and outgoing of shipments.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time
Forklift Driver	• To have Valid Forklift License	• To load and unload into containers	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time
Lorry Attendant	• 1 year experience as lorry Assistant	• To mitigate any chemical spillage while delivery of chemicals.	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time
Traffic Controller	• 2 years of experience	• To detail routine for Lorry driver and Prime Mover driver	• **Working Hours:**

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			5.5 days/ week • **Employment Type:** Full Time

#5 ST Logistics

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Air Movement Specialist	• Fit to Fly medical clearance.	• Handling passengers, cargo and ground services activities such as preparing aircraft and managing ground operations in accordance to SOP and safety regulations. • Required to be deploys with RSAF personnel for overseas deployment, when required.	• **Working Hours:** 5 days/ week Mon - Fri 0800 - 1730 OT/Weekend may be required (Requires to fly overseas) • **Employment Type:** Full Time • **Location:** 200 Airport Road S534257
Assistant / Deputy Manager - IT (Application Support & Automation) 💼	• 6–10 years of experience in application support or IT service management, with at least 2 years in a lead or managerial capacity. • Proven track record delivering support automation, chatbots, or virtual agents (e.g., ServiceNow Virtual Agent, Microsoft Copilot Studio, or LLM-based solutions). • Strong hands-on experience with ITSM platforms (e.g.,	• Owns the end-to-end support model for the organisation's business applications. • The role has a dual mandate: ensuring reliable business-as-usual (BAU) support for application users, and driving a shift-left transformation by delivering an AI-powered L1 support agent that resolves user issues through structured knowledge catalogues. • Acting as the L2 escalation authority, the manager resolves complex issues manually and systematically codifies those resolutions into	• **Working Hours:** 5 days/ week Mon - Fri 0800 - 1730 • **Employment Type:** Full Time • **Location:** 60 Pioneer Road S628509

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	ServiceNow, Jira Service Management, Freshservice) and ITIL-aligned processes. • Experience in knowledge management: building runbooks, KB frameworks, and structured resolution content. • ITIL Foundation certification required; ITIL Managing Professional or equivalent preferred. • Working knowledge of scripting or low-code automation (e.g., Power Automate, Python, SQL) preferred.	the L1 catalogues, continuously expanding the agent's autonomous coverage and reducing dependence on manual support.	
Assistant Manager - Operations 💼	• At least a Diploma with operation management experience preferred • Prior experience with Fuel / aviation industry preferred • Ability to use Apps and have cybersecurity awareness	• Ensures the smooth delivery of passenger, cargo and ground services through planning for operational activities and arranging adequate manpower and other necessary resourcing for these activities. • Responsible for the serviceability of all facilities and equipment, and ensures rectification of abnormalities. • Recommends enhancements to service policies and standards to increase the operational effectiveness of the unit, and mitigates safety and/or security risks by ensuring measures are put in place to prevent recurrence of any lapses, errors or losses.	• **Working Hours:** 5 days/ week Mon - Fri 0800 - 1730 • **Employment Type:** Full Time • **Location:** 200 Airport Road S534257
Assistant Manager - Procurement 💼	• Min. 5-8 years of relevant working experience in procurement or	• Developing the organisation's procurement strategies, targets, and supplier selection	• **Working Hours:** 5 days/ week Mon - Fri

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	purchasing will be preferred. • Proficient in use of MS Office Applications / Microsoft Power Platform Applications. • Knowledge of SAP will be an added advantage.	processes in line with the overall business objectives. • Manages forecasting, material planning and procurement strategies in line with regulatory requirements, company's ESG guidelines and policies while effectively anticipating and translating customer requirements into prioritized day-to-day targets. • Recommends the department's budgeting and finances to drive resource and cost effectiveness, formulates continuous improvement initiatives to optimise processes and workflow. • Lead the implementation of technologies and leverage on data analytics to enable efficient green procurement operations.	0800 - 1730 • **Employment Type:** Full Time • **Location:** 601 Old Choa Chu Kang Road S699817
Logistics Supervisor (Island Wide)	• Forklift Licence (advantage). • Able to lift heavy items.	• Supervision of general warehouse operations and activities. • Responsible for monitoring warehouse operations performance, quality and ensuring safe and efficient operation of goods and equipment. • Supervises the deliveries, asset management and transaction documentation process, and oversees the secure handling of goods.	• **Working Hours:** 5 days/ week Mon - Fri 0800 – 1730 OT/Weekend may be required • **Employment Type:** Full Time • **Location:** Islandwide
Manager - Supply Chain Systems Development 💼	• Degree in Computer Science or related discipline, Operations Research, Industrial Engineering or Data Science. • At least 5 years of software engineering experience, with 3+	• Bridge the gap between advanced AI technology and mission-critical supply chain operations. • Spearhead our cross-functional team of software and AI application developers to architect and deploy an integrated, end-to-end	• **Working Hours:** 5 days/ week Mon - Fri 0800 – 1730 • **Employment Type:** Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	years specifically in AI/ML development. Proven track record of leading technical teams through complex, multi-phase project lifecycles. • Expert-level Python for both ML modeling and backend systems. Proficient in time-series forecasting (Prophet, LSTMs, Transformers) and constraint-based optimization (OR-Tools, Gurobi). • Have sound technical knowledge and skills related to databases/data lakes/data platforms (e.g.Databricks) setup and implementation. • Comprehensive understanding of the integrated supply chain, specifically regarding the nuances of inventory forecasting demand, purchasing, warehousing and last-mile/distribution logistics. • Proven record of delivering quantifiable ROI (e.g., reduction in inventory holding costs, improvements in delivery speed, or automated procurement throughput). • Ability to conduct process discovery, facilitate design-thinking workshops, and articulate technical	intelligent supply chain ecosystem. • Design and implement AI-led solutions that transform how we conduct inventory forecasting demand, manage procurement, and orchestrate logistics operations. • Serve as a consultative leader—partnering with internal teams and customers to apply design thinking to business processes for technical architecture.	• **Location:** 60 Pioneer Road S628509

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	roadmaps to non-technical executive stakeholders. • Deep knowledge of cloud infrastructure (AWS/GCP/Azure),containerization, and MLOps pipelines (CI/CD for data and model versions). • Direct experience integrating AI solutions with major ERP (SAP, Oracle) or WMS platforms.		
Manager- AI Security (Information Technology) 💼	• Minimum 7-10 years' experience in cybersecurity, with at least 3 years focused on AI/ML security or MLSecOps. • Hands-on experience securing production AI systems — generative AI, agentic systems, or ML pipelines. • Demonstrated ability to translate complex AI risk into board-level narrative. • Senior security certification such as CISSP, CISM, or equivalent. • Working knowledge of NIST AI RMF, ISO/IEC 42001, OWASP LLM Top 10, and MITRE ATLAS.	• Leads the design, implementation, and continuous improvement of AI-specific security controls across the organisation. • He/she is accountable for defending the organisation against AI-powered external threats — deepfake-driven business email compromise, AI-generated phishing, synthetic identity attacks — and for securing the internal use of AI systems, copilots, and agentic platforms. • Serves as the technical authority on AI security and partners with Technology GRC, Internal Audit, and the AI Assurance Manager to deliver a complete defensive posture for AI within the organisation. • Well versed in cybersecurity standards, protocols, and frameworks, ensuring all AI security initiatives work in strict compliance with the Cyber Security Act 2018. • Possessing deep knowledge of various application and hardware technologies,	• **Working Hours:** 5 days/ week Mon - Fri 0800 – 1730 • **Employment Type:** Full Time • **Location:** 60 Pioneer Road S628509

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Systematically designs and implements secure system architectures. • An articulate communicator who collaborates seamlessly with team members and cross-functional stakeholders to foster a culture of secure AI innovation.	
Senior / Executive - Quality Assurance 💼	• Relevant experience on at least 3 years	• Ensures that quality control activities adhere to production schedule and inspects incoming, in-process and outgoing products/shipments for adherence to quality requirements. • Implements customized Quality Plans for individual customers and recommends solutions to address quality queries, customer complaints and audit requirements. • Well-versed in regulatory affairs and compliance standards to align the organisation's QMS with international and national regulatory standards for compliance. • Implements initiatives to encourage continuous improvement and enhance department operations. • Designs documentation guidelines and templates, as well as delivers quality-related training.	• **Working Hours:** 5 days/ week Mon - Fri 0800 – 1730 • **Employment Type:** Full Time • **Location:** 601 Old Choa Chu Kang Road S699817
Senior / Executive - Operations 💼	• 1-3 years of relevant working experience in warehouse operations. Relevant experience on at least 3 years • Degree / Diploma in Procurement / Logistics	• Development and execution of operational policies, standards and procedures for the Warehouse. • Monitors and optimizes storage and utilization levels; making data-driven decisions	• **Working Hours:** 5 days/ week Mon - Fri 0800 – 1730 • **Employment Type:** Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	/ Supply Chain or equivalent certifications • Knowledge of SAP / WMS will be an added advantage	to improve productivity and efficiency of the warehouse. • Required to explore solutions and analyse the feasibility of plans, also expected to coordinate closely with internal and external stakeholders to implement processes and technology, and to assist in the management of the warehouse operations department.	• **Location:** 5 Clementi Loop S129816
Senior / Fuel Operations Specialist	• Class 4 Licence • Able to do rotating shift	• Perform routine fuel farm operations and maintenance avtivitives in accordance to SOP and safety regulations. • Work outdoors and reqires to operation a variety of aviation support equipment and vehicles for military and commcerical aviation ground support operations. • Requires min Class 4 license to drivefuel bridger and aviation specialised vehicles.	• **Working Hours:** 5 days/ week **Mon - Fri** (Shift Work) 0430am, 0600 am, 1430 pm, OT/Weekend may be required • **Employment Type:** Full Time • **Location:** 200 Airport Road S534257
Senior / Logistics Specialist (Island Wide)	• Forklift Licence (advantage). • Able to lift heavy items.	• Responsible for general warehouse operations and activities. • Perform warehouse operations in adherence to SOP and safety. • Required to carry heavy loads.	• **Working Hours:** 5 days/ week **Mon - Fri** 0800 - 1730 OT/Weekend may be required • **Employment Type:** Full Time • **Location:** Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Manager - IT (Applications) 💼	• Bachelor's degree in Information Technology, Computer Science, or related field; • 12+ years of progressive IT experience, with 5+ years in a leadership role managing application support/service operations teams • Proven experience managing production support for large-scale enterprise applications (e.g., ERP such as SAP, CRM, financial planning/CPM platforms, or similar) • Strong knowledge of ITIL framework (ITIL v4 certification preferred) • Demonstrated experience managing outsourced/managed service provider relationships and contracts • Experience with ITSM tooling (ServiceNow, BMC Remedy, Jira Service Management, or similar) • Track record of managing 24x7 support operations and major incident management • Experience operating in a regulated or enterprise environment with data residency/compliance requirements is a plus	• Responsible for the end-to-end stability, performance, and continuous improvement of the organization's business-critical applications in production. • Owns the operational lifecycle of applications post-go-live — incident, problem, and change management — ensuring service levels are met, risks are proactively managed, and the application landscape supports business objectives reliably and efficiently. • Bridges business stakeholders, application development/vendor teams, and infrastructure operations to deliver a seamless, high-quality service experience.	• **Working Hours:** 5 days/ week **Mon - Fri** 0800 - 1730 • **Employment Type:** Full Time • **Location:** 60 Pioneer Road S628509
Technical Supervisor 💼	• Forklift licence is an advantage.	• Supervision of general warehouse operations and activities.	• **Working Hours:** 5 days/ week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Basic SAP / WMS & MS Office knowledge. • Able to lift heavy items & able to stand long hours.	• Monitor warehouse operations performance, quality and ensuring safe and efficient operation of goods and equipment. • Supervises the deliveries, asset management and transaction documentation process, and oversees the secure handling of goods.	**Mon - Fri** 0800 – 1730 OT may be required • **Employment Type:** Full Time • **Location:** 601 Old Choa Chu Kang Road S699817

#6 TTS

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bus Captain	• Valid Certificate 4/4A driving licence or Valid Certificate 3 driving licence for SG/SGPR only • Valid Omnibus/Bus Driver's Vocational License (Company sponsor for suitable candidate without ODVL) • Secondary 2 education/WPL Level 3, or an equivalent • High standard of safe driving skills and behaviour; • Demonstrated record of exceptional customer service, exhibiting compassion and empathy for persons with disabilities; • Detailed knowledge of the "HOT" process and other security procedures and protocols; and	SUMMARY: • Every passenger enjoys a smooth and pleasant journey. That is why our Bus Captains are the core of what we do at Tower Transit Singapore. • Our Bus Captains bring our passengers safely to their destination, all this whilst ensuring that proper bus fares are collected. • They are professionals who work with pride and keep Singapore moving. PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: • Safe operation of the bus; • Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times; • Communicate with the Operations Control Centre for instructions when there is a potential timing impact to journey times;	• **Working Hours:** 5.5 days/ week, 8 to 10 hrs/day • **Employment Type:** Full Time • **Location:** 21 Bulim Drive S648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Professionally presented.	• Ensure the bus destination is correct for the journey being undertaken; • Comply with bus ticketing procedures and ensure the correct operation of the bus; • Ensure proper payment of bus fares; • Provide a high standard of customer service at all times, positively influencing the customer experience; • Assist passengers with information regarding journey options or factors that may influence their journey; • Act in a friendly and professional manner to customers, other employees and members of the public; • Be on the alert for anti-social behaviour or activities that may pose a risk to the security and safety of customers, employees and members of the public; • Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. • This includes (but is not limited to) observing speed limits, wearing a high visibility safety vest and completing a pre-service vehicle check before taking a bus into service; • Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to;	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Report all accidents and incidents using the Company's reporting procedures; and • Comply with the rules governing driving hours and rest periods for bus captains and advise operations supervisors of any potential conflict with abiding by the respective legislation and EBA obligations.	
CFMS/ Service Controller 💼	• This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. • Commercial awareness and an understanding of the LTA contract regime; • Good geographical knowledge of the Singapore area; • It is essential that you are PC literate and able to use Word, Excel and email, it would be desirable to have experience of the Grampian GUI allocation system. • Must have a working knowledge of Part IV of the Employment Act. • Attention to detail is imperative. • It is essential that you are able to forward plan to ensure operational cover is achieved. • Excellent communications skills, both verbal and written.	SUMMARY: • Responsible for ensuring a safe, punctual, reliable and cost effective delivery of services by: • managing the allocations of duty cards and information to Drivers to ensure they leave the interchange on time to commence in service; • managing the flow of drivers and vehicles along Tower Transit Operated routes through liaison with CFMS Controllers on duty; • identifying and communicating issues with schedules, allocations, specific drivers, and/or vehicles; • ensuring the safe movement of vehicles and pedestrians within the interchange whilst at all times having regard for the company safety policies • forward planning on-the-day service requirements through to end-of-day. • undertaking a variety of Administration duties in line with the business requirements. PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:	• **Working Hours:** 5 days/ week, 10 hrs/day • **Employment Type:** Full Time • **Location:** 21 Bulim Drive S648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Driver communication and liaison is imperative to ensure success in this role and you must demonstrate that you can efficiently liaise with Drivers in a polite and professional manner. • Organisation skills are essential for you to be able to succeed in this role; • Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures.	• Responsible for overseeing all driver reporting and daily driver contact at the interchange. • Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered. • Responsible for ensuring that drivers absences are accurately recorded and notify the Staff Managers of any staff who have not reported absent and have failed to report for duty. • Responsible for the prompt allocation of duty (including cards and vehicles) to ensure that drivers are ready to leave on time, record any issues of lateness and reasons for delay in service and if any mileage is subsequently lost. • Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA. • Responsible for liaising with CFMS Controllers to ensure that services are effective and efficient. • Responsible for communicating with customers and offering help, advice and guidance as applicable. • Responsible for responding to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. • Responsible for logging any lost property and for dealing with any customer enquiries	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		relating to lost property. If possible identify and contact owners of any lost property. • If necessary take control of any emergency situations that may arise within the interchange, particularly if you are the site responsible person. • Responsible for ensuring a full and effective hand over and coordination across shifts. • Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage. • To undertake any additional reasonable duties at the request of your Line Manager. • To undertake any training and development activities at the request of your Line Manager.	
Events & Engagement Executive 💼	• Diploma in a relevant discipline preferred • Fresh Polytechnic graduates are welcome to apply • Candidates with experience in event coordination, employee engagement, customer service, marketing, hospitality or human resources will have an advantage. • Experience in organising events, managing projects or coordinating volunteers through internships, school projects or previous employment is an advantage.	• The Events & Engagement Executive plans, coordinates and delivers TTS's internal and external events — from staff welfare touchpoints and milestone celebrations to award ceremonies and on-ground community activations. • The role is central to fostering affection for public transport, while strengthening employee morale and enhancing TTS's brand and reputation with the community. • The role works closely with internal departments, external vendors and community partners to ensure events are delivered professionally, safely and effectively.	• **Working Hours:** 5 days/ week, 8 hrs/day • **Employment Type:** Full Time • **Location:** 21 Bulim Drive S648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Official work hours are Monday to Friday, 9am to 6pm. • The role requires flexibility to set up and support events outside these hours. PRINCIPAL RESPONSIBILITIES AND AUTHORITIES Corporate Events & Community Engagement: • Plan and execute internal events such as anniversary celebrations, award and promotion ceremonies, launches, exhibitions, roadshows and other stakeholder engagement initiatives. • Coordinate all aspects of event planning, including project timelines, logistics, venue setup, external vendor management, registrations, budgets and on-site event management, working with the Facilities Management, Safety and Security teams where necessary. • Plan and run on-ground community activations at bus interchanges, such as festive pop-ups, and guide bus depot tours for external stakeholders such as schools. • Work with an external events company and across departments to deliver large-scale activations. • Liaise with internal departments, community partners, schools, grassroots organisations, government agencies and other	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		stakeholders to support engagement initiatives. • Travel occasionally to TTS bus depots and interchanges islandwide to plan, set up and run events. Internal Culture Events & Staff Touchpoints: • Plan, coordinate and implement employee engagement and welfare initiatives that promote a positive workplace culture and enhance employee wellbeing • Plan and deliver regular staff welfare programmes at TTS depots and interchanges, such as free monthly haircuts and massages. • Plan and oversee festive interior decorations at depots and interchanges to mark key occasions on the calendar. • Support the coordination of employee rewards and recognition initiatives, including the nomination, evaluation and presentation process for employee awards such as promotion ceremonies and monthly customer service awards. Other responsibilities: • Prepare post-event reports and monitor participation, feedback and programme effectiveness. • Develop ideas for new internal and external events that align with business objectives.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support the broader efforts of the Communications and Customer Experience team	
Vehicle Technician 💼	• Flexibility of working hours is essential as shift and weekend are a feature of this role. • Hold the relevant trades certificates for the functions undertaken within the position. Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. • An engineering awareness and familiarity with vehicle component parts;. • Experience using computer based inventory systems; • Hold and retain a valid forklift operator licence, • Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position	• Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company's policies and procedures; as well as legislative and LTA contractual obligations. PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: • Responsible for maximising personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection; • Ensure a 'right first time' approach to maintenance, remaining flexible and adaptable to the changing maintenance demands; • Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions; • Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines;. • Diagnosing any possible faults with the vehicles and determining the best and	• **Working Hours:** 5.5 days/ week, 10 hrs/day • **Employment Type:** Full Time • **Location:** 21 Bulim Drive S648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		most effective solutions for repair and maintenance; • Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary; • Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards; • Respond to Operations Control requests to attend to on-road repairs; • Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule; • Responsible for correctly booking out any parts required to carry out maintenance; • Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; • Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to deliver a reliable maintenance service; • Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; • Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; • Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. • Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. • Maintain good housekeeping, safety and security of workshop and work areas. • Ensure compliance with all workshop procedures, safe work practices and work instructions. • Mentor and supervise assigned staff under your charge. • Ensure Zero Industrial accident and compliance to all statutory and or government regulations.	

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#7 WTS

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Executive (Workshop Dept) 💼	• Has at least a Diploma in Business Administration, Logistics, or related fields. • Has prior experience in admin or workshop/operations support (advantageous). • Is organised, detail-focused, and able to multitask in a busy environment.	• Provide full administrative support to the Workshop team to ensure smooth daily operations. • Handle job orders, service records, and workshop documentation accurately and efficiently. • Coordinate with internal teams, drivers, and technicians to ensure timely updates and workflow alignment.	• **Working Hours:** 5 days/ week, 8.30am till 5.30pm • **Employment Type:** Full Time • **Location:** 8 Gul Circle S629564

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Comfortable using Microsoft Office and basic systems. • Can start work within short notice.	• Assist in scheduling maintenance, repairs, and workshop activities. • Maintain proper filing systems and support reporting needs for management.	
Bus Attendants	• Valid BAVL • Enjoy handling kids	• Ensure students safety inside the bus • Work closely with bus drivers	• **Working Hours:** 5 days/ week, 6 am till 2pm • **Employment Type:** Full Time • **Location:** 62 Ubi Road 1 S408734
Bus Drivers	• Holders of a valid Class 4 Driving Licence • Holders of a valid Bus Driver Vocational Licence (BDVL) • Responsible, punctual, and safety-conscious	• Driving workers' transport services safely and efficiently • Ensuring every journey is smooth, punctual, and comfortable • Practising safe driving habits and delivering excellent service every day • Taking pride in keeping passengers safe from pick-up to drop-off • Opportunity to be part of our AV Operators Team	• **Working Hours:** 6 days/ week, 6.30am-6.30pm • **Employment Type:** Full Time • **Location:** 8 Gul Circle S629564
Business Support Manager	• Organized, proactive, and a natural problem solver. • Thrive in a fast-paced, collaborative environment. • Enjoy working with people, systems, and numbers. • Have experience in business support, operations, or administration (transport experience is a plus!).	• Support day-to-day business operations across administration, finance, and systems. • Coordinate subcontractor payments, billing, budgets, and financial reporting. • Manage business systems, data, and user access. • Support tenders, contracts, and operational documentation. • Train team members on internal systems and applications.	• **Working Hours:** 5 days/ week, 6.30am-5pm or 7am till 6pm • **Employment Type:** Full Time • **Location:** 62 Ubi Road 1 S408734

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Improve processes that make our operations smarter and more efficient.	
Coach Bus Drivers	• Minimum 1 year of Class 4 Singapore Driving Licence • Valid Bus Driver Vocational Licence (BDVL) • Comfortable driving tourists across Malaysia • Responsible, safety-conscious, and customer-focused attitude • Able to work on a 6-day rotating schedule • 6-hour and 12-hour shifts • Able to start work immediately is an added advantage	• Local transfers and Malaysia overland assignments • Workers' transport trips • Hotel transfers and guest movements • Ad-hoc transport assignments • Tours and transfers to West Malaysia	• **Working Hours:** 6 days/ week, 6.30am-6.30pm • **Employment Type:** Full Time • **Location:** 8 Gul Circle S629564
Customer Service Executive 💼	• A Diploma, Degree, or equivalent qualification. • 1–3 years of customer service experience (transportation or logistics experience is a plus!). • Excellent verbal and written communication skills. • Strong interpersonal and relationship-building abilities. • Great organisational, multitasking, and time management skills. • The ability to work independently while being a supportive team player. • Proficiency in Microsoft Office applications. • A positive attitude, willingness to learn, and	• Delivering outstanding customer service and creating positive experiences for parents, guardians, schools, and stakeholders. • Handling enquiries and resolving concerns professionally and promptly. • Assisting parents and guardians with bus routes, schedules, and transportation information. • Working closely with our Operations Team and school representatives to ensure students travel safely and arrive on time. • Preparing regular customer service reports and tracking service performance. • Maintaining accurate records of customer interactions, feedback, and resolutions.	• **Working Hours:** 5 days/ week, 630am-5pm or 7am till 6pm • **Employment Type:** Full Time • **Location:** 62 Ubi Road 1 S408734

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	a customer-first mindset. • Availability to start work as early as 6:30 AM or 7:00 AM.	• Supporting route planning and scheduling improvements with the Operations Team. • Assisting with Accounts Receivable follow-ups when required. • Taking on additional responsibilities as assigned by Management.	
Marketing Executive 💼	• Diploma or Degree in Marketing, Communications, Business, Design, or a related field. • Marketing experience is an advantage, but we also welcome enthusiastic candidates eager to grow. • Comfortable using Adobe Creative Suite, Canva, CapCut, or similar creative tools. • Familiar with social media platforms, digital marketing, and analytics. • Excellent communication, organisation, and multitasking skills. • Creative, proactive, detail-oriented, and able to thrive in a fast-paced environment. • Willing to work weekends and public holidays when required for events and travel fairs.	• Plan and execute creative marketing campaigns across digital and offline channels. • Promote our travel packages, products, and services through engaging marketing initiatives. • Track campaign performance, analyse results, and recommend improvements • Manage and grow our social media platforms, website, email marketing, and online advertising. • Keep our content fresh, engaging, and aligned with our brand. • Monitor customer engagement, online reviews, and our digital reputation. • Design eye-catching marketing materials, graphics, videos, and promotional content. • Create content using tools such as Adobe Creative Suite, Canva, CapCut, or similar platforms. • Capture photos and videos during events and marketing activities. • Work closely with internal teams to brainstorm creative ideas and execute campaigns. • Liaise with media partners, vendors, and industry	• **Working Hours:** 5 days/ week, 8.45am till 6.15pm • **Employment Type:** Full Time • **Location:** 8 Gul Circle S629564

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		partners on marketing projects. • Conduct market research and competitor analysis to uncover new opportunities. • Support travel fairs, roadshows, exhibitions, and company events. • Assist with the promotion of in-house merchandise and other products. • Be prepared to work on weekends or public holidays when events are scheduled. • Maintain marketing databases and mailing lists. • Assist with other marketing and administrative tasks as assigned.	
Operations Executive 💼	• Diploma, Degree, or equivalent qualification. • Minimum of 2 years' experience in operations, preferably involving subcontractor or driver management. • Experience in the private bus transportation industry will be an advantage. • Familiarity with working in a school environment is preferred. • Strong interpersonal and teamwork skills with the ability to build positive working relationships. • Proactive, self-motivated, and demonstrates a strong sense of ownership and accountability. • Excellent problem-solving, organisational, and time management	• Manage subcontractors and operations to ensure the timely and efficient delivery of transportation services. • Respond promptly and effectively to subcontractor enquiries to support smooth day-to-day operations. • Coordinate and manage incident responses to minimise service disruptions while ensuring the safety of students and stakeholders. • Maintain accurate and timely updates in the CMS system to reflect operational changes and incident records. • Oversee daily ground operations to ensure service quality, operational efficiency, and compliance with company standards. • Assist in transportation route planning to optimise operational efficiency and service coverage.	• **Working Hours:** 5 days/ week, 6.30am-5pm or 7am till 6pm • **Employment Type:** Full Time • **Location:** 62 Ubi Road 1 S408734

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	skills, with the ability to manage multiple priorities. • Ability to prioritise and multitask across operational and customer service responsibilities. • Comfortable working in a fast-paced environment on a 5-day work week. • Able to travel between schools and the office in Ubi during working hours, when required. • Strong verbal and written communication skills with the ability to liaise effectively with internal and external stakeholders.	• Prepare and compile operational reports to support management decision-making. • Assist in sourcing, evaluating, and managing subcontractors to maintain a reliable vendor network. • Conduct vehicle inspections to ensure fleet safety and compliance with regulatory requirements. • Perform any other duties or assignments as directed by superior.	
Operations Executive (Overland Products & Operations - WTS Travel) 💼	• Certification or training in travel planning, such as a degree or diploma in travel and tourism, or relevant work experience is advantageous. • A minimum of several years of experience in a similar role, with familiarity in travel booking systems and software highly desirable. • Outstanding communication and interpersonal skills, along with strong organizational and problem-solving capabilities. • Ability to excel in a fast-paced environment while effectively	• As an Operations Executive, you will be instrumental in handling the daily operations of our Overland team. Your primary responsibility will be to ensure the seamless execution of all travel-related services in alignment with company standards, thereby enhancing the overall customer experience. Travel Arrangements Management: • Efficiently book and manage travel arrangements for the sales team, including transportation, accommodations, car rentals, and other related services. • A comprehensive understanding of various travel products is essential to	• **Working Hours:** 5 days/ week, • 8.45am till 6.15pm • **Employment Type:** Full Time • **Location**: 8 Gul Circle S629564

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	managing multiple priorities. • Proficient in Microsoft Office Suite. • Physical Demands: This role may require prolonged sitting or standing, as well as light lifting and carrying of travel documents or related materials. • The position is primarily office-based, with regular attendance at travel events, industry gatherings, and familiarization trips. • The work schedule may include evenings, weekends, and public holidays as necessary to meet operational needs.	effectively match offerings with booking requirements. Supplier Liaison: • Establish and nurture strong relationships with travel suppliers and vendors, negotiating favourable terms to secure the best deals and ensure optimal service delivery. Regulatory Compliance: • Ensure adherence to all relevant travel regulations and laws, including health and safety requirements. • Stay updated on regulatory changes and adjust operations accordingly. Customer Service Excellence: • Provide exceptional customer service to all stakeholders by promptly addressing their needs and concerns while delivering effective solutions to any arising issues. Issue Management: • Proactively handle travel-related complaints and issues, identifying root causes and implementing satisfactory resolutions. Market Analysis: • Monitor and analyse travel trends and market conditions to identify growth opportunities and areas for improvement. • Remain informed about industry developments, competitor activities, and market changes.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Policy Development: Create and implement travel policies and procedures that enhance operational efficiency, ensuring all team members are informed and compliant. Ad-hoc Duties: • Undertake any other duties as assigned by the company	
Sales cum Admin Assistant (Pawnshop)	• GCE 'N' or 'O' Levels (or equivalent) • At least 2 years of working experience • Comfortable using basic computer applications for reports and data entry • Positive attitude with a willingness to learn • Customer-focused, dependable, and a team player	• Assist customers in purchasing pre-owned valuables, including gold and jewellery • Deliver friendly, professional, and personalized customer service • Maintain accurate sales transactions and customer records • Perform simple administrative and data entry duties • Support the team with day-to-day store operations	• **Working Hours:** 5.5 days/ week, **Mon – Fri:** 8am till 5.30pm **Sat:** 8am till 2.30pm • **Employment Type:** Full Time • **Location:** 305 Woodlands Street 31 S730305
Tour Consultants 💼	• Certification or training in travel planning, such as a degree or diploma in travel and tourism, or relevant work experience (preferred). Technical Skills: • Familiarity with computer reservation systems such as Sabre, Amadeus, or Galileo, along with proficiency in travel-related software applications and tools. Communication Skills: • We are seeking candidates with proficient in Mandarin-	Key Responsibilities: Travel Research: • Conduct thorough research on various travel options, including destinations, transportation, hotels, tours, and attractions. Booking Facilitation: • Facilitate bookings for tours, flights, cruises, coaches, accommodations, rental cars, and other travel arrangements. Client Advisory: • Offer insightful advice to clients on travel-related matters, including visa	• **Working Hours:** 5 days/ week, 11am till 9pm • **Employment Type:** Full Time • **Location:** 8 Gul Circle S629564

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	speaking to effectively communicate with Mandarin-speaking clients. Organizational Skills: • Strong attention to detail and excellent organizational abilities. Work Environment: • Ability to work efficiently in a fast-paced environment while managing multiple tasks simultaneously. Flexibility: • Willingness to work retail hours, including weekends and public holidays, and attend travel fairs and industry events throughout the year. Leadership Capability: • Capability to lead overseas tours as a tour leader. Team Collaboration: • Ability to work independently and collaboratively within a team environment. Physical Demands: • This position may require extended periods of sitting or standing, along with light lifting and carrying of travel documents and materials.	requirements, insurance options, and health considerations. Itinerary Crafting: • Develop personalized itineraries that align with client preferences and budgetary constraints. Reservation Management: • Arrange reservations for restaurants, tours, and activities to enhance the overall travel experience. Customer Service Excellence: • Deliver outstanding customer service by promptly addressing client inquiries and concerns. Documentation Management: • Maintain meticulous client files and efficiently manage travel documents. Industry Awareness: • Stay informed about the latest industry trends, promotions, and innovative travel products to provide clients with the best options available. Ad-hoc Duties: • Undertake any other duties as assigned by the company.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Work Environment: • The role is primarily office-based, with opportunities to attend travel events, lead tours, participate in familiarization trips, and regularly attend various travel fairs throughout the year. Salary Package: • Basic Salary + Commission + Allowance		
Vehicle Breakdown Mechanic	• Proven experience (2 years or more) working as a mechanic, preferably with breakdown / recovery / roadside assistance exposure • Valid Singapore Class 3 driving license is compulsory	• Attend to vehicle breakdowns and recovery jobs on-road or roadside. Ensure compliance with safety guidelines, drive safely and work in advance weather / traffic conditions as required • Ability to respond to breakdown quickly, any time (shifts,weekends, public holidays) maybe required • Diagnose mechanical, electrical and electronic faults in vehicles (light/heavy) using diagnostic tools/equipment • Perform repairs and replacements of defective or worn-out components (eg brakes, transmission, clutch, suspension, steering) • Conductive preventive maintenance, regular servicing and inspections to avoid breakdowns	• **Working Hours:** 5.5 days/ week, 8am till 6pm • **Employment Type:** Full Time • **Location:** 8 Gul Circle S629564

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e2i Services

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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.

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Discover our Services at a Centre Near You

e2i Career Centre (DNI)
Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

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

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

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

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