



Employment and Employability Institute

# JOB LISTING BOOKLET

**Learning Neighbourhood x e2i Career  
Fair & Resource Exhibit @  
Our Tampines Hub  
[16 January 2026 | 11am – 8pm]**



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](http://www.e2i.com.sg)

**\*Only for Singaporeans & Permanent Residents\***

Legend:  – PMET Roles

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## #1 Chye Thiam Maintenance

CTM was founded in 1979 and has grown to be one of Singapore biggest environment and building maintenance companies. Since the conception of the company, our commitment is always to care for the environment that contributes in creating better life. We are honoured to have collaborated with many valuable clientele, including Changi Airport Group, SATS, OCBC, NEA, SMRT, Resort Worlds Sentosa, and many more. We strive to build partnership in delivering the right solution for their needs. Through combination of dedicated people, progressive equipment, we deliver performance to preserve our environment.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Driver	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Operate allocated mechanised cleaning equipment and/or mechanical sweeper to clean assigned area</li> <li>Drive different types of Class 3, 4 and 5 vehicles as assigned</li> <li>Transport workers from office rally point to individual work site as assigned</li> <li>Drive vehicle and pick up garbage bags with your cleaning partner as assigned</li> <li>Carry garbage bags and dispose of them properly as assigned</li> <li>Keep your assigned mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles fully fuelled/battery charged and in good working condition before and after each shift</li> <li>Return mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles to storage locations, respective depots and carparks after use</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Possess valid Class 3, or 4 or 5 driving license</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: North East/ Central Region</li> </ul>
Food Handler	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Heat and top up food, display can drinks/beer at the chillers</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>F&amp;B knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: East region</li> </ul>
Indoor Cleaner	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>General Cleaning</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Able to work shifts</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 528530</li> </ul>
Management Trainee	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Train to Manage and organize daily operations schedule to ensure jobs are carried out effectively</li> <li>Attend meeting, respond to customer complaints/ feedback</li> <li>Client Servicing</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Train to assist and support the Zone Head to lead and organize sites Operation Team to ensure safety, daily routine,</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: Islandwide</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	periodic schedule and manpower are available to meet contract standards and requirements.	
Multi Skilled Cleaner cum Machine Operator	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage high-jet pressure flooring and using scrubbing machine</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Able to operate machinery</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 528530</li> </ul>
Night Shift Outdoor Cleaner	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>General Cleaning and able to withstand adverse weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 528530</li> </ul>
Operations Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage and organize daily operations schedule to ensure jobs are carried out effectively</li> <li>Attend meeting, respond customer complaints / feedback</li> <li>Client Servicing</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>To assist and support the Zone Head to lead and organize sites Operation Team to ensure safety, daily routine, periodic schedule and manpower are available to meet contract standards and requirements</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: Islandwide</li> </ul>
Outdoor Cleaner	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>General Cleaning</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Able to work shifts</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 528530</li> </ul>
Street/ Estate Cleaner (Central Area)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>General cleaning and able to withstand adverse weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: 528530</li> </ul>
Supervisor	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Able to lead and supervise, possess WSQ Supervise Service Operations and advantage</li> </ul>	
Table-Top Cleaner (Full & Part Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Collect &amp; Wash Plates, arrange all the dishes/glasses/cutleries keep at the buffet area</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Positive attitude &amp; able to work night shift</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours per week</li> <li>Location/ Postal code: North East Region</li> </ul>

## #2 EM services

EM Services (EM Services Pte Ltd) is Singapore's leading property and township management company, founded in 1988 as a joint venture between HDB and Keppel Land, managing vast public housing estates, commercial properties, and providing engineering, project, and contract management, focusing on creating quality living environments.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Contract Officer / Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Check and ensure accuracy of project cost estimates and specifications for all Cyclical, Additions &amp; Alterations and Improvement Works</li> <li>Prepare, call and administer the various tenders for the routine maintenance works, services and supplies</li> <li>Provide advice on the selection of suitable contractors / specialists for routine maintenance works, services and supplies</li> <li>Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payment are promptly made to contractors / suppliers</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Recognised university degree in Estate Management / Building or recognised qualifications</li> <li>Good experience in maintenance contracts</li> <li>Good Team player</li> <li>Good problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 8am to 5pm</li> <li>Location/ Postal code: 160201</li> </ul>
Customer Service Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Handle calls and emails promptly by providing accurate and timely information, alternatives and solutions to customers on relevant products and services</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimally Diploma graduate or equivalent or experience work under Call agents</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 8.30am to 6pm</li> <li>Location/ Postal code: 159309</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to communicate fluently in English and at least one other language to attend to non-English speaking customers</li> <li>• Prior experience in a call centre environment is preferred</li> <li>• Candidates with prior customer service experience in other businesses and operations may be considered as well</li> <li>• Possesses a customer service mind set and is able to empathise with customers and quickly grasp the issues they're facing</li> <li>• Curious and excited by the challenge of solving both simple and difficult problems for customers</li> <li>• *Candidates who are open to perform rotating shift work is preferred (Daily shift Allowance is payable)</li> </ul>	
Finance & Admin Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Oversee finance operations including income verification, arrears management, budgeting, reconciliation of accounts, preparation of financial statements, and supervision of Finance &amp; Admin Assistants</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree in Accounting/ACCA, minimum 3 years' experience in accounting and related areas (internal control governance, risk management, audit), strong analytical skills, and ability to work under stress</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 160201</li> </ul>
Internal Audit Assistant Manager – Construction Related Audits	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Gather and analyse information required for the planning of each audit assignment</li> <li>• Assist in the design of audit program (including audit procedures and audit tests) of each audit assignment.</li> <li>• Based on the approved audit program, perform internal audit work (including follow-up of past audit issues) and gather evidence in accordance with the internal audit standards.</li> <li>• Audit work include evaluation of technical appraisals of the project and cost estimates, site check to ascertain that work done on site comply with drawings and specifications, verification of accurate payment for work done based on measurement of quantity and correct rates being applied.</li> <li>• Evaluate the effectiveness and efficiency of business processes (including internal controls and risk management), and ensure compliance with regulatory requirements and Company's policies and procedures for construction-related operations</li> <li>• Document accurate audit work performed and audit result in a clear and organized manner, supported by audit evidence (such as comprehensive site photo) for review by Team leader. Resolve review notes and apply learning to future assignments.</li> <li>• Identify, develop and draft comprehensive audit observations (including root causes and risks) on weaknesses in control environment, and make value-added recommendations for process improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 160201</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• At the end of fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management.</li> <li>• Assist Team Leader in finalizing the audit findings, recommendations and reports, and collate management responses and action plans to mitigate risk</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• A good Diploma in Structural &amp; Civil Engineering/Building/Quantity Surveying/Estate Management/Construction Management or equivalent from a recognized polytechnic or relevant professional qualification.</li> </ul>	
Internal Audit Manager / Senior Manager (Business Audits)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage end-to end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects.</li> <li>• Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines and regulatory requirements.</li> <li>• Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance.</li> <li>• Ensure proper audit evidence are obtained and audit documentation are carried out in accordance with internal audit standards.</li> <li>• Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements.</li> <li>• Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations. Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee.</li> <li>• Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee and the Board of Directors.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree in Accountancy/ACCA or professional CA qualification with CIA certification. CISA or CFE certification would be an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 830am to 6pm</li> <li>• Location/ Postal code: 160201</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• At least 6 years of experience in internal audit, preferably in construction or engineering services industry with exposure in Big 4 accounting firms.</li> <li>• Proficiency in the use of data analytics tools (e.g. ACL, IDEA, Power BI, tableau, etc).</li> <li>• Self-driven individual who is adaptable to changing priorities and different challenges and thrives in a fast paced and dynamic environment.</li> <li>• Good interpersonal and collaborative skills with ability to exercise objective judgement.</li> <li>• Ability to influence and interact with confidence and develop trusted relationships with key stakeholders, management and multi-disciplinary staff across different levels.</li> <li>• Strong communication (verbal and written) and good report writing and presentation skills with strong problem-solving and logical thinking skills.</li> <li>• Meticulous and resourceful with high level of commitment and initiative.</li> <li>• Possess the passion to lead by example with strong organisational and critical thinking skills.</li> <li>• Ability to work effectively as a team player/leader, with excellent analytical and the requisite managerial skills to manage detailed/technical work without losing sight of ‘big picture’ issues.</li> <li>• Maintain high level of integrity and professional standards with continuous professional development.</li> </ul>	
Project Executive (Civil Structural)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Carry out site supervision in compliance with contracts specifications and drawings for Addition &amp; Alteration, Repair &amp; Redecoration and Reroofing Works.</li> <li>• Handle contract administration duties pertaining to projects supervised.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related</li> <li>• Candidate with Resident Technical Officer Certification preferred</li> <li>• Min. 2 years of related working experience</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 160201</li> </ul>
Project Manager (Civil Structural)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Conduct feasibility study and site survey to determine the scope of the project</li> <li>• Oversee tender management including preparing tender document, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors</li> <li>• Lead the project team in the execution of Repairs &amp; Redecoration, reroofing and Additions &amp; Alterations projects</li> <li>• Carry out periodic site inspections</li> <li>• Oversee budget &amp; cost control for projects</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 160201</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Manage of Contractors &amp; Consultants</li> <li>• Other duties as assigned from time to time</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management &amp; Maintenance / Construction Management / Structural &amp; Civil Engineering</li> <li>• Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion</li> <li>• Have a good understanding of WSHA</li> <li>• Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project</li> <li>• Has effective communication &amp; negotiation skills</li> <li>• Able to multitask and manage time efficiently</li> </ul>	
Project Manager (Engineering)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for all activities on the project, the field team and people on site ensuring that quality and safety standards are not compromised.</li> <li>• Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications.</li> <li>• To prepare and submit progress reports, progress claims, safety reports, materials to purchase and ad-hoc reports for projects.</li> <li>• Liaison will be required with the clients and consultants for design and with management team, supply chain and vendors, suppliers, sub-contractors and internal support functions.</li> <li>• Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities.</li> <li>• The candidate will be fully accountable for the overall financial result of each project and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate on overspending in costs.</li> <li>• Lead the project team in the execution of projects.</li> <li>• Project planning and resource allocation.</li> <li>• Conduct site survey (pre-commencement, post project etc).</li> <li>• Documentation and effectively communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc).</li> <li>• To attend site meetings with customers and vendors.</li> <li>• Other duties as assigned from time to time.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Candidate must possess at least a Bachelor's Degree, Professional Degree, Engineering (Civil), Engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 159309</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>(Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent.</p> <ul style="list-style-type: none"> <li>• At least 3 year(s) of working experience in the related field is required for this position.</li> <li>• WSQ Manage Workplace Safety and Health in Construction Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification</li> <li>• Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project</li> <li>• Has effective communication (written and verbal) &amp; negotiation skills</li> <li>• Able to multitask and manage time efficiently</li> <li>• Able to perform under pressure in a fast paced environment</li> <li>• Good team player and able to work independently with minimum supervision</li> <li>• Desire to learn and possesses positive attitude with results</li> </ul>	
Property Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Oversee the team in management and maintenance of buildings and common properties.</li> <li>• Administer tenancy/ lease related matters.</li> <li>• Managing yearly budgets and doing presentations</li> <li>• Work closely with councillors, residents, grassroots organisations and relevant government agencies.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Degree in Building Services / Facilities Management / Real Estate</li> <li>• Business or other building related degree Entry level candidates with relevant qualification welcome to apply</li> <li>• Candidates with more years of relevant position will be considered for a senior role</li> <li>• Must be a team player with high integrity, leadership, problem solving and interpersonal skills</li> <li>• Able to work under pressure and tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 160201</li> </ul>
Property Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Carry out estate inspection, identify building defects and supervise maintenance and improvement works.</li> <li>• Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases.</li> <li>• Working with grassroots leaders on maintenance issues and to organize activities</li> <li>• Any ad hoc duties as assigned by the supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Candidate must possess at least a Professional Certificate/NiTEC, Diploma, Advanced/Higher/Graduate Diploma, Property Development/Real Estate Management or equivalent</li> <li>• Diploma in Building / Facilities Management / Real Estate Business / Intelligent building</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 160201</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Non-Diploma holders are required to have at least 3 years experience in Facilities Management (minimally Nitec)</li> <li>• Entry-level candidate with relevant Diploma are welcome to apply</li> <li>• Able to work under pressure and willing to do overtime</li> </ul>	
Public Relations Manager / Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support the Strategic Communications &amp; Public Relations Team to develop communications content and publicity deliverables</li> <li>• Work with community partners and other government agencies to curate content and organise community outreach initiatives</li> <li>• Support the curation and management of content for social media and estate publicity</li> <li>• Support digital media productions and webinars for townhall meetings</li> <li>• Track daily news outlets</li> <li>• Attend to feedback and incidents, when necessary</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma / Degree in Mass Communications / Digital Media Production / Marketing or other equivalent educational qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 160201</li> </ul>
Senior/Finance Admin Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.)</li> <li>• Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc.</li> <li>• Handle general administrative duties</li> <li>• Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers &amp; reminder notices</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Nitec/Higher Nitec/ Diploma in Accounting</li> <li>• Have positive working attitude, proactive and meticulous</li> <li>• Proficient in Microsoft Office (Word and Excel)</li> <li>• Good communication and interpersonal skills</li> <li>• Minimum 1 year of relevant accounting work experience preferred</li> <li>• Half working Saturday once every 3 weeks</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8am to 5pm</li> <li>• Location/ Postal code: 160201</li> </ul>

### #3 Genki Sushi Singapore

Genki Sushi is growing fast—and we want you to grow with us!

Known for our signature Kaiten (revolving) sushi, a concept pioneered by the brand’s founder Fumio Saito, Genki Sushi prides itself on offering quality and contemporary Japanese cuisine at an excellent value with over 20 outlets island-wide. As part of the Japanese Chain Restaurants group with popular dining brands including Sen-ryo, Uoharu, Yakiniku Like and Butahage, we’re growing fast with close to 40 outlets in Singapore alone.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Crew	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Prepare the store for business operations, including both front-of-house and back-of-house areas</li> <li>• Manage dining-in, takeaway, and delivery services</li> <li>• Handle hosting responsibilities and greet customers</li> <li>• Address all customer queries and concerns</li> <li>• Perform cashiering duties accurately and efficiently</li> <li>• Assist with food and beverage preparation</li> <li>• Maintain and ensure proper upkeep of kitchen equipment</li> <li>• Clean and sanitize the dining area, kitchen, and storage areas</li> <li>• Perform stewarding duties when a dishwasher is unavailable</li> <li>• Ensure compliance with food safety, hygiene, and sanitation standards, as per statutory regulations</li> <li>• Strictly adhere to company policies and standard operating procedures</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Secondary school education</li> <li>• Working experience is not required</li> <li>• Service-oriented with a pleasant disposition</li> <li>• Ability to work in a fast-paced environment</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 9am - 6pm 2pm - 10pm</li> <li>• Location/ Postal code: Islandwide</li> </ul>
Cook	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Prepare and cook menu items according to menu and standards</li> <li>• Ensure food quality, taste, and presentation meet brand expectations</li> <li>• Assist with food prep, cutting, portioning, and plating</li> <li>• Maintain cleanliness and organization of kitchen stations</li> <li>• Comply with food safety and hygiene standards at all times</li> <li>• Support inventory checks and proper storage of ingredients</li> <li>• Work closely with kitchen team and service crew to ensure smooth operations</li> <li>• Assist in receiving, checking, and storing kitchen supplies</li> <li>• Perform other kitchen-related duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a kitchen or F&amp;B setting preferred (Japanese cuisine experience is a plus)</li> <li>• Passion for cooking and willingness to learn Japanese culinary techniques</li> <li>• Strong teamwork and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 9am - 6pm 2pm - 10pm</li> <li>• Location/ Postal code: Islandwide</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to work in a fast-paced environment</li> <li>• Willingness to work shifts, weekends, and public holidays</li> <li>• Basic knowledge of food hygiene and kitchen safety</li> </ul>	

## #4 KFC and Pizza Hut

KFC:

KFC Singapore is a leading quick-service restaurant chain known for its signature Original Recipe fried chicken, prepared with Colonel Sanders' secret blend of 11 herbs and spices. Since its establishment in Singapore, KFC has expanded across the island, offering a wide range of delicious meals, including burgers, rice bowls, and local-inspired creations. Committed to quality, innovation, and excellent customer service, KFC continues to be a favorite dining choice for Singaporeans.

Pizza Hut:

Pizza Hut Singapore is a well-loved pizza chain offering a variety of delicious pan and hand-stretched pizzas, pasta, and sides. With a strong presence across the country, Pizza Hut serves dine-in, takeaway, and delivery options, bringing great-tasting meals to customers' doorsteps. Dedicated to innovation and quality, Pizza Hut continuously introduces new flavors and promotions, making it a go-to choice for pizza lovers in Singapore.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Customer Service Agent	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Respond to customer inquiries and orders via phone, email, or chat, ensuring a positive and efficient experience</li> <li>• Troubleshoot customer issues and provide effective resolutions</li> <li>• Maintain accurate records and documentation of customer interactions</li> <li>• Upsell and cross-sell products and services to enhance the customer experience</li> <li>• Collaborate with the team to identify areas for improvement and contribute to the success of the call centre</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a customer service or call centre role, preferably in the food and beverage industry</li> <li>• Excellent communication and interpersonal skills, with the ability to engage with customers in a friendly and professional manner</li> <li>• Strong problem-solving and critical thinking skills to effectively handle customer inquiries and concerns</li> <li>• Proficiency in using computer systems and relevant software applications</li> <li>• Flexibility to work in a fast-paced environment and during peak hours, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 9am – 6pm</li> <li>• Location/ Postal code: 534167</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
F&B Supervisor/Assistant Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Be the right-hand wingman/woman to the Restaurant General Manager</li> <li>• Supervise, motivate, and coach your team to be rockstars in customer service, cleanliness, and speed</li> <li>• Handle shift management in organize manpower, making sure operations run smoothly (and on time)</li> <li>• Keep the vibe positive while making sure health, safety, and food quality standards are met.</li> <li>• Assist in training and developing team members to be the best version of themselves (and maybe even future managers)</li> <li>• Assist in maintaining restaurant budgets and controlling costs – but don't worry, you'll still get your bucket of fun!</li> <li>• Ensure the store runs as smoothly as a perfectly crispy chicken wing</li> <li>• Be ready to lift and carry items like flour and chicken, up to 20kg – some muscle power is needed!</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• 1-2 years of supervisory experience in a food service or hospitality industry</li> <li>• Strong supervisory, interpersonal, communication (written and spoken) and organizational skills</li> <li>• Possess basic computer skills to operate POS (cash registers) systems</li> <li>• Must be willing to work various shifts including weekends and public holidays</li> <li>• Physically fit, which need to walk and stand for several hours</li> <li>• Must wear safety shoes as need to go into kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Shift work</li> <li>• Location/ Postal code: 534167</li> </ul>
F&B Supervisor/Assistant Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Be the right-hand wingman/woman to the Restaurant General Manager.</li> <li>• Supervise, motivate, and coach your team to be rockstars in customer service, cleanliness, and speed.</li> <li>• Handle shift management in organize manpower, making sure operations run smoothly (and on time!).</li> <li>• Keep the vibe positive while making sure health, safety, and food quality standards are met.</li> <li>• Assist in training and developing team members to be the best version of themselves (and maybe even future managers!).</li> <li>• Assist in maintaining restaurant budgets and controlling costs – but don't worry, you'll still get your bucket of fun!</li> <li>• Ensure the store runs as smoothly as a perfectly crispy chicken wing.</li> <li>• Be ready to lift and carry items like flour and chicken, up to 20kg – some muscle power is needed!</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Shift work</li> <li>• Location/ Postal code: 534167</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• 1-2 years of supervisory experience in a food service or hospitality industry.</li> <li>• Strong supervisory, interpersonal, communication (written and spoken) and organizational skills</li> <li>• Possess basic computer skills to operate POS (cash registers) systems.</li> <li>• Must be willing to work various shifts including weekends and public holidays</li> <li>• Physically fit, which need to walk and stand for several hours</li> <li>• Must wear safety shoes as need to go into kitchen</li> </ul>	
Project Executive / Senior Project Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage new store builds, remodels &amp; reinstatements</li> <li>• Prepare budgets, track costs &amp; ensure timely delivery</li> <li>• Supervise contractors/vendors &amp; verify quality of work</li> <li>• Work with landlords/authorities for licenses &amp; clearances</li> <li>• Maintain layout drawings (AutoCAD) &amp; documentation</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Polytechnic Diploma with relevant contractor/ technical experience</li> <li>• 2-3 years in project management, contractor-side (F&amp;B/retail preferred)</li> <li>• Proficient in AutoCAD; project management tools a plus</li> <li>• Strong technical, problem-solving &amp; stakeholder management skills</li> <li>• Independent, confident &amp; hands-on</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 9am – 6pm</li> <li>• Location/ Postal code: 534167</li> </ul>
Real Estate Manager / Assistant Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage new leases, renewals, and compliance for our outlets</li> <li>• Conduct market research, site evaluations, and prepare reports</li> <li>• Build strong relationship with landlords, agents and authorities</li> <li>• Negotiate fair and commercially sound lease terms</li> <li>• Collaborate with Operations, Projects, Legal &amp; Finance on new sites</li> <li>• Maintain lease records and provide market updates</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma/ Degree in Real Estate, Business, or related field</li> <li>• 2-3 years' experience in leasing/tenancy management (retail/F&amp;B preferred)</li> <li>• Strong negotiation, communication &amp; analytical skills</li> <li>• Organized, dependable, and collaborative team player</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 9am – 6pm</li> <li>• Location/ Postal code: Multiple location</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Team Member	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Greet customers, record orders, and serve food and beverages with a positive and friendly attitude</li> <li>• Input orders into a point-of-sale system</li> <li>• Relay customers' orders to other kitchen staff</li> <li>• Package foods in bags and boxes along with kitchen staff</li> <li>• Clean assigned work area, dining tables, or serving counters</li> <li>• Replenish and stock service stations and tables</li> <li>• Set tables or prepare food trays for new customers</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No experience is required as training will be provided</li> <li>• Effective verbal communication skills in simple English as need to communicate with different customers/ teammate</li> <li>• Be ready to lift and carry items like flour and chicken, up to 20kg</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Shift work</li> <li>• Location/ Postal code: Multiple location</li> </ul>
Team Member	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Greet customers, record orders, and serve food and beverages with a positive and friendly attitude</li> <li>• Input orders into a point-of-sale system</li> <li>• Relay customers' orders to other kitchen staff</li> <li>• Package foods in bags and boxes along with kitchen staff</li> <li>• Clean assigned work areas, dining tables, or serving counters</li> <li>• Replenish and stock service stations and tables</li> <li>• Set tables or prepare food trays for new customers</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No experience is required as training will be provided</li> <li>• Effective verbal communication skills in simple English as need to communicate with different customers / teammate.</li> <li>• Be ready to lift and carry items like flour and chicken, up to 20kg</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: Shift work</li> <li>• Location/ Postal code: Multiple location</li> </ul>
Training Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Deliver onboarding and skills training for restaurant managers and crew</li> <li>• Coach and support restaurant teams through field visits to reinforce operational standards.</li> <li>• Support training for new store openings, menu rollouts, and operational launches</li> <li>• Design, update, and improve training materials (e.g., charts, workshops, e-learning, videos)</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma in Training, Business, Hospitality, or related fields</li> <li>• Experience in F&amp;B operations or training is an advantage</li> <li>• Strong communication and coaching skills</li> <li>• Comfortable designing training content and working with digital learning tools</li> <li>• Comfortable travelling and training in store</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 9am – 6pm</li> <li>• Location/ Postal code: Multiple location</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to work independently and support multiple restaurant locations</li> </ul>	

## #5 McDonald's Singapore

McDonald's provides a world of rewarding career opportunities both in and beyond the restaurant. Here, we believe every crew can become a leader, a manager and even a business consultant. Whether you are a full-time or part-time employee, we have an established series of training programmes to help you gain the necessary skills and knowledge to realise your potential and climb the career ladder.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Evening Crew (FT)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. This role requires energy, teamwork, and a commitment to McDonald's service standards.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No prior experience required; full training will be provided to equip you with the necessary skills.</li> <li>• Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests.</li> <li>• Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours.</li> <li>• Strong communication and interpersonal skills to interact effectively with customers and team members.</li> <li>• Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations.</li> <li>• Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts.</li> <li>• Responsible, punctual, and committed to maintaining high standards of service and cleanliness.</li> <li>• Open to learning and adapting to new procedures, systems, and customer service practices.</li> <li>• A positive attitude and willingness to contribute to a supportive and respectful team culture.</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 8 hours, 6pm onwards</li> <li>• Location/ Postal code: Multiple venues</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Guest Experience Leader</p>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>As a Guest Experience Leader at McDonald's, you will be the face of hospitality in the restaurant, ensuring every customer feels welcomed and valued. You will engage with guests, assist with orders, resolve concerns, and create memorable moments through personalized service. Your role includes managing the dining area, supporting promotional activities, and working closely with the restaurant team to uphold McDonald's service standards. You will play a key part in enhancing the overall customer experience and driving guest satisfaction.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Passionate about customer service and creating positive guest experiences</li> <li>Friendly, approachable, and confident in engaging with people of all ages</li> <li>Strong communication and interpersonal skills</li> <li>Able to work in a fast-paced environment and multitask effectively</li> <li>Willingness to work shifts, weekends, and public holidays</li> <li>Team player with a proactive attitude and attention to detail</li> <li>No prior experience required; training will be provided</li> <li>Comfortable using digital tools (e.g., tablets, kiosks) to assist guests</li> <li>Committed to maintaining cleanliness and a welcoming atmosphere in the restaurant</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 8 hours rotating shift</li> <li>Location/ Postal code: Multiple venues</li> </ul>
<p>Restaurant Management Trainee</p>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>As a Restaurant Management Trainee, you will undergo structured training to prepare for a leadership role in restaurant operations. You will learn to manage daily activities, lead a team, ensure food quality and safety, and deliver excellent customer service. The program equips you with the skills to handle staffing, inventory, scheduling, and performance management. You'll be mentored by experienced managers and gradually take on more responsibilities, with the goal of becoming a certified Restaurant Manager. This role offers a clear career path and opportunities for advancement within McDonald's.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Nitec, Diploma, or equivalent qualification; fresh graduates are welcome</li> <li>Strong interest in restaurant operations and leadership development</li> <li>Good communication and interpersonal skills to lead and support teams</li> <li>Willingness to learn and take on challenges in a fast-paced environment</li> <li>Able to work shifts, weekends, and public holidays</li> <li>Physically fit to handle operational tasks and long hours</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 9 hours rotating shift</li> <li>Location/ Postal code: Multiple venues</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Responsible, punctual, and committed to completing the training program</li> <li>Positive attitude and desire to grow within the company</li> </ul>	
Service Crew (FT)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. This role requires energy, teamwork, and a commitment to McDonald's service standards.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>No prior experience required; full training will be provided to equip you with the necessary skills</li> <li>Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests</li> <li>Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours</li> <li>Strong communication and interpersonal skills to interact effectively with customers and team members.</li> <li>Willingness to work on rotating shifts, including weekend and public holidays, as part of restaurant operations</li> <li>Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts</li> <li>Responsible, punctual, and committed to maintaining high standards of service and cleanliness</li> <li>Open to learning and adapting to new procedures, systems and customer service practices</li> <li>A positive attitude and willingness to contribute to a supportive and respectful team culture</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 3pm – 11pm</li> <li>Location/ Postal code: Multiple venues</li> </ul>
Service Crew (PT)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. This role requires energy, teamwork, and a commitment to McDonald's service standards.</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 5pm to 10pm</li> <li>Location/ Postal code: Multiple venues</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No experience required; full training will be provided to equip you with the necessary skills</li> <li>• Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests</li> <li>• Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours</li> <li>• Strong communication and interpersonal skills to interact effectively with customers and team members</li> <li>• Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations.</li> <li>• Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts</li> <li>• Responsible, punctual and committed to maintaining high standards of service and cleanliness</li> <li>• Open to learning and adapting to new procedures, systems, and customer service practices</li> <li>• A positive attitude and willingness to contribute to a supportive and respectful team culture</li> </ul>	

## #6 NannyPro

NannyPro, established in May 2204, a social enterprise building the community of carers for good and a licensed MOM employment agency. We have partnered with families on their parenting journey with dedicated and trained carers eg. Nannies, babysitters, educarers, and respite care.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Childminders (Full-Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Create a stimulating, nurturing, and safe environment for the child</li> <li>• Establish the routine of the child</li> <li>• Plan and prepare meals and bottles for, and feed, the child</li> <li>• Prepare child for naps and bedtime</li> <li>• Bathe the child and dress up</li> <li>• Change diapers, potty training when necessary</li> <li>• Administer medicine to child when necessary</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Min. language proficiency: Written and Spoken English and/or one of mother tongue</li> <li>• Enjoy learning and be part of community</li> <li>• All races welcome</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 44 hours per week</li> <li>• Location/ Postal code: 530203</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Nannies (Full-Time & Part-Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Create a stimulating, nurturing, and safe environment for the child</li> <li>• Establish the routine of the child</li> <li>• Plan and prepare meals and bottles for, and feed, the child</li> <li>• Prepare child for naps and bedtime</li> <li>• Bathe the child and dress up</li> <li>• Change diapers, potty training when necessary</li> <li>• Plan and lead educational activities, including reading, with the child</li> <li>• Administer medicine to child when necessary</li> <li>• Perform housework related to child-minding, including washing the children’s clothes, cleaning up after meals, tidying play areas and washing bottle</li> <li>• Light household chores if required – eg. Ironing, mop the floor, etc.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Min. language proficiency: Written and Spoken English and/or one of mother tongue</li> <li>• Enjoy learning and be part of community</li> <li>• All races welcome</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 44 hours per week</li> <li>• Location/ Postal code: 530203</li> </ul>

## #7 Novotel Singapore on Stevens | Mercure Singapore on Stevens

Novotel Singapore on Stevens and Mercure Singapore on Stevens offer a modern retreat for business and leisure travelers alike, blending contemporary comfort with convenience in the heart of the city.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bellman	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Timely delivery of guests’ luggage, messages and any other items for delivery within the property</li> <li>• Personalize guests’ orientation of their room in a professional, friendly and engaging way</li> <li>• Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests</li> <li>• Service focused personality is essential; customer related experience is an asset</li> <li>• Ability to work well under pressure in a fast-paced environment</li> <li>• Excellent communication skills and a professional presentation</li> <li>• Ability to work cohesively with fellow colleagues as part of a team</li> <li>• Perform other reasonable duties assigned by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 44 hours a week</li> <li>• Location/ Postal code: 257878</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualifications: Secondary</li> <li>• No minimum experience required</li> </ul>	
<p>Food &amp; Beverage Captain</p>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Evaluate the operations and procedures and suggest improvements to the Outlet Manager</li> <li>• Assign responsibilities to subordinates/ casuals/ interns and offer assistance during busy periods</li> <li>• Hold departmental meetings and conduct daily briefings</li> <li>• Adhere to all house rules, regulations and Hotel Policies</li> <li>• Anticipate the volume of business, taking into consideration the occupancy of the Hotel, the holidays, the weather, the activities in the Hotel, and the community in general</li> <li>• Attend F&amp;B meetings</li> <li>• Assist the Outlet Manager to analyse revenue and cost reports to be used for the preparation of a realistic annual budget</li> <li>• Analyse monthly Profit and Loss statements to ascertain that all costs are in line</li> <li>• Assist the Outlet Manager to enforce all pre-check and check-control procedures</li> <li>• Ensure that no reusable beverage is wasted</li> <li>• Monitor the quality and quantity of all food and beverage items served</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Food hygiene certificate required</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 44 hours work week</li> <li>• Location/ Postal code: 257878</li> </ul>
<p>Junior Housekeeping Supervisor</p>	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To provide cleaning service to guest rooms and respond to guest requests ensuring maximum guest satisfaction in accordance to Hotel established standards</li> <li>• To clean guest floors and surrounding service areas in accordance to the standard required by our hotel</li> <li>• To provide a courteous and professional service at all times</li> <li>• To clean all assigned rooms and designated public area in accordance with the established procedures</li> <li>• Ensure that all requests by guests are attended to</li> <li>• Be responsible for the care and maintenance of his/her work store, trolley and all equipment and ensure that all equipment and materials are left in the same place and correct manner at the end of each shift</li> <li>• Advise the office of any lost property and valuable and return these to the office as soon as possible</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualifications: Secondary</li> <li>• No minimum experience required</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 44 hours a week</li> <li>• Location/ Postal code: 257878</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Revenue Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>You're analytical, ambitious, and ready to turn numbers into strategy</li> <li>As Revenue Manager, you'll help share the commercial heartbeat of a vibrant dual-brand cluster — partnering closely with the Executive Assistant Manager / Director of Revenue Management to unlock every opportunity across Rooms, F&amp;B, and meeting Spaces.</li> </ul> <p>How You'll Make a Difference</p> <ul style="list-style-type: none"> <li>Craft strategy, not just reports: Co-create and execute revenue plans that boost market share, RevPAR, and RGI performance.</li> <li>Own the insights: Turn daily pickup, segmentation, and competitor trends into actionable decisions</li> <li>Keep distribution on point: Ensure parity, positioning, and visibility across TARS, Opera Cloud, and digital channels.</li> <li>Forecast with precision: Support short- and long-term forecasts that balance ambition with accuracy.</li> <li>Empower others: Collaborate with Sales, Marketing, and Operations so every department contributes to the topline story.</li> <li>Develop commercial minds: Guide the Reservations and Distribution team to think analytically and act strategically.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>3-5 years of revenue management experience in hotels or clusters</li> <li>Proven exposure to multi-property or high-volume operations</li> <li>Proficiency in IDeaS G3, Opera Cloud, TARS, and strong command of Excel</li> <li>Sharp analytical thinking paired with business curiosity</li> <li>Degree in Hospitality, Business, or Analytics; advanced certifications are a plus.</li> <li>A proactive learner who thrives in dynamic, fast-paced environments</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours a week</li> <li>Location/ Postal code: 257878</li> </ul>
Senior/Guest Services Agent	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist guests with check-in and checkout, as well as other cashiering duties</li> <li>Review arrival lists and prepare compendiums prior to guests' arrival and check-into system if necessary</li> <li>Welcome guests on arrival, register and issue room keys according to departmental standards and procedures</li> <li>Ensure that members consistently receive all benefits and repeat guests and other VIP's receive special recognition and service.</li> <li>Prepare and send welcome cards and amenities to room prior to guest arrival</li> <li>Liaise closely with other relevant departments to ensure that guests' requests and needs are met</li> <li>Update and maintain repeat guest history system</li> </ul>	<ul style="list-style-type: none"> <li>Working Hours: 44 hours a week</li> <li>Location/ Postal code: 257878</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Promote Inter-Hotel sales and in-house facilities according to departmental standards to maximize revenue</li> <li>• Handling guests' mails, messages, and answering of phone calls</li> <li>• Maintain the privacy and confidentiality of all guests by ensuring that no details of the guests are disclosed</li> <li>• Be vigilant in regard to in-house credit matters and act upon any discrepancies</li> <li>• Alert Security or Duty Manager of suspicious looking person(s) /articles</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Qualifications: Diploma (Hospitality and Tourism Management)</li> </ul>	

## #8 Wok Hey

We are an equal-opportunity company that celebrates people-centricity, development and diversity. We believe that anyone with the right aptitude and attitude deserves a chance and we want to grow people alongside the growth of the brand.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Area Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage and take charge of operations for designated outlets</li> <li>• Responsible for manpower management and training</li> <li>• Ensure staff compliance to Company Standard Operating Procedures</li> <li>• Ensure right inventory mix and adequate stock levels</li> <li>• Maintain high standards of product quality and hygiene across assigned outlets</li> <li>• Oversee maintenance requirements of kitchen equipment and store build</li> <li>• Lead and motivate outlet staff in achieving sales target and customer satisfaction</li> <li>• Evaluate operational procedures and suggest improvements</li> <li>• Any other ad-hoc operational duties as required</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• At least 4-5 years of relevant F&amp;B managerial experience</li> <li>• Team player with good leadership and communication skills</li> <li>• Able to work in fast paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 50 hours a week</li> <li>• Location/ Postal code: 555859</li> </ul>
Assistant Outlet Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Plan and manage manpower at the kiosk</li> <li>• Order inventory from suppliers</li> <li>• Stir fry dishes according to the company's standards</li> <li>• Prepare food at the backend of stir frying</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 50 hours a week</li> <li>• Location/ Postal code: 555859</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ensure that all food and sauce portions are according to company's standards</li> <li>• Ensure that kiosk area is clean and hygienic</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Stir fry experience</li> <li>• Able to stand for long hours</li> </ul>	
Chef	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Stir fry dishes according to the company's standards</li> <li>• Prepare food at the backend for stir frying</li> <li>• Top up salad bar counter with prepared food</li> <li>• Ensure that all food and sauce options are according to company's standards</li> <li>• Ensure that kiosk area is clean and hygienic</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Stir fry experience</li> <li>• Able to stand for long hours</li> <li>• Open to work in open concept kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 50 hours a week</li> <li>• Location/ Postal code: 555859</li> </ul>
Management Trainee	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist outlet manager to manage outlet operations</li> <li>• Order and manage inventory from suppliers</li> <li>• Ensure good customer service in accordance with company's standards</li> <li>• Oversee maintenance requirements of kitchen equipment and store build</li> <li>• Stir fry dishes according to company's standards</li> <li>• Prepare food at the backend for stir frying</li> <li>• Ensure that all food and sauce portions are according to company's standards</li> <li>• Ensure that kiosk area is clean and hygienic</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Stir fry experience</li> <li>• Able to stand for long hours</li> <li>• Open to work in an open concept kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Working Hours: 50 hours a week</li> <li>• Location/ Postal code: 555859</li> </ul>

## #9 e2i SERVICES

### Meet an e2i Career Coach





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



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

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

<p> <b>e2i Career Centre (DNI)</b> Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p> <b>e2i Career Centre (OMB)</b> One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p> <b>e2i Career Centre (OTH)</b> ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p><b>Operating Hours</b> Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>
<p> <b>e2i Career Centre (WCC)</b> ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900</p>	<p><b>Operating Hours (Face-to-face/virtual coaching)</b> Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b> North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands</p>

## **NTUC Job Security Council’s Telegram Channels**

Be alerted daily on the latest job vacancies from hiring companies

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



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



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