

# E2i Skills and Job Fair @ City Square Mall 16<sup>th</sup> June 2025

## JOB LISTING BOOKLET



### 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)

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## #1 ARTHESDAM JEEWELLERY PTE LTD

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Retail Sales Executive</b>	<ul style="list-style-type: none"> <li>Applicants with one- or two-years' Fine Jewellery or Gold related experience will be considered for Senior Executive positions</li> <li>1 year sales experience for Executives Appointments</li> <li>Fresh graduates without working experience from (Universities, Polytechnic or ITE) are welcome to apply</li> <li>Fair communication &amp; presentation skills</li> <li>Develop strong interpersonal skills, maintain good communication with your customers and build lasting relationships</li> <li>Possess initiative, responsibility, and willingness to learn and adapt</li> <li>Ability to multi-task and work in an exciting young environment</li> <li>Meticulous, lovely attitude and able to make fine decision during sales engagement</li> </ul>	<ul style="list-style-type: none"> <li>Marketing of jewelleries</li> <li>Product introduction to customer (B2C) from point-to-point sale</li> <li>Point-of-sale (POS) executes the payment for goods and services</li> <li>Inventory management in assigned store</li> <li>Support Marketing on E-commerce plat forms</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b></li> <li>5 Days, 10.00am - 18.30pm</li> <li><b>Employment Type:</b> 44 hours Full Time exclude excess hours</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 95 Serangoon Road</li> </ul>
<b>Retail Supervisor</b>	<ul style="list-style-type: none"> <li>Min. 3 years' Supervisory experience in Fine Jewellery/Gold is required for Senior roles.</li> <li>Good communication &amp; presentation skills. Positive learning &amp; working attitude.</li> <li>Develop strong interpersonal skills, maintain good</li> </ul>	<ul style="list-style-type: none"> <li>Support Branch Manager managing sales of jewellery (Leadership).</li> <li>Undertake retail duties as assigned e.g. customer service, manage point-of-sale processes (Preferably with Sales experiences).</li> <li>Assist in overseeing &amp; ensuring overall smooth operations of the outlet, train and guide junior sales personnel.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b></li> <li>5 Days, 10.00am - 18.30pm</li> <li><b>Employment Type:</b> 44 hours Full Time exclude excess hours</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>communication with your customers and build lasting relationships.</p> <ul style="list-style-type: none"> <li>• Attractive commission/incentives, excess hours (OT).</li> <li>• Punctual and Responsible.</li> <li>• Honesty and Discipline.</li> </ul>		95 Serangoon Road
<b>Marketing Executive / Snr. Marketing Executive</b>	<ul style="list-style-type: none"> <li>• Applicants with one or two years' Fine Jewellery or Gold related experience will be considered for Senior Executive positions</li> <li>• 1 year sales experience for Executives Appointments</li> <li>• Fresh graduates without working experience from (Universities, Polytechnic or ITE) are welcome to apply</li> <li>• Fair communication &amp; presentation skills</li> <li>• Develop strong interpersonal skills, maintain good communication with your customers and build lasting relationships</li> <li>• Possess initiative, responsibility, and willingness to learn and adapt</li> <li>• Ability to multi-task and work in an exciting young environment</li> <li>• Meticulous, lovely attitude and able to make fine-decision during sales engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing of jewellerys</li> <li>• Product introduction to customer (B2C) from point-to-point sale</li> <li>• Point-of-sale (POS) executes the payment for goods and services</li> <li>• Inventory management in assigned store</li> <li>• Support Marketing on E-commerce plat forms</li> <li>• Prior experience in both local and global sales industry knowledge will be advantageous</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b></li> <li>• 5 Days, 10.00am - 19.00pm</li> <li>• <b>Employment Type:</b> 44 hours Full Time exclude excess hours</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 95 Serangoon Road</li> </ul>

## #2 BEIJING 101

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Branch Manager</b>	<ul style="list-style-type: none"> <li>Retail hours, experience in leading a team, great people management skills, experience in beauty industry, strong interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Lead the team to achieve KPIs</li> <li>Achieve personal &amp; outlet KPIs; responsible for daily outlet operations</li> <li>Evaluate progress against KPI, identify and implement solutions</li> <li>Train, mentor and coach outlet staff to develop and maximize their performance</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 Days, 11.00am - 9.00pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island Wide</li> </ul>
<b>Hair Specialists</b>	<ul style="list-style-type: none"> <li>Able to work retail hours including weekends and PHs, sales experience preferably in beauty industry, great communication skills, willing to learn</li> </ul>	<ul style="list-style-type: none"> <li>Achieve personal and outlet sales; upkeep outlet cleanliness, equipment maintenance</li> <li>Provide consultation and recommend suitable treatments for clients</li> <li>Provide after sales and after treatment follow-ups with customers;</li> <li>Support training of new hires;</li> <li>Handle phone enquiries</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 Days, 11.00am - 9.00pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island Wide</li> </ul>
<b>Roadshow Consultants</b>	<ul style="list-style-type: none"> <li>Able to work retail hours including weekends and PHs, willing to learn, interpersonal skills, enjoy communicating with people</li> </ul>	<ul style="list-style-type: none"> <li>Achieve personal KPIs in number of vouchers sold;</li> <li>Achieve personal turn up consult rate</li> <li>Updating daily/ weekly documentation</li> <li>Housekeeping of roadshow venues</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 Days, 11.00am - 9.00pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island Wide</li> </ul>
<b>Customer Service Officer</b>	<ul style="list-style-type: none"> <li>Able to work retail hours including weekends and PHs,</li> <li>Great interpersonal &amp; communication skills</li> <li>Knowledge of Microsoft</li> </ul>	<ul style="list-style-type: none"> <li>Attending to walk in customers, customers by appointment, fixing / rescheduling appointments and answering to enquiries</li> <li>Send SMS reminders to new customers for consultation appointments</li> <li>Daily closing settlement; issuing receipts</li> <li>Achieve visitor rate</li> <li>Outlet stock-take and other admin duties</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 Days, 11.00am - 9.00pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island Wide</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Therapists</b>	<ul style="list-style-type: none"> <li>• Able to work retail hours including weekends and PHs</li> <li>• Willing to learn</li> <li>• Interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>• Perform high-quality treatments to clients; conduct head massages, wash &amp; blow styling services, hair spa treatments, hair loss solutions for clients; provide product recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 Days, 11.00am - 9.00pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Island Wide</li> </ul>

### #3 CHYE THIAM MAINTENANCE

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Driver</b>	<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>• Operate allocated mechanized 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>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 Days, 44 Hours/Week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> North East/ Central Region</li> </ul>
<b>Food Handler</b>	<ul style="list-style-type: none"> <li>• F&amp;B knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Heat and top up food, display can drinks/beer at the chillers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 Days, 44 Hours/Week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			Contract • <b>Location:</b> East Region
<b>Indoor Cleaner</b>	• Able to work shifts	• General Cleaning	• <b>Working Hours:</b> 6 Days, 44 Hours/Week • <b>Employment Type:</b> Full-Time • <b>Job Type:</b> Contract • <b>Location:</b> 14 TAMPINES INDUSTRIAL DRIVE CTM BUILDING
<b>Multi Skilled Cleaner cum Machine Operator</b>	• Able to operate machineries	• Manage high-jet pressure flooring and using scrubbing machine	• <b>Working Hours:</b> 6 Days, 44 Hours/Week • <b>Employment Type:</b> Full-Time • <b>Job Type:</b> Contract • <b>Location:</b> 14 TAMPINES INDUSTRIAL DRIVE CTM BUILDING
<b>Night Shift Outdoor Cleaner</b>	• General Cleaning and able to withstand adverse weather conditions	• Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor	• <b>Working Hours:</b> 6 Days, 44 Hours/Week • <b>Employment Type:</b> Full-Time • <b>Job Type:</b> Contract • <b>Location:</b> 14 TAMPINES INDUSTRIAL DRIVE CTM BUILDING

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Street/ Estate Cleaner (Central Area)</b>	<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>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>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 Days, 44 Hours/Week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 14 TAMPINES INDUSTRIAL DRIVE CTM BUILDING</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>Able to lead and supervise, possess WSQ Supervise Service Operations an advantage</li> </ul>	<ul style="list-style-type: none"> <li>To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 Days, 44 Hours/Week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 14 TAMPINES INDUSTRIAL DRIVE CTM BUILDING</li> </ul>
<b>Table-Top Cleaner (Full &amp; Part Time)</b>	<ul style="list-style-type: none"> <li>Positive attitude &amp; able to work night shift</li> </ul>	<ul style="list-style-type: none"> <li>Collect &amp; Wash Plates</li> <li>Arrange all the dishes/glasses/cutleries keep at the buffet area</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 Days, 44 Hours/Week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> North East Region</li> </ul>

#### #4 EXCELTEC PROPERTY MANAGEMENT

Exceltec Property Management incorporated in 1997, is an established property and facilities management company, providing one-stop property solutions in Singapore. These solutions cater to sectors such as commercial, retail and industrial and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up the ranking in the SME 1000. The ranking helps in credibility building raising visibility, benchmarking, and employee's motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-

centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Accounts Officer/Executive</b>	<ul style="list-style-type: none"> <li>• Minimum a Diploma, Advance/Higher/Graduate Diploma in Accountancy or equivalent.</li> <li>• At least 3-5 years of working experience in the related field is required for this position.</li> <li>• Able to multi-task and work under pressure with sometimes tight reporting timelines.</li> <li>• Proficient in MS Office, especially Excel and other related IT programs.</li> <li>• Willingness to learn with a pleasant disposition.</li> <li>• A team player who is meticulous, self-motivated, and independent with a strong sense of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts.</li> <li>• Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting</li> <li>• Ensure accounting records and treatment comply with SOP and Accounting Standards</li> <li>• General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline</li> <li>• Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 Days, 8:30am-6pm,</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Administrative Assistant/Officer</b>	<ul style="list-style-type: none"> <li>• Min GCE 'O' Level 1 to 2 years of admin support experience</li> <li>• Good Customer Service</li> <li>• Skills Proficient in MS Excel and Word</li> <li>• Able to multi-task, meticulous and independent</li> <li>• Able to start work on short notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide administrative support in the areas of documentation, data entry, filing, reports for operations</li> <li>• Procurement and issuance of proforma invoice</li> <li>• Negotiation with current and new vendors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Assistant/Facilities Manager</b>	<ul style="list-style-type: none"> <li>• Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent.</li> <li>• Minimum 3 years of post-degree</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that a building or facility is properly maintained, operated, and managed</li> <li>• Oversee maintenance and repair work</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>experience in related Facility Management or equivalent</li> <li>Experiences in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred</li> </ul>	<ul style="list-style-type: none"> <li>Manage operating budgets and resources</li> <li>Ensure compliance with safety and environmental regulations</li> <li>Manage staff and contractors</li> <li>Coordinate with other departments and stakeholders, and plan and implement facility improvements Possess strong organizational and leadership skills</li> <li>Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously</li> </ul>	<ul style="list-style-type: none"> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Building Technical Officer</b>	<ul style="list-style-type: none"> <li>Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li> <li>Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work.</li> <li>General competency in the use of computer.</li> <li>Capable in English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures</li> <li>Lead technical investigation in response to fault calls</li> <li>Review documentation on procedures and schedules of maintenance works</li> <li>Track consumable and non-consumable items</li> <li>Review risk assessments in accordance with regulatory and organisational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices Engage in continuous improvement initiatives to improve time, cost, and quality management</li> <li>Support the use of the latest smart facilities management trends or technologies.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Building/Facilities Technical Officer</b>	<ul style="list-style-type: none"> <li>Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li> <li>Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work.</li> <li>General competency in the use of computer.</li> <li>Capable in English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures</li> <li>Lead technical investigation in response to fault calls</li> <li>Review documentation on procedures and schedules of maintenance works</li> <li>Track consumable and non-consumable items</li> <li>Review risk assessments in accordance with regulatory and organisational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices</li> <li>Engage in continuous improvement initiatives to improve time, cost, and quality management</li> <li>Support the use of the latest smart facilities management trends or technologies.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Cleaning Crew</b>	<ul style="list-style-type: none"> <li>No formal qualification required</li> <li>Working days - Between 5 to 6 days</li> </ul>	<ul style="list-style-type: none"> <li>General cleaning duties. Vacuuming, sweeping, and mopping floors of various types.</li> <li>Dusting ceilings, light fittings, countertops, and loose furniture.</li> <li>Scrubbing and sanitizing toilets, sinks and fixtures.</li> <li>Emptying waste bins.</li> <li>Washing and drying windows</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Cleaning Supervisor</b>	<ul style="list-style-type: none"> <li>2 years' experience in relevant industry will have an added advantage.</li> <li>Good communication skills, both written and spoken.</li> </ul>	<ul style="list-style-type: none"> <li>Check equipment condition.</li> <li>Monitor the Service team.</li> <li>Coordinate and liaise with clients at work site.</li> <li>Facilitate effective communication and</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Team player, able to work independently with minimal supervision.</li> </ul>	<p>engagement at the workplace.</p> <ul style="list-style-type: none"> <li>Handle complaints and feedback from clients.</li> <li>Handle reassignment of tasks when needed. Identify training needs for all soft-skill staff.</li> <li>Inspect work done daily. Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specific cations.</li> <li>Monitor cleaning material stock level and re-order materials, if required.</li> <li>Provide help and guidance to immediate reports.</li> <li>Submit report, if required.</li> <li>Any other ad hoc duties as and when required.</li> </ul>	<p>Full-Time</p> <ul style="list-style-type: none"> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Condominium / Building Manager (MCST)</b>	<ul style="list-style-type: none"> <li>3-5 years' experience in managing condominium/complex</li> <li>Preferably possess an Estate Management Diploma and familiarity with BMSMA/Certificate in Strata Property</li> <li>Management Strong communication and negotiation skills</li> <li>Exhibit organizational and leadership skills.</li> <li>Well organize and optimise cost, space, and equipment while working within the budgeted operational costs.</li> <li>Able to handle pressure, multiple tasks, prioritize and</li> </ul>	<ul style="list-style-type: none"> <li>Manage and upkeep the condominium units and grounds maintenance effectively.</li> <li>Responsible for preserving the good condition of the infrastructure so that they are safe, maintained, and functioning.</li> <li>Fully responsible for the day-to-day operation of the complex / building, ensuring all facilities are always fully operational</li> <li>Schedule, coordinate and supervise all maintenance functions to the highest standard expected for the client and the subsidiary proprietors Plan, coordinate and facilitate council meetings and Annual General meetings.</li> <li>Prepare Minutes of Council Meetings Manage and</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>manage time effectively.</p> <ul style="list-style-type: none"> <li>• Able to handle all levels of people with a customer service-oriented mindset.</li> </ul>	<p>supervise all maintenance and administrative staff assigned to the complex/building</p> <ul style="list-style-type: none"> <li>• Manage and review all vendor contracts, agreements and insurance 2 months before their expiry and recommend renewal or call for quotation/ tender</li> <li>• Ensure all contract works/ routine servicing is carried out accordingly as specified in their contract's agreement</li> <li>• Maintain continuous contact and communication with vendor contractors, clients and staff</li> </ul>	
<b>Facilities Engineer (Mechanical Electrical)</b>	<ul style="list-style-type: none"> <li>• Minimum a Mechanical Engineering Degree or Electrical Engineering Degree from a recognized tertiary establishment.</li> <li>• 5 years of experience in M&amp;E Facilities operations at large-scale development (&gt;50,000 sqm).</li> <li>• Experience in managing M&amp;E upgrading and retrofitting works, installation of new M&amp;E systems, as well as testing &amp; commissioning work with the ability to respond and investigate the cause of system fault and failure for major M&amp;E equipment such as ACMV, Fire Protection systems,</li> </ul>	<ul style="list-style-type: none"> <li>• Review proposed M&amp;E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types</li> <li>• At the building commissioning stage, attend training sessions and understand the operations of the various M&amp;E systems To attend the testing &amp; commissioning of each M&amp;E system</li> <li>• Able to perform chiller system fault detection and diagnosis</li> <li>• Conduct physical site surveys using a variety of equipment and tools</li> <li>• Prepare sketches and notes and perform electronic data collection</li> <li>• Coordinate field staff and process field data Interface with C&amp;S engineers, M&amp;E engineers, architects, landscape architects,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>



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	HT, LT, ELV, and the BMS System.	specialist vendors, and general vendors <ul style="list-style-type: none"> <li>• Verify the accuracy of data, including measurements and calculations conducted at the Property Research testing and commissioning evidence, including maps, physical evidence, and other records to obtain data needed for building systems and equipment condition appraisal</li> <li>• Prepare site documents and present findings to SDC</li> <li>• Preparation of strategic facility management plan for the next five (5) years</li> <li>• Preparation of operation manuals for the FM team</li> <li>• Develop an energy and sustainability framework for the building</li> <li>• Preparation of business continuity plans for the building owner and Resilience studies.</li> </ul>	
<b>Facilities Officer</b>	<ul style="list-style-type: none"> <li>• Min Nitec in Electrical/Mechanical Engineering with 1 years' experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a team to manage daily works.</li> <li>• Involve in inspection of horticultural works, upgrading building projects and building maintenance issues.</li> <li>• Liaising with contractors and attending to improvement works and feedback from the customers.</li> <li>• In addition, you are required participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers.</li> <li>• Perform routine daily inspections around the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation.</p> <ul style="list-style-type: none"> <li>• Plan and schedule preventive maintenance and identify improvement works.</li> <li>• Supervise the contractor's works.</li> <li>• 8. Update maintenance records and stock inventory in the system.</li> <li>• Attend to tenants' requests, feedback and complaints.</li> <li>• Monitor tenancy fit out and building improvement works.</li> <li>• Response/Operate the fire alarm system.</li> <li>• Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations.</li> <li>• Any other duties as assigned</li> </ul>	
<b>Facilities/Building Manager</b>	<ul style="list-style-type: none"> <li>• Relevant bachelor's degree holder in Architecture or Engineering or Facilities Management or equivalent.</li> <li>• Minimum 2 years of post-degree experience in related Facility Management or equivalent.</li> <li>• Preferably Certified Fire Safety Manager by SCDF/equivalent. LEW7 or LEW8 licence will be a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop quality standards and procedures for preventive and corrective maintenance works.</li> <li>• Formulate plans to improve facility operations and establish incident response procedures</li> <li>• Evaluate the services provided by third parties against contractual terms and scope of work</li> <li>• Maintain trust and rapport with users through consistency in service standards</li> <li>• Evaluate technical reports and progress reports to propose recommendations</li> <li>• Review tender specifications and risks in bidding and evaluate quotations from third-party service providers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans</li> <li>Cascades organisational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the organisation's green building strategy</li> <li>Deploy resources to support operations and identify recruitment needs and areas for technical and business management training and development to ensure the achievement of performance metrics</li> <li>Analyses the viability of proposed continuous improvement initiatives to improve time, cost and quality.</li> <li>Implement the latest smart facilities management trends and technologies</li> </ul>	
<b>Helpdesk Officer</b>	<ul style="list-style-type: none"> <li>Min GCE 'O' Level 1 years of admin support experience</li> <li>Good Customer Service Skills</li> <li>Proficient in MS Excel and Word</li> <li>Able to multi-task, meticulous and independent</li> <li>Able to start work on short notice.</li> </ul>	<ul style="list-style-type: none"> <li>Operate a Help Desk to manage all issues relating to facilities feedback, service requests, and any other issues.</li> <li>Manned facilities for receiving, logging, tracking and responding appropriately to user requests or feedback that are received via phone, e-mail and other communication platforms (e.g., WhatsApp/Telegram/Chat bot).</li> <li>They shall act as the first line of response to channel urgent feedback, faults, defects, breakdown, repairs, and</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>damages to the relevant maintenance staff.</p> <ul style="list-style-type: none"> <li>• They will inform user of the outcome and actions taken to rectify the problem as a form of closure to each feedback.</li> <li>• All queries and requests relating to services and events support</li> <li>• Notification of faults and complaints relating to the services from NP community and members of public</li> <li>• Requests for temporary changes to the delivery and scope of services</li> <li>• Notification and responding to emergency calls</li> <li>• Monitoring of alarms</li> <li>• Update of progress regarding any fault notified to the Helpdesk</li> <li>• All other issues raised by users.</li> <li>• They shall maintain and upkeep all faults/defects reported into the CMMS, phone calls, emails etc, and to ensure that reported faults are being channelled to the staff for immediate response and follow-up.</li> <li>• They shall categorise the feedback based on the KPIs and inform the urgency of the matter to relevant contractors/maintenance staffs.</li> <li>• They shall prepare monthly reports for tracking suggestions, complaints, breakdown etc. received together with their resolved status.</li> </ul>	
<b>Property &amp; WSH Coordinator</b>	<ul style="list-style-type: none"> <li>• ISO 9001 &amp; 140001, OHSAS 45001 knowledge preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Safety and Health (WSH), perform WSH activities such as risk</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days,</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Strong knowledge of WSH practices &amp; local WSH statutory regulations</p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft computer application skills.</li> </ul>	<p>assessment, safety inspection for office building, and conduct safety briefings</p> <ul style="list-style-type: none"> <li>• Assist in developing, implementing, monitoring, and reviewing WSH activities, systems, programmes, and databases to ensure it is up to date, in compliance with legal requirements and improve when necessary</li> <li>• Fulfilment of the assigned WSH KPIs and provide advice/guidance to staff, WSH champions, and WSH internal auditors Handle and be responsible for audits for various QHSE standards: ISO 9001, ISO 14001, and ISO 45001</li> <li>• Responsible for audit preparation documentation, internal and external audit, inspection matters, and product classification approvals not limited to ISO Management Systems ISO 9001:2015, ISO 45001:2018 bizSAFE, Risk Assessment, Safe Work Procedure (SWP) and Workplace Response, Fire Safety matters and SGSecure</li> <li>• Develop and promote effective environmental management systems in Company per ISO 14001 standards</li> </ul>	<p>9am - 6pm, 9am - 1pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Property Executive (MCST)</b>	<ul style="list-style-type: none"> <li>• Effective management of recreation facilities, common areas including car park, landscape areas and all M&amp;E plants, fixtures and fittings.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities Responsible for day-to-day operations Coordinate and supervise site staff and service providers for the maintenance of the estate</li> <li>• Attend to residents' feedback and enquires</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Effective preventive maintenance programs to avoid large, expensive repairs.</li> <li>• Planning and organizing activities and decorations during major festive seasons.</li> <li>• Competitive tendering to ensure purchases and service contracts are on competitive terms.</li> <li>• Recommending a sound budget to determine the amounts to be collected for the Management Fund and Sinking Fund.</li> <li>• Ensuring proper coordination/management of renovation works. Ensure a proper and fair booking system for all recreational facilities.</li> <li>• Leads a team of personnel providing maintenance, security, fire safety and car park management.</li> <li>• Plan preventive building maintenance works for common facilities and properties.</li> <li>• Place orders for building maintenance materials and keep track of their</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and attend the Council meetings and general meetings Administration and management of contracts</li> <li>• Handle any ad-hoc duties as required Knowledge of BMSMA</li> </ul>	Permanent <ul style="list-style-type: none"> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>issuance as and when required.</p> <ul style="list-style-type: none"> <li>• Oversee the security of the estate.</li> <li>• Maintenance of cleaning standards.</li> <li>• Guide and supervise the building officer in carrying out all his duties</li> <li>• Review all contracts, agreements and insurance two months before expiry and recommend renewal or call for quotation/tender.</li> <li>• Advise Council if the expenditure is within the budget approved at the General Meeting.</li> </ul>		
<b>Property Officer (MCST)</b>	<ul style="list-style-type: none"> <li>• Diploma in Building/Facilities Management/Building Services/Engineering, or relevant working experience.</li> <li>• Minimum 2 years of relevant working experience in MCST.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently with minimal supervision.</li> <li>• Knowledge in BMSMA will have an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and maintain the properties in a clean and tenable condition.</li> <li>• Implement Routine and Preventive Maintenance for the properties Supervise and ensure that all types of routines and ad-hoc repair works routines and ad-hoc repair works undertaken by the term contractors are carried out according to the Contract</li> <li>• Inspect the properties according to inspection schedule for environmental health, safety concerns and advise rectification method</li> <li>• Submit monthly reports on any misuse of properties</li> <li>• Attend to all complaints/feedback, incidents and crisis situations and submit incident report</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Coordinate, attend meetings and/or inspections and follow-up with</li> <li>• Authorities/Departments and services providers</li> <li>• Manage and Maintain the M&amp;E services and equipment in the properties</li> <li>• Recommend and seek approval from client for all repair/replacement works</li> <li>• Collate and maintain all utilities and data of the properties</li> <li>• Conduct fire safety management according to SCDF requirement (if required)</li> <li>• Any other duties assigned by immediate Manager</li> </ul>	
<b>Property/Facilities Executive (FM)</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Building or Facilities disciplines from a recognized tertiary establishment (with M&amp;E background is preferred).</li> <li>• At least 3 years of relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise workers on maintenance matters, service facilities, conservancy work and others</li> <li>• Manage the day-to-day permit to work system Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting.</li> <li>• Provide technical support and attendance where necessary and act as an authorised person.</li> <li>• Manage and act as the coordination point between the Main Contractor and the client</li> <li>• Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner Co-ordinate, manage and monitor all corrective and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>preventive maintenance programmes.</p> <ul style="list-style-type: none"> <li>Attend to complaints and feedback from tenants. Investigate and report tenancy infringements by tenants.</li> <li>Assist in all surveys required by the client Attend to any other matter as assigned from time to time.</li> </ul>	
<b>Quantity Surveyor</b>	<ul style="list-style-type: none"> <li>Degree / Diploma in Building / Quantity Surveying.</li> <li>At least 3 years of working experience in building/ quantity surveying experience. Pro-active attitude</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for quantity take off and cost estimation.</li> <li>Preparation of tender submission with specific deadline.</li> <li>Source, negotiate and award of contracts to vendors.</li> <li>Responsible for material order processing and cost control.</li> <li>Evaluate and process vendors claims. Prepare progress claims for submission in timely manner.</li> <li>Finalise project accounts with clients and vendors.</li> <li>Any other duties as assigned by Contracts Director / Manager. Experience in pre &amp; post contract-administration.</li> <li>Prepare cost submission / pricing / quantity take off / cost evaluation. Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player&amp; able to meet tight deadlines.</li> <li>Able to carry out procurement and cost management process. Source for subcontractors and suppliers.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Senior Business Development Executive</b>	<ul style="list-style-type: none"> <li>Minimum a Diploma</li> </ul>	<ul style="list-style-type: none"> <li>Support and administrative function to the business development of Exceltec core business verticals, emphasising Integrated Facilities Management for Hard and Soft FM services.</li> <li>To work with the BD team to participate in tenders Including</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>the attendance of site walks/briefings, administration, pricing, negotiation, strategy, submission, and proposals. Inter-department proposals. I collaboration to develop competitive tender and business proposals.</p> <ul style="list-style-type: none"> <li>• Continuous improvement of business development processes, SOPs, and marketing materials.</li> <li>• Engage clients to understand their requirements and needs and to build rapport with them.</li> <li>• To be part of the transition team, working with operations, HR, Finance and clients on transitional activities to ensure knowledge transfer of contract specifications and fulfilment of project deliverables.</li> <li>• To collaborate with Government Authorities/Statutory Boards related to the Built Environment Sector, such as BCA, NEA, URA, HDB, SLA, LTA, NParks, etc., to participate in town-hall sessions, implementation committees, etc. Other scope and roles related to the Business Development domain may be assigned by the immediate supervisors, e.g. Corporate and Marketing roles.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>Senior Fire Safety Manager</b>	<ul style="list-style-type: none"> <li>• Other Advanced Diploma/Post Graduate Diploma qualifications or equivalent Certified SFSM</li> </ul>	<ul style="list-style-type: none"> <li>• To oversee the general fire safety and maintenance of firefighting facilities for the assigned property, as well as the planning and execution of fire emergency procedures for the occupants.</li> <li>• To carry out routine inspections to exercise supervision over the maintenance of fire safety measures within the assigned property.</li> <li>• To submit the annual report to the Fire Safety Bureau (FSB) for the renewal of fire certificate</li> <li>• To conduct monthly inspections and assist the Employer/Client</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>in developing an effective Fire Safety Management Programme for the assigned property</p> <ul style="list-style-type: none"> <li>• To assist in the preventive maintenance of all fire protection systems provided in the assigned property is carried out by the vendors or their local agents.</li> <li>• To ensure the occupants' load of any part of any building does not exceed the capacity prescribed under the fire code</li> <li>• To check whether any fire hazard condition is found within the assigned property</li> <li>• To assist the Employer/Client in complying with all fire safety requirements and providing an emergency plan according to the Fire Safety Act</li> <li>• To assist the Employer/Client to always ensure that fire safety requirements contained in the fire emergency plan are complied with</li> <li>• To prepare and formulate a fire emergency plan for the assigned property and to assist the Employer/Client in organizing fire drill as regulated by the Fire Safety Act to ensure that all persons employed in or using the property or part thereof, are familiar with all means of escape in case of fire</li> <li>• To assist and train the site staff to co-ordinate and supervise the occupants in the property in firefighting and evacuation in the event of fire or other emergencies</li> <li>• To assist the Employer/Client to supervise and control the operation of fire command centre in the event of fire or other emergencies.</li> <li>• To carry out such other duties as the Commissioner may require under Fire Safety Act</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Supervisor/Senior Supervisor (M&amp;E)</b>	<ul style="list-style-type: none"> <li>Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent.</li> <li>Minimum 3 years of related experience. General competency in the use of computer.</li> <li>Capable of English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>Perform preventive and corrective maintenance works according to quality standards and procedures</li> <li>Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works</li> <li>Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices Report accidents, near misses and incidents in accordance with WSH reporting practices</li> <li>Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements</li> <li>Engage in continuous improvement initiatives to improve time, cost and quality management</li> <li>Support the use of the latest smart facilities management trends or technologies</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>
<b>System Administrator</b>	<ul style="list-style-type: none"> <li>Degree/Diploma in Computer Science/Information Technology.</li> <li>Basic knowledge of computer networks/infrastructure. Strong analytical and problem-solving skills.</li> <li>Able to handle sensitive information confidentially.</li> <li>Minimum 2 years of experience in a similar field.</li> <li>Strong knowledge of MS 365 and Azure.</li> </ul>	<ul style="list-style-type: none"> <li>Install, configure, and maintain hardware and software for the organization's infrastructure.</li> <li>Monitor system performance to ensure everything runs smoothly and securely.</li> <li>Regularly update systems to provide necessary patches and upgrades.</li> <li>Manage network servers and technology tools.</li> <li>Set up user accounts and workstations.</li> <li>Monitor network performance and integrity</li> <li>Ensure security through access controls, backups, and firewalls.</li> <li>Frequently review security protocols and adjust as needed.</li> <li>Respond to and resolve help desk requests.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Oversee data storage solutions and database systems.</li> <li>Ensure data recovery and backup procedures are in place and functioning correctly.</li> <li>Manage and store backups.</li> <li>Troubleshoot issues and outages.</li> <li>Upgrade systems with new releases and models.</li> <li>Provide technical support and training to other employees.</li> <li>Develop expertise to train staff on new technologies.</li> <li>Build an internal wiki with technical documentation, manuals, and IT policies.</li> <li>Document system performance and plan for future upgrades.</li> <li>Collaboration and Communication: Work closely with IT project managers and other technical staff.</li> <li>Collaborate with other departments to understand their technical needs and implement IT solutions.</li> <li>Report regularly on operation status.</li> </ul>	
<b>Team Manager (MCST)</b>	<ul style="list-style-type: none"> <li>Possess at least bachelor's degree in building/estate management, Facilities Management, or Engineering disciplines with Accredited</li> <li>At least 8 - 12 years of working experience in related field, preferably with both managing agent and asset management</li> <li>Experience Knowledge of MCST function and BMSMA an added advantage</li> <li>Good communication, Interpersonal, and Organisation Skills.</li> </ul>	<ul style="list-style-type: none"> <li>Lead a Team in HQ, managing multiple projects.</li> <li>Responsible to the Division Head for the business result of the team.</li> <li>Undertake continued development of the team in accordance with the approved business success plan.</li> <li>Source business for the company / division generally by client contact, networking with other Exceltec (XC) departments as well as general promotion of XC services.</li> <li>Undertake training and development of the people within the Team and promote an on-going career path for them within PAM.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Knowledge of accounting, contracts administration, and statutory requirements</li> <li>Strong analytical skills, meticulous and able to work independently.</li> <li>Excellent writing and oral skills. Good computer literacy Able to handle pressure and handle multiple tasks.</li> <li>Candidates with lesser years (less than 8 years) of relevant experience will be considered for (HQ) Assistant Property Manager position.</li> </ul>	<ul style="list-style-type: none"> <li>Provide leadership, managerial direction and personal encouragement to all employees within the Team, including guidance on all property management procedures.</li> <li>Responsible for the efficacy of complaints management within the Team.</li> <li>Liaise with existing building owners on property management performance, including the use of tenant and client surveys.</li> </ul>	
<b>Technician (Roving)</b>	<ul style="list-style-type: none"> <li>Min. Higher Nitec or Diploma in Facilities Management related</li> <li>Prior experience in the facilities maintenance field with a minimum of 2 or more year's related job experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects.</li> <li>Valid Driving License, own reliable vehicle preferred</li> </ul>	<ul style="list-style-type: none"> <li>Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations.</li> <li>Maintain and ensure efficient operation of properties/facilities</li> <li>Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility</li> <li>Excellent Customer Service and good communication skills.</li> <li>Maintenance and Repairs</li> <li>Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems.</li> <li>Troubleshoot and diagnose equipment and system issues including appliances where applicable.</li> <li>Execute repairs and replacements while adhering to safety standards</li> <li>Preventive Maintenance - Develop and implement comprehensive maintenance schedules.</li> <li>Conduct regular equipment inspections and address potential issues.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 8:30am-5pm, 8:30am-1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety</li> <li>Maintain accurate records of maintenance activities and logs</li> <li>Create detailed reports on completed tasks</li> <li>Coordinate with external service providers and evaluate their work</li> <li>Maintain accurate records of maintenance activities and logs</li> <li>On-call coverage for emergencies after office hours, weekends, and holidays</li> <li>Identify opportunities for energy-saving initiatives</li> </ul> Adhere to safety guidelines and report hazards promptly	
<b>Technician/Senior Technician (Electrical/M &amp;E)</b>	<ul style="list-style-type: none"> <li>Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li> <li>Min 2-3 years of related experience.</li> <li>General competency in the use of computer</li> <li>Capable in English writing and reporting</li> </ul>	<ul style="list-style-type: none"> <li>Perform preventive and corrective maintenance works according to quality standards and procedures</li> <li>Conduct technical investigations in response to fault calls</li> <li>Provide summary reports on preventive and corrective maintenance works</li> <li>Comply with regulatory and organizational Workplace Safety and Health (WSH) policies</li> <li>Ensure compliance with Quality and Environmental</li> <li>Sustainability regulatory and organisational requirements</li> </ul> Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5.5 Days, 8:30am-5pm, 8:30am-1pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Jurong East Street 21</li> </ul>

## #5 FAIRPRICE GROUP

FairPrice Group was established in 2019 through the formation of four entities comprising NTUC FairPrice, NTUC Foodfare, Kopitiam, and NTUC Link, with the purpose of making life better for all and to fulfil a vision of being a leader in everything food. FairPrice Group looks to optimise the resources of all four social enterprises and leverage their respective strengths to put customers first, provide better value for all and to make everything about food easy.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Ah Bowl Den - Service Crew</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and serve traditional hot and cold beverages</li> <li>• Prepare and serve a variety of breads, toasts &amp; main courses according to established recipes</li> <li>• Set up service stations and work independently during preparation hours</li> <li>• Greet customers warmly and take orders accurately</li> <li>• Address customer inquiries politely</li> <li>• Operate cashier's duties accurately and process payments (cash, NETS, credit card, and delivery platforms)</li> <li>• Offer menu recommendations and upselling promotions</li> <li>• Perform cash deposits /bank in accordance with company procedures</li> <li>• Maintain a clean and hygienic work environment in compliance with food safety regulations.</li> <li>• Clean tables, counters, workstation, equipment, and utensils throughout service periods.</li> <li>• Adhere to personal hygiene and grooming standards (e.g., clean uniform, short nails, tied-up hair).</li> <li>• Follow all food safety protocols, including wearing appropriate personal protective equipment (PPE) such as gloves, masks, hairnets, and safety footwear.</li> <li>• Stock supplies and count inventory</li> <li>• Following company procedures and policies.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 Days, Min. 6 hours per shift</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> NA</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Collaborative and teamwork-oriented</li> </ul>	
<b>Ah Bowl Den - Service Crew</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Food &amp; Beverage Handling:</li> <li>• Prepare and serve traditional hot and cold beverages</li> <li>• Prepare and serve a variety of breads, toasts &amp; main courses according to established recipes</li> <li>• Set up service stations and work independently during preparation hours</li> <li>• Greet customers warmly and take orders accurately</li> <li>• Address customer inquiries politely</li> <li>• Operate cashier's duties accurately and process payments (cash, NETS, credit card, and delivery platforms)</li> <li>• Offer menu recommendations and upselling promotions</li> <li>• Perform cash deposits /bank in accordance with company procedures</li> <li>• Maintain a clean and hygienic work environment in compliance with food safety regulations.</li> <li>• Clean tables, counters, workstation, equipment, and utensils throughout service periods.</li> <li>• Adhere to personal hygiene and grooming standards (e.g., clean uniform, short nails, tied-up hair).</li> <li>• Follow all food safety protocols, including wearing appropriate personal protective equipment (PPE) such as gloves, masks, hairnets, and safety footwear.</li> <li>• Stock supplies and count inventory</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 Days, Min. 6 hours per shift</li> <li>• <b>Employment Type:</b> Part-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Following company procedures and policies.</li> <li>Collaborative and teamwork-oriented</li> </ul>	
<b>Automation Technician</b>	<ul style="list-style-type: none"> <li>Minimum Diploma in Electrical/Mechanical or Nitec with 3-5 years working experience in warehouse automation</li> <li>Can communication in English orally, written is a plus</li> <li>Strong knowledge of automation systems, including PLC (Programmable Logic Controller), HMI (Human-Machine Interfaces), SCADA (Supervisory Control and Data Acquisition), and robotic systems is a plus</li> <li>Proficient in reading and interpreting electrical and mechanical schematics, diagrams, and technical documentation</li> <li>Able work on night shift</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for maintaining and improving existing automation capabilities to ensure FFDC's continued operation.</li> <li>The Automation Maintenance Technician is responsible for performing regular maintenance, troubleshooting, and repair of all automation systems and equipment.</li> <li>Requires a solid understanding of automated systems, mechanical and electrical repair, and the ability to solve technical issues to ensure efficient operation.</li> <li>Carry out routine maintenance and inspections of automation systems and equipment to ensure optimal operation.</li> <li>Identify, diagnose, and repair equipment and system malfunctions.</li> <li>Assist in the installation and testing of new automation equipment.</li> <li>Maintain records of regular maintenance and repair work.</li> <li>Collaborate with engineering and production teams to identify issues and implement solutions.</li> <li>Always adhere to safety and quality regulations.</li> <li>Train other team members on automation system operation as required.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 day / week including weekends and PHs <b>Rotating Shifts:</b> 7:30am - 5.03pm, 10.30am - 8.03pm, 1:30 pm - 11.03 pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 7 Sunview Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist in developing maintenance procedures and ensure implementation.</li> <li>Keep up to date with advancements in automation systems and new technologies.</li> </ul>	
<b>Bartender</b>	<ul style="list-style-type: none"> <li>Diploma in any discipline with at least 2 years of relevant work experience in service/ retail industry</li> <li>Great passion for the service/ retail industry</li> <li>Service-oriented and hands-on person</li> <li>Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> <li>Able to work on rotating shifts &amp; 6 days/week (including weekends and public holidays)</li> </ul>	<ul style="list-style-type: none"> <li>To provide an excellent guest drink experience to customers based on their preference and able to create classic and innovative drinks that exceeds customers' needs and expectations.</li> <li>Responsible for preparing alcoholic or non-alcoholic beverages for bar patrons</li> <li>Interact with customers, take orders and serve snacks and drinks</li> <li>Assess bar customers' needs and preference and make recommendations</li> <li>Knowledge in mixing, garnishing and serving drinks</li> <li>Prepare cocktails, accept payments from customers, clean glasses, bar utensils and balance cash receipts to record sales</li> <li>Plan and present bar menu</li> <li>Check customers' identification and confirm that it meets with legal drinking age</li> <li>Restock and replenish bar inventory and supplies</li> <li>Ability to keep bar organised, stocked and clean</li> <li>Stay guest focused and nurture an excellent guest experience</li> <li>Ensure standards for quality, customer service, health and safety are met as well as compliance with various</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week, 8.33 hours per shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		government legislation (NEA, AVA, SCDF etc.)	
<b>Delivery Assistant</b>	<ul style="list-style-type: none"> <li>Physically strong</li> <li>Min. Secondary Education</li> <li>Good to have Valid Class 3 driving licence</li> <li>Team player and able to work with minimum supervision</li> <li>Able to communicate and write in basic English</li> </ul>	<ul style="list-style-type: none"> <li>To help unload goods to the loading bay every morning</li> <li>To check, load and deliver goods to external customers</li> <li>Assembly/Demonstration of medical equipment may be required</li> <li>To upkeep cleanliness/maintenance of the vehicle together with the driver.</li> <li>To ensure cash collection correctly and handle credit card device transactions together with the driver.</li> <li>Warehouse duties as assigned</li> <li>Any ad-hoc duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days' work week, Monday to Friday, 8am to 5.30pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 55 Ubi Avenue</li> </ul>
<b>Facilities Technician</b>	<ul style="list-style-type: none"> <li>Minimum NITEC in Electrical/Mechanical or any equivalent</li> <li>Able to work independently on given task</li> <li>Motivated and result oriented</li> <li>To be able to work well in a team setting</li> <li>Able to read and understand basic English</li> </ul>	<ul style="list-style-type: none"> <li>Ensures that facilities are safe and functional by performing preventive and corrective maintenance activities.</li> <li>Conducts technical troubleshooting for mechanical and electrical issues in compliance with the quality and safety standards, regulations and organisational WSH practices.</li> <li>A problem solver equipped with the required technical knowledge for managing facilities operations and maintenance.</li> <li>Is deployed to other properties or locations.</li> <li>Perform preventive and corrective maintenance works according to quality and safety standards, procedures and regulations</li> <li>Conduct technical investigation in response to fault calls</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 day / week including weekends and PHs <b>Rotating shift:</b> - 7.30am - 5:03pm, 10am - 7.30pm, 12.30pm - 9:30pm, 1.30pm - 10.30pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 7 Sunview Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Complete documentation on procedures and schedules of maintenance works</li> <li>• Draw consumable and non-consumable items when required</li> <li>• Liaise with third party service providers on maintenance or repair works</li> <li>• Provide summary reports on preventive and corrective maintenance works</li> <li>• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices</li> <li>• Report accidents, near misses and incidents in accordance with WSH reporting practices</li> <li>• Ensure compliance with Environmental Management System(EMS) standards and practices</li> <li>• Ensure compliance with environmental sustainability regulatory and organisational requirements</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management</li> <li>• Provide inputs on the use of latest smart facilities management trends or technologies</li> </ul>	
<b>FairPrice - Retail Assistant / Cashier</b>	<ul style="list-style-type: none"> <li>• Able to read and understand product labels</li> <li>• Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> <li>• Able to work rotating shifts &amp; 6 days/week (including weekends &amp; PH)</li> </ul>	<ul style="list-style-type: none"> <li>• Retail Assistant is responsible for stacking, displaying &amp; replenishment of products on the shelves, as well as monitoring expiry dates &amp; shelf lives of products. You are required to assist in loading &amp; unloading of goods, maintain neat &amp; systematic storing of products &amp; perform daily housekeeping. You are expected to provide prompt,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 day / week including weekends and PHs</li> <li>• <b>Rotating shift:</b> - 7.30am - 3:20pm, 3pm – 11.20pm</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Service-oriented and a team player</li> </ul>	<p>helpful &amp; courteous service to customers at all times.</p> <ul style="list-style-type: none"> <li>Cashier is responsible for operating the POS cash register, handle various types of payments &amp; perform packing for customer purchases. You are required to provide prompt, helpful &amp; courteous service to customers at all times. You are expected to perform stacking, display &amp; replenishment of products on the shelves when required.</li> </ul>	<p>Full-Time</p> <ul style="list-style-type: none"> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>
<b>FairPrice - Retail Assistant / Cashier</b>	<ul style="list-style-type: none"> <li>Able to read and understand product labels</li> <li>Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> <li>Able to work rotating shifts &amp; 6 days/week (including weekends &amp; PH)</li> <li>Service-oriented and a team player</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for stacking, displaying &amp; replenishment of products on the shelves, as well as monitoring expiry dates &amp; shelf lives of products.</li> <li>Assist in loading &amp; unloading of goods, maintain neat &amp; systematic storing of products &amp; perform daily housekeeping.</li> <li>Provide prompt, helpful &amp; courteous service to customers always.</li> <li>Responsible for operating the POS cash register, handle various types of payments &amp; perform packing for customer purchases.</li> <li>Required to provide prompt, helpful &amp; courteous service to customers always</li> <li>Perform stacking, display &amp; replenishment of products on the shelves when required.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week , 8.33 hours per shift</li> <li><b>Employment Type:</b> Part-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>
<b>Foodfare - Cook (Full-Time)</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Assist Sous Chef/ Junior Sous Chef with the kitchen work.</li> <li>Preparation and cooking food according to assigned menus.</li> <li>Sorting, storing and distributing ingredients.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week , 10 hours per shift</li> <li><b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensure high standard of cleanliness and hygiene always maintained in the kitchen.</li> <li>Any other job duties as assigned by the superior.</li> <li>Area cleaning.</li> </ul>	Full-Time <ul style="list-style-type: none"> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>
<b>Foodfare - Cook (Part-Time)</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Assist Sous Chef/ Junior Sous Chef with the kitchen work.</li> <li>Preparation and cooking food according to assigned menus.</li> <li>Sorting, storing and distributing ingredients.</li> <li>Ensure high standard of cleanliness and hygiene always maintained in the kitchen.</li> <li>Any other job duties as assigned by the superior.</li> <li>Area cleaning.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 4 day / week, 10 hours per shift</li> <li><b>Employment Type:</b> Part-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>
<b>Foodfare - Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of raw materials for cooking.</li> <li>Portioning of cooked food.</li> <li>Packing of food.</li> <li>Assist with drinks preparation if necessary.</li> <li>General housekeeping duties to maintain workplace cleanliness.</li> <li>Any other duties assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>
<b>Heavenly Wang - Service Crew</b>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Greet customers with a smile and provide excellent customer service</li> <li>Prepare food according to specifications and required standards</li> <li>Know the menu and promotions very well, upselling products actively</li> <li>Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal)</li> <li>Perform duties with speed and accuracy</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food</li> <li>Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair)</li> <li>Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils</li> <li>Collaborative and teamwork-oriented</li> </ul>	
<b>Kopitiam - Outlet Executive</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Direct and manage retail stalls according to company SOPs and regulatory requirements</li> <li>Mentor and supervise service staff on food handling, service conduct, and compliance to standards</li> <li>Required to prepare meals such as toast making and hot foods based on the company's SOPs.</li> <li>Preparation of hot and cold beverages from scratch and premix.</li> <li>Advice on operational needs and service consistency</li> <li>Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability</li> <li>Monitor sales and provide monthly sales reports with recommendations for business reviews with management</li> <li>Handle cashiering duties, customers' complaints and operational issues</li> <li>Other work scope as required by business needs</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Kopitiam - Service Crew (Culinary)- Chou Chou You Yu</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare basic, washing, peeling, chopping and cutting raw items</li> <li>• Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan</li> <li>• Ensure the food quality standard meets expectations consistently.</li> <li>• Prepare sufficiently before peak periods such as right stock levels.</li> <li>• Responsible for stall opening, closing procedures, daily food preparation &amp; duties assigned to meet the standard and quality set by the company</li> <li>• Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices</li> <li>• Rearrange walk chiller and freezer raw materials based on FIFO</li> <li>• Conduct pre-cooking checks on raw materials and label the dates accordingly</li> <li>• Collect and test food samples</li> <li>• Ensure the kitchen surrounding areas are cleaned properly</li> <li>• Deliver high standards of Customer Service during order taking, cashiering, food presenting etc.</li> <li>• Good personal hygiene and grooming.</li> <li>• Maintain a sanitary and clean workstation and adhere strictly to food safety &amp; hygiene practices.</li> <li>• Track, record and replenish inventory as needed</li> <li>• Suggest improvement activities across workstations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Other work scope as required by business needs</li> </ul>	
<b>Kopitiam - Service Crew (Culinary)- Flint</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Prepare basic, washing, peeling, chopping and cutting raw items</li> <li>Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan</li> <li>Ensure the food quality standard meets expectations consistently.</li> <li>Prepare sufficiently before peak periods such as right stock levels.</li> <li>Responsible for stall opening, closing procedures, daily food preparation &amp; duties assigned to meet the standard and quality set by the company</li> <li>Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices</li> <li>Rearrange walk chiller and freezer raw materials based on FIFO</li> <li>*Conduct pre-cooking checks on raw materials and label the dates accordingly</li> <li>Collect and test food samples</li> <li>Ensure the kitchen surrounding areas are cleaned properly</li> <li>Deliver high standards of Customer Service during order taking, cashiering, food presenting etc.</li> <li>Good personal hygiene and grooming.</li> <li>Maintain a sanitary and clean workstation and adhere strictly to food safety &amp; hygiene practices.</li> <li>Track, record and replenish inventory as needed</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Suggest improvement activities across workstations</li> <li>Other work scope as required by business needs</li> </ul>	
<b>Kopitiam - Service Crew (Culinary)- Pin Wei</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Prepare basic, washing, peeling, chopping and cutting raw items</li> <li>Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan</li> <li>Ensure the food quality standard meets expectations consistently.</li> <li>Prepare sufficiently before peak periods such as right stock levels.</li> <li>Responsible for stall opening, closing procedures, daily food preparation &amp; duties assigned to meet the standard and quality set by the company</li> <li>Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices</li> <li>Rearrange walk chiller and freezer raw materials based on FIFO</li> <li>Conduct pre-cooking checks on raw materials and label the dates accordingly</li> <li>Collect and test food samples</li> <li>Ensure the kitchen surrounding areas are cleaned properly</li> <li>Deliver high standards of Customer Service during order taking, cashiering, food presenting etc.</li> <li>Good personal hygiene and grooming.</li> <li>Maintain a sanitary and clean workstation and adhere strictly to food safety &amp; hygiene practices.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Track, record and replenish inventory as needed</li> <li>Suggest improvement activities across workstations</li> <li>Other work scope as required by business needs</li> </ul>	
<b>Kopitiam - Service Crew (Culinary)- Western Confirm + Chop</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Prepare basic, washing, peeling, chopping and cutting raw items</li> <li>Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan</li> <li>Ensure the food quality standard meets expectations consistently.</li> <li>Prepare sufficiently before peak periods such as right stock levels.</li> <li>Responsible for stall opening, closing procedures, daily food preparation &amp; duties assigned to meet the standard and quality set by the company</li> <li>Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices</li> <li>Rearrange walk chiller and freezer raw materials based on FIFO</li> <li>Conduct pre-cooking checks on raw materials and label the dates accordingly</li> <li>Collect and test food samples</li> <li>Ensure the kitchen surrounding areas are cleaned properly</li> <li>Deliver high standards of Customer Service during order taking, cashiering, food presenting etc.</li> <li>Good personal hygiene and grooming.</li> <li>Maintain a sanitary and clean workstation and adhere</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>strictly to food safety &amp; hygiene practices.</p> <ul style="list-style-type: none"> <li>Track, record and replenish inventory as needed</li> <li>Suggest improvement activities across workstations</li> <li>Other work scope as required by business needs</li> </ul>	
<b>Kopitiam - Service Crew (Culinary)- Xiang Chi Mian</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Prepare basic, washing, peeling, chopping and cutting raw items</li> <li>Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan</li> <li>Ensure the food quality standard meets expectations consistently.</li> <li>Prepare sufficiently before peak periods such as right stock levels.</li> <li>Responsible for stall opening, closing procedures, daily food preparation &amp; duties assigned to meet the standard and quality set by the company</li> <li>Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices</li> <li>Rearrange walk chiller and freezer raw materials based on FIFO</li> <li>Conduct pre-cooking checks on raw materials and label the dates accordingly</li> <li>Collect and test food samples</li> <li>Ensure the kitchen surrounding areas are cleaned properly</li> <li>Deliver high standards of Customer Service during order taking, cashiering, food presenting etc.</li> <li>Good personal hygiene and grooming.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain a sanitary and clean workstation and adhere strictly to food safety &amp; hygiene practices.</li> <li>• Track, record and replenish inventory as needed</li> <li>• Suggest improvement activities across workstations</li> <li>• Other work scope as required by business needs</li> </ul>	
<b>Kopitiam - Service Crew (Full Time)</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk)</li> <li>• Ensure the food quality standard meets expectations consistently</li> <li>• Prepare sufficiently before peak periods such as right stock levels for food and beverages</li> <li>• Deliver high standards of Customer Service during order taking, cashiering, food presenting etc</li> <li>• Serve customers with a smile Good personal hygiene and grooming</li> <li>• Maintain a sanitary and clean workstation and adhere strictly to food safety &amp; hygiene practices</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 day / week, 8 hours per shift</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> NA</li> </ul>
<b>Kopitiam - Service Crew (Part Time)</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk)</li> <li>• Ensure the food quality standard meets expectations consistently</li> <li>• Prepare sufficiently before peak periods such as right stock levels for food and beverages</li> <li>• Deliver high standards of Customer Service during</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week, 5-6 hours per shift</li> <li>• <b>Employment Type:</b> Part -Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		order taking, cashiering, food presenting etc <ul style="list-style-type: none"> <li>• Serve customers with a smile</li> <li>• Good personal hygiene and grooming</li> <li>• Maintain a sanitary and clean workstation and adhere strictly to food safety &amp; hygiene practices</li> </ul>	
<b>Production Operator</b>	<ul style="list-style-type: none"> <li>• Service-oriented, team player with ability to read and communicate in simple English</li> <li>• Attentive to details</li> <li>• Able to work in cold environment</li> <li>• Able to lift a single carton weight of about 12kg without assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Understand various size of poultry and fish/seafood for packaging.</li> <li>• Check product quality and specification for packaging.</li> <li>• Decorate and display variety of poultry and fish/seafood for packaging.</li> <li>• Understand various size of packaging tray.</li> <li>• To pack variety of poultry and fish/seafood product.</li> <li>• To ensure complying packaging standard.</li> <li>• Understand various type of poultry and fish/seafood name.</li> <li>• Understand various type of poultry and fish/seafood code (PLU)</li> <li>• Understand to operate auto pricing machine.</li> <li>• Prepare delivery basket for distribution.</li> <li>• Prepare and arrange stock for distribution.</li> <li>• Perform various cleaning action in production area Washing, Mopping, Sweeping, Cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days, rotating 8am-4.20pm and 12pm-8.20pm (subjected to changes based on operational needs)</li> <li>• <b>Employment Type:</b> Full -Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 7 Sunview Rd</li> </ul>
<b>Retail Supervisor</b>	<ul style="list-style-type: none"> <li>• Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years of relevant experience</li> <li>• Independent and team player with good leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for sales and profits for your dry department</li> <li>• The job tasks include inventory management, maintaining housekeeping and merchandising standards as well as product planning</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 6 days, <b>Rotating shifts</b> :8am-4.20pm and 12pm-8.20pm (subjected to changes based</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Service-oriented and hands-on person</li> </ul>	and allocation according to sales and customer demands <ul style="list-style-type: none"> <li>Supervise and train a team of Retail Assistants in ensuring the smooth running of daily operations</li> </ul>	on operational needs) <b>Employment Type:</b> Full -Time <ul style="list-style-type: none"> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>
<b>Skilled Cutter</b>	<ul style="list-style-type: none"> <li>Ability to read and understand product labels</li> <li>Service-oriented and a team player</li> <li>Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> <li>Able to work under cold temperature</li> <li>Must handle raw meat including pork</li> <li>Comfortable interacting with customers</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for cutting pork, meat, fish, seafood and handling merchandise of meat and seafood items.</li> <li>Monitor and maintain freshness and quality of items, as well as perform housekeeping and ensure cleanliness of your work area in accordance to safety procedures and standards of hygiene.</li> <li>Ad-hoc duties will be given as well.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days, 8 Hours per shift</li> <li><b>Employment Type:</b> Full -Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>
<b>Storekeeper</b>	<ul style="list-style-type: none"> <li>Minimum Secondary/ GCE 'N'/ 'O' level with basic computer knowledge</li> <li>Service-oriented, team player with working experience in warehousing functions will be an advantage</li> <li>Ability to speak and write English</li> </ul>	<ul style="list-style-type: none"> <li>Responsible to ensure proper receiving and issuance of goods</li> <li>Perform record-keeping, stock movement control and assist in the return of damaged goods - Ensure cleanliness and perform housekeeping of the store area</li> <li>Ensure safe practices and orderliness of the store area</li> <li>Train and supervise storehands if required</li> <li>Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 6 days work week (Including weekends and Public Holidays) Fixed shift (7-3.20 pm/ 8-4.20 pm)</li> <li><b>Employment Type:</b> Full -Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> NA</li> </ul>



## #6 FAIRMONT SINGAPORE &amp; SWISSOTEL THE STAMFORD

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Security Manager</b>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' level</li> <li>• At least 5 years of similar experience in hotels</li> <li>• Possess relevant security licence</li> <li>• Experienced in first aid, firefighting and crowd control</li> <li>• Company Emergency Response Team (CERT) Certificate</li> <li>• Possess occupational CPR and AED</li> <li>• Basic Fire Fighting skills</li> <li>• First Aid Management</li> <li>• Knowledge in Fire Prevention &amp; Protection of Building</li> <li>• Conversant with the various systems in Hotel Security Room</li> <li>• Ability to analyse situation and give clear instructions or guides</li> <li>• Able to work shift hours and on weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Go through daily analyse sheet and deployment sheet</li> <li>• Ensure all security personnel are fully briefed on major events of the hotel and formulate the SOPs</li> <li>• Collate reports (HIR), record statements, interview eyewitnesses and perform onsite investigation and involve the Authorities, if necessary</li> <li>• Prevent situations that could jeopardize the reputation of the hotel</li> <li>• Oversee critical and sensitive functions until completion and give command &amp; control the operations during an emergency</li> <li>• Document all incidents occurred in the hotel in connection with crime, subversions, potential liabilities and insurance requirements</li> <li>• Assist colleague in handling of unusual guests or colleagues' problems, such as, but not limited to, disorderly conduct, thefts, suicides, bomb threats, colleague or guest accidents, fire or safety hazards, robberies, terrorist activities, civil disturbances, power or elevator failures, medical assistance and natural disasters</li> <li>• With all reports and events encountered, constantly review the department's operational needs working towards efficiency</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Overall, in-charge of Lost &amp; Found items and handing over to the authorities</li> <li>• Create a monitoring system to monitor performance</li> <li>• Encourage and motivate non-performers first</li> <li>• Disciplinary action will be taken on continuous non-performer</li> <li>• Select, train, schedule, discipline and direct security colleagues in all aspects of security and safety policies and procedures</li> <li>• Keep abreast of developments within the hotel and community as they relate to security as well as act as a liaison with local law-enforcement agencies</li> <li>• Remain informed of current local laws and regulations as they relate to the hotel, particularly in guests, patrons and colleagues' rights</li> <li>• Conduct orientation to new colleagues on Security &amp; Safety</li> <li>• Ensure that all operating procedures are adhered to as prescribed</li> <li>• Organize departmental functions/retreat to foster better relationships within the department</li> <li>• Organize Workplace Safety Committee activities of hotel</li> <li>• Lead the team together with Director of Security &amp; Fire Safety when crisis arise</li> <li>• Assist and manage crisis which is exposed to certain level of danger</li> <li>• Makes decisions as to whether to arrest a person committing crimes or</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		suspected of committing crimes <ul style="list-style-type: none"> <li>Always be on-call, including off-duty hours, for any emergency that may arise</li> </ul>	
<b>Bartender</b>	<ul style="list-style-type: none"> <li>No F&amp;B service experience is required</li> <li>Completion of formal Secondary/O level education</li> <li>Technical service skills</li> <li>Interpersonal skills – communicates easily/openly</li> <li>Communication skills in English spoken/written</li> <li>Reliable and consistent</li> <li>Personal presentation &amp; grooming, clean/tidy</li> </ul>	<ul style="list-style-type: none"> <li>Setup bar counter and prepare mise-en-plus as per workstation assigned prior to start of operation hour</li> <li>Handle stock requisition, collection, replenishment and disposal of used stock</li> <li>Handle all beverage production in accordance with the outlet standards and recipes, with highest quality and freshness</li> <li>Operate and use POS</li> <li>Conduct stock inventory on daily basis</li> <li>Handle with the general cleaning of the outlet bar equipment's and furniture</li> <li>Greet and farewell guests in a friendly, courteous manner</li> <li>Use guest names wherever possible</li> <li>Adjust service to suit guests' requests, personalise to meet needs</li> <li>Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target</li> <li>Look for ways to upsell and add value</li> <li>Respond positively, politely, and efficiently to all extraordinary requests from guests.</li> <li>Act professionally when dealing with guest complaints or problems, and keep manager or immediate</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week</li> <li><b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>superior informed on all matters</p> <ul style="list-style-type: none"> <li>• Efficiency of work in bar counter, pantry, and service preparations</li> <li>• Cleanliness and work safety in food preparation and service areas</li> <li>• Perform or assist in the Hosting and Floor Service duties whenever is required</li> <li>• Perform opening shift and closing shift duties as assigned</li> <li>• Take part in daily line-ups and participate in training activities to improve knowledge &amp; skills</li> <li>• Perform other business-related duties as assigned by his/her superior</li> <li>• Assist colleagues in any of the restaurants or bars whenever required to do so by outlet manager, or senior management</li> <li>• Follow guidelines provided in colleague handbook</li> <li>• Understand emergency procedures, health, hygiene &amp; food safety requirements and ensure compliance</li> <li>• Maintain collaborative working relationships with colleagues &amp; supervisors/ managers</li> </ul>	
<b>Chef De Partie</b>	<ul style="list-style-type: none"> <li>• Minimum of 4 years in basic culinary position</li> <li>• Knowledge of different culinary techniques</li> <li>• Certificate in Culinary, preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain daily mis-en-place and prepare ingredients</li> <li>• Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices</li> <li>• Ensure the highest standards and consistent quality in the daily preparation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days/ week</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Keep up to date with the new products, recipes and preparation techniques</li> <li>Have full knowledge of all menu items, daily highlights and promotions</li> <li>Adhere to recipes and stock management</li> <li>Adjust cooking based on guest preferences</li> </ul>	
<b>Commis Cook</b>	<ul style="list-style-type: none"> <li>Minimum of 1 year in basic culinary position</li> <li>Knowledge of different culinary techniques</li> <li>Certificate in Culinary, preferred</li> </ul>	<ul style="list-style-type: none"> <li>Maintain daily mis-en-place and prepare ingredients</li> <li>Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices</li> <li>Ensure the highest standards and consistent quality in the daily preparation</li> <li>Keep up to date with the new products, recipes and preparation techniques</li> <li>Have full knowledge of all menu items, daily highlights and promotions</li> <li>Adhere to recipes and stock management</li> <li>Adjust cooking based on guest preferences</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week</li> <li><b>Location:</b> 2 Stamford Road</li> </ul>
<b>Concierge</b>	<ul style="list-style-type: none"> <li>Minimum GCE 'O' Level or equivalent</li> <li>Experience</li> <li>Minimum 2 years' experience in the service industry</li> <li>Language Skills</li> <li>Able to read, write and speak English fluently</li> <li>Skills, Knowledge &amp; Ability</li> <li>Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the</li> </ul>	<ul style="list-style-type: none"> <li>Reporting to the Director of Guest Services, responsibilities</li> <li>Assist guests in tours, golf, restaurant, flight booking, reconfirmation and making changes.</li> <li>Providing directional information, shopping, places of interest, etc</li> <li>Handling of Mail and Message and Lost &amp; Found</li> <li>Maintaining of brochures of hotel chain as well as places of interest</li> <li>Limousine bookings and assignment of limousine jobs,</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days/ week</li> <li><b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>hotel's computer system</p> <ul style="list-style-type: none"> <li>• Focused on customer service, detail oriented in training, development and performance management</li> <li>• Responsive to continuous challenges and open to making changes to achieve targeted results</li> <li>• Build partnerships with other departments to ensure that guests' needs are attended to promptly</li> <li>• Must have a friendly and engaging service attitude</li> <li>• Possess good guest relations skills, confident, clear English</li> <li>• Interpersonal skills to deal with guests and colleague issues</li> <li>• Possess drive, initiative and must be able to work independently</li> </ul>	<p>handling of its billings and forecast of limousine revenue</p> <ul style="list-style-type: none"> <li>• Handle administrative matters pertaining to their respective shift</li> <li>• Ensuring hotel service standard goals are met</li> <li>• To assist in any tasks given from time to time</li> <li>• Ensure LQA service standards are in practice as set by the hotel at all times</li> <li>• Able to provide information and assistance to guests as and when required</li> <li>• Listen actively and is able to display self-control and empathy in challenging interactions and offer suitable alternative</li> <li>• Involvement in the pre-arrival arrangement, eg. Birthday decorations, honeymooners, anniversaries etc.</li> <li>• Lead a Heartiest® approach to guest experience/service with the team</li> <li>• Making reservations and is well versed with booking system in Singapore for theatre seats, airlines, transportation etc</li> <li>• Assist guest with local and foreign governmental rulings, immigration customs visas requirement</li> <li>• Able to provide information and is fully conversant with Singapore's places of interests, commercial centres</li> <li>• Familiar with hotel computer interface, property management systems and internet access</li> <li>• Attend any department and operational meetings</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Handling and investigation of guest requests/complaints</li> <li>• Ensure grooming standard set by the hotel at all times</li> <li>• Ensure work areas are adequately stocked and inventory properly recorded and maintain good housekeeping of work areas</li> <li>• Efficient usage and upkeep of communication tools and equipment to enhance productivity of workflow</li> <li>• Always ensure department compliance with safety and security procedures</li> <li>• Handle all telephone enquiries and requests and ensure timely completion of pick-up and/or delivery service</li> </ul>	
<b>Dining Reservations Executive</b>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level or equivalent</li> <li>• Basic call centre or F&amp;B operation experience</li> <li>• Fluent in verbal and written English.</li> <li>• Good interpersonal, telephone etiquette and communication skills</li> <li>• Computer Knowledge, i.e. well versed with emails, Microsoft word &amp; excel, online information</li> <li>• Seat and handle continuous calls for a prolonged time</li> <li>• Prolonged glare from workstation monitor</li> <li>• Energetic and cheerful attitude in handling repetitive calls</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all calls &amp; emails are answered in a courteous, friendly and prompt manner, following LQA standards and VOG initiatives</li> <li>• Record accurate guest details in ResDiary</li> <li>• Offer alternatives or Standby List to guests should the restaurant be fully booked</li> <li>• Keep online portals open during slow periods</li> <li>• Close online portals when restaurant is near fully booked</li> <li>• Check that cancelled or no show online reservations are removed from online portals backend</li> <li>• Use ResDiary Promotion section &amp; Promotions folder to advise guests of accurate and correct information</li> <li>• Be up to date with Gift Central system</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 9am to 9pm</li> <li>• <b>Employment Type:</b> Full -Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ability to handle guest negative feedback</li> <li>Show empathy should a request not be met</li> </ul>	<ul style="list-style-type: none"> <li>Be up to date with Fairmont at Home</li> <li>Maintain collaborative working relationship with Restaurant Hostess and Restaurant Managers</li> <li>Follow SOP &amp; email templates created by Dining Reservation Manager</li> <li>Ensure PCI Compliance for all credit card transactions</li> <li>Ensure smooth running of operations in the absence of Dining Reservations Manager &amp; Assistant Manager</li> <li>Assist Senior Leaders as required</li> <li>Assist outlets when they are short-handed (hostess/service)</li> <li>Generate IKE Reports (I Know Everything)</li> <li>Set up of Messages in ResDiary</li> <li>Set up of Promotions (discounts)</li> <li>Set up of Promotions (Events)</li> <li>Upkeep Online Health of each restaurant &amp; bar (Accurate menus, time, info, pictures)</li> <li>Upload new menus on all online portals</li> </ul>	
<b>Doorman</b>	<ul style="list-style-type: none"> <li>Minimum Secondary education</li> <li>Able to read and write English. A second language is preferred</li> <li>Some working experience preferred</li> <li>A valid class 2/3 motor licence is preferred</li> <li>Must be physically able to carry out duties of Bell Person</li> </ul>	<ul style="list-style-type: none"> <li>To assist guests with taxi requests and assist them with their belongings into the taxi</li> <li>Co-ordinate with arriving coaches/passengers vans/Taxi &amp; Uber/Grab to their waiting area</li> <li>To assist arriving and departing guests and ensure that all belongings are being retrieved or placed in taxi upon arrival or departure respectively</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days per week</li> <li><b>Location:</b> 2 Stamford Road</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Guest focused with good communications skill</li> <li>• Guest oriented individual with pleasant and courteous disposition</li> <li>• A team player and efficient worker</li> <li>• Flexible and adaptable</li> <li>• Possess good attitude and initiative</li> <li>• Possess integrity and honesty</li> </ul>	<ul style="list-style-type: none"> <li>• To co-ordinate on parking lots for VIP guests and ensure they are duly received</li> <li>• Co-ordinate parking for drivers for pick-up guests</li> <li>• Ensure LQA service standards are in practice as always set by the hotel</li> <li>• Assist in loading and unloading and tagging of luggage for arrival and departure from taxi or luggage van</li> <li>• Promptly greet and welcome all guests on arrival</li> <li>• Able to provide information and assistance to guests as and when required</li> <li>• To be well versed with all shuttle and taxi booking charges to provide accurate information to guests.</li> <li>• Provide direction, information and/or assistance to guests as and when required</li> <li>• To report on incidents/accidents at driveway and redirect traffic flow when required</li> <li>• Ensure smooth flow of traffic at the driveway</li> <li>• To ensure general cleanliness at the front driveway</li> <li>• May be required to assist Bellman in luggage duties when required</li> <li>• Work hand in hand with car Valets to always ensure smooth traffic flow</li> <li>• Buddy new colleagues as required and provide on job training</li> <li>• Attend department briefings and meetings</li> <li>• Ensure grooming standard always set by the hotel</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Any other duties as assigned from time to time</li> <li>Listen actively and can display self-control and empathy in challenging interactions and offer suitable alternative</li> </ul>	
<b>Food &amp; Beverage Guest Services Officer/Executive</b>	<ul style="list-style-type: none"> <li>1 year F&amp;B management experience</li> <li>Experience in similar size/style of 5* hotel</li> <li>Diploma in Hospitality Management</li> <li>Evidence of Leadership / People management</li> <li>Good interpersonal and communication skills</li> <li>Able to work under pressure and independently</li> <li>Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management</li> <li>Service oriented with an eye for details</li> <li>Good computer skills and proficient in Microsoft Office- Words &amp; Excel</li> <li>Good problem solving and decision-making skills</li> <li>Effective conflict management skills, respecting a diverse, multi-cultural environment</li> <li>Use sensitivity and discretion in supporting guest needs</li> </ul>	<ul style="list-style-type: none"> <li>Assist the outlet manager on daily Front of the House and Heart of the House operations</li> <li>Monitor the reservation status and communicate with culinary team</li> <li>Plan and arrange manning to meet business needs</li> <li>Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period</li> <li>Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by</li> <li>Ensure hygiene and food safety compliance in the outlet and related areas</li> <li>Lead the F&amp;B service team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise</li> <li>Lead a Heartist® approach to guest experience/service with the F&amp;B team</li> <li>Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up on correct procedures implemented by outlet manager as to prevent future recurrence</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days per week</li> <li><b>Employment Type:</b> Full -Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Lead to constantly improve the guest service experience and team performance</li> </ul>	<ul style="list-style-type: none"> <li>Focus on the dining experience for LCAH members</li> <li>Induct and train F&amp;B service team on technical skills and process as outlined in the LQA standards and departmental SOP</li> <li>Coach F&amp;B service team to constantly improve or maintain performance, give guidance where performance is below expectations</li> <li>Manage team within guidelines provided in the Colleague Handbook</li> <li>Counsel/discipline any F&amp;B service team when performance fall below expectation, and to re-train when needed</li> <li>Conduct spot-checks that all food and beverage sold is properly accounted for at established prices. Be alert for irregularities in the handling of cash or any misconduct</li> <li>Ensure that safe working practices are followed including emergency procedures</li> <li>Assist Outlet Manager to organize and implement F&amp;B promotions and special functions periodically</li> <li>Assist in control measures on food costs, beverage costs, labour costs and operating supply costs for the outlet and to be in line of budget</li> <li>Oversee the stock requisition and usage of operation equipment/supplies</li> <li>Maintain and check the outlet's/heart of the house's cleanliness and comply with</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>the F&amp;B sanitation and hygiene rules and regulations</p> <ul style="list-style-type: none"> <li>• Participate in departmental leadership activities as a member of the team</li> <li>• Maintain levels of confidentiality and discretion for guests</li> <li>• Develop own knowledge and skills as a contributing member of the F&amp;B team</li> </ul>	
<b>Guest Relations Officer</b>	<ul style="list-style-type: none"> <li>• Minimum O level education</li> <li>• Minimum 2 years hotel front office experience</li> <li>• Computer Knowledge, i.e. well versed with windows, internet explorer and word, either POS or PMS system</li> <li>• Knowledge of Opera will be an advantage</li> <li>• Read, write, speak English fluently</li> <li>• Well-groomed with leadership quality</li> <li>• Interpersonal skills to deal with guests and colleague's issues</li> <li>• Able to work in a team, i.e. caring about other team members and open towards other nationalities</li> <li>• Adaptable to multicultural guest needs, works with diverse cultures</li> <li>• Able to work under pressure and independently</li> <li>• Good interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Assist guests with check in and checkout, and other cashiering duties</li> <li>• Efficient in assisting guests throughout their stay with any requirements, handling guest feedback, provide direction and give suggestions</li> <li>• Handle guests' mails, messages, and answering phone calls</li> <li>• Maximizing room revenue by up-selling to a higher rate category and selling the highest possible rates for walk-in guests</li> <li>• Provide guidance and assistance to Guest Relations Assistant</li> <li>• Supervise the Front Office team to personalize the guest arrival/departure experience</li> <li>• Provide On-The-Job training for new colleagues</li> <li>• Meet, greet and provide rooming for VIP guests</li> <li>• Analyse room inventory and monitor rooms count situation</li> <li>• Attend daily briefings and relevant departmental and interdepartmental meetings</li> <li>• Ensure the safety, security and loss control policies and procedures are compiled with</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days per week</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>at the front desk and back-office area</p> <ul style="list-style-type: none"> <li>• Perform any related duties and special projects as requested by the Front Office Manager/Assistant Front Office Manager/Reception and Duty Manager</li> <li>• Always comply with hotel and department policies and procedures</li> <li>• Maintain the privacy of all guests by ensuring that no details of the guests are disclosed to anybody</li> <li>• Ensure cleanliness and appearance of Front Desk and related areas</li> <li>• Establish awareness of the Hotels fire and emergency procedure</li> <li>• Ensure vigilance in regard to in-house credit matters and act upon any discrepancies</li> <li>• Provide assistance and supervision of the Front Office areas such as Front Desk, Airline Desk, Groups, Rooms Controlling and Lobby Greeters</li> <li>• Ensure strict compliance of the Credit Card Privacy – PCI and Cash Float SOP</li> </ul>	
<b>Housekeeping Coordinator</b>	<ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level Education</li> <li>• Able to read, write, and communicate in English, other language is an added advantage</li> <li>• Computer skills including Microsoft Office will be an advantage</li> <li>• Use/knowledge of PMS e.g. OPERA</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure efficient and effective clear communication within the Housekeeping Department, Front Office, Engineering, Royal Service and all other departments</li> <li>• Answer all telephone calls within 3 rings and do all necessary follow up, with usage of correct telephone verbiage as set by the Hotel</li> <li>• Record all telephone calls and its details in the housekeeping coordinator's</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days per week</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Technical skills for Housekeeping including use of the iPhone for Housekeeping</li> <li>• Supervisory and leadership skills – collaborative, enabling, and entrepreneurial</li> <li>• Interpersonal skills well developed with guests, employees, management</li> <li>• Able to solve problem/make decision independently within scope</li> <li>• Attention to detail guest requests and preferences</li> <li>• Able to work independently, reliable, self-directed</li> </ul>	<p>logbook or input into Royal Service to ensure proper follow up</p> <ul style="list-style-type: none"> <li>• Use guest names during the process of conversation with guest</li> <li>• Be familiar with the computer systems such as OPERA and Swiss/Royal Service.</li> <li>• Keep proper records of guest loan items (eg. Extra chairs, foam pillows), and update traces in OPERA to track items movement and usage</li> <li>• Communicate blocked and VIP rooms with their preferences and requests to Team Leaders in a timely manner</li> <li>• Supervise and ensure that house and room attendants are carrying out all guest requests in a timely manner</li> <li>• Monitor room statuses to ensure clean rooms are available for arrival guests</li> <li>• Be responsible for the safety and security of all the departmental keys, mobi-talks, and iPhones.</li> <li>• Take proper inventory of keys, mobi-talk, and iPhones for the department and highlight loss to Assistant Manager immediately.</li> <li>• Assist in preparing keys, mobiles or papers to colleagues if need arise.</li> <li>• Answers all lost &amp; found queries in a timely manner and follow up accordingly</li> <li>• Record all Lost and Found articles correctly and to place items in correctly labeled serial boxes for easy search should guest claim the item</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Inform Security Department and Duty Manager of any complaints by guests of losses that may require compensation</li> <li>• Ensure the security and maintenance of the lost &amp; found room by not allowing unauthorized entries, with regular clean up and disposal of items after its validity periods</li> <li>• Ensure that safe working practices are followed including emergency procedures</li> <li>• Participate in departmental leadership activities as a member of the team</li> <li>• Maintain levels of confidentiality and discretion for guests</li> <li>• Carry out any other duties as and when assigned by the Management of the Hotel and department</li> </ul>	
<b>Laundry Co-ordinator cum Runner</b>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written English</li> <li>• Minimum O level education or equivalent</li> <li>• Relevant Housekeeping/Laundry experience preferred</li> <li>• Good interpersonal and communication skills to deal with guests and colleagues</li> <li>• Able to work in a team</li> <li>• Service oriented, courteous and honest</li> <li>• Good initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Print laundry log sheet from Knowcross system and monitor that Housekeeping Runner brings down all recorded room number parcel to laundry department.</li> <li>• Notify housekeeping for recorded parcels not brought down to ensure timely collection of laundry parcels from guest rooms.</li> <li>• Communicate with guest to highlight discrepancies and minor defects by leaving voicemail to seek verification. If guest is not in to verify, item with major defect is to be return undone with a letter of explanation and consent for cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days per week</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Effective communication and good inter-personal relations</li> <li>• Basic PC knowledge – familiar with computer applications like word processing and spreadsheet</li> <li>• Able to exercise sound judgement in unforeseen situations</li> </ul>	<ul style="list-style-type: none"> <li>• Billing and proper keeping of daily bills.</li> <li>• Administer on hold parcel record, stain letter, rejected item, daily guest works assembly report, buddy parcel and others.</li> <li>• Ensure items found from garments or from the processing centre are returned to the rightful owner and re-directed to the Lost and Found Department for further follow up.</li> <li>• Prepare daily sales summary, function report, cashier report and casting of charges.</li> <li>• Conduct monthly inventory of laundry supplies to prepare for next orders.</li> <li>• Follow up on every written orders to ensure that all cleaning request forms (laundry or dry-cleaning lists) are received by the required time.</li> <li>• Verified goods delivered to the department and ensure that vendor placed goods at the assigned storage areas.</li> <li>• Maintain adequate stock of forms relevant to the Valet Operations.</li> <li>• Attend to guest complaints or clarifications in the absence of the superiors.</li> <li>• Maintain cleanliness of all office equipment in the general office and proper housekeeping of laundry supplies storage room.</li> <li>• Provide On-The-Job training for new colleagues</li> <li>• Attend Department briefings, meetings, trainings and workshops</li> </ul>	



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Be familiar with the locations of guestrooms, storage place of guestroom amenities and guests' items, processes and procedures for placement, laundry collection and delivery, and basic checking of guestroom amenities</li> <li>• Maintain good housekeeping standards and adhere to all safety and loss control procedures</li> <li>• Collection and Delivery from and to guest rooms</li> </ul>	
<b>RCCC Guest Services Officer/Executive, Banquet</b>	<ul style="list-style-type: none"> <li>• O-Level and above, or same level of education</li> <li>• Minimum 2 years banquet experience in 5 star Hotel</li> <li>• Friendly personality with positive attitude</li> <li>• Good communication skills and guest relations.</li> <li>• Fluent spoken English and basic written English</li> <li>• The ability to work well with a large group of people in a team environment</li> <li>• Must be able to work well in stressful, high-pressure situations</li> <li>• Ability to work a flexible schedule including nights, days, weekends and Public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Perform the tasks of function room setup, dining table setting, buffet counter and refreshment setting base on each BEO's requirement, instruction and departmental standards</li> <li>• Prepare, maintain or check the preparation of service mise-en-place according to each event and are ready/sufficient for operation needs</li> <li>• Check the appearance, orderliness, cleanliness and proper set-up of the function room/refreshment area and all its related areas with the function checklist, and be ready before 30 minutes of the commence of each event/coffee break</li> <li>• Maintain and ensure all function rooms appearance, orderliness and cleanliness are at satisfied condition after the end of each event</li> <li>• Handle event billing accordingly to BEO's instruction and complete post function report when event ended</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days per week</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist the management to supervise junior team members and casual labour under his/her leadership/section and to ensure all tasks assigned/required by the event/operation are carried out on time and according to instruction and departmental standards as well as at the satisfied level</li> <li>To monitor/supervise the use of equipment by casual labour and to ensure it is used in the correct manner under the relevant standard of operations and work safety guideline</li> <li>Use guest names wherever possible</li> <li>Greet and farewell guests in a friendly, courteous manner</li> <li>Adjust service to suit guests' requests, personalise to meet needs</li> <li>Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target</li> <li>Respond positively, politely, and efficiently to all extraordinary requests from guests, and act accordingly when dealing with complaints or problems reported to him/her</li> <li>Perform or assist in the Hosting, Cashiering and Bartending duties whenever is required or when is assigned</li> <li>Maintain and check the supply of equipment/stock level and ensure no shortage</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>of items which have impact on the operation and guests</p> <ul style="list-style-type: none"> <li>• Take part in daily line-ups and participate all assigned training program</li> <li>• Handle all the administration works pertaining to cashier/bar operation requirement and company's policies, and in good order when required</li> <li>• Act as a runner between each meeting rooms, delivering or collecting various items which are required by guests</li> <li>• Follow guidelines provided in colleague handbook</li> <li>• Understand emergency procedures, health, hygiene &amp; food safety requirements and ensure compliance</li> <li>• Maintain collaborative working relationships with colleagues &amp; supervisors/managers</li> </ul>	
<b>Reservations Coordinator</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 year of relevant experience in the reservations sales</li> <li>• Strong working knowledge of CRS, PMS, RESAWeb or distribution systems</li> <li>• Detail-Orientated</li> <li>• External and internal environment understanding</li> <li>• Ability to work effectively and contribute in a team</li> <li>• Great communication, presentation and influencing skills</li> <li>• Customer/Commercial focus</li> </ul>	<ul style="list-style-type: none"> <li>• Support the reservations sales team and operations teams to ensure all key KPIs are met and maintained including conversion, abandoned call rate and quality assurance.</li> <li>• Ensure travel agency commissions, reservations sales conditions, profile tracking and guest recognition is checked, completed and updated accordingly.</li> <li>• Maintain accuracy of arrivals including billing, VIP status and other guest preferences.</li> <li>• Maintain high level of performance within the reservations guest experience, including the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days per week, 9am to 6.45pm, 10.15am to 8pm</li> <li>• <b>Employment Type:</b> Full -Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Multicultural awareness and able to work with people from diverse cultures</li> <li>• Flexible and able to embrace and respond to change effectively</li> <li>• Self-motivated and energetic</li> </ul>	<p>support for the reservations and operations team.</p> <ul style="list-style-type: none"> <li>• Ensure that a “RevPRO culture” is spread in the hotel, through regular liaison with operational and call centre teams.</li> <li>• Manage rooming lists, corporate bookings, and crew blocks as required.</li> </ul>	
<b>Restaurant Executive</b>	<ul style="list-style-type: none"> <li>• Education</li> <li>• Diploma in Hospitality Management</li> <li>• 1 year F&amp;B Management Experience</li> <li>• Experience in similar size/style of 5 star hotel</li> <li>• Evidence of Leadership / People management</li> <li>• Good interpersonal and communication skills</li> <li>• Able to work under pressure and independently</li> <li>• Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management</li> <li>• Service oriented with an eye for details</li> <li>• Good computer skills and proficient in Microsoft Office- Words &amp; Excel</li> <li>• Good problem solving and decision making skills</li> <li>• Effective conflict management skills, respecting a diverse,</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the outlet manager on daily Front of the House and Heart of the House operations</li> <li>• Monitor the reservation status and communicate with culinary team</li> <li>• Plan and arrange manning to meet business needs</li> <li>• Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period</li> <li>• Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by</li> <li>• Ensure hygiene and food safety compliance in the outlet and related areas</li> <li>• Lead the F&amp;B service team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise</li> <li>• Lead a Heartist® approach to guest experience/service with the F&amp;B team</li> <li>• Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up on correct procedures</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days per week,</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>multi-cultural environment</p> <ul style="list-style-type: none"> <li>• Use sensitivity and discretion in supporting guest needs</li> <li>• Lead to constantly improve the guest service experience and team performance</li> </ul>	<p>implemented by outlet manager as to prevent future recurrence</p> <ul style="list-style-type: none"> <li>• Focus on the dining experience for LCAH members</li> <li>• Induct and train F&amp;B service team on technical skills and process as outlined in the LQA standards and departmental SOP</li> <li>• Ensure that safe working practices are followed including emergency procedures</li> <li>• Assist Outlet Manager to organize and implement F&amp;B promotions and special functions periodically</li> <li>• Assist in control measures on food costs, beverage costs, labour costs and operating supply costs for the outlet and to be in line of budget</li> <li>• Oversee the stock requisition and usage of operation equipment/supplies</li> <li>• Maintain and check the outlet's/heart of the house's cleanliness and comply with the F&amp;B sanitation and hygiene rules and regulations</li> <li>• Participate in departmental leadership activities as a member of the team</li> <li>• Maintain levels of confidentiality and discretion for guests</li> <li>• Develop own knowledge and skills as a contributing member of the F&amp;B team</li> <li>• Coach F&amp;B service team to constantly improve or maintain performance, give guidance where performance is below expectations</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Manage team within guidelines provided in the Colleague Handbook</li> <li>• Counsel/discipline any F&amp;B service team when performance fall below expectation, and to re-train when needed</li> <li>• Conduct spot-checks that all food and beverage sold is properly accounted for at established prices. Be alert for irregularities in the handling of cash or any misconduct</li> </ul>	
<b>Restaurant Host/Hostess</b>	<ul style="list-style-type: none"> <li>• 1 year Hospitality industry experience</li> <li>• Completion of formal Secondary/O level education</li> <li>• Technical service skills</li> <li>• Interpersonal skills – communicates easily/openly</li> <li>• Excellent communication skills in spoken/written English</li> <li>• Reliable and consistent</li> <li>• Personal presentation &amp; grooming, clean/tidy</li> <li>• Can work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Setup hostess station and complete mise-en-plus prior to the start of operation hour for each meal period</li> <li>• Operate and use POS and dining reservation system</li> <li>• Take and enter reservations/cancellations in reservation system in accordance with departmental standards.</li> <li>• Reconfirm reservation through telephone or email on daily basis for each meal period and highlight to superior on high business volume day/meal period</li> <li>• Check email in-box and reply all enquiries within 24 hours</li> <li>• Handle all table allocation based on reservation and guests preference for each meal period in accordance with departmental standards</li> <li>• Check on correctness of reserved table arrangement and preferred seating prior to the start of each meal period</li> <li>• Handle all guest requests such as cake ordering, dietary requirement, etc. Ensure all information are accurately</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days per week,</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>recorded and communicate to service and culinary team</p> <ul style="list-style-type: none"> <li>• Handle menu update, printing and buffet tag creation, if any. Ensure all menus and reading materials are in good condition and clean</li> <li>• Perform or assist in the Floor Service duties whenever is required</li> <li>• Perform opening shift and closing shift duties as assigned</li> </ul>	
<b>Security Supervisor</b>	<ul style="list-style-type: none"> <li>• Minimum GCE 'N' level</li> <li>• At least 4 years relevant experience in hotels or private security law enforcement at a supervisory level</li> <li>• Minimum Officer Certification required by local authorities for Senior / Security Supervisor</li> <li>• Company Emergency Response Team (CERT) Certificate</li> <li>• Possess occupational CPR and AED</li> <li>• Basic Fire Fighting</li> <li>• First Aid Management</li> <li>• Knowledge in Fire Prevention &amp; Protection of Building</li> <li>• Conversant with the various systems in Hotel Security Room</li> <li>• Art of self-defences, report writing, verbal and written skills, investigation and interrogation aptitude</li> </ul>	<ul style="list-style-type: none"> <li>• Report for duty as per schedule in roster and be in attendance for the daily 15 minutes pre and post shift briefing</li> <li>• Don essential company issued equipment such as Mobitalk, Bluetooth device, torchlight and pocket mask during duty</li> <li>• Be in-charge of the Hotel Security Control Room as well as for the day-to-day operations</li> <li>• Ensure all official security documents are handled accurately in accordance to SOP</li> <li>• Manage access points as assigned to ensure all entries are authorized</li> <li>• Maintain keen vigilance at the pass counters where colleagues, part-timers, casual labors, vendors, contractors, and visitors check in</li> <li>• Manage the Visitor Management System for visitors, contractors, and vendors</li> <li>• Manage the Casual labor system for casual labors and part-timers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 days per week,</li> <li>• <b>Location:</b> 2 Stamford Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Monitor CCTV coverage within the hotel property and highlight any issues observed</li> <li>• Perform static lobby / convention Centre coverage and duty</li> <li>• Perform roving security and safety clocking patrol within and around the hotel premises</li> <li>• Perform patrol on guest floors and the heart of house</li> <li>• Perform enforcement tasks as assigned and be at deployment as per deployment schedule</li> <li>• Ensure security system are in working order, and if not, to highlight to Assistant Security Manager and collaborate to raise maintenance reports</li> <li>• Coordinate Night Transport for colleagues</li> <li>• Respond to all security, safety and medical emergencies as soon as possible where assistance is required</li> <li>• Be part of the Hotel Emergency Action Team (HEAT Team) / Company Emergency Response Team (CERT Team) to respond to emergencies</li> <li>• Conduct inventory checks of keys and passes</li> <li>• Handle Loss &amp; Found findings, reports and inquiries</li> <li>• Provide lift control and VIP</li> <li>• Perform First Aid/CPR/AED if required</li> <li>• Respond to and resolve safe box issues without delay</li> <li>• Respond to and resolve door lock issues without delay</li> <li>• Conduct crowd control and ushering duties</li> </ul>	



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Gather and document information and facts upon responding to security, safety and medical emergencies</li> <li>Perform any other tasks as assigned by the management of the hotel</li> <li>Manage and address all alarms on the Fire &amp; Life Saving System (FPLS) as per SOP</li> <li>Manage and address all alarms on the duress and emergency systems</li> <li>In-depth knowledge of CCTV system for preliminary investigation and training purposes</li> </ul>	

## #7 FORT FINANCIAL PTE LTD

Fort Financial, a group of agency unit representing HSBC Life (Singapore) Pte Ltd, we pride ourselves for being diligent, ethical, and meticulous in all that we do and provide for our clients. We continuously conduct ourselves with utmost professionalism and strive to always stay relevant in the industry. Daily training and exposure with our various partners place us at the forefront of this continuously expanding industry. We always strive to be our clients' Number One Choice.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Management Trainee ( Entry Level Welcome )</b>	<ul style="list-style-type: none"> <li>At least a Polytechnic Diploma, A-Levels, bachelor's degree, Professional Degree, any field.</li> <li>21 years and above</li> <li>Positive learning and Go-getter attitude.</li> <li>Self-Motivated and Financially Driven</li> <li>2 Full-Time position(s) available.</li> <li>Singaporean / Permanent Resident</li> </ul>	<ul style="list-style-type: none"> <li>Make recommendations based on a reasonable inquiry from clients pertaining towards investment objectives, financial situation, financial goals and expectations.</li> <li>Review and optimize accounts and plan regularly to determine life changes that would affect a financial strategy.</li> <li>Optimize portfolios for clients for the best possible ROI</li> <li>Maintain a sustainable pipeline of clients with excellent management of all accounts (New/Existing)</li> <li>Attend yearly enrichment classes/seminars to learn and</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 days per week, 9.30am to 5.30pm</li> <li><b>Employment Type:</b> Full -Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 298 Tiong Bahru Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		assimilate best practices from industry experts	

## #8 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 realize your potential and climb the career ladder.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Evening crew (FT)</b>	<ul style="list-style-type: none"> <li>High energy and a strong passion for delighting customers</li> <li>Fun and cheerful personality with a great SMILE</li> </ul>	<ul style="list-style-type: none"> <li>Be part of a friendly service team</li> <li>Greet and serve customers in a fast and friendly manner</li> <li>Learn about food preparation and customer service</li> <li>Ensure that the restaurant is clean</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> Part Time is based on Operation needs, Full Time is 6 days work week</li> <li><b>Employment Type:</b> Full -Time</li> <li><b>Location:</b> Island Wide</li> </ul>
<b>Evening crew (PT)</b>	<ul style="list-style-type: none"> <li>High energy and a strong passion for delighting customers</li> <li>Fun and cheerful personality with a great SMILE</li> </ul>	<ul style="list-style-type: none"> <li>Be part of a friendly service team</li> <li>Greet and serve customers in a fast and friendly manner</li> <li>Learn about food preparation and customer service</li> <li>Ensure that the restaurant is clean</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> Part Time is based on Operation needs, Full Time is 6 days' work week</li> <li><b>Employment Type:</b> Full -Time</li> <li><b>Location:</b> Island Wide</li> </ul>
<b>Family Ambassador (PT)</b>	<ul style="list-style-type: none"> <li>Minimum NITEC</li> </ul>	<ul style="list-style-type: none"> <li>Creating a fun atmosphere for families and children by planning and executing in-store Family togetherness activities</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> Part Time is based on Operation needs, Full Time is 6 days' work week</li> <li><b>Employment Type:</b> Full -Time</li> <li><b>Location:</b> Island Wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Guest Experience Leader (FT)</b>	<ul style="list-style-type: none"> <li>• High energy and a strong passion for delighting customers</li> <li>• Fun and cheerful personality with a great SMILE</li> <li>• Communication</li> <li>• Customer Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as the Hospitality Expert/Lead in the restaurant</li> <li>• Delivering exceptional in-store always feel-good experiences</li> <li>• Implement and execute Service Centric and Family Marketing initiatives and programs</li> <li>• Create feeling good moments and turn them to memories that last, exceeding guest's expectation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Part Time is based on Operation needs, Full Time is 6 days' work week</li> <li>• <b>Employment Type:</b> Full -Time</li> <li>• <b>Location:</b> Island Wide</li> </ul>
<b>Guest Experience Leader (PT)</b>	<ul style="list-style-type: none"> <li>• High energy and a strong passion for delighting customers</li> <li>• Fun and cheerful personality with a great SMILE</li> <li>• Communication</li> <li>• Customer Handling</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as the Hospitality Expert/Lead in the restaurant</li> <li>• Delivering exceptional in-store always feel-good experiences</li> <li>• Implement and execute Service Centric and Family Marketing initiatives and programs</li> <li>• Create feeling good moments and turn them to memories that last, exceeding guest's expectation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Part Time is based on Operation needs, Full Time is 6 days' work week</li> <li>• <b>Employment Type:</b> Full -Time</li> <li>• <b>Location:</b> Island Wide</li> </ul>
<b>Management Trainee</b>	<ul style="list-style-type: none"> <li>• High energy and a strong passion for delighting customers</li> <li>• Fun and cheerful personality with a great SMILE</li> <li>• Communication</li> <li>• Customer Handling</li> <li>• Decision Making</li> </ul>	<ul style="list-style-type: none"> <li>• Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations</li> <li>• Supervise store operations, cash control, and shift management</li> <li>• Manage a high-performance team and develop their talents</li> <li>• Drive recruitment, training, and marketing campaigns</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> Rotation Shift</li> <li>• <b>5 days Job Type:</b> Permanent</li> <li>• <b>Location:</b> Island Wide</li> </ul>

## #9 RAFFLES HOTEL SINGAPORE

Raffles Hotel Singapore is one of the few remaining great 19th century hotels in the world, perfectly preserved both inside and out, giving it an intoxicating blend of luxury, history and classic colonial design. Its distinctive architecture, legendary heritage and iconic service continue to enthrall visitors where suites, social spaces, award-winning restaurants and bars are presented for discerning travellers. No visit to Singapore is complete without a stay here, where the grand historic hotel exudes old-world grandeur infused with the unique charm of the city state.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Associate Butler</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' relevant experience.</li> <li>• Excellent communication skills.</li> <li>• Focus on service with an eye for detail and an approachable attitude.</li> <li>• Works well under pressure, analyses and resolves problems, exercises good judgment and with a high degree of professionalism.</li> <li>• Prioritises and organises work assignments and delegates work effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• The Associate Butler role is to support back-end operations to ensure operational effectiveness for the butler team daily. The role encompasses a spectrum of responsibilities from picking up of stocks and amenities and to maintain the cleanliness of operational pantries according to HACCP standards.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week , 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>
<b>Bellman</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years of relevant experience in the hotel industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the supervision and handling of all portage tasks in a detailed and timely manner as well as creating experiential and memorable Raffles Hotel Singapore experiences for residents.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week , 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>
<b>Chef de Partie</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years of relevant experience in the Food &amp; Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant.</li> <li>• Proficient in written and conversational English.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction.</li> <li>• Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week , 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good interpersonal skills with ability to communicate with all levels of colleagues.</li> <li>• Service oriented with an eye for details.</li> </ul>		
<b>Facilities Technician - Carpenter</b>	<ul style="list-style-type: none"> <li>• Proven experience as Carpenter.</li> <li>• Hands-on experience in working with carpentry materials.</li> <li>• Excellent understanding of carpentry techniques and methods of installation and construction.</li> <li>• Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.).</li> <li>• Ability to read technical documents and drawings.</li> <li>• Willingness to always follow safety guidelines.</li> <li>• Good knowledge of English.</li> <li>• Good understanding of basic math.</li> <li>• Good physical condition and endurance.</li> <li>• Related or relevant carpentry training/certification preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• To cut, fabricate and install wooden and other structures according to specifications.</li> <li>• Reads blueprints, drawings and sketches to fully grasp requirement.</li> <li>• Takes measurements and calculate the size and amount of material needed.</li> <li>• Cut, shape and smooth lumber and other materials (eg. fiberglass) according to measurements.</li> <li>• Builds window frames, doors, staircases and frame buildings by using raw materials or pre-constructed items.</li> <li>• Lays out floorings, roofing or drywalls ensuring they are levelled and compatible.</li> <li>• Carves and assembles furniture, cabinets, shelves and other items and install them where designated.</li> <li>• Builds scaffolding and other construction structures.</li> <li>• Rectifies equipment and facilities breakdown as required.</li> <li>• Responds to requests relating to carpentry issues from hotel patrons in a timely and efficient manner.</li> <li>• Replaces faulty components / parts as required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week , 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>
<b>Food &amp; Beverage Casual Labour (Part Time)</b>	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field or minimum of 6 months hands on</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week , 35 hours weekly</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	experience in food service position, similar operations style. <ul style="list-style-type: none"> <li>• Retail or guest interaction experience.</li> <li>• Food and/or beverage knowledge (personal interest/professional)</li> </ul>	meet guest dining experience expectations.	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Part-Time</li> <li>• <b>Job Type:</b> Part-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>
<b>Food &amp; Beverage Service Associate</b>	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style.</li> <li>• Retail or guest interaction experience.</li> <li>• Food and/or beverage knowledge (personal interest/professional)</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week , 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>
<b>Food &amp; Beverage Service Executive</b>	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field.</li> <li>• Minimum 2 years' experience in an international class restaurant.</li> <li>• At least 1-year relevant experience in a similar capacity an advantage.</li> <li>• Additional improvement programs in Food &amp; Beverage an advantage.</li> <li>• Working knowledge of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervises the team by proactive, interactive and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their dining experience.</li> <li>• Assists the management in supervising the overall operation and service standards of the restaurant to meet and exceed guest's dining experience expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week , 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Lobby Ambassador (Front Office)</b>	<ul style="list-style-type: none"> <li>• Diploma and Degree from preferably hospitality or related field.</li> <li>• Minimum 1 to 3 years relevant experience.</li> <li>• Focus on service with an eye for detail and an approachable attitude.</li> <li>• Works well under pressure, analyzes and resolves problems, and exercises good judgment.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivers the Raffles Hotel Singapore guest experience through a seamless flow of processes and in close cooperation with the Raffles Butler.</li> <li>• Provides first-class arrival experiences for all residents including a seamless and personalized check-in experience. Closely assists the F&amp;B team in welcoming and accommodating restaurant patrons.</li> <li>• Ensures the smooth running of the Lobby operation by performing all tasks in adherence with the code of ethics as issued by Raffles Hotel Singapore.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week , 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>
<b>Raffles Butler</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' relevant experience.</li> <li>• Excellent communication skills in English and ability to speak other language and / or basic understanding of other languages an advantage.</li> <li>• Possesses strong interpersonal skills.</li> <li>• Ascertains and addresses guest/colleague needs.</li> <li>• Focuses on service with an eye for detail and an approachable attitude.</li> <li>• Works well under pressure, analyses and resolves problems, exercises good judgment and with a high degree of professionalism.</li> </ul>	<ul style="list-style-type: none"> <li>• This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements.</li> <li>• Strive to listen attentively, observe the little details, and personalize interactions with the aim to anticipate and be intuitive of residents' needs and wants.</li> <li>• An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Prioritizes and organizes work assignments and delegates work effectively.</li> <li>• Self-motivates and shows good initiative in a dynamic environment.</li> <li>• Ensures security and confidentiality of guest and hotel information.</li> </ul>		
<b>Raffles Service Agent (Reservations)</b>	<ul style="list-style-type: none"> <li>• 1- Minimum tertiary education or equivalent.</li> <li>• - Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management.</li> <li>• Minimum 1 year of relevant experience in the hotel industry.</li> </ul>	<ul style="list-style-type: none"> <li>• The Raffles Service Agent delivers friendly and professional service that meets guest's reservation experience expectations prior to their arrival.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>
<b>Resident Bartender</b>	<ul style="list-style-type: none"> <li>• At least 1 year of relevant bar experience with similar standing or profile.</li> <li>• Knowledge of classic/international cocktails, spirits and hospitality.</li> <li>• Proficient in Microsoft Office and basic POS management.</li> <li>• Previous relevant bar experience with similar standing or profile as bartender.</li> <li>• Passionate in beverage and cocktail making and</li> </ul>	<ul style="list-style-type: none"> <li>• The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. He/she engages with our guests during their visit, receives and serves orders and delivers accordance to Raffles Hotel Singapore service standards.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>knowledge of alcoholic beverages and mixing of drinks.</p> <ul style="list-style-type: none"> <li>• Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan.</li> <li>• Certified with valid National Environment Agency (Singapore) Basic Food Hygiene Handler.</li> <li>• Highly organized with strong analytical and communication skills.</li> <li>• Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside and outside the hotel.</li> </ul>		
<b>Retail Associate</b>	<ul style="list-style-type: none"> <li>• Proficient in Microsoft Excel and Office</li> <li>• Sense of urgency flexibility ability to multitask.</li> <li>• Willingness to learn.</li> <li>• Good communication and interpersonal skills.</li> <li>• Interpersonal skills well developed with guests, employees, management.</li> <li>• Ability to work independently, effectively, reliable and self-directed.</li> <li>• Good presentation and influencing skills.</li> </ul>	<ul style="list-style-type: none"> <li>• The position is responsible in Purchase Order creation, reports, liaising with external suppliers and internal departments to ensure seamless process of stock to store after order is placed. To assist on the retail shop floor as part of the job scope.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Has good initiative under dynamic environment.</li> <li>Self-motivated and energetic, confidently able to give suggestions and resolve problems.</li> <li>Communication skills in English spoken/written.</li> <li>Supporting operations is a must.</li> </ul>		
<b>Retail Operations Executive</b>	<ul style="list-style-type: none"> <li>Minimum of 2 years of relevant experience in the retail industry.</li> <li>Interpersonal skills are well developed with guests, employees, management.</li> <li>Ability to work independently, effectively, reliable and self-directed.</li> <li>Good presentation and influencing skills.</li> <li>Multicultural awareness and able to work with people from diverse cultures.</li> </ul>	<ul style="list-style-type: none"> <li>The position is responsible for ensuring high level of guest satisfaction and ensuring good customer feedback and response to customers' queries in a timely manner. Reaching out and liaison with tour agencies and the increase the sales tickets and meeting the monthly sales target.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Full-Time</li> <li><b>Location:</b> 1 Beach Rd</li> </ul>
<b>Security Officer</b>	<ul style="list-style-type: none"> <li>Must be a registered Security Officer with Police Licensing &amp; Regulatory Department (PLRD) and holds a valid Security License issued by PLRD.</li> <li>Secondary education with WSQ Certification in Security Operations.</li> <li>Certified in First Aid, CPR and AED.</li> </ul>	<ul style="list-style-type: none"> <li>The Security Officer delivers the safety and security measures that meet the requirements of the Hotel Management.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Full-Time</li> <li><b>Location:</b> 1 Beach Rd</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Certified CERT member as per Singapore Civic Defence Force (SCDF) guidelines under High Risks Installation (HRI) Tier 1.</li> <li>• Minimum of 2 years of relevant experience in the hotel industry.</li> <li>• Outgoing personality and able to remain calm under pressure.</li> <li>• Willing to acquire new knowledge and experience.</li> <li>• Good interpersonal skills with the ability to communicate with all levels of employees.</li> <li>• Service oriented with an eye for details and inquisitive mind.</li> <li>• Ability to work effectively and contribute in a team.</li> </ul>		
<b>Senior / Facilities Technician</b>	<ul style="list-style-type: none"> <li>• 'Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing.</li> <li>• Minimum of 1 year of relevant experience.</li> <li>• Good working knowledge of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Operates the equipment to deliver comfortable room temperature to hotel areas.</li> <li>• Operates the equipment to deliver clean water to the respective services in the hotel.</li> <li>• Operates the equipment to deliver hot water to the respective services in the hotel as required.</li> <li>• Operates the equipment to deliver clear and sharp images from the television and satellites equipment to hotel guest suites as required.</li> <li>• Operates the equipment to deliver audio visual support</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> 1 Beach Rd</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>to the hotel event as required.</p> <ul style="list-style-type: none"> <li>Assists and supports the emergency operations team during an emergency and a crisis in a timely and efficient manner.</li> </ul>	
<b>Senior / Housekeeping Attendant (Rooms)</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures.</li> <li>Service oriented with an eye for details.</li> <li>Ability to work efficiently and independently under pressure in a dynamic environment.</li> <li>Flexible and able to embrace and respond to change effectively.</li> <li>Self-motivated and energetic.</li> </ul>	<ul style="list-style-type: none"> <li>The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Full-Time</li> <li><b>Location:</b> 1 Beach Rd</li> </ul>
<b>Spa Attendant</b>	<ul style="list-style-type: none"> <li>Ability to provide legible communication.</li> <li>Minimum one year's experience in customer service, hospitality or the spa industry.</li> <li>Good interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Taking guidance and instruction from the Senior Spa Attendant,</li> <li>Responsible for the hygiene, cleanliness and sanitisation of the spa and gym.</li> <li>Required to orientate guests with the spa facilities, greeting guests as they enter the facilities and providing personal guest service.</li> <li>Responsible for keeping the lounges, lockers and other guest areas neat, clean and well stocked with all amenities.</li> </ul>	<ul style="list-style-type: none"> <li><b>Working Hours:</b> 5 day / week, 44 hours weekly</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Full-Time</li> <li><b>Location:</b> 1 Beach Rd</li> </ul>

## #10 TAN TOCK SENG HOSPITAL

Tan Tock Seng Hospital (TTSH) is one of the longest serving and largest multi-disciplinary hospitals in Singapore. Recognized as the people's hospital, the 10,000-strong institution operates over 2,000

beds and covers more than 60 clinical disciplines. It anchors the 17-hectare HealthCity Novena, a strategic development to create an integrated community of healthcare, medical education and translational research.

The flagship hospital of the National Healthcare Group, TTSH plays a pivotal role in creating new models of care and adding years of healthy life to the people of Singapore.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Technician (Operating Theatre)</b>	<ul style="list-style-type: none"> <li>• Able to write and speak simple English</li> <li>• Able to carry heavy load / items</li> <li>• Not blood phobia</li> <li>• Able to perform 3 rotating shifts (6-Day Work, Rotating Off)'-</li> <li>• Able to write and speak simple English</li> <li>• Able to carry heavy loads / items</li> <li>• Not blood phobia</li> <li>• Able to perform 3 rotating shifts (6-Day Work, Rotating Off)</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare operating room and equipment for surgical procedures as well as assist in patient care in the theatre.</li> <li>• Perform portering, housekeeping, despatching duties, including maintaining and replenishing of Operating Theatre supplies.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 day / week, 3-rotating shifts 6-day work week, including weekends and public holidays</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 11 Jalan Tan Tock Seng</li> </ul>
<b>Patient Service Associate (Emergency Department)</b>	<ul style="list-style-type: none"> <li>• Possess good customer service and people skills</li> <li>• Able to communicate to people at all levels</li> <li>• Able to work in a highly stressful and dynamic environment</li> <li>• Proficient in computer applications</li> </ul>	<ul style="list-style-type: none"> <li>• Handle registration of patients' visits</li> <li>• Appointment scheduling (handling both inbound and outbound calls and emails)</li> <li>• Billing and payment</li> <li>• Observation wards monitoring: prepare the necessary medical documents for doctors' review</li> <li>• Coordinate the admission and discharge of patients</li> <li>• Perform swab tests for patients</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 day / week, 3-rotating shifts 6-day work week, including weekends and public holidays (40hrs per week) <b>ED PSA</b> 7am to 3pm; 3pm to 10pm; 10pm to 8am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 11 Jalan Tan Tock Seng</li> </ul>
<b>Patient Service Associate (Financial Counselling)</b>	<ul style="list-style-type: none"> <li>• Diploma in any discipline/ GCE 'A'/'O' Level / Higher NITEC</li> </ul>	<ul style="list-style-type: none"> <li>• Perform the multiple tasks of patient registration, deposit collection and provide financial counselling.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 5.5 day / week, 3-rotating shifts</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>/ NITEC in any discipline</li> <li>• Preferably with frontline/customer services experience</li> <li>• Proficient in MS Excel</li> <li>• Able to work in a fast-paced environment and able to multi-task</li> <li>• Might need to don PPE (Personal Protective Equipment) and N95 mask when the situation calls for the need to.</li> <li>• Must be able to perform 3 rotating shifts on a 6-day week including weekends and public holidays</li> <li>• Willing to work in the Emergency Department and Ward areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Handling decants transfers of patients to other hospitals and other adhoc administrative matters relating to patients' admission.</li> </ul>	<p>6-day work week, including weekends and public holidays</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 11 Jalan Tan Tock Seng</li> </ul>
<b>Patient Service Associate (Inpatient Wards)</b>	<ul style="list-style-type: none"> <li>• Possess good customer service and people skills</li> <li>• Able to communicate with people at all levels</li> <li>• Able to work in a fast-paced and dynamic environment</li> <li>• Proficient in computer applications</li> </ul>	<ul style="list-style-type: none"> <li>• Handle and facilitate the admission and discharge of patient's visit</li> <li>• Appointment scheduling</li> <li>• Administration of patient's records</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> 2-rotating shift 5-day work week, including weekend and public holiday <b><u>Inpatient PSA</u></b> (1hr break) 8am – 5pm 12am - 9pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 11 Jalan Tan Tock Seng</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Patient Service Associate (Specialist Outpatient Clinic)</b>	<ul style="list-style-type: none"> <li>• Possess good customer service and people skills</li> <li>• Able to communicate with people at all levels</li> <li>• Able to work in a fast-paced and dynamic environment</li> <li>• Proficient in computer applications</li> </ul>	<ul style="list-style-type: none"> <li>• Handle registration of patients' visits</li> <li>• Appointment scheduling</li> <li>• Collection of payment and provide financial counselling, when necessary</li> <li>• Handle patients' medical records</li> <li>• Assist doctors with patient's medical reviews in the consultation rooms</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working Hours:</b> <ul style="list-style-type: none"> <li>• Mon to Fri (8am to 5pm; 8.30am to 5.30pm; 9am to 6pm), Sat (8am to 12pm; 8.30am to 12.30pm; 9am to 1pm)</li> </ul> </li> <li>• (working hours will be aligned to the operating hours of the clinic)</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 11 Jalan Tan Tock Seng</li> </ul>

## e2i services

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

### Meet an e2i Career Coach

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

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



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

**e2i west**

Devan Nair Institute of Employment and  
Employability

80 Jurong East St 21 Level 2

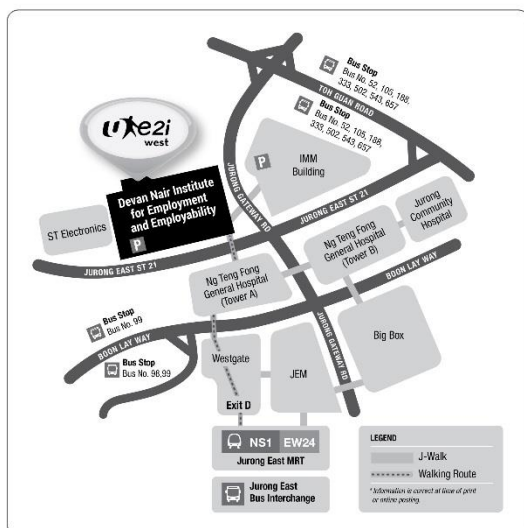
Singapore 609607



**Find us at these other locations.**



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



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

Saturday: 9am to 1pm

Sunday & Public Holiday: Closed

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

Be alerted daily on the latest job vacancies from hiring companies.

➤ **Subscribe to PMET Jobs-Alert**

(e.g. Analysts, 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)

<https://bit.ly/jsc-ja-nonpmet>



### **Check out our e-Resources for Jobs & Skills**

Explore this site to get this information:

- Career Resource kit for Professionals
- Career Assessment Tool
- e2i Resume Builder
- Career Fairs



and many more.

<https://e2i.sg.crp-yellow?r=qr>



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<https://ntuc.co/4cxkqt4?r=qr>

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