Employment and Employability Institute

JOB LISTING BOOKLET

Punggol Career Marketplace 2026

[8 October 2026]



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

About e2i (Employment and Employability Institute)

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

Only for Singaporeans & Permanent Residents

Legend

🐻: *NTUC CUB (C U Back at Work!) employers offers workforce returners with structured training plus job opportunities with flexible work arrangements*

💪🏻: *Yes,Flex! - employers offers job opportunities with flexible work options*

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#1 4fingers Singapore

4fingers Singapore is a homegrown Singaporean fast-casual restaurant chain founded in 2009 that specializes in Asian-style crispy fried chicken.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Restaurant Manager	**Key Responsibilities** • Manage the crew which includes rostering, regular coaching, communications with team members. • Manage day to day operations that includes the highest safety and hygiene standards compliant with regulations. • Create positive customer experience that delivers the promise of 4Finger brand. • Manage raw materials, supplies equipment and IT system in the store. **Pre-requisites** • Minimum 3 years of relevant experience in F&B (QSR) environment. • Experience in managing F&B store operations, staff scheduling or roster • Able to manage Front of House and Back of House. • Ability to manage peak hour perios with speed and accuracy. • Able to work rotating shifts, weekends and Public Holidays.	• Working Hours: based on store schedule • Location/ Postal code: S(179101)
Business Development Manager (Leasing and Project Management)	**Key Responsibilities** • The Business Development Manager is responsible to identify and source potential profitable locations for the expansion of 4Fingers in Singapore. • This role manages the full property lifecycle from securing new locations and renovations to overseeing fit-outs, refurbishments and lease management. • Ensuring projects are completed on time within budget and aligned with brand standards. • As and when necessary, supporting store maintenance audits to assess store and equipment conditions and propose the necessary corrective/preventive action plan to operations team. **Pre-requisites** • Bachelor degree in hospitality/marketing/business/equivalent. • At least 5 years of progressive experience in a similar role. • Having experience in F&B and retail chain industries an advantage. • Possess own vehicle and willing to travel.	• Working Hours: 9.00am to 6.00pm • Location/ Postal code: S(179101)
Delivery Driver and Warehouse Assistant	**Key Responsibilities** • Manage daily logistics by ensuring safe and efficient delivery of goods, while managing inventory control, maintain organised storage system and ensuring accurate documentation of stock movements.	• Working Hours: 9.00am to 6.00pm • Location/ Postal code: S(179101)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Possess valid driving licence (Class 3 or 3A) with a clean driving record and a valid Forklift driving licence. • Possess valid Food Hygiene Level 1 certificate an added advantage. • Proven experience in driving and basic storekeeping or warehosue operations. • Familiar with inventory management practices and stock control procedures. • Able to handle physical tasks, including loading and unloading of goods. • Able to use simple inventory systems or maintain manual records accurately. • Good sense of responsibility, time management and reliability.	
Full Time Kitchen Crew	**Key Responsibilities** • You will be preparing food item (Include frying), maintain kitchen cleanliness and ensuring food safety, standards and hygiene are met at all times. • Ability to operate fryer and kitchen equipments safely and efficiently. • Maintain cleanliness and sanitation of kitchen equipments and workstation. • Follow food safety and hygiene guidelines strictly. • Assist in receiving and storing inventories and supplies. • Support team members during peak hours to ensure smooth operations. **Pre-requisites** • Experience in kitchen or food preparation role in fast food industry (QSR). • Possess valid Food Hygiene Level 1 certificate. • Knowledge of food safety, standards and hygiene practices in Singapore.	• Working Hours: based on store schedule • Location/ Postal code: S(179101)
Full Time Service Crew	**Key Responsibilities** • You will be responsible for ensuring customer satisfaction, handle customer feedback, resolve complaints and address any questions or comments that customers may have. • He or She is assigned to, but not limited to, take customers' orders, preparation and production of food, assemble the orders, and act as cashier. **Pre-requisites** • Possess a valid Food Hygiene certificate. • Love interacting with people and creating positive experience for the customers. This include engage them and handling their feedback. • Have energy level and enthusiasm with ability to work in fast paced environment.	• Working Hours: based on store schedule • Location/ Postal code: S(179101)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Able to handle all stations of Front End and Back End. • Ability to manage peak hour periods with speed and accuracy. • Relevant work experience will be an added advantage. • Cooperative and a great team player. • Able to work rotating shifts, weekends and Public Holidays.	
Full Time Supervisor	**Key Responsibilities** • Supervisor is responsible for ensuring 4Fingers "customer promise" is consistently fulfilled, quality store operations are maintained, store staff (particularly Service Crew) are led and empowered in a positive manner and financial contribution is maximised. • The job required customary and regular exercise of independent and discretionary powers in daily performance of job duties and ensures that company policies are implemented and maintained in a consistent manner. • Supervisor must led by example and have strong customer orientation, good organizational, communication and people development skills. **Pre-requisites** • Must Possess Food Hygiene Certification. • Store opening duties until trading starts, which entails receiving stocks, setting up stations, organizing POS setup for the day and ensure day to day operations run smoothly according to 4Fingers SOP. • Store closing duties which entails ensuring, store is properly clean, tidy and organised prior to locking up, ensure store cash reconciliation and end of day POS closing procedures are conducted, expired stocks and wastages are recorded accordingly and ensure all store property is accountable for	• Working Hours: based on store schedule • Location/ Postal code: S(179101)
Part Time Kitchen Crew	**Key Responsibilities** • You will be preparing food item (Include frying), maintain kitchen cleanliness and ensuring food safety, standards and hygiene are met at all times. • Ability to operate fryer and kitchen equipments safely and efficiently. • Maintain cleanliness and sanitation of kitchen equipments and workstation. • Follow food safety and hygiene guidelines strictly. • Assist in receiving and storing inventories and supplies. • Support team members during peak hours to ensure smooth operations. **Pre-requisites** • Experience in kitchen or food preparation role in fast food industry (QSR). • Possess valid Food Hygiene Level 1 certificate. • Knowledge of food safety, standards and hygiene practices in Singapore.	• Working Hours: based on store schedule • Location/ Postal code: S(179101)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Part Time Service Crew	**Key Responsibilities** • You will be responsible for ensuring customer satisfaction, handle customer feedback, resolve complaints and address any questions or comments that customers may have. • He or She is assigned to, but not limited to, take customers' orders, preparation and production of food, assemble the orders, and act as cashier. **Pre-requisites** • Possess a valid Food Hygiene certificate. • Love interacting with people and creating positive experience for the customers. This include engage them and handling their feedback. • Have energy level and enthusiasm with ability to work in fast paced environment. • Able to handle all stations of Front End and/or Back End. • Ability to manage peak hour periods with speed and accuracy. • Relevant work experience will be an added advantage. • Cooperative and a great team player. • Able to work rotating shifts, weekends and Public Holidays.	• Working Hours: based on store schedule • Location/ Postal code: S(179101)
Part Time Supervisor	**Key Responsibilities** • Supervisor is responsible for ensuring 4Fingers "customer promise" is consistently fulfilled, quality store operations are maintained, store staff (particularly Service Crew) are led and empowered in a positive manner and financial contribution is maximised. • The job required customary and regular exercise of independent and discretionary powers in daily performance of job duties and ensures that company policies are implemented and maintained in a consistent manner. • Supervisor must led by example and have strong customer orientation, good organizational, communication and people development skills. **Pre-requisites** • Must Possess Food Hygiene Certification. • Store opening duties until trading starts, which entails receiving stocks, setting up stations, organizing POS setup for the day and ensure day to day operations run smoothly according to 4Fingers SOP. • Store closing duties which entails ensuring, store is properly clean, tidy and organised prior to locking up, ensure store cash reconciliation and end of day POS closing procedures are conducted, expired stocks and wastages are recorded accordingly and ensure all store property is accountable for.	• Working Hours: based on store schedule • Location/ Postal code: S(179101)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Accountant	**Key Responsibilities** • The Senior Accountant will lead month-end closing and financial reporting, manage credit control, coordinate with internal and external parties and support budgeting and tax processes to ensure financial operations and compliance • **Pre-requisites** • Minimum 5 years of relevant experience in F&B or retain chain industry. • Knowledge of NetSuite system and Power B1 is highly preferred. • Strong knowledge of Financial Reporting Standards and Taxation. • Demonstrated ability to work independently with confidence and drive. • Meticulous, organized and proactive in managing tasks within a fast-paced environment. • Good analytical, communication and interpersonal skills.	• Working Hours: 9.00am to 6.00pm • Location/ Postal code: S(179101)
Senior IT Executive	**Key Responsibilities** • To drive business process and system analysis to enhance operational efficiency by automating workflows using Microsoft Power Platforms and Python. This role support NetSuite ERP, leads supply chain process improvements, troubleshoots issues and delivers data analytics in collaboration with stakeholders. **Pre-requisites** • Bachelor degree in computer science, IT, business analytics or equivalent. • 3 to 5 years of progressive experience in a similar IT role. • Experience in F&B or retail chain industries is prefered. • Proven experience automating workflows and forms using Microsoft Power Platform (Power Automate, Power Apps, SharePoint etc). • Experience providing functional support or participating in ERP implementation, with NetSuite experience prefered. • Demonstrate ability in Python scripting for data automation, analytics or system integration.	• Working Hours: 9.00am to 6.00pm • Location/ Postal code: S(179101)

#2 AAPC Singapore

Accor is the world's leading hotel operator, present in 92 countries with more than 3,500 hotels and 450,000 rooms. With more than 160,000 employees in Accor brand hotels worldwide, the Group offers to its clients and partners nearly 45 years of know-how and expertise.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bar Barista	**Key Responsibilities** • Perform the tasks of order taking and maximise opportunities through knowledge of product and suggestive selling. • Ensure accuracy by repeating order(s) to the guestsEnsure all beverage are made to Lounge standards and training standards provided by relevant Ensure all beverage are made to Lounge standards and training standards • Maintain cleanliness and organization of the bar and service areas. • Ensure any maintenance issues with the coffee machine or other equipment are monitored and reported • Monitor inventory and restock supplies as needed. • Deliver orders promptly • Demonstrate versatility in responding to guest requests and situations • Follow health and safety regulations and hygiene standards. **Pre-requisites** • Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/F&B operations • Knowledge of coffee brewing techniques and equipment. • Strong communication and interpersonal skills. • Positive attitude and team-oriented mindset. • Ability to work in a fast-paced environment and multitask. • Flexibility to work shifts, including weekends and holidays. • WSQ Food Hygiene certificate required for this role	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)
Chef De Partie	**Key Responsibilities** • Lead by example and support team development • Supervise kitchen operations in the absence of senior chefs and delegate tasks to ensure smooth service. • Assist with menu preparation and ensure sufficient stock and mise en place are available. • Coordinate with restaurant staff on menu updates and availability. • Maintain high standards of food presentation, hygiene, and cost control. • Enforce stock rotation, minimize waste, and uphold inventory procedures. • Ensure cleanliness and maintenance of kitchen equipment and work areas. • Help prepare staff rosters and report operational issues to senior chefs. **Pre-requisites**	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Experience in a supervisory role in the kitchen in a hotel, airline catering or lounge environment. • Strong culinary skills with a understanding of different cuisines and food safety standards. • Computer literate with administrative skills. • Ability to work under pressure and manage multiple priorities. • Flexibility to work shifts, weekends, and public holidays. • WSQ Food Hygiene certificate required for this role	
Commis Chef	**Key Responsibilities** • Assist in the preparation and cooking of food items under the supervision of senior chefs. • Follow standard recipes and presentation guidelines to maintain consistency. • Prepare ingredients and mise en place for assigned sections. • Ensure cleanliness and organization of workstations and kitchen equipment. • Adhere to food safety, hygiene and sanitation standards at all times. • Support the kitchen team during busy service periods. • Report any equipment malfunctions or food quality issues to the Chef de Partie. • Relevant culinary trade qualifications **Pre-requisites** • Relevant culinary trade qualifications • Experience working in kitchen in a hotel, airline catering or lounge environment. • Knowledge of food safety standards. • Ability to work under pressure and manage multiple tasks efficiently. • Ability to work independently and has good initiative in a dynamic environment. • Excellent teamwork • Flexibility to work shifts, weekends, and public holidays. • WSQ Food Hygiene certificate required for this role	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)
Duty Manager	**Key Responsibilities** • Supervise lounge operations during the shift, ensuring a seamless guest experience. • Act as the point of contact for guest concerns and feedback • Coordinate with various teams within the lounge to maintain service standards. • Monitor lounge occupancy, cleanliness and service flow, making real-time adjustments as needed. • Ensure compliance with airport regulations, safety protocols and hygiene standards. • Support staff performance by providing guidance, coaching and on-the-spot training. • Handle incidents, emergencies and irregular operations professionally and efficiently.	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Prepare shift reports and communicate key updates to the Manager and relevant departments. • Assist with staff scheduling, inventory checks, and operational planning as required. **Pre-requisites** • Experience in hospitality or airline lounge operations, preferably in a supervisory or managerial role. • Strong leadership, communication and problem-solving skills. • Excellent customer service orientation and ability to manage diverse teams. • Familiarity with airport protocols, safety standards and guest service systems. • Ability to remain calm and professional under pressure. • Flexibility to work shifts, weekends, and public holidays. • WSQ Food Hygiene certificate required for this role	
Food & Beverage Executive	**Key Responsibilities** • Monitor and replenish buffet stations to ensure consistent food availability and presentation. • Clear used dishes, cutlery and glassware from tables efficiently • Reset tables quickly and neatly for the next guests. • Maintain cleanliness and hygiene standards in the dining and buffet areas. • Assist guests with basic inquiries and provide excellent customer service. • Report any maintenance or safety issues to the supervisor promptly. • Assist in stock control and proper storage of food and beverage supplies. • Comply with food hygiene, safety, and handling regulations. • Assist with setup and closing duties for buffet service. **Pre-requisites** • Previous experience in a restaurant, hotel, or lounge setting preferred. • Strong attention to detail • Ability to work efficiently in a fast-paced environment. • Basic communication skills and teamwork • Willingness to work flexible hours, including weekends and holidays. • Physically fit to stand for long periods and carry trays or dishes. • WSQ Food Hygiene certificate required for this role	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code:

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food & Beverage Supervisor	**Key Responsibilities** • Supervise and support Food and Beverage Executives and staff during shifts. • Ensure buffet and service areas are maintained according to brand and hygiene standards. • Monitor guest satisfaction and respond to requests or complaints professionally and promptly. • Facilitate communication between kitchen, service team, and management for operational efficiency. • Assist in staff training and development to meet service standards. • Organize shift schedules and delegate tasks to ensure coverage and service quality. • Support inventory control and report on supplies and operational needs. • Assist with administrative tasks such as logging incidents and preparing reports. **Pre-requisites** • Experience in food and beverage operations at a supervisory experience • Strong leadership and interpersonal skills. • Effective communicator and problem solver. • Ability to motivate and coach service team members. • Skilled in multitasking and working under pressure. • Ability to work under pressure in a fast-paced environment. • Flexibility to work shifts, weekends, and public holidays. • Knowledge of food safety and hygiene standards. • WSQ Food Hygiene certificate required for this role	• Working Hours: • Location/ Postal code:
Housekeeping Attendant	**Key Responsibilities** • Welcome guests in a courteous and professional manner when operating shower suite allocations. • Manage shower suite bookings and ensure smooth guest flow • Clean and sanitize shower suites to the highest hygiene and cleanliness standards. • Change linens and make up beds in the sleeping areas • Respond promptly to guest requests related to cleanliness or comfort in allocated areas. • Maintain inventory and restock shower amenities (towels, toiletries, refreshments). • Ensure safe use and storage of cleaning chemicals and equipment. • Report maintenance or safety issues promptly to supervisors. • Follow all health, safety, and hygiene regulations diligently. **Pre-requisites** • Basic communication skills • Good physical stamina and ability to perform repetitive tasks. • Attention to detail and commitment to cleanliness. • Ability to work independently and as part of a team.	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Flexibility to work shifts, including weekends and public holidays	
Lounge Attendant	**Key Responsibilities** • Promptly clear tables of used crockery, cutlery, glassware, and other items after guest use. • Wipe down and sanitize tables and seating areas to maintain cleanliness and hygiene standards. • Transport used tableware to the dishwashing area and ensure proper segregation of items. • Assist in resetting tables with clean tableware and napkins as required. • Monitor lounge areas for cleanliness and respond quickly to any spills or messes. • Support the food and beverage team by replenishing service stations with clean items when needed. • Follow all health, safety, and hygiene protocols in accordance with airport and company standards. • Provide courteous and professional service to guests when approached. • Report any maintenance or safety issues to the supervisor immediately. **Pre-requisites** • Strong interpersonal and communication skills. • Effective multitasking and time management abilities. • Service-oriented with strong attention to detail and an approachable manner. • Able to work well under pressure and resolve issues with sound judgment.Physically fit to stand for long periods and carry trays or dishes. • WSQ Food Hygiene certificate required for this role • Willingness to work rotating shifts, including weekends and public holidays.	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)
Passenger Relations Officer	**Key Responsibilities** • Welcome and assist VIP passengers, ensuring smooth lounge check-in. • Deliver exceptional service to ensure a comfortable lounge experience. • Handle guest inquiries, special requests, and complaints professionally. • Inform guests of lounge facilities, services, and amenities. • Support daily lounge operations, including cleanliness, seating, and F&B availability. • Coordinate with lounge staff to maintain a welcoming environment. • Assist with boarding announcements and escort guests when required.	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Act as the primary point of contact for VIP passengers. • Build rapport with frequent guests to encourage loyalty. • Collaborate with airlines, ground handling, security, and transport services. • Monitor flight updates to assist guests effectively. • Record guest preferences, feedback, and service incidents. • Report guest satisfaction, issues, and improvement opportunities to management. • Handle documentation, payments, and other assigned duties. **Pre-requisites** • Strong interpersonal and communication skills. • Effective multitasking and time management abilities. • Service-oriented with strong attention to detail and an approachable manner. • Able to work well under pressure and resolve issues with sound judgment. • Self-motivated, proactive, and adaptable in a fast-paced environment. • Proficient in basic computer systems. • Willingness to work rotating shifts, including weekends and public holidays.	
Passenger Relations Team Leader	**Key Responsibilities** • Lead and supervise the Passenger Relations team during assigned shifts to ensure high service standards. • Act as a point of contact for escalated guest inquiries, complaints and special requests. • Monitor lounge operations and guest flow to ensure efficiency and comfort. • Support team members to maintain consistent service quality. • Ensure compliance with airport security protocols and company policies. • Assist with staff deployment and daily briefings • Maintain accurate records of guest feedback, incidents and service recovery actions. • Support VIP and premium passengers with personalized assistance and hospitality. **Pre-requisites** • Minimum high school qualification; hospitality-related degree preferred. • Experience in concierge, front office, aviation, or customer service operations. • Supervisory experience leading customer-focused teams. • Strong service excellence, communication, and problem-solving skills. • Proficient in Microsoft Office and relevant hotel or aviation systems.	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Detail-oriented, customer-focused, and able to work in a fast-paced 24/7 environment.	
Porter	**Key Responsibilities** • Provide porter services and assistance to passengers at the Terminal 2 & Terminal 3 Departure Halls of Changi Airport daily; • Provide baggage assistance to passenger alighting at the kerbside of Changi Airport; • Transport baggage and escort passengers to check-in lounge or other areas within the airport for example, GST Refund Counter or Excess Baggage Counter; • Load checked-in baggage onto the conveyor belt in the check-in lounge. • Converse and be able to engage in conversations comfortably with passengers **Pre-requisites** • Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/F&B operations • Ability to work varying shifts, including night shifts, weekends and holidays • Ability to lift and carry heavy luggage • Excellent verbal communication and interpersonal skills	• Working Hours: AM/PM/Overnight Rotational Shift • Location/ Postal code: S(819643)

#3 Acestes

At Acestes, we provide you with one-stop services and solutions in investigation (both commercial and private investigation), insurance claims adjusting and security.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Marketing and Admin Intern	**Key Responsibilities** You will be the engine of our marketing efforts, gaining hands-on experience in all key areas: 1. Content Creation: Craft compelling stories for our social media (Facebook, LinkedIn), newsletters, and marketing materials. 2. Market Research: Help us understand our audience and competitors to find new opportunities. 3. Campaign Support: Get involved in planning and running real marketing campaigns from start to finish. 4. Sales Support: Learn the basics of lead generation and how marketing drives business growth.	To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	5. Data & Reporting: Track how our campaigns perform and help report on what's working. **Pre-requisites** • You are a recent graduate with a Diploma/Degree in any field. (Marketing, Communications, Business, or English are a plus, but not required). • You have a way with words and can communicate clearly in English. • You're curious, proactive, and eager to learn how a business really works. • You want a job that means more than just a paycheck and are passionate about community development. • You're a team player who is ready to roll up your sleeves and get things done.	
Security Officer	**Key Responsibilities** • Respond to and manage security incidents • Conduct guarding and patrol duties • Perform access control for visitors, staff and vehicles • Carry out other security duties assigned by the Supervisor **Pre-requisites** • Have a valid Security Officer license, able to understand, speak and write basic english	To ask employer during interview
Security Patroller cum	**Key Responsibilities** • Deliver comprehensive training programs tailored to the specific requirements of the security industry, including topics such as security procedures, emergency response, surveillance techniques, and conflict resolution. • Utilize a variety of instructional techniques and resources to engage learners and facilitate effective knowledge transfer. • Assess the effectiveness of training sessions through evaluations, feedback, and performance metrics, and make necessary adjustments to improve learning outcomes. • Provide guidance and support to participants throughout their training journey, addressing questions, concerns, and challenges as they arise. • Stay abreast of developments in various industries, including emerging trends, technologies, and best practices, and incorporate relevant updates into training programs. • Maintain a safe and respectful learning environment conducive to active participation, collaboration, and skill development. • Foster a culture of continuous learning and professional growth among participants, encouraging them to pursue ongoing education and certification opportunities. **Pre-requisites** • Have a valid Security Officer license, able to understand, speak and write basic english	To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Training Centre Administrator	**Key Responsibilities** • Advise trainees on WSQ security courses, funding and requirements. • Manage enrolments, records and submissions through TPGateway. • Coordinate course schedules, trainers, attendance and materials. • Ensure documentation complies with SSG requirements and support audits. • Handle invoicing, course fees and outstanding payments • Manage trainee feedback and enquiries professionally • Perform other administrative duties as assigned **Pre-requisites** • Diploma or equivalent qualification preferred. • Good communication and customer service skills. • Organised, detail-oriented and able to manage multiple tasks. • Comfortable working with administrative systems and documentation • Prior experience in the security industry or a valid PLRD Security Officer licence is preferred. • Experience with WSQ, SSG or TPGateway is an advantage. • Candidates without prior training-centre experience are welcome to apply; training will be provided.	To ask employer during interview

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#4 APTLed Careers

APTLed is a recruitment company founded by former experienced management from Singapore's Early Childhood sector people who understand the heartbeat of care, the complexity of staffing, and the power of human connection. Beyond recruitment, APTLed offers strategic consultancy services tailored to the Early Childhood & Care industry. From operational audits and HR system acquisitions, we support leaders in navigating growth, transformation, and compliance with clarity and care.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Administrative Assistants	**Key Responsibilities** • Supports daily operations by managing front-desk duties, parent communication, enrollment • Key responsibilities include handling phone/email inquiries, maintaining child records, processing fee payments, ordering supplies, and ensuring compliance with safety regulations as well as assisting in school events	• Working Hours: timing varies 8 hours • Location/ Postal code: S(150123)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Responsibility, Meticulous and Friendly	
Centre Leaders	**Key Responsibilities** • Leads in developing plans and structures to foster a culture of care and trust, mentoring, collaborative professionalism and continuous learning within the Centre. He/She is responsible for managing and enhancing Centre operations while adhering to industry regulations **Pre-requisites** • Responsibility, Passion, Patience and Love for Children	• Working Hours: timing varies 8 hours • Location/ Postal code: S(150123)
Infant Educators	**Key Responsibilities** • Attuned and responsive to the needs of kids between 2 months and 3 years of age, an Infant Educarer is responsible for creating a safe, playful and welcoming environment for the young ones. • Just as important as building the trust of the infants and toddlers, the Infant Educarer also actively develops trust with the little ones' parents and family members. • The Infant Educarer is also expected to adopt innovative and nurturing teaching approaches to help young ones discover their potential **Pre-requisites** • Responsibility, Passion, Patience and Love for Children	• Working Hours: timing varies 8 hours • Location/ Postal code: S(150123)
Preschool educators	**Key Responsibilities** • By providing education in children's most formative years, a Pre-school Teacher plays an important role in equipping children with life skills and cultivating values that will prepare them for primary school and beyond • To help young children develop a love for learning, the Pre-school Teacher has to create a safe and nurturing environment through creative and engaging activities. • This safe learning environment will also help the teacher gain the trust and respect of her young charges in the classroom. **Pre-requisites** • Responsibility, Passion, Patience and Love for Children	• Working Hours: timing varies 8 hours • Location/ Postal code: S(150123)

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#5 BreadTalk Group

BreadTalk Group is a major Singaporean food and beverage corporation founded in 2000. Breadtalk is a distinctive, award-winning Singaporean brand that has gained international appeal for its Signature Floss. With the belief that every bun has a life of its own and a story to tell, BreadTalk is renowned for the way it has revolutionised the culture of bread consumption with creativity and innovation.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Crew/Senior Crew (Foods & Drinks) - Food Republic	**Key Responsibilities** Customer Service & Sales • Provide excellent front-line service, including greeting customers, recommending products, taking orders, and handling cashiering duties • Assist with customer enquiries regarding menu items, pricing, or product availability in a courteous and professional manner • Accurately process sales transactions via POS and manage payment collection • Serve customers from pushcarts and ensure efficient payment handling post-sale (if applicable) Food & Beverage Preparation • Prepare and serve toast, hot food items, and desserts in line with recipes and food safety standards (if applicable) • Support kitchen operations by preparing ingredients, sauces, and other food components as required (if applicable) • Serve food items and drinks, including pouring drinks and scooping rice and soup for customers (if applicable) • Prepare and serve traditional coffee, tea, homemade beverages, and cordials according to standard recipes and quality expectations (if applicable) • Cut, arrange, and display fresh fruits in chillers for visual appeal and freshness (if applicable) Stall & Dining Area Maintenance • Maintain a clean and organized workstation, ensuring hygiene standards are met • Ensure the front-of-stall and service areas are well-stocked with required consumables and supplies • Assist with clearing and resetting tables, replenishing condiments, and maintaining cleanliness of the dining area (if applicable) Inventory & Reporting • Support Store Manager/ Assistant Store Manager in conducting inventory checks and stocktaking • Provide timely feedback or reports on the quality and quantity of ingredients, drinks, fruits, sauces, and other consumables Other Duties • Perform any other ad hoc duties as assigned **Pre-requisites**	• Working Hours: Rotating shifts • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Comfortable working rotating shifts, weekends and public holidays in a fast-paced environment. • Able to stand for extended periods • Customer-oriented with a pleasant disposition and willingness to learn. • Able to follow recipes, standard operating procedures and food hygiene requirements consistently. • Team player who can communicate simply and clearly with colleagues and customers.	
Dim Sum Helper / Kitchen Helper - Din Tai Fung	**Key Responsibilities** Job Responsibilities (Front Kitchen): • To ensure that the food and presentation quality is constantly maintained • Assist in preparation of ingredients for Chef • Ensure food items are prepared according to company standards of quality and consistency • Upkeep of the kitchen cleanliness and hygiene standard • Receiving of goods and inventory control • Job Responsibilities (Back Kitchen): • Serve and introduce dishes to customers • Prepare ingredients (Eg: cut, peel, chop and wash) • Ensure food items are prepared according to company standards • Upkeep kitchen cleanliness and hygiene standards **Pre-requisites** • Comfortable working rotating shifts, weekends and public holidays in a kitchen environment. • Able to stand for extended periods and work comfortably in a hot kitchen. • Willing to learn food preparation and to follow recipes and portion standards consistently. • Attentive to food quality, hygiene and cleanliness requirements at all times. • Careful and safe in handling kitchen equipment. • Team player who can communicate simply and clearly with colleagues.	• Working Hours: Rotating shifts • Location/ Postal code: To ask employer during interview
Operation Executive - Food Republic	**Key Responsibilities** • Assist the Branch Manager in ensuring smooth and efficient daily operations of the food atrium • Enforce compliance with company policies, procedures, and regulatory requirements • Respond to enquiries and requests from tenants, customers, and cleaning personnel • Conduct routine hygiene inspections and inventory checks across all stalls • Perform regular cash audits in accordance with the Company's Cash Control Policy • Coordinate and facilitate virtual food delivery orders on behalf of tenants	• Working Hours: Rotating shifts • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Maintain overall aesthetic standards of the outlet, including stall displays and staff grooming • Serve as a key liaison with external vendors, contractors, and suppliers • Propose and support the implementation of improvements in operational workflows • Undertake any additional duties as assigned by the Branch Manager or Senior Management **Pre-requisites** • Comfortable working rotating shifts, weekends and public holidays in an operations environment. • Some relevant working experience is preferred, though training will be provided. • Able to follow and enforce company policies, procedures and hygiene standards consistently. • Comfortable with basic administrative tasks such as routine checks, records and reports. • Good communication and problem-solving skills, with a proactive and responsible attitude • Team player who is also able to work independently when required	
Trainee Chef - Din Tai Fung	**Key Responsibilities** • Ensure that food quality, presentation, and consistency meet the established standards at all times • Support the Chefs in maintaining creativity and excellence in food preparation and presentation • Monitor and control kitchen wastage; promote efficient use of ingredients and resources • Check the freshness and proper preparation of stocks, sauces, and daily garnishes • Promptly report any equipment or maintenance issues to the Chefs for immediate attention • Ensure that both the front-of-house (as it relates to food service areas) and back-of-house (kitchen) are clean, organized, and well-maintained to support smooth operations **Pre-requisites** • Comfortable working rotating shifts, weekends and public holidays in a kitchen environment. • Able to stand for extended periods and work comfortably in a hot kitchen. • Willing to learn food preparation and to follow recipes and portion standards consistently. • Attentive to food quality, hygiene and cleanliness requirements at all times. • Careful and safe in handling kitchen equipment. • Team player who can communicate simply and clearly with colleagues.	• Working Hours: Rotating shifts • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Waiter/Waitress - Din Tai Fung	**Key Responsibilities** Customer Service • Greet and welcome guests promptly upon arrival; escort them to their seats courteously • Provide a courteous, professional, and attentive dining experience to all customers • Take accurate food and beverage orders and serve them efficiently • Monitor food and beverage quality before serving to ensure it meets standards • Stay updated on menu changes or service expectations Dining Area Management • Ensure the designated service area runs smoothly throughout the shift • Replenish cutlery, napkins, and other tableware as needed during service • Confirm that each table has proper settings and required condiments before customer seating • Reset and clean tables after use, including clearing soiled dishes and sanitizing surfaces Standards & Procedures • Adhere strictly to the company's Standard Operating Procedures (SOPs) for service, hygiene, and safety • Proactively suggest process or service improvements to supervisors • Maintain professional grooming, cleanliness, and a high level of personal hygiene • Uphold consistent, best-in-class service and hygiene standards at all times Additional Responsibilities • Perform any other related tasks, duties, or assignments as directed by the supervisor or management **Pre-requisites** • Comfortable working rotating shifts, weekends and public holidays in a fast-paced environment • Able to stand for extended periods • Customer-oriented with a pleasant disposition and willingness to learn • Able to follow recipes, standard operating procedures and food hygiene requirements consistently • Team player who can communicate simply and clearly with colleagues and customers	• Working Hours: Rotating shifts • Location/ Postal code: To ask employer during interview

#6 BUTLERINSUITS

ButlerInSuits brings the finest hospitality service to the comforts of your home. We provide daily housekeeping, property management, and concierge services to transform your home into a serviced apartment so that you can free up time and return home happy!

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
EduNanny Childminder	**Key Responsibilities** • Provide safe and attentive care for infants and young children in home-based or centre-based settings. Duties include supervising children, supporting feeding and daily routines, engaging children in age-appropriate activities, and maintaining a safe and hygienic environment. **Pre-requisites** • Provide professional home cleaning and household support services for clients. Duties include general cleaning, vacuuming, mopping, dusting, kitchen cleaning, and maintaining a clean and comfortable home environment. May also support elderly households under assigned service programmes.	• Working Hours: Flexible • Location/ Postal code: S(529341)
Home Cleaning Specialist	**Key Responsibilities** • Provide professional home cleaning and household support services for clients. Duties include general cleaning, vacuuming, mopping, dusting, kitchen cleaning, and maintaining a clean and comfortable home environment. May also support elderly households under assigned service programmes. **Pre-requisites** • Responsible, physically fit and comfortable performing household cleaning duties. Able to work independently and follow assigned schedules and cleaning procedures. Training will be provided.	• Working Hours: Flexible • Location/ Postal code: S(529341)

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#7 CBM

CBM Pte Ltd provides a full range of Integrated Facility Management (IFM) services like Engineering, Environmental, Security, Project Management, Managing Agent, Carpark Operation/Management, Training and FM Consultancy.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Account Executive	**Key Responsibilities** • Handle day to day on full spectrum of financial operation activities for assigned entity(s). • Prepare and review journal entries, accruals, prepayments, and month-end closing activities. • Prepare and submit GST returns in a timely manner. • Ensure timely and accurate month-end closing and financial reporting in full compliance with FRS and regulatory deadlines. • Assist in year-end audits, including responding to auditor queries, and drafting financial statements. • Liaise with external auditors and tax agents on audit and tax related matters. • Perform other ad-hoc duties as assigned. **Pre-requisites** • Diploma in Accounting, or related field. • Comfortable working with numbers and Microsoft Excel. • Good teamwork and communication skills. • Meticulous, responsible, independent, and willing to learn. • Ability to work independently and as part of a team in a fast-paced environment.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Accounts Officer	**Key Responsibilities** • Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices • Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing • Ensure accurate and timely processing of invoices and payments under guidance • Assist in the preparation of monthly financial reports • Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters • Perform other ad-hoc duties as assigned **Pre-requisites** • ITE and CAT graduates are welcome • Comfortable working with numbers and Microsoft Excel • Good teamwork and communication skills • Meticulous, responsible, independent, and willing to learn • Prior experience in finance/accounts is an advantage but not required	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Admin Executive	**Key Responsibilities** • Provide general administrative support to various internal divisions/sites • To manage the administration of QMS documentation and to assist in internal audit activities. • Assist in procurement of office supplies and equipment • Manage office general admin and sourcing for purchases	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Process service orders and billing • Correspond and co-ordinate with clients, suppliers and contractors • Prepare Banker's Guarantee and insurance coverage for projects • Update ISO documentations periodically • Assist in preparing reports, generate quotations & contracts • Perform customer service function as below (if required) • Provide call centre / technical helpdesk support and services • Provide front desk service and attend to visitors' enquiries • Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Possess a recognized Diploma or above from a recognized tertiary establishment with minimum 2 years relevant accounting experience. SAP accounting experience and expertise is preferred.	
Admin Officer	**Key Responsibilities** • Handling HR matters for Project Division • Perform clerical / administrative duties; typing, filing, data entry, prepare reports. • Manage, keep record and update all submission document and liaise internally with Finance • Handle administrative works for projects • Any general ad hoc duties **Pre-requisites** • N/O Level / NITEC with 3 years of relevant experience	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Area Manager	**Key Responsibilities** • Oversee and manage the performance delivery of facility management service at respective zones • Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings • Identify and troubleshoot problems and provide professional advice to the team • Develop standard operation procedure and internal work flow to maintain smooth operation at sites • Manage relation to client/ authorities, being the liaising point of contact • Oversee area budgeting and expenses • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Projects & Facilities Management/ Estate Management/ Engineering or Equivalent Singaporean/PR only	
Assistant Condominium Manager	**Key Responsibilities** • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office **Pre-requisites** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Knowledge of Electrical and M&E.	
Assistant Engineer	**Key Responsibilities** • Assist to perform Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. • Any other duties as and when assigned by management **Pre-requisites** • Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. • 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Assistant General Manager	**Key Responsibilities** • Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Promote good relations with our staff, contractors and management. • Ensue renewal of MA contract • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. • Conduct monthly council meeting and AGM. • Oversee preparation of annual budget and implement cost saving measures. • Provide timely guidance and advices for Site Team under his/her charge. **Pre-requisites** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling commercial or/and industrial building. • Good knowledge of BMSMA Act. • Contract Management skillset is a must; • Overseas regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory;	
Assistant Head	**Key Responsibilities** • Oversee the overall performance of Service teams. • Ensure contract compliance and meet or exceed KPIs. • Identify lapses and formulate action plans for improvement • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Leads to develop and execute strategic business plans • Cultivate teamwork, collaboration and personal development within the team. • Attending operation meeting and discussion with clients • Maintain data integrity in management systems • Uphold safety protocols and crisis management procedures • Enforce compliance with Health, Safety, Environmental and Risk Management policies. Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovation solutions to improve efficiency and productivity • Any other ad-hoc works assignment by the management. **Pre-requisites** • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experiences in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities	
Assistant Projects Manager	**Key Responsibilities** • To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules. • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management. **Pre-requisites** • At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems.	
Assistant Quality Control Manager	**Key Responsibilities** • The on-site team shall be overall responsible to ensure the quality outcomes of all works and services. The team shall conduct checks on works and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements. • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Relevant qualifications from a recognized institute with minimum 3 years relevant experience.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Assistant Sustainability Consultant	**Key Responsibilities** • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Tertiary education in Environmental Engineering, Sustainability, Building Services or related field.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignment within short notice period.	
Assistant Technical Executive	**Key Responsibilities** Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: • Oversee the facilities management within the premises. • Compiling the monthly utilities report and tabulations. • Monthly M&E reports. • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting. • Providing updates on ad-hoc and outstanding issues. • Attending to clients feedback or requests. • Coordinates the preventive and corrective maintenance works schedule with the contract and client. Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects. • Evaluate the quotations submitted by contractor and provide a formal quotation to the client. • Inspect works carried out are proper and in satisfaction. • Liaising and managing contractors. Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task • Planning of maintenance schedule. • Review and planning monthly maintenance schedule. • Oversee all work is carried out timely and smoothly by the staffs. • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Building Executive	**Key Responsibilities** • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. Singapore Citizen or PR.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Building Manager	**Key Responsibilities** • Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relation to client/authorities/ tenants • Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. Possess FSM/WSH/GMFM or relevant certificates is preferred.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Carpark Attendant	**Key Responsibilities** • Check and ensure the carpark is in operations, report accordingly if there are any abnormalities • Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) • Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) • Ensure the cleanliness of the parking systems and carpark environment • Any other ad-hoc assignments by the Management **Pre-requisites** • Must possess at least Primary/Secondary School/ "O" level • Must able to communicate in English • Able to work shift schedule is preferable • With own transportation is preferable • Able to endure outdoor environment	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Complex Manager	**Key Responsibilities** • Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP). **Pre-requisites** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Others skill sets • Contract Management skillset is a must; • OverseEs regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E.	• Working Hours: 5.5 working hours • Location/ Postal code: S(437844)
Condominium Manager	**Key Responsibilities** ADMINISTRATIVE FUNCTIONS • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation.	• Working Hours: To ask employer during interview • Location/ Postal code: S(437844)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTION • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications call tenders, evaluate tenders and make recommendations to the Corporation • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation. OTHER SKILL SETS • Contract Management skillset is a must. • Oversees regular building maintenance and repairs • Maintaining and updating Standard Operation procedures. • Monitoring of maintenance budget. • Coordinate council meetings and AGM. • Dispute management. • Knowledge of Electrical and M&E. • To lead a team of 7 staffs. **Pre-requisites** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 900 units. • Good knowledge of BMSMA Act. Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget • Coordinate council meetings and AGM • Dispute management; • Knowledge of BMSMA is mandatory • Knowledge of Electrical and M&E.	
Customer Service Officer	**Key Responsibilities** • Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests. **Pre-requisites** • At least GCE 'O' Levels or equivalent • 2 years of working experience in the customer service or Control Centre roles is preferred. • Excellent customer service and communication skills • Proficient in Microsoft Office tools (Excel and Word).	• Working Hours: To ask employer during interview • Location/ Postal code: S(437844)
Drafter	**Key Responsibilities** • Identifies and executes appropriate solutions to address customer queries, feedback and requests. **Pre-requisites** • Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	• Working Hours: To ask employer during interview • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Electrical Engineer	**Key Responsibilities** • Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards **Pre-requisites** • Degree in Electrical Engineering or related discipline. Minimum 5 years of relevant Singapore's Facilities Management and construction experience.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Environmental Control Coordinator	**Key Responsibilities** • Support Sites in overseeing the implementation of the Environmental Sanitation Programme. • Assist each Site to ensure compliance to the Environmental Public Health Act and its subsidiary regulations and code of practices • Implement minimum routine cleaning and disinfection frequencies, with attention paid to high-risk areas (e.g. high-touch surfaces used by vulnerable persons, and areas with high risk of contamination are to be cleaned more frequently); • Implement minimum six-monthly thorough periodic cleaning and disinfection of the specified premises, including areas not easily accessible and not covered by routine cleaning (e.g. out-of-reach window panels, ceiling and wall fans); • Ensure out yearly (minimally) maintenance of surfaces or fixtures, which includes the associated stipulated routine cleaning frequency (where relevant); • Inspect the premises daily and after periodic cleaning and disinfection works; • Put in place a cleaning and disinfection protocol to respond to incidents involving bodily discharge; • Ensure that workers are trained and provided with the necessary equipment and cleaning agents to carry out effective cleaning and disinfection; • Achieve desired outcome-based cleanliness indicators after the completion of cleaning operations; and • Implement a pest management plan, inclusive of a comprehensive pest management survey to be conducted minimally once every 6 months to review the effectiveness of the pest management plan. • Prepare environmental reports for management and clients. • Maintain environmental records and documentation. **Pre-requisites**	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Degree in Electrical Engineering or related discipline. Minimum 5 years of relevant Singapore's Facilities Management and construction experience.	
Facilities Management Executive	**Key Responsibilities** • Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system. **Pre-requisites** • Diploma in Facilities Management, Engineering, Building Services, or related discipline. • SIFMA CFME accreditation preferred - Tier 4 • Minimum 3 years relevant facilities management or maintenance experience. • Experience in building maintenance or IFM environment preferred. • Candidates without Diploma must possess substantial relevant minimum 8 years experiences	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Facilities Manager	**Key Responsibilities** • Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. • Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities. • Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site. • Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. • Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders. • Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. • Collaboration & Reporting. Stakeholder Communication with stakeholder. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance. • Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. • Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. • Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems).	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• To source, evaluating vendors and negotiating contracts to support project implementation. • Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. • Any other assignments as and when directed by the Management. **Pre-requisites** • Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. • Candidate with IT and digital knowledge in built environment will be an advantage. • Good communication (verbal and written) skills and possess strong presentation skills. • Ability to multi-task and manage multiple projects simultaneously. • Problem Solving & Analysis • Passion in promoting digital transformation and technology solutions.	
Field Engineer	**Key Responsibilities** • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customer, sub-contractor on site to ensure project requirement are met. • Provide on site installation, validation and commissioning of equipment • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. • Undertake any other duties and responsibilities as assigned by management, Other ad-hoc duties when assigned **Pre-requisites** • Major in Electronic, Electrical or Engineering • ITE or Diploma and above	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Fire Safety Manager	**Key Responsibilities** • Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices. **Pre-requisites** • Valid Fire Safety Manager Certificate recognised by SCDF. • Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. • Good knowledge of fire safety regulations and systems. • Strong coordination and communication skills.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Foreshore Engineer	**Key Responsibilities** The foreshore operation team is responsible to oversee the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. Scope of work for Foreshore Engineers • The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. • To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. • To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or contractors of maintenance contracts by the Authority. The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. All inspection report shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations. Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• To inspect the foreshore and offshore structures together with the term contractor and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. • To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. The work is to ensure term contractor response within the Contract requirement to address the issues and provide update to the Authority. Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, to carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility Management Manager shall certify the final payment and forward to the authority for payment to the term contractor. • For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc. • In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. • The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include:	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Date of Completion (including details of consultants, contractors etc), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Design Intent, • Engineering Performance Envelope, • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc) • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solution. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) Recommend appropriate measures or other works to ensure the structural stability or integrity of the seaward structures. • This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 "Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing" Where properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. **Pre-requisites** • The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years.	
Green Mark Manager	**Key Responsibilities** QSustainability & Energy Management • Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. • Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. • Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. • Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. Energy Audit & Performance Analysis • Conduct preliminary energy audits and energy performance assessments for building systems and equipment. • Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities. • Monitor and assess the performance and efficiency of major M&E systems including: • Air Conditioning & Mechanical Ventilation (ACMV) systems • Mechanical ventilation systems • Electrical distribution systems • Data centre systems	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations. • Experience in energy audits, building performance analysis, or Green Mark projects preferred. • Experience managing M&E systems and energy optimisation initiatives will be advantageous. Skills & Competencies • Good knowledge of Green Mark standards, sustainability practices, and energy management principles. • Strong analytical and problem-solving capabilities. • Familiarity with ACMV systems, electrical systems, and building services operations. • Good report writing, presentation, and stakeholder management skills. • Proficient in Microsoft Excel, Power BI, and energy monitoring systems. • Ability to analyse utility data and recommend operational improvements.	
Instrumentation & Control Engineer	**Key Responsibilities** • Building And Related Trades Workers, Excluding Electricians **Pre-requisites** • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
IT Executive	**Key Responsibilities** • Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. • Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues. • Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency. • Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. • Coordinate and facilitate User Acceptance Testing (UAT) for in-house system implementations, including preparation of test scenarios, documentation of results, and tracking issue resolution.	• Working Hours: To ask employer during interview • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Maintain proper documentation for IT systems, procedures, configurations, and asset inventory. • Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements. • Perform other ad-hoc assignments and IT-related tasks as directed by Management. **Pre-requisites** • Knowledge of Windows OS, Microsoft 365, and basic network administration. • Familiarity with IT infrastructure, servers, and endpoint management. • Experience with troubleshooting hardware, software, and network issues. • Understanding of IT security practices and backup management. • Strong problem-solving and analytical skills. • Good communication and interpersonal abilities. • Ability to work independently and manage multiple tasks. • Customer-service oriented mindset when supporting internal users	
Lead Technician	**Key Responsibilities** • Manage and maintain the company's IT hardware, software, systems, and network infrastructure to ensure reliable and secure operations. **Pre-requisites** • N/O Level / NITEC with 5 years of M&E experience • Preferable with CERT or hospital Supervisory or experience is advantage	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Licensed Plumber	**Key Responsibilities** • Familiarity with IT infrastructure, servers, and endpoint management. **Pre-requisites** • Minimum 5 years of experience in the construction/ M&E engineering industry. • Experience in large-scale construction or infrastructure projects is an added advantage. • Experience in using CAD and 3D model is an added advantage.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Operations Manager	**Key Responsibilities** • Provide day-to-day IT support to internal users, including troubleshooting hardware, software, and system-related issues. **Pre-requisites** • Must possess at least GCE 'N' Levels and above	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Projects Executive	**Key Responsibilities** • Experience with troubleshooting hardware, software, and network issues. **Pre-requisites** • At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required). • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Projects Manager	**Key Responsibilities** • Assist in the implementation and coordination of IT projects to support business requirements and improve operational efficiency. **Pre-requisites** • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Any other ad-hoc assignments assigned by the Management.	
Property Executive	**Key Responsibilities** • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Property Manager cum FSM	**Key Responsibilities** ADMINISTRATIVE FUNCTIONS • Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. • Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. • Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). • Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. • Engage, with prior approval from the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. • Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property.	• Working Hours: 44 working hours • Location/ Postal code: S(437844)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	FINANCIAL FUNCTIONS • Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. • Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. • Maintain proper and accurate accounting records for all monies received and expended. • Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). • Provide monthly financial statements and status reports to the Corporation after the close of each calendar month. • Oversee the requisition and evaluation of quotations to ensure proper cost control. • Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. • Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. • Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. • Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. • Develop and implement preventive maintenance programmes for the property. • Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. • Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. • Perform any other duties assigned by the Corporation or the HQ office. **Pre-requisites** • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. • Good knowledge of BSM Act.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • To perform as a Fire Safety Manager for the estate; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Good Knowledge of Electrical and M&E	
Property Officer (ECC)	**Key Responsibilities** • Liaise and coordinate with the DSS Division and external vendors on system issues, infrastructure support, and service requests. **Pre-requisites** • To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors • Any other ad-hoc assignments assigned by the Management	• Working Hours: 44 working hours • Location/ Postal code: S(437844)
Quality Assurance Officer	**Key Responsibilities** • Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review.	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview

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

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. Sampling Requirements • At least 10% of scheduled maintenance activities across all sites must be audited, including site and documentation checks. • Monthly checks must be conducted for ad-hoc works, with records submitted every 6 months. • Audits for ad-hoc works must cover at least: 20% of completed work orders, or 20 work orders, whichever is greater. Corrective Actions • Must immediately rectify issues identified through audits or incidents at its own cost. • Measures must be implemented to prevent repeated incidents and improve the QMS continuously. **Pre-requisites** • Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application. • The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification	
Quantity Surveyor	**Key Responsibilities** • Support of maintenance and project works function • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums.	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Prepare and recommend monthly progress payment claims and final account submitted by Contractors • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience. -Singaporean/PR	
Response & Service Officer	**Key Responsibilities** • Support IT governance, cybersecurity, and compliance initiatives in accordance with company policies and regulatory requirements. **Pre-requisites** • Responds to activations to provide on-site assistance on daily operational faults in EPS and any other situation/incidences • Conducts scheduled and routine checks to ensure the full serviceability of the EPS and area of the car parks • Performs daily maintenance of the EPS with procedures to troubleshoot and diagnose routine problem • Conducts enforcement and control within the car park purview to assist with the relevant feedback/complaints from client/motorists • Assist with the festive season on ground supports within the car park precinct • Adhere to organisational Workplace Safety and Health (WSH) practices	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Security Officer	**Key Responsibilities** • Conduct security monitoring with the use of surveillance systems, detect and report security breaches • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas • Respond to security incident and emergencies and report to key Management staff when necessary • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security **Pre-requisites** • Candidate must possess at least a Primary/Secondary School/"O" Level, any field. • At least 1 year(s) of working experience in the related field is required for this position. • Candidates with First Aid Certificate will be preferred. • Candidates must possess a valid PLRD license. • Must be able to work shifts, weekends and public holiday when necessary. • Must be able to meet the physical requirements of the job which include long hours of patrolling and standing.	• Working Hours: To ask employer during interview • Location/ Postal code: To ask employer during interview
Senior Property Officer	**Key Responsibilities** • To supervise of term contractors ie. security guards, landscape, pest control • Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements • Building inspection and ensure rectification of defects • Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase. • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract • Any other ad-hoc assignments assigned by the Management. **Pre-requisites** • Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience.	• Working Hours: To ask employer during interview • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Security Officer	**Key Responsibilities** • Perform other ad-hoc assignments and IT-related tasks as directed by Management. **Pre-requisites** • Must posses PLRD Licence	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview
Site Engineer	**Key Responsibilities** • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement. • Monitor and update account processes and procedures. • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually. • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures • Oversee supply chain delivery, ensuring service quality. • Ensure accurate and timely financial reporting and billing. • Manage staff performance, development and recruitment. • Enforce compliance with Health, Safety, Environmental and Risk Management policies. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. **Pre-requisites** • Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 years.	To ask employer during interview
Technical Executive	**Key Responsibilities** • Physical And Engineering Science Associate Professionals **Pre-requisites** • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technician	**Key Responsibilities** • Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently • Regular inspection of grounds and facilities to ensure they are in good working order • Attend to breakdown, servicing, repairing and emergency requests • Any work assigned by Superior **Pre-requisites** • N/O Level / NITEC with 2 years of relevant experience. Diploma or Degree in Information Technology, Computer Science, or a related field.	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview
WSH Coordinator	**Key Responsibilities** • Conduct monthly scheduled and ad-hoc WSH inspection across various sites. • Conduct Internal Audit for Integrated Management System (ISO) • Attend regular WSH Audit conducted by client's and follow-up with site teams on the rectifications. • Conduct incident investigation and advise on follow-up actions • Proactively identify hazards and advise on Corrective and preventive actions • Carry out risk management audit on contractors • Routine checks on WSH Document submissions across various contracts and advise on lapses and amendments required. • Carry out regular WSH briefing/ trainings to various site teams • Attend WSH and Risk Management meetings and provide updates on site WSH status. • Issue Work Authorization Forms after checks on contractor safety documentations. • Implementation of Permit-to-work system across various sites/ contracts • Carry out noise monitoring at various sites and advise on noise reduction measures. • Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders through meetings, dialogue and/ or trainings. • Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions. • Perform WSHO assigned duties in accordance to client's contract requirements. **Pre-requisites** • Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH	To ask employer during interview

#8 CBRE GWS

We inspire innovation, help you stand out in the competitive job market, map hybrid occupancy, support workplace wellness, and navigate transformational change seamlessly. Our office and operational solutions foster loyal and lasting occupant partnerships, aligning with investors' portfolio objectives.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Facilities Manager	**Key Responsibilities** • Provide formal supervision to employees. Monitor the training and development of staff. Conduct performance evaluations and coaching. Oversee the recruiting and hiring of new employees. • Schedule and manage the team's daily activities. Establish work schedules, assign tasks, and cross-train staff. Set and track staff and department deadlines. Mentor and coach as needed. • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. • Maintain positive client relationships and conduct meetings on unresolved facility issues. **Pre-requisites** • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered. • Tier 3 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy. • Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage	• Working Hours: 9am - 6pm • Location/ Postal code: To ask employer during interview
Engineer	**Key Responsibilities** • Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, HVAC, plumbers, and cleaning. • Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • Assist on audit requirements. • Review and recommend Standard Operation Procedure (SOP) and propose changes for review. • Liaise with government authorities on M&E initiatives for compliance. • Mentor and coach maintenance engineers and technicians.	• Working Hours: 9am - 6pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Determine material, equipment, tools and spare parts to be used for maintenance jobs. • Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares and tools needed. • Improving the efficiency on the operational processes, innovating and implementing systems improvement on energy conservation. • Responsible for the planning and execution of corrective/preventive maintenance programmers. • Responsible for the planning, coordination and execution of annual shut down **Pre-requisites** • Diploma in Mechanical Engineering or related studies. • Flexible to work on 5.5 work week • Ability to establish and maintain effective working relationships with co-workers, managers and clients. • Must have good communication and leadership skills. • Strong Mechanical and Electrical knowledge and skills • Around 5 years of experience in manufacturing and life science facilities.	
Facilities Coordinator / Property Executive	**Key Responsibilities** • Act as the frontline representative for the contract, ensuring all works and services are delivered professionally, efficiently, and in line with contractual requirements. • Support the Facilities Manager in site operations, including measurements, records, field data uploads, work planning, quotation preparation, coordination of subcontractors and specialists • Allocate, schedule, and review work orders, ensuring timely execution, accuracy of vendor submissions, and compliance with contractual and operational standards. • Monitor site conditions by conducting inspections, identifying repair or improvement needs, resolving minor issues, and supporting day-to-day operational continuity. • Analyze operational data and reports to track performance, resolve issues, and recommend process or service improvements to enhance efficiency and effectiveness. **Pre-requisites** • Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered. • Tier 4 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). • Results-oriented with strong attention to detail and accuracy.	• Working Hours: 9am - 6pm • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. • Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage	
Facilities Manager	**Key Responsibilities** • Provide formal supervision to employees • Monitor the training and development of staff • Conduct performance evaluations and coaching • Oversee the recruiting and hiring of new employees • Schedule and manage the team's daily activities • Establish work schedules, assign tasks, and cross-train staff • Set and track staff and department deadlines • Mentor and coach as needed • Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors • Maintain positive client relationships and conduct meetings on unresolved facility issues • Prepare and manage capital projects, operating budgets, and variance reports • Perform facility inspections quality assurance following local, state, and federal regulations • Suggest operational efficiencies, repairs, and upgrade opportunities • Manage environmental health and safety procedures for facilities • Oversee vendor relationships and invoicing procedures • Review price quotes for the procurement of parts, services, and labor for projects • Conduct process and procedure training on maintenance, repairs, and safety best practices • Lead by example and model behaviours that are consistent with CBRE RISE values • Influence parties of shared interests to reach an agreement • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes. **Pre-requisites** • Bachelor's Degree preferred with 5 – 8 years of relevant experience • In lieu of a degree, a combination of experience and education will be considered • Facility Management certification preferred • Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention is preferred	• Working Hours: 9am - 6pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Ability to lead the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. • Leadership skills to motivate the team to achieve broad operational targets with impacts on own job discipline, multiple job disciplines, and department. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Extensive organizational skills and an advanced inquisitive mindset. • Intermediate math skills. Ability to calculate complicated figures such as percentages, fractions, and other financial-related calculations.	
Finance & Administration Executive	**Key Responsibilities** • Respond to client inquiries and concerns and ensure timely and quality service delivery and follow-up to ensure satisfaction. • Understand the scope of the contract and make sure that all work is carried out accordingly. • Be a financial and operational systems champion. Suggest efforts to put in place cost-saving opportunities to maximize customer and financial savings targets. • Coordinate and onboard vendors for reactive and planned works and manage sub-contractor paperwork. • Review processed invoices and ensure accurate cost center coding. Coordinate the billing application, calculating margins, raising invoices, and submitting to clients. Work closely with site teams and head office, ensuring accurate processing of quotations and purchase orders. • Review and approve maintenance billing invoices and projects as per contracted agreements. Ensure consistent delivery of core operational and financial outputs on the account. • Respond to inquiries on financial reports for Accounts Receivable, Payable, and open POs. • Deliver monthly reporting support on Contract and Business Unit Reviews. • Assist in ensuring compliance with Health & Safety requirements, including HSE reporting and promoting a safe work environment. Maintain QHSE documentation and ensure it is available using company systems. • Gather and analyze data to identify and solve complex problems that arise with little or no precedent. May recommend new techniques. • Impact own team and other teams whose work activities are closely related • Suggest improvements to existing processes and solutions to improve the efficiency of the team **Pre-requisites** • Diploma with 3-4 years of job-related experience.	• Working Hours: 9am - 6pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• A comprehensive understanding of a range of processes, procedures, systems, and concepts within own job function is required. • Ability to evaluate and communicate unusual and/or complex content in a concise and logical way. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Organizational skills with an advanced inquisitive mindset. • Advanced math skills. Ability to calculate advanced figures such as percentages, discounts, and markups.	
Project Manager	**Key Responsibilities** • Lead project initiation, defining scope, objectives, timelines, and alignment with organisational goals. • Develop and execute detailed project plans, including scheduling, cost estimates, and resource planning. • Act as the main liaison between project owners, stakeholders, consultants, and contractors to ensure clear communication and alignment. • Manage end-to-end procurement, including tender preparation, evaluation, contractor appointment, and value engineering. • Review and coordinate design submissions, ensuring compliance with requirements and timely approvals from relevant authorities. • Monitor project progress, identifying risks, delays, and deviations, and implementing corrective actions to maintain schedule and quality. • Ensure effective control of scope, budget, and changes, maintaining compliance with contractual and regulatory requirements, including safety standards. • Oversee project execution, ensuring works are delivered to specification, quality standards, and operational expectations. • Manage project completion and closeout, including inspections, defect rectification, documentation (as-builts, warranties), final accounts, and lessons learned. **Pre-requisites** • Degree in Building, Engineering, Construction, Project Management, or any related disciplines from a recognised tertiary institution. • Certified as Project Management Professional (PMP) from the Project Management Institute (PMI). • A minimum of 3 years of relevant experience and proven expertise in managing facility management related and office renovation projects. • Hands-on experience in Government led initiatives and public sector project processes, including the use of the Public Sector Standard Conditions of Contract (PSSCOC) in Singapore would be highly preferred. • Results-oriented with strong attention to detail and accuracy.	• Working Hours: 9am - 6pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Quantity Surveyor	**Key Responsibilities** • Prepare and submit cost estimates and quotations, ensuring timely approval and issuance of purchase/work orders. • Apply Schedule of Rates (SOR) accurately and justify deviations or special pricing to stakeholders where required. • Assess and validate star rate items against market benchmarks prior to work commencement. • Maintain and analyse cost databases (e.g., star rates, quotations) to improve pricing accuracy and procurement strategies. • Develop and prepare tender documents, including detailed cost breakdowns, ensuring alignment with scope, specifications, and procurement policies. • Collaborate with internal teams to ensure tender and cost submissions reflect operational and technical requirements. • Evaluate contractor tenders, identifying risks, discrepancies, and ensuring competitiveness and compliance. • Verify and process payment claims, invoices, and work order submissions, ensuring accuracy, completeness, and timely certification. **Pre-requisites** • Diploma in Quantity Surveying, Building Engineering, Construction, or any related tertiary institution • Minimally 3 years of relevant experience within the Facilities, Construction and Engineering industry • Familiar with Cost Assessments, Tender and Payment Claims	• Working Hours: 9am - 6pm • Location/ Postal code: To ask employer during interview
Technicians	**Key Responsibilities** • Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems • Conduct routine maintenance inspections, diagnose potential problems, and make repairs • Assist with the installation and modification of building equipment and systems • Review assigned work orders and partner with available systems to track completion • Support energy management by ensuring all building systems are operating efficiently • Inspect existing installations for compliance with building codes and safety regulations • Use existing procedures to solve straightforward problems • Exchange straightforward information in a clear, concise manner • Review assigned work orders and partner with available systems to track completion. • Support energy management by ensuring all building systems are operating efficiently. • Inspect existing installations for compliance with building codes and safety regulations.	• Working Hours: 9am - 6pm • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Use existing procedures to solve straightforward problems. Exchange straightforward information in a clear, concise manner. • Impact team through defined duties, methods and tasks as described in detail. • Deliver own output by following defined procedures and processes under close supervision and guidance. **Pre-requisites** • Minimum NITEC in Engineering or its equivalent, with 1-2 years of job-related experience. In lieu of a NITEC, a combination of experience and education will be considered. • Ability to follow basic work routines and standards in the application of work. • Communication skills to exchange straightforward information. • Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Strong organizational skills with an inquisitive mindset.	

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#9 🐻 Chye Thiam Maintenance

Leveraging over 45 years of industry expertise, Chye Thiam Maintenance (CTM) has built a legacy of service excellence and forward-thinking innovation. Our journey has been marked by a continuous integration of more capabilities to address your evolving needs. We take immense pride in our collaborative approach, working alongside you to craft bespoke and tailored solutions.
As we stand today, we reaffirm our commitment to being your partner of choice for your integrated facility and environmental management services.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Driver	**Key Responsibilities** • Operate allocated mechanised cleaning equipment and/or mechanical sweeper to clean assigned area • Drive different types of Class 3, 4 and 5 vehicles as assigned • Transport workers from office rally point to individual work site as assigned • Drive vehicle and pick up garbage bags with your cleaning partner as assigned • Carry garbage bags and dispose of them properly as assigned • 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	• Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Return mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles to storage locations, respective depots and carparks after use **Pre-requisites** • Possess valid Class 3, or 4 or 5 driving license	
Food Handler	**Key Responsibilities** • Heat and top up food, display can drinks/beer at the chillers **Pre-requisites** • F&B knowledge	• Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview
Indoor Cleaner	**Key Responsibilities** • General Cleaning **Pre-requisites** • Able to work shifts	• Working Hours: 44 hours per week • Location/ Postal code: S(528530)
Management Trainee	**Key Responsibilities** • Train to Manage and organize daily operations schedule to ensure jobs are carried out effectively • Attend meeting, respond to customer complaints / feedback • Client Servicing **Pre-requisites** • Train to assist and support the Zone Head to lead and organize sites Operations Team to ensure safety, daily routine, periodic schedule and manpower are available to meet contract standards and requirements	• Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview
Multi Skilled Cleaner cum Machine Operator	**Key Responsibilities** • Manage high-jet **Pre-requisites** • Able to operate machineries	• Working Hours: 44 hours per week • Location/ Postal code: S(528530)
Night Shift Outdoor Cleaner	**Key Responsibilities** • Perform general cleaning of your assigned area, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor **Pre-requisites** • General Cleaning and able to withstand adverse weather conditions	• Working Hours: 44 hours per week • Location/ Postal code: S(528530)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Operations Executive	**Key Responsibilities** • Manage and organize daily operations schedule to ensure jobs are carried out effectively • Attend meeting, respond to customer complaints / feedback • Client Servicing **Pre-requisites** • To assist and support the Zone Head to lead and organize sites • Operations Team to ensure safety, daily routine, periodic schedule and manpower are available to meet contract standards and requirements	• Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview
Outdoor Cleaner	**Key Responsibilities** • General Cleaning **Pre-requisites** • Able to work shifts	• Working Hours: 44 hours per week • Location/ Postal code: S(528530)
Street/ Estate Cleaner (Central Area)	**Key Responsibilities** • Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor **Pre-requisites** • General Cleaning and able to withstand adverse weather conditions	• Working Hours: 44 hours per week • Location/ Postal code: S(528530)
Supervisor	**Key Responsibilities** • To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area. **Pre-requisites** • Able to lead and supervise, possess WSQ Supervise Service Operations an advantage	• Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview
Table-Top Cleaner (Full & Part Time)	**Key Responsibilities** • Collect & Wash Plates, arrange all the dishes/glasses/cutleries keep at the buffet area **Pre-requisites** • Positive attitude & able to work night shift	• Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview

#10 Clarity E&C

Clarity E&C Pte Ltd is a Singapore-registered specialist subcontractor delivering comprehensive work packages across the construction, process, and high-tech facility sectors—principally serving oil and gas, power and energy, semiconductor, and data center clients.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Account Assistant	**Key Responsibilities** • Process accounts payable and receivable across multiple engineering and construction projects. • Perform data entry, assist with bank reconciliations, and generate basic financial reports. • Track supplier invoices, issue payments, and follow up on outstanding corporate accounts. • Maintain accurate digital and physical financial records. **Pre-requisites** • NITEC or Diploma in Accountancy or related field. • Proficiency in Excel and basic accounting software. • Meticulous with numbers and highly detail-oriented. • Entry-level candidates are welcome to apply.	• Working Hours: Regular Hours • Location/ Postal code: S(760854)
Account/Finance Manager	**Key Responsibilities** • Oversee full-set accounts, financial reporting, and budget analysis for cross-entity operations. • Evaluate project cost architectures to optimize operational budgeting. • Ensure compliance with statutory financial regulations and coordinate with external auditors. • Develop robust financial controls and support senior management with strategic financial insights. **Pre-requisites** • Bachelor's degree in Accountancy, Finance, or equivalent professional qualifications (e.g., ACCA). • Minimum 5 years of financial management experience, preferably in industrial or project-based sectors. • Strong analytical skills with the ability to handle complex financial schemas. • Excellent leadership and stakeholder management capabilities.	• Working Hours: Regular Hours • Location/ Postal code: S(760854)
ADP Drivers	**Key Responsibilities** • Safely operate airside transport vehicles to move cargo, Unit Load Devices (ULDs), and materials within the airport apron and tarmac areas. • Strictly adhere to all Changi Airport safety regulations, speed limits, and ground traffic control protocols. • Coordinate with ground handling teams to ensure timely loading and dispatch of goods to aircraft. • Maintain daily vehicle logs and perform routine pre-departure vehicle inspections.	• Working Hours: Shift work • Location/ Postal code: S(760854)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Report any airside safety hazards, incidents, or vehicle malfunctions to the duty manager immediately. **Pre-requisites** • Must possess a valid Airside Driving Permit (ADP) and a standard Class 3 or Class 4 driving license. • Clean driving record with strong situational awareness. • Prior experience driving in an airside environment is highly preferred. • Ability to work rotating shifts, including weekends and public holidays, to support 24/7 flight schedules. • Strong sense of responsibility and punctuality.	
Documentation Staff (Admin)	**Key Responsibilities** • Process and verify shipping, receiving, and cargo documentation for daily operations. • Perform accurate data entry of inventory, delivery manifests, and shipment statuses into the warehouse management system (WMS). • Maintain an organized digital and physical filing system for all operational records. • Coordinate actively with the operations team, warehouse supervisors, and transport drivers to ensure smooth handovers. • Handle basic customer or vendor inquiries regarding shipment statuses. **Pre-requisites** • Minimum O-Level, Nitec, or equivalent academic qualifications. • Proficient in Microsoft Office (Excel, Word) and comfortable adapting to new software/systems. • Highly detail-oriented with a strong focus on data accuracy. • Good written and verbal communication skills. • Prior administrative experience in logistics, supply chain, or shipping is highly advantageous.	• Working Hours: Regular Hours • Location/ Postal code: S(760854)
ETV/BV/TV Operators	**Key Responsibilities** • Operate specialized ground support equipment, including Elevating Transfer Vehicles (ETV), Baggage Vehicles (BV), and Tractor Vehicles (TV). • Transfer passenger baggage, loose cargo, and ULDs accurately between sorting areas, terminals, and aircraft bays. • Ensure all cargo and baggage handling meets aviation safety and security standards. • Assist in the physical loading and unloading of items when transitioning from vehicles to conveyor belts or staging areas. • Monitor equipment health and report technical issues to the maintenance crew.	• Working Hours: Shift work • Location/ Postal code: S(760854)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Possess relevant equipment operation licenses or demonstrate a strong willingness to undergo employer-sponsored training. • Physically fit and capable of handling physical loading tasks in outdoor, weather-exposed environments. • Vigilant, safety-focused, and capable of operating heavy machinery in high-traffic airside zones. • Able to work on rotating shift patterns (day/night shifts) in a dynamic airport environment.	
Facilities Management Officer	**Key Responsibilities** • Oversee the daily maintenance and operations of the warehouse and office facilities. • Manage and supervise external contractors performing Mechanical & Electrical (M&E) servicing, cleaning, and security services. • Conduct regular workplace safety inspections, identify structural or equipment faults, and schedule prompt repairs. • Assist in budget planning, tracking facility expenses, and processing contractor invoices. • Ensure the building complies with all statutory regulations, fire safety codes, and environmental standards. **Pre-requisites** • Diploma in Facilities Management, Building Services, Engineering, or a related field. • Minimum 2 to 3 years of hands-on experience in managing industrial or commercial facilities. • Possession of a Fire Safety Manager (FSM) certification is highly desirable. • Strong vendor management and negotiation skills. • Excellent problem-solving abilities and capable of responding to after-hours facility emergencies if required.	• Working Hours: Regular Hours • Location/ Postal code: S(760854)
Food Packer	**Key Responsibilities** • Pack and assemble inflight meals according to strict airline specifications and hygiene standards. • Work across both Halal and Non-Halal production lines at SATS Inflight Catering Centre 1 and 2 (East Singapore). • Ensure accurate portioning, labeling, and sealing of food containers. • Maintain cleanliness of the packing area and adhere strictly to food safety regulations. **Pre-requisites** • Comfortable handling both Halal and Non-Halal food products in the catering centre. • Willing to work on rotating shifts in a fast-paced food production environment. • Possess valid Basic Food Hygiene certification (or willing to attend employer-sponsored training).	• Working Hours: Shift work • Location/ Postal code: S(760854)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Physically fit to stand for extended periods during daily packing operations.	
Forklift Operators	**Key Responsibilities** • Strictly operate heavy-duty forklifts to move materials, raw goods, and finished products across the facility. • Manage the staging of cargo for shipping and receiving bays efficiently to prevent bottlenecks. • Optimize storage space by accurately stacking and organizing goods in high-rack areas. • Perform routine equipment maintenance checks and report any mechanical faults immediately. • Ensure all cargo movements are recorded accurately via barcode scanners or manual logs. **Pre-requisites** • Possess a valid WSQ Forklift License. • Proven track record of safe driving with at least 1 to 2 years of dedicated forklift operation experience. • Excellent spatial awareness and depth perception for maneuvering in tight warehouse aisles. • Familiarity with handling fragile or hazardous materials is a plus. • Comfortable working rotating shifts in a fast-paced environment.	• Working Hours: Shift work • Location/ Postal code: S(760854)
Forklift Operators cum Warehouse assistants	**Key Responsibilities** • Operate sit-down or reach forklifts to safely load, unload, and transport cargo within the warehouse. • Stack and unstack pallets efficiently in designated storage racks. • Perform general warehouse duties (sorting, labeling, and packing) during off-peak driving periods. • Conduct daily pre-operation visual and maintenance checks on the forklift. • Assist the warehouse supervisor in ensuring inventory accuracy and safe operational workflows. **Pre-requisites** • Possess a valid WSQ Forklift License (Singapore). • Minimum 1 year of hands-on experience in a warehouse or logistics environment. • High commitment to workplace safety and operational guidelines. • Ability to balance driving duties with manual warehouse tasks seamlessly. • Able to perform shift work and overtime when required.	• Working Hours: Shift work • Location/ Postal code: S(760854)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
HR Executive	**Key Responsibilities** • Handle end-to-end HR operations, including onboarding and managing attendance dashboards. • Administer employee secondment contracts across various corporate entities. • Assist in formulating workplace well-being plans and ensuring compliance with local employment laws. • Support inclusive workforce programs, ensuring fair and equitable HR practices. **Pre-requisites** • Diploma or Bachelor's degree in Human Resource. • Familiarity with HR information systems, Excel, or dashboard tools for attendance tracking. • At least 2 years of generalist HR experience. • High level of confidentiality and strong organizational skills.	• Working Hours: Regular Hours • Location/ Postal code: S(760854)
Recruiter	**Key Responsibilities** • Source, screen, and interview candidates for blue-collar and site safety manpower roles. • Facilitate workforce secondment deployments and manage job postings on recruitment platforms. • Coordinate with hiring managers to understand operational project needs. • Participate in inclusive hiring initiatives, including actively working with ex-offenders through programs like Yellow Ribbon. **Pre-requisites** • Minimum Diploma in Human Resource or related fields. • Experience in mass recruitment or industrial workforce sourcing is highly preferred. • Excellent communication skills and ability to manage multiple hiring requirements. • Open-minded and committed to inclusive hiring practices.	• Working Hours: Regular Hours • Location/ Postal code: S(760854)
Warehouse Assistants	**Key Responsibilities** • Receive, unload, and shelve incoming shipments, materials, and supplies. • Perform picking and packing of outbound goods accurately based on delivery orders. • Conduct routine inventory checks, cycle counts, and assist in periodic stocktaking. • Operate manual pallet jacks and handling equipment safely. • Maintain a clean, organized, and safe working environment in accordance with 5S standards. **Pre-requisites** • Physically fit and capable of handling manual labor (standing, walking, lifting). • Basic proficiency in English to read delivery orders and safety signs.	• Working Hours: Shift Hours • Location/ Postal code: S(760854)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Positive attitude, reliable, and a strong team player. • Willingness to work in a fast-paced warehouse environment. • No prior experience required; fresh graduates and entry-level candidates are welcome.	

#11 Four Leaves

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Established since 1981, Four Leaves has developed into one of the leading chain bakery in Singapore. We are committed to providing innovative and quality bakery products to our customers, so it has always been our policy to bring in Japanese technical advisors to constantly create new products, and implement stringent quality control.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Kitchen Assistant	**Key Responsibilities** • Daily preparation and production of breads • Kneading, cutting, and shaping of the dough • Washing and cleaning of utensils, metal baking trays, ovens & etc. • Maintaining cleanliness of the kitchen or workstation. Other ad-hoc duties as assigned by the baker-in-charge or manager. Provide good customer service at all times. • Cashiering duties. • Display and replenish bakery items and products on the shelves and display counters. • Slicing of breads with gloves. • Assist customers in placing orders for cakes and collection of cakes. • Washing of trays and utensils. • Basic housekeeping duties to ensure the storefront is clean and tidy, sweeping & mopping floor. • Ensure compliance to all food hygiene standards. • Assist with inventory checks. • Answer phone calls and customers' inquiries politely. • Any other ad-hoc duties as assigned by the Supervisor or Manager. **Pre-requisites** • Daily preparation and production of breads • Kneading, cutting, and shaping of the dough • Washing and cleaning of utensils, metal baking trays, ovens & etc. Maintaining cleanliness of the kitchen/ workstation • Other ad-hoc duties as assigned by the baker-in-charge/ manager. Must work on weekends, public holidays and shift work until 10PM/10:30PM. Able to stand for 9 hours or more and lift heavy items (when required). Physically fit and energetic.	• Working Hours: Shift Work • Location/ Postal code: S(828761)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Sales Assistant	**Key Responsibilities** • Provide good customer service at all times. • Cashiering duties. • Display and replenish bakery items and products on the shelves and display counters. • Slicing of breads with gloves. • Assist customers in placing orders for cakes and collection of cakes. • Washing of trays and utensils. • Basic housekeeping duties to ensure the storefront is clean and tidy, sweeping & mopping floor. • Ensure compliance to all food hygiene standards. Assist with inventory checks. • Answer phone calls and customers' inquiries politely. • Any other ad-hoc duties as assigned by the Supervisor or Manager. **Pre-requisites** • F&B Experience preferred. Must be able to work on weekends, public holidays and shift work until 10PM/10:30PM. Able to stand for 9 hours or more and lift heavy items (when required). Physically fit and energetic.	• Working Hours: Shift Work • Location/ Postal code: S(828761)

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#12 GBS (Singapore)

GBS (Singapore) Pte Ltd, a company of Japan Material Group (TYO: 6055), was established in 2003 with a focus on applying cutting-edge technologies to deliver innovative, solution-driven products and services tailored to our clients' needs. Our technical expertise and commitment to engineering excellence have earned us a strong reputation in the semiconductor industry, particularly in providing semiconductor manufacturing equipment parts and smart factory solutions.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Mechanical Engineer / Asst Mechanical Engineer	**Key Responsibilities** 1. Mechanical Design & Development • Design and develop AMV chassis, frames, mounting structures, enclosures, and mechanical assemblies. • Create detailed 2D drawings and 3D models using SolidWorks based on engineering requirements and design concepts. • Prepare manufacturing drawings, including GD&T, tolerance analysis, Bills of Materials (BOM), and material specifications. • Produce fabrication drawings and maintain engineering documentation throughout the product lifecycle. • Perform design calculations, tolerance stack-up analysis, and material selection. • Ensure designs meet operational, environmental, reliability, and safety requirements.	• Working Hours: 8.30am – 6pm • Location/ Postal code: S(528559)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	2. Prototype Development & Testing • Build and evaluate prototypes for proof-of-concept, validation, and production deployment. • Conduct mechanical testing, vibration testing, durability testing, and environmental assessments. • Analyse test results and implement design improvements to enhance product performance and reliability. • Support prototyping and testing activities by providing accurate technical drawings and resolving design-related issues. 3. Project Execution • Support mechanical engineering activities throughout the project lifecycle, from concept development to deployment. • Work closely with stakeholders, project managers, and cross-functional teams to refine designs and ensure manufacturability. • Prepare engineering schedules, technical reports, and project documentation. • Coordinate with suppliers, fabricators, and contractors to ensure timely delivery of components and assemblies. 4. Manufacturing & Production Support • Support production teams during fabrication, assembly, integration, and commissioning activities. • Develop assembly procedures, work instructions, and quality standards. • Drive Design for Manufacturing (DFM) and Design for Assembly (DFA) initiatives. • Update and maintain drawing revisions, engineering documentation, and CAD data management systems. • Assist in cost optimisation and continuous improvement efforts. 5. Troubleshooting & Continuous Improvement • Investigate mechanical failures and perform root cause analysis. • Recommend and implement corrective and preventive actions. • Improve system reliability, maintainability, and operational performance. • Demonstrate a hands-on attitude by supporting prototype builds, performing assembly checks, and troubleshooting design issues directly on parts, assemblies, and deployed systems. 6. Compliance & Safety • Ensure compliance with relevant industry standards, regulations, and workplace safety requirements. • Conduct design reviews, engineering evaluations, and risk assessments.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Support product certification, validation activities, and customer acceptance testing where required. • Maintain engineering documentation in accordance with company quality procedures. **Pre-requisites** • Experience in mechanical design, product development, automation, robotics, vehicle systems, or related industries	
QC Technician	**Key Responsibilities** • Perform quality inspections at incoming, in-process, and outgoing stages to ensure compliance with specifications • Carry out scheduled product audits to verify adherence to establishes standards • Review and understand technical drawings to extract dimensions, tolerances, and specifications • Use precision measuring tools (callipers, micrometres, gauge) to verify physical dimensions meet specified tolerances • Conduct visual checks on camera assemblies using standardized quality control procedures and checklists **Pre-requisites** • Strong attention to detail and ability to identify non-conformities • Familiarity with GD&T (Geometric Dimensioning and Tolerancing) is required • Able to work independently with minimal supervision while handling multiple tasks and ad-hoc requests • Good communication and interpersonal skills to collaborate across teams • Basic computer literacy, with hands-on experience in MS Office and data entry • 1-2 years relevant experience in Inspection & Quality Control	• Working Hours: 8.30am-6pm • Location/ Postal code: To ask employer during interview
Semiconductor Technician / Assistant Engineer	**Key Responsibilities** • Perform Corrective and Preventive Maintenance of wafer fab manufacturing equipment • Support the running of production in the module and ensure the readiness for production • Maintain 6S practices in the Fab and maintenance support areas • Participate and follow up on continuous improvement projects • Provide clear and accurate pass down of line issues and documentation **Pre-requisites** • Able to work shift, weekend, OT and in cleanroom	• Working Hours: 12hrs shift for 4,3,3,4 (shift work) normal shift will be normal office hours • Location/ Postal code: To ask employer during interview

#13 Go-Ahead Singapore

Go-Ahead Singapore is a leading local public transport operator and subsidiary of the Go-Ahead Group, a UK transport provider which enables more than one billion journeys a year.
Go-Ahead Group operates a devolved structure in the management of its companies that draws on three decades of international experience. This approach serves to ensure that Go-Ahead Singapore retains its ability to provide quick responses to the changing needs and conditions of a local market independently.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bus Captain	**Key Responsibilities** • Provide a safe and pleasant journey for passengers. **Pre-requisites** • Possess at least a Primary/Secondary School/"O" Level, any field.	• Working Hours: 44 working hours • Location/ Postal code: Various locations
Customer Service Officer	**Key Responsibilities** • Provide excellent customer service to customers. **Pre-requisites** • Minimum GCE 'O' levels and above. Prior 1 – 2 years of working experience in customer service industry would be advantageous. • Good verbal communication, interpersonal and written skills; with pleasant and positive attitude. • Computer literacy including Microsoft Office will be an added advantage. • Able to commit to shifts.	• Working Hours: • Location/ Postal code:
Fleet Support Assistant	**Key Responsibilities** • Ensure electric buses are correctly plugged in and charging initiated. • Refuel buses accurately and document all information. • Handle refueling equipment with care and adhere to SOPs. • Complete the demounting of buses per demounting list according to SOPs and maintain proper documentation. • Manage orderly parking and ensure safety during refueling and garaging activities. • Maintain compliance with company SOPs and ensure accident-free operations. • Assist with garaging activities and ensure proper housekeeping. • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. You may from time to time be assigned work to cover other entities within Go-Ahead, which may be located in any locations which Go-Ahead has or may commence operations in future.	• Working Hours: 44 working hours • Location/ Postal code: S(508776)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Able to work from 7pm to 3am.	
Fleet Support Officer	**Key Responsibilities** • Safely drive buses to fuel bays, through the Auto Bus Wash, and to designated parking spots. • Ensure electric buses are correctly plugged in and charging initiated. • Refuel buses accurately and document all information. • Handle refueling equipment with care and adhere to SOPs. • Complete the demounting of buses per demounting list according to SOPs and maintain proper documentation. • Manage orderly parking and ensure safety during refueling and garaging activities. • Maintain compliance with company SOPs and ensure accident-free operations. • Assist with garaging activities and ensure proper housekeeping. • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. You may from time to time be assigned work to cover other entities within Go-Ahead, which may be located in any locations which Go-Ahead has or may commence operations in future. **Pre-requisites** • Valid Singapore Class 3 / Class 4 driving licence with minimum of 1 year driving experience. • Able to work from 7pm to 3am.	• Working Hours: 44 working hours • Location/ Postal code: S(508776)
Interchange Support Officer	**Key Responsibilities** • Bus Interchange Management. • Assist bus services and bus interchange facilities and security. • Customer Experience Management. • Acts as the liaising officer for lost and found items. • Deploy at bus stop as service ambassador to assist with boarding and alighting activities when necessary • Support bridging bus activities when activated • Ensure compliance of all safety rules by staff and contractors. • Oversee smooth and timely arrival and departure of bus services. • Managing the flow of Bus Captains and buses along GAS routes through liaison with Operations Control Centre (OCC). • Execute recovery actions for incidents or accidents that happened in the Interchange.	• Working Hours: 44 working hours • Location/ Postal code: Various locations

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Document incidents/accidents. Oversee traffic and crowd control measure. • Work closely with the Interchange Manager on cost control measures pertaining to bus operations at the interchanges. • Supervise a pool of Bus Captains and provide guidance and advise as applicable. • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. **Pre-requisites** • Candidate must possess a minimum GCE N' /O' Levels or equivalent • Prior customer service working experience would be beneficial • Candidates who are bilingual and can communicate effectively • Able to commit to shift hours • Individual must be able to handle always being on the ground and be constantly on the move • Candidates who possess class 3 driving licenses would be advantageous	
Mileage Officer	**Key Responsibilities** • Retrieve and verify mileage data from various sources and departments • Liaise with service controllers for lost mileage reporting • Process daily mileage records on online portal • Maintain documents in a clear and concise manner required for audit purposes • Respond to LTA queries with regards to mileage issues • Strive to achieve daily deadlines given by internal and external stakeholders • Review lost mileage performance to identify potential area for improvement • Assist Schedules and Mileage Manager with other duties relating to mileage as assigned. • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. **Pre-requisites** • Candidate must possess at least a minimum GCE A' Levels / Diploma or equivalent • No prior experience necessary • Adequate level of numeracy and computer competency • Possess a good standard of written and spoken English • Candidate must be meticulous and inquisitive in nature	• Working Hours: Office Hours • Location/ Postal code: S(508776)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Controller	**Key Responsibilities** • Manage the CFMS system and all road performance issues. • Communicate effectively to all Bus Captains and maintain an organized and professional approach at all times. • Ensure assigned services achieved the respective BSRF Standards namely EWT, FLBP and OTA. • Direct supervision to ensure that regular and reliable bus services are operated, with no bunching and excessive early arrivals. • Supervising Bus Captains to ensure operation of buses according to schedules and submitting disciplinary reports when necessary. • Ensure necessary actions taken to recover lost mileages. • Assist Bus Captains in handling emergency situations on the road in real time. • Ensure that there is a clear and concise record of all decisions and events that take place on the allocated routes for the shift. • To render support on adhoc unplanned bus bridging as per SOP. • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others **Pre-requisites** • Prior working experience would be advantageous.	• Working Hours: 44 working hours • Location/ Postal code: S(508776)
Technical Specialist	**Key Responsibilities** • Ensure all maintenance work performed adhere strictly to standards established by the company and any legal requirements. • Perform regular preventive maintenance work on company vehicle. • Conduct regular inspections on company vehicles to ensure reliability and to pass regulatory inspections and audits. • Carry out corrective maintenance and repairs on vehicles to minimize downtime. • Prepared to work the hours necessary to complete all tasks required to achieve Peak Vehicle Requirement (PVR). • Ensure strict adherence to all workplace Health & Safety policies, legal and company regulations, with proper documentation and storage. • Practice safe work procedures and safety rules implemented at the workplace. • Not to engage in any unsafe or negligent act that may endanger self or others. • Any ad-hoc assignments which may include driving bus under maintenance / replacement bus if required.	• Working Hours: 44 working hours • Location/ Postal code: S(508776)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Candidates must possess NITEC or Diploma in Engineering or equivalent. • Prior experience in automotive or engineering environment would be advantageous. • Entry level candidates may apply. • Candidate to have a valid Class 3/4/4A driving license. • Able to perform shift work.	
Traffic Inspector	**Key Responsibilities** • Acquire and maintain an in-depth knowledge of all Go-Ahead Singapore bus services, routes, and interchanges to ensure effective operational support. • Strictly adhere to workplace safety and health (WSH) policies and procedures. Promote a culture of safety by observing safe work practices and avoiding any conduct that could pose risks to oneself or others. • Provide on-ground operational support during special events, major projects, and emergency situations (e.g., rail service disruptions), including managing affected bus services and performing crowd control duties. • Conduct onboard fare inspections to verify valid fare payment and identify non-compliance or misuse of fare cards and concession passes. • Assist Bus Captains on-site during both planned and unplanned bus service diversions, ensuring smooth bus service continuity and safe operations. • Undertake any other tasks or assignments as directed by the Service Performance Manager or Executive. • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. **Pre-requisites** • Candidate must possess a minimum GCE N' /O' Levels or equivalent • Prior customer service working experience would be beneficial • Candidates who are bilingual and can communicate effectively • Willing to perform rotating shifts and commit to shift hours • Must be able to conduct onboard fare inspections, assist Bus Captains and provide on-ground operational support. • Candidates who possess class 3 driving licences would be advantageous	• Working Hours: 44 working hours • Location/ Postal code: Various locations

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#14 ISS Facility Services

ISS, a leading workplace experience and facility management company, provides placemaking solutions that contribute to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Butler (Healthcare Services)	**Key Responsibilities** • Report to Butler Service Supervisor, ISS's Contract Manager and Manager of GS Department • Comply with personal hygiene guidelines, uniform, do's and don'ts • Observe food hygiene • Manage and ensure cleanliness and upkeep of pantry and facility • Taking of patient meal order • Preparation and serving of meals (breakfast, lunch and dinner) and 3 tea-breaks (morning, afternoon and supper) to patients • Day to day interaction with patient, nursing and hotel's kitchen for feedback, improvement and service recovery • Coordinate with hotel's kitchen on accurate and timely delivery of patient meal and collection soil crockery Assist Supervisor to ensure sufficient pantry supplies • Ensure butler practice, "First-in, first-out" on supplies and crockery use • Assist Supervisor to conduct OJT for new staff before deployment • Report facility defects and "lost and found" • Ensure work, health safety and hygiene of staff at workplace • Assist Supervisor to conduct incident investigation • Provide timely feedback to Supervisor, Executive and Contract Manager **Pre-requisites** • To enquire with employer	• Working Hours: 7am - 4pm • Location/ Postal code: To ask employer during interview
Driveway Officer	**Key Responsibilities** • Monitor and manage vehicular and pedestrian traffic flow within designated areas. • Alleviate congestion and ensure efficient movement of vehicles and pedestrians. • Coordinate with security personnel to optimize traffic flow during peak hours and special events. • Provide clear and accurate directions to patients, visitors, and public regarding the location of specialist clinics, diagnostic/lab facilities, and amenities. • Assist individuals in identifying the most convenient routes to their destinations, considering factors such as distance and accessibility. • Deliver exceptional customer service by greeting and welcoming visitors in a professional and friendly manner.	• Working Hours: 7am - 4pm 7am - 12pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Anticipate the needs of patients and proactively offer assistance to enhance their overall experience. • Respond promptly to inquiries, requests for information, and concerns related to traffic flow and wayfinding. **Pre-requisites** • Able to commence work immediately	
Facilities Coordinator	**Key Responsibilities** • Assist onsite Facilities Manager with daily administrative tasks. • Maintain and organize facility related documentation and records. • Coordinate with vendors for services like cleaning, M&E and landscape maintenance. • Track and document vendor service schedules and liaise with client on the service arrangement. • Assist in preparing purchase orders and tracking expenditures. • Support invoice processing and delivery of goods and services. • Log and follow up on service request and ensure timely resolution with the onsite technician and event assistant. • Manage client office meeting suite bookings and another meeting room requests. • Coordinate with technician cum Event Assistant on event setup requirement and ensure setup are complete according to requirement of requestor. • Act as a point of contact for facility related issues. • Monitor maintenance activities and ensure they align with the SLAs. • Support safety and compliance checks as directed by client • Assist in compiling data for monthly/weekly facility reports • Support incoming delivery for client where necessary. • Support any administrative duties assigned. **Pre-requisites** • Diploma or degree in Facilities Management, Business Administration or related field. • At least 1 to 3 years of experience in facilities or real estate management. • Proficient in MS Offices (Excel, Word, Outlook). • Understanding of IFM services (e.g HVAC, Janitorial, M&E, workplace management). • Knowledge of contract management, vendor invoicing and budget tracking. • Ability to understand client needs and align service delivery accordingly. • Attention to details, communication, and time management. • Good numeracy and accuracy in data handling. • Strong communication and interpersonal skills and display positive and willing to help attitude.	• Working Hours: 8am - 5pm 8am - 1pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Comply with client security and access control requirements • Willing to uphold client standards for safety and efficiency	
Facility Executive	**Key Responsibilities** • Manage and oversee day-to-day operational activities including: • Infection control, housekeeping, pest control, and facility inspections • Vaccination administration and record updates • Staff training coordination, training matrix updates, and new joiner onboarding • Inventory management: ordering, preparation of consumables, machinery, and stock control • Contracts and vendor management (e.g., quotation requests, service agreements) • Updating and maintaining MSDS & SDS documentation • Support internal/external audits and ensure compliance with NUHS cluster requirements. • Oversee housekeeping services and attendance monitoring • Approve staff attendance and update management records in the Employee Time Management System (ETMS) • Ensure timely completion of terminal cleaning and housekeeping projects • Plan and monitor manpower deployment according to operational needs. • Support setup, implementation, and maintenance of operational IT systems, including: • eTEMS, SJT, ePeriodic, eStaff Portal • Coordinate and monitor new project rollouts (e.g., BPJ) • Collaborate with IT and OSS teams to update and streamline processes. • Track and report on operational KPIs including: • Housekeeping attendance • Terminal cleaning completion • Project timelines and outcomes • Provide regular updates to management on progress, issues, and improvement areas. • Handle ad hoc operational matters as requested by OSS or management. • Ensure all responsibilities align with organizational policies and regulatory standards. **Pre-requisites** • Diploma in Facilities management, Administration, or related field. • Minimum 3 years' experience in operations, facilities, or healthcare support services. • Knowledge of infection control, housekeeping standards, and facility management. • Familiarity with IT platforms (ETMS, eStaff Portal, etc.) and project coordination.	• Working Hours: 8am - 5pm 8am - 1pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Strong organizational, problem-solving, and stakeholder management skills.	
Health Attendant	**Key Responsibilities** (1) Health Attendant - Hospital Ward (Day Shift) • Cleaning of commode chair (Wed/soiled). • Top up supplies (apron, glove, etc.). • Patient pantry cleaning (basin, fridge, table, etc.). • Ensure all patient drink/dry ration not expired. • Push AGV food/linen cart to designated place. • Top up patient (shirt, blanket) to trolley cabinet. • Serve/remove food trays, water jug. • Sluice room cleaning (macerator/basin, etc.). • Collecting soiled linen (2x/when full). • Make ice (every Friday). • Cleaning of shower chair (top up chemical daily). • Help nursing request (2) Health Attendant - Hospital Gym (Day Shift) • Cleaning of commode chair (Wed/soiled). • Top up supplies (apron, glove, etc.). • Make up bed in contextual room (seldom 1 bed). • Wipe/disinfect items in gym. • Wiping/cleaning (equipment/cabinet/racks). • Cleaning of therapy bed. • Clear soiled linen. • Help therapist request. **Pre-requisites** • No experience required; training will be provided. • Experience in healthcare, housekeeping, cleaning, hospitality, or support services is an advantage. • Physically fit and able to perform manual duties. • Able to communicate and read basic English. • Positive attitude and willingness to learn. • Comfortable working in a hospital environment • Able to work 12 hours shift • Able to work rotating shifts, weekends, and public holidays.	• Working Hours: 7am - 7pm • Location/ Postal code: To ask employer during interview
Housekeeping Supervisor	**Key Responsibilities** • Always project a professional image. • Practice Greet, Smile and Thank (GST) patients, staff and all who come into contact. • Ensure the team complies with grooming standards and adhere on Environment Health & Safety requirements in respect of uniforms and safety work practices as well as procedures to provide a clean, safe and pleasant working environment. • Check and update daily attendance of staff reporting for duty. • Deploy staff to respective area and ensure that all areas are adequately manned.	• Working Hours: 7am - 4pm/ 8am - 5pm/ 1pm - 9pm/ 3pm - 11pm • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Conduct daily briefing and provide reminders and to ensure that staff are up to date with daily information and instructions. • Conduct daily inspections of all areas under supervision to ensure that all Environmental Services assignments are carried through. • Conduct thorough inspection of rooms and report substandard conditions to the relevant parties (e.g. unclean areas to housekeepers on duty, defects to FME, and if necessary to managers) to ensure that the areas conform to contractual standards. • Coordinate fault reporting and repairs between ward staff, housekeepers and FME department. Troubleshoot equipment malfunctions. • Review and ensure completion of maintenance cleaning requests is completed within the specified standards, and within the agreed time frame and frequency. • Ensure that staff supervised is issued with appropriate tools and equipment in excellent working condition to undertake their duties. • Check and update records of cleaning materials such as bath mats and mops submitted by housekeepers. Always ensure sufficient stock. • Conduct performance audit for Glo Germ for staff to ensure that cleaning procedures adhere to System 8. • Check and follow up on periodic cleaning and Crash Program. • Check daily reports (e.g. FSS Daily Reports, Housekeepers Daily Worksheet Turnover Time, etc.) and follow up accordingly. • Keep track on overtime performed by housekeepers, calculate and submit the details to admin office (payroll) for processing and payment (twice monthly). • Prepare and maintain records of staff supervised (i.e. timesheets, tasks records, materials and clothing issues, etc.). • Prepare and submit daily/weekly/monthly reports and customer feedback records. • Coach and train staff in need so that their performance would meet standards stipulated. • Conduct performance appraisal, recommend for promotion or increment for deserving staff. • Enforce safety rules and regulations. Promptly report accidents / incidents to the superior without delay. • Coordinate customers' feedback and requests and ensure that there is a follow up to the complaints and requests. • Conduct patient satisfaction interviews with patients. • Attend and participate in staff meetings and training to keep track with changes in cleaning procedures and disseminate such information to staff under supervision. • Ensure the PDA's are in good working conditions at all times and to report defects to Superior if any.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Undertake any duties / projects, etc. as and when requested by the Executive/ Assistant Contract Manager/ Contract Manager. • To conduct task such as Counting Linen, Checking Inventory, Routine Checking of mattress and conduct weekly checking of sleeper unit condition. • Daily issuing of mop and return soil to laundry for washing. • Weekly distribution of stock for cleaner store. • Monthly waste audit for compliance. • To spot check on housekeeper waste disposal. • Daily submission of e-deployment. **Pre-requisites** • Secondary School Education or closely related field with minimum 3 or more years of • Supervisory experiences with emphasis on complete cleaning in a hospital environment, large • Facility services industry or large commercial contracts. • Candidates without the above minimum requirements on education but with relevant experiences can be considered for the position. • Working Hours and Rest Days • Rotating shift : 7am – 4pm, 8am – 5pm, 1pm – 9pm, 3pm – 11pm • Working Days Per Week: 6.0	
Mailroom/ Senior Mailroom Executive	**Key Responsibilities** • Manage daily incoming and outgoing mail, registered mail, parcels and internal document distribution. • Coordinate courier collections and deliveries, including urgent and time-sensitive requests. • Ensure confidential, legal, financial and executive documents are handled securely and with proper tracking. • Maintain accurate records and chain-of-custody for important documents and deliveries. • Manage courier service providers and monitor service quality, delivery performance and costs. • Support printing, scanning, bulk document preparation and other office service requests. • Monitor daily workload, allocate resources and ensure tasks are completed within agreed SLAs. • Prepare operational reports and track key service performance indicators. • Supervise, train and guide Mailroom Executives to ensure consistent service delivery. • Identify opportunities to improve processes, efficiency and customer experience. • Ensure all operations comply with company procedures, confidentiality requirements and information security standards. **Pre-requisites**	• Working Hours: 830am - 530pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Minimum 5 years of relevant experience in mailroom, courier, logistics, document management, office services or workplace operations. • Experience in supervising a team and managing external service providers. • Strong organizational and administrative skills with excellent attention to detail. • Good understanding of confidential document handling and information security. • Able to manage multiple priorities and work effectively in a fast-paced environment. • Strong communication, problem-solving and customer service skills. • Proactive, responsible and able to work independently with minimal supervision.	
Office Cleaner	**Key Responsibilities** • Ensure cleanliness and disinfection of assigned areas • Waste collection and general cleaning tasks • Assist Team Leader/Supervisor as needed **Pre-requisites** • Able to start immediate • Able to do OT if required	• Working Hours: 7am - 4pm 7am - 12pm • Location/ Postal code: To ask employer during interview
Operations Executive	**Key Responsibilities** • Leads portering operations and delivers quality services to patients and staff. • Drives client satisfaction, ensuring compliance with the agreed contractual obligations. • Leads a team of supervisors and porters, ensuring supervision, grooming, motivation, discipline and training to the team. • Drives staff engagement, satisfaction and improves training outcomes. • Develops continuous improvement initiatives to elevate overall performance. • Audits porters on their compliance with workflow, infection control and lifting techniques. • Monitors Health, Safety & Environmental procedures and practices, and deliver strong incident management. **Pre-requisites** • Degree in any discipline. • Experience in healthcare operations, logistics or equivalent is an added advantage. • Strong leadership potential, analytical skills and adaptability as successful candidate would be placed on a fast-track career development program. • Good working attitude and ability to self-motivate. • effective communication, interpersonal and presentation skills.	• Working Hours: 8am - 5pm 8am - 1pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Strong proficiency in excel.	
Porter	**Key Responsibilities** • Provide safe, timely, and professional portering services for patients between wards, specialist clinics, departments, and external centres using wheelchairs, trolleys, or beds, ensuring proper transfer and lifting techniques at all times. • Collect, deliver, and transport medical records, patient notes, medications, blood specimens, and other items between wards, departments, pharmacy, pathology, and external institutions, ensuring accuracy, confidentiality, and secure handling at all times. • Conduct regular wheelchair collection and redistribution across designated areas to ensure sufficient availability for operational needs. • Assist with the safe transfer of patients to and from Wheelchair Accessible Bus (WAB) services, ensuring patients are properly secured before each trip. • Maintain accurate daily task records and ensure proper documentation and filing. • Handle equipment and mobile devices responsibly, report defects promptly and ensure all equipment is returned after use. • Maintain cleanliness and tidiness of work areas and comply with all Health, Safety & Environmental (HSE) policies and procedures. • Report incidents promptly and provide accurate information when required. • Support productivity and service improvement initiatives to enhance operational efficiency and customer satisfaction. **Pre-requisites** • Full-time position with willingness to work 5 days per week with rotational off days. • Hourly-rated positions and night shift positions are also available. • No formal educational qualification required, candidates should be able to read, speak and write simple English. • Basic IT knowledge and ability to use smartphones and electronic systems. • Able to walk for prolonged periods. • Candidates with prior healthcare, patient transfer, portering or similar experience will have an advantage	• Working Hours: Fixed Hours • 0730–1630 • 0800-1700 • 1200–2100 • 1300–2200 • 2100–0800 (4 days work week) • 2300–0800; Part Time Fixed Shift Timing • 1100-1500 / 1600-2000 / 1700-2100 • Location/ Postal code: To ask employer during interview
Technical Officer	**Key Responsibilities** • Ensure complete documentation of procedure and maintenance work • Review service reports and escalate any finding or action that is required • Investigate and determine root cause of faults and report	• Working Hours: 8am - 5pm 8am - 1pm • Location/ Postal code: To ask employer

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Involve in the overall maintenance of the buildings, technical inspection and audits • Manage and guide a team of Technicians in attending to breakdown calls. • Be part of the team to management energy saving and initiatives. • Provide best practices in engineering maintenance to achieve a safer environment for patients, staff and visitors **Pre-requisites** • Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) • Minimum of five (5) years working experience with minimum three (3) years' experience in supervision works. • Pro-active, ability to prioritize work and achieve desired result • Independent, able to work with minimum supervision and have a good understanding of critical workflow • Able to commit to 5.5 days work week • Able to response and mobilize on site in the event whereby the breakdown requires after office hours and/or weekends.	during interview
Workplace Coordinator	**Key Responsibilities** • Conduct regular workplace walkthroughs and ensure areas are clean, ready and well presented. • Act as a friendly and approachable workplace ambassador for employees and visitors. • Respond to workplace requests and coordinate timely resolution with relevant teams. • Ensure meeting and collaboration spaces are properly set up and ready for use. • Support workplace events, activations, wellness programmes and employee engagement activities. • Coordinate with FM, cleaning, catering, technical, mailroom and vendor teams. • Gather user feedback and highlight opportunities to improve workplace services. • Support workplace technology and other occupant services where required. • Assist with maintaining a consistent and high-quality workplace experience. **Pre-requisites** • Minimum 3 years of relevant experience in workplace coordination, hospitality, customer service, facilities or events. • Diploma/Degree in Hospitality, Business, Facilities Management or related field preferred. • Strong customer service and interpersonal skills. • Professional, presentable and service-oriented. • Good organisational and coordination skills. • Able to communicate effectively with employees, vendors and service teams.	• Working Hours: 830am - 530pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Proactive, adaptable and able to work in a fast-paced workplace environment. • Experience in corporate workplace or hospitality environments will be an advantage.	
Workplace Experience Lead	**Key Responsibilities** • Develop and implement workplace experience and employee engagement programmes. • Lead workplace events, townhalls, wellness activities, campaigns and sustainability initiatives. • Coordinate hospitality and F&B services to ensure a seamless workplace experience. • Manage event planning, vendors, budgets and on-site execution. • Engage with stakeholders to understand employee needs and gather feedback. • Drive initiatives to improve workplace utilisation, engagement and user satisfaction. • Establish and maintain high standards for workplace hospitality and service excellence. • Monitor feedback, participation and satisfaction levels to identify areas for improvement. • Support workplace transformation and activation initiatives. **Pre-requisites** • Degree/Diploma in Hospitality, Business, Facilities Management, Events Management or related discipline. • Minimum 8 years of relevant experience in workplace experience, hospitality, events or customer experience. • Experience in a corporate workplace environment is preferred. • Strong experience in event and programme management, stakeholder engagement and vendor coordination. • Excellent communication and relationship-building skills. • Strong customer-service and hospitality mindset. • Creative, proactive and highly organized with the ability to manage multiple activities simultaneously. • Experience in F&B or workplace hospitality operations will be an advantage.	• Working Hours: 830am - 530pm • Location/ Postal code: To ask employer during interview

#15 Knight Frank Property and Facilities Management

Knight Frank's leadership in property and facilities management of over two decades has managed a myriad of properties in Singapore's real estate scene. Today, we are entrusted with property and facilities management of over 40 million square feet of space numbering close to 3,000 properties. Our portfolios are wide-ranging encompassing commercial and industrial buildings, shopping malls and residential estates in Singapore island-wide.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounts Executive	**Key Responsibilities** • As a Strata Management Accounts Executive at Knight Frank Property & Facilities Management, you'll take ownership of handling multiple sets of accounts, ensuring the smooth execution of day-to-day financial operations. This role is ideal for someone with an accounting background, attention to detail, and the ability to work independently. What You Will Be Doing • Handle full sets of accounts across multiple portfolios, ensuring accuracy and timely processing. • Manage accounts payable and receivable. • Prepare monthly financial and management reports, and bank reconciliation within stipulated deadlines. • Prepare audit schedules and address auditor queries for annual statutory and audits. • Prepare quarterly GST submissions to IRAS. **Pre-requisites** • We're Looking For Someone Who's • Qualified in accounting, with at least 2 years of relevant experience (entry-level candidates are welcome to apply!). • Proficient in Microsoft office, especially Excel and Word, with familiarity in accounting software as a plus. • Meticulous and responsible, ensuring accurate accounting records • Ability to work under pressure, manage tight deadlines, and operate independently. • A team player with a positive attitude and interpersonal skills.	• Working Hours: Mon - Fri 9 a.m. - 6 p.m. • Location/ Postal code: S(409022)
Administrative Assistant	**Key Responsibilities** • As an Administrative Assistant/ Officer at Knight Frank Property & Facilities Management, you will be the key person in supporting both owners/ tenants and team. Reporting to the Site Head, you will facilitate the onboarding of new owners/ tenants, coordinate service requests and maintain an organised filing system. This position is ideal for a proactive individual with excellent interpersonal skills. • • What You Will Be Doing • Owners/ Tenants Support: Act as the first point of contact for owners and tenants, answering phone calls, handling enquiries and complaints with professionalism.	• Working Hours: Mon - Fri 8.30 a.m. - 5.30 p.m. Sat 8.30 am - 12.30 p.m. • Location/ Postal code: S(409022)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Onboarding New Owners/ Tenants: Assist new owners and tenants in the application process for card access, keys, season parking and manage move-in/move-out logistics to ensure a seamless transition into their new homes. • Service Coordination: Coordinate on-site inspections for Technician and Property Executive to promptly address residents' service requests. • Administrative Excellence: Manage petty cash vouchers and facility bookings. Provide administrative support by compiling weekly and monthly submissions for HQ Accounts. Establish and maintain an efficient filing system to streamline documentation and operations. Keep an accurate inventory of office stationery and track equipment maintenance records. **Pre-requisites** What We're Looking For Someone Who's • Strong communication and interpersonal skills. • Positive attitude with a can-do mindset. • Detail-oriented. • Proficient in Microsoft Office and comfortable using technology to streamline property management tasks. • Candidates from property/ facilities management, service industry or Hospitality, Tourism, or Hotel Management will have an added advantage. • Minimum of 'O' Level or equivalent qualifications.	
Assistant Condominium Manager	**Key Responsibilities** • As an Assistant Condominium Manager, you'll be at the forefront of ensuring a seamless, well-maintained living environment for residents. Lead the site team, you'll manage day-to-day operations, foster strong relationships with council members, and ensure that service providers are delivering top-notch performance. In this role, you'll be both a leader and problem-solver, driving the estate's success while keeping everything running smoothly behind the scenes. What You Will Be Doing • Take charge of the site team, set high standards for service quality and create a collaborative, efficient work environment • Ensure the estate operates at peak performance, from maintenance to daily logistics, ensuring residents enjoy a well-maintained, comfortable space • Build strong, trusting relationships with council members, residents, and contractors, ensuring everyone's needs are met and expectations exceeded • Oversee the renewal and management of service agreements and insurance policies, ensuring timely updates and optimal contract performance • Ensure full compliance with building laws and regulations, keeping the estate safe, legal, and up to code	• Working Hours: Mon - Fri 8.30 a.m. - 5.30 p.m. Sat 8.30 am - 12.30 p.m. • Location/ Postal code: S(409022)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Address feedback and complaints quickly, turning challenges into opportunities for improvement • Organize and attend council meetings and AGMs, ensuring all stakeholders are aligned and informed • Manage financial transactions, and develop annual budgets, ensuring strong fiscal control and forward-looking financial planning **Pre-requisites** We're Looking For Someone Who's • You have at least 5 years of condominium management experience, ideally with exposure to TOP projects, and you know the ins and outs of estate management • You possess excellent leadership and client relationship skills, with the ability to inspire a team and build strong rapport with residents and council members • You're meticulous about ensuring all operations meet legal requirements and regulatory standards • You thrive in dynamic environments, using critical thinking to make smart, fast decisions • You're focused on delivering exceptional service to residents and stakeholders, creating a positive, well-maintained community for everyone	
Condominium Manager	**Key Responsibilities** As a Condominium Manager, you'll be at the forefront of ensuring a seamless, well-maintained living environment for residents. Lead the site team, you'll manage day-to-day operations, foster strong relationships with council members, and ensure that service providers are delivering top-notch performance. In this role, you'll be both a leader and problem-solver, driving the estate's success while keeping everything running smoothly behind the scenes. What You Will Be Doing • Take charge of the site team, set high standards for service quality and create a collaborative, efficient work environment • Ensure the estate operates at peak performance, from maintenance to daily logistics, ensuring residents enjoy a well-maintained, comfortable space • Build strong, trusting relationships with council members, residents, and contractors, ensuring everyone's needs are met and expectations exceeded • Oversee the renewal and management of service agreements and insurance policies, ensuring timely updates and optimal contract performance • Ensure full compliance with building laws and regulations, keeping the estate safe, legal, and up to code • Address feedback and complaints quickly, turning challenges into opportunities for improvement • Organize and attend council meetings and AGMs, ensuring all stakeholders are aligned and informed	• Working Hours: Mon - Fri 8.30 a.m. - 5.30 p.m. Sat 8.30 am - 12.30 p.m. • Location/ Postal code: S(409022)

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Customer Service Officer (retail/shopping mall)	**Key Responsibilities** About The Role We are looking for a customer-focused individual to join our team as a Customer Service Officer (Retail / Shopping Mall). In this role, you will be the key point of contact for shoppers and tenants, ensuring a pleasant and seamless mall experience. What You Will Be Doing • Manage the Customer Service / Information Counter as the first point of contact • Attend to shoppers' and tenants' enquiries, requests, and feedback • Assist in mall promotions, events, and campaigns • Handle voucher sales and redemptions • Support Loyalty Programme enquiries and redemptions • Support the upkeep and presentation of the mall • Maintain high service standards and perform administrative duties **Pre-requisites** We're Looking For Someone Who's • Able to work on a 6-day rotating shift, including weekends and Public Holidays • Minimum 1 years of experience in shopping mall or hotel concierge services • Customer-oriented with strong communication and interpersonal skills	• Working Hours: To ask employer during interview • Location/ Postal code: S(409022)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Manager	**Key Responsibilities** We're on the lookout for a proactive and experienced Property Manager to take the lead in managing daily operations and facilities for our properties. In this role, you'll be responsible for ensuring that all systems are running smoothly—from mechanical and electrical to building safety and cleanliness. You'll also guide your team to deliver top-tier maintenance services while keeping costs in check. If you're someone who thrives on responsibility, enjoys leading people, and has a strong grasp of building operations, this role is an exciting opportunity to make a meaningful impact. What You Will Be Doing • Lead the day-to-day operations of building and facilities management services, ensuring everything runs efficiently and safely. • Plan and coordinate preventive, routine, and ad-hoc maintenance works for building systems and equipment. • Supervise contractors and ensure maintenance works meet safety, quality, and contract standards. • Conduct regular building audits and inspections to ensure compliance with statutory regulations and internal quality programs. • Ensure all new installation works meet building codes and regulatory requirements. • Handle feedback and complaints from tenants and stakeholders, ensuring timely follow-up and resolution. • Prepare monthly reports for management and clients on building operations and maintenance status. • Manage building risk and implement safety and emergency protocols, including security measures. • Drive energy-saving and sustainability initiatives to help reduce operating costs. • Monitor maintenance budgets and ensure timely payments to contractors and service providers in accordance with cash flow projections. **Pre-requisites** We're Looking For Someone Who's • Hold a Degree in Facilities Management, Building, Real Estate, or Mechanical/Electrical Engineering, with at least 5 years of experience in building or facilities management. • Have strong knowledge of M&E systems, car park operations, and is conversant with relevant codes of practice and regulations. • Bring strong leadership and communication skills to manage teams and engage with stakeholders effectively. • Highly preferred someone who possess relevant professional certifications such as FSM, Green Mark, ZWM, WEM, SIFMA Tier 1–4, IFMA, or SCEM	• Working Hours: Mon - Fri 8.30 a.m. - 5.30 p.m. Sat 8.30 am - 12.30 p.m. • Location/ Postal code: S(409022)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Well-organized, meticulous, and capable of managing multiple moving parts while staying on top of compliance and operational standards.	
Property Officer (Residential)	**Key Responsibilities** Are you passionate about property management and ensure spaces are well-maintained and efficiently run? As a Property Officer (Residential) at Knight Frank Property & Facilities Management, you'll be the key person in making sure the properties under your care are in top condition. You'll be managing everything from daily operations to contractor relationships, all while keeping tenants and residents happy. This role is perfect if you love finding smart solutions to property management challenges and enjoy working in a dynamic environment where no two days are the same. What You Will Be Doing • Manage the daily maintenance and operations of your assigned properties to maintain optimal conditions. • Conduct routine inspections to ensure common areas meet safety and health regulations. • Monitor development projects, ensuring they stay on schedule and meet standards. • Address tenant and resident issues promptly and professionally. • Develop strategies to prevent maintenance issues and ensure compliance with laws and company policies. • Collaborate with contractors on preventive measures and maintenance resolutions. • Manage repair, renovation, and maintenance quotations, reports, and payments. • Support and attend key meetings such as council meetings and Annual General Meetings (AGMs). • Being part of the operations team to support meetings, including council meetings and AGMs, by coordinating all preparations for seamless execution.About The Role • Are you passionate about property management and ensure spaces are well-maintained and efficiently run? As a Property Officer (Residential) at Knight Frank Property & Facilities Management, you'll be the key person in making sure the properties under your care are in top condition. You'll be managing everything from daily operations to contractor relationships, all while keeping tenants and residents happy. • This role is perfect if you love finding smart solutions to property management challenges and enjoy working in a dynamic environment where no two days are the same. What You Will Be Doing • Manage the daily maintenance and operations of your assigned properties to maintain optimal conditions.	• Working Hours: Mon - Fri 8.30 a.m. - 5.30 p.m. Sat 8.30 am - 12.30 p.m. • Location/ Postal code: S(409022)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Conduct routine inspections to ensure common areas meet safety and health regulations. • Monitor development projects, ensuring they stay on schedule and meet standards. • Address tenant and resident issues promptly and professionally. • Develop strategies to prevent maintenance issues and ensure compliance with laws and company policies. • Collaborate with contractors on preventive measures and maintenance resolutions. • Manage repair, renovation, and maintenance quotations, reports, and payments. • Support and attend key meetings such as council meetings and Annual General Meetings (AGMs). • Being part of the operations team to support meetings, including council meetings and AGMs, by coordinating all preparations for seamless execution.About The Role • Are you passionate about property management and ensure spaces are well-maintained and efficiently run? As a Property Officer (Residential) at Knight Frank Property & Facilities Management, you'll be the key person in making sure the properties under your care are in top condition. You'll be managing everything from daily operations to contractor relationships, all while keeping tenants and residents happy. • This role is perfect if you love finding smart solutions to property management challenges and enjoy working in a dynamic environment where no two days are the same. What You Will Be Doing • Manage the daily maintenance and operations of your assigned properties to maintain optimal conditions. • Conduct routine inspections to ensure common areas meet safety and health regulations. • Monitor development projects, ensuring they stay on schedule and meet standards. • Address tenant and resident issues promptly and professionally. • Develop strategies to prevent maintenance issues and ensure compliance with laws and company policies. • Collaborate with contractors on preventive measures and maintenance resolutions. • Manage repair, renovation, and maintenance quotations, reports, and payments. • Support and attend key meetings such as council meetings and Annual General Meetings (AGMs). • Being part of the operations team to support meetings, including council meetings and AGMs, by coordinating all preparations for seamless execution. **Pre-requisites** We're Looking For Someone Who's	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Great at communicating and can work well with teams, tenants, and contractors. • Adaptable and can thrive in a fast-paced, ever-changing environment. • At least a NITEC in Facilities Management, Real Estate Business, Hotel & Leisure Facilities Management, or equivalent qualifications. • Good to have basic technical knowledge related to property maintenance. • 1 year of hands-on experience in a similar role, managing residential and/or mixed development properties will be advantageous. • Familiar with the Building Maintenance and Strata Management Act (BMSMA) is a plus, but not essential.	
Technician	**Key Responsibilities** As a Building Maintenance Technician at Knight Frank Property & Facilities Management Singapore, you will play a crucial role in ensuring the smooth operation and maintenance of our buildings and estates. Report to the Site Head, you will perform a variety of technical tasks such as hands-on repairs, routine safety checks and preventive maintenance, to keep the facilities at optimal condition. We are seeking a proactive team player with relevant experience in building maintenance. What You Will Be Doing • Hands-On Repairs: Perform a variety of general building repairs, including but not limited to electrical, plumbing, and painting. Read and interpret technical diagrams, including electrical and plumbing drawings and site plans. • Daily Safety Checks: Conduct routine checks for electrical safety hazards, water ponding, and collaborate with security personnel to maintain site safety. • Preventive and Ad-Hoc Maintenance: Assist in executing both scheduled and on-demand maintenance tasks to keep facilities in optimal condition. • Monitoring M&E Systems: Maintain accurate records of Mechanical & Electrical (M&E) readings and monitor the performance of systems and equipment. • Supervision of Contractors: Assist in overseeing maintenance and servicing work conducted by external contractors, reporting any irregularities or concerns to the site manager. **Pre-requisites** We're Looking For Someone Who's • At least 1 year relevant working experience in building maintenance. • Good knowledge of building, mechanical & electrical systems. • Able to communicate and interact with people and a good team player.	• Working Hours: Mon - Fri 8.30 a.m. - 5.30 p.m. Sat 8.30 am - 12.30 p.m. • Location/ Postal code: S(409022)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Minimum NITEC in Building Services / Mechanical / Electrical Engineering or equivalent.	

#16 Koufu

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Koufu has been enhancing its efforts to preserve the unique Singaporean coffee shop culture amidst the challenges and rapid changes in our local food and beverage industry. We have managed to transform our organisation through a three-pronged strategy to ensure the "quality", "service" and "environment" factors are covered. Through this effective strategy we managed to create breakthroughs by integrating modern food court and coffee shop management style and contemporary designs.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Area Manager (Koufu / Pang Pang Kopi / Ninefresh)	**Key Responsibilities** • Oversee daily operations across multiple outlets • Ensure consistency in service quality and operational standards • Monitor sales performance and implement strategies to achieve targets • Lead, train, and motivate store managers and their teams • Conduct regular store visits to ensure compliance with company policies • Manage budgets, inventory, and resources efficiently • Handle customer feedback and resolve issues promptly • Drive initiatives to improve customer satisfaction and store performance **Pre-requisites** • Proven experience in multi-store management, preferably in F&B or retail • Strong leadership and team management skills • Excellent communication and problem-solving abilities • Ability to analyze data and drive performance improvements • Flexibility to travel between outlets and work weekends/public holidays • Strong business acumen and results-driven mindset	• Working Hours: 8 working hours • Location/ Postal code: To ask employer during interview
Counter Crew	**Key Responsibilities** • Take orders • Cashiering & counter duties • Food preparation such as cooking desserts, cutting fruits, dim sum and drinks (training will be provided) **Pre-requisites** • All shift work; islandwide	• Working Hours: 8 working hours • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food Court Management (Koufu)	**Key Responsibilities** Operations • Manage and ensure smooth operation of the food court (aircon/ Non-aircon) • Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational workflows • Provide development plans to team members in accordance with the company's KPI • Monitor the outlet's Profit and Loss and provide solutions to improve the bottom line • Responsible for the collection of monthly stall rentals • Propose activities according to market needs • Provide yearly sales budget proposals for the outlet • Maintain good working relationships with landlords, relevant authorities/ agencies, and stall tenants • Assist inspectors of relevant authorities/ agencies such as NEA, SFA and Civil Defense during outlet inspection and follow-up actions • Liaise with landlords on building matters, joint promotions and events • In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with stall tenants • Responsible for souring and recommending suitable food types to fill up vacant stalls and to ensure that all vacant stalls are filled • Conduct regular checks on the hygiene, service standards and quality of products, and provide feedback and to stall tenant. • Ensure selling prices of stalls according to agreements • Assess and provide evaluation of stall tenant's performance • Supervise and provide guidance to stall tenants and cleaning contractors to provide high quality of service and achieve housekeeping excellence • Conduct daily roll calls, weekly and monthly outlet's meeting • To plan and carry out M&E works according to schedule Administration • Planning work schedule of the team • Review staff performance and provide recommendation on staff confirmation, promotion and training to enhance their work performance • Handle disciplinary issues, grievances, disputes and work tension among the team • Handles the termination procedures as per company's guideline • Effectively communicate company policies and procedures to team members, and stall tenants etc • Accountable for outlet float money, petty cash and daily sales collection • Responsible for ensuring stall tenants' daily sales received, are correct and being bank in	• Working Hours: 8 working hours • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Timely submission of outlet reports • Prepare and submit monthly reports to Area Manager • Ensure proper cost control on all expenses according to budget • Carry out necessary actions against stall tenants and contractors for non-conformance in service, housekeeping and agreements **Pre-requisites** • With passion in working F&B industry and its operational processes. • Diploma in F&B, supply chain or related disciplines • Minimum 3 years' experience in Foodcourt operation • Bilingual in both English and Mandarin (written and spoken) to liaise with English and Chinese-speaking stakeholders • Able to work on weekends and Public Holidays • Ability to foster positive working relationships • Strong leadership quality with excellent analytical and decision-making skills • Basic computer literacy including Microsoft Office and Google Suite	
Management Associate (Koufu/R&B Tea/Dough Culture/Ninefresh)	**Key Responsibilities** (a) Outlet Drink Stall Operations • Manage and ensure smooth operation of the Drink stall within the food court or coffeeshop. • Manage transactions with customers' order using cash registers / Point-of-Sale (POS) Systems. • Collection of payments whether in cash, credit card, coupon, Net card, cashless payment, etc. • Provide excellent customer service by maintaining a positive, empathetic, and professional attitude toward customers at all times • Responding promptly to customer inquiries. • Ability to follow company SOPs, operational workflows and guidelines when preparing and serving food and beverage items at assigned counters such as Desserts, Dim Sums, Drinks, Fruits or A Taste of Nanyang. • Ensure product wastage is controlled to meet the product's gross profit (GP) target • Drive sales performance through upselling and cost control. • Responsible to drive sales performance by upselling, cost control and developing new product. • Monitor and control the supply levels of perishable and non-perishable items, plan a schedule for ordering and process orders using the e-PR system. • Conduct monthly stock-take and ensure supply comply with First-In-First-Out (FIFO) inventory guide. • Understudy F&B supervisor on planning work schedule of the team to ensure effective schedule to achieve productivity and salary budget.	• Working Hours: 8 working hours • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Understudy F&B supervisor on recruitment, training and developing of F&B staff. • Involve in creating new in-house product. (b) External Customer Relationship Management • To retain 100% stall occupancy through effective tenant relationship • To uphold quality control in food products sold in the tenant stalls • To handle customers' and landlord's feedbacks and identify lapse of outlet's services (c) Outlet Operations Management • Work pro-actively with the Maintenance Department to fix outlet's hygiene and maintenance issues in a timely manner. Ensure the outlet is well-maintained at all times and is in line with the Workplace Safety and Health (WSH) guidelines • Perform daily sales bank-in. • Achieve monthly sales target and FD rental income target. • To ensure smooth operations during opening, mid and closing shifts. • To uphold quality control in food & beverage products sold in the FB stalls • Prepare reports at the end of shift/week. • Ensure stalls comply with all necessary hygiene, health and safety, and licensing requirements. • Monitor and control the supply levels of perishable and non-perishable items, plan a schedule for ordering and process orders using the e-PR system. • You will be required to faithfully perform the duties of the position in which you are engaged in and any other duties that may be assigned to you from time to time. • Ensure compliance with the rules and regulations of the Company, safety & health standards as well as quality standards. **Pre-requisites** • With passion in working F&B industry and its operational processes. • Degree in F&B, supply chain or related disciplines • Ability to foster positive working relationships • Strong leadership quality with excellent analytical and decision-making skills • Basic computer literacy including Microsoft Office and Google Suite	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Production Worker (Ninefresh/Gourmet)	**Key Responsibilities** Food Production Specialist: Shape the future of food manufacturing with hands-on machinery operation and quality control in a state-of-the-art facility. RESPONSIBILITIES: • Operation of machinery to produce food products as assigned. • Produce, pack, and consolidation of food items as required by orders from clients. • Ensure the overall cleanliness of the factory and operating areas. • Follow instruction and produce products according to target given and quality. • Maintain good manufacturing practices and ensure the factory cleanliness. • Ensure the overall cleanliness of the factory and operating areas • Be responsible for simple maintenance tasks • Any other job duties as assigned by your immediate superior. **Pre-requisites** • All shift work; islandwide	• Working Hours: 8 working hours • Location/ Postal code: To ask employer during interview
Property Executive (Woodlands HQ)	**Key Responsibilities** • Responsible for effective management and maintenance of a commercial property by planning and executing all M&E activities. • Plan deployments and preventive maintenance schedules as well as monitor the efficiency, lifespan and warranty periods of equipment. • Ensure vendors and contractors' work performances comply with company's quality standards, statutory regulations and contract specifications. • Prepare cost estimates, work specifications, invite quotations, recommendations of award for various repairs and maintenance work • Execute sourcing and administration of contracted/term services • Provide technical assistance and advice of the property • Ensure all building's M&E defects and breakdowns are attended to expeditiously and recovery time frame is within the KPIs set • Monitor all defects and ensure follow up and closure by the contractors • Maintain proper documentation of Tenancy/Contractual agreements • Responsible for Tenant Management and fitting out/renovation related matters • Assist in the monthly rental collection and arrears management	• Working Hours: 8 working hours • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Assist in wet market leasing matters including enquiries from prospective tenants and property agents • Plan and execute events and promotion of the mall • Practicing and enforcing the company's procurement policies and procedures. **Pre-requisites** • At least 2 years of relevant experience in industrial/ commercial and facility management • Possess good practical knowledge in building maintenance with initiative and good analytical skills • Good teamwork, interpersonal qualities, self-motivated and able to multi-task • Proficient in Microsoft Office suite of applications • Good verbal and written communication skills to liaise with all levels of tenants • Property management experience in a commercial/ industrial/ retail development is a strong advantage	
Service Crew (Ninefresh / Dough Culture / Pang Pang Kopi / R&B Tea / V Coffee)	**Key Responsibilities** • Take orders. Cashiering & counter duties. Food preparation such as cooking desserts, cutting fruits, dim sum & drinks (training will be provided) **Pre-requisites** • All shift work; islandwide	• Working Hours: 8 working hours • Location/ Postal code: To ask employer during interview

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#17 Mr Bean International

Founded in 1995, Mr Bean is the leading chain soya bean food & beverage retailer in Singapore today. With more than 60 stores in Singapore & Asia, Mr Bean offers a variety of soya bean drinks and snacks. Young and old can enjoy refreshing ice blended flavoured soya drinks, ice-creams, pastries and more.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Area Manager	**Key Responsibilities** • Oversee at least 5 to 8 stores • Operational Oversight • Financial & Staff Management • Customer Experience & Quality Assurance • Strategic Planning & Development • Reporting & Communication • Compliance & Risk Management • Network Building **Pre-requisites** • Operations Management, People Skills, Financial Anaylsis, Marketing Strategics, Reports Presentations, Communication Skills	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview
Assistant Store Manager	**Key Responsibilities** • Oversee at least 1 store • Operational Support • Problem-Solving & Crisis Management • Staff Supervision & Development • Customer Experience • Inventory & Stock Control • Health & Safety Compliance • Reporting & Administrative Duties **Pre-requisites** • Store Management, People Skills, Data Anaylsis, Manpower Planning, Marketing Strategics, Reports Presentations, Communication Skills	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview
Service Crew	**Key Responsibilities** • Customer Service • Order Management • Cashiering & Payment Processing • Upselling & Suggesting Items • Team Collaboration • Healthy & Safety Compliance • Opening & Closing Shift Duties • Maintaing Stock & Supplies **Pre-requisites** • Valid food safety & hygiene certificate • Positive work attitude • Able to work on weekends & public holidays • Excellent customer service • Attentive to details • IT savvy	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Crew	**Key Responsibilities** • Customer Service • Order Management • Cashiering & Payment Processing • Upselling & Suggesting Items • Team Collaboration • Healthy & Safety Compliance • Opening & Closing Shift Duties • Maintaing Stock & Supplies **Pre-requisites** • Valid food safety & hygiene certificate • Positive work attitude • Able to work on weekends & public holidays • Excellent customer service • Attentive to details • IT savvy	• Working Hours: 24 working hours • Location/ Postal code: To ask employer during interview
Store Manager	**Key Responsibilities** • Oversee 1 to 3 stores • Operational Management • Financial & Budget Management • Staff Management & Development • Problem-Solving & Crisis Management • Customer Service & Satisfaction • Vendor & Supplier Relations • Administrative Reports & Documentation **Pre-requisites** • Store Management, People Skills, Data Anaylsis, Marketing Strategics, Reports Presentations, Communication Skills	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview
Supervisor	**Key Responsibilities** • Operational Training & Development • Staff Management & Supervision • Customer Service & Interaction • Inventory & Supply Chain Management • Financial & Project Management • Leadership Development • Marketing & Promotion • Reporting & Administration **Pre-requisites** • Store Management, People Skills, Data Anaylsis, Manpower Planning, Marketing Strategics, Reports Presentations, Communication SkillsSkills	• Working Hours: 44 working hours • Location/ Postal code: To ask employer during interview

#18 NTUC Health

NTUC Health Co-operative Limited (NTUC Health) is an NTUC enterprise that provides a comprehensive and integrated suite of quality and accessible health and elderly care services to meet the growing needs of families and their dependents. Building on more than five decades of experience and expertise, NTUC Health is among the largest senior day care, nursing home, and home personal care providers in Singapore. We also offer other services for seniors such as active ageing centres, community support for vulnerable seniors, and a sheltered senior group home. In addition, we run a family medicine clinic to cater to the general population.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Director, Projects	**Key Responsibilities** At NTUC Health, we are committed to creating "A Home filled with Care, Purpose and Joy" for our staff and residents. Grounded in the Eden Alternative philosophy, we believe that quality of life is as important as quality of care, and that every resident deserves a life rich in the seven domains of wellbeing: Identity, Growth, Autonomy, Security, Connectedness, Meaning, and Joy. The Assistant Director/Senior Manager of Care Transformation will work in close partnership with an external consulting firm to lead the design, execution, and scaling of a person-centered care model rooted in the Eden Alternative philosophy in NTUC Health's nursing homes. This role bridges residents' experience, clinical excellence, multi-stakeholder management, and deep cultural transformation to shift operations from institutional scheduling to care based entirely on residents' needs, preferences, and personal rhythms of life. This strategic role is divided into two distinct phases. Phase 1 focuses on managing a one-year pilot project at a designated nursing home. Phase 2 requires the successful leader to build a sustainable, regulatory-compliant framework to scale and implement this proven care model across the organisation's remaining nursing homes. Key responsibilities 1. Project execution • Leadership: Lead and manage the Care Transformation team during the pilot phase. Facilitate regular steering committee meetings and stakeholder updates, ensuring transparency and shared ownership of the transformation. • Create project scope: Work with the consulting firm, care partners, residents, and families to co-design care processes that place the resident's voice and choice at the centre. • Adaptive schedule control: Control project timelines and milestones tightly while remaining flexible to accommodate the spontaneous, natural rhythms of a vibrant nursing home community. Monitor pilot progress against agreed milestones, resident outcome measures, and wellbeing indicators; escalate risks and course-correct as needed.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Empower resource allocation: Assign project tasks to internal staff by capitalizing on individual strengths and growth goals, while effectively managing external vendor workloads. • Responsible resource stewardship: Monitor expenditures, approve project invoices, prevent scope creep, and ensure resources are available during the pilot phase. Provide clear progress updates, budget variance tracking, and roadblock assessments while collectively problem-solving hurdles. • Technology as enablers: Review the use of technology to enable the teams to increase efficiency and effectiveness, while ensuring a positive experience for residents and care partners. 2. Relationship-centred change and communication • Deploy the care model: Develop a rollout roadmap, implementation toolkit, and training approach for extending the care model to the remaining five nursing homes over the next 2 years. Champion a shift from institutional, task-based care schedules to individualised care that follows residents' own rhythms, preferences, and life patterns. • Change management: Lead change management efforts to build staff understanding, buy-in, and capability for the new care philosophy, including training, coaching, and communication. • Communications: Facilitate transparent communication across care teams, administration, and residents to ensure new initiatives support, rather than disrupt, daily resident care routines. • Staff Education and growth: Collaborate with all stakeholders to design supportive, engaging training rollouts that empower staff to confidently adopt new workflows and technology platforms. Build internal capability so that the organisation can sustain and continue evolving the care model independently. 3. Quality Assurance • Regulatory alignment: Ensure all new care processes, staffing models, and environmental changes comply with relevant regulatory standards, licensing requirements, and quality frameworks. Maintain thorough documentation of process changes to support audits and regulatory reporting. • Continuous quality improvement: Define and track success metrics including resident wellbeing, staff engagement, family satisfaction, operational efficiency and clinical excellence. **Pre-requisites** • Hold a degree in appropriate field of study • Have 8 to 10 years of experience in change/project management, of which 5 years are in supervisory position • Demonstrate excellent analytical and problem-solving skills	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Possess good communication skills • Be able to work with multiple stakeholders and manage change • Be able to work independently and under pressure It would be great if you: • Understand the person-centred care approach in long term care • Are a Certified Eden Alternative Associate	
Assistant Manager, Dementia Care	**Key Responsibilities** The Assistant Manager, Dementia Care is responsible for the development, implementation, and evaluation of dementia care programmes and services to support persons living with dementia and their caregivers in the community. The role provides leadership in dementia care practice, staff capability development, programme quality assurance, care planning, and stakeholder engagement to promote person-centred and evidence-informed care. You will need to: 1. Dementia Care Assessment and Case Management • Conduct comprehensive assessments of clients with dementia and cognitive impairment to identify cognitive, physical, functional, psychosocial, behavioural, and social impairment on ADL and IADL engagement for persons with dementia • Formulate a care plan and coordinate care for the individual and their families, identify appropriate providers and facilities throughout the continuum of services, ensuring that available resources are being used in a timely and cost-effective manner • Facilitate case discussions and provide recommendations for behavioural management, care interventions, and service coordination. • Provide a comprehensive and holistic assessment to identify needs, coordinate services, educate, advocate and empower clients and their support systems with the aim of enabling the clients to remain in the appropriate care setting and achieving optimal care • Support clients and caregivers in navigating community resources and services to achieve optimal care outcomes. 2. Programme Development and Service Delivery • Lead the planning of group activities programme in daycare, implementation, and evaluation of dementia care programmes, cognitive intervention activities. Initiate to make necessary modifications to cater to catered programme schedule to suit the individual centre's needs	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Develop activity prescriptions and therapeutic programmes that support cognitive stimulation, social participation, functional maintenance, and overall well-being. • Monitor programme effectiveness and implement quality improvement initiatives to ensure continuous program • Support the development of new dementia care services, projects, and evidence-based practices. • Provide consultancy in centre design layout and environmental modification to be dementia friendly environment 3. Staff Supervision, Training and Capability Development • Provide job training, supervision, mentoring, and professional guidance to staff/and or caregivers in engaging persons at various stages of dementia, in individual, group sessions or other specific programmes. • Develop and conduct training programmes, workshops, and educational resources to build staff competencies in dementia care, activity facilitation, and behavioural management. • Provide support and training to staff on the implementation of strategies in managing behaviour of concerns at the centre level • Assess staff competencies in activity facilitation for persons at various stages of dementia, identify learning needs, and implement capability-building initiatives to ensure high standards of care. • Provide consultancy in special projects related to dementia and new programmes study/research • Provide recommendations on environmental modification in the daycare or home setting to maximize the client's participation in ADLs and IADLs 4. Behavioral Assessment and management • Provide a comprehensive assessment and management in understanding the behaviour of concern of persons with dementia advice on appropriate recommendations and strategies to staff and or caregivers. • Recommend person-centred interventions, environmental modifications, and behavioural strategies to support clients with complex care needs. • Document professional input and recommendations on electronic documentation and communicate to relevant care staff and/or caregivers • Support caregivers and care teams through coaching, education, and case consultation. 5. Quality Assurance and Governance • Ensure compliance with regulatory requirements, organisational policies, service standards, and clinical governance frameworks.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Participate in audits, programme reviews, risk management activities, and continuous quality improvement initiatives. • Maintain accurate documentation, reporting, and records in accordance with organisational and sector requirements. 6. Stakeholder Engagement and Partnerships • Collaborate with healthcare institutions, community partners, caregivers, and relevant stakeholders to support integrated dementia care services. • Represent the organisation in meetings, workgroups, community engagement activities, and professional networks. • Support outreach, caregiver education, and public awareness initiatives relating to dementia care. **Pre-requisites** • Registered Nurse registered with the Singapore Nursing Board • Attained Advanced Diploma in Gerontology/Medical & Surgical/Mental health or in any discipline / Specialist Diploma in Geriatric / Community Nursing • Attained Diploma/Bachelor of Science in Nursing • With at least 5 years of experience in the area of mental health, geriatrics, or dementia populations in any settings • With relevant training in the area of dementia care • Occupational Therapist registered with Allied Health Professional Councils • Attained Diploma/Bachelor of Science in Occupational Therapy • With at least 5 years of experience in the area of mental health, geriatrics, or dementia populations in any settings • With relevant training in the area of dementia care • The organisation welcomes applications from both healthcare and non-healthcare professionals. Candidates who do not hold a professional healthcare qualification but possess relevant education, specialised dementia care training, comprehensive practical experience in dementia care services will be evaluated on a case-by-case basis to determine suitability for the role. It would be great if you are: • Certified as a Dementia Practitioner	
Assistant Manager, HR	**Key Responsibilities** • Develop EVP Strategy & Activation: Define and articulate an authentic employer brand across digital and traditional channels, showcasing real stories of care, purpose, and professional growth to attract high-caliber healthcare and administrative talent. • Create Recruitment Data Analytics: Build and manage talent analytics dashboards (leveraging ATS and HRIS data) to measure channel performance, track candidate pipeline	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	health, predict hiring bottlenecks, and deliver actionable insights to executive leadership. • Optimize Candidate Journey: Map and refine the end-to-end talent acquisition process, embedding our core values of dignity, empathy, and respect into every touchpoint to deliver an exceptional candidate experience. • Execute Targeted Sourcing Campaigns: Design data-informed sourcing strategies for hard-to-fill community care roles, monitoring cost-per-hire, time-to-fill, and candidate quality metrics to optimize recruitment expenditure. • Champion Internal Brand Alignment: Work with Internal Communications to ensure our EVP resonates internally, fostering higher employee engagement, strong referral networks, and improved retention. **Pre-requisites** • Bachelor's degree in Human Resources, Business Administration, Data Analytics, Marketing, or a related discipline. • Progressive experience in Talent Acquisition, Employer Branding, or HR Data Analytics. • Demonstrated experience developing data visualization dashboards (e.g., Power BI, Tableau) and analyzing recruitment metrics to inform strategy. • Proven track record of executing multi-channel Employer Value Proposition (EVP) campaigns that measurably improve talent attraction and candidate quality. • Exceptional strategic communication skills, combining HR authority with a genuine empathy for community-driven work.	
Assistant Manager, Quality Management	**Key Responsibilities** In community care, quality is reflected in how consistently services are coordinated around clients' needs, preferences and goals across the care journey. This role supports NTUC Health's commitment to safer, more reliable and more person-centred care by strengthening the systems for governance, learning, assurance and improvement. As Assistant Manager, Quality Management, you will support NTUC Health's organisation-wide Quality Management function. Reporting to the Assistant Director / Senior Manager overseeing Quality Management, you will support the development of a integrated view of quality across business units and functions through the collection, analysis, reporting and follow-through of incidents, feedback, audits, service indicators and improvement opportunities. In this role, you will work with various stakeholders across business units, including service, clinical and corporate teams, to support quality measurement, incident learning, assurance activities, regulatory readiness, quality improvement and culture-building efforts. You will also contribute to quality-related	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	governance platforms and workgroups through data preparation, reporting, coordination and action tracking, ensuring that quality discussions are supported by clear information, timely follow-up and stronger accountability. You will need to: • Support organisation-wide quality monitoring and reporting, including quality indicators, incidents, feedback, audits, dashboards and trend analysis. • Support consistency in quality definitions, data collection and reporting practices across services. • Support engagement with MOH, AIC, sector partners and external stakeholders through coordination, preparation of materials, consolidation of inputs and follow-up on quality-related matters. • Support evidence reviews, benchmarking and sector scans to inform quality indicators, reports, learning materials and improvement initiatives. • Facilitate incident reviews and RCA processes by coordinating case information, engaging stakeholders, documenting findings and tracking agreed actions. • Support incident learning and follow-through by capturing learning points, identifying trends, and monitoring corrective and preventive actions to closure. • Support quality improvement, audit and assurance activities to strengthen client safety, service reliability, care experience, regulatory readiness and measurable improvement. • Support quality-related governance platforms and workgroups through data preparation, reporting, coordination, minutes and action tracking. • Develop practical tools, templates, guides and learning materials to support quality reporting, incident learning, RCA, improvement work, audit readiness and client safety. • Work with service, clinical and corporate teams to follow up on quality issues, improvement actions and cross-service learning opportunities. • Support quality culture-building efforts by encouraging openness in reporting, systems thinking, shared accountability, continuous improvement and learning across services. **Pre-requisites** • A degree in any discipline, with preferably 3 to 5 years of relevant experience. • Experience in healthcare, community care, quality management, operations, audit, service quality, risk management, process improvement, or healthcare administration, including quality reporting, incident follow-up, RCA coordination, audit and committee support, data analysis, and stakeholder coordination, will be advantageous.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Familiarity with healthcare quality, client safety, regulatory readiness, quality improvement methods, audit processes or sector quality standards will be advantageous. • Good analytical, writing, communication and organisational skills, with the ability to manage multiple workstreams independently and meet timelines. • Proficient in Microsoft Office applications, especially Excel and PowerPoint. Experience with dashboarding, data visualisation or reporting tools will be advantageous.	
Associate, Care Navigation	**Key Responsibilities** As a member of the Care Navigation team, you will contribute to customer service excellence by demonstrating empathy towards seniors and their family members who contact NTUC Health, understanding their circumstances, and recommending appropriate services to meet their needs. Training will be provided to equip you with the necessary knowledge to perform your role. You will need to: • Demonstrate a strong understanding of eldercare services that meet the needs of seniors • Attend customers' calls and email inquiries • Assess customers' customers' needs, recommend suitable services, and facilitate their enrolment and application processes • Conduct needs assessments, including observations and interviews with seniors and their families, as required • Collaborate closely with service providers to ensure timely enrolment and ongoing support for seniors' changing needs • Participate in meetings, take minutes, and track follow-up actions • Represent NTUC Health at occasional roadshows to promote eldercare services • Provide administrative and operational support to the team and undertake ad hoc duties as assigned by the Reporting Officer (RO) **Pre-requisites** • Be a Diploma or degree holder in any discipline • Have at least 2-3 years of relevant experience • Be patient and enjoy helping seniors and their families • Be tech-savvy and able to learn and multitask as various IT systems would be used • Have strong communication skills • Be meticulous and detail-oriented It would be great if you: • Have prior experience in healthcare or community care	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Associate, Facilities	**Key Responsibilities** • Conduct general repair and maintenance of premises and equipment • Prepare and arrange rooms in the Home for different functions • Assist in assets movement and labelling of assets • Ensure the key facilities are functional and trigger external maintenance when needed Report to the Reporting Officer of any equipment malfunction or breakdown • Man the Fire Command Centre, CCTV monitoring system, fire safety alarm system and attend to security issues, eg. activate SCDF when required • Participate as member of the Home's Fire Safety Committee and support Operations to attend to any fire haze • Ensure that safety precautions are taken in the course of work • Assist in inventory management • Any other duties as assigned **Pre-requisites** • At least 1 year of related experience • Good team player • Able to read and write simple English • Able to lift heavy items • Able to do shift work, inclusive of weekends and public holidays • Experience in SAP system is an added advantage	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To Ask employer during interview
Associate, HR Shared Services	**Key Responsibilities** • As an Associate of HR Shared Services, you will report to the Manager of HR Shared Services. You will work closely with HR Business Partners, Talent Acquisition and Learning & Development to assist and support in HR related functions of the assigned business division. • Manage full onboarding and orientation activities to ensure smooth and seamless candidates experience. Functions as the main liaison amongst recruitment, HR Business Partners and HRIS team to enable smooth HR services provision, alignment and connecting the dots effectively. • Manage the day-to-day operations of the shared services centre to ensure deliverables and service levels are met • Support insurance related activities such as supporting staff enquiries/claims and managing enrolment/termination • Participate in ad-hoc HR projects and other related assignments, assist in annual HR activities where required. e.g. performance appraisal exercises, salary and bonus reviews. • Participate in continuous process improvement projects and policies review to implement standardisation and simplification initiatives to drive higher performance, efficiency and productivity within HR	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Manage internal and external audit activities for the HR department with various stakeholders **Pre-requisites** • Diploma or Bachelor's Degree in Business Administration / Human Resource • 3 years of relevant HR experience • Able to manage high volumes, work under tight timelines and respond positively to changing priorities • Meticulous and strong attention to details, able to handle large volume of data on spreadsheet with due care • Strong in Google Workspace collaborative tools and Excel • Take initiative to propose solution on work issues • Experience in HR Shared Services environment and SuccessFactors system is an added advantage	
Care Associate	**Key Responsibilities** • As a Care Associate, you will be part of an integrated care team that delivers a person-centered care model for our seniors, including persons with dementia. We aim to promote seniors' independence and maintain their cognitive and physical functions, through targeted programmes and personalised care plans, ensuring they lead fulfilling lives. You will need to: • Perform activities for daily living (ADLs), including assistance with personal hygiene, mobility, toileting, diaper changing, and feeding • Monitor seniors' medical and health conditions • Facilitate small group activities and exercises catered to the seniors' interests • Engage seniors, including those with dementia, in meaningful and stimulating activities that promote mental and emotional well-being. • Perform general housekeeping to maintain the cleanliness and hygiene of the centres • Escort and assist seniors during transportation to and from the care centre ensuring their safety and comfort throughout the journey **Pre-requisites** • Hold a minimum GCE N' or O' Level certificate • PSLE education certification would require an additional International English Language Testing System (IELTS) certification • Possess a certificate/ training in healthcare or equivalent • Be able to thrive in a collaborative and dynamic environment • Have a caring, empathetic, and patient personality to form positive relationships with seniors and caregivers • Have strong communication and problem-solving skills • Be proficient in Google Suite Applications	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Care Concierge, Service Quality	**Key Responsibilities** • You will be responsible for assisting with the onboarding of Nursing Home residents and ensuring that they continue to receive the quality of care as described in NTUC Health Care Philosophy and Service Standards. • As a Care Concierge, you will be interacting with residents from all walks of life. Many of them have multiple medical conditions which may affect their behaviour and disposition. To succeed in this role, you must enjoy interacting with people from diverse backgrounds, be empathetic and be able to appreciate their point of view. This is not a desk-bound job and will require constantly being on the move. The joys of the job come in appreciation from residents and their next-of-kin as transitioning to a new living arrangement can be challenging. Not to mention grateful colleagues as your value add to their work and the resident experience! You will need to: • Champion the customer journey experience • Act as the main liaison and single point of contact (Care Concierge) for next-of-kin of our nursing home residents. • Engage caregivers and residents at the pre-admission stage to address any concerns or anxieties and to better understand the specific needs of the resident. • Conduct pre-admission counselling sessions to help caregivers understand the fees, services provided, philosophy of care, living conditions and expectations of residents and next of kin. • Receive the resident on the day of admission, conduct orientation and ensure that the resident settles in well to the new environment. • Actively engage residents and caregivers throughout the period of stay and address any concerns that may arise by working together with the multidisciplinary care team. • Be involved in multidisciplinary discussions as part of patient-centered/directed care planning by providing relevant information of residents' social background, preferences and habits. • Support service quality initiatives • Help to develop and maintain important touchpoints for the resident journey from pre-admission to discharge. • Assist in the measuring and monitoring of customer satisfaction via residents focus groups, periodic audits, residents satisfaction surveys, etc. • Assist the manager in implementation of internal and external service recognition programs and events e.g. annual Service Excellence Award. • Provide inputs during team meetings on service gaps based on the feedback received and propose service initiatives and training programmes for continuous improvements.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(648967)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • A recognized diploma or degree, • At least two years of work experience, preferably requiring interaction with a diversity of people • Knowledge of geriatrics or experience caring for the elderly (eg; being a caregiver or volunteering) an added advantage • A People-oriented mindset and willing to work the ground	
Case Executive	**Key Responsibilities** • Join us as a Case Executive and be part of our CREST-PDS team. You will need to • Provide case management support to clients who are newly diagnosed with dementia and their caregivers • Provide care coordination and service linkage to clients with dementia and their caregivers, with the appropriate resources and support including caregiver support • Participate in multi-disciplinary case discussions with hospital professionals relating to the well-being of clients who are diagnosed with dementia • Conduct regular home visits to monitor the well-being of the caregiver and client with dementia • Support the evaluation and documentation of the programme • Support other ad-hoc assignments as assigned by CREST-PDS Lead/Department Head **Pre-requisites** You should • Have good knowledge of the geriatrics and community services • Be proficient in Google Suite applications • Have strong communication and stakeholder management skills • Be passionate about community services and be service-oriented • Have good assessment and decision-making skills • Be meticulous and enjoy working independently	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(151121)
Centre Director	**Key Responsibilities** The Centre Director is overall responsible for all aspects of the Nursing Home and will oversee the planning and implementation of activities at the Nursing Home in compliance with regulatory requirements and in accordance with established policies and procedures. The incumbent will also drive and lead transformational and quality improvement initiatives including the application of technology to complement and enhance an integrated and seamless journey for the residents. Through leading the team, the incumbent will provide project management, operations and administrative oversight on all development and improvement works at the Home. He/she will	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(468984)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	work closely with internal / external stakeholders and ensure that operational efficiency and productivity, residential care and safety are in line with Nursing Home's objectives and protocols. As the incumbent spearheads and co-leads the advancement and transformation of a person centric care delivery journey, he/she would also guide and coach reporting staff in meeting evolving challenges and opportunities as part of their growth and development within the organization. The scope includes reviewing existing policies, procedures, work instructions, as well as conducting financial and budgetary assessment of assigned projects, for timely status update to Management. Key Responsibilities: 1. Stakeholders and Regulators' Engagement: • Responsible for strengthening the relationships with stakeholders (e.g. MOH, AIC), community care organizations, public health institutions, grassroots organizations, the community at large, and seniors and seniors' next-of-kins 2. Operations: Responsible for the operations of the Home, including meeting the KPIs set by MOH and AIC • Ensures that services provided are in compliance with policies, service standards and applicable laws and regulations • Ensures that the clinical and business processes are implemented according to statutory requirements and standards • Ensures that the facility and equipment are well-maintained, welfare of seniors a key priority 3. Resource Management: Leads and coaches staff, as well as attracts and retains qualified staff, to achieve optimal staff strength; facilitates staff development and competencies upgrading, in-house training, and implements new processes, where appropriate 4. Continuous Quality Improvement • Implements continuous quality improvement activities with the operations, clinical and support teams • Directs and participates in the collection and analysis of data to identify opportunities for improvement • Analyses trends and changing needs of the residents in institutional settings 5. Budgets and Profitability • Works with Finance on the development of an operating and capital budget for the Home	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Provide a budget to actual financial statements for management purposes. Prepare interim budgets as required by the Management team • Responsible for managing resources and expenses, ensuring operational sustainability • Provides accurate and complete information needed for the preparation of financial reports as required by law or certification, registration or accreditation status 6. Balanced Scorecard • Responsible for ensuring that the Home meets targets on the Balanced Scorecard • Responsible for ensuring that the information is reported to the Management team **Pre-requisites** You should have: • At least a Bachelor Degree • At least 3 years or more leadership experience in the healthcare industry It would be great if you have: • Clinical background • Excellent analytical skills, interpersonal and communications skills • Sound knowledge of community resources and long term care services	
Centre Manager	**Key Responsibilities** At NTUC Health, we believe age is just a number! Seniors can lead exciting, purpose-driven lives, doing the things they love. If you have a strong desire to help seniors redefine their golden years and continue living vibrantly like we do, join us! Our goal is to make our seniors' lives more fulfilling. That is why our community and volunteer activities are at the heart of what we do.. You will manage an Active Ageing Centre/s (AAC) within a sub-region as Assistant Centre Manager. Centre Managers may be expected to manage a few AAC within a sub-region. You will also ensure smooth operations of the AAC and work closely with key stakeholders to implement initiatives to inspire, energise and celebrate joyful living for our seniors. You will need to • Oversee daily operations and administrative matters • Ensure timely evaluation and accurate reporting of centre's outcomes to the management and funder • Support and guide team members through formal learning, on-the-job learning and mentorships • Plan and lead community outreach activities/programmes to promote AAC's programmes	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Build partnerships within the Regional Health System, with Community Partners and Volunteers (including Grassroots), among others • Empower and develop active seniors to serve other vulnerable seniors in the community **Pre-requisites** You should: • Hold a Masters or Degree in Business Management / Psychology / Gerontology or other relevant fields (Diploma holders with relevant working experience will be considered) • Thrive in a collaborative and dynamic environment • Have strong communication and stakeholder management skills • Be proficient in Google Suite Applications It would be great if you: • Work best in a team environment • Can converse in local languages in order to communicate with seniors	
Community Care Associate	**Key Responsibilities** As a Community Care Associate, you are a vital member of a dedicated care team, ensuring that our seniors leave our centres happy and eager to return. Through our person-centered care model, you will promote seniors' independence and stimulate their cognitive and physical functions while attending to their care needs. With support and training from our team of professionals, you will continue to grow in your role. We are here to help you grow in your career and achieve your full potential in a nurturing and collaborative environment. You will need to: • Assist in serving pre-packed medication • Assist in client health monitoring and assessment • Aid in meal preparation and serving • Assist in the implementation and monitoring of the Initiate Care Plan (ICP) • Provide dysphagia care and EatSafe protocol • Support clients in distress including persons living with dementia • Assist in the Modified Barthel Index (MBI) assessment • Plan and conduct structured and interactive activities • Perform basic Activities of Daily Living (ADL) • Assist with Passive Range of Motion exercises (PROM) • Implement and support individual therapy • Perform escort duties and build rapport with clients and their family members • Assist in cleaning and disinfecting tasks • Participate in and support centre events	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites You should: • Have minimum WPLN Level 4 in Reading, Listening, and Speaking, and Level 3 in Writing • Have the ability to thrive in a collaborative and dynamic environment • Be empathetic and form positive relationships with seniors and caregivers • Have strong communication and problem-solving skills • Be proficient in Google Suite Applications It would be great if you: • Possess a Certificate in Healthcare or a related course • Have experience in social services or the healthcare industry • Demonstrate facilitation skills and healthcare knowledge	
Community Care Executive	**Key Responsibilities** You will be part of an integrated care team that delivers a person-centred care model for our seniors, including persons with dementia. Ideally, this person should also be promoting seniors' independence and maintaining their cognitive and physical functions. You will assist the Community Care Manager (CCM) in ensuring smooth operations of the Senior Day Care Centre (SCC). You will need to: 1. Care Delivery • Supervise and provide support to the direct care team on the delivery of Assisted Daily Living (ADL) tasks • Coordinate and implement senior's individual care plan • Supervise and maintain a safe and clean environment • Conduct regular engagement with seniors to monitor their cognition and functional well-being • Collaborate with healthcare professionals to track and report any concerns or issues • Implement programmes as per guidelines and continually seek feedback to improve their effectiveness • Tailor centre-based programmes, including intergenerational and volunteer programmes while adhering to the approved guidelines • Support the preparation of relevant documentation to assist in incident reporting. 2. Stakeholder Engagement • Support Next-of-Kin and Caregiver by providing information and guidance on the client's care. 3. Administration & Operations • Monitor inventory levels and submit inventory requests to Procurement or Facilities.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Liaise with vendors, technicians and facilities management on maintenance of centre amenities, transportation arrangements for clients • Support the trialling and evaluation of new equipment or technology, including gathering feedback from users • Supervise and support the execution of crisis response Standard Operating Procedures (SOPs) by staff • Plan staff roster and manage day-to-day changes. 4. Quality Management • -Support the Community Care Manager in preparing and gathering documents for Internal and External Audits. • Supervise and support the execution of new non-clinical SOPs 5. People Management • Supervise the delivery of activities by volunteers. • Gather feedback on volunteers for re-engagement. • Schedule training courses and on-the-job training for staff • Plan and schedule trainings • Conduct on-job training and assessments **Pre-requisites** You should: • Possess strong interpersonal and communication skills, both verbal and written. • Hold a Diploma preferably in social service or related discipline. • Be able to work independently and at the same time, be a team player who is able to work cohesively with all levels. • Be proficient in Google Suite Applications. • Possess a growth mindset and embrace continuous learning and development. It would be great if you: • Possess working experience in the hospitality sector or community support. • Have experience managing and leading teams.	
Data Analyst	**Key Responsibilities** We are seeking a mission-driven Data Analyst for our Active Ageing Centre setting to transform raw program data into actionable insights that empower seniors to live healthier, more connected lives. You will bridge the gap between frontline community work and data-driven decision-making by evaluating the impact of active ageing programs and services on senior well-being. Key Responsibilities • Impact Evaluation & Outcome Measurement: Design and implement data collection frameworks to measure the effectiveness of active ageing programs and services	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Data Management & Integrity: Build and maintain secure databases tracking senior participation, KPIs, health indicators, and feedback, ensuring strict adherence to personal data privacy laws. • Trend Analysis & Reporting: Analyze complex datasets to identify trends in senior engagement, predict service demand, and uncover areas for program/service improvement. • Visual Storytelling: Develop interactive dashboards (e.g., using Tableau or Power BI) to present clear, digestible performance metrics to internal stakeholders, policymakers, and funding partners. • Operational Optimization: Work closely with program management, quality management and community researcher to streamline workflows, optimize resource allocation, and identify gaps in community outreach, seniors engagement. **Pre-requisites** You should: • 2-4 years of experience in data analytics, social science research, or public health data evaluation. (Experience in the social or healthcare sector is highly advantageous). • Strong command of data analysis tools such as SQL, Python, or R. • Proficiency in creating reports and dashboards using platforms like Tableau, Power BI, or Google Data Studio. • Excellent interpersonal skills with the ability to communicate complex data findings to non-technical audiences (e.g., internal staff, senior beneficiaries, and volunteers). • Passion for eldercare, active ageing, and the non-profit sector. High patience, emotional intelligence, and respect for the senior demographic	
Executive, Business Development and Operations	**Key Responsibilities** We are seeking a passionate and organised individual to join us as a Business Development & Operations Executive. This full-time role supports the planning and smooth delivery of weekend services across all centres and plays a vital role in coordinating staff, clients, and operational needs for Weekend programs. You will need to: Operations Support • Coordinate weekend operations across all centres, including logistics, setup, meal flow, and centre readiness • Ensure that each centre follows weekend service standard practices and guidelines • Supervise basic clinical compliance and assist in liaising with Community Nurses on client care matters • Serve as the first point of escalation for on-the-ground issues during weekend services	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Manpower & Staff Liaison • Prepare and manage weekend staff rosters • Track attendance, replacements, and off-in-lieu planning • Liaise with weekday Centre Managers and support staff onboarding and training for weekend operations Client Coordination • Assist in weekly client attendance monitoring, transport arrangements, and follow-up on absentees or incidents • Support new client onboarding and assist in conducting initial assessments with Community Nurses • Communicate with caregivers and support updates on medication, appointments, and care needs Program & Activity Support • Support the planning, preparation, and on-site execution of weekend programs and activities • Coordinate with volunteers and activity facilitators to ensure smooth sessions Reporting & Process Improvement • Maintain weekend operations records, incident logs, and feedback summaries • Contribute to the documentation of the weekend's operation and support improvements in service delivery Business Development • Support business expansion initiatives • Coordinate awareness campaigns and client recruitment strategies • Lead tracking, follow-ups, and conversion • Support client onboarding and admission processes • Prepare simple performance reports and track metrics such as new referrals, attendance, and feedback **Pre-requisites** You should: • Have a minimum of 2-3 years' experience in senior daycare operations, social service, or related roles • Have strong interpersonal and coordination skills • Be comfortable working across multiple locations • Be able to work independently and handle multiple ongoing tasks • Be proficient in Google Workspace (Sheets, Docs, Slides) for tracking, reporting, and communication	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Executive, IT	**Key Responsibilities** Are you an administrative powerhouse who thrives on order, efficiency, and the latest technology? We are seeking a highly organized, tech-savvy, and proactive Executive, IT Administration to join our IT department, reporting to the Head of IT. This is not a standard admin role; we are looking for a "force multiplier"—someone who loves creating structure, enjoys digital "housekeeping," and leverages the latest AI and Google tools to make our team faster and smarter. If you are a meticulous fast-learner who sees process gaps as opportunities for innovation, we want to hear from you. What You'll Be Doing: • Operational Backbone: Manage end-to-end IT procurement processes, including raising purchase requests, vendor coordination, and invoice tracking. • Documentation Excellence: Lead the development and maintenance of IT policies, Standard Operating Procedures (SOPs), and Terms of Reference (TOR) for committees. • Committee Coordination: Serve as the administrative anchor for steering committees—managing agendas, tracking action items, and ensuring momentum. • Learning & Development: Act as the IT training coordinator, organizing workshops and upskilling sessions to keep the team sharp. • Visual Storytelling: Create high-impact presentation slides for management updates and departmental showcases. • Continuous Improvement: Proactively identify ways to streamline workflows, automating manual tasks and setting new standards for efficiency. **Pre-requisites** Who You Are: • Google Productivity Expert: You know your way around Google Docs, Sheets, and Slides better than most. • AI-Enabled: You actively use AI tools to draft, summarize, automate, and brainstorm solutions. You don't just "do" work; you optimize how it gets done. • Meticulous & Organized: You enjoy housekeeping (both digital and physical). You get satisfaction from organized folders, clear version control, and streamlined processes. • High Common Sense: You can navigate ambiguity with sound judgment and minimal supervision. • Fast-Paced: You thrive in a dynamic environment where priorities shift and speed is a competitive advantage. • Fast Learner: You pick up new systems and processes effortlessly.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Executive, Operations	**Key Responsibilities** In this role, you would be responsible for leading and managing the frontline operations of the assigned zone in the Home Care department, particularly in the area of optimising manpower and provision of quality customer service and care. You would be working closely with internal stakeholders in the execution and revision of operations policies. To foster the integration of social and health care needs of the client, you would be required to engage relevant external stakeholders such as social and health partners to develop pilots, process mapping of client journeys. You will need to: Service Coordination • Oversee the allocation and the management of care coordinators for new and existing home care clients within a designated geographic area, ensuring clients and their next of kin receive appropriate, timely, and high-quality services through coordination. • Ensure the coordinators follow up timely follow-up with clients and their next of kin to facilitate the onboarding of services, both within and outside the organisation. • Handle clients and caregivers within the designated geographic area and participate in family conferences and multidisciplinary case discussions with complex needs. • Counsel and educate caregivers on providing appropriate care and support to clients at home through appropriate assessment tool(s) and care plan. • Schedule and coordinate conduct regular home visits within the zone to build rapport and actively engage clients and their caregivers. Manpower Deployment for Frontline Operations • Monitor and manage leave to ensure adequate manpower and operations are not compromised to ensure timely care delivery • Ensure the staff utilization to be maintained at 90% Recruitment and Retention Manpower Deployment for Frontline Operations • Responsible for the recruitment of care staff and ensuring all new employees successfully complete the onboarding and training programme. • Provide supervision to care staff by providing timely and regular supervision, coaching on their service delivery to clients. • Work closely with nursing team on their care staff skills competencies and care standards to ensure the service quality outcome rendered to clients and caregivers is met	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Conducting Assessment Tool(s) and Care Planning • To perform first-contact, face-to-face, or home-visit assessments to identify health and social vulnerabilities, using standardized tools to ensure accuracy and consistency. • To formulate care plans based on assessment outcomes, aiming to maximize the functional independence of seniors and enhance their well-being. • To conduct regular, scheduled re-assessments (e.g., every 6 months) or as required by changing circumstances, to monitor progress. • To accurately code information using interRAI software, ensuring data quality for clinical decision-making and for the national, anonymized database used for research. • To coordinate within the zone to implement the comprehensive support required by the clients and caregivers Care Coordination/ Service Delivery • Provide support in complex referral management, care coordination, including follow up, service arrangement, and communication to ensure continuity of care for clients and caregivers • Monitor day to day service delivery, ensuring timely follow up, coordination, and escalation of issues to maintain continuity and quality of care • Support service recovery efforts for escalated cases, including conducting home visits and coordinating follow up actions where required Community Partnership and Engagement • Engage with and establish local partners from social and healthcare sectors to support NTUC Health clients • Lead and/or Support pilot projects and workflows to support ground up initiatives Operational Support and New Service/Pilot Development: • Prepare data • Monitor quality improvement initiatives to enhance care processes • Monitor initiatives aimed at driving revenue growth and increasing service utilisation Secretariat for meetings • Provide secretariat support for meetings. Additional responsibilities • Any other duties as assigned by Manager (Operations) **Pre-requisites** You should:	

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	• Have at least 3 years of relevant experience in healthcare or community care operations, including strong people management experience in leading teams, managing clients, and coordinating day-to-day operational processes. • Hold a Bachelor's Degree or a Diploma in Health Science Management, Social Services, or a related discipline. • Possess strong customer service and communication skills, able to engage effectively with both internal and external stakeholders. • Be helpful and resourceful, able to provide relevant information on seniors' care needs and guide next-of-kin (NOK) through available support and services. • Be proficient in Google Workspace and Microsoft Office applications. • Be fluent in English and at least one additional local language to communicate effectively with elderly clients and their families. • Be willing to travel to visit clients at home as part of care coordination.	
Executive, Programme	**Key Responsibilities** Job Role Summary: As an Executive, Programme and Community Partnership, you will support the planning and execution of programmes that promote the well-being and engagement of seniors in our residential care facilities. You will also help cultivate partnerships with community groups, volunteers, schools, and corporate partners to enhance the quality and variety of activities offered to residents. This role plays a vital part in ensuring that seniors enjoy meaningful experiences that promote active ageing, social connection, and emotional well-being. You will need to: • Assist in the planning, coordination, and implementation of centre-based programmes and events for residents • Liaise with internal teams (nursing, therapy, operations) to ensure programme activities align with residents' care plans • Support the development and maintenance of partnerships with community stakeholders, volunteers, schools, and corporate partners • Coordinate logistics for activities, including sourcing materials, booking venues, and managing schedules • Support volunteer engagement, including recruitment, onboarding, coordination, and appreciation efforts • Collect and document feedback from residents, staff, and partners to evaluate programme impact • Maintain accurate records of participation, donations, volunteer hours, and partnership engagements • Assist in preparing reports, proposals, and documentation for grants or funding where necessary • Represent the organisation during community events or partnership meetings as needed	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Perform any other administrative or coordination duties as assigned by the reporting officer **Pre-requisites** You should: • Possess a Diploma or Degree in Community Development, Social Work, Gerontology, Events Management, or a related field • Have 1–2 years of experience in programme coordination, events planning, or community engagement • Demonstrate strong organisational and communication skills • Be comfortable working with seniors and individuals from diverse backgrounds • Be proactive, resourceful, and a team player • Be proficient in Microsoft Office or G Suite tools for documentation and scheduling It would be great if you: • Have experience working in eldercare, healthcare, or non-profit/community organisations • Are familiar with volunteer coordination and engagement frameworks • Are able to communicate in a local dialect or second language to engage effectively with seniors and caregivers • Have experience managing social events, wellness programmes, or corporate social responsibility (CSR) initiatives	
Exercise Trainer	**Key Responsibilities** • The Exercise Trainer will be responsible for conducting fitness programmes for seniors under NTUC Health's Active Ageing Services. You will need to: • Conducting fitness classes • Conduct fitness programmes for seniors • Receive training on new fitness programmes that will be introduced regularly • Conduct pre- and post-programme assessments for clients • Attend to walk-in customers • Maintain a safe, hygienic and conducive environment • Maintain client records and mark attendance in the system Admin and others • Participate in marketing/promotional activities to promote NTUC Health's active ageing services • Maintain inventory of equipment used for exercise programmes • Participate in team meetings and other operational tasks as needed	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(98917)

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	Pre-requisites You should: • Possess a WSQ Certificate / Advance Certificate in Therapy Services, or Certificate or Diploma in related Sports, fitness training or related fields • Have at least 2 years of experience conducting fitness classes • Have a lively personality with engaging communication skills • Be comfortable with change and new programmes • Be first aid certified • Possess experience working with elderly clients	
Facilitator	**Key Responsibilities** At NTUC Health, we are committed to creating "A Home filled with Care, Purpose and Joy" for our staff and residents. Grounded in the Eden Alternative philosophy, we believe that quality of life is as important as quality of care, and that every resident deserves a life rich in the seven domains of wellbeing: Identity, Growth, Autonomy, Security, Connectedness, Meaning, and Joy. The Facilitator (Person-Centred Care) will champion this philosophy within the nursing home. This role exists to bridge the gap between philosophy and daily practice — guiding, coaching, and training care partners so that person-centred, person-directed care becomes not just a policy but a lived reality for every resident, every day. The Facilitator will play a critical role in helping the home move away from institutional, task-based routines towards care that is built around each resident's individual needs, preferences, history, and natural rhythm of life. Key responsibilities Embedding the Eden Alternative Philosophy • Act as the home's day-to-day advocate and educator for the Eden Alternative philosophy and the seven domains of wellbeing. • Help care partners understand what person-centred, person-directed care means in practical terms — not as an abstract value, but as specific behaviours, conversations, and decisions in daily care. • Support leadership in shifting home culture, language, and routines away from institutional, task-based models towards one where residents are active participants in decisions about their own lives. • Identify and gently challenge practices, habits, or environments that undermine residents' autonomy, identity, or dignity, and work with care teams to find better alternatives.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Getting to Know Residents • Coach care partners on how to genuinely get to know each resident — their life story, personality, preferences, routines, relationships, and what brings them meaning and joy. • Introduce and support the use of tools such as life story work, "getting to know me" profiles, resident and family interviews, and ongoing informal conversations. • Encourage care partners to see residents as whole people with a past, present, and future — not simply as care recipients with tasks to be completed. • Facilitate opportunities for residents and families to share their preferences and rhythms of life directly with the care team. Individualised Care Planning • Guide care partners in translating what they learn about each resident into practical, individualised care plans that reflect the resident's needs, preferences, and rhythm of life. • Support the shift from standardised, schedule-driven routines (e.g., fixed wake, meal, and activity times) to flexible routines that adapt to each resident. • Review care plans periodically with care partners to ensure they remain accurate, meaningful, and genuinely person-directed, rather than becoming another institutional formality. • Work with multidisciplinary teams (nursing, allied health, operations, programme) to ensure care plans are integrated and consistently applied across all touchpoints of a resident's day. Training, Coaching & Capability Building • Design and deliver training sessions, workshops, and onboarding modules on the Eden Alternative philosophy, the seven domains of wellbeing, and person-centred care practices. • Provide hands-on, in-the-moment coaching to care partners on the floor — modelling person-centred interactions and giving constructive feedback. • Build care partners' confidence and skill in balancing clinical/safety requirements with residents' autonomy and preferences. • Support new staff induction so that person-centred care principles are embedded from day one. • Foster peer learning, such as case discussions, reflective practice sessions, or "champion" networks among care partners. Transforming Care Processes • Support the review and redesign of institutional processes and routines (e.g., mealtimes, bathing, activities, shift handovers) to make them more resident-led and flexible.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Partner with the Head of Residential Care Division and other leaders to identify structural or process barriers to person-centred care and propose practical solutions. • Help monitor how well changes to care processes are working in practice, gathering feedback from residents, families, and staff, and adjusting approaches as needed. • Support alignment between person-centred care goals and the home's broader operational, safety, and regulatory requirements. Monitoring, Feedback & Continuous Improvement • Develop simple, practical ways to track how well the seven domains of wellbeing are being met for residents (e.g., observation tools, resident/family feedback, wellbeing check-ins). • Use resident and family feedback, incident data, and staff input to continuously refine training and coaching approaches. • Provide regular updates to key stakeholders on progress, challenges, and opportunities related to person-centred care implementation. • Stay current on best practices in the Eden Alternative and person-centred care more broadly, bringing new ideas back to the home. **Pre-requisites** • Trained as a healthcare professional (Nursing, Social Work, Allied Health, Gerontology) or a related health/human services field • Minimum 5 years of experience working directly with older adults in a residential aged care or similar care setting • Possess good communication skills • Be able to work with multiple stakeholders and manage change • Be able to work independently and under pressure • Being a Certified Eden Alternative Associate is an advantage	
Manager, Applications	**Key Responsibilities** Job Summary: • We are seeking a highly experienced and self-directed Applications Manager to act as a Project Manager for Claims system implementation and AI transformation initiatives as well as provide level 2 support for existing applications. • You will act as the key translator between non-technical business stakeholders, domain experts, and vendors. This role requires a blend of deep technical understanding of claims systems, strong project management acumen, and a comprehensive grasp of financial processes. The successful candidate will independently drive project success from initiation to closure, ensuring on-time, on-budget, and high-quality delivery of complex ERP solutions that align with business objectives.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Responsibilities: Project Leadership & Management: • Drive business claims projects from initiation to closure, ensuring on-time and on-budget delivery. • Collaborate with senior management to define project scope, goals, and comprehensive execution plans. • Manage resources, timelines, and dependencies while proactively mitigating risks and scope changes. • Lead and mentor project teams and contractors, fostering accountability and high performance. • Conduct post-project evaluations to identify improvements and oversee project budget adherence. Domain Expertise: • Leverage expertise in Claims/Expense Management systems to guide configuration, testing, and deployment. • Translate business requirements into technical designs and manage system integration points. • Apply AI/ML expertise to solution business problems and navigate the AI/data lifecycle. Stakeholder Management & Communication: • Serve as the primary IT liaison, translating complex technical topics for non-technical stakeholders. • Build strong relationships across finance, operations, and IT to drive consensus and validation. • Communicate status, risks, and strategic updates clearly to all organizational levels. Risk Management & Quality Assurance: • Identify and mitigate technical, operational, and ethical risks, particularly in AI projects. • Ensure compliance with IT standards and oversee comprehensive testing to guarantee data integrity. • Implement change management strategies to ensure successful user adoption of new tools. Documentation & Knowledge Transfer: • Maintain accurate project documentation and facilitate knowledge transfer to support teams and end-users. **Pre-requisites** • Bachelor's degree in Information Technology, Computer Science, or a related field. • Minimum of 5 years of progressive experience in IT, with at least 1 years specifically managing AI related projects. • Proven track record of successfully delivering projects as a Project Manager or Lead. • Strong understanding of business claims process and integration points. • Excellent project management skills.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Exceptional communication, interpersonal, and presentation skills, with the ability to influence and negotiate at all levels. • Strong analytical and problem-solving abilities, with a keen eye for detail. • Ability to work independently, manage multiple priorities, and thrive in a fast-paced, dynamic environment.	
Manager, Operations	**Key Responsibilities** The Manager, Operations shall assist the Senior Manager in leading the Operations Department to drive operational excellence in the Nursing Home. This includes ensuring that the Nursing Home is in compliance with all regulatory, licensing, safety, and environmental requirements; as well as implementing measures to ensure that the physical integrity of the building structure, its appearance, and optimal functions meet the necessary standards. You will need to: • Lead and manage the Operations team in ensuring the smooth delivery of the facilities, laundry, housekeeping, fire command center, and transportation services in the nursing home • Plan, communicate and implement policies, and ensure procedures meet operational excellence • Manage and oversee the development of the nursing home in collaboration with health authorities and agencies • Develop and implement operations strategy for the nursing home, including but not limited to efficiency and productivity-related projects • Manage the streamlining of cross-department workflows and processes to maintain operational excellence • Engage and ensure service delivery of contracted vendors and services providers to meet business and operational requirements • Assess and submit both ongoing and emergent requests for the maintenance of environmental services and equipment of the Home • Ensure that adequate measures are taken to maintain and upkeep the building and environment so as to protect the health and safety of all residents and staff in the nursing home • Maintain and upkeep operational SOP and act as subject matter expert to handle regular audits as required, both internal and external • Manage and oversee the department's budgets and expenditures • Timely reporting and analysis of Operations Management System KPIs. (to consult Centre Director) • Perform other duties as assigned such as: • Involve in budget planning and work with other departments to monitor expenses allocated	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(468984)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Assist in developing new nursing homes, such as acquiring equipment, development projects, costing, and planning with the Centre Director **Pre-requisites** You should: • Hold a Degree in Business/Building/Facilities Management/Engineering • Have 5-8 years of relevant experience, of which 2 years in a supervisory role • Demonstrate excellent analytical and problem-solving skills • Exhibit good coordination, interpersonal and people management skills • Possess good communication skills • Apply knowledge of data analytics, visualization, and related software It would be great if you: • Have practical knowledge of Nursing Home's operations	
Manager, Strategy & Data Analytics	**Key Responsibilities** The Manager, Strategy, Performance & Data Analytics provides strategic leadership to strengthen organisational capability, service planning, performance management, and data-driven decision-making across Community Social Services (CSS). Reporting to the Head, Community Social Services, the incumbent will lead strategic planning, performance reporting, service analytics, digital transformation and continuous improvement initiatives to ensure services remain responsive, sustainable and outcome-focused. The role partners closely with programme leads, finance, quality, digital transformation, researchers and external stakeholders to translate organisational strategy into operational excellence while supporting innovation and future service development. 1. Strategy & Service Development • Support the Head of CSS in developing and implementing departmental strategic plans aligned with organisational priorities. • Conduct environmental scanning, market research and policy analysis to identify emerging trends, population needs and opportunities for service innovation. • Lead strategic planning for new services, pilot programmes and service expansion initiatives. • Develop business cases, proposals and papers for Senior Management, Board and external funders. • Support funding applications, grant proposals and service commissioning.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(151121)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Develop strategic dashboards and data insights to support organisational planning and evidence-based decision-making. 2. Data Governance & Analytics • Establish governance frameworks to ensure data accuracy, integrity and consistency across CSS programmes. • Standardise data definitions, reporting methodologies and outcome indicators across services. • Develop dashboards and analytical reports to provide actionable insights for strategic planning and service improvement. • Analyse service trends, utilisation patterns and emerging community needs to inform future planning. • Work closely with Quality Management to strengthen service evaluation and continuous quality improvement. • Ensure compliance with PDPA, organisational data governance standards and funder reporting requirements. 3. Innovation & Digital Transformation • Lead digital transformation initiatives to improve operational efficiency and client outcomes. • Drive automation, AI adoption and workflow redesign across CSS programmes. • Evaluate new technologies, digital platforms and system enhancements. • Partner with IT, Digital Office and vendors to implement digital solutions. • Promote a culture of innovation and continuous improvement. 4. Operational Excellence • Review operational workflows and business processes to improve efficiency and service quality. • Develop and review policies, standard operating procedures and governance frameworks. • Support programme leads in implementing organisation-wide initiatives and change management. • Identify operational risks and recommend mitigation strategies. 5. Research, Evaluation & Service Planning • Develop programme evaluation frameworks to measure client, caregiver and service outcomes. • Collaborate with researchers, healthcare partners and academic institutions on evaluation and implementation projects. • Translate research findings and data insights into service improvements and strategic recommendations. • Support implementation science, outcome measurement and evidence-based practice across CSS programmes.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	6. Stakeholder Engagement & Strategic Partnerships • Partner with internal departments including Finance, HR, Quality Management, IT Office and Corporate Planning. • Build and maintain strategic partnerships with MOH, AIC, RHS partners, hospitals, community agencies and funders. • Represent CSS in cross-functional workgroups, strategic projects and sector-wide initiatives. • Coordinate cross-divisional initiatives to strengthen integrated and person-centred care. 7. Business Planning & Governance • Support annual business planning, budgeting and departmental workplan development. • Prepare management reports, Board papers, business cases and strategic presentations. • Monitor the implementation of strategic initiatives and organisational priorities. • Support governance processes and organisational reporting requirements. • Perform any other duties as assigned by the Head of Community Social Services. **Pre-requisites** • Bachelor's Degree in Business Management, Business Analytics, Data Science, Healthcare Administration, Health Services Management, Public Health or a related discipline. • At least 3 years of relevant experience in strategic planning, business analytics, service development, project management or the healthcare/community care sector, including a minimum of 2 years leading projects or strategic initiatives. • Strong analytical and critical thinking skills, with the ability to translate complex data into meaningful insights, recommendations and business strategies. • Experience in data analytics, dashboard development and data visualisation using platforms such as Power BI, Tableau or equivalent. Working knowledge of SQL, Python, or other data analytics tools will be an advantage. • Proven experience in project management, organisational transformation, process improvement or service redesign. Knowledge of Lean, Six Sigma, Agile or Design Thinking methodologies is preferred. • Excellent stakeholder management, facilitation and influencing skills, with the ability to build collaborative relationships across multidisciplinary teams and external partners. • Strong written, verbal and presentation skills, with the ability to communicate complex information clearly to senior management and non-technical audiences. • Highly organised and able to manage multiple priorities, strategic initiatives and projects in a dynamic environment.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Self-driven, adaptable and proactive, with a continuous improvement mindset and a passion for innovation, digital transformation and AI-enabled productivity. • Proficient in Google Workspace, Microsoft Office applications and AI productivity tools (e.g. Gemini). Experience with Microsoft Power Platform will be an advantage. • Passionate about improving the lives of seniors, caregivers and vulnerable individuals through evidence-based, person-centred and integrated community care	
Manager, Workplace Safety & Health	**Key Responsibilities** • NTUC Health is one of Singapore's largest community health and eldercare providers. We are looking for a strategic, hands-on Workplace Safety & Health Manager. Reporting to the Head of Facilities Management, you will act as the team lead for a two-person unit responsible for building a robust safety culture while driving operational efficiency across our facilities including daycare and senior activity centres, and nursing homes. You will bridge the gap between regulatory compliance and operations, ensuring that as we grow and adopt new technologies, we do so safely, efficiently, and in full compliance with MOH, MOM, and other national standards. Your job scope will cover the following: 1. Strategic Leadership & Governance • Framework Design: Define and implement the organisation's WSH roadmap and fire safety strategy, ensuring alignment with institutional, cluster, and national goals. • Compliance Oversight: Maintain full compliance with WSH Act, Fire Safety regulations, ISO, OHSAS, and BizSafe standards. Manage legal registers, certifications, and authority approvals. • Management & Reporting: Lead the WSH committee, serve as the Secretariat for the Safety Council, and present data-driven performance reports to senior management. • Team Leadership: Mentor and guide the WSH Specialist to execute day-to-day safety activities, fostering a high-performance team environment. 2. Operational Integration & Project Oversight • Project Safety: Provide safety oversight for new center setups, renovations, and maintenance works. Act as the subject matter expert when working with Project Managers and consultants, including managing the Permit-to-Work (PTW) system. • Process Alignment: Champion initiatives related to operational alignment, technology adoption, and process efficiency, ensuring safety is integrated into the workflow, not an afterthought.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Stakeholder Bridge: Act as the critical link between operations teams and safety requirements, translating complex regulations into actionable site-level procedures. 3. Risk & Incident Management • Advanced Risk Assessment: Lead the identification of physical, chemical, biological, and ergonomic hazards. Prioritise risks and ensure control measures are effective. • Incident Investigation: Conduct thorough investigations into WSH incidents, identify root causes, and liaise with law enforcement or external investigators during major incidents. • Emergency Preparedness: Develop and lead emergency response plans, including organising drills and ensuring centre readiness. 4. Culture & Capability Building • Education & Culture: Develop and deliver engaging WSH training, "brown bag" sessions, and promotional campaigns (e.g., posters, EDMs) to institutionalise a safety-first culture. • Advisory Role: Act as the primary advisor to WSH champions and business unit heads, providing the guidance needed to meet company safety goals. **Pre-requisites** You should have: • Bachelor's degree in any discipline. • At least 5 years of relevant Workplace Safety & Health (WSH) experience, preferably within healthcare facilities management. Preferred certifications: • MOM-registered Workplace Safety & Health Officer (WSHO) • SCDF-registered Fire Safety Manager (FSM) WSQ Advanced Certificate in Workplace Safety & Health (Level 2) It will be great if you are: 1. Technical Expertise: strong knowledge of building codes, fire safety, WSH regulations, risk assessment, and compliance management. 2. Proficient in Google Workspace, Microsoft Office, and Adobe Acrobat; data analytics experience is an advantage. 3. Leadership & Communication - Self-driven with strong problem-solving, change management, and stakeholder engagement skills. - Excellent communication skills, including reporting, presentations, and regulatory liaison. 4. Organisation & Compliance	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	- Highly organised, able to manage multiple projects and maintain accurate safety documentation. - Proactive and solution-oriented, ensuring WSH compliance and operational efficiency.	
Medical Social Worker	**Key Responsibilities** The Nursing Home is committed to a Person-Centred Care model, aiming to transform care environments to promote genuine human connection and resident empowerment for our seniors. The Medical Social Workers are integral to this model, providing psychosocial and financial assessments, casework, and interventions. They also collaborate with the multi-disciplinary team of stakeholders to review individual residents' medical, nursing, therapy, and social aspects as part of delivering person-centric care. This support is crucial throughout the residents' journey, from their admission to their entire stay in the Home. You will need to: Admissions • Screen referrals from AIC and work with the nursing teams and relevant stakeholders to assess suitability of the referral. • Co-ordinate and complete onsite referral assessment for any care concerns, if necessary. • Provide supervision and support to the case management executive(s) and care concierge to complete the pre-admission processes. Case work and clinical interventions • Work with the Multi-disciplinary team and next of kin to ease the resident's transition and adaptation to the new living environment. • Provide bio-psychosocial spiritual (BPSS) assessment and evaluate resident's financial status to develop comprehensive care plans with the multi-disciplinary team. • Provide psychosocial interventions and counselling support to the resident and/or their next of kin, and facilitate communication and visits to preserve family bonds. • Facilitate family conference and conversation for discussion on care planning eg discharge, advance care planning, lasting power of attorney, deputyship; optimising family involvement in residents' care journey. • Provide caregiver support resources to support families where required. • Review supporting documents for referral to other care options and collaborate with multi-disciplinary team for assistive equipment as recommended by the therapist where required as part of discharge planning.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Financial Assistance Schemes • Work with resident or next-of-kin on assessing eligibility for subsidies and financial considerations • Review cases and facilitate meetings for cases requiring financial assistance (e.g. deviation, Medifund, MFEC - complex cases) • Assist case management executive in applying for Means Test, AIC Long Term Care Schemes, MFEC - straightforward cases) Reports and administrative duties • Work with case management executive to ensure residents' profile and movement are updated in database(s) • Review next-of-kin details and update residents' social report • Collaborate with Finance to review residents accounts receivable status when required • Manage and supervise team members in case management team **Pre-requisites** You should: • Have a degree or Post Graduate Diploma in Social Work • Be registered with Singapore Association of Social Workers (SASW) • Social work in healthcare background preferred • Have at least 3 years of relevant experience in intermediate and long term care settings • Good interpersonal and problem-solving skills • Caring, positive, compassionate and self-disciplined individual • Ability to work well in a team • Proficient in Google Workspace (i.e. Gmail, Google Docs, Sheets, Slide)	
Programme Associate	**Key Responsibilities** Job Role Summary: • Our goal is to make our seniors' lives more fulfilling. That is why our community and volunteer activities are at the heart of what we do. Through our Active Ageing Centres, we engage seniors and support them by reaching out to them, understanding their needs, curating programmes that cater to those who are active, and befriending those who are isolated and vulnerable. As a Programme Associate, you play an important role in sharing our goal in the work of the AAC and assisting the Centre-in-charge in fulfilling the objectives of the AAC and meeting the targets set by the management and funders. You shall also look out for vulnerable seniors and support their needs.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	You will need to: • Promote NTUC Health Active Ageing Centres' eldercare services and programmes • Conduct/support active ageing programmes and encourage active participation with seniors which includes conducting community screening assessments, organising and conducting active ageing programmes • Providing befriending services Monitoring their vital signs • Coordinate care and support services through internal referral or to external agencies • Provide support to seniors at outreach events and programmes. • Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner • May be required to perform additional duties and work over the weekends or after office hours **Pre-requisites** You should: • Have a Diploma or Degree from any discipline • Be proficient in Google Suite Applications • Thrive in a collaborative and dynamic environment • Have strong communication and stakeholder management skills • Possess a genuine interest to engage our seniors in the community.	
Programme Associate (2 years contract)	**Key Responsibilities** At NTUC Health, we believe in empowering seniors to stay physically strong and engaged, helping them live with passion and purpose. We support both active seniors and those who are frail, offering activities to maintain their independence and functional abilities so that they can enjoy more healthy years. If you are passionate about helping seniors live well and age well, join us! As a Programme Associate for our Fun with Friends Programme, you are a dedicated care team that delivers a person-centred care model for our seniors, including persons with dementia. We aim to promote seniors' independence and maintain their cognitive and physical functions through multi-modality group programmes, ensuring they lead fulfilling lives. With support and training from our team of professionals, you will continue to grow in your role. We are here to help you grow in your career and achieve your full potential in a nurturing and collaborative environment. You will need to:	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(468984)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Facilitate various multi-modality group activities for persons with dementia as assigned by the programme executive; including exercise sessions, meal preparation groups, cognitive games, music and art-related activities. • Assist in activity planning and preparation to ensure the smooth execution of the group activities • Manage clients with different mental, and physical conditions and behaviour of concerns relating to dementia and assist in the monitoring of client's health status • Assist in client's care including providing necessary assistance for transfers, toileting and functional mobility • Assist in administering assessments to clients and caregivers, perform data collection • Perform timely documentation for the client post-session • Assist to provide timely updates to family/NOK of client's engagement • Support staff or volunteers relating to assist with running the programme • Assist in inducting new community care associates and provide necessary guidance • Assist in the procurement of activities materials, with approval sought from RO/Programme Executive • Perform general housekeeping to the programme premise **Pre-requisites** Qualifications: • Nitec / Diploma / Certificate in Healthcare or equivalent course • Some experience in social service or the healthcare industry would be an advantage • Facilitation skills and healthcare knowledge would be an advantage You should: • Be comfortable in facilitating group sessions and programme • Be empathetic and form positive relationships with persons with dementia and caregivers • Thrive in a collaborative and dynamic environment • Be proficient in English and Mandarin. The ability to converse in dialects will be an added advantage. • Be proficient in Google Suite Applications/MS Office Working hours: • Five-day work week 8-5.30pm. Timing may vary according to programme needs.	
Programme Executive	**Key Responsibilities** Our Care Model advocates for Person Centred Care for seniors living in the Nursing Home by transforming care environments to foster genuine human connection and resident empowerment. We believe that participation in meaningful activities, specifically tailored to their abilities, can enhance their quality of life and foster engagement. As a Programmes Executive in the Nursing	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Home, you play an important role in curating and implementing structured, person centred activities that address the physical, social, cognitive and emotional needs of the residents, enabling them to live life to the fullest in the Home. You will need to: • Work closely with occupational therapist programme lead to curate, design and plan meaningful activities tailored to the residents' needs and abilities • Facilitate activity engagement and participation with the residents • Collaborate with care partners to integrate meaningful engagement into residents' daily routines • Create activity guides and resource kits to empower the care team to facilitate activity engagement • Develop a comprehensive calendar of programmes encompassing cognitive stimulation, physical activities, reminiscence activities, social recreational activities and intergenerational initiatives • Monitor and evaluate programme effectiveness with the Centre Director • Implement programme adjustments based on feedback and observed outcomes Secondary Responsibilities • Support engagement with community groups, volunteers, schools, and corporate partners to enhance programme delivery • Assist in coordination of volunteer recruitment, onboarding, scheduling, and appreciation efforts • Maintain basic records of volunteer participation and partnership activities • Support representation of the organisation at selected community or partner-supported events when required **Pre-requisites** You should: • Have a Diploma in healthcare related disciplines • Have strong passion to work with seniors in the Nursing Home • Collaborate effectively in multi-disciplinary team • Have strong communication and organisational skills • Confident in implementing group activities for seniors • Proactive, adaptable and able to work independently It would be great if you: • Have worked in elder care settings • The employee may be required to work on some weekends and weekday evenings when there are programmes or events during those times.	during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Programme Executive (2 years contract)	**Key Responsibilities** At NTUC Health, we believe in empowering seniors to stay physically strong and engaged, helping them live with passion and purpose. We support both active seniors and those who are frail, offering activities to maintain their independence and functional abilities so that they can enjoy more healthy years. If you are passionate about helping seniors live well and age well, join us! As a Programme Executive for our Fun with Friends Programme, you are a dedicated care team that delivers a person-centred care model for our seniors, including persons with dementia. We aim to promote seniors; independence and maintain their cognitive and physical functions through multi-modality group programmes, ensuring they lead fulfilling lives. With support and training from our team of professionals, you will continue to grow in your role. We are here to help you grow in your career and achieve your full potential in a nurturing and collaborative environment. You will need to: • Plan and facilitate various multi-modality group activities for persons with dementia; including exercise sessions, meal preparation groups, cognitive games, music and art-related activities • Manage clients with different mental, and physical conditions and behaviour of concerns relating to dementia and assist in the monitoring of client's health status • Assist in client's care including providing necessary assistance for transfers, toileting and functional mobility • Administer assessment to clients and caregivers, perform data collection and entry • Provide timely updates to family/NOK of clients engagement and progress in the programme • Provide customer support to customers, partners and other external stakeholders, which includes but not limited to enquiries, enrolment, service coordination and feedback • Support and conduct training for community care associates and volunteers and assist in supervising community care associates in ensuring the smooth running of the programme • Administrative tasks such as managing client's database, assisting with procurement-related matters, transport claims, monitoring and tracking budgeting and expense records, and planning staff coverage and roster • Provide basic housekeeping of the programme premise • Ensure timely and effective communication between internal and external stakeholders (e.g. therapist, exercise trainers and activities facilitators, programme team, volunteers and vendors) in designing and running collaborative programmes	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Prepare timely reports to the management and funders of the programme and assist with internal and external audits to ensure the programme meets the service model requirement • Assist in outreach and networking events to promote the program, generate new interest and recruit new client **Pre-requisites** Candidates who possess a Diploma in social service or a related discipline • Candidates who possess working experience in eldercare, health care, and therapy-related areas possess an added advantage You should: • Be skilled in facilitating group sessions and programme • Be empathetic and form positive relationships with persons with dementia and caregivers • Thrive in a collaborative and dynamic environment • Demonstrate strong interpersonal and problem-solving skills • Be proficient in English and Mandarin. We are seeking candidates proficient in Mandarin to effectively communicate with Mandarin-speaking clients. The ability to converse in dialects will be an added advantage. • Be proficient in Google Suite Applications/MS Office	
Programme Manager	**Key Responsibilities** In this role, you would be responsible for leading and managing frontline operations of the Home Care department, particularly in the area of optimising manpower and provision of quality customer service and care. You would be working closely with internal stakeholders in the execution and revision of operations policies. To foster the integration of social and health care needs of the client, you would be required to engage relevant external stakeholders such as social and health partners to develop pilots, process mapping of client journeys. You will need to: Service Coordination • Coordinate services requested by new clients. Maintain proper documentation in the systems and ensure hard copy filings are completed in a timely manner • Conduct regular home visits to build rapport and engage clients and their caregivers • Follow up with clients via regular phone calls to engage and gather feedback on our services • Collaborate with other social and health partners to recommend care programs according to client's needs. • Monitor Module E Client Onboarding technology during office hours	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Counsel and educate caregivers on providing appropriate care and support to clients at home. • Arrange for reassessment of care plans with clients on a 6-monthly basis to determine if client requires continuous service • Work closely with Operations and Nurse Manager on discharging clients from the service Manpower Deployment for Frontline Operations • Responsible for the recruitment of care staff and development of a robust on-boarding training programme • Provide supervision to care staff by providing timely and regular supervision, coaching on their service delivery to clients • Work closely with nursing team on their skills competency to ensure the service quality outcome rendered to clients is met • Support home personal care services and assist them with clients' daily activities of living on an ad hoc basis Quality Care • Establish and evaluate processes and policies to ensure the smooth delivery of services and in accordance to MOH guidelines • Ensure the client satisfaction delivery through constant evaluations of areas of gaps to implement changes to ensure the client satisfaction is maintained at 90% • Participate in family conference, case discussions on cases with complex needs • Prepare incident reports and review to continuously improve on gaps that can be mitigated Community Partnership and Engagement • Engage and established local partners from social and healthcare sectors to support NTUC Health clients • Develop and pilot workflows to support ground up initiatives Communications • Coordinate and communicate with internal support functions such as IT, HR and Finance, and external stakeholders to ensure smooth operations of Home Care services • Deliver consistently good customer service including inquiries, and complaints at all times • Handle phone and email enquiries of current and prospective customers of NTUC Health • Advise and promote the value of our NTUC Health services to the customers Key Performance Indicators (KPIs) • Conduct regular outreach on a fortnightly basis to connect and reach out to the residents • Enrollment and retention of 60 clients per site • Ensure staff utilisation to be maintained at 90%	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites You should: • Preferably hold a general degree • Resourceful in finding information relating to care needs for seniors to share with NOK • Patient and meticulous to follow up closely with the enquiries • Technologically savvy in navigating computer applications • Good Customer service and communication skills • Required to travel to different sites island-wide • Required to wear staff uniform It would be great if you: • Familiar with Google workspace collaborative tools • Process mapping skills will also be an advantage • Ability to communicate fluently in English and a Second Language to communicate better with our elderly clients • Knowledge of social and healthcare sectors	
Senior Administrative Associate	**Key Responsibilities** • Provide excellent customer service while mending front desk reception duties covering incoming calls and directing calls to appropriate associates/ward. • Provide directions and assistance to all internal and external customers by handling their requests and inquiries. • Manning of triage. • Maintain safety & security of the front office. • Exchange access cards for visitors (Next-of-kins, vendors, etc). Create Access Card for New Hire. • Track the access card quantity accurately. • Register new visitors, staff on Visitor Management System (VMS). • Create new facial recognition in Sense studio and to remove resignee on a timely manner. Manage Business Units Uniform Staff Uniform Management. • Co-ordinate and handle mail distribution, the flow of faxes, and courier services. • Handle feedback from all channels and provide appropriate follow-up actions/service recovery. • Handling and receiving of delivery/parcels from vendors. • Monitor QuestLab collection of samples for testing. • Submission of claims for selected Nursing Home purchases (e.g. p-card or cash) via Visa Intellilink and HRMS respectively, including claims for staff welfare events. • Coordinate and prepare meeting room for internal/external training and meetings such as food and beverages, writing material, and set up meeting rooms. • Update the staff phone directory if there are changes.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(649298)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Ability to manage facilities management at Level 1 (Car Park Barrier, Parking Management, Lift, Fire De-cam. • Assist with resident's pre-admission (pack welcome basket), admission & discharge process. • Ensure that weekly TCU list are arrange and prepare accurately. • Arrange pickup timings for TCUS and liaise with Nursing on any special/ Adhoc arrangement booking outsource ambulance. • Prepare weekly and monthly reports for transportation requests and visitation. • Tagging of Resident Linen base on their bed number. • Manage Lost & Found of Linen. • Any other duties as assigned. **Pre-requisites** • Min. 'A' Level with good pass in English • Excellent communication skills both written and verbal • Min. 2-year related experience in customer service • Proficiency in Google Suite and/or MS Office • Ability to multi-task • Great Customer Service Skills • Proactive approach and flexibility to support team and colleagues when needed	
Senior Administrative Associate, Operations	**Key Responsibilities** • As an Administrative Associate, you will provide administrative support to the Operations Team in areas such as processing invoices, collating reports, etc. Store Management • Support the store team in inventory management of medical and non-medical supplies • Support SAP transactions (i.e. raising contract POs, monitoring scheduling agreement, goods receipt, issue, and any other ad hoc transactions) • Security • Support any fire emergencies and be familiar with the fire alarm protection system • Support in maintaining the database of residents, visitors, and staff in the visitor management system Administrative • Assist the team with reception, triage duties, and managing inquiry lines as required • Perform all administrative duties assigned by Operations Department • Verify Invoices for the issue of payments • Monitor the schedule of contracts (preventive maintenance) and activate the renewal process when due	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(518063)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Support the Executive / Operations manager in reports and improvement projects • Provide analytical reports on statistics/data collected by the department • Support the team in supplier and vendor management • Maintain staff records in the database for all outsourced service vendors for contact tracing purposes Other • Any other duties as assigned by supervisors **Pre-requisites** • Min O Level, preferably Diploma qualifications • 2-3 years of administrative experience • Experience in SAP system is an added advantage • IT savvy and knowledge of G Suite applications. (eg, Google mail, docs, sheets, slides, calendar) • Possess organizational skills and am able to work well under pressure • Ability to maintain confidential information and possess a high level of integrity • Team player with good interpersonal and negotiating skills • Ability to work independently and deliver under a tight timeline	
Senior Associate, ICCP	**Key Responsibilities** Join our Integrated Community Care Provider (ICCP) team and make a meaningful impact in the lives of seniors and their families. In this role, you will work closely with internal and external partners to understand the needs of seniors and recommend the most appropriate services. Comprehensive on-the-job training will equip you with the knowledge and tools to thrive and grow in your role. You will need to: • Develop a strong understanding of eldercare services to effectively meet the needs of seniors. • Collaborate with internal teams and external partners including organising meetings and tracking follow-ups closely to ensure seamless support for seniors and families. • Manage clients' cases, assess customers' needs, recommend suitable services and facilitate their enrolment to services. • Prepare workflows, presentations and other supporting materials. • Generate reports for submission to regulators and stakeholders. **Pre-requisites** We warmly invite you to join us if you: • Are detail-oriented with strong critical thinking skills • Communicate effectively and build strong relationships	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Thrive in a collaborative team environment • Are tech-savvy and quick to learn new IT systems • Have at least 2 - 3 years of relevant experience • Hold a diploma or degree in any discipline	
Senior Associate, Volunteer & Partnership	**Key Responsibilities** Through our Active Ageing Centres, we engage the seniors within the clusters and support them by reaching out to understand their needs, curating programmes that cater to the needs of active seniors, and befriending isolated and vulnerable seniors. As a Senior Associate, Volunteer & Partnership, you will support the Senior Manager in executing the volunteer & partnership engagement strategy and annual work plans for the Active Ageing Centre. You will need to: • Support the annual volunteer engagement goals and targets through the implementation of volunteer recruitment and engagement initiatives • Engage and maintain a collegial networking relationship with local grassroots' organisations, corporations, health and educational institutions to develop collaborative volunteer project • Assist in the management of Volunteer Database for the AACs (including reports) • Train and provide support to internal stakeholders on the use of the Volunteer Database • Track volunteer engagements across centres, monitor and evaluate feedback for further improvements • Maintain a high standard of integrity, corporate governance and timely management and KPI reporting • Support in the development of the volunteer playbook - ensure training, mentoring/coaching schemes are in place to support and empower volunteers (both individual and corporate) • Contribute to the strategies and plans for the recruitment, retention and recognition of volunteers • Organise formal or informal recognition, reward programmes, and appreciation activities and events for the volunteers • Work with the Corporate Communications team on highlighting volunteer contributions via website, social media platforms, and/or newsletters **Pre-requisites** You should: • Preferably have a Diploma in Mass Communication or Marketing • Possess 2-3 working experience in customer service, volunteer management or community support	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Have an interest/passion for working with seniors and people from diverse backgrounds • Demonstrate strong interpersonal and communication skills • Be proficient in Google Suite Applications • Display a positive attitude and willingness to learn	
Senior Care Concierge, Service Quality	**Key Responsibilities** You will be responsible for assisting with the onboarding of Nursing Home residents and ensuring that they continue to receive the quality of care as described in NTUC Health Care Philosophy and Service Standards. As a Care Concierge, you will be interacting with residents from all walks of life. Many of them have multiple medical conditions which may affect their behaviour and disposition. To succeed in this role, you must enjoy interacting with people from diverse backgrounds, be empathetic and be able to appreciate their point of view. This is not a desk-bound job and will require constantly being on the move. The joys of the job come in appreciation from residents and their next-of-kin as transitioning to a new living arrangement can be challenging. Not to mention grateful colleagues as your value adds to their work and the resident experience! You will need to: Customer Journey Experience • Act as the main liaison and single point of contact (Care Concierge) for next-of-kin of our nursing home residents. • Engage caregivers and residents at the pre-admission stage to address any concerns or anxieties and to better understand the specific needs of the resident. • Conduct pre-admission counselling sessions to help caregivers understand the fees, services provided, philosophy of care, living conditions and expectations of residents and next of kin. • Receive the resident on the day of admission, conduct orientation and ensure that the resident settles in well to the new environment. • Actively engage residents and caregivers throughout the period of stay and address any concerns that may arise by working together with the multidisciplinary care team. • Be involved in multidisciplinary discussions as part of patient-centered/directed care planning by providing relevant information of residents' social background, preferences and habits. Service Quality • Help to develop and maintain important touchpoints for the resident journey from pre-admission to discharge. • Assist in the measuring and monitoring of customer satisfaction via residents focus groups, periodic audits, residents satisfaction surveys, etc.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(468984)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Assist the manager in implementation of internal and external service recognition programs and events e.g. annual Service Excellence Award. • Provide inputs during team meetings on service gaps based on the feedback received and propose service initiatives and training programmes for continuous improvements. **Pre-requisites** You should: • Possess a recognized diploma or degree • Have at least two years of work experience, preferably requiring interaction with a diversity of people It would be great if you: • Possess knowledge of geriatrics or experience caring for the elderly (eg; being a caregiver or volunteering) • Know multiple local spoken languages or dialects to communicate with senior clients • Be people-oriented, willing to work the ground	
Senior Care Coordinator	**Key Responsibilities** To provide client-centric care coordination, discharge planning, monitoring/evaluation and education for clients and their families on Home Care Services offered by NTUC Health Co-Operative Ltd. You will need to: (a) Information and Referral (I & R) • Manage walk-in, online and phone enquiries on NTUC Health services. • Understand the needs of customers through the use of screening tools, and promote a suitable package of NTUC Health services to customers. • Collaborate with NTUC Health divisions and external partners on service referrals, submit referral forms and ensure follow-up on action points. (b) Service Coordination • Administer the coordination of services requested by clients. • Ensure proper documentation on the systems and paper filing are completed on a timely basis. • Work closely with internal stakeholders when applicable to ensure the smooth delivery of service, i.e. Home Personal Care (HPC) service is carried out by Care Associate. • Assist in appointment scheduling for various Home Care services. (c) Case Management • Conduct regular home visits and telephonic follow-ups on a monthly basis to engage and build rapport with clients and their caregivers, and obtain feedback on the services rendered.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Collaborate with other social and health partners to recommend care programs according to the needs of clients, and assist with appeals submission when applicable. • Counsel and educate caregivers on providing appropriate care, support and financial assistance. • Arrange for a reassessment of care plans with clients on a 6-monthly basis. This is to determine if the client is required to continue to receive the service. • Work closely with the Operations and Nurse Manager on discharging clients from service. (d) Service Development • Participate in regular programme development and evaluation in order to meet the needs of an evolving eldercare sector. (e) Revenue Growth & Service Utilisation • Support in initiatives to drive revenue growth and enhance service utilisation by identifying opportunities, optimising resources, and implementing strategies to achieve business KPIs and maximise client satisfaction and impact within the zone(s). **Pre-requisites** You should: • Possess a Diploma or Advanced Diploma in a healthcare-related discipline • Have at least three years of experience in community healthcare settings in Singapore • Be proficient in Google Workspace and Microsoft Office applications • Demonstrate good customer service and communication skills, with the ability to engage effectively with both internal and external stakeholder • Be fluent in English and at least one additional local language to communicate effectively with elderly clients and their families • Be a strong team player with the ability to multitask • Enjoy interacting with people and collaborating within teams • Be able to work independently and meet deadlines • Have a passion for community service and a service-oriented mindset It would be great if you: • Have experience working in the eldercare/healthcare/community care or client facing sectors • Have the ability to converse in local dialects to facilitate effective communication with elderly clients and their next-of-kin	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Executive, Programme and Community Partnership	**Key Responsibilities** As an Executive, Programme and Community Partnership, you will support the planning and execution of programmes that promote the well-being and engagement of seniors in our residential care facilities. You will also help cultivate partnerships with community groups, volunteers, schools, and corporate partners to enhance the quality and variety of activities offered to residents. This role plays a vital part in ensuring that seniors enjoy meaningful experiences that promote active ageing, social connection, and emotional well-being. You will need to: • Assist in the planning, coordination, and implementation of centre-based programmes and events for residents • Liaise with internal teams (nursing, therapy, operations) to ensure programme activities align with residents' care plans • Support the development and maintenance of partnerships with community stakeholders, volunteers, schools, and corporate partners • Coordinate logistics for activities, including sourcing materials, booking venues, and managing schedules • Support volunteer engagement, including recruitment, onboarding, coordination, and appreciation efforts • Collect and document feedback from residents, staff, and partners to evaluate programme impact • Maintain accurate records of participation, donations, volunteer hours, and partnership engagements • Assist in preparing reports, proposals, and documentation for grants or funding where necessary • Represent the organisation during community events or partnership meetings as needed • Perform any other administrative or coordination duties as assigned by the reporting officer **Pre-requisites** • Possess a Diploma or Degree in Community Development, Social Work, Gerontology, Events Management, or a related field • Have 1-2 years of experience in programme coordination, events planning, or community engagement • Demonstrate strong organisational and communication skills • Be comfortable working with seniors and individuals from diverse backgrounds • Be proactive, resourceful, and a team player • Be proficient in Microsoft Office or G Suite tools for documentation and scheduling	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(468984)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Exercise Trainer II	**Key Responsibilities** The Senior Exercise Trainer plays a pivotal role in promoting healthy aging by delivering high-quality, evidence-based exercise programmes. This role is a hybrid of ground operations and strategic development: you will be directly involved in the delivery of client-centred exercise sessions while simultaneously designing innovative fitness programmes and driving external partnerships to expand our service reach. As a Senior Exercise Trainer, you are a key ambassador for our goal of enabling healthy and fulfilling years for our seniors. Key Responsibilities 1. Programme Delivery & Ground Work • Deliver high-quality group and individual fitness classes tailored for senior adults, focusing on functional fitness, cardiovascular endurance, muscular strength, balance, and flexibility. • Adapt and modify exercises in real-time to accommodate various fitness levels, physical conditions, and individual needs, ensuring safety and inclusivity. • Provide clear instruction, correct form cues, and safety precautions to prevent injuries. • Build strong rapport with seniors, fostering a supportive environment that encourages consistent participation and well-being. • Manage daily on-ground operations, ensuring equipment readiness, cleanliness, and adherence to safety protocols. 2. Programme Design & Innovation • Lead the design and development of innovative fitness and wellness programmes tailored for senior adults and post-rehab individuals (e.g., falls prevention, cognitive-motor exercises). • Conduct evidence-based research to stay updated on trends in geriatrics, active aging, and wellness to refresh current offerings. • Develop programme training manuals and coaching frameworks to ensure consistency across the team. 3. Business Partnerships • Build and maintain collaborative relationships with external stakeholders, including community partners, healthcare providers, and government agencies (e.g., SportsSG, AIC). • Proactively identify opportunities for new programme collaborations and community outreach initiatives. • Lead in coordinating wellness events, workshops, and roadshows to increase brand visibility and service enrolment. • Contribute to business development initiatives aimed at scaling the service's reach and impact. 4. Mentorship & Quality Assurance	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Provide mentorship and guidance to Exercise Trainers, supporting them in their professional development as required. • Conduct regular audits of sessions to ensure quality, safety, and adherence to service standards. • Participate in quality improvement initiatives and provide feedback to enhance service delivery. **Pre-requisites** • At least 4-5 years of relevant experience in fitness instruction, with a demonstrated ability to work with senior populations. • Strong passion for working with seniors and the ability to adapt to their unique needs. • Creative and innovative mindset to design motivating and engaging programmes. • Strong interpersonal and communication skills for building partnerships. Qualifications: • Bachelor's degree in sports science, exercise physiology or related field. • Special populations certifications advantageous • Certifications: Certified personal trainer/group exercise instructor/senior fitness from reputable certification bodies (eg ACE, NASM, ACSM)	
Senior Manager, Applications	**Key Responsibilities** We are seeking a high-caliber Senior Manager, Applications to join our Health Information Technology (HIT) team. This is a pivotal leadership role designed for an individual who can bridge technical expertise with strategic vision. The successful candidate will be responsible for overseeing and delivering the Solution Architecture for the One Senior Record (OSR) initiative, a critical component of our digital transformation. Furthermore, this position is designated as the Deputy for the Head of IT. In this capacity, you will be part of a structured succession plan, supporting the Head of IT in driving organizational strategy and ensuring operational excellence across the department. The Senior Manager, Applications will lead the implementation of technology solutions that directly impact patient and client outcomes. Primary responsibilities include: • OSR Solution Architecture: Oversee and deliver the end-to-end Solution Architecture for the One Senior Record (OSR) project, ensuring it meets clinical and operational needs. • Deputy Leadership: Support the Head of IT in strategic leadership and day-to-day operational management, facilitating long-term succession planning.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Cross-functional Collaboration: Work closely with the 4 track leads—Application Lead, Infrastructure Lead, Cybersecurity Lead, and EUS Lead—to ensure seamless integration and alignment across all technology domains. • Strategic Execution: Develop and execute comprehensive technology and innovation strategies aligned with the organization's mission and goals. • Systems Implementation: Lead complex application system implementations, focusing on integration, scalability, and operational excellence. • Stakeholder Collaboration: Partner with clinical, administrative, and technical teams to identify process improvements and design user-centric technology solutions. • Project & Resource Management: Manage detailed project plans, timelines, and budgets, while maintaining strong relationships with external vendors. • Governance & Compliance: Ensure all systems and processes comply with healthcare data privacy and security regulations, including MOH HCSE and HIB standards. **Pre-requisites** • The ideal candidate will possess a blend of technical depth and leadership maturity: • Education: Bachelor's degree in Computer Science, Information Technology, or a related field. • Experience: Minimum of 5 years of senior program/project management experience within the healthcare or social sector, specifically focusing on applications and innovation projects. • Domain Knowledge: Strong understanding of healthcare operations, regulatory frameworks (e.g., MOH HCSE), and emerging technologies. • Leadership: Demonstrated leadership skills with the ability to influence and collaborate effectively with diverse stakeholders at all levels. • Technical Provenance: Proven track record of leading complex, large-scale application system implementations in a clinical or social care environment. • Analytical Skills: Exceptional analytical and problem-solving capabilities, with a focus on process improvement and data-driven decision-making. • Technical Knowledge: Strong knowledge in application, infrastructure, cybersecurity, and endpoint architecture. • Business Acumen: Strong business acumen in the healthcare domain. • Stakeholder Management: Strong stakeholder engagement, facilitation and management skills. • Strategic Mindset: Ability to anticipate long-term trends, align technology initiatives with organizational goals, and drive forward-thinking solutions in a complex healthcare environment.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Medical Social Worker	**Key Responsibilities** The Nursing Home is committed to a Person-Centred Care model, aiming to transform care environments to promote genuine human connection and resident empowerment for our seniors. The Senior Medical Social Workers are integral to this model, providing psychosocial and financial assessments, casework, and interventions. They also collaborate with the multi-disciplinary team of stakeholders to review individual residents' medical, nursing, therapy, and social aspects as part of delivering person-centric care. This support is crucial throughout the residents' journey, from their admission to their entire stay in the Home. In addition, Senior Medical Social Workers provide supervision and mentorship for the Medical Social Workers, executives and interns in the department. They also lead projects and initiatives within the Home and across the Residential Care Division to improve the care of the residents. You will need to: Admissions • Screen referrals from AIC and work with the nursing teams and relevant stakeholders to assess suitability of the referral. • Co-ordinate and complete onsite referral assessment for any care concerns, if necessary. • Provide supervision and support to the case management executive(s) and care concierge to complete the pre-admission processes. Case work and clinical interventions • Work with the Multi-disciplinary team and next of kin to ease the resident's transition and adaptation to the new living environment. • Provide bio-psychosocial spiritual (BPSS) assessments and evaluate resident's financial status, and to develop comprehensive care plans with the Multi-disciplinary team. • Provide psychosocial interventions and counselling support to the resident and/or their next of kin, and facilitate communication and visits to preserve family bonds. • Facilitate family conference and conversation for discussion on care planning eg discharge, advance care planning, lasting power of attorney, deputyship; optimising family involvement in residents' care journey. • Provide caregiver support resources to support families where required. • Manage complex social cases independently, collaborating with community stakeholders to support the overall wellbeing of the resident. • Review supporting documents for referral to other care options and collaborate with multi-disciplinary team for assistive equipment as recommended by the therapist where required as part of discharge planning.	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(468984)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Financial Assistance Schemes • Work with resident or next-of-kin on assessing eligibility for subsidies and financial considerations. • Review cases and facilitate meetings for cases requiring financial assistance (Deviation, Medifund, MFEC - complex cases). • Guide and assist Medical Social Worker and case management executives in applying Means Test, AIC Long Term Care schemes, MFEC - straightforward cases). Reports and administrative duties • Work with Case management executive to ensure residents' profile and movement are updated in database(s). • Review next-of-kin details and update residents' social report. • Collaborate with Finance to review residents accounts receivable status when required. • Manage and supervise team members in case management team. • Collaborate with the Centre Director and other Medical Social Workers to conduct regular reviews of departmental workflows and processes. Team leadership and mentorship • Provide clinical supervision for social work interns on placement. • Provide clinical and mentorship for peers in the team and across the Residential Care Division. • Lead continuous improvement projects and initiatives to improve the health and wellbeing of the residents. **Pre-requisites** You should: • Have a degree or Post Graduate Diploma in Social Work • Be registered with Singapore Association of Social Workers (SASW) • Social work in healthcare background preferred • Have at least 5 years of relevant experience in intermediate and long term care settings • Good interpersonal and problem-solving skills • Caring, positive, compassionate and self-disciplined individual • Have experience in leading and supervising a team of medical social workers and executives • Lead and participate in clinical projects and initiatives for continuous improvements • Proficient in Google Workspace (i.e. Gmail, Google Docs, Sheets, Slide) It would be great if you:	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Able to communicate effectively with clients who are more comfortable speaking in their preferred dialects. Working Location: • Tampines Nursing Home • Jurong Spring Nursing Home	
Senior Social Worker	**Key Responsibilities** The Senior Social Worker is responsible for providing comprehensive psychosocial assessment, intervention, and case management support to clients with complex social and healthcare needs within the community. The role supports clients and caregivers to age-in-place safely and with dignity through coordination of care, advocacy, counselling, and multidisciplinary collaboration. You will need to: Casework and Case Management • Conduct comprehensive psychosocial assessments for clients and caregivers. • Develop and implement person-centred care plans based on clients' needs and goals. • Provide counselling, emotional support, crisis intervention and practical assistance to clients and families. • Manage complex and high-risk cases independently. • Monitor clients' progress and review intervention plans regularly. • Facilitate referrals and coordinate services with hospitals, community partners, government agencies and healthcare providers. • Advocate for clients' needs and access to community resources and financial assistance schemes. Caregiver and Family Support • Support caregivers in coping with caregiving stress and challenges. • Conduct family meetings and mediate family related issues where necessary. • Educate clients and families on available social and healthcare resources. Multidisciplinary Collaboration • Work closely with nurses, doctors, therapists, care coordinators and community partners to ensure integrated care delivery. • Participate in case conferences, multidisciplinary meetings and care planning discussions. • Build collaborative relationships with external stakeholders and service providers. Leadership and Supervision	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(151121)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Provide guidance, mentoring and clinical supervision to junior social workers, interns and support staff. • Support onboarding and training of new staff. • Contribute to team discussions and professional development initiatives. Documentation and Administration • Maintain accurate, timely and professional case documentation and reports. • Ensure compliance with organisational policies, professional ethics and regulatory requirements. • Prepare reports, statistics and service data as required. Quality Improvement and Service Development • Participate in programme planning, service evaluation and quality improvement initiatives. • Contribute ideas to improve workflows, client outcomes and service delivery. • Support audits and organisational projects where required. **Pre-requisites** • Degree or Postgraduate qualification in Social Work recognised by the Singapore Association of Social Workers (SASW). • Registered Social Worker (RSW) preferred. • Minimum 5 to 8 years of relevant social work experience, preferably in healthcare, eldercare, community care or case management settings. • Experience managing complex cases and working with vulnerable populations. • Supervisory or mentoring experience preferred Competencies • Strong case management and counselling skills. • Good understanding of Singapore's healthcare and social service landscape. • Ability to work independently and collaboratively within multidisciplinary teams. • Strong interpersonal, communication and report writing skills. • Good crisis management and problem solving abilities. • Compassionate, organised and client-centred approach.	
Senior Specialist, Cybersecurity	**Key Responsibilities** NTUC Health operates a growing digital environment supporting healthcare, eldercare, and community services across Singapore. As a Senior Specialist, Cybersecurity, you will help protect our systems, applications, endpoints and data by turning cybersecurity risks into a practical recommendation,	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	strengthening security controls, and working with technology teams and vendors to improve our overall security posture. This is a hands-on role for someone who can operate across cybersecurity technology, cyber risk management, governance and stakeholder engagement. You will work closely with Infrastructure, End User Support, Application teams, vendors and management to identify risks, drive remediation and ensure security is built into the way we operate. What Success Looks like • Key cybersecurity risks are identified, prioritised, and driven to appropriate remediation. • Security testing findings are effectively managed with application and technology teams. • Key security controls and vendor services are operating effectively and delivering expected security outcomes. • Cybersecurity risk, third-party risk and audit issues are clearly reported and actively managed. • Security requirements are embedded into technology projects and operational processes. What You Will Do • Conduct cybersecurity risk assessments and recommend risk treatment plans. • Review vulnerability assessments, penetration tests and secure code reviews and drive remediation. • Manage cybersecurity vendors and support the implementation and operation of enterprise security controls, including PAM onboarding, WAF/CDN, firewall rules review, EDR and SASE. • Work with Infrastructure, End User Support and Application teams to address security gaps. • Support third-party risk assessments and vendor due diligence. • Coordinate cybersecurity awareness programmes, including newsletters, training and phishing campaigns, to improve security awareness and behavior. • Support management reporting, Cybersecurity Subcommittee meetings and internet/external audits. • Assess emerging risks, including AI-related threats and governance requirements. **Pre-requisites** Qualifications • Bachelor's degree in Computer Science, Information Technology, Cybersecurity or a related discipline. • 5+ years of relevant cybersecurity experience, with practical exposure to cybersecurity operations, technology risk management, security engineering or governance. • Strong working knowledge of enterprise security technologies, such as NGFW/IDS/IPS, EDR/XDR, PAM, WAF,	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	SIEM/SOAR, vulnerability management, SASE/ZTNA, DLP, and cloud computing controls. • Experience assessing and managing cybersecurity risks, including vulnerability assessments, penetration testing findings and remediation activities. • Strong vendor and project management skills, with the ability to work effectively with technology teams and external service providers. • Strong communication and stakeholder management skills, with the ability to explain cybersecurity risks and recommendations clearly to both technical and non-technical stakeholders. • Knowledge of AI security risks, AI governance and emerging technology risks. • Experience with cybersecurity governance, regulatory requirements and vendor due diligence. Good to have • Professional certifications such as CISSP, CISM, CISA or equivalent. • Strong analytical, problem-solving, and stakeholder management skills. • Detail-oriented, proactive and willing to learn in a rapidly evolving cybersecurity environment.	
Senior Specialist, EUS	**Key Responsibilities** The Senior Engineer, End User Services (EUS) is responsible for providing technical support to all end-users across the organization, ensuring the smooth operation and optimal performance of endpoint devices, hardware, and software. This includes managing, troubleshooting, and resolving hardware and software issues, administering user accounts and access rights, and assisting with the deployment of new endpoint devices and software, thereby maintaining end-user productivity and satisfaction. You will need to: • Assist in managing the EUS service desk team (internal + vendor) to ensure service delivery met expectations • Act as a Subject Matter Expert (SME) for all EUS related matters • Provide guidance to the EUS team on the defined processes and ensure compliance • Primary point of contact and in-charge for the IT setup for new sites • Manage EUS related projects **Pre-requisites** You should: • 1-3 years leading Helpdesk team with 3-5 years Helpdesk work experience OR relevant certification •	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Strong knowledge of Google Workspace, Microsoft Active Directory, File and Print Services, Networking • Strong understanding of computer hardware (WindowsOS / Android / macOS / iOS) • Evidenced problem-solving skills, comfortable navigating ambiguity • Strong in tracking and following through issues to resolution and closure • Service oriented with strong communication skills • Good in vendor management and multitasking • Structured, meticulous and a team player • It would be great if you: • Ability to maintain patience and composure under pressure • Thrives in a results-oriented, fast-paced environment • Positive, team-oriented mindset, with a natural willingness to always go the extra mile • Resourceful and passionate about new technology and innovation	
Senior Speech Therapist	**Key Responsibilities** A Speech Therapist is responsible for providing high-quality speech and language therapy services to clients within community settings (nursing homes, day rehab centers, or home-based care). The goal is to maximize functional communication and safe swallowing (dysphagia management) to enhance the quality of life and independence of clients/residents, including caregiver training where required. Key Responsibilities: • Assessment & Diagnosis: Conduct comprehensive evaluations for clients/residents with communication disorders (aphasia, dysarthria, apraxia) and swallowing difficulties, often resulting from stroke, dementia, or neurological conditions. • Intervention Planning: Develop and implement person-centered therapy plans that align with the client's/resident's lifestyle and the caregiver's capacity. • Dysphagia Management: Perform bedside swallow screenings and assessments. Recommend appropriate food textures and fluid consistencies to prevent aspiration. • Caregiver Empowerment: Train family members and domestic helpers on communication strategies and safe feeding techniques. • Multidisciplinary Collaboration: Work closely with doctors, nurses, other allied health professionals to ensure a holistic approach to the client's/resident's well-being. • Documentation: Maintain accurate, timely clinical records and provide reports for functional status reviews or funding requirements. • Staff training and development: Develop training materials and resources and conduct training for therapists, support staff and care partners	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(569933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Service and quality improvement: Assist to conduct quality improvement/research projects **Pre-requisites** Qualifications: • Bachelor's or Master's Degree in Speech Therapy / Speech-Language Pathology. • Full registration with Allied Health Professional Council (AHPC) Requirements: • Strong clinical knowledge in adult dysphagia and neurogenic communication disorders. • High empathy, patience, adaptable and resourceful. • Ability to work independently in various home environments and community settings.	
Senior Therapy Associate II	**Key Responsibilities** The Therapy Associate is responsible for conducting reassessment, providing client care and progressing individual therapy/group sessions including client education and caregiver training under the supervision/instruction of a therapist. You will need to: • Assess, evaluate, plan, and treat residents/clients with various disabilities and conditions for optimal care • Consult therapist on care plans and rehab progression as necessary • Assist in conducting quality improvement projects • Conduct training for therapy assistants, therapy assistant students or other care staff as necessary • Ensure compliance with clinical protocols and service standards • Collaborates with interdisciplinary teams from other Business Units to ensure good client experience and service **Pre-requisites** You should: • Have a recognised Degree in any discipline • Thrive in a collaborative and dynamic environment • Have strong communication and stakeholder management skills • Genuine interest to engage our seniors in the community. • Be proficient in Google Suite Applications It would be great if you: • Are open to travel to various locations for work • Can speak more than one local language to communicate better with our elderly clients	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior/ Therapy Assistant	**Key Responsibilities** • Our goal is to improve the quality of life for seniors, supporting them after injuries, recovering from stroke, surgery, or recently being hospitalised. We aim to provide comprehensive care and support to help them regain their independence, improve their physical and mental well-being, and enjoy a higher standard of living. • The Therapy Assistant will assist the Therapists in safe resident handling and care during treatments. Your responsibilities include ensuring the smooth operation of the department such as preparing the treatment area, the resident, equipment and materials. You will need to • Assist the Therapist or exercise trainer in all activities of therapy treatment or fitness programme • Transport residents safely to and from treatment areas, secure them into or onto therapy equipment • Motivate and assist residents/clients in practising exercises and functional activities, under broad supervision • Conduct group exercises such as circuit training or Occupational Therapy (OT) groups • Observe clients during treatment to note client's responses and progress • Report to a Therapist or Exercise Trainer for quality care improvement • Ensure tidiness and cleanliness of the therapy area and disinfect equipment after treatment • Ensure adequate stock of rehab supplies and expendables for the department • Coach new staff in performing their duties **Pre-requisites** Qualifications • Minimum have a WSQ Certificate in Therapy Services • Thrive in a collaborative and dynamic environment • Have strong communication and problem-solving skills • Be proficient in Google Suite Applications Good to Have • Are open to working in different locations • Can speak other local languages Locations: • Pasir Ris Nursing Home • Tampines Nursing Home	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(518063)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Social Work Associate	**Key Responsibilities** • Our goal is to provide suitable intervention care for seniors. This is done with a team of trained social workers using a case management approach, close monitoring and counselling services. As a Social Work Associate / Social Worker, you will be required to carry out casework and apply intervention strategies appropriately to improve the well-being of the client and support the families and caregivers in the community. You will need to • Manage case referrals • Consult with the centre lead, conduct assessment, planning and intervention for cases • Monitor delivery of coordinated services • Adopt a suitable case management approach when working with clients • Refer and coordinate care services for clients to ensure they are adequately supported • Keep abreast and provide information on the various assistance schemes or care options available • Assess family financial status • Manage administration of grants, subsidies and support services where relevant or necessary. • Ensure that all MOH service requirements on financial and quality aspects are adhered to • **Pre-requisites** You should: • For Social Worker / Social Work Associate: Bachelor's Degree preferably in Social Work • For Case Manager: Degree in counselling/Gerontology/psychology/sociology etc • Minimum 2 years' experience, preferably in community or healthcare settings in Singapore • Thrive in a collaborative and dynamic environment • Have strong communication and stakeholder management skills • Be proficient in Google Suite Applications It would be great if you: • Have experience in Social Work	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(151121)
Social Worker	**Key Responsibilities** Beside providing psychosocial support to seniors with end stage illnesses and their caregivers living in the community, this role requires the social worker to support the physical and mental well-being of seniors in the community by making assessment of their care needs and provide intervention to increase the coping capacity of seniors. The role focuses on helping seniors maintain dignity, comfort and quality of life while supporting families	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(151121)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	through end-of-life planning, caregiving, bereavement and coordination of care. You will need to: Provide Basic Casework and Counselling: • In consultation with the program lead, conduct assessment, planning, and intervention for cases • Engage clients and build rapport • Develop, implement and review individual care plans and intervention strategies • Perform needs assessment of clients and caregivers • Advocate for clients' needs • Coordinate services with other community resources on the client's behalf • Case documentation • Manage case referrals • Conduct and participate in case conferences/MDT meetings • Monitor delivery of coordinated services • Document and evaluate case outcomes • Adopt a case management approach when working with clients i.e. collaborate with internal business units and other agencies/specialists to provide multi-disciplinary assessments and monitoring of clients Share Information and Conduct Referrals • Refer and coordinate care services for clients to ensure they are adequately supported to continue living in the community • Provide information on assistance schemes or care options to help caregivers make informed decision about care and future planning • Support discussions on advance care planning and end-of-life preferences Support Administrative Functions • Maintain accurate records and update progress reports and BumbleBee timely Additional Responsibilities: • Raise awareness and facilitate Advance care plan for seniors • Conduct outreach activities to the community • Other ad-hoc assignments **Pre-requisites** • Graduate Diploma or Bachelor's Degree in Social Work • Registered Social Worker with SASW • Minimum 2 years experience in community healthcare or palliative care settings in Singapore • Possess 1-2 years of experience in administration • Have good knowledge of the palliative, geriatrics and community service	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Be proficient in MS Office applications • Good communication skills (oral and written) • Have strong assessment and problem solving skills • Be detail oriented • Be comfortable working independently	
Therapy Assistant	**Key Responsibilities** At NTUC Health, we believe seniors can lead exciting, purpose-driven lives, doing the things they love. If you have a strong desire to help seniors continue living vibrantly as we do with optimal health, join us! Our goal is to improve the quality of life for seniors, supporting them after injuries, recovering from stroke, surgery, or recently being hospitalized. We aim to provide comprehensive care and support to help them regain their independence, improve their physical and mental well-being, and enjoy a higher standard of living. The Therapy Assistant will assist the Therapists in safe resident handling and care during treatments. Your responsibilities include ensuring the smooth operation of the department such as preparing the treatment area, the resident, equipment, and materials. You will need to • Assist the Therapist or exercise trainer in all activities of therapy treatment or fitness programme • Transport residents safely to and from treatment areas, secure them into or onto therapy equipment • Motivate and assist residents/clients in practicing exercises and functional activities, under broad supervision • Conduct group exercises such as circuit training or Occupational Therapy (OT) groups • Observe clients during treatment to note client's responses and progress • Report to a Therapist or Exercise Trainer for quality care improvement • Ensure tidiness and cleanliness of the therapy area and disinfect equipment after treatment • Ensure adequate stock of rehab supplies and expendables for the department You should • Thrive in a collaborative and dynamic environment • Have strong communication and problem-solving skills • Be proficient in Google Suite Applications It would be great if you • Are open to working in different locations • Can speak other local languages	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: S(529367)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites You should: • Thrive in a collaborative and dynamic environment • Have strong communication and problem-solving skills • Be proficient in Google Suite Applications • Minimum WSQ Certificate in Therapy Services • It would be great if you: • Are open to working in different locations • Can speak other local languages	
Therapy Associate	**Key Responsibilities** The Therapy Associate is responsible for conducting reassessment, providing client care and progressing individual therapy/group sessions including client education and caregiver training under the supervision/instruction of a therapist. You will need to: • Assess, evaluate, plan, and treat residents/clients with various disabilities and conditions for optimal care • Consult therapist on care plans and rehab progression as necessary • Assist in conducting quality improvement projects • Conduct training for therapy assistants, therapy assistant students or other care staff as necessary • Ensure compliance with clinical protocols and service standards • Collaborates with interdisciplinary teams from other Business Units to ensure good client experience and service **Pre-requisites** You should: • Have a recognised Degree in any related disciplines in Physiotherapy/ Occupational Therapy • Thrive in a collaborative and dynamic environment • Have strong communication and stakeholder management skills • Genuine interest to engage our seniors in the community. • Be proficient in Google Suite Applications It would be great if you: • Are open to travel to various locations for work • Can speak more than one local language to communicate better with our elderly clients Locations: • Home Therapy • Geylang East Nursing Home • Marsiling Day Rehab Centre	• Working Hours: 8.30am-6pm, Mon-Fri • Location/ Postal code: To ask employer during interview

#19 OK Chicken Rice

OK Chicken Rice is known to produce food using the best ingredients, trigger happy memories & maintain authentic standards.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Flexible F&B Crew	**Key Responsibilities** • Support outlet operations according to the assigned shift, including food preparation, packing, cashiering, customer service, cleaning, replenishment and other station duties. Expected to arrive on time, follow SOPs, complete the agreed shift and assist wherever the outlet needs support. **Pre-requisites** • Reliable and able to commit to agreed shifts. Comfortable serving customers and handling basic F&B duties. Food Safety Course Level 1 certification required if assigned food-handling duties, or willingness to obtain it as required. No prior experience necessary if able to learn quickly.	• Working Hours: AM/PM Rotational • Location/ Postal code: S(730339)
Kitchen Assistant	**Key Responsibilities** • Prepare and portion ingredients, assist with cooking, pack orders, wash utensils and equipment, replenish supplies, check stock and expiry, maintain workstation and kitchen cleanliness, and follow food-safety and hygiene SOPs. Expected to work quickly and accurately, minimise wastage and keep the kitchen ready for service. **Pre-requisites** • Able to perform physical kitchen duties, stand for long periods and work safely in a hot, fast-paced environment. Good hygiene, punctuality and teamwork. Food Safety Course Level 1 certification required for food-handling duties, or willingness to obtain it as required.	• Working Hours: AM/PM Rotational • Location/ Postal code: S(730339)
Management Trainee	**Key Responsibilities** • Assist managers with day-to-day team and outlet/department supervision. • Coordinate staff deployment and schedules, support recruitment screening and onboarding, monitor attendance and performance, follow up on tasks and reports, resolve routine operational issues, and learn to take ownership of people, service and business results. • Expected to be hands-on, accountable and ready to step into a supervisory role. **Pre-requisites** • Strong communication, organisation and follow-up skills. Able to lead by example, handle people professionally, solve problems, work independently and under pressure, and learn	• Working Hours: AM/PM Rotational • Location/ Postal code: S(730339)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	across functions. Basic computer skills and willingness to work flexible hours or locations when required.	
Management Trainee – Backend / Coordinating	**Key Responsibilities** • Support daily coordination across HQ, outlets and departments. • Maintain records and trackers, prepare reports, follow up on outstanding tasks, coordinate schedules, meetings and training, and assist with recruitment, administration, marketing, projects and special assignments. • Expected to keep information accurate, meet deadlines, communicate clearly and independently close assigned tasks. **Pre-requisites** • Organised, detail-oriented and strong in follow-up. Comfortable with Excel or Google Sheets, email, WhatsApp and basic office systems. Clear written and verbal communication, able to coordinate multiple parties, prioritise work and maintain confidentiality. No specific licence required.	• Working Hours: AM/PM Rotational • Location/ Postal code: S(730339)
Management Trainee – Frontline / Hawker	**Key Responsibilities** • Rotate through all frontline outlet stations and learn the full operation hands-on: food preparation and cooking, cashiering, packing, washing, cleaning, customer service, stock control, opening/closing, staff deployment and daily outlet checks. • Expected to master SOPs, maintain food quality and hygiene, support the team during peak periods, identify problems and progressively take charge of a shift or outlet. **Pre-requisites** • Hands-on and physically fit for F&B work. Able to stand for long periods and work in a fast-paced environment. Good communication and teamwork, reliable attendance, willing to learn every station and work across outlets or shifts. Food Safety Course Level 1 certification required for food-handling duties, or willingness to obtain it as required.	• Working Hours: AM/PM Rotational • Location/ Postal code: S(730339)
Operations Support	**Key Responsibilities** • Monitor assigned operational channels and systems, review CCTV and delivery-dispute cases, check Grab and Foodpanda issues, update trackers and reports, verify staff uniform, grooming and SOP compliance, follow up with outlets and escalate exceptions promptly. • Expected to stay alert throughout the assigned coverage period and keep records accurate and complete. **Pre-requisites** • Own computer, stable internet and reliable phone access.	• Working Hours: AM/PM Rotational • Location/ Postal code: S(730339)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Comfortable with CCTV review, spreadsheets, WhatsApp and delivery-platform portals. • Able to work independently, handle confidential information, follow detailed SOPs and report issues promptly. • No specific licence required.	
Outlet Inspector	**Key Responsibilities** • Travel to assigned outlets and conduct objective checks on food quality, hygiene, cleanliness, food safety, staff uniform and grooming, and SOP compliance. • Take supporting photographs, complete inspection reports, flag serious issues immediately and follow up on corrective actions. • Expected to be consistent, factual and impartial in every inspection. **Pre-requisites** • Observant, impartial and detail-oriented. Able to travel independently between outlets, use a smartphone, WhatsApp, Google Forms or Sheets, write clear reports and maintain confidentiality. • F&B or quality-control experience is useful. • A driving licence is only required if the role specifically involves driving; otherwise it is not required.	• Working Hours: AM/PM Rotational • Location/ Postal code: S(730339)

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#20 PlayFACTO School

At PlayFACTO School, we go beyond teaching; we cultivate strong values and meaningful connections. Our goal is to make a profound difference in each child's life. With our positive education framework and holistic curriculum, we provide children with a solid foundation of knowledge and a diverse set of skills to navigate and question the world around them. Our exceptional educators are chosen for their passion and innovation in education.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Enrichment Programme Executive	**Key Responsibilities** • Conduct assigned STEM enrichment classes in accordance with the Company's curriculum and programme standards • Attend to parent enquires, recommend suitable programmes and follow up on enrolment opportunities • Work toward assigned enrolment, retention and programme performance KPIs. • Build positive relationships with existing students and parents to support programme satisfaction and student retention • Plan and coordinate class schedules, student attendance and programme materials, where required • Assist in organising and managing logistics for enrichment programmes, events and competitions • Manage programme-related administrative duties, including registration, payment collection, invoicing and fee tracking. • Support operational requirements within the department and across assigned centres. • Maintain accurate enrolment, attendance, payment and follow-up records. • Perform other programme, teaching and administrative duties as assigned by the Company. **Pre-requisites** • Able to commit to a five-day work week, including one or both weekend days based on operational requirements and the assigned roster. • Preferably proficient in both spoken and written English and Mandarin, as the role requires communication with English- and Mandarin-speaking parents, students and enrichment stakeholders. • Comfortable and confident in conducting classes for primary school-aged children. • Enjoys working with children and contributing to a child-focused learning environment. • Strong communication, organisational and administrative skills, with attention to detail. • Confident in engaging parents, recommending suitable programmes and following up on enrolment opportunities. • Proactive, dependable and able to multitask in a fast-paced environment. • Prior teaching, enrichment	• Working Hours: 10am - 6pm • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Enrichment Programme Trainer (Robotics & Creative Maths)	**Key Responsibilities** • Conduct Creative Math and Coding & Robotics lessons with enthusiasm • Able to handle and interact with children from 3 to 12 years old. Up to 8 students per class • Coach students using diverse methods to address their learning needs • Monitor and track students' progress • Provide regular feedback to parents/guardians regarding students' learning progress • Evaluate and maintain accurate records of students' progress • Grade student workbooks to assess learning levels • Available to work weekday afternoon and weekend • Training will be provided **Pre-requisites** • Degree/Diploma in any field, Higher NITEC, NITEC, or GCE 'A' Level • Minimum age of 18 • Proficient in English • Enthusiastic individuals passionate about educating preschool and primary school children • Ability to multitask in a fast-paced, dynamic environment • Strong team player with excellent interpersonal communication skills • Maintains a positive attitude when encountering challenges • Commitment of 4 months required • Experienced working with children preferred; however, applicants without experience may also apply.	• Working Hours: 10am - 7pm • Location/ Postal code: To ask employer during the interview
Student Care Centre Head/Assistant Centre Head	**Key Responsibilities** • Oversee the daily operations of the Student Care Centre, ensuring a safe, nurturing and well-organised environment for all students. • Lead programme planning, curriculum implementation and centre-wide activities in alignment with PlayFACTO's philosophy, curriculum direction and new HQ directives. • Supervise, mentor and develop centre staff, fostering a positive and collaborative team culture. • Build strong relationships with parents, school partners and stakeholders through proactive communication and engagement. • Drive student enrolment and ensure the overall smooth running of centre operations. • Provide timely reports to management on enrolment, operational expenses, manpower matters and staff training needs. • Oversee administrative and financial processes such as fee matters, GIRO reporting and centre documentation. • Implement and uphold all health, safety and regulatory requirements	• Working Hours: 10am - 7pm • Location/ Postal code: To ask employer during the interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Perform any other duties as assigned by the Centre Director (applicable for Assistant Centre Manager). **Pre-requisites** • Minimum diploma and above • WSQ Student-Care Certified / Possessing Qualifications in the field of community / social services is an advantage • Possess excellent work ethics and integrity • Able to communicate effectively in both English and/or Mandarin • At least 2 years of experience working with children. Those with supervisory experience will have an advantage.	
Student Care Cleaner Tealady	**Key Responsibilities** • Ensure cleanliness and tidiness of the student care centre facilities, including classrooms, common are as, and bathrooms (If any) • Perform regular cleaning tasks such as sweeping, mopping, vacuuming, dusting, and sanitizing surfaces to maintain a hygienic environment. • Provide administrative support in preparation of activities. • Serve lunch to children. (No cooking required) • Prepare teabreak fare for children. • Any other ad-hoc duties as delegated by Centre Head. **Pre-requisites** • Prior relevant cleaning experience preferred • Responsible and positive • Enjoy working with children	• Working Hours: 10am - 6pm • Location/ Postal code: To ask employer during interview
Student Care Teacher	**Key Responsibilities** • Provide strong emotional support, effective conflict resolution, and positive reinforcement to guide students' social-emotional growth. • Deliver and execute PlayFACTO's signature character development programs and engaging enrichment activities. • Supervise primary school children (Primary 1 to 6), ensuring the accurate and timely completion of their daily school homework and spelling. • Maintain high standards of safety, hygiene, and cleanliness to upkeep the premium aesthetics and environment of the centre premises. • Maintain regular, professional liaison with parents and guardians to provide updates on their children's academic progress, behaviour, and milestones. • Manage operational administrative tasks, including drafting newsletters, tracking student updates, handling parent communications, and assisting with fee/form collections. • Support centre growth by participating in open houses, school marketing events, and managing basic walk-in enquiries.	• Working Hours: 10am - 6pm • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Perform any other ad-hoc duties as delegated by the Centre Head to ensure smooth daily **Pre-requisites** • Minimum requirement of a Diploma • Prior working experience in a relevant role, preferably at the primary level, is an advantage • Demonstrates exceptional work ethics and maintains high integrity. • Displays a positive attitude when encountering challenges. • Passion for working with children and fostering their love for the learning process	

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#21 RecruitFirst

RecruitFirst has continuously brought to the table fresh perspectives on recruitment and flexible staffing. With a mission in helping people find better jobs and companies find better people, we understand the needs of the talent acquisition market and pride ourselves in being at the forefront of fulfilling them.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Back of House	**Key Responsibilities** • Baking and decoration of pastries **Pre-requisites** • Baking experience preferred	• Working Hours: min 6 hours shift • Location/ Postal code: To ask employer during interview
Beauty Advisor	**Key Responsibilities** • Assist shopper by answering questions and recommending products • Support store sales goals and daily targets **Pre-requisites** • Customer service experience • Willing to stand long hours	• Working Hours: Retail hours (8 hours shift) • Location/ Postal code: To ask employer during interview
Business Operation Executive	**Key Responsibilities** • Coordinate and liaise with HODs, Delivery teams, Customers (Asia Pacific region), Procurement and Finance team to perform the full process related to Sales. • Manage project progress in system such as project timeline, contract signoff, order management, PO process billing and AR management. • Carry out monthly forecast planning and annual business planning with high accuracy.	• Working Hours: Office hours • Location/ Postal code: S(117438)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Contract management and timely execution of annual maintenance renewal projects. • Develop and execute processes for routine analytical credit reviews and generate various reports related to Sales and Finance in the company. • Manage health of credit in terms of payment term, escalations and risks closely and provide regular status updates to Group Leader. • Facilitate the clarification and resolution of issues accurately and promptly. • Help and guide related parties involved including branch and subsidiary. • Estimate yearly and monthly business planning and manage business inventory. **Pre-requisites** • Understand full spectrum of Sales Management (which includes management of contracts, monitor and support projects). • Experiences in Salesforce and SAP (SD, PS, MM and CO module etc.) • Possess intermediate level of technical, financial and analytical skills.	
Door Host/Greeter	**Key Responsibilities** • Manage queue in Boutique Store • Greet and welcome customers • Assign customers to Sales Associates **Pre-requisites** • Customer service experience • Willing to stand long hours	• Working Hours: Retail hours (8 hours shift) • Location/ Postal code: To ask employer during interview
Front of House	**Key Responsibilities** • Cashiering **Pre-requisites** • Cashiering experience	• Working Hours: min 6 hours shift • Location/ Postal code: To ask employer during interview
Preschool Relief Cleaner	**Key Responsibilities** • Maintain the overall cleanliness and hygiene of the preschool centre • Clean classrooms, toilets, and common areas **Pre-requisites** • Responsible, reliable, and able to work independently	• Working Hours: min 6 hours shift • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Preschool Relief Cook	**Key Responsibilities** • Prepare meals and snacks for children • Clean the kitchen and dining areas after lunch and tea breaks • Wash kitchen utensils and equipment • Maintain cleanliness and hygiene of food storage and kitchen areas **Pre-requisites** • Preschool cooking experience is preferred for the Relief Cook position • Responsible, reliable, and able to work independently	• Working Hours: min 6 hours shift • Location/ Postal code: To ask employer during interview
Preschool Relief Teacher	**Key Responsibilities** • Support the daily care and supervision of children. • Assist with classroom activities, lessons and playtime. • Ensure children's safety and well-being at all times. • Assist with mealtimes, toileting and daily routines where required. • Help maintain a clean, safe and organised classroom environment. • Support the full-time teachers and centre team with day-to-day duties. • Engage positively with children and help create a warm and nurturing environment. **Pre-requisites** • Enjoys working with young children • Patient, caring, responsible and reliable • Able to communicate and work well with children and centre staff • Willing to support classroom routines and activities • Relevant Early Childhood qualifications or experience would be an advantage • Able to commit to the required assignment dates and working hours	• Working Hours: min 6 to 9 hours shift • Location/ Postal code: To ask employer during interview
Promoter (Electronic)	**Key Responsibilities** • Sales of Electronic products at Best Denki, Harvey Norman, Gain City • (Low basic, high commission) **Pre-requisites** • Prior electronic sales experience • Customer service experience • Willing to stand long hours	• Working Hours: Retail hours (9 hours shift) • Location/ Postal code: To ask employer during interview
Sales Associate	**Key Responsibilities** • Assist shoppers by answering questions and recommending products. • Support store sales goals and daily targets. **Pre-requisites**	• Working Hours: Retail hours (8 hours shift) • Location/ Postal code: To ask employer

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Customer service experience • Willing to stand long	during interview
Service Crew	**Key Responsibilities** • Serve food, cleaning of tables, taking orders	• Working Hours: min 6 hours shift • Location/ Postal code: To ask employer during interview
System Administrator	**Key Responsibilities** • Provide operational administration, monitoring, governance, and support of IT systems, Microsoft 365 environments, Azure services, vendormanaged Azure Virtual Desktop (AVD) services. • Provide Level-2 support for internal and external service requests and issue resolutions. **Pre-requisites** • Hands-on administration of Microsoft Azure and Microsoft 365 services. • Experience supporting Azure Virtual Desktop environments. • Familiarity with Windows Server, Active Directory, DNS, DHCP, Group Policy, and Exchange Online. • Experience with software licensing, software asset management, and compliance activities.	• Working Hours: Office hours • Location/ Postal code: CBD area

#22 Savills Property Management Pte Ltd

Our property management services cover all areas and asset types from large scale shopping centres, residential to industrial portfolios,our team can provide advice on a range of services from strata management to asset management.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Account Admin Assistant	**Key Responsibilities** • Issuing of cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties	To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently.	
Account officer (PM)	**Key Responsibilities** • Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submit of GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned **Pre-requisites** • Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS Office applications • Meticulous, resourceful& motivated • Strong interpersonal and communication skills	To ask employer during interview
Admin Assistant / Executive	**Key Responsibilities** • Prepare and submit regular facility operation reports to management. • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs. • Coordinate with employees to address workspace concerns and requests. • Liaise with building management for shared facility issues and updates. • Ensure all stakeholders are informed of facility-related activities and schedules. • Manage contracts and service agreements with external vendors • Monitor vendor performance and ensure service delivery meets agreed standards.	• To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Schedule and coordinate routine and emergency maintenance with service providers. • Review and approve vendor invoices and service reports. • Maintain and update facility documentation and records. • Coordinate facility access passes, keys, and security systems for staff and visitors. • Manage procurement of office and facility supplies. • Ensure compliance with administrative policies and procedures. • Organize and participate in facility-related meetings with internal teams and external vendors. • Record and distribute meeting minutes and action points. • Follow up on tasks and resolutions discussed during meetings. • Assist in preparing presentation materials for management reviews or planning sessions. • Conduct regular facility inspections and audits to identify areas for improvement. • Recommend and implement facility upgrades, layout changes, or efficiency improvements. • Support sustainability initiatives and cost-saving measures. • Evaluate feedback from users to enhance facility operations and services. • Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). • Collaborate with finance and operations teams to align facility functions with revenue goals. **Pre-requisites** • Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities.	
Assistant Facilities Manager	**Key Responsibilities** • Proactively engage stakeholders to ensure that on site client's expectations are met • Build and develop effective client /stakeholder relationships across multiple levels of the organization; • On-site key point of contact for Facilities in the client's premises; • Ensure effective communications and reporting to clients' on operation matters; • Evaluate service response time and analyse occupants' service request trends and suggestions; • Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user;	• To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites • Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level; • Preparing weekly, monthly facilities reports; • Assist the FM to develop and review planned maintenance schedules with maintenance vendors; • Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. • Ensure critical operations and sites are identified across the region. • Establish HSSE plan for the account on site. • Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. • Implement and ensure escalation procedures are in place and observed for incident and problem reporting. • Have good knowledge of statutory legislations and requirements • Managing work orders using a CMMS and analysing maintenance data; • Any other scope and roles as assigned by the reporting manager. **Pre-requisites** • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; • At least 3 years of relevant experience as a manager in facilities management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player. Proactive and independent; Dynamic and multi-tasking capabilities;Familiar with CMMS for work order management; Fire Safety Manager Certificate.	
Cleaners	**Key Responsibilities** • Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. Clean and sanitize restrooms, break rooms, and common areas.	To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Empty waste bins and dispose of rubbish according to company procedures. • Clean machinery, equipment, and workstations as required. • Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. • Replenish cleaning supplies, toiletries, and consumables. • Follow workplace health, safety, and environmental regulations. **Pre-requisites** • Previous experience in commercial, industrial, or janitorial cleaning is preferred. • Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. • Knowledge of cleaning chemicals, equipment, and safe handling procedures. • Ability to work independently and as part of a team.	
Cleaning Supervisor	**Key Responsibilities** • Team Supervision: Assign daily tasks and coordinate work schedules for all cleaning staff. • Quality Control: Inspect cleaned areas regularly to ensure compliance with company and hygiene standards. • Training and Guidance: Conduct induction and on-the-job training for new cleaners on proper cleaning methods and equipment use. • Equipment and Supplies: Check that all cleaning tools and machines are safe and well-maintained. Report low stock levels of chemicals and materials to management. • Client Communication: Listen to client requests or feedback on-site, share them with the team, and ensure proper follow-up. • Safety Compliance: Enforce all workplace health and safety rules and proper handling of cleaning chemicals. **Pre-requisites** • Experience: Minimum 1 to 2 years of experience in commercial or industrial cleaning, with some supervisory or lead experience. • Skills: Strong leadership, clear communication, and basic problem-solving abilities. • Knowledge: Familiarity with professional cleaning chemicals, tools, and safety regulations (such as proper dilutions and PPE use). • Physical Fitness: Ability to stand, bend, walk, and lift equipment for extended periods. • Education: Secondary school certificate or equivalent.	• Working Hours: • Location/ Postal code:

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Facility Manager	**Key Responsibilities** • To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. • To apply for Permit to Work at occupier site. (if applicable) • To maintain a Safe Work Environment/Conditions at workplace. • To assist on the overall operational effectiveness WSH management at the site as per contract requirements. • To conduct weekly random safety inspection as required by Client. • To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. • To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. • Ensure all workers at site always wear the appropriate PPE. • Conduct daily toolbox briefing with attendance recorded for the contractors. • Advise external customers of safety needs when visiting the sites. • Attend ad-hoc/ outstanding safety related issues whenever required. • Any other duties as assigned by the superiors. **Pre-requisites** • Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. • At least 5 years of relevant experiences as a manager in Facilities Management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player; • Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; • Fire Safety Manager Certificate.	To ask employer during interview
Facility Officer	**Key Responsibilities** • Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. • Respond promptly to building issues, equipment malfunctions, and customer complaints. • Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. • Keep records of on-site maintenance works and manage inventory of spare parts used. • Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager.	• Working Hours: • Location/ Postal code:

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Assist in the coordination of installation, renovation, refurbishment and building improvement projects. • Assist in tracking utility consumption and identifying anomalies. • Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. • Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. • Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance works or adhoc replacement works. • Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. • Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. • Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client. **Pre-requisites** • Diploma in Engineering, Facilities Management or equivalent. • No experience are welcome to apply as training will be provided. • Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. • Meticulous and a good team player.	
Key Account Manager (Cleaning)	**Key Responsibilities** 1. Client Relationship & Stakeholder Management • Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. • Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. • Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. 2. Operational Leadership & People Management • Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. • Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges.	To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. • [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. 3. Financial & Administrative Governance • Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. • Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. • Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. • Balance high-level operational execution with rigorous administrative compliance. 4. Strategic Value-Adds & Innovation • Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. • Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. • Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client. **Pre-requisites** • Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in a managerial/key account capacity. • Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. • Leadership: Strong track record of leading diverse teams and managing multi-site operations. • Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. • Tech-Savvy: Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Strata Commericial Manager	**Key Responsibilities** • Manage and maintain commercial property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well-maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record meeting minutes • Ensure good record keeping and filing administration Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support staff to the tenants and owners • Supervise and manage a team of site staff • Other job related and ad-hoc duties as assigned **Pre-requisites** • Degree or Diploma in Building/Estate Management or related disciplines • At least 3-5 years relevant working experience • Knowledge of Building Maintenance and Strata Management Act will be advantageous • Good leadership ability with excellent interpersonal and communication skills • Outgoing and approachable • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications	• Working Hours: • Location/ Postal code:
Strata Residential Executive M&E	**Key Responsibilities** • Strata Residential Executive M&E **Pre-requisites** • At least 2 years of M&E experience required • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision making skills and effective problem solver • Proficient in MS Office applications	To ask employer during interview
Strata Residential Manager	**Key Responsibilities** • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games	To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government's authorities; d. Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior. **Pre-requisites** • Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Good decision making skills and effective problem solver • An eye for details • Proficient in MS Office applications	
Strata Residential Officer / Executive	**Key Responsibilities** • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the uilding supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: o Updating the subsidiary proprietors list and change of address; o Filing of correspondence and follow-up on essential matters; o Submission of returns when required by various government's authorities; o Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with	To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. **Pre-requisites** • Degree or Diploma in Building/Estate Management or related discipline • At least 2 year relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision making skills and effective problem solver	

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#23 🐻 SBS Transit

Moving people in a safe, reliable and sustainable way.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bus Captain	**Key Responsibilities** • Drive buses safely & adhere to schedule and authorized route of the service • Ensure correct cash fare collection & supervise the use of farecard (checking of concession pass) • Ensure the bus is in good conditions & reporting any faults immediately • Perform 1st parade tasks before the start of duty and last parade tasks at end of duty daily • Ensure public safety whilst driving & obeying all traffic rules and regulations **Pre-requisites** • Minimum GCE “O” or “N” Level education, or an equivalen • Possess a valid Class 3A/3/4A/4 driving license, with minimum 1 year driving experience • Shift work required	• Working Hours: Shift Work • Location/ Postal code: Across depots
Bus Technician	**Key Responsibilities** • Identify and rectify mechanical defects on buses. • Perform daily preventive maintenance to ensure reliability of buses. • Perform overhaul of mechanical components, as well as service air-conditioning systems.	• Working Hours: Shift work • Location/ Postal code: S(659519)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Shift work required - must be able to perform either day or night shift. • Higher Nitec or Nitec in Automotive Technology, Mechanical, Electrical or Electronics. • Minimum 1 year relevant experience in a similar industry. • Meticulous and Systematic	
Counter Service Personnel	**Key Responsibilities** • Assist with counter operations during peak hours, helping to manage workload demand and improve service efficiency. • To update the dispatch data into the System Control System (SCS) and excel record. • To dispatch the bus to the bus captain (BC) adheres to the requirement. • To search for the bus location using Stratio system. • To record and advise bus captain for bus dispatching enquiry. • To maintain and update workshop documents. **Pre-requisites** • Minimum Higher Nitec or Nitec. • Proficient in computer is a plus. • Good analytical skill. • Possess good sense of responsibility. • Able to commit 4 days' workweek, from 9.00am to 6.00pm. • 1-year contract, part-time role.	• Working Hours: 9am to 6pm • Location/ Postal code: S(545072)
Diagnostic Expert	**Key Responsibilities** • To provide sound technical advise to Bus Captains on encountered bus problems with an intent to minimize trip disruption without compromise of Safety. • To prioritise recovery jobs/tasks, with priority to dispatch CRS recovery team / tow contractor to scene immediately for urgent incident/case reported. • To be able to use to track bus breakdown location and promptly dispatch recovery truck to scene. • To decide on the the most expedient mode or means of recovery. • To track recovery jobs / tasks until completion and update them in the CRS portal. • To activate tow contractor for heavy / complicated recovery work when the need arises (e.g. crane services) **Pre-requisites** • Shift work required - must be able to perform either day or night shift. • Higher Nitec or Nitec in Automotive Technology/Certificate Level (WSQ) • Higher Certificate Level (WSQ) in Fleet Maintenance Mgmt • Good command of English & Mandarin • Valid driving license (Min. Class 4).	• Working Hours: Shift Work • Location/ Postal code: Across depots

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Understand the nature of bus operations and basic vehicle knowledge especially in the area of towing services.	
Human Resource Payroll Officer	**Key Responsibilities** • Processing of end to end payroll and handle payroll related matters • Maintain and ensure that relevant HR files, employee records and Systems are updated • Processing of Government Paid Maternity Leave / Paternity Leave / Shared Parental Leave / Childcare Leave • Processing of NS claim • Answering queries relating to Payrolls matters • Other ad hoc duties as assigned **Pre-requisites** • Diploma with 2 years of payroll experience • Conversant with statutory payroll regulations • Meticulous and systematic • Able to work independently • Those who are familiar with the SAP payroll system will have an added advantage • Preferred IHRP certified	• Working Hours: Non-Shift • Location/ Postal code: S(545072)
Logistic Personnel	**Key Responsibilities** • Inspect / account for all incoming & outgoing parts to ensure stock accuracy at all times. • Perform packing list, pick, pack and labelling of parts for deliveries. • Maintain proper warehouse housekeeping (5S) at all times. • Logistics delivery to issue & collect all parts from other warehouse depot. **Pre-requisites** • GCE N level/O Level or Nitec in Logistics Services. • WSG in Delivery Operations. • WSQ Perform Warehouse Operations / Delivery operations. • Possess a Reach Truck qualification will be an advantage. • Possess Lifting qualifications will be an advantage. • Proficient in computer skills.	• Working Hours: Shift work • Location/ Postal code: S(545072)
Service Controller	**Key Responsibilities** • Service Management • Ensure buses are despatched out from the district according to the scheduled departure time and monitor bus captains who are not reporting 10 minutes before bus despatched time and report if necessary. • Ensure buses are despatched on schedule during PM changing shift and monitor bus captains who are not reporting 10 minutes before bus despatched time and report if necessary.	• Working Hours: Shift work • Location/ Postal code: S(545072)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Monitor spare captains report on time and deploy them to replace the absentees without causing disruption to the service. • Incident Management • Responsible for managing the operations and performance of a set of services • Take immediate actions to alleviate service problems on the road **Pre-requisites** • GCE 'A' Levels / Diploma in any discipline • Relevant working experience in Operations is an advantage • Analytical, with excellent problem-solving and organizational skills • Composed, with the ability to respond effectively to stressful or unpredictable • situations • Proficient in MS Office applications • Able to perform shift work • Ability to identify colours (as candidates are required to monitor the system, which • require good attentive and good eye sights to avoid any inconvenience or missed out) • To communicate and take emergencies enquiries from Chinese/Malay/Indian/Eurasian • Bus Captains. Proficiency in Mandarin/English is essential.	

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#24 Singapore Aero Engine Services

Singapore Aero Engine Services Private Limited (SAESL) is a Trent Centre of Excellence providing best in class aero engine and component repair services for the successful Rolls-Royce Trent engine family. SAESL is the world's largest Trent engine MRO with capability to support all products in the Trent family and with a customer base that spans across 6 continents. We pride ourselves on our reputation for service excellence and we are committed to servicing the best by the best.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Aircraft Engine Mechanic	**Key Responsibilities** • Perform preventive maintenance checks on aircraft systems, structural, electrical, and electronic components. • Fabricate and perform approved minor repairs on airframe sheet metal parts, electrical wiring, and subsystem assemblies. • Conduct operational checks on aircraft systems and components using appropriate test sets/tools to ensure serviceability and airworthiness, adhering to national regulations, company procedures, and safety standards. • Experience in engine removal & installation, QEC work, and LRU replacement	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Experience in borescope inspection (Base / Line maintenance) • Experience working on thrust reverser, nacelle, fan cowl, and actuators • Experience in removal & installation of major aircraft structures (Base Maintenance / Periodic Inspection) • Experience in landing gear replacement / overhaul **Pre-requisites** • Min 2 years experience as a technician in aerospace industry • Passion for the aerospace industry and aircraft maintenance. • Able to commit to shift work	
Associate Manager, Quality Engineering	**Key Responsibilities** End-to-End Parts Assurance • To assure the integrity, traceability and control of aircraft engine parts and materials throughout the end-to-end supply chain lifecycle, ensuring compliance, protection and fitness for operational use. • Lead independent Quality assurance of aircraft engine parts and materials across the complete supply chain lifecycle by establishing, implementing and sustaining effective Quality controls covering receiving inspection, Goods Receipt (GR), warehousing, storage, preservation, inventory management, picking, kitting, material issue to Operations, returns, quarantine, scrap and final inventory disposition. • Assure material integrity, traceability and product protection are maintained in accordance with regulatory and customer requirements, the Quality Management System and SAESL Operating System Standards. • Develop, deploy and continually improve Operating System Standards and Quality standards governing material handling, identification, preservation, packaging, storage conditions and inventory control to minimise material deterioration, damage, foreign object contamination, misidentification and loss of traceability, while supporting operational readiness and product integrity. • Provide independent Quality oversight of incoming material acceptance by ensuring discrepancies, documentation deficiencies and non-conforming materials are identified, contained and managed through the Supplier Discrepancy Report (DR) process until effective resolution, preventing non-conforming materials from progressing through the supply chain into maintenance operations. Supply Chain Quality Assurance • To assure that Supply Chain & Integrated Logistics processes consistently comply with regulatory and customer requirements, the Quality Management System and SAESL Operating System Standards, while enabling safe, reliable and right-first-time maintenance operations.	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Partner with the Supply Chain & Integrated Logistics leadership team to establish, maintain and continually improve the Quality Management System and SAESL Operating System Standards, while providing independent assurance that operational processes remain compliant, effective and capable of consistently delivering safe, reliable and right-first-time outcomes. • Plan and execute risk-based Quality assurance activities through Operating System Standards verification, process compliance reviews, Product Safety assessments, E2E Assurance, Zero Defects initiatives and effectiveness reviews to verify that process controls are present, suitable, operating and effective. • Lead investigations into material quality events, supplier discrepancies and Product Safety concerns by applying structured problem-solving methodologies to identify systemic causes, validate corrective and preventive actions, facilitate organisational learning and implement lessons learnt across relevant areas to prevent recurrence. • Partner with the respective OBU Quality teams to effectively manage quality risks across organisational interfaces by coordinating investigations, sharing lessons learnt, aligning corrective actions and assuring the seamless transition of material quality from Supply Chain into maintenance operations. Supplier Quality Management • To improve supplier quality performance and material conformity through effective discrepancy management, collaborative problem-solving and continuous improvement, while supporting independent supplier assurance activities. • Lead the management of Supplier Discrepancy Reports (DR) arising from receiving inspection, warehouse operations and operational support activities by coordinating investigations, supplier engagement, containment, material disposition and corrective actions to ensure timely resolution, safeguard product integrity and minimise operational disruption. • Monitor supplier quality performance and analyse discrepancy trends to identify systemic improvement opportunities. Partner with Procurement, Engineering, Planning, Operations and the respective OBU Quality teams to strengthen supplier capability, improve incoming material quality, reduce Cost of Non-Quality and prevent recurrence of supplier-related quality issues. • Partner with the Airworthiness & Audit team by providing supplier quality performance data, discrepancy trends and operational quality intelligence to support supplier audits, supplier surveillance and supplier performance reviews. Support the implementation and verification of corrective actions arising from supplier audit findings while maintaining the independence of supplier assurance activities.	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Quality Performance, Governance & Continuous Improvement • To provide Quality governance, Operating System assurance and professional leadership that enables informed decision-making and drives continual improvement across the Supply Chain & Integrated Logistics Organisation Business Unit. • Develop and maintain Quality governance processes, SAESL Operating System Standards, dashboards and performance reporting that provide meaningful visibility of compliance, Product Safety, operational performance, supplier quality and business risks to support informed management decision-making. • Lead Quality and Operating System performance reviews by monitoring key performance indicators, Operating System maturity, compliance trends and improvement initiatives to identify priorities, strengthen organisational capability and support the achievement of business objectives. • Lead, coach and develop the Quality Engineer while fostering a collaborative Quality culture built on prevention, accountability, Product Safety and continual improvement. Build strong partnerships with the respective OBU Quality teams and cross-functional stakeholders to drive consistent application of Operating System Standards, organisational learning and sustainable business performance. **Pre-requisites** • Bachelor's Degree in Engineering, Quality Management, Supply Chain Management or a related discipline. • Minimum 5 years of relevant experience in Quality, Supply Chain, Logistics, Engineering or Maintenance within the aerospace, aviation or other regulated industries. • Experience in Quality Management Systems, process assurance, investigations, supplier discrepancy management and continuous improvement. • Experience in warehouse operations, material control or inventory management will be an advantage. • Working knowledge of CAAS SAR-145, EASA Part-145, AS9110 and aviation supply chain quality practices is preferred. • Good understanding of Quality Management Systems, SAESL Operating System, Product Safety and risk-based assurance principles. • Strong knowledge of aircraft material traceability, warehouse operations, logistics and inventory management. • Competent in structured problem-solving, root cause analysis, investigation methodologies and process improvement. • Strong analytical, communication and stakeholder management skills, with the ability to influence and collaborate effectively across cross-functional teams. • Proficient in Microsoft Office applications and business analytics tools, such as Power BI.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Customer Business Executive	**Key Responsibilities** • Manage customer communications on all order-related matters, including delivery commitments, pricing, engine status, and commercial enquiries. • Develop and coordinate commercial support solutions to address customer requirements and resolve business issues. • Ensure timely and accurate invoicing, payment collection, warranty administration, and resolution of invoice-related queries in accordance with contractual obligations. • Represent customer interests in cross-functional discussions to ensure customer requirements and concerns are effectively addressed. • Conduct regular business reviews to strengthen customer relationships and enhance service delivery. • Coordinate ad hoc customer requests, including line support and parts trading activities. • Collaborate with internal and external stakeholders to identify cost-saving opportunities and improve operational efficiency. • Drive or support continuous improvement initiatives that enhance customer experience, business performance, and operational excellence. • Champion Customer Business Excellence by promoting customer-focused practices across the organisation. **Pre-requisites** • Bachelor's degree, preferably in Engineering, Business, Computer Science, or a related discipline. Prior experience in customer service or support within the aerospace industry is an advantage. • Proficient in Microsoft Office and Microsoft 365 applications; experience with SAP, Power BI, and Power Apps is an advantage. • Strong customer focus with excellent interpersonal, communication, and relationship management skills. • Proactive team player with a strong sense of ownership, accountability, and integrity. Able to build and maintain effective relationships with internal and external stakeholders. • Self-motivated, adaptable, and able to work independently while managing multiple priorities in a fast-paced environment. • Strong analytical and problem-solving skills, with the ability to manage challenges effectively	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)
Lineside Engineer	**Key Responsibilities** • Provide on-site technical support to Operations to resolve day-to-day technical issues during shifts, minimizing disruptions to workflow and ensuring delivery targets are met. • Liaise with the Rolls-Royce Engineering Team to obtain timely dispositions and approvals for Technical Variances (TVs)	• Working Hours: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	related to inspection findings beyond allowable limits and deviations from technical publications. • Develop and issue ad hoc work instructions to support operational requirements and address technical issues. • Identify opportunities for process improvement and implement effective solutions to enhance operational efficiency, quality, and productivity. **Pre-requisites** • Degree in Aerospace or Mechanical Engineering. Candidates with a relevant Diploma and relevant work experience will also be considered. • Good knowledge of MRO (Maintenance, Repair and Overhaul) processes and technical publications. • Strong communication and interpersonal skills, with the ability to collaborate effectively in a team environment. • Willingness to work on-site on a rotating shift schedule, including weekend.	• Location/ Postal code: S(509933)
Principal Executive, Health, Safety, Environment	**Key Responsibilities** HSE Leadership & Governance • Drive the execution and operationalisation of SAESL's Health, Safety & Environment (HSE) Management System (SMS) across assigned Operational Business Units (OBUs). • Serve as the primary interface between Central HSE and Operations, ensuring HSE standards, governance requirements, and operational risk controls are consistently implemented and sustained. • Lead HSE performance within assigned OBUs by supporting operational leaders in risk ownership, regulatory compliance, and continuous improvement initiatives to strengthen safety culture and operational excellence. • Provide functional leadership, coaching, and performance oversight to OBU HSE personnel, ensuring consistent application of HSE standards and effective operational risk management across all business units. • Provide direct HSE oversight and support for Logistics operations to ensure effective governance, compliance, and risk management. HSE Management Systems & Compliance • Implement, maintain, and continuously improve HSE frameworks and programmes in alignment with corporate strategies, industry best practices, and regulatory requirements. • Ensure all required licences, permits, certifications, and statutory approvals remain valid and compliant. • Ensure compliance with ISO 14001, ISO 45001, and all applicable workplace safety, environmental, and regulatory requirements. • Lead and review incident investigations, validate root cause analyses, ensure timely reporting to relevant stakeholders,	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	and drive the implementation of corrective and preventive actions. • Promote organisational learning by ensuring lessons learnt from incidents are effectively communicated and embedded into operational practices. Operational Partnership & Risk Management • Partner closely with OBU Directors, managers, and cross-functional stakeholders to implement HSE programmes and identify opportunities for operational risk reduction. • Conduct trend analysis and common cause reviews to develop innovative and transformational initiatives that improve safety performance and operational resilience. • Provide HSE technical expertise to support operational activities, contractor management, equipment selection, and risk mitigation strategies. • Oversee contractor HSE management, ensuring compliance with permit-to-work systems, critical risk controls, and company HSE requirements. • Plan, coordinate, and monitor HSE audits and inspections, ensuring timely closure and verification of corrective and preventive actions. Operational Excellence & Project Management • Collaborate with stakeholders across the organisation to drive SAESL's Zero Harm and Zero Emission strategies while fostering a culture of safety, compliance, and continuous improvement. • Identify and implement best practices and emerging technologies (e.g. Smart Facilities and Smart HSE solutions) to improve operational efficiency, strengthen risk controls, and optimise business performance. • Lead and manage HSE-related improvement projects, ensuring delivery within agreed scope, schedule, budget, and performance objectives. Reporting & Stakeholder Management • Act as the key operational liaison between Central HSE governance and site leadership, ensuring timely communication, escalation, and resolution of HSE matters. • Prepare and present HSE performance reports, project updates, key risks, and strategic recommendations to Senior Leadership and internal stakeholders. • Prepare and submit statutory reports to regulatory authorities in accordance with legal and compliance requirements. • Manage HSE-related projects involving workplace safety improvements, cost optimisation, and facility or infrastructure enhancement initiatives. • Coordinate internal and external audits, maintain effective relationships with regulatory authorities, and ensure ongoing compliance with legal, ISO, and corporate governance requirements.	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Degree in Health, Safety & Environment (HSE), Engineering, or a related discipline. • Minimum 4–6 years of relevant HSE experience, preferably in the manufacturing, aerospace, or engineering industry. • Registered Workplace Safety and Health Officer (WSHO) and certified Fire Safety Manager (FSM). • Certified in ISO 45001 and ISO 14001 management systems. • Proficient in Microsoft Office applications, including Word, Excel, and PowerPoint. • Experience with Microsoft Power Platform tools (e.g. Power BI and Power Automate) is preferred • Strong knowledge of Workplace Safety & Health (WSH), Fire Safety, and Environmental regulations applicable to the manufacturing and building industries, with hands-on operational experience and sound technical expertise. • Good understanding and practical application of HSE management systems, with the ability to develop, implement, and continuously improve governance frameworks. • Strong analytical and problem-solving skills with a solution-oriented mindset. • Excellent stakeholder management, interpersonal, verbal, and written communication skills. • Proven project management skills with the ability to manage multiple initiatives and drive continuous improvement across the organisation.	
Principal Executive, Wellness Ambassador	**Key Responsibilities** Strategic Wellness & Culture Leadership • Champion organisation-wide wellness strategies and programmes aligned with business needs and workforce sustainability goals • Drive a culture of care, resilience, and psychological safety by embedding wellbeing into everyday practices • Act as a visible advocate for employee wellbeing and engagement across the employee lifecycle • Lead initiatives that strengthen workplace culture, fostering inclusivity, collaboration, and respect Employee Relations & Engagement • Provide strategic oversight for employee relations, with emphasis on trust, fairness, and positive outcomes • Guide and support leaders in addressing workplace concerns through early intervention and coaching • Enhance employee engagement through recognition programmes, feedback channels, and initiatives that build belonging and collaboration • Conduct exit interviews to gather insights and translate findings into actionable talent retention strategies and improved employee experience	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Ensure employee relations practices reflect organisational values and promote a supportive workplace environment Regulatory & Policy Compliance • Ensure compliance with the Singapore Employment Act, MOM regulations, and tripartite guidelines • Adhere to aviation industry standards and internal governance frameworks • Review and implement policies related to wellness, conduct, and performance management with a focus on proactive support and prevention Leadership Partnership & Advisory • Act as a trusted advisor to leaders on workforce wellbeing, engagement trends, and wellness-related risks • Partner with leaders to embed positive culture practices into decision-making and team management **Pre-requisites** • Degree in Human Resources or a related field • More than 10 years of relevant working experience • Demonstrated experience in employee relations, employee wellness, and HR governance • Strong knowledge of the Employment Act, MOM regulations, and tripartite guidelines • Good understanding of HR and employee relations best practices • Familiar with performance management frameworks • Proven ability to operate at both strategic and operational levels, balancing empathy with firmness • Experience handling sensitive employee cases with professionalism and discretion • Ability to influence without authority and effectively partner with senior stakeholders • Strong passion for shaping a positive workplace culture and driving employee experience and performance initiatives	
Principal Human Resources Executive	**Key Responsibilities** Performance Management • Manage the end-to-end Performance Management process, including goal setting, mid-year and year-end reviews, calibration and performance reporting. • Administer the Performance Improvement Plan (PIP) process and provide advisory support to managers. • Maintain and continuously improve Performance Management policies, guidelines and processes. • Support system administration and enhancements for SAP SuccessFactors PMGM. • Analyse performance data and prepare reports and insights for management. Career Planning	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Develop and implement Career Planning frameworks and initiatives. • Partner with business units to identify career pathways and development opportunities. • Support talent review and align development interventions with career progression. Stakeholder Management • Provide advisory support to managers and employees on performance and career-related matters. • Conduct briefings and training on Performance Management and Career Planning processes. • Collaborate with HR Business Partners and other HR functions to drive talent initiatives. Continuous Improvement • Review HR processes and identify opportunities for automation and enhancement. • Support strategic Talent Development projects and transformation initiatives. **Pre-requisites** • Degree in Human Resource Management, Business Administration or a related discipline. • Minimum 3–5 years of relevant HR experience, preferably in Talent Management, Performance Management, Learning & Development or Organisation Development. • Experience in administering performance management processes, employee development programmes and talent initiatives. • Hands-on experience with HR systems, preferably SAP SuccessFactors, will be an advantage. • Good knowledge of performance management frameworks, talent development practices and career planning. • Strong analytical, project management and stakeholder management skills. • Proficient in Microsoft Office applications, with experience in data analysis, reporting and presentation preparation. • Excellent interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels. • Adaptable, resourceful and able to thrive in a fast-paced, dynamic environment.	
Product Engineer	**Key Responsibilities** • Liaise with customers and OEMs to define the work scope for engine and module maintenance activities. • Develop and issue detailed work instructions for engine and module repairs and overhauls. • Review and evaluate OEM technical publications to ensure the shop is adequately prepared to perform the required tasks.	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Provide technical support and assessment of engine and module strip findings. • Prepare technical summaries detailing strip findings, repair recommendations, and work performed on engines and modules. • Raise Technical Variance Requests (TVRs) with OEMs, where required, to obtain approval for findings that exceed specified limits. • Provide engineering support for sentencing and kitting activities. • Conduct investigations on engines and modules removed from service and prepare technical reports on investigation findings and recommendations. • Prepare engine test instructions and provide troubleshooting support during engine testing activities. **Pre-requisites** • Degree in Aerospace Engineering, Mechanical Engineering, or a related discipline. Candidates with a relevant Diploma and substantial work experience will also be considered. • Good knowledge of high-bypass gas turbine engines and their maintenance, repair, and overhaul processes. • Strong communication and interpersonal skills, with the ability to collaborate effectively in a team-oriented environment.	
Senior Manufacturing Engineer	**Key Responsibilities** • Develop, qualify, and optimize thermal spray coating processes for shafts, cases, and other critical components. • Identify, assess, and mitigate product safety risks in compliance with the Company's Safety Management System and Zero Harm programme. • Promote a zero-defect culture by developing and deploying manufacturing processes that support Right First Time (RFT) principles. • Lead process and product quality investigations and manage the technical requirements of NADCAP accreditation for special processes, including plasma spray and coatings. • Apply SPS, DMAIC, Lean, and systems engineering methodologies to improve manufacturing performance, enhance delivery, and reduce the Cost of Non-Quality (CONQ). • Collaborate with suppliers, production teams, and cross-functional engineering teams to deploy and sustain SAESL Operating System standards. • Drive productivity improvements and achieve cost targets within the assigned area of responsibility. • Identify opportunities for process innovation and continuous improvement, develop business cases, and lead the implementation of manufacturing best practices.	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Degree in Aeronautical, Manufacturing, Mechanical, Industrial Engineering, or a related discipline. • At least 3 years of experience in a manufacturing, repair, or overhaul environment. • Experience in thermal barrier coatings is preferred. • Experience in commodity or product ownership will be an advantage. • Good knowledge of robotic systems and functions. • Good knowledge of fixture design and masking techniques. • Strong communication, analytical, engineering, and project management skills. • Strong technical problem-solving skills, with knowledge of Six Sigma methodologies and a hands-on approach. • Ability to work effectively in a cross-functional team environment.	
Specialist I, Engineering (Welding)	**Key Responsibilities** • Serve as the Subject Matter Expert (SME) and engineering authority for welding processes. • Develop, review, and approve welding process parameters, standards, repair methods, and technical requirements. • Ensure weld repair validations comply with Rolls-Royce, NADCAP, and AWS D17.1 requirements. • Verify and maintain welder and welding operator certifications in accordance with AWS D17.1. • Design and develop welding jigs, fixtures, and tooling to improve productivity, automation, and process capability. • Review engineering drawings, specifications, and technical documentation to support manufacturing and repair activities. • Lead the development and optimisation of welding processes to meet quality, safety, and regulatory requirements. • Provide technical support and turnkey solutions for complex welding-related manufacturing issues. • Review and approve engineering-controlled documents, including Process Data Cards (PDCs), Standard Operating Procedures (SOPs), and process deviations. • Act as the engineering focal point for NADCAP and Part 145 audits, supporting audit preparation, execution, and closure of findings. • Lead root cause analysis (RCA) and implement corrective and preventive actions for welding-related non-conformances. • Ensure compliance with Health, Safety & Environment (HSE) standards and support the Company's Zero Harm programme. • Promote a zero-defect culture by developing manufacturing processes that support Right First Time (RFT) quality, delivery, and product safety.	• Working Hours: To ask employer during interview • Location/ Postal code: S(509933)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Support operational performance by improving productivity, reducing the Cost of Non-Quality (CONQ), and driving continuous improvement initiatives. **Pre-requisites** • Bachelor's Degree in Manufacturing, Mechanical, Industrial Engineering, or a related discipline. • Minimum 10 years of experience in industrial welding processes, preferably in the aerospace industry. • Strong knowledge of welding processes, standards, and best practices. • Experience with NADCAP compliance and audit requirements. • Strong analytical, technical problem-solving (e.g. Six Sigma), and project management skills. • Effective communication and stakeholder management skills.	

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#25 🐻 SMRT Corporation

SMRT Corporation Ltd is a leading multi-modal public transport service provider in Singapore and a wholly owned subsidiary of Temasek Holdings.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Engineer, EMF	**Key Responsibilities** • To supervise the team in performing preventive and corrective maintenance work on Electrical, Mechanical and Fire Protection System • Duties also include proposing workflow improvements to improve the reliability of the Electrical, Mechanical and Fire Protection System • Manage the team's performance in achieving established Key Performance Indicators (KPIs) as well as facilitating the work of external contractors • Plans, prioritise and optimise material resources and manpower for scheduled maintenance work and fault • Mentor and impart knowledge and skills to junior staff • To perform preventive and corrective maintenance work of Electrical, Mechanical and Fire Protection System • To assist in conducting fault analysis and troubleshooting of Electrical, Mechanical and Fire Protection System • To supervise the execution of Electrical, Mechanical and Fire Protection System preventive and corrective maintenance work • To perform complex fault analysis and testing of Electrical, Mechanical and Fire Protection System • To supervise the work of contractors and stakeholders external to the Electrical, Mechanical and Fire Protection	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	System to ensure safety requirements and operating standards are met • To ensure proper housekeeping of spare parts, equipment and tools • To document inspection and maintenance activities • To comply with Workplace Safety and Health (WSH) policies, procedures and regulations when carrying out work • To comply with Rapid Transits System (RTS) Codes of Practices • To track quantities of and support the requisition of maintenance supplies and expendables required at work base • To propose workflow improvements to enhance the reliability and efficiency of Electrical, Mechanical and Fire Protection System • To carry out engineering improvement activities to enhance the reliability and efficiency of Electrical, Mechanical and Fire Protection System • To plan work activities and manpower allocation • To perform on-the-job coaching • To manage the team's performance in achieving Key Performance Indicators (KPIS) **Pre-requisites** • Diploma in Electrical / Electronic Engineering • Experienced and familiar with Fire Protection System will be an advantage • Possess strong mechanical and electrical fundamentals • Able to communicate effectively and good team player • Meticulous in ensuring that maintenance work and activities are performed in a safe and orderly fashion by the team • Possesses an analytical mindset and is able to exhibit leadership skills in the team	
Assistant Engineer, Field Services (NSEWL)	**Key Responsibilities** • Supervises the team in performing preventive and corrective maintenance work on various railway signalling systems and platform screen doors • Contributes to workflow improvements to enhance the reliability signalling system, as well as supervising and ensuring the work quality and safety of external contractors and stakeholders • May be required to perform shift duties at various rail premises such as depots, train stations, viaduct, and tunnels • Demonstrates team leadership skills in ensuring the team carries out the maintenance work in a safe and orderly manner, as well as manages the team's performance in achieving established Key Performance Indicators • To lead team of Technical Officers in performing tasks in compliance with relevant procedures and instructions contained in Quality Procedures, Work Specifications, Work Instructions, and Signal Standing Instructions	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• To assist in supervising and coaching of new staff and conducting on the job training • To provide 1st line fault response and recovery • To perform timely trackside CM activities including fault troubleshooting, rectification and testing • To plan and carried out trackside PM work according to schedule • To perform trackside equipment overhaul activities and to ensure that the programs adhere to the schedule • To carry out day-to-day monitoring of equipment performance and follow up • To carry out day-to-day fault analysis and follow up • To perform tasks in compliance with relevant procedures and instructions contained in Quality Procedures, Work Specifications, Work Instructions, Signal Standing Instructions and any relevant change instructions disseminated • To operate safely and efficiently all Signal Measuring, Test Equipment, Instruments and Tools 11. To comply with and exercise safety at all times in accordance to all Safety Procedures • To be responsible for the safety of self, peers at workplace; off and on trackside throughout working period/ • To carry-out the role of PIC and PM duties and responsibilities • To complete the necessary reports for the task at hand • To assist EMM in managing and controlling of maintenance spares • To ensure good housekeeping at the workplace **Pre-requisites** • Diploma in Electrical Engineering, Electronics Engineering, or equivalent • Preferably 5 years' experience as team leader in a fast paced maintenance environment	
Assistant Engineer, Permanent Way (TEL)	**Key Responsibilities** • Lead and manage a team of technical officers and contractors to carry out system-wide repair, maintenance and replacement of all track components such as rails, switches and crossings so as to support SMRT in providing safe and reliable train service to our commuters • Comply and execute tasks in accordance to Work Instructions and Procedures • Comply and exercise safety at all times in accordance to Safety Procedures • Responsible for the safety of self, peers and the track throughout the working period • Carry-out the role of person-in-charge (PIC) and preventive maintenance (PM) duties and responsibilities • Complete the necessary paper work for all tasks • Complete rail change or built up welding works within a given time frame.	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Coordinate and supervise contractors in all rail change activities • Supervise a team of Technical Officers for all rail change activities • Coordinate with other Departments involved in rail change activities • Plan and forecast on all materials, tools and equipment needed for continuous rail change operation • Check and verify all leaves and claims submitted by your staff • Perform Ultrasonic Tests, when necessary • Assist in training new staff on rail change operation **Pre-requisites** • Diploma in Mechatronics / Mechanical / Civil Engineering • Preferably with at least 3-4 years of experience in field maintenance • Able to communicate effectively and a good team player • Proficient in using tools and equipment	
Assistant Engineer, Power Maintenance	**Key Responsibilities** • Works in a team to operate, maintain and repair equipment installed in the SMRT Power System in compliance with the departmental Quality Objectives as stated in the QP/WIs/Task lists in accordance with quality and safety standards so as to support SMRT in providing safe and reliable train service to our commuters • Lead a team of technical officers to carry out and/or supervise for preventive and corrective maintenance works on SMRT power system equipment in compliance with relevant procedures and safety requirements • Plan and execute maintenance schedule and staff duty rosters in consultation with EMM in most effective and efficient manner • Provide technical advice, information and instructions to other staff and ensure all drawings, diagrams, manuals, and records are kept current and updated • Assist EMM in conducting engineering and safety analysis, investigations, and test • Carry out and/or assist EMM in supervision of corrective maintenance, upgrading/ modification/ repair work and submit reports on completion of work • To comply and exercise safety at all times in accordance to Safety Procedures • To attend Permit-To-Work / Permit-To-Access for internal and external work parties • To perform rotating shift duties • Ensure compliance with our Quality objectives as stated in our QP/WIs/Task lists in daily activities • Undertake any other tasks or functions that are incidental or ancillary to the performance of assigned work	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Diploma in Electrical Engineering from a recognized institution • At least 2 to 3 years of relevant experience in maintenance and troubleshooting of electrical equipment • Able to lead by example, communicate effectively and work as a team • Physically fit, able to climb staircases and ladders, and stand for sufficient duration (4 hours) to accomplish the required fault assessment or inspection works • Lift tools and equipment of up to 5kg • Capable of communicating effectively within the team and with external stakeholders • Able multi-task in a challenging environment • Lead a team and work independently	
Assistant Engineer, Projects	**Key Responsibilities** • Accountable to the Project Manager for supporting all site works assigned • Required to interface with LTA Project Staff, Contractors or SMRT internal stake holders to ensure that site works are carried out safely and timely • Ensure that work site is safely surrendered for revenue service within stipulated time • Where assigned tasks involve team working, Project Assistant Engineer may also assume the role of Team Supervisor responsible to ensure that the roles and assignments of his/her teammates are executed safely and in compliance with company standing procedures, policy and regulations • Working in the front line within SMRT premises, he/she shall ensure that his duties are discharged professionally and always preserve positive image of the company • Assigned project may be of different nature, location and implementation timing • Shall be flexibly deployed to meet projects needs assigned by Project Manager • Attend site survey and monitor safety of Contractors' ground staff with compliance to internal safety procedures at sites • Conduct isolation / normalisation of fire protection system for Contractors' work at site • Facilitate Contractors' LEW in switching of breaker for isolation / energisation of equipment (e.g lighting) • Verify Contractor's daily work progress on site • Report daily work activities progress & site findings (safety and security) • Monitor Contractor's compliance to safety requirements onsite – i.e safe work procedure, MSRA, PTW • Witness Testing & Commissioning by Contractor • Coordinate/discuss site issues between Authority, internal stakeholders and Contractors	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Perform the role of Possession Master for track possession / Person-In-Charge for track access • Perform the role of team supervisor when leading team of SMRT Project Assistant Engineer and/or technical officer • Ensure Contractor perform proper housekeeping of parts, equipment and tools before leaving worksite **Pre-requisites** • Diploma in relevant engineering discipline, or NITEC in relevant engineering discipline with > 8 years railway and/or E&M experience • Able to communicate effectively and good team player • Meticulous in ensuring the work and activities are performed in a safe and orderly by Contractor • Possesses analytical mindset and exhibit leadership skills in the team • Work in rotating shift or night shift pattern (i.a.w. MOM guidelines), with shift pattern assigned by supervisors based on operation needs.	
Assistant Engineer, RTS CIQ	**Key Responsibilities** • Part of the Facilities Maintenance Team located at Woodlands RTS CIQ • Be the first line of response to all operational issues and breakdown fault cases • To respond and mobilise on site in the event whereby the breakdown requires after office hours and/or weekends • Perform hands-on maintenance to building facilities services which include electrical, mechanical and facilities equipment • Provide supervision and lead all maintenance and system takeover activities • Ensure all work performed by personnel and contractors is carried out in a safely manner • Ensure all works carried out are in accordance with Work Instruction(s) • Perform and/or manage minor work repair/rectification to building or equipment • Troubleshoot operational and maintenance problems for all facilities equipment and building services system • Assist the Engineer in performing activities but not limited to • Engineering analysis or Root Cause Analysis on poor performing equipment • Prepare and submit Incident Report in a timely manner • Coordinate with QP and various internal / external stakeholders on Frie Certification activities • Keep track of all systems License renewal • Conduct regular inspection on existing building equipment and its serviceability status • Conduct regular preventive maintenance program to building equipment and services • Liaison with OEM/System Contractor for all building services	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• To achieve effective, economical and safe work operations of all building services • Liaison with stakeholder(s) on all maintenance program ensuring minimum disruption to their operations • Report all incidents, call-in and major maintenance activities on daily basis • Maintain and update documentation pertaining to facilities related work orders • To carry out any tasks assigned by the superior as required **Pre-requisites** • Diploma in Project management, Mechanical Engineering / Electrical Engineering / Civil Engineering / Building Services / Facilities Management with up to 3 years of relevant working experience or • Higher NITEC / NITEC in Project management, Mechanical Engineering / Electrical Engineering / Civil Engineering / Building Services / Facilities Management and more than 4 years of relevant working experience • Able to lead and supervise a team • Must be self-motivated, resourceful, organized, independent and possess strong interpersonal & communication skills • Able to communicate effectively and good team player • Able to read simple electrical circuitry and engineering drawing • Able to perform maintenance works at height with ladder and/or scaffold • Able to carry maintenance related tools and equipment of weight not more than 20kg • Able to work independently • Able to work effectively under pressure • Able to work in fast paced environment with changing priorities • Able to work rotational shift • Willing to work at night, weekends and/or public holidays • May be redeployed to other facilities/projects to suit the needs of the Organisation.	
Assistant Engineer, Signalling & Platform Screen Door	**Key Responsibilities** • Play an important role in ensuring teams' safety while carrying out preventive and corrective maintenance activities at trackside or onboard a train • Responsible for maintaining the equipment that moves the trains safely in a highly complex and fast-moving environment • Maintaining various signalling assets such as Signals, Points and Track Circuits and their controlling systems • Responding to failures which may require working with other departments to rectify • Using diagrams, tools and electrical equipment to assist in faulting and maintenance duties as well as following standards and company policies	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Required to work in small close-knit teams, thus ability to work with others is a key asset • In a technically demanding role, expected to have close attention to details, be able to problem solve and work in a safety conscious way **Pre-requisites** • Diploma in Electrical or Electronics Engineering with at least 3 years relevant working experience • Previous Railway System or related qualifications and/or working experience would be advantageous • Experience of organizing and controlling the safe and efficient delivery of work • Excellent communication skills, both in person and in writing • Knowledge of discipline-specific maintenance, inspection, faulting and renewal techniques • Knowledge of relevant standards, procedures and instructions • Ability to work under pressure	
Bus Captain (Full Time)	**Key Responsibilities** • Provide a safe, smooth and pleasant bus journey for passengers • Adhere to allocated driving timing and schedule • Ensure compliance to Company's stipulated operational standards and procedures • Perform any other bus driving and related duties that may be assigned from time to time **Pre-requisites** • Must possess a valid Singapore Class 3A/3/4/4A/5 driving license with at least one year of driving experience	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)
Bus Captain (Part Time)	**Key Responsibilities** • Provide a safe, smooth and pleasant bus journey for passengers • Adhere to allocated driving timing and schedule • Ensure compliance to Company's stipulated operational standards and procedures • Perform any other bus driving and related duties that may be assigned from time to time **Pre-requisites** • Must possess a valid Singapore Class 3A/3/4/4A/5 driving license with at least one year of driving experience	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)
Station Manager	**Key Responsibilities** • Plays a key role in ensuring safe, secure, reliable and efficient operation of the station • Be responsible and fully in-charge of the detailed daily operation of all facilities and services in a station in accordance with Work Instruction and Procedures	• Working Hours: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Be required to handle and assist in all incidents and emergencies • Be required to conduct regular inspection and monitoring of station premises to ensure that facilities, equipment and structure within the station premises are in good working condition • Be required to respond to station, train and track related incidents to ensure the safety and security of our passengers • Supervise Service Ambassadors, Transit Security Personal and Assistant Station Manager in their daily duties and provide excellent customer service to our passengers to make their journey with SMRT a delightful one • Safety and Security • Ensure safety of passengers, employees, contractors and public in the stations • Ensure safety and security procedures are understood and adhered to • Oversee the Transit Security Officers in stations to safeguard and protect the people and property within stations • Undertake security checks in the stations • Customer Service • Ensure that the customer service standards are met • Handle and manage demands from passengers with special needs • Reliability • Open and close stations timely • Promptly respond to station / train incidents and emergency • Leadership and People Management • Manage and motivate station staff under his/her charge with direction from SOM or higher management • Mentoring, guiding and coaching the novice and at-risk staff under their charge • Automatic Fare Collections • Handling of Automatic Fare Collection including security, cash transactions, control of AFC keys and PSM/GTM log-on cards, and serialised tags/seals, access to the AFC/trolley store and AFC equipment, and retention period of AFC records • Station Operations, Equipment and Facilities • Efficient performance of stations' equipment • Cleanliness and tidiness of stations • Conservation of energy in stations • Work closely with the cleaning contractors to ensure the standards of cleanliness in stations are met • Report any equipment fault • Others • To meet the expected demands and targets set for station operations • Improve the level of operation and customer service continually	• Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites • Diploma in an Engineering discipline with a genuine passion, energy and enthusiasm for a frontline customer service job • Required to work on 3 rotating shifts, including duties on weekends and public holidays • Successful candidates will undergo a structured training program to be equipped with the necessary knowledge and skills to perform the duty of a Station Manager • Customer service oriented • Enjoy meeting people and handling technology systems and equipment • Likes to work with people of all levels • Committed and has passion for work • Positive and open mind-set • Meticulous and alert • Ability to handle emergency situation in a calm and swift manner • Ability to work independently and be a good team player • Ability to lead and motivate people • Ability to work under stress and pressure • Ability to good spoken and written communication skills • Effective interpersonal skills • Proficient in English and preferably Mandarin or Malay • Basic computer literacy	
Technical Officer, Field Services (NSEWL)	**Key Responsibilities** • Perform preventive and corrective maintenance of railway signalling systems and platform screen doors to improve its reliability • Assists in the preparation of maintenance activities and is technically inclined and adept in handling electronics and computer-based systems and equipment for maintenance • Supervises the works of contractors and external stakeholders to ensure adherence to operating requirements, qualitystandards and safety standards • May be required to perform shift duties at various rail premises such as depots, train stations, viaduct, and tunnels • Capable of communicating effectively within the team, is able to multi-task and can prioritize his assigned maintenance workload in supporting maintenance activities1 • To provide 1st line fault response and recovery • To perform timely trackside CM activities including fault troubleshooting, rectification and testing • To plan and carried out trackside PM work according to schedule • To perform trackside equipment overhaul activities and to ensure that the programs adhere to the schedule • Supervising a team and coaching of new staff for STO • To assist in managing and controlling of maintenance spares • To perform tasks in compliance with relevant procedures and instructions contained in Quality Procedures, Work Specifications, Work Instructions, Signal Standing	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Instructions and any relevant change instructions disseminated • To operate safely and efficiently all Signal Measuring, Test Equipment, Instruments and Tools • To comply with and exercise safety at all times in accordance to all Safety Procedures. • To be responsible for the safety of self, peers at workplace; off and on trackside throughout working period • To carry-out the role of PIC and PM duties and responsibilities • To complete the necessary reports for the task at hand • To ensure good housekeeping workplace **Pre-requisites** • Higher NITEC in Electrical Engineering, Electronics Engineering, or equivalent • Learning and Development • Maintenance Scheduling • Network Systems Maintenance • Signal Interlocking Systems Maintenance • Signalling Auxiliary Device and Equipment Maintenance • Trackside Automatic Train Control Equipment Maintenance • Work at Heights • Workplace Facilities Safety Management • Workplace Safety and Health for Electrical Safety • Workplace Safety and Health for Fire Prevention and Fire Fighting • Communication • Interpersonal Skills • Lifelong Learning • Problem Solving • Teamwork	
Technical Officer, NSEWL RS Maintenance	**Key Responsibilities** • Carry out scheduled Preventive Maintenance (PM) and Corrective Maintenance (CM) on EMUs/Equipment/Component assigned by supervisor • Execute and comply all PM & CM works and related tasks with the approved quality procedures and work instructions • Execute and comply all tasks with the approved safety and operational procedures • Attend the necessary skills courses to be able to carry out the maintenance tasks • Responsible for the upkeep of the working environment • Carry out preventive and corrective maintenance, minor overhaul / overhaul work, fault attendance, fault diagnosis tests, trouble-shooting upgrading and improvement works / repairs of NSEWL Trains & depot equipments & facilities • Assist team leader in conducting engineering analysis and investigations on incidents / accidents • Record all faults reported, complete work orders and key in other input into the maintenance management system and any other recording system	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Undertake any other tasks /functions that are incidental or ancillary to the performance of the works assigned e.g. attending to mainline emergency incident • Certify work carried out by contractor for example train cleaning, pest control, train advertisement etc • Provide attendance to contractor and personnel from other sections for work or access into depot siding, depot facilities and trains • Operate depot equipments for overhaul work • Drive the company vehicle for the purpose of work • Drive train within depot limit • Perform ground shunting duty • Drive company forklift for purpose of work (applicable to Qualified forklift driver only) **Pre-requisites** • NITEC Certificate in Engineering or equivalent • Preferably 2 to 3 years relevant experience in maintenance and troubleshooting of electro-mechanical equipment • Not be sensitive or allergic to Rolling Stock Materials, POLs (Petrol, Oils and Lubricants) and dust involved in the conduct of the work (Note that standard PPE of safety shoes, gloves, masks and hearing protection will be provided) • Able to work at height (WAH) on the train roof, while donning the necessary WAH safety equipment • Fit and able to climb staircases and ladders, stand for sufficient duration (4 hours) to accomplish the required maintenance works • Lift and handle heavy machineries, tools, equipment or spares of up to 10kg for men and 7kg for women • Able to work underframe of EMU for sufficient duration (4 hours) which may require frequent squatting and bending • Able to work in a rotating shift system (day and/or night shifts) without affecting his concentration at work • Able to work under the sun for train shunting and other related operations	
Technical Officer, Permanent Way (TEL)	**Key Responsibilities** • Include Preventive (PM) and Corrective (CM) Maintenance for all STEL's mainline and depot tracks, third rails, track beds, tunnels, drainage sump pits, cable troughs, walkways and the associated peripherals • Specialized PM and CM works will be carried out by the in-house teams, while other non-specialized manual tasks such as cleaning of drainage, sump pits, waste water disposal, etc will be outsourced • Shall manage and administrate these contracts, supervise the in-house teams and Contractors' workers performing the physical works • Carry out the PM and CM works and supervision of the Contractors' Supervisors / Workers for outsource works	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Responsible and accountable for his / her works and the Contractors' works • All works shall be carried out in accordance with the relevant Quality Procedures, Maintenance Manuals, Work Instructions, Work Safety Procedures, LTA requirements, Railway Operation procedures and Contracts Specification (for outsource work) • All tracks, tunnels and the associated peripherals shall be effectively and efficiently maintained at all times to the required operational, reliable and safe standards to achieve the key objectives of the Branch • Maintain the MRT tracks, third rails, tunnels and the associated peripherals to fulfil the LTA Licence of Operating Agreement (LOA), Code of Practice CP 2 and the Maintenance Manuals. Ensure the safety and integrity of the MRT tracks, third rail, tunnels and the associated peripherals by planning, monitoring, reviewing and ensuring all PM and CM works, inspections, ad hoc projects are carried out on time in accordance with the approved Maintenance Plan • Responsible for the PWAY maintenance teams and the Contractors for outsource works under his / her charge • Carry out the day-to-day maintenance works and supervise the Contractors' activities for outsource works • Responsibility for the PM, CM, modification / upgrade and repair works of the mainline and depot tracks, third rails, tunnels and the associated peripherals in compliance with relevant work instructions / procedures, maintenance manuals and LTA Code of Practice CP 2 • Ensure that the latest version of work instructions / procedures, risk assessment, Operations Circulars and Investigation recommendations are implemented. • Meet the set KPIs and maintain high level of productivity and quality • Attend daily Tool Box meeting conducted by AE • Attend regular safety inspection / audit at worksites with AE or EMM to ensure safety procedures are complied with • Regularly review the requirement of maintenance tools, equipment, spares and if needed, inform AE or EMM for procurement in a timely manner • Assist AE or EMM to conduct incident/accident investigation and draft preliminary report • Conduct annual individual goals setting • Participate in the inspection of new STEL's mainline / depot tracks, third rails, tunnel and the associated peripherals for defects punch-listing and review of the defects punch-list to ensure timely rectification by LTA / Contractors • Check and review the teams and Contractors monthly works progress to ensure there is no delay, if required surface up to AE • Submit daily report to AE and close work orders	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Comply with all Human Resource Administration Procedures regarding application of leaves, overtime claims, transport claim, shift allowance, etc. **Pre-requisites** • 3 GCE 'O' level passes / 3 GCE 'N' level passes with NITEC / NTC 3 / Higher NITEC • Minimum 2 years of supervisory experience preferably in the area of track work construction / maintenance	
Technical Officer, Power Maintenance	**Key Responsibilities** • Responsible to operate, maintain and repair equipment installed in the SMRT Power System in compliance with the departmental Quality Objectives as stated in the QP/WIs/Task list • Support SMRT in providing safe and reliable train service to our commuters • To carry out and/ or assist AE/SAE/EMM in preventive maintenance (PM) works on power system in compliance with the relevant procedures and safety requirements • To carry out and assist AE/SAE/EMM in corrective maintenance (CM), upgrading, modification, repair works and submit reports on completion of work • To perform general housekeeping, inspection, collection and delivery of stores, spares and equipment for PM and CM work • To carry out monthly update of home base equipment & tools • To comply the safety requirements of Task lists/WI/WSM and other associated procedures • To attend Permit-To-Work / Permit-To-Access for internal and external work parties • To perform rotating shift duties • To perform driving duty • Ensure compliance with our Quality objectives as stated in our QP/WIs/Task lists in daily activities • Undertake any other tasks or functions that are incidental or ancillary to the performance of assigned work • To obtain COA4 and perform electrical isolation and energisation as a COA4 holder **Pre-requisites** • NITEC in Electrical Engineering from a recognized institution • At least 2 to 3 years of relevant experience in maintenance and troubleshooting of electrical equipment • Able to communicate effectively and work as a team • Must be able to stand for long hours • Must be able to climb staircases & ladders to accomplish the required fault assessment or inspection works • Lift tools and equipment of up to 5kg • Possess Singapore Class 3 Driving License	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technical Officer, Rolling Stock	**Key Responsibilities** • Preventive Maintenance (PM), Corrective Maintenance (CM), Overhaul (OH) and Engineering Support (ES) on all SMRT Thomson-East Coast Line (STEL) Trains, Depot and Workshop equipment so as to provide a safe, reliable and comfortable journey for our commuters. • Be aligned and act in accordance to SMRT's Vision, Mission, Service Standard and Core Values • Ensure good understanding, knowledge and skills needed for all maintenance activities • Perform preventive, corrective, overhaul, troubleshooting, engineering analysis, investigation or any assigned maintenance activities on all rolling stocks, depot and workshop equipment • Execute tasks in accordance to latest Work Instructions, Quality, Maintenance, Operational and Safety Procedures, and to ensure personal and peers' safety at all times • Ensure tools and equipment used are calibrated and in good condition • Perform train shunting activities and operate depot equipment, maintenance vehicles and maintenance equipment to support maintenance activities of the group • Ensure work records are updated factually, accurately, and timely on Work Records Form and on the Maintenance Management System • Report immediately any abnormalities or practices observed that are not in accordance to Work Instructions, Quality, Maintenance, Operational and Safety Procedures • Adopt KAIZEN methodology (5M, 5S & 5W) to eliminate 8 Wastes and improve Productivity and Value of work performed • Provide support to staff, contractors or any other personnel who are required to perform work on depot and all rolling stocks • To support the group during incidents, accidents, and emergencies • Maintain excellent housekeeping within all work areas • Perform any other task as assigned • Maintain a high level of work discipline and standards **Pre-requisites** • Higher NITEC/NITEC in Electrical Engineering, Mechanical ; Mechatronics or Automotive Engineering / Technology • Preferably 2 to 3 years relevant experience in maintenance and trouble shooting of electro-mechanical equipment	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)
Technical Officer, RTS CIQ	**Key Responsibilities** • Part of the Facilities Maintenance Team located at Woodlands RTS CIQ • Be the first line of response to all operational issues and breakdown fault cases	• Working Hours: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• To respond and mobilise on site in the event whereby the breakdown requires after office hours and/or weekends • Perform hands-on maintenance to building facilities services which include electrical, mechanical and facilities equipment • Provide supervision and lead all maintenance and system takeover activities • Ensure all work performed by personnel and contractors is carried out in a safely manner • Ensure all works carried out are in accordance with Work Instruction(s) • Perform and/or manage minor work repair/rectification to building or equipment • Troubleshoot operational and maintenance problems for all facilities equipment and building services system • Assist the Engineer in performing activities but not limited to • Engineering analysis or Root Cause Analysis on poor performing equipment • Prepare and submit Incident Report in a timely manner • Coordinate with QP and various internal / external stakeholders on Frie Certification activities • Keep track of all systems License renewal • Conduct regular inspection on existing building equipment and its serviceability status • Conduct regular preventive maintenance program to building equipment and services • Liaison with OEM/System Contractor for all building services • To achieve effective, economical and safe work operations of all building services • Liaison with stakeholder(s) on all maintenance program ensuring minimum disruption to their operations • Report all incidents, call-in and major maintenance activities on daily basis • Maintain and update documentation pertaining to facilities related work orders • To work on rotation 3-shifts • To carry out any tasks assigned by the superior as required **Pre-requisites** • Diploma in Project management, Mechanical Engineering / Electrical Engineering / Civil Engineering / Building Services / Facilities Management with up to 3 years of relevant working experience or • Higher NITEC / NITEC in Project management, Mechanical Engineering / Electrical Engineering / Civil Engineering / Building Services / Facilities Management and more than 4 years of relevant working experience • Able to lead and supervise a team • Must be self-motivated, resourceful, organized, independent and possess strong interpersonal & communication skills • Able to communicate effectively and good team player	• Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Able to read simple electrical circuitry and engineering drawing • Able to perform maintenance works at height with ladder and/or scaffold • Able to carry maintenance related tools and equipment of weight not more than 20kg • Able to work independently • Able to work effectively under pressure • Able to work in fast paced environment with changing priorities • Able to work rotational shift • Willing to work at night, weekends and/or public holidays • May be redeployed to other facilities/projects to suit the needs of the Organisation.	
Train Service Controller	**Key Responsibilities** • Perform the following functions in the Operations Control Centre: Train Service Controller (Train Control) • Assist the Chief Controller to perform train service regulation according to operating procedures and safely • Work as a team to effectively and efficiently manage the main functions of OCC; Train service regulation, Incident handling, Information dissemination and Track access management • Manage Train service delivery; regulate revenue train service on the mainline to provide a safe and reliable train service • Perform safely during routine and emergency situations as spelt out in the Operating Procedures, Work Instructions and other prevailing instructions • Regulate and monitor train service as reflected in timetable scheduled, ensuring trains are running on time, intended connections are made, routes are set appropriately • Communicate clearly and effectively with duty staff on board the train , and provide instructions when required • Report all train faults to Chief Controller immediately • Control track access during Traffic Hours safely Incident Management • Manage incident safely at all times • Provide accurate and effective information to passengers and staff • Determine the incident for follow up action quickly, liaise, instruct and provide effective assistance for ground staff on incident handling • Recover partial train service and minimize section affected effectively • After recovery of incident, manage information dissemination and recovery of train service effectively to minimize passenger delay • Putting trains back to their timetable schedules as soon as possible after a delay/disruption	• Working Hours: To ask employer during interview • Location/ Postal code: S(437161)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Train Service Controller (Station Control) • Assist the Chief Controller to coordinate with Station staff to provide accurate information and instructions to commuters, and manage track access by maintenance parties during Non-Traffic Hours • Communication and Information Dissemination • Disseminate information clearly and accurately to all relevant Station Staff and passengers during a train service delay or disruption through various means such as Station and Train PA, Radio, Urgent Mail System and Group Dissemination System • Attend to queries from all other staff pertaining to operations • Track access management • Manage the processing of track access during non-traffic hours safely and verify applications accurately to maximize maintenance window • Ensure all work parties are cleared from track before start of Traffic Hours • Station matters • Monitoring and tracking station openings • Reminding staff on switching off flashing light • Provide assistance to station on urgent fault reporting, enquiries etc Train Service Controller (Depot Control) • Assist the Chief Controller to coordinate with Depot Operations Centre to perform train movements and track access within the depot • Daily operation of Depot Control • Responsible for the morning preparation of all trains that are schedule for revenue service • Dispatch passenger trains/ engineering train to reception tracks for launching to mainline • Receives withdrawal of trains from mainline back to depot • Dispatch spare train to mainline when instructed by Chief Controller • Liaise with Depot Ops Centre to ensure that the trains are wash according to the train wash schedule and stable at the correct location • Assist to shunt trains into workshop for maintenance • Liaise with Depot Ops Centre for any track access request and ensure protection, e.g. SPKS, is applied before allowing track access • Report any faults occurring to train or control systems to Chief Controller immediately **Pre-requisites** • Diploma in any discipline preferably engineering background or other qualifications with more than 3 years railway experience	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Able to work under stressful environment and able to make sound and safe decision while handling train incidents • Proficient and confident to operate computer systems • Personal Leadership and Dependability: Adheres to regulations, policies and procedures and prioritises the safety and security of self and other, thus being a reliable team member • Delivery Quality Results: Delivers consistent high-quality results by focusing on addressing customer needs and working in a structured and systematic way • Collaboration: Demonstrates courtesy and compassion by supporting, encouraging and listening to others and builds team cohesion and collaboration by appreciating the contributions of others • Learning: Identifies and gathers information from all sources to support decision-making and assimilates new information and master new techniques easily	

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#26 The Coffee Bean & Tea Leaf (Singapore)

The Coffee Bean & Tea Leaf in Singapore is a popular, Halal-certified specialty coffee and tea house chain with numerous neighborhood and mall outlets across the island.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant/ Café Manager	**Key Responsibilities** • Manage, coach, and develop our Brew Crew, supervising a blend of Assistant Managers and Baristas on their growth. • Guide our Brew Crew on providing exceptional customer service on our coffee, tea and food experience. • Be a World Class Barista serving our customers with the finest specialty coffee & tea • Manage your café responsibly and profitably! • Responsible for a full range of products from our famous beverages to delicious food and beautiful merchandise. • Create meaningful moments - Share your knowledge, our heritage, and our sustainability practices with our Brew Crew and customers. • Oversee all financial matters honestly, efficiently, and accurately. • Care and manage the safety & health of our Brew Crew and customers. • Lead and take pride in the appearance of your café, maintaining a clean and organized environment, in accordance with health and safety regulations. **Pre-requisites** • Our Brew Crew is fueled by curiosity. We embrace new ideas and experiences in the pursuit of bettering ourselves, our organization, and the customers we serve. • A minimum of 3 years Café Management experience (or similar Food & Beverage outlet management). • Background as a Barista is preferred, but training will be provided. • Ability to work in a fast-paced environment while maintaining attention to detail and quality • Excellent coaching, communication and interpersonal skills. • Previous Microsoft office (MS) experience preferred. • Strong customer service orientation. • Flexibility to work various shifts, including weekends and holidays.	• Working Hours: 44 working hours • Location/ Postal code: S(159552)
Barista	**Key Responsibilities** • Guide customers through their coffee & tea experience by providing exceptional customer service • Serve a full range of products from our famous beverages to delicious food and beautiful merchandise • Create meaningful moments – share your knowledge, our heritage, and our sustainability practices with customers • Handle cash transactions honestly, efficiently, and accurately • Care about the safety & health of our Brew Crew and customers	• Working Hours: 44 working hours • Location/ Postal code: S(159552)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	• Take pride in the appearance of your café, maintaining a clean and organized environment, in accordance with health and safety regulations. **Pre-requisites** • Previous experience as a Barista or in a similar customer service role is preferred, as training will be provided in our Barista Academy. • Ability to work in a fast-paced environment while maintaining attention to detail and quality. • Excellent communication and interpersonal skills. • Strong customer service orientation. • Ability to work well both independently and as part of a team. • Flexibility to work various shifts, including weekends and holidays.	

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#27 e2i SERVICES

Meet an e2i Career Coach

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

https://e2i.com.sg/app

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

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

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  https://bit.ly/jsc-ja-pmet

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  (e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
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