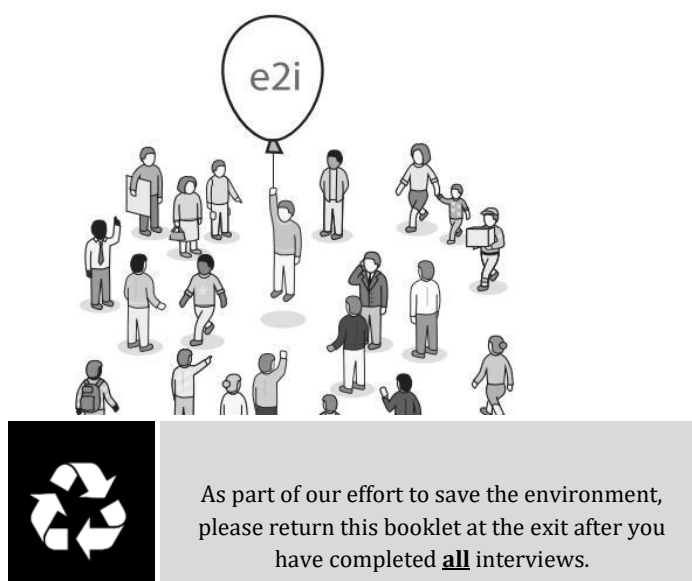


# e2i Skills & Career Fair @ The Frontier CC 14 Mar 2025

## JOB LISTING BOOKLET



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

### About e2i (Employment and Employability Institute)

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

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## #1 ABR Holdings

ABR Holdings Limited operates more than 25 restaurant outlets. Over the past four decades, ABR Group has expanded the brands to offer a variety of cuisines in multiple dining formats for customers. From Swensen's sundaes, Tip Top's traditional homemade curry puffs, Seasons's freshly baked breads to Chilli Padi delicacies. There is an offering in ABR's family of brands for everyone and for any occasion. Our mission is to create memorable dining experiences that bring friends and families together.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cook (Full Time)</b>	<ul style="list-style-type: none"> <li>Secondary Education</li> <li>Min. 1 year experience</li> </ul>	<ul style="list-style-type: none"> <li>Prepare quality food for customers according to standard recipes.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> As rostered</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Cook (Part Time)</b>	<ul style="list-style-type: none"> <li>Secondary Education</li> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Prepare quality food for customers according to standard recipes.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> As rostered</li> <li><b>Employment Type:</b> Part-Time</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Customer Service Representative (Waiter /Waitress) Part Time</b>	<ul style="list-style-type: none"> <li>GCE 'O' Level / GCE 'N' Level / Secondary 2.</li> <li>Understands and speaks English well.</li> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Keep a consistent standard of service, quality and cleanliness in the dining area in accordance with standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> As rostered</li> <li><b>Employment Type:</b> Part Time</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Customer Service Representative (Waiter /Waitress) Full Time</b>	<ul style="list-style-type: none"> <li>Secondary Education</li> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Keep a consistent standard of service, quality and cleanliness in the dining area in accordance with standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> As rostered</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Deputy Restaurant Manager</b>	<ul style="list-style-type: none"> <li>GCE 'O' Level / NTC-2 Certificate in Hotel Skills</li> <li>Minimum 2 years of supervisory experience in a western food outlet</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness. Handle restaurant administrative matters.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> As rostered</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Minimum 1-year experience in a western food outlet</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> As rostered</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> Island wide</li> </ul>

## #2 All Best Foods

All Best Foods Pte Ltd.'s business activity is manufacturing other food products and selling food. All Best Foods' famous brand is TIP TOP Curry Puff - handmade curry puffs. Since 1979, Tip Top Curry Puff has established itself as an iconic heritage brand renowned for delicious traditional Curry Puffs inspired by local Asian flavours. TIP TOP curry puffs are made with a special blend of 18 spices.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Area Manager/Asst Operations Manager</b>	<ul style="list-style-type: none"> <li>Experience in F&amp;B</li> <li>Diploma in Business Management or related field</li> </ul>	<ul style="list-style-type: none"> <li>To work closely with General Manager for the daily operations, manpower management, marketing and sales and profitability of all outlets.</li> <li>Roles and responsibilities include Operations, training &amp; development, Sales and profit performance, marketing and recruitment</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> East &amp; Central</li> </ul>
<b>Outlet Manager</b>	<ul style="list-style-type: none"> <li>Experience in F&amp;B</li> <li>Diploma in Business Management or related field</li> </ul>	<ul style="list-style-type: none"> <li>To assist Area Manager in terms of control and guidance in accordance with company's policies and guidelines.</li> <li>Set targets for self and team to achieve and ensure that daily operations run smoothly and efficiently.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> As rostered</li> <li><b>Employment Type:</b> Full Time</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist the Company in achieving business targets, revenue growth and market share.</li> </ul>	<ul style="list-style-type: none"> <li><b>Location:</b> East &amp; Central</li> </ul>
<b>Production Crew</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Job Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>To ensure finished goods quality and quantity meet the daily production standard and target.</li> <li>Perform daily cleaning on working section, equipment and tools.</li> <li>To adhere to food safety, health and personal hygiene in the workplace.</li> <li>To adhere to Central Kitchen's processes and procedures and always maintain cleanliness of the Central Kitchen.</li> <li>Other roles and responsibilities include pastry dough making, cooking preparation, cutting and washing raw ingredients.</li> <li>Handle kitchen appliance/tools with care.</li> <li>To undertake hoc duties as delegated by immediate supervisor.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> Mon-Friday (9am-5pm) Sat (8am-4pm)</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> East &amp; Central</li> </ul>
<b>Service Crew (Full Time)</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Job Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>Greet and attend to customers with a positive attitude.</li> <li>Maintain product quality and ensure pleasant presentation of products.</li> <li>Provide go-the-extra-mile service to create a positive customer experience</li> <li>To assist in cooking preparation including cutting and washing raw ingredients</li> <li>To assist superior on cooking and cleaning kitchen appliance/tools with care</li> <li>Well-versed in product knowledge to upsell and cross-sell.</li> <li>Assist in opening, operating and closing of shifts</li> <li>Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale.</li> <li>Proficient in operating the POS system – input of orders and cashiering.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> Rostered Shift</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> East &amp; Central</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Pack and serve products according to SOP.</li> <li>• Follow Tip Top's personal, food and beverage hygiene standards</li> <li>• Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule.</li> <li>• Generate sales report from POS at the end of the day</li> </ul>	
<b>Service Crew (Part Time)</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Job Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>• Greet and attend to customers with a positive attitude.</li> <li>• Maintain product quality and ensure pleasant presentation of products.</li> <li>• Provide go-the-extra-mile service to create a positive customer experience</li> <li>• To assist in cooking preparation including cutting and washing raw ingredients</li> <li>• To assist superior on cooking and cleaning kitchen appliance/tools with care</li> <li>• Well-versed in product knowledge to upsell and cross-sell.</li> <li>• Assist in opening, operating and closing of shifts</li> <li>• Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale.</li> <li>• Proficient in operating the POS system – input of orders and cashiering.</li> <li>• Pack and serve products according to SOP.</li> <li>• Follow Tip Top's personal, food and beverage hygiene standards</li> <li>• Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule.</li> <li>• Generate sales report from POS at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> As rostered</li> <li>• <b>Working hours:</b> Roster Shift</li> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Location:</b> East &amp; Central</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Job Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>• Work with Store Manager/Store in charge to set a positive example for optimum customer service and has commendable product knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> As rostered</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Roles &amp; responsibilities include customer service, daily shift management, product ordering and requisition, housekeeping, cost control and profitability, management skills, training and coaching.</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> East &amp; Central</li> </ul>
<b>Warehouse Assistant cum Delivery Driver</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Valid Driving License</li> <li>Experience in delivery related to food manufacturing, and familiar with Singapore's road map and LTA regulations</li> </ul>	<ul style="list-style-type: none"> <li>Day to day operations and meeting daily delivery targets.</li> <li>Ensure delivery goods are well packed before loaded to truck. Ensure goods and quantity are according to the Delivery Orders.</li> <li>Maintain vehicle conditions, vehicle log, goods records and documents in accordance.</li> <li>To manage delivery routes to ensure delivery was delivered within the time frame.</li> <li>Ensure all Dos are properly signed and complete.</li> <li>Perform ad-hoc delivery.</li> <li>Comply with land and transport regulations.</li> <li>Adhere to food safety, health and personal hygiene at all times.</li> <li>To assist in monthly stock take.</li> <li>Maintain and organize warehouse goods and cleanliness.</li> <li>Assist supervisor to receive goods including loading and unloading. Ad hoc duties as delegated by the immediate supervisor.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b></li> <li>Mon-Friday (9am-5pm)</li> <li>Sat (8am-4pm)</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Island wide</li> </ul>

### #3 CH Talent Resources

CH Talent Resources is a specialised recruitment agency based in Singapore that provides diverse HR solutions. We are a part of the Charterhouse Asia Group. With our expertise in recruiting across industries, we pride ourselves on being specialists in Temporary, Outsourcing and Permanent Staffing Recruitment for our clients in Singapore. We also specialise in Payroll Administration and can take on the role of the contractual employer.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Airport Passenger Service (Shift Work)</b>	<ul style="list-style-type: none"> <li>• Diploma holders</li> <li>• Good command of written and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and lead a team in managing daily operations, making final decisions on matters of importance to ensure positive passenger experience and satisfaction.</li> <li>• Guide, develop, motivate, and mentor both new and existing staff, maintaining the highest service, grooming, and discipline standards.</li> <li>• Ensure compliance with safety, security, and standard operating procedures of the company, airlines, and airport authorities.</li> <li>• Additionally, assist the Duty Manager in daily deployment based on agreed service standards with the airlines and airport authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 11 hours shift</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Changi Airport</li> </ul>
<b>Engineering Technician (Airport)</b>	<ul style="list-style-type: none"> <li>• Nitec or Higher Nitec qualifications in Automotive (Light vehicles) / Automotive (Heavy vehicles) or equivalent</li> <li>• Preferably 2 years of relevant work experience</li> <li>• Comfortable with working on rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with Stores to resolve any matters pertaining to spares</li> <li>• Preparing and submitting relevant paperwork</li> <li>• Other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Changi Airport</li> </ul>
<b>Freight Customer Service</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Minimum 2 years of experience in Customer Service, preferably in same industry</li> </ul>	<ul style="list-style-type: none"> <li>• Work with 3rd party and handle outward documentations</li> <li>• Assist in daily forecast activities, ensuring details are submitted to various parties on time</li> <li>• Maintain close communication and partner closely with our Trade team and Shared Service Centre team</li> <li>• Ensure smooth Inward activities such as timely payment, posting of import shipment and sending storing order to depot</li> <li>• Communicate with overseas agents on documentation matters</li> <li>• Responsible to check, investigate and submit DAR for approval and Trade team to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Tuas</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		execute when handling demurrage and detention issues <ul style="list-style-type: none"> <li>• Perform any other ad-hoc duties as assigned, relating to customer service</li> <li>• Manage vessel operations e.g. vessels' arrival and departure formalities.</li> <li>• Liaise with vessel(s) for smooth operations and voyage optimisation.</li> <li>• Co-ordinate with the Container Flow Management team for container re-positioning.</li> </ul>	
<b>Kitchen Crew</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Comfortable to fast-paced kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing ingredients in kitchen. Assist in ensuring cleanliness in kitchen. Assist with simple cooking in kitchen such as frying and deep fry.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Tuas</li> </ul>
<b>Security Officer (Airport)</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Valid PLRD Security license (Must be licensed as a Security Officer (SO) and are already in possession of valid SO ID cards)</li> </ul>	<ul style="list-style-type: none"> <li>• Perform CCTV and Control Room monitoring duties.</li> <li>• Undertake screening of baggage and personnel.</li> <li>• Perform X-ray screening and access controls.</li> <li>• Perform guarding and patrolling of installations.</li> <li>• Any other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 9 hours</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Changi Airport</li> </ul>
<b>Senior Cook</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Experience in Cuisine and Oriental Cuisine is required</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare food according to the Company standard procedures, recipe and given instruction.</li> <li>• Constantly check the quality of food prepared with regards to taste and temperature according to the company standard.</li> <li>• Lead junior cooks or kitchen helpers in kitchen duties</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Tuas</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Secondary Education</li> <li>• Comfortable to fast-paced kitchen and do customer service</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing ingredients in kitchen. Assist in ensuring cleanliness in kitchen. Assist with simple cooking in kitchen such as frying and deep fry. Customer Service and cashiering Duties</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			Full time • <b>Location:</b> Tuas
<b>Warehouse Assistant (Cash Packer)</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Physically fit to handle the load</li> </ul>	<ul style="list-style-type: none"> <li>• Verify bulk cash</li> <li>• Reconcile cash</li> <li>• Pick and pack the item into cash cassette</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 11 hours shift</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Kaki Bukit</li> </ul>

## #4 Cold Storage

DFI Retail Group (Cold Storage) is a leading pan-Asian retailer with over 10,700 outlets across 13 countries, employing around 218,000 team members. In 2022, the Group achieved annual revenue exceeding US\$27 billion. DFI provides quality and value to Asian consumers through leading brands, excellent service, and a compelling retail experience, all supported by a strong store network and efficient supply chains. DFI Retail Group is a member of the Jardine Matheson Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cashier (Full Time)</b>	<ul style="list-style-type: none"> <li>• Good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Provide positive customer experience with friendly and courteous service.</li> <li>• Maintain high standard of hygiene of front and back of the house.</li> <li>• Operate the Checkout and Self-Checkout counters.</li> <li>• Perform opening and closing duties, including setting up the checkout counter and processing end-of-day settlements.</li> <li>• Perform stock replenishment according to the company's SOP.</li> <li>• Any other ad-hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> Shift</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Giant, Tampines North Drive 2</li> </ul>
<b>Cashier (Part Time)</b>	<ul style="list-style-type: none"> <li>• Good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Provide positive customer experience with friendly and courteous service.</li> <li>• Maintain high standard of hygiene of front and back of the house.</li> <li>• Operate the Checkout and Self-Checkout counters.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 4 days</li> <li>• <b>Working hours:</b> Shift</li> <li>• <b>Employment Type:</b> Part time</li> <li>• <b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Perform opening and closing duties, including setting up the checkout counter and processing end-of-day settlements.</li> <li>Perform stock replenishment according to the company's SOP.</li> <li>Any other ad-hoc duties as assigned.</li> </ul>	Giant, Tampines North Drive 2
<b>Department Manager</b>	<ul style="list-style-type: none"> <li>5 years' experience</li> <li>Comfortable with working 6-day week schedule with rotating shifts (including weekends and public holidays)</li> <li>Willing to stand for long hours and enjoy interacting with customers</li> <li>Physical work required and able to carry 10-15 kg products</li> <li>Relevant experience in Retail/F&amp;B industry will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>Oversee sales and profitability of department to meet budget and stretch targets set by sharing goals with team members</li> <li>Empowered to manage inventory levels and stock holding days by observing good ordering practice for availability of products to optimize sales</li> <li>Plan and manage sales, especially for promotional items</li> <li>Proper planning on weekly roster and SPLH in accordance with weekly requirements based on the promotional/seasonal calendar to optimize team member deployment and control salary costs</li> <li>Train and develop team members by providing On-The-Job training and involving them in special assignments and training programs</li> <li>Consistent maintain high standards in shelf ticketing, display, housekeeping, hygiene, stock rotation, replenishment and service to provide customers with a conducive shopping environment</li> <li>Any other ad-hoc duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> Shift</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Giant, Tampines North Drive 2</li> </ul>
<b>Sales Assistant (Full Time)</b>	<ul style="list-style-type: none"> <li>Good team player</li> <li>Customer Service and process oriented</li> <li>Committed and willing to learn</li> <li>Attentive to details</li> </ul>	<ul style="list-style-type: none"> <li>Provide positive customer experience with friendly and courteous service.</li> <li>Maintain high standard of hygiene of front and back of the house.</li> <li>Check quality and maintain freshness of products.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> Shift</li> <li><b>Employment Type:</b> Full time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Physical work required and able to carry loads up to 10kg</li> <li>Able to work on a rotating shift, including weekends &amp; public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Assist customers in preparation and selection of products.</li> <li>Ensure good display of products.</li> <li>Minimize product wastage.</li> <li>Always maintain excellent customer service.</li> <li>Maximize sales and profitability of the department.</li> <li>Any other ad-hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li><b>Location:</b> Giant, Tampines North Drive 2</li> </ul>
<b>Sales Assistant (Part Time)</b>	<ul style="list-style-type: none"> <li>Good team player</li> <li>Customer Service and process oriented</li> <li>Committed and willing to learn</li> <li>Attentive to details</li> <li>Physical work required and able to carry loads up to 10kg</li> <li>Able to work on a rotating shift, including weekends &amp; public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Provide positive customer experience with friendly and courteous service.</li> <li>Maintain high standard of hygiene of front and back of the house.</li> <li>Check quality and maintain freshness of products.</li> <li>Assist customers in preparation and selection of products.</li> <li>Ensure good display of products.</li> <li>Minimize product wastage.</li> <li>Always maintain excellent customer service.</li> <li>Maximize sales and profitability of the department.</li> <li>Any other ad-hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 4 days</li> <li><b>Working hours:</b> Shift</li> <li><b>Employment Type:</b> Part time</li> <li><b>Location:</b> Giant, Tampines North Drive 2</li> </ul>

## #5 Guardian Health & Beauty

DFI Retail Group (Guardian Health & Beauty) is a leading pan-Asian retailer with over 10,700 outlets across 13 countries, employing around 218,000 team members. In 2022, the Group achieved annual revenue exceeding US\$27 billion. DFI provides quality and value to Asian consumers through leading brands, excellent service, and a compelling retail experience, all supported by a strong store network and efficient supply chains. DFI Retail Group is a member of the Jardine Matheson Group.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Retail Assistant/ Supervisor (Full Time)</b>	<ul style="list-style-type: none"> <li>Able to commit a minimum of 44 hours per week</li> <li>Physically fit</li> </ul>	<ul style="list-style-type: none"> <li>Promote and provide excellent customer service at all times</li> <li>Maximize sales and profitability through professional handling of promotional sales transactions.</li> <li>Maintain and monitor optimum and accurate inventory level</li> <li>Ensure effective and efficient day-to-day work SOP of store</li> <li>Any other ad hoc duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> Shift</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Giant, Tampines North Drive 2</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Retail Assistant (Part Time)</b>	<ul style="list-style-type: none"> <li>• Able to commit a minimum of 35 hours per week</li> <li>• Physically fit</li> </ul>	<ul style="list-style-type: none"> <li>• Promote &amp; provide excellent customer service at all times</li> <li>• Improve sales &amp; profitability through professional handling of promotional sales transactions</li> <li>• Maintain and monitor optimum &amp; accurate inventory level</li> <li>• Ensure effective &amp; efficient day-to-day work SOP of store</li> <li>• Facilitate store operations in terms of housekeeping, merchandising, stock ordering, security &amp; costs incurred to ensure assigned stores operate at efficient performance level</li> <li>• Align with all set standards of operations</li> <li>• Assist with cashiering and administrative duties</li> <li>• Any other ad hoc duties as per assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 4 days</li> <li>• <b>Working hours:</b> Shift</li> <li>• <b>Employment Type:</b> Part time</li> <li>• <b>Location:</b> Giant, Tampines North Drive 2</li> </ul>
<b>Store Manager</b>	<ul style="list-style-type: none"> <li>• 5 years' experience</li> <li>• Passionate in the retail industry</li> <li>• Prior retail and store experience is an advantage</li> <li>• Keen business acumen and results-driven</li> <li>• Adaptable in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• To achieve budget sales and profitability of store under her charge through optimum operational control &amp; providing excellent customer services.</li> <li>• Sets Sales and profitability budget for assigned store and monitor the performance to achieve budget.</li> <li>• Ensure manpower needs of the stores and developmental needs of staff are met so that stores can operate efficiently.</li> <li>• Supervise and motivate staff to achieve targets.</li> <li>• Monitor store operations in terms of housekeeping, merchandising, stock ordering and management, security and costs incurred to ensure assigned stores operate at an optimum performance level.</li> <li>• Monitor daily sales trend of the store &amp; formulate action plans to counter competition and threats.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> Shift</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Giant, Tampines North Drive 2</li> </ul>

## #6 GKE Group of Companies

GKE Group is a leading integrated warehousing and logistics solutions provider offering one-stop, end-to-end multi-modal supply chain management solutions and services. The business activities of the Group are classified into two broad categories: (i) warehousing & logistics, and (ii) strategic investments. The Group's facilities host one of the best material handling equipment, and the most up-to-date safety and security features. It leverages information technology to increase order visibility, maximize operational efficiency, minimize surplus inventory, and reduce overall supply chain costs for its customers.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Admin Officer</b>	<ul style="list-style-type: none"> <li>• Secondary and above</li> <li>• Organization skills and basic IT literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Standardization of FC SDS and review of FC SDS</li> <li>• Raw material COA conversion / issuing except production blending</li> <li>• Product labels printing for all products including relabel</li> <li>• Inventory update for FC stock</li> <li>• Containers photos taking, proper filing/recording and email to office</li> <li>• Request for quotation.</li> <li>• Assist to Issue Batch card and MTF</li> <li>• Prepare paper labels and small labels for FC/Amazon unstuffing pallets</li> <li>• Check and count labels provided by customer or printed by office</li> <li>• Assist to prepare past servicing contract's costing records</li> <li>• Verify incoming trading goods' COA tally with FC's technical spec sheet</li> <li>• Take photos for incoming goods (for storage purpose)</li> <li>• Provide UN numbers to the office for each PO requested.</li> <li>• Assist in preparing spare part checklist and usage record</li> <li>• Random cross check current strapping material status, email to top up when necessary</li> <li>• Annually check and request office to ask for the latest SDS from customers/suppliers</li> <li>• Scrap and recycle old documents</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8am to 530pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Tuas Avenue 11</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Other duties assigned by superior</li> </ul>	
<b>Assistant Accountant/ Accountant</b>	<ul style="list-style-type: none"> <li>Degree holder or equivalent in Accountancy</li> <li>Minimum 3 years' work experience in relevant capacity</li> <li>Have good understanding of ERP software.</li> <li>Willing to work in the Western area of Singapore.</li> <li>Possess good working attitude, analytical skills, and strong sense of responsibility.</li> <li>Meticulous and able to work independently.</li> </ul>	<ul style="list-style-type: none"> <li>In charge of preparing monthly Management Reports and provide variance analysis to management</li> <li>Responsible for the accounts</li> <li>Responsible for inventory accounting and accrual.</li> <li>Assist in GST return.</li> <li>Able to work as a team to resolve issues.</li> <li>Liaison with auditors on annual audit matters.</li> <li>Liaison with tax agent.</li> <li>Assist in the preparation of the budget and forecast.</li> <li>Assist in the costing and pricing.</li> <li>Other ad-hoc assignment</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8am to 530pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Tuas Avenue 11</li> </ul>
<b>Assistant Traffic Controller</b>	<ul style="list-style-type: none"> <li>Class 3/4/5 with or without experience.</li> <li>Good English communication skill</li> <li>Able to communicate with customers and drivers</li> <li>Able to work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>To adhere and inculcate safety requirements at all times.</li> <li>Maintain close tele-communications with Driver(s) / Attendant (s) via Walkie-Talkie/Phone Call/Whatsapp.</li> <li>Ensure all port clearance documents are attached to DN before handover to driver.</li> <li>Deploy driver's (Planning) for delivery and monitor driver timing (Delivery to Local engineering companies/ Jurong Island / Shipyards / Lighter terminal / PSA port &amp; Jurong Port)</li> <li>Duty controller to hold the phone during night. (after 1730hrs till next morning 0830hrs)</li> <li>Standby controller to hold the phone during office hours and duty controller to use walkie-talkie to communicate with driver for smooth delivery.</li> <li>Ensure all delivery to PSA port and NYK customers are using cargo net for safe lifting.</li> <li>Liaise and co-ordinate with Customer Service on any issue(s) pertaining to the job.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> Mon-Fri: 8.30am to 5.30pm Alternate Saturday: 8.30am to 12.30pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Kwong Min Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>To report any Accident/Incident of vehicle to Senior Manager</li> <li>Dissemination of company information /Notice to all drivers.</li> <li>Other ad hoc duty assign by Assistant Manager-Transport</li> </ul>	
<b>Customer Service Officer</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Good team player with initiative and keen learning interest.</li> <li>Excellent follow up and interpersonal skills with ability to interact well with internal and external customers.</li> <li>Versatile &amp; detailed, self-motivated, pleasant personality with positive disposition</li> <li>Able to start immediately at short notice.</li> <li>Candidates with no experience are welcome to apply.</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with vessel's agent for delivery to vessel and other local warehouse</li> <li>Preparation of delivery documents</li> <li>Handles data Entry to play the delivery.</li> <li>Liaise with Warehouse for order picking and cargo readiness</li> <li>Assist and liaise with Customers on their Ad hoc requirements</li> <li>Other ad-hoc duties/tasks assigned by superior</li> <li>Knowledge and Experience in Freight is an advantage</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> Mon-Fri: 8.30am to 5.30pm Alternate Saturday: 8.30am to 12.30pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Kwong Min Road</li> </ul>
<b>Executive, Logistics / Customer Service</b>	<ul style="list-style-type: none"> <li>GCE 'O' Level and above or relevant education qualifications</li> <li>Entry-level/no working experience are welcome to apply and training will be provided</li> <li>Possess knowledge of procedures and relevant systems to carry out daily jobs with ease</li> <li>Possess good communication skills to ensure that customers and internal stakeholders</li> <li>Attentive and detail-orientated</li> <li>Able to work under stress and pressure</li> </ul>	<ul style="list-style-type: none"> <li>To carry out and execute all daily jobs received from customers and ensure that all information is relayed down to the respective Operations Teams at the end of the day</li> <li>To perform billing and ensure the accuracy of the invoices raised</li> <li>To perform data entry into the respective systems in an accurate and timely manner</li> <li>To attend to customers' requests or calls in a timely and professional manner</li> <li>To perform filing when the job is completed</li> <li>To ensure that all complaints/feedbacks received from customers are escalated to the Customer Service Lead, as well as any other matters which need to be known by the Customer Service Lead</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8am to 530pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Benoi Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Good teamwork and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>To provide the necessary training and guidance to his/her assigned buddy</li> <li>To do up any reports as and when assigned to by the Customer</li> <li>To assist in extracting information as and when required</li> <li>To verify contractor's invoices as and when required</li> <li>To co-ordinate with external parties/approved contractors and ensure jobs are carried out as per instructions</li> <li>Acquire a thorough understanding of key customer needs and requirements</li> <li>Develop SOPs for major clients and ensure necessary training materials being disseminated to relevant parties</li> <li>To assist in sending out quotations if assigned by Account Manager or Customer Service Manager and escalate to Account Manager or Customer Service Manager when in doubt</li> <li>To assist the Lead with any tasks assigned to from time to time</li> <li>Key Competencies (Logistics Service)</li> <li>Well verse in handling and managing transportation, coordination with operations team, License/Bonded/DG Warehouse Inventory and activities.</li> <li>Able to co-ordinate well with Singapore Customs on any related matters</li> <li>Meticulous and experience in different type of permit declaration – License/Bonded/DG clearance permit declarations.</li> </ul>	
<b>Class 3 Lorry Driver</b>	<ul style="list-style-type: none"> <li>1 year experience</li> <li>Possess class 3 driving license</li> </ul>	<ul style="list-style-type: none"> <li>Driving of conventional lorry for delivery of ship spares/paint.</li> <li>Comply with controller instructions.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Familiar with shipyard &amp; PSA terminal (an added advantage)</li> <li>Able to start work immediately or within short notice</li> </ul>	<ul style="list-style-type: none"> <li>Midnight activation for urgent delivery.</li> <li>Comply with all safety requirements and able to observe speed limit, LTA Rules &amp; strive to achieve zero accident rate.</li> </ul>	<p>Mon-Fri 8.30am to 5.30pm Alternate Saturday 8.30am to 12.30pm</p> <ul style="list-style-type: none"> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Kwong Min Road</li> </ul>
Office Cleaner		<ul style="list-style-type: none"> <li>Responsible for the cleanliness of office, lift lobby &amp; toilets</li> <li>Prepare beverages (i.e. coffee &amp; tea) for management and visitors / guests as and when required.</li> <li>Disposal of food waste &amp; rubbish at the end of each day</li> <li>Cover ad hoc duties of the cleaners when they are on leave</li> <li>Any other ad hoc task/duties assigned by superior</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8.30am to 3.30pm</li> <li><b>Employment Type:</b> Full time.</li> <li><b>Location:</b> Benoi Road</li> </ul>
Class 4/5 Prime Mover Driver	<ul style="list-style-type: none"> <li>Class 4/5 driving license</li> <li>Candidates without experience are welcome to apply, comprehensive training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>Driving prime mover within PSA premises.</li> <li>Perform Shift work (Day/Night) with scheduled off/rest day.</li> <li>Ensure vehicle is in a condition for safe operation by performing daily checklist before the start of each working day or shift.</li> <li>Following the relevant rules of PSA.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> Day Shift: 7.00am to 7.00pm Night Shift: 7.00pm to 7.00am</li> <li><b>Employment Type:</b> Full time.</li> <li><b>Location:</b> Benoi Road</li> </ul>
Sales Manager	<ul style="list-style-type: none"> <li>Diploma or Degree in Business or Marketing or Chemical Engineering</li> <li>Excellent communication, interpersonal and organizational skills</li> <li>Minimum 2 years of experience in Chemical sales</li> </ul>	<ul style="list-style-type: none"> <li>Pursue new customer accounts for the company and offer all the company's offerings.</li> <li>Responsible for managing accounts throughout the pre and post-sales process, including addressing sales inquiries, generating and presenting quotations, and coordination with operations and productions on getting the goods ready and delivery.</li> <li>Developing and implementing effective sales strategies and product penetration plans to</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8.00am to 5.30pm</li> <li><b>Employment Type:</b> Full time.</li> <li><b>Location:</b> Tuas Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>achieve sales and business objectives in terms of revenue, margin, and market share.</p> <ul style="list-style-type: none"> <li>• In close consultation with the Director, to get ready all tender documents, pricing and to submit the tender in a timely manner.</li> <li>• Ensuring exceptional customer service and guaranteeing customer satisfaction to foster long term relationships with key, current, and prospective customers.</li> <li>• Engaging in communication with suppliers to ensure timely product delivery and stay updated on product developments.</li> <li>• Conducting supplier sourcing activities, qualify if their products meet the requirements and upon purchasing from supplier, to follow up with the logistic.</li> <li>• To generate sales report and sales activities on a weekly basis</li> <li>• All necessary documentation to ensure it complies with ISO 9001, ISO 14001, Biz safe and other safety requirements.</li> </ul>	
<b>Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>• Minimum Primary Education.</li> <li>• Forklift driving license</li> <li>• Literate in basic computer skills has added advantages</li> <li>• Positive attitude, responsible, and willing to learn</li> <li>• Physically fit to work in a Warehouse environment</li> <li>• A structured and independent worker with good ability to organize things.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform inbound receipts / checking and other related activities</li> <li>• Perform picking, packing and outbound activities for both local and export shipments</li> <li>• Handle loading &amp; unloading, stacking, putting away, labelling and packing of goods</li> <li>• Ensure compliance with warehouse Standard Operating Procedures and safety guidelines</li> <li>• Perform stock-take and cycle count whenever required</li> <li>• To keep the warehouse clean and tidy all the time.</li> <li>• Perform other related warehousing duties or Ad-hoc job assigned by Superior</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b></li> <li>• Mon-Fri 8.30am to 5.30pm</li> <li>• Alternate Saturday 8.30am to 12.30pm</li> <li>• <b>Employment Type:</b> Full time.</li> <li>• <b>Location:</b> Benoi Road</li> </ul>

## #7 iROO

iROO, a leading Taiwanese fashion brand that delivers affordable runway styles. Founded in 1999, iROO launches new collection weekly, offering a wide range of styles, which designed to cater different occasions and complement the hectic lifestyle of today's women. Committed to providing quality personalized service in comfortable and spacious environments, each iROO store offers the service of trained in-house fashion consultant, proficient in offering style tips and advice on how to mix and match from collections to create personalized looks and styles to meet the discerning woman's unique fashion needs.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Sales Assistant (Part Time)</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Relevant experiences in Fashion Retail preferred</li> <li>• Able to work in a fast-paced retail environment</li> <li>• Passion in fashion and willing to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Assist daily store operations including storeroom task</li> <li>• Assist attending to customer needs/enquiries</li> <li>• Other ad-hoc duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 3 days</li> <li>• <b>Working hours:</b> 10:30am-8:00pm</li> <li>• <b>Employment Type:</b> Part time</li> <li>• <b>Location:</b> Kallang Avenue</li> </ul>
<b>Sales Associate</b>	<ul style="list-style-type: none"> <li>• Secondary Education</li> <li>• Relevant experiences in Fashion Retail preferred</li> <li>• Able to work in a fast-paced retail environment</li> <li>• Able to work on weekends / public holiday and rotating shifts</li> <li>• Passion in fashion and willing to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Provide excellent customer service</li> <li>• Handling customer enquiries and provide product recommendations</li> <li>• Working as a team to achieve monthly sales target</li> <li>• Manage daily store operations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9:30am-7:00pm 12:30pm-10:00pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Kallang Avenue</li> </ul>
<b>Store Supervisor</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• At least 2 years of supervisory role in fashion retail</li> <li>• Proficient in MS application</li> <li>• Well organized, target driven</li> <li>• Cheerful personality</li> <li>• Good sense of fashion</li> </ul>	<ul style="list-style-type: none"> <li>• As a Store Supervisor, you will assist the Retail Manager in the supervision of the store staff and retail operations, including daily store operations, target achievement, inventory control, visual merchandising, team management and excellent customer service delivery.</li> <li>• Model and lead the team in accordance with iROO's guiding principles</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9:30am-7:00pm 12:30pm-10:00pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Kallang Avenue</li> </ul>
<b>Trainee Manager</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• At least 3 years of supervisory role in fashion retail</li> </ul>	<ul style="list-style-type: none"> <li>• As a Trainee Manager, you will oversee all retail operations, including daily store operations, target achievement, inventory</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b></li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proficient in MS application</li> <li>• Well organized, target driven</li> <li>• Cheerful personality</li> <li>• Good senses of fashion</li> </ul>	<ul style="list-style-type: none"> <li>control, visual merchandising, team management and excellent customer service delivery.</li> <li>• Model and lead the team in accordance with iROO's guiding principles</li> </ul>	<ul style="list-style-type: none"> <li>9:30am-7:00pm 12:30pm-10:00pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Kallang Avenue</li> </ul>

## #8 LF Logistics

LF Logistics is part of A.P. Moller – Maersk, an integrated container logistics company working to connect and simplify its customers' supply chains. As the logistics partner of choice for major local and multinational companies, LF Logistics offers a suite of integrated logistics and supply chain management services in the Fast-Moving Consumer Goods, Food & Beverage, Footwear & Apparel and Retail sectors. Through its comprehensive distribution network in Asia, LF Logistics collaborates closely with over 400 brand owners and retailers to provide tailor-made warehousing and transport management solutions. Through its global freight forwarding presence, LF Logistics connects origins and destinations with flexibility, timeliness and responsiveness. Today, with the increasing importance of e-commerce and cross border trades, LF Logistics provides a total omnichannel-fulfilment solution and operates major regional hubs and consolidation centers to optimise inventory flow and ensure quick response.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>ASRS Engineer</b>	<ul style="list-style-type: none"> <li>• Diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus.</li> <li>• Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred.</li> <li>• Basic understanding of warehouse operations, inventory management principles, and supply chain logistics.</li> <li>• Ability to operate computerized systems and software</li> </ul>	<ul style="list-style-type: none"> <li>• Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and storing goods in designated locations.</li> <li>• Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment.</li> <li>• Diagnoses and troubleshoot mechanical, electrical, and software issues affecting ASRS equipment performance, using diagnostic tools, schematics, and technical manuals.</li> <li>• Conduct repairs and replacements of defective components or parts, such as motors, sensors, actuators,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> Shift 1- 08:00am-05:30pm Shift 2- 12:30pm-10:00pm Shift 3- 08:30pm-06:00am</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Bulim Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>applications for data entry, inventory tracking, and system monitoring.</p> <ul style="list-style-type: none"> <li>• Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions.</li> <li>• Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members.</li> <li>• Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for extended periods.</li> <li>• Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required.</li> </ul>	<p>bearings, and PLC modules, to restore equipment functionality.</p> <ul style="list-style-type: none"> <li>• Coordinate with equipment vendors or service providers for technical support, spare parts procurement, and warranty/contract repairs as needed.</li> <li>• Assist Maintenance Team in implementing software updates, firmware upgrades, and system modifications to enhance ASRS performance, reliability, and safety.</li> <li>• Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions.</li> <li>• Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HMI).</li> <li>• Ensure compliance with safety regulations and company policies by following proper lockout/tagout procedures, wearing appropriate personal protective equipment (PPE), and adhering to safety protocols during maintenance activities.</li> <li>• Document maintenance activities, repair logs, equipment histories, and spare parts inventory using computerized maintenance management systems (CMMS) or other digital record-keeping tools.</li> <li>• Provide training and technical support to operators and maintenance personnel on ASRS operation, troubleshooting techniques, and safety procedures.</li> <li>• Participate in cross-functional teams for system upgrades, capacity expansion projects, or process improvements related to ASRS operations.</li> <li>• Shift schedule planning, arrangement, and execution.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Managing inventory accuracy, stock replenishment, and space utilization within the warehouse or distribution center environment. This role involves coordinating with various teams to ensure timely inventory transactions, cycle counts, and adjustments to maintain optimal inventory levels.</li> </ul>	
<b>ASRS Technician</b>	<ul style="list-style-type: none"> <li>Diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus.</li> <li>Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred.</li> <li>Basic understanding of warehouse operations, inventory management principles, and supply chain logistics.</li> <li>Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring.</li> <li>Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions.</li> <li>Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members.</li> <li>Physical stamina and dexterity to perform manual tasks, including lifting, bending, and</li> </ul>	<ul style="list-style-type: none"> <li>Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and storing goods in designated locations.</li> <li>Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment.</li> <li>Follow standard operating procedures (SOPs) for operating ASRS equipment, including startup and shutdown procedures, equipment inspections, and safety protocols.</li> <li>Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions.</li> <li>Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HIM).</li> <li>Perform routine checks and visual inspections of ASRS equipment to identify signs of mechanical, electrical, or operational issues, and report any anomalies to maintenance personnel or supervisors.</li> <li>Collaborate with warehouse or inventory control personnel to prioritize workload, optimize storage space utilization, and fulfill orders in a timely manner.</li> <li>Adhere to safety regulations and company policies by wearing</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> Shift 1- 08:00am-05:30pm Shift 2- 12:30pm-10:00pm Shift 3- 08:30pm-06:00am</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Bulim Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>standing for extended periods.</p> <ul style="list-style-type: none"> <li>• Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required.</li> </ul>	<p>personal protective equipment (PPE), following safe work practices, and participating in safety training programs.</p> <ul style="list-style-type: none"> <li>• Assist maintenance team during equipment maintenance, repair, or troubleshooting activities by providing operational insights, performing equipment checks, and coordinating equipment downtime as needed.</li> <li>• Communicate effectively with team members, ASRS operation engineers, and other departments to coordinate workflow, resolve issues, and ensure smooth operation of ASRS systems.</li> <li>• Participate in training sessions or refresher courses on ASRS operation, safety procedures, and best practices to enhance job performance and skills development.</li> </ul>	
<b>Logistics Coordinator</b>	<ul style="list-style-type: none"> <li>• Diploma/Degree in Business Studies/Administration /Management, Logistics/Transportation or equivalent</li> <li>• At least 2 years of relevant working experience in the logistics industry</li> <li>• Computer proficiency (MS Office – Word, Excel and Outlook) &amp; Warehouse Management System (WMS)</li> <li>• Good verbal and written communication skills, including ability to effectively communicate with internal and external customers</li> <li>• Must be able to work as part of a team in a fast-paced and pressured environment</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise closely with customers and the operations team on order fulfillment, inventory &amp; shipment related activities</li> <li>• Working closely with operations team to provide information/feedback to customers on operational issues and coordinate with customers to resolve all issues</li> <li>• Generate KPIs and transactional reports to internal and external customers on a timely basis</li> <li>• Verify vendor invoices and liaise with vendors for any discrepancies</li> <li>• Monitor the usage of warehouse supplies and raise POs for replenishment</li> <li>• Coordinate the urgent order fulfillment with customers, operations and transporter</li> <li>• Ensure the accuracy and timely update of system transactions</li> <li>• Perform other required duties or tasks when assigned</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8.30am - 6.00pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Bulim Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Positive Attitude and Good Team Player</li> </ul>	<ul style="list-style-type: none"> <li>Maintain compliance with all company policies and procedures.</li> </ul>	
<b>Prime Mover Driver</b>	<ul style="list-style-type: none"> <li>N' Levels</li> <li>MUST possess Class 4 Driving License</li> <li>At least 1 year of delivery experience</li> <li>Detailed and task oriented</li> <li>Hardworking, Polite, Good attitude and committed to work</li> <li>Familiar with Singapore roads / PSA</li> </ul>	<ul style="list-style-type: none"> <li>Collection, delivery, shifting of containers</li> <li>To ensure that containers are loaded in a safe and secure manner on the trailer</li> <li>Retrieve shipments from clearance agents at the port, conduct custom clearance of shipments, scan and send shipments back to distribution centers</li> <li>Compliance with all regulations or company procedures strictly.</li> <li>Carry out daily checks to ensure vehicle's road worthiness before use and maintain vehicle and report any faults immediately to the supervisor for rectifications.</li> <li>Other duties as assigned by Transport Supervisor/Manager</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8.30am - 6.00pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Bulim Avenue</li> </ul>
<b>Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>Primary/Secondary/O' levels</li> <li>Physically fit and able to carry up to 25kg from time to time</li> <li>Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.)</li> <li>Good initiative, responsible and can-do working attitude</li> </ul>	<ul style="list-style-type: none"> <li>Perform pick and pack of goods</li> <li>Loading and unloading from container and loose shipment.</li> <li>Segregation of stock base on item and put away</li> <li>Pick the order by using RDT scanner and scan pack through WMS system</li> <li>Report any product damage, take photos and documents, move to designated stocking location</li> <li>To support general warehouse operations</li> <li>Practice good handling and usage of all Material-handling equipment (MHE) for warehouse</li> <li>Any other ad-hoc duties as assigned by superior from time to time</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8.30am - 6.00pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Bukit Merah Tuas Gulway Pandan Crescent</li> </ul>
<b>Warehouse Assistant (with or without forklift license)</b>	<ul style="list-style-type: none"> <li>Primary/Secondary School/O Level</li> <li>Physically fit and able to carry up to 25kg from time to time</li> <li>Able to operate MHE is an advantage (e.g.</li> </ul>	<ul style="list-style-type: none"> <li>Perform pick and pack of goods</li> <li>Loading and unloading from container and loose shipment.</li> <li>Segregation of stock base on item and put away</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8.30am - 6.00pm</li> <li><b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Forklift, Reach Truck, Order Picker etc.)</li> <li>• Good initiative, responsible and can-do working attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Pick the order by using RDT scanner and scan pack through WMS system</li> <li>• Report any product damage, take photos and document, move to designated stocking location</li> <li>• Support general warehouse operations</li> <li>• Practice good handling and usage of all Material-handling equipment (MHE) for warehouse</li> <li>• Any other ad-hoc duties as assigned by superior from time to time</li> </ul>	<ul style="list-style-type: none"> <li>Full time</li> <li>• <b>Location:</b> Bulim Avenue</li> </ul>
<b>Warehouse Assistant (with forklift license)- Nightshift</b>	<ul style="list-style-type: none"> <li>• Primary/Secondary School/O Level</li> <li>• Physically fit and able to carry up to 25kg from time to time</li> <li>• Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.)</li> <li>• Good initiative, responsible and can-do working attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Perform pick and pack of goods</li> <li>• Loading and unloading from container and loose shipment.</li> <li>• Segregation of stock base on item and put away</li> <li>• Pick the order by using RDT scanner and scan pack through WMS system</li> <li>• Report any product damage, take photos and document, move to designated stocking location</li> <li>• To support general warehouse operations</li> <li>• Practice good handling and usage of all Material-handling equipment (MHE) for warehouse</li> <li>• Any other ad-hoc duties as assigned by superior from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8.30pm - 6.00am</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Bulim Avenue</li> </ul>

## #9 LS2 Services

LS2 Services Pte Ltd is a local environmental services company with over 20 years of experience, offering a wide range of cleaning solutions. We focus on improving efficiency and sustainability by investing in technology and our people. By using innovative methods, we provide consistent, high-quality cleaning results and have built strong relationships with both private and public sector clients. Join us to be part of a company that values excellence and productivity.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Accounts Payable Executive</b>	<ul style="list-style-type: none"> <li>• Diploma holder</li> </ul>	<ul style="list-style-type: none"> <li>• Handle invoice matching, verification, and posting.</li> <li>• Responsibilities include document management, vendor</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		reconciliation, resolving billing discrepancies, and preparing timely payments.	8 hours • <b>Employment Type:</b> Full time • <b>Location:</b> Bukit Batok
<b>Cleaner</b>		<ul style="list-style-type: none"> <li>General cleaning inclusive of toilet washing</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8 hours</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Bukit Batok</li> </ul>
<b>Cleaner Team Leader</b>		<ul style="list-style-type: none"> <li>General cleaning inclusive of toilet washing</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8 hours</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Bukit Batok</li> </ul>
<b>IoT Technician</b>	<ul style="list-style-type: none"> <li>Diploma holder</li> <li>A IoT Technician who can install, configure, and maintain IoT devices in cleaning equipment and facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring device connectivity, monitoring performance, troubleshooting issues, and minimizing downtime.</li> <li>Analyze IoT data to optimize cleaning processes and collaborate with developers to integrate data into management systems.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8 hours</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Bukit Batok</li> </ul>
<b>Maintenance Technician</b>	<ul style="list-style-type: none"> <li>Skilled technician who can service and repair industrial cleaning equipment, troubleshoot breakdowns, conduct maintenance checks, and ensure safety compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Liaising with vendors, monitoring equipment quality, asset tagging, and reporting issues.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8 hours</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Bukit Batok</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>2 years of experience in leading multiple teams across various cleaning projects.</li> </ul>	<ul style="list-style-type: none"> <li>Training staff, ensuring service standards, planning schedules, and monitoring compliance with safety and cleaning procedures.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8 hours</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Handle customer feedback, inspect equipment, manage supplies, solve operational issues, and submit daily reports. Strong leadership, problem-solving, and communication skills are essential. Join us in delivering top-quality cleaning services.</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Bukit Batok</li> </ul>

## #10 Mandai Wildlife Group

Mandai Wildlife Group is the steward of Mandai Wildlife Reserve, a unique wildlife and nature destination in Singapore that is home to world-renown wildlife parks which connect visitors to the fascinating world of wildlife. The Group is driving an exciting rejuvenation plan at Mandai Wildlife Reserve, adjacent to Singapore's Central Catchment Nature Reserve, that will integrate five wildlife parks with distinctive nature-based experiences, green public spaces and an eco-friendly resort.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Manager, Horticulture</b>	<ul style="list-style-type: none"> <li>Minimum recognized Degree or Diploma with Plant Science, Botany, Agricultural Science, Horticulture, Forestry Science, Environmental Science / Management, or its equivalent.</li> <li>At least 5 years' local relevant experience for Degree holders and 10 years for Diploma holders.</li> <li>Accredited as Certified Practicing Horticulturist or ISA certified Arborist will be an added advantage.</li> <li>Knowledge application in SESAMi and SAP will also be added advantage.</li> <li>Good command of written and spoken English.</li> <li>Effective communication &amp;</li> </ul>	<ul style="list-style-type: none"> <li>Assist Assistant Vice President and Manager to oversee horticulture operations ensuring the desired landscape design intent for the park is met.</li> <li>Provide guidance to Horticulture Officer to achieve quality and timely completion of work tasks.</li> <li>Support in Transition Planning and Ranger &amp; Process Champion with Development Team for Rainforest Wild Asia in collaboration with HR and Animal Care Team.</li> <li>Coordinate with the Development Team and its landscape contractor/consultant for DLP management, including involvement in routine joint inspection, defects identification and registry preparing for smooth handover / takeover.</li> <li>Manage, Supervise, inspect the ground daily and liaise with internal and external stakeholders, including other departments and term</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> depending on the park, inclusive of weekends &amp; public holidays</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Mandai</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>negotiation with various stakeholders for coordination of work to achieve a common goal</p> <ul style="list-style-type: none"> <li>• Proactive, independent and able to work in an outdoor environment</li> <li>• Ability to plan ahead with good sense of urgency and ownership responsibility.</li> <li>• Meet the deadline within a tight schedule for implementation of project / assignment by taking ownership by standing supervision</li> <li>• Able to work during PH and Weekends on rotation basis</li> </ul>	<p>contractors to ensure contract specifications are achieved with timeliness and quality outcome.</p> <ul style="list-style-type: none"> <li>• Responsible to strategize and present proposals for landscape enhancements, upgrading/ development work, and conservation initiatives at various platforms including tabletop and site meetings with various stakeholders, as and when required.</li> <li>• Conduct design review of proposals for existing exhibits, aviaries, front and back of house areas for cost analysis and lifecycle cost evaluation.</li> <li>• Analyze expenditure and propose budget for fiscal year, work plan, and explore digitization initiatives to improve productivity and innovation.</li> <li>• Guide the contractor's work for productivity and observe, record &amp; analyse productivity improvement.</li> <li>• Initiate and prepare necessary work requests, such as working with Procurement Department to call for quotations and tenders with justification of cost benefit analysis within allocated budget and recommend for the contract award, etc.</li> <li>• Prepare power point for presentation in meetings.</li> <li>• Any ad-hoc duties as assigned by the Supervisor.</li> </ul>	
<b>Executive, Park Operation</b>	<ul style="list-style-type: none"> <li>• Diploma or Degree.</li> <li>• At least 2 years of relevant experience, preferably with experience in leadership and project management.</li> <li>• Able to work on weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform shift responsibilities and ensure smooth day-to-day operations of the park, including queue and crowd management, and ensuring park cleanliness.</li> <li>• Ensure delivery of excellent guest experience, including management of guest feedback on-ground and closing service lapses.</li> <li>• Manage incidents and raise incident reports as required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8am-5:30pm 8.15am-5:45pm 9am-6pm 10am to 7pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Ensure safe work practices are carried out.</li> <li>• Review, propose and execute ideas to aid in improvements on park-related and guest experience matters.</li> <li>• Assist in staff management, including manpower planning/deployment and training.</li> <li>• Assist in generating and reviewing reports.</li> <li>• Assist in wildlife management efforts.</li> <li>• Manage assigned portfolio and projects.</li> <li>• Other relevant duties as assigned.</li> </ul>	Singapore Zoo Bird Paradise
<b>Executive, Retail</b>	<ul style="list-style-type: none"> <li>• Minimum GCE 'N'/'O' Level</li> <li>• Minimum 3 years of relevant experience</li> <li>• Prior retail supervisory experience preferred</li> <li>• Good communication skills</li> <li>• Able to commit on Weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Coach, train and motivate retail assistants in ensuring smooth day-to-day operations at retail outlets.</li> <li>• Deliver exceptional customer service to guests and answer guest queries on store/ park related matters.</li> <li>• Actively acquire and demonstrate product knowledge and recommend suitable merchandise to guests.</li> <li>• Gather and share feedback on product quality, pricing etc. and feedback to Managers for follow up.</li> <li>• Upkeep visual displays of merchandise and recommend changes if needed.</li> <li>• Support and execute product launches and campaigns.</li> <li>• Work with Managers to meet financial targets (e.g. sales targets, reduce losses).</li> <li>• Assist in periodic stock takes and ensures stock accountability.</li> <li>• Plan and execute stock ordering, reducing loss of sales opportunities.</li> <li>• Operate SAP and point-of-sales system, ensuring accuracy in inventory and revenue</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> Weekday: 8.30am till 6pm / 9.30am till 7pm / 9.45 - 7.15pm  Weekend: 8am till 5.30pm / 9.30am till 7pm / 9.45 - 7.15pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Mandai</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		collection in compliance of standard operating procedures; <ul style="list-style-type: none"> <li>Plan staff coverage and ensure accuracy in staff attendance reporting; and</li> <li>Any other ad-hoc duties as assigned.</li> </ul>	
<b>Guest Service Officer</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Minimum 1 year of relevant experience in hospitality or tourism industry</li> <li>Prior customer service experience will be an advantage</li> <li>Excellent communications skills</li> <li>Proficient in English and Mandarin preferred in order to communicate with Mandarin-speaking guests</li> <li>Confident, energetic and outgoing personality</li> <li>Able to work on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance to protocol.</li> <li>Identify, propose and execute proposals on areas of improvement to create and enhance guest experience within the park.</li> <li>Resolve feedback, issues and concerns raised by guests.</li> <li>Motivate and guide part-time staff in delivering guest experiences.</li> <li>Assist to conduct training of part-time staff in consultation with section lead.</li> <li>Assist in maintenance and enforcement of park safety matters and procedures.</li> <li>Assist in wildlife-human management efforts:</li> <li>Update and maintain records of sightings and movements of wildlife.</li> <li>Conduct and maintain behavioral enrichments of wildlife through positive reinforcement trainings.</li> <li>Educate guests on wildlife campaigns in the parks.</li> <li>Other relevant duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8am-5:30pm 8.15am-5:45pm 9am-6pm 10am to 7pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Singapore Zoo Bird Paradise Rainforest Wild Asia</li> </ul>
<b>Guest Service Officer (Part Time)</b>	<ul style="list-style-type: none"> <li>Minimum 'N' levels</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays/ Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance to protocol</li> <li>Resolve feedback, issues and concerns raised by guests</li> </ul>	<ul style="list-style-type: none"> <li><b>Working hours:</b> up to 35 hours per week</li> <li><b>Employment Type:</b> Part Time (temporary)</li> <li><b>Location:</b> Singapore Zoo</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist in maintenance and enforcement of park safety matters and procedures</li> </ul>	River Wonders Night Safari Bird Paradise
<b>Horticulture Officer</b>	<ul style="list-style-type: none"> <li>Minimum Diploma in Horticulture and Landscape / WSQ Advanced Certificate in Landscape Supervision</li> <li>At least 2 years' relevant experience with landscaping maintenance in Singapore (with certificate); fresh diploma graduates are welcome to apply</li> <li>Proficiency in Microsoft office</li> <li>Good command of written and spoken English</li> <li>Must be able to work in an outdoor environment</li> <li>Proactive and independent</li> <li>Shortlisted applicants will be allocated to the relevant park/section accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor, record and update work schedule and progress</li> <li>Supervise daily horticulture maintenance works executed by landscape term contractors and in-house gardeners according to contract specifications and responsibilities including but not limited to adhering to routine work schedules, service reports and ad-hoc job requests</li> <li>Assist to monitor and conduct weekly site assessments to inspect landscape term contractor's performance</li> <li>Liaise with internal stakeholders and external vendors with regard to ad-hoc horticulture work requests, site inspections, meetings and feedbacks as and when assigned</li> <li>Assist with materials procurement, including tender/quotation exercise, site show process where required</li> <li>Assist to maintain and upkeep machinery and equipment records</li> <li>Assist to monitor and record daily harvesting bamboo brose and horticulture work activities</li> <li>Monitor overall Watering Regime in park including checking of hose condition, nozzle, automated irrigation installation, etc.</li> <li>Carry out Horticulture maintenance works such as planting, nutrient management, mulching, weeding, pruning overgrown shrubs and hedges along buffer zones and animal enclosures</li> <li>Any ad-hoc duties as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b></li> <li>depending on the park, inclusive of weekends &amp; public holidays</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> River Wonders Rainforest Wild Asia</li> </ul>
<b>Junior Keeper</b>	<ul style="list-style-type: none"> <li>Minimum 'O' levels or Diploma holders</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the care and well-being of animals through</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	(preferably in Life Sciences) <ul style="list-style-type: none"> <li>Confident, outgoing personality and a team player</li> <li>Willing to work on Saturdays/Sundays/ Public Holidays</li> <li>Shortlisted candidates will be allocated to the different sections/parks accordingly.</li> </ul>	proper food preparation and feeding regime, as well as animal husbandry <ul style="list-style-type: none"> <li>Conduct and maintain proper behavioral enrichments through landscaping and exhibit improvements, and positive reinforcement training</li> <li>Assist in guided tours, feedings and other guest interaction sessions/programmes</li> <li>Update and maintain records on daily observations of animals</li> <li>Other relevant duties as assigned</li> </ul>	5 days <ul style="list-style-type: none"> <li><b>Working hours:</b> depending on park, inclusive of weekends &amp; public holidays</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Singapore Zoo Night Safari Bird Paradise</li> </ul>
<b>Membership Officer (Part Time)</b>	<ul style="list-style-type: none"> <li>NITEC/Higher NITEC/Diploma in Hospitality &amp; Tourism</li> <li>Thrives in a fast-paced environment, with the ability to multi-task and meet tight deadlines</li> <li>Willing to work on Saturdays/Sundays/ Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Process membership applications in accordance with Company processes and procedures.</li> <li>Handle all membership-related enquiries, feedback and requests received onsite or via phone and email</li> </ul>	<ul style="list-style-type: none"> <li><b>Working hours:</b> up to 35 hours per week</li> <li><b>Employment Type:</b> Part time (temporary)</li> <li><b>Location:</b> Mandai</li> </ul>
<b>Retail Associate (Part Time)</b>	<ul style="list-style-type: none"> <li>Minimum 'N' levels</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays/ Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Acquire and demonstrate product knowledge and recommend suitable merchandise to guests</li> <li>Upkeep the visual displays of merchandise, price tags and ensure store cleanliness and tidiness of displays</li> <li>Process stock count and receives stock</li> </ul>	<ul style="list-style-type: none"> <li><b>Working hours:</b> up to 35 hours per week</li> <li><b>Employment Type:</b> Part time (temporary)</li> <li><b>Location:</b> Singapore Zoo River Wonders Night Safari Bird Paradise</li> </ul>
<b>Service Crew (Part Time)</b>	<ul style="list-style-type: none"> <li>Minimum 'N' levels</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays /Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Provide pleasant and prompt service to our guests</li> <li>Cashiering duties</li> <li>Food preparation</li> <li>Ensuring cleanliness of F&amp;B outlets</li> </ul>	<ul style="list-style-type: none"> <li><b>Working hours:</b> up to 35 hours per week</li> <li><b>Employment Type:</b> Part time (temporary)</li> <li><b>Location:</b> Singapore Zoo River Wonders Night Safari Bird Paradise</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Senior Guest Experience Officer</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma</li> <li>• Minimum 1 year of relevant experience</li> <li>• Strong interpersonal and communications skills (English).</li> <li>• As enquiries and feedback may be in various languages, proficiency in other languages, such as Mandarin, Tamil / Hindi, Japanese or Korean will be advantageous.</li> <li>• Previous customer service experience will be preferred.</li> <li>• Quick-thinking, adaptable, able to thrive in a fast-paced environment.</li> <li>• Strong team player, but also comfortable to work independently where required.</li> <li>• Able to work on weekends and public holidays.</li> <li>• Able to work until 8pm or later (as required), on shift.</li> </ul>	<ul style="list-style-type: none"> <li>• Be well-versed in information of all 4 Parks (Singapore Zoo, Night Safari, River Wonders, and Bird Paradise).</li> <li>• Effectively manage guests' enquiries and feedback within set SLAs and via various channels and platforms (which include, but are not limited to, emails, calls, livechat, and social media).</li> <li>• Able to identify problem statements / issues and provide appropriate handling to escalated cases.</li> <li>• Maintain a high standard of quality responses to guests to uphold service quality standards and ensure consistency.</li> <li>• Work with various departments and stakeholders within MWG to enhance guest experience and satisfaction.</li> <li>• Support in reporting key feedback cases to management and collaborating with relevant teams to effect satisfactory solutions.</li> <li>• Handle rostering and training of staff.</li> <li>• Manage situations that require problem solving and innovative solutions.</li> <li>• Assist with monthly reports and updating of Standard Operating Procedures (SOPs).</li> <li>• Assist with ad hoc projects for the Guest Experience Management team as required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 44hrs per week</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Mandai</li> </ul>
<b>Senior Executive, Membership Operations</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Hospitality &amp; Tourism or Higher NITEC/ NITEC</li> <li>• Minimum 2 years of relevant experience in hospitality service/tourism industry</li> <li>• Prior customer service/guest experience/contact</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in managing day to day Membership operations for SZ MEC, BP MEC and future RFP MEC, including weekends and public holidays.</li> <li>• to perform IC duty as per Roster plan.</li> <li>• -Roster Planning together with the senior officers.</li> <li>• Assist with management of Membership email.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> depending on the park, inclusive of weekends &amp; public holidays</li> <li>• <b>Employment Type:</b> Full time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>centre experiences would be a plus</p> <ul style="list-style-type: none"> <li>• Able to work on weekends and public holidays</li> <li>• Good communication and writing skills</li> <li>• Experience using Microsoft Office, Galaxy, CRM+, Onestore would be a plus</li> </ul>	<ul style="list-style-type: none"> <li>• to ensure officers check application forms for errors on a daily basis.</li> <li>• to ensure Membership forms, cards and stationeries are sufficient for daily operations.</li> <li>• to Manage queries and requests onsite and online from members/ guests.</li> <li>• to constantly remind officers on all new Membership initiatives and promotions for membership.</li> <li>• to Assist in conducting of onsite and online UAT for new PLUs.</li> <li>• to work with Officer(s) and senior Officer(s) and take charge of respective role being assigned to and check in from time to time on the other roles.</li> <li>• to ensure practice of Membership SOPs are always adhered.</li> <li>• to Assist and raise refund requests (for online and onsite transactions), if any.</li> <li>• to Assist in preparing and compiling of reports together with the senior officers to Support where required.</li> <li>• to Assist AM in calling and conducting bi-weekly meetings with the Team.</li> <li>• to Assist in training new staff on Membership product knowledge and systems.</li> <li>• Any other duties as reflected in job descriptions issued.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> Mandai</li> </ul>
<b>Trainer/Presenter</b>	<ul style="list-style-type: none"> <li>• Minimum 'N' Level.</li> <li>• Experience in animal care, veterinary medicine, training, or shows is preferred.</li> <li>• Good written and spoken communication skills.</li> <li>• Effective and motivated team player.</li> <li>• Able to present in front of crowds and work with animals.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide proper and consistent husbandry, housing, care, feeding, training, enrichment, and presentation of the animals to achieve the highest level of positive welfare as per the Group's Animal Welfare Code.</li> <li>• Identify and report any abnormalities, signs of possible health concerns and/or behavioral issues in animals.</li> <li>• Complete daily recordkeeping forms for feeding, weights,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> depending on the park, inclusive of weekends &amp; public holidays</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Singapore Zoo</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to contribute to new concepts and ideas to improve presentations.</li> <li>• Able to work on weekends and public holidays.</li> <li>• Shortlisted applicants will be allocated to the relevant park/section accordingly.</li> </ul>	behaviour, training, and enrichment as required. <ul style="list-style-type: none"> <li>• Report repairs and renovations as required.</li> <li>• Maintain the highest quality animal presentations and guest interactive programmes with the aim of promoting conservation.</li> <li>• Participate in shows as presenter, handler, and/or backstage support.</li> <li>• Conduct training sessions with assigned animals and behaviours within completion timelines.</li> <li>• Participate in discussions and contribute to the design and development of new animal behaviours, routines, and presentation ideas for the shows and programmes.</li> <li>• Other relevant duties as assigned.</li> </ul>	Night Safari Bird Paradise
<b>Technician, Vehicles</b>	<ul style="list-style-type: none"> <li>• Minimum ITE/Diploma in Electronics/Electrical Engineering or equivalent.</li> <li>• Minimum 2 to 3 years of relevant experience in automotive, equipment and electrical maintenance and troubleshooting; candidates without experience are welcome to apply.</li> <li>• Possession of Class 2B/3 licenses and proficiency in Microsoft Office will be an added advantage.</li> <li>• Proactive and a team player with good problem-solving skills and attention to details.</li> <li>• Able to perform shift work, work on weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out inspection, servicing and maintenance of vehicles and other automotive equipment.</li> <li>• Perform electrical and mechanical troubleshooting of automotive system and equipment.</li> <li>• Other relevant duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> depending on the park, inclusive of weekends &amp; public holidays</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Rainforest Wild Asia</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Shortlisted candidates will be allocated to the respective parks accordingly.</li> </ul>		

## #11 MOS Burger

Since 1972, MOS Burger has offered a wide variety of unique and original MOS burgers, as well as local specialties. Menu and styles might have changed but the MOS policy and passionate commitment to creating delicious, quality burgers have never changed.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Crew Member</b>	<ul style="list-style-type: none"> <li>No experience is required, and training is provided</li> </ul>	<ul style="list-style-type: none"> <li>Cashiering</li> <li>Kitchen duties</li> <li>Customer Service</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8 hours a day</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Kaki Bukit</li> </ul>
<b>Trainee Manager</b>	<ul style="list-style-type: none"> <li>Minimum O' Levels</li> <li>Entry level/No experience required.</li> <li>Able to perform shift work and work on weekends.</li> </ul>	<ul style="list-style-type: none"> <li>Overall responsible for the smooth operations of the restaurant and efficiently to achieve sales targets and enforce on HDC standards.</li> <li>Solicit customer feedback to understand the needs and wants of customers.</li> <li>Consistently monitor product and labor costs to remain within budget.</li> <li>Achieving sales targets and ensuring profitability of the outlet.</li> <li>Conduct stock count for food &amp; beverage, packaging and all other stocks.</li> <li>Provide training and coaching to staff assess performance.</li> <li>Involved in the various station work and the maintenance of the restaurant.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 9 hours a day</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Kaki Bukit</li> </ul>

## #12 Select Group

Select Group has been the leading food service provider to people from all walks of life in Singapore for more than 30 years.

The Group manages thousands of dedicated staff trained in all aspects of the food service industry. With extensive experience in the F&B industry, Select Group has established a substantial brand presence in events catering and institutional catering, as well as Chinese dining, food retail, fast food and themed food courts in Singapore.

To increase its variety of offerings, Select Group has ventured into ready-to-eat- meal production. Expanding our operations beyond the shores of Singapore, Select Group currently have presence in Malaysia and Indonesia.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Admin Executive</b>	<ul style="list-style-type: none"> <li>• Good computer literacy skills</li> <li>• Customer service attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Attending to customers and processing of daily contracts orders</li> <li>• Tallying of daily event orders</li> <li>• Liaising with Accounts department for payments receivable</li> <li>• Submission of invoices on various sales platforms</li> <li>• Ordering of equipment from supplier/vendors for catering events</li> <li>• Consolidation and calculation of Payment for Tingkat services</li> <li>• Any other Ad-hoc administrative duties, such as stationery ordering when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 830am to 6pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Senoko South</li> </ul>
<b>Catering Assistant</b>	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Responsible and hardworking</li> <li>• Preferably with 1 year's relevant experience in general kitchen operations</li> </ul>	<ul style="list-style-type: none"> <li>• Clean the kitchen by sweeping and mopping floors</li> <li>• Washing worktables, cutting blocks and boards, refrigerators, walls and any other surfaces.</li> <li>• Separate recyclables from garbage, then remove all waste material and cleaning the kitchen garbage cans at least once daily</li> <li>• Wash, clean &amp; make dry the dishes, utensils, pots, pans, chopping boards, kitchen equipment etc.</li> <li>• Assist the cook; wash, peel and slice vegetables and fruit; measure and assemble ingredients for frequent orders and pack take-out orders</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> Shift</li> <li>• <b>Employment Type:</b> Full time/Part time</li> <li>• <b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Followed all food safety &amp; hygiene guidelines and standards.</li> <li>Assist the cook to prepare the necessary ingredients</li> <li>Perform other reasonable job duties as requested by Supervisors</li> </ul>	
<b>Chef</b>	<ul style="list-style-type: none"> <li>Team player</li> <li>Leadership skills</li> <li>Ability to remain calm and undertake various tasks</li> <li>Excellent time management abilities</li> <li>Familiarity with sanitation regulations</li> </ul>	<ul style="list-style-type: none"> <li>Set up the kitchen with cooking utensils and equipment, like knives, pans and kitchen scales</li> <li>Study each recipe and gather all necessary ingredients</li> <li>Cook food in a timely manner</li> <li>Ensure appealing plate presentation</li> <li>Supervise cooks and assist as needed</li> <li>Enforce good practice of hygiene and food safety standard</li> <li>Prepare the food according to the standard procedure</li> <li>Ensure the quality of food</li> <li>Perform other reasonable job duties as requested by Supervisors</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> Shift</li> <li><b>Employment Type:</b> Full time/Part time</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Cook</b>	<ul style="list-style-type: none"> <li>Minimum 1 year of culinary experience</li> <li>Team player</li> <li>Basic Food Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the preparation, seasoning and cooking of food in accordance with the Standard Operating Procedures (SOP)</li> <li>Ensure the cleanliness in the kitchen</li> <li>Cook and package batches of food</li> <li>Cook the exact number of items ordered by each customer, working on several different orders simultaneously; operate large-volume cooking equipment; prepare and serve beverages</li> <li>Measure ingredients required for specific food items being prepared</li> <li>Read food order slips or receive verbal instructions as to food required by patron, and prepare and cook food according to instructions</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> Shift</li> <li><b>Employment Type:</b> Full time/Part time</li> <li><b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Verify prepared food meets requirements for quality and quantity.</li> <li>• Clean, stock, and restock workstations and display cases.</li> <li>• Order and take delivery of supplies.</li> <li>• Ensure proper labelling of food items after preparation.</li> <li>• Ensure the correct rotation by FIFO and maintain stock level of all food products.</li> </ul>	
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>• Hardworking</li> <li>• Team player</li> </ul>	<ul style="list-style-type: none"> <li>• Wash the dishes, pots, glassware, utensils and cutlery properly</li> <li>• Maintain the work areas, equipment, or utensils in clean and orderly condition</li> <li>• Use proper measurements of detergent and sanitizer</li> <li>• Remove all defects items and inform the managers in-charged for restock</li> <li>• Dispose all garbage</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> Shift</li> <li>• <b>Employment Type:</b> Full time/Part time</li> <li>• <b>Location:</b> Island wide</li> </ul>
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>• Team player</li> <li>• Responsible</li> <li>• Hardworking</li> <li>• Preferably with 1 year's relevant experience in general kitchen operations</li> <li>• Minimum secondary school education and with a valid food safety course level 1 certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Assist the Chef in basic food/ingredient preparation including washing, peeling, cutting/slicing, chopping etc.</li> <li>• Wash, clean &amp; make dry the dishes, utensils, pots, pans, chopping boards, kitchen equipment etc.</li> <li>• Pack takeout orders for customers</li> <li>• Clean and sanitizing the food preparation areas.</li> <li>• Sweeping &amp; mopping the floor and emptying rubbish bins.</li> <li>• Receive and store supplies &amp; food ingredients in appropriate &amp; hygienic ways.</li> <li>• Followed all food safety &amp; hygiene guidelines and standards.</li> <li>• Other duties as needed</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> Shift</li> <li>• <b>Employment Type:</b> Full time/Part time</li> <li>• <b>Location:</b> Island wide</li> </ul>

### #13 Soverus

SOVERUS Pte Ltd is a leading security agency in Singapore, and we are proud to operate our security guarding business under this banner. With our extensive experience and proven track record of success, our client can trust us to deliver tailored security services that meet their specific needs and requirements.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Security Officer</b>	<ul style="list-style-type: none"> <li>• PLRD License</li> <li>• Physically Fit</li> </ul>	<ul style="list-style-type: none"> <li>• Access control, patrolling, and guarding the premise</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> Day Shift 7am to 7pm or 8am to 8pm Night Shift 7pm to 7am or 8pm to 8am</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Pasir Panjang</li> </ul>
<b>Security Supervisor</b>	<ul style="list-style-type: none"> <li>• PLRD License</li> <li>• Physically Fit</li> </ul>	<ul style="list-style-type: none"> <li>• Access control, patrolling, guarding the premises, monitoring CCTV, assisting in security incident related, supervise the security team and rostering</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> Day Shift 7am to 7pm or 8am to 8pm Night Shift 7pm to 7am or 8pm to 8am</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Pasir Panjang</li> </ul>
<b>Senior Security Officer</b>	<ul style="list-style-type: none"> <li>• PLRD License</li> <li>• Physically Fit</li> </ul>	<ul style="list-style-type: none"> <li>• Access control, patrolling, guarding the premise, monitoring CCTC, and assisting in security incident related</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> Day Shift 7am to 7pm or 8am to 8pm Night Shift 7pm to 7am or 8pm to 8am</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Pasir Panjang</li> </ul>

## #14 Sushi Tei

Sushi Tei – where expert culinary skills and an innate appreciation of nature come together to inspire and enhance the Japanese dining experience.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Leading Cook</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and Public Holidays.</li> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to work in fast-paced F&amp;B environment with minimal supervision.</li> <li>• Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to SOP on the preparation of food and provide guidance and training to rank &amp; file staff.</li> <li>• Ensure that all workstations are clean, tidy and ready for the start and end of the business day.</li> <li>• Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</li> <li>• Uphold the hygiene standard of ingredient handling and the dishes served.</li> <li>• Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</li> <li>• Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</li> <li>• Perform stock count for monthly closing inventory.</li> <li>• 6 working days/week (44-hours).</li> <li>• Work location: Various (<a href="https://www.sushitei.com/outlets/outlets.aspx">https://www.sushitei.com/outlets/outlets.aspx</a>).</li> <li>• Training and uniform will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 8 hours a day</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Various locations</li> </ul>
<b>Leading Cook</b>	<ul style="list-style-type: none"> <li>• Secondary education</li> <li>• Applicants with prior relevant experience will be advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to SOP on the preparation of food and provide guidance and training to rank &amp; file staff.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to perform shifts and work on weekends and Public Holidays.</li> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to work in a fast-paced F&amp;B environment with minimal supervision.</li> <li>• Able to start work in short notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all workstations are clean, tidy and ready for the start and end of the business day.</li> <li>• Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</li> <li>• Uphold the hygiene standard of ingredient handling and the dishes served.</li> <li>• Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</li> <li>• Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</li> <li>• Perform stock count for monthly closing inventory.</li> <li>• 6 working days/week (44-hours).</li> <li>• Work location: Various (<a href="https://www.sushitei.com/outlets/outlets.aspx">https://www.sushitei.com/outlets/outlets.aspx</a>).</li> <li>• Training and uniforms will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• 8 hours a day</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Various locations</li> </ul>
<b>Waiter / Waitress (Part Time)</b>	<ul style="list-style-type: none"> <li>• No experience required as training will be provided.</li> <li>• Able to perform shifts and work on weekends and Public Holidays.</li> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to start work in short notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for providing courteous and efficient food &amp; beverage services to the guests.</li> <li>• To present the menu, take order, suggest and recommend appropriately.</li> <li>• Attend and respond to guests' needs promptly and professionally.</li> <li>• Setting up table arrangement and ensure cleanliness in the restaurant.</li> <li>• To perform other duties as assigned by superior</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> Min 3 days</li> <li>• <b>Working hours:</b> Min 5 hours a day</li> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Location:</b> Various locations</li> </ul>
<b>Restaurant Supervisor</b>	<ul style="list-style-type: none"> <li>• Applicants with prior relevant experience will be advantageous.</li> <li>• Able to perform shifts and work on weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Greet and guide guests to assigned table in a friendly manner, make them feel welcome and at ease.</li> <li>• Present Ordering iPad /Menu to the customers.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 8 hours a day</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Great customer service skills with a pleasant smile.</li> <li>Able to work in a fast-paced F&amp;B environment with minimal supervision.</li> <li>Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>Attend to guest's request, be helpful and answer politely.</li> <li>Recommend signature and popular dishes to customers.</li> <li>Check food before presenting it to guests and ensure all items ordered are served accordingly.</li> <li>Seek customers' permission prior to clearing of the empty dishes.</li> <li>Follow service procedures and familiarise with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly.</li> <li>Take incoming calls and provide information regarding the respective restaurants.</li> <li>Relay customer feedback or comments to the duty manager in charge.</li> <li>Manage daily cashiering duty to ensure all transactions are accurate &amp; done efficiently.</li> <li>Ensure complete table set up according to service SOP.</li> <li>To perform other duties as assigned by superior.</li> <li>6 working days/week (44-hours).</li> <li>Work location: Various (<a href="https://www.sushitei.com/outlets/outlets.aspx">https://www.sushitei.com/outlets/outlets.aspx</a>).</li> <li>Training and uniforms will be provided.</li> </ul>	<p>Full time</p> <ul style="list-style-type: none"> <li><b>Location:</b> Various locations</li> </ul>
<b>Senior Cook</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Applicants with prior relevant experience will be advantageous.</li> <li>Able to perform shifts and work on weekends and Public Holidays.</li> <li>Great customer service skills with a pleasant smile.</li> <li>Able to work in a fast-paced F&amp;B environment with minimal supervision.</li> <li>Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to SOP on the preparation of food and provide guidance and training to rank &amp; file staff.</li> <li>Ensure that all workstations are clean, tidy and ready for the start and end of the business day.</li> <li>Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</li> <li>Uphold the hygiene standard of ingredient handling and the dishes served.</li> <li>Ensure that the Kitchen worktop, cookers, ovens, grills,</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8 hours a day</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Various locations</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. <ul style="list-style-type: none"> <li>Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</li> <li>Perform stock count for monthly closing inventory.</li> <li>6 working days/week (44-hours). Work location: Various (<a href="https://www.sushitei.com/outlets/outlets.aspx">https://www.sushitei.com/outlets/outlets.aspx</a>). Training and uniform will be provided</li> </ul>	
<b>Service Crew / Waiter / Waitress</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Applicants with prior relevant experience will be advantageous.</li> <li>Able to perform shifts and work on weekends and Public Holidays.</li> <li>Great customer service skills with a pleasant smile</li> <li>Able to work in a fast-paced F&amp;B environment with minimal supervision</li> <li>Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for providing courteous and efficient food &amp; beverage services to the guests.</li> <li>To present menu, take order, suggest and recommend appropriately</li> <li>Attend and respond to guests' needs promptly and professionally</li> <li>Setting up table arrangement and ensure cleanliness in the restaurant</li> <li>To perform other duties as assigned by superior</li> <li>6 working days/week (44-hours)</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8 hours a day</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Various locations</li> </ul>

## #15 Tower Transit Singapore

Tower Transit Singapore (TTS) is a public bus operator and the first to usher in Singapore government's bus contracting model in 2015. Today, it operates 60 public bus services and over 700 buses on behalf of Singapore's Land Transport Authority. TTS manages 7 bus interchanges and employs about 1,700 employees across two bus depots. TTS's vision is to be the most respected public transport operator in Singapore. It is part of the Kelsian Group, Australia's largest integrated land and marine, tourism and public transport service provider with operations in Singapore, the UK, the USA and across Australia.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Bus Captain</b>	<ul style="list-style-type: none"> <li>Valid Certificate 4/4A driving license or Valid Certificate 3 driving license for SG/SGPR only</li> </ul>	<ul style="list-style-type: none"> <li>Every passenger enjoys a smooth and pleasant journey. That is why our Bus Captains are the core of what we do at Tower Transit Singapore.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 8- 10 hours a day</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Valid Omnibus/Bus Driver's Vocational License (Company sponsor for suitable candidate without ODVL)</li> <li>Secondary 2 education/WPL Level 3, or an equivalent</li> <li>High standard of safe driving skills and behaviour.</li> <li>Demonstrated record of exceptional customer service, exhibiting compassion and empathy for people with disabilities.</li> <li>Detailed knowledge of the "HOT" process and other security procedures and protocols; and</li> <li>Professionally presented.</li> </ul>	<ul style="list-style-type: none"> <li>Our Bus Captains bring our passengers safely to their destination, all this whilst ensuring that proper bus fares are collected. They are professionals who work with pride and keep Singapore moving.</li> <li>Safe operation of the bus.</li> <li>Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times.</li> <li>Communicate with the Operations Control Centre for instructions when there is a potential timing impact to journey timings.</li> <li>Ensure the bus destination is correct for the journey being undertaken.</li> <li>Comply with bus ticketing procedures and ensure the correct operation of the bus.</li> <li>Ensure proper payment of bus fares.</li> <li>Provide high standard of customer service at all times, positively influencing customer experience.</li> <li>Assist passengers with information regarding journey options or factors that may influence their journey.</li> <li>Act in a friendly and professional manner to customers, other employees and members of the public.</li> <li>Be on the alert for anti-social behaviour or activities that may pose a risk to the security and safety of customers, employees and members of the public.</li> <li>Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> 21 Bulim Drive</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>visibility safety vest and completing a pre-service vehicle check before taking a bus into service.</p> <ul style="list-style-type: none"> <li>• Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to.</li> <li>• Report all accidents and incidents using the Company's reporting procedures; and</li> <li>• Comply with the rules governing driving hours and rest periods for bus captains and advise operations supervisors of any potential conflict with abiding by the respective legislation and EBA obligations.</li> </ul>	
<b>CFMS / Service Controller</b>	<ul style="list-style-type: none"> <li>• NITEC Certificate</li> <li>• This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage.</li> <li>• Commercial awareness and an understanding of the LTA contract regime.</li> <li>• Good geographical knowledge of the Singapore area.</li> <li>• Excellent communications skills, both verbal and written.</li> <li>• Ability to effectively communicate over the phone and two-way radio to a culturally diverse workforce and community.</li> <li>• Computer literate and the ability to be trained in a GPS real-time vehicle management environment such as the LTA CFMS system, and</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for ensuring the safe, punctual and cost-effective delivery of services by managing the flow of bus captains and vehicles along the route.</li> <li>• Liaising with Bus Captains, Interchange Supervisors, Depot Supervisors and maintenance personnel to resolve issues and restore service levels.</li> <li>• To ensure that the highest levels of service are provided to ensure a customer centric approach is taken when dealing with service irregularities.</li> <li>• Monitoring and controlling services to ensure punctuality, or service headways are maintained.</li> <li>• Communicate with bus captains and Interchange Supervisors to enable them to effectively deliver a reliable and safe service to the customer.</li> <li>• Communicating in a polite, professional and courteous manner at all times with employees and external parties.</li> <li>• Manage on-road issues that potentially impact on service delivery.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 10 hours a day</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> 21 Bulim Drive</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Personal performance will be assessed including overall compliance with Excess Wait Time key performance indicators, efficient use of bus captains in managing issues with the services, on-time performance results, first and last bus key performance indicators and the instance of mileage not operated through missed, or curtailed trips.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a close working relationship with response agencies such as firefighters and police.</li> <li>Responsible for reporting on punctuality concerns in relation to service issues.</li> <li>Continually liaise with supervisors, particularly the Interchange Supervisors and Depot Supervisors, to ensure that services operate in accordance with timetabled instructions.</li> <li>Ensuring that the first and last services on all routes run to the scheduled timetable.</li> <li>Deal with Major Incidents and Security Issues in accordance with the respective procedures.</li> <li>Responsible for building a strong working relationship with the maintenance team to ensure effective change-overs in relation to vehicle breakdowns.</li> <li>Undertake any additional duties as requested by the CFMS Manager</li> <li>Undertake any training and development activities as requested by the CFMS Manager.</li> </ul>	
<b>Human Resources Executive</b>	<ul style="list-style-type: none"> <li>Minimum Diploma holder, preferably in the field of HR.</li> <li>1 to 2 years of relevant experience. Fresh graduates may be considered.</li> <li>Proficiency in Word, Excel and Power Point.</li> <li>Strong communications and interpersonal skills.</li> <li>Ability to maintain confidentiality and handle sensitive situations with empathy.</li> <li>Attention to detail and the ability to organise</li> </ul>	<ul style="list-style-type: none"> <li>We believe that our employees are the core of our business and for that to happen, we need an employee-centric Human resources team to drive our recruitment, remuneration and retention.</li> <li>This role will require the candidate to work in a matrix environment and partner with other line managers and departments to meet our business needs.</li> <li>To source, attract, evaluate and recruit qualified candidates for various positions and seniority levels.</li> <li>The candidate should also have an eye for detail and be</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8 hours a day</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> 21 Bulim Drive</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>tasks in a structured and logical way.</p> <ul style="list-style-type: none"> <li>• Able to work with employees from all levels and influence/advise on issues relating to human resource business partnering.</li> <li>• Knowledge of labour legislation.</li> <li>• Candidates who have experience working with HRIS will have an added advantage.</li> </ul>	<p>meticulous in keeping our employee data updated and accurate.</p> <ul style="list-style-type: none"> <li>• Manage Talent Acquisition for Business needs.</li> <li>• Review Recruitment and retention programs.</li> <li>• Partner with hiring managers to develop effective recruitment strategies.</li> <li>• Manage new hire onboarding and exit.</li> <li>• Participate in job fairs and host in-house recruitment events.</li> <li>• Coordinate matters regarding working passes with Ministry of Manpower.</li> <li>• Track and monitor HR metrics for Recruitment.</li> <li>• Work closely with Learning &amp; Development on Talent Matters.</li> <li>• Maintain Employee and Labour Union Relations.</li> <li>• Performs general affairs tasks and activities such as coordination and processing of documents.</li> <li>• Maintain, file and update accurate employee data in various platforms used by the organisation.</li> <li>• Ensure effective and efficient HR solutions delivery while maintaining updated and accurate employee data.</li> <li>• Administration of company's policies</li> </ul>	
<b>Interchange Supervisor</b>	<ul style="list-style-type: none"> <li>• NITEC Certificate</li> <li>• This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage.</li> <li>• Commercial awareness and an understanding of the LTA contract regime.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for ensuring safe, punctual, reliable and cost-effective delivery of services by:</li> <li>• managing the allocations of duty cards and information to Drivers to ensure they leave the interchange on time to commence in service.</li> <li>• managing the flow of drivers and vehicles along Tower Transit Operated routes through liaison with CFMS Controllers on duty.</li> <li>• identifying and communicating issues with schedules,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 10 hours a day</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> 21 Bulim Drive</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good geographical knowledge of Singapore.</li> <li>• It is essential that you are PC literate and able to use Word, Excel and email, it would be desirable to have experience of the Grampian GUI allocation system.</li> <li>• Must have a working knowledge of Part IV of the Employment Act.</li> <li>• Attention to detail is imperative.</li> <li>• It is essential that you are able to forward plan to ensure operational cover is achieved.</li> <li>• Excellent communications skills, both verbal and written.</li> <li>• Driver communication and liaison is imperative to ensure success in this role and you must demonstrate that you can efficiently liaise with Drivers in a polite and professional manner.</li> <li>• Organisation skills are essential for you to be able to succeed in this role;</li> <li>• Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver-related performance measures.</li> </ul>	<p>allocations, specific drivers, and/or vehicles.</p> <ul style="list-style-type: none"> <li>• ensuring the safe movement of vehicles and pedestrians within the interchange at all times, having regard for the company safety policies</li> <li>• forward planning on-the-day service requirements through to end-of-day.</li> <li>• undertaking a variety of Administration duties in line with the business requirements.</li> <li>• Responsible for overseeing all driver reporting and daily driver contact at the interchange.</li> <li>• Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered.</li> <li>• Responsible for ensuring that drivers absences are accurately recorded and notify the Staff Managers of any staff who have not reported absent and have failed to report for duty.</li> <li>• Responsible for the prompt allocation of duty (including cards and vehicles) to ensure that drivers are ready to leave on time, record any issues of lateness and reasons for delay in service and if any mileage is subsequently lost.</li> <li>• Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA.</li> <li>• Responsible for liaising with CFMS Controllers to ensure that services are effective and efficient.</li> <li>• Responsible for communicating with customers and offering help, advice and guidance as applicable.</li> <li>• Responsible for responding to any customer enquiries which may include complaints, take</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>responsibility for dealing with and resolving the complaint.</p> <ul style="list-style-type: none"> <li>• Responsible for logging any lost property and for dealing with any customer enquiries relating to lost property. If possible, identify and contact owners of any lost property.</li> <li>• If necessary, take control of any emergency situations that may arise within the interchange, particularly if you are the person responsible.</li> <li>• Responsible for ensuring a full and effective handover and coordination across shifts.</li> <li>• Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage.</li> <li>• To undertake any additional reasonable duties at the request of your Line Manager.</li> <li>• To undertake any training and development activities at the request of your Line Manager.</li> </ul>	
<b>Vehicle Technician</b>	<ul style="list-style-type: none"> <li>• Flexibility of working hours is essential as shift and weekend are a feature of this role.</li> <li>• Hold the relevant trades certificates for the functions undertaken within the position. Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent.</li> <li>• An engineering awareness and familiarity with vehicle component parts.</li> <li>• Experience using computer-based inventory systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company's policies and procedures, as well as legislative and LTA contractual obligations.</li> <li>• Responsible for maximizing personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection.</li> <li>• Ensure a 'right first time' approach to maintenance, remaining flexible and adaptable to the changing maintenance demands.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 10 hours a day</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> 21 Bulim Drive</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Hold and retain a valid forklift operator license,</li> <li>• Possess valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver high standard vehicle repairs in accordance with the approved service regimes and work instructions.</li> <li>• Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors, ensuring that the required work is undertaken within the specified timelines.</li> <li>• Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance.</li> <li>• Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary.</li> <li>• Proactively contributes to team performance to ensure that vehicles are maintained to the highest standards.</li> <li>• Respond to Operations Control requests to attend to on-road repairs.</li> <li>• Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule.</li> <li>• Responsible for correctly booking out any parts required to carry out maintenance.</li> <li>• Ensure that parts are used in a cost-effective manner and identify any areas of concern to the Engineering Supervisor.</li> <li>• Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to deliver a reliable maintenance service.</li> <li>• Adhere to the Company Health and Safety procedures in relation to working in the Engineering department.</li> <li>• Ensure that the correct PPE is always worn, and that safety equipment is used when working with machinery.</li> </ul>	



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices.</li> <li>• Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager.</li> <li>• Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager.</li> <li>• Maintain good housekeeping, safety and security of workshop and work areas.</li> <li>• Ensure compliance with all workshop procedures, safe work practices and work instructions.</li> <li>• Mentor and supervise assigned staff under your charge.</li> <li>• Ensure Zero Industrial accidents and compliance with all statutory and or government regulations.</li> </ul>	

## #16 Young Men's Christian Association of Singapore (YMCA)

The Young Men's Christian Association (YMCA) movement was started in 1844 in London by Mr George Williams and a group of likeminded concerned Christians. It is one of the oldest and largest Movements for youth in the world and now operates in 119 countries and reaching 58 million people. The YMCA works to bring social justice and peace to young people and their communities, regardless of religion, race, gender or culture.

Established in 1902, the YMCA of Singapore is a volunteer-based Christian organisation that seeks to serve and impact all members of the community, regardless of race, language or religion, through programmes, services and enterprises to develop the body, mind and spirit.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>KCare Programme Staff</b>	<ul style="list-style-type: none"> <li>• Diploma/ Certificate in Early Childhood Care Education related will be an advantage.</li> <li>• Excellent communication skills (both oral and written)</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the setting up a specially designed environment including pre-activity set up.</li> <li>• Ensure the programme materials are of superior quality and adequate supply.</li> <li>• To manage kindergarten children and provide high levels</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5</li> <li>• <b>Working hours:</b> 10am -7pm</li> <li>• <b>Employment Type:</b> Full time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills.</li> <li>• Good Organisational skills.</li> <li>• Patient and love teaching children.</li> </ul>	<p>of interaction to promote critical thinking and positive attitudes towards learning.</p> <ul style="list-style-type: none"> <li>• Implement the Kindergarten Care Centre's programme based on the Kindergarten Care Guide provided.</li> <li>• Supervise activities such as field trips and sharing sessions to stimulate children's interest and broaden the understanding of their physical and social environment.</li> <li>• Demonstrate and use audio-visual teaching aids to present subject matter to class.</li> <li>• Observe and monitor how and what children are learning and use the information to create new learning opportunities for children.</li> <li>• Observe and monitor how and what children are learning and use the information to develop children's developmental profile.</li> <li>• Provide support, warmth and emotional support for the children when needed.</li> <li>• Instruct children in practices of personal cleanliness and self-care. Exhibit a sense of calm, consistency, grace and courtesy toward the children.</li> <li>• Ensure the safety and well-being of each individual child. Observe children to detect signs of ill health or emotional disturbance and to evaluate progress.</li> <li>• Able to handle emergencies and solve problems.</li> <li>• Maintain an appropriate atmosphere of safety, learning, and fun, in line with YMCA's philosophy.</li> <li>• Keep attendance reports.</li> <li>• Responsible for maintaining order in the classroom and in playground.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> Northeast / Jurong West/ Bukit Panjang areas</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Any other duties or projects to be assigned by the immediate superior.</li> </ul>	
<b>Student Care Center Teacher (Mentor)</b>	<ul style="list-style-type: none"> <li>Minimum N/ O Level, NITEC or its equivalent.</li> <li>Student care / tutoring experience is advantageous.</li> <li>Patient and passionate about teaching children</li> <li>Friendly and cheerful with good interpersonal skills and organization skills.</li> <li>Candidates with higher education level and work experience will be considered for Senior Teacher, position.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the preparation of the classroom environment, including pre-activity set up. Ensure the classroom materials are of superior quality and adequate supply.</li> <li>Supervise activities such as field visits and group discussions to stimulate students' interest and broaden the understanding of their physical and social environment.</li> <li>Prepare course objectives and outline for course of study following curriculum guidelines or requirements of government.</li> <li>Demonstrate and use audio-visual teaching aids to present subject matter to class.</li> <li>Keep attendance reports and grade records.</li> <li>Assign daily lessons and schoolwork. Prepare, administer and correct tests and records results.</li> <li>Responsible for maintaining order in the classroom and in the playground.</li> <li>Foster social behaviour through games and group projects to assist children in forming satisfying relationships with other children and adults.</li> <li>Encourage students in singing, dancing, rhythmic activities and in the use of art materials to promote self-expressions and in appreciation of aesthetic experience.</li> <li>Implement creative ideas, activities, and stimulating lessons to involve the children in the classroom.</li> <li>Counsel students when adjustments and academic problems arise. Provide support, warmth, security, and stability for the children.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> 10am -7pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Near MRT stations across Singapore</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Instruct children in practices of personal cleanliness and self-care. Exhibit a sense of calm, consistency, grace and courtesy toward the children in the classroom.</li> <li>Ensure the safety and wellbeing of each individual child. Observe children to detect signs of ill health or emotional disturbance and to evaluate progress.</li> <li>Maintain an appropriate atmosphere of safety, learning, and fun, in line with YMCA's philosophy.</li> <li>Any other duties or projects to be assigned by the immediate superior</li> </ul>	

## Backend Referrals

### #17 ASTONS Group

ASTONS Group has established itself as a household name synonymous with quality and affordability. It is also the trust that the group has earned as a homegrown brand dedicated to serving customers the very best - delicious and hand-prepared fare that makes them feel at home, accompanied by an experience they will remember for time to come, that drive ASTONS Group to become one of the leading food service companies in Singapore. At present, ASTONS Group owns 11 brands, 11 concepts with 37 outlets island wide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Manager</b>	<ul style="list-style-type: none"> <li>Minimum 2 years of managerial experience in F&amp;B</li> <li>Ability to work in a fast-paced environment</li> <li>Able to commit on weekends and public holidays.</li> <li>Display initiative, leadership qualities and ability to motivate oneself and team.</li> <li>Food safety level 3 certification</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring that operations of the restaurant are run efficiently; Monitor and responsible for the sales performance of the outlet.</li> <li>Lead a team of staff to ensure that service and food standards are maintained at all times.</li> <li>Ensure SOP are closely followed by the team to maintain food quality.</li> <li>Enforce hygiene regulation and upkeep restaurant cleanliness and hygiene standards.</li> <li>Handle feedback/complaints from the guests.</li> <li>Any ad-hoc duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> Based on Schedule (flexible hours)</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location:</b> Astons Andes Multiple outlets</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Manager</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of managerial experience in F&amp;B</li> <li>• Possess working experience in Chinese Restaurant will be an added advantage</li> <li>• Food Hygiene Certification</li> <li>• Ability to work in a fast-paced environment</li> <li>• Able to work on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Assists in daily operation tasks (e.g. taking orders, cashiering, consolidation of daily sales, attending to reservation phone calls and preparation/ serving food &amp; beverages, etc.)</li> <li>• Ensure dining customers satisfaction.</li> <li>• Manage the restaurant to meet or exceed standards in food, service quality, safety and cleanliness</li> <li>• Reviewing customer surveys to develop and implement ways to improve customer service</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5</li> <li>• <b>Working hours:</b> Based on Schedule (flexible hours)</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> East Treasure Chinese Restaurant Multiple outlets</li> </ul>
<b>Crew (Full Time)</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment</li> <li>• Able to work on weekends and public holidays</li> <li>• Good customer service skills</li> <li>• Teamwork</li> <li>• Food Hygiene Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Perform order taking, cashiering, suggesting &amp; recommending menu items appropriately</li> <li>• Perform food ingredients and stations according to company's SOP &amp; guidelines</li> <li>• Performing opening &amp; closing duties</li> <li>• Attend and respond to guests' needs promptly &amp; professionally</li> <li>• Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support &amp; closing requirement</li> <li>• Any other ad-hoc duties as assigned by immediate superiors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5</li> <li>• <b>Working hours:</b> Based on Schedule (flexible hours)</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Astons Andes Multiple outlets</li> </ul>
<b>Crew (Part Time)</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment</li> <li>• Able to work on weekends and public holidays</li> <li>• Good customer service skills; Teamwork</li> <li>• Food Hygiene Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Perform order taking, cashiering, suggesting &amp; recommending menu items appropriately</li> <li>• Perform food ingredients and stations according to company's SOP &amp; guidelines</li> <li>• Performing opening &amp; closing duties</li> <li>• Attend and respond to guests' needs promptly &amp; professionally</li> <li>• Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support &amp; closing requirement</li> <li>• Any other ad-hoc duties as assigned by immediate superiors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 2</li> <li>• <b>Working hours:</b> Based on Schedule (flexible hours)</li> <li>• <b>Employment Type:</b> Part Time</li> <li>• <b>Location:</b> Astons Andes Multiple outlets</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>• Possess working experience in Chinese Restaurant will be an added advantage</li> <li>• Food Hygiene Certification.</li> <li>• Ability to work in a fast-paced environment</li> <li>• Able to work on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Able to multi-tasks</li> <li>• Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support &amp; servicing</li> <li>• Assist head chef for kitchen daily operations (food ordering/ FIFO/ food wastage/ inventory/food preparation)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5</li> <li>• <b>Working hours:</b> Based on Schedule (flexible hours)</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> East Treasure Chinese Restaurant Multiple outlets</li> </ul>
<b>Kitchen Assistant/Cook</b>	<ul style="list-style-type: none"> <li>• Applicants with relevant work experience will be an advantage</li> <li>• Willing to work shifts, weekends and public holidays</li> <li>• Self-motivated and disciplined with good interpersonal and organizational skills.</li> <li>• Responsible and positive working attitude</li> <li>• Food Hygiene Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare the restaurant for opening and closing</li> <li>• Handle food preparation, sort and fulfil orders, and strictly adhere to the company's standard operating procedures</li> <li>• Ensure compliance to food safety, hygiene and sanitation standards</li> <li>• Maintain safety and cleanliness in the kitchen</li> <li>• Perform regular maintenance and upkeep of kitchen equipment</li> <li>• Any other ad-hoc duties as assigned by immediate superior</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5</li> <li>• <b>Working hours:</b> Based on Schedule (flexible hours)</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location:</b> Aji Ichi Multiple outlets</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment</li> <li>• Able to work on weekends and public holidays</li> <li>• Good customer service skills</li> <li>• Teamwork</li> <li>• Food Hygiene Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Welcome guests and lead them to their seats</li> <li>• Perform order taking, cashiering, suggest and recommend menu items appropriate</li> <li>• Attend and respond to guests' needs promptly and professionally</li> <li>• Perform general housekeeping and cleaning duties, including sweeping, mopping, cleaning glasses, furniture and fittings</li> <li>• Work together with other crew members to provide good quality service</li> <li>• Any other ad-hoc duties as assigned by immediate superior</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5</li> <li>• <b>Working hours:</b> Based on Schedule (flexible hours)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Aji Ichi Multiple outlets</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Possess working experience in Chinese</li> </ul>	<ul style="list-style-type: none"> <li>• Able to multi-tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Restaurant will be an added advantage <ul style="list-style-type: none"> <li>• Food Hygiene Certification</li> <li>• Ability to work in a fast-paced environment</li> <li>• Able to work on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support &amp; servicing.</li> <li>• Maintain restaurant cleanliness; Food service according to restaurant SOP</li> </ul>	5 <ul style="list-style-type: none"> <li>• <b>Working hours:</b> Based on Schedule (flexible hours)</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> East Treasure Chinese Restaurant Multiple outlets</li> </ul>

## #18 Duck King One

The 70s Braised Delicacies.

A dynamic duck rice stall emerged at 60 Stalls, Yung Sheng Road and Market. It's renowned for its Teochew-style duck rice, the stall's flavourful dishes became a local sensation.

The fragrant duck and perfectly cooked rice drew in a loyal community, turning the stall into a cherished gathering spot.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Area Manager</b>	<ul style="list-style-type: none"> <li>• Min GCE 'O' level with at least 5 years of F&amp;B experience as a manager.</li> <li>• Highly motivated, customer-centric and good team player.</li> <li>• An eye for details and possesses good project/program management skills.</li> <li>• Possesses strong interpersonal, communication and leadership skills.</li> <li>• Able to work on shift - weekends and public holidays.</li> <li>• Candidate with Food Hygiene certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and ensure the smooth operation of F&amp;B outlets.</li> <li>• Lead and motivate staff to achieve operational goals, sales targets and profitability.</li> <li>• Maintain high levels of Quality, Service and Cleanliness of the outlets.</li> <li>• Meet and maintain hygiene, sanitary and work safety standards at all times.</li> <li>• Responsible for recruitment, training and retention of staff.</li> <li>• Plan staff schedules to achieve optimal operational standards within budgetary limit.</li> <li>• Handle customers' complaints professionally and satisfactorily.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>• Works effectively to promote harmony and teamwork</li> <li>• Able to speak Basic Chinese/English to</li> </ul>	<ul style="list-style-type: none"> <li>• Washes, stacks, sorts, and stores dishes, glassware, utensils, and cookware.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6</li> <li>• <b>Working hours:</b> 44 hours</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>converse with Chinese/English speaking customers</p> <ul style="list-style-type: none"> <li>• Able to work shift - weekends and public holidays</li> <li>• Candidate with Food Hygiene certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains a clean kitchen and keeps the dish area organized and free of clutter.</li> <li>• Sets up dish stations, including dishwashing machines and sinks.</li> <li>• Maintains clean, dry floors throughout the shift.</li> <li>• Cleans and sanitizes storage areas, including freezers and refrigerators.</li> <li>• Assists in storing food deliveries.</li> <li>• Monitors trash cans throughout the shift, making sure to remove full trashcans and boxes as needed and at the end of each shift.</li> <li>• Maintains the cleanliness of dry storage areas and the organization of storage shelves.</li> <li>• Assists in food prep and any other duties set forth or requested by the chef and other managers as needed.</li> <li>• Follows sanitation and cleaning procedures.</li> <li>• Ensure that dishwashers are in working order and reports problems as they arise.</li> <li>• Assists with closing, including aiding in the sanitation of cooking and food preparation stations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> </ul>
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 – 2 years in Kitchen operations</li> <li>• Works effectively to promote harmony and teamwork</li> <li>• Able to speak Basic Chinese/English to converse with Chinese/English speaking customers</li> <li>• Able to work shift - weekends and public holidays</li> <li>• Candidate with Food Hygiene certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Cook and prepare food for customers as per the standard recipes</li> <li>• Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy)</li> <li>• Ensure food is prepared in a timely manner</li> <li>• Ensure appealing plate presentation</li> <li>• Ensure areas of responsibility are clean, tidy and organized</li> <li>• Ensure general cleanliness and hygiene in food preparation and storage are in accordance to NEA and SFA guidelines</li> <li>• Check stock level, order and replenish of stock in FIFO order</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensure sufficient stock for daily operation; stocks and ingredients keep fresh and follow FEFO (first expired first out) system</li> <li>Ensure compliance with all health and safety regulations within the kitchen area</li> <li>Ensure that all the kitchen equipment is in good working order and reports any faults or damage</li> <li>Any other duties as assigned</li> </ul>	
<b>Stall Assistant</b>	<ul style="list-style-type: none"> <li>Works effectively to promote harmony and teamwork</li> <li>Able to speak Basic Chinese/English to converse with Chinese/English speaking customers</li> <li>Able to work shift - weekends and public holidays</li> <li>Candidate with Food Hygiene certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the counter in serving and preparing food</li> <li>Ensure food is prepared in a timely manner</li> <li>Perform cashiering duty at food stall using POS machine</li> <li>Take customer's order and ensure the orders are keyed correctly into POS machine</li> <li>Ensure compliance with all health and safety regulations within the kitchen area</li> <li>Ensures correct and safe use of all equipment and tools</li> <li>Deals effectively with guests and workplace associates using SOP at all times</li> <li>Any other duties as directed</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6</li> <li><b>Working hours:</b> 44 hours</li> <li><b>Employment Type:</b> Full Time</li> </ul>

## #19 Lan Zhou Wu Fu

Lan Zhou Wu Fu Pte Ltd operates as a central kitchen supporting two distinctive brands: Yi Wan Mian and Huo Lu Huo. Yi Wan Mian specializes in traditional Chinese La Mian (hand-pulled noodles), offering a diverse selection of authentic noodle dishes at mall food courts and coffeeshop stalls. Meanwhile, Huo Lu Huo focuses on traditional Chinese barbecue cuisine, featuring grilled meats and other classic barbecue offerings.

Both brands benefit from the centralized operations of Lan Zhou Wu Fu, ensuring consistent quality and efficient production across their respective culinary offerings.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Back of House Service Crew</b>	<ul style="list-style-type: none"> <li>Previous kitchen experience in a fast-paced restaurant environment is preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Food Preparation</li> <li>Grill Station &amp; Meat Preparation</li> <li>Cooking</li> <li>Dish Assembly &amp; Presentation</li> <li>Cleaning &amp; Sanitization</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> 44 hours</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Knowledge of Korean cuisine and BBQ preparation is a plus.</li> <li>• Ability to handle sharp tools and operate kitchen equipment safely.</li> <li>• Dishwashing: Clean dishes, utensils, and kitchen equipment efficiently.</li> <li>• Understanding of food safety and hygiene regulations.</li> <li>• Strong attention to detail and ability to work efficiently under pressure</li> <li>• Ability to multi-task and work efficiently under pressure.</li> <li>• Commitment to maintaining excellent food hygiene and kitchen safety practices.</li> <li>• Good communication skills in English; proficiency in Mandarin is an advantage.</li> <li>• Ability to join the team on short notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory &amp; Stocking</li> <li>• Team Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Orchard Central</li> </ul>
<b>Food Court Stall/Kitchen Assistant (Full Time)</b>	<ul style="list-style-type: none"> <li>• Basic F&amp;B experience will be a plus</li> <li>• Able to work rotating shifts and weekends</li> <li>• Positive attitude and responsibility</li> <li>• No experience is required</li> </ul>	<ul style="list-style-type: none"> <li>• Customer service</li> <li>• food preparation</li> <li>• cleanliness &amp; sanitation</li> <li>• inventory &amp; supplies</li> <li>• team collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Island wide</li> </ul>
<b>Food Court Stall/Kitchen Assistant (Long Term Contract)</b>	<ul style="list-style-type: none"> <li>• Basic F&amp;B experience will be a plus</li> <li>• Able to work rotating shifts and weekends</li> <li>• Positive attitude and responsibility</li> <li>• No experience is required</li> </ul>	<ul style="list-style-type: none"> <li>• Customer service</li> <li>• food preparation</li> <li>• cleanliness &amp; sanitation</li> <li>• team collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5-6 days</li> <li>• <b>Working hours:</b> 5-6 hours</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			Full Time (Contract) • <b>Location:</b> Island wide
<b>Front of House Service Crew</b>	<ul style="list-style-type: none"> <li>• Experience in customer service or as a waiter/waitress in a restaurant setting is preferred</li> <li>• Knowledge of Korean cuisine and BBQ grilling techniques is an asset.</li> <li>• Friendly, energetic, positive attitude and responsibility</li> <li>• Ability to multitask in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Greeting &amp; Seating</li> <li>• Customer Service</li> <li>• Grilling Assistance</li> <li>• Order Taking &amp; Delivery</li> <li>• Billing &amp; Payments</li> <li>• Cleanliness &amp; Organization</li> <li>• Customer Satisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Orchard Central</li> </ul>
<b>Store Manager</b>	<ul style="list-style-type: none"> <li>• Strong leadership, communication, and problem-solving abilities.</li> <li>• 2-5 years' experience in retail or store management.</li> <li>• Proficiency in inventory management and POS systems.</li> <li>• Excellent interpersonal skills with a focus on customer satisfaction.</li> <li>• Proven track record of meeting sales and operational targets.</li> </ul>	<ul style="list-style-type: none"> <li>• Operations Management: Oversee daily store operations, ensuring efficiency and smooth workflow.</li> <li>• Recruit, train, and manage a team of employees, fostering a positive work environment.</li> <li>• Monitor stock levels, place orders, and minimize shrinkage.</li> <li>• Ensure excellent customer experience and handle complaints professionally.</li> <li>• Meet sales targets, analyze performance metrics, and implement strategies to drive revenue</li> <li>• Maintain store standards, adhere to company policies, and ensure safety regulations are met.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Orchard Central</li> </ul>
<b>Store Supervisor</b>	<ul style="list-style-type: none"> <li>• 1-3 years' experience in retail or supervisory roles.</li> <li>• Strong communication, organizational, and leadership abilities.</li> <li>• Diploma or equivalent preferred.</li> <li>• Proven ability to handle customer inquiries and resolve issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Team Leadership: Support and guide store staff to achieve daily goals.</li> <li>• Assist in managing daily store activities and maintaining workflow efficiency.</li> <li>• Ensure high-quality customer interactions and address complaints effectively.</li> <li>• Help track stock levels, conduct audits, and manage replenishments.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Orchard Central</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Willingness to work shifts, weekends, and holidays.</li> <li>Ability to motivate and coordinate with staff effectively.</li> <li>Familiarity with POS systems and basic inventory management.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in achieving sales targets and promoting store promotions.</li> <li>Enforce company policies, safety protocols, and store standards.</li> </ul>	

## #20 Thai Kitchen

Jai Siam Catering is a trusted name in halal Thai cuisine. With over more than 20 years of experience, we specialize in catering for home parties, corporate events, and special occasions, offering a range of Asian and international dishes. Our dedicated team focuses on high-quality service, food presentation, and customer satisfaction, creating memorable dining experiences for every guest. Join our friendly and professional team, where passion for food and service excellence come together to make every event extraordinary!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cook</b>	<ul style="list-style-type: none"> <li>Secondary education</li> <li>Proven experience as a cook, preferably in catering or central kitchen operations.</li> <li>Knowledge of food hygiene and safety regulations.</li> <li>Ability to work in a fast-paced environment and meet deadlines.</li> <li>Team player with strong communication skills.</li> <li>Flexibility to work early mornings, weekends, or public holidays as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare and cook a variety of dishes, including Thai and international cuisine, as per recipes and catering requirements.</li> <li>Maintain food safety, hygiene, and quality standards.</li> <li>Manage ingredients and inventory, ensuring minimal wastage.</li> <li>Assist in packing and plating catering orders.</li> <li>Support kitchen organization, cleanliness, and equipment maintenance.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> 44 hours</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> Pandan Loop</li> </ul>
<b>Kitchen Helper (Full Time)</b>	<ul style="list-style-type: none"> <li>Experience in kitchen work is a plus but not required.</li> <li>Strong work ethic and willingness to learn.</li> <li>Knowledge of basic food safety and hygiene practices.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in basic food preparation, such as washing, chopping, and portioning ingredients.</li> <li>Pack and label food items for catering orders.</li> <li>Ensure kitchen cleanliness, including cleaning equipment, utensils, and workstations.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> 44 hours</li> <li><b>Employment Type:</b> Full Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ability to work in a team and handle tasks efficiently.</li> <li>Flexible to work weekends or public holidays when required.</li> </ul>	<ul style="list-style-type: none"> <li>Manage stock by organizing ingredients and reporting shortages.</li> <li>Follow food safety and hygiene standards at all times.</li> <li>Support cooks and kitchen staff in daily operations.</li> </ul>	<ul style="list-style-type: none"> <li><b>Location:</b> Pandan Loop</li> </ul>
<b>Kitchen Helper (Part Time)</b>	<ul style="list-style-type: none"> <li>Experience in kitchen work is a plus but not required.</li> <li>Strong work ethic and willingness to learn.</li> <li>Knowledge of basic food safety and hygiene practices.</li> <li>Ability to work in a team and handle tasks efficiently.</li> <li>Flexible to work weekends or public holidays when required.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in basic food preparation, such as washing, chopping, and portioning ingredients.</li> <li>Pack and label food items for catering orders.</li> <li>Ensure kitchen cleanliness, including cleaning equipment, utensils, and workstations.</li> <li>Manage stock by organizing ingredients and reporting shortages.</li> <li>Follow food safety and hygiene standards at all times.</li> <li>Support cooks and kitchen staff in daily operations.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> 44 hours</li> <li><b>Employment Type:</b> Part Time</li> <li><b>Location:</b> Pandan Loop</li> </ul>

## #21 Watami

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo.

To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>Able to communicate in basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery.</li> <li>Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> 44 hours</li> <li><b>Employment Type:</b> Full Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Cleaning machines and appliances used in kitchen, such as pots, and pans etc.</li> <li>Taking out the trash.</li> <li>Supporting other restaurant staff members by assisting with other tasks, as needed.</li> </ul>	<ul style="list-style-type: none"> <li><b>Location:</b> Island wide</li> </ul>
<b>Kitchen Crew</b>	<ul style="list-style-type: none"> <li>Able to communicate in basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>Preparing and cooking food orders for all customers according to Watami's service standard and procedures.</li> <li>Preparation work of Kitchen opening and closing operation hours. Maintain quality, service &amp; cleanliness at all times according to Watami's standards.</li> <li>Food production: make sure the end product and the cooking process conform to Watami's standard and procedures; and at the same time, preventing the recording of losses.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> 44 hours</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Management Trainee</b>	<ul style="list-style-type: none"> <li>Able to communicate in basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>Provide service to all customers according to Watami's service standard and procedures.</li> <li>Responsible for the preparation work of Hall opening and closing operation hours.</li> <li>Maintain quality, service &amp; cleanliness at all times according to Watami's standards</li> <li>Able to handle all stations at an independent level.</li> <li>Other job scope as assigned</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> 44 hours</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>Able to communicate in basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>Provide service to all customers according to Watami's service standard and procedures.</li> <li>Responsible for the preparation work of Hall opening and closing operation hours.</li> <li>Maintain quality, service &amp; cleanliness at all times according to Watami's standards.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5</li> <li><b>Working hours:</b> 44 hours</li> <li><b>Location:</b> Island wide</li> </ul>

## #22 e2i services

### e2i Services

- Career Advisory & Job Matching
- SkillsFuture Advice

### NTUC Job Security Council's Telegram Channels

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

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



- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, part-time jobs, operators, packer roles)  
<https://bit.ly/jsc-ja-nonpmet>



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

Explore this site to get this information:

- Career Resource kit for Professionals
  - Career Assessment Tool
  - e2i Resume Builder
  - Career Fairs
- and many more.



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

**Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!**



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

## **Concerned about your Job Security in this period?**

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

### **Meet an e2i Career Coach**

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

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



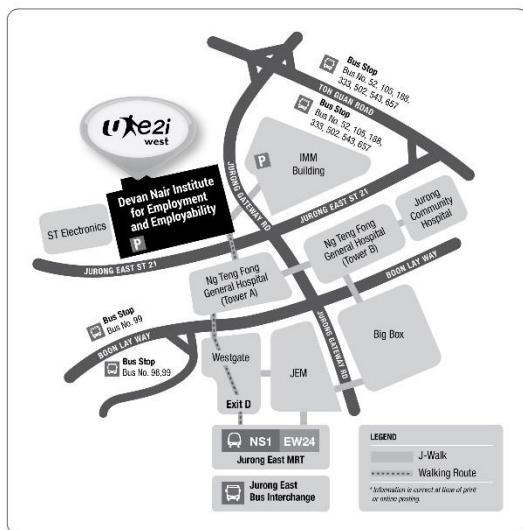


**You can also reach them at the following centres (By appointment only):**



### e2i west

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



**Find us at these other locations.**



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

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

Saturday: 9am to 1pm

Sunday & Public Holiday: Closed