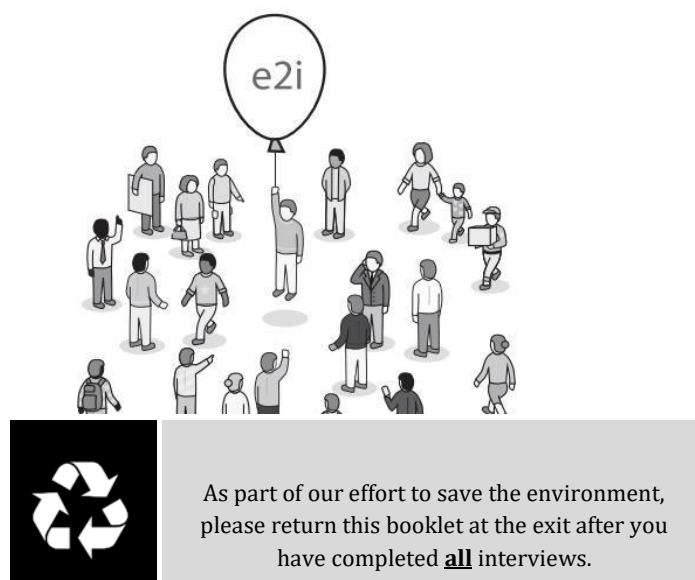


SkillsFuture Festival Care Economy Jobs & Skills Fair

Toa Payoh HDB Hub Atrium Level 1

27 July 2025

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

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#1 KK Women's and Children's Hospital

KK Women's and Children's Hospital, established in 1858, has grown into a regional leader in Obstetrics, Gynaecology, Paediatrics and Neonatology. The 830-bed hospital serves as a referral centre for high-risk conditions in women and children, with over 400 specialists providing multi-disciplinary care using cutting-edge technology. As an academic healthcare institution, KKH emphasises clinical training and research to enhance care standards. The hospital maintains a strong focus on patient experience, delivering compassionate care in a healing environment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Care Assistant (Operating Theatre)	Fresh Higher NITEC / NITEC / GCE N / Equivalent + WSQ Higher Certificate in Healthcare (Nursing) / Equivalent.	- Provide basic pre and postoperative patient care activities and services to patients. You are required to take patients' vital signs and complete nursing documentation. - Responsible for checking and transferring all patients to and from Operating Theatre for surgery. You provide relevant and updated information to relatives on the status of operations.	5-days work week - Rotating shifts - Singapore 229899
Instrument Technician Associate (Central Sterile Supply Unit)	GCE 'N' Level or equivalent.	- Provide support to various patient care activities and services necessary to assist the surgical team in meeting the needs of the patients. - Responsible for preparing, cleaning and clearing of all basic and simple specialised medical equipment. - Required to ensure that measures are taken to meet the standard requirement and infection control measures of the operating theatre.	5-days work week - Rotating shifts - Singapore 229899
Operating Theatre Technician Assistant	GCE N/ Equivalent + SSG Higher Cert in Healthcare (Nursing) in OT & SST.	- Responsible for collecting and washing soiled items. - Provide and coordinate quality reprocessing services for surgical instruments and medical devices in the hospital to ensure safe patient care. - Required to adhere to established standards in decontaminating, assembling, packing, sterilizing and	5-days work week - Rotating shifts - Singapore 229899

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		distributing instruments and equipment promptly. - Responsible for monitoring and performing sterilisation quality control tests. - Ensure proper documentation, care and maintenance of instruments and equipment.	
Care Support Associate	GCE 'N' Level or equivalent.	- Assist in the care of patients under the guidance and supervision of Registered Nurses which includes performing basic procedures to maintain the hygiene of and provide comfort to patients as well as participating in the admission, orientation, transfer and discharge of patients. - Attend to requests and enquiries from patients, member of public and staff and relay messages to relevant personnel as required and perform administrative duties within the ward.	5-days work week - Rotating shifts - Singapore 229899
Venous Access Technician	GCE 'N' Levels	- Responsible for the performance of venepuncture and insertion of peripheral intravenous (IV) cannula, collection, handling and processing of blood specimens from patients as requested by the medical and nursing staff. - Assist to review drip sites and work closely with ward staff and Nurse Clinicians to achieve total quality management and customer satisfaction and will have to observe strict aseptic techniques during procedure and adhere to hospital infection control practices. - Responsible for communicating with patients, parents/caregivers in the wards and provides clear explanation regarding procedure and will have to assist in the basic nursing care and procedure under the guidance and supervision of RN/EN when needed.	5-days work week (including weekends/Public Holiday) - Rotating shifts - Singapore 229899

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate (In-Patient ward)	GCE 'N' Levels	- Stationed in the wards, you will ensure the delivery of prompt and high-quality service and support to patients, caregivers and co-workers within the organisation. - Primarily involved in the obtainment and follow up on appointments for all discharged patients. - Involved in handling incoming and outgoing mails, coordination with porters in dispatching and receiving of items or supplies from departments/vendors and responding to patient's call bell and other request in a timely manner.	5.13-days work week - Non-rotating shifts - Rostered to work half day on a Saturday or Sunday once every 4 weeks - Singapore 229899
Patient Service Associate (Urgent O & G Centre)	GCE 'N' Levels	- Register patients and assist doctors in the consultation rooms which includes duties such as preparing patients for physical examinations, scheduling follow-up appointments and completing billing transactions. - Attend to requests and enquiries from patients, member of public and staff and relay messages to relevant personnel as required.	5-days work week - Rotating shifts - Singapore 229899
Patient Coordinator	Min. Diploma	The Patient Care Coordinator plays a crucial role in ensuring seamless coordination of patient care in a fast-paced environment within the Children's Emergency Department. Guide patients and caregivers through the healthcare process, attend and address their enquires professionally, provide assistance as needed and perform weight taking for patients. In addition, you will ensure optimal staff deployment as needed. Work closely with other healthcare professionals to provide excellent customer service and enhance the quality of patient care.	5-days work week (including weekends/Public Holidays) 3 Rotating shifts - Singapore 229899

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Care Support Associate (Milk Technician)	GCE 'O' or 'N' Levels	As a Care Support Associate (Milk Technician), you will be working in the Neonates Inpatient Wards to prepare and distribute human milk and formula to infants. - In this role, you label each serving, ensure proper storage of milk and formula and calculate additives based on physician's order. - Work alongside nurses or another Care Support Associate (Milk Technician) when preparing milk feeds. - Process paperwork, maintain daily inventory, sanitize work areas and interact with parents as needed. - Assist in care of patients under the guidance and supervision of Registered Nurses which includes performing basic procedures to maintain the hygiene of and provide comfort to patients as well as participating in the admission, orientation, transfer and discharge of patients. - Attend to requests and enquiries from patients, member of public and staff and relay messages to relevant personnel as required and perform administrative duties within the ward.	5-days work week including weekends/Public Holidays - Rotating shifts - Singapore 229899
Senior Enrolled Nurse / Enrolled Nurse (Inpatient)	GCE N/O/A Levels / NITEC / Higher NITEC I WSQ Cert in Healthcare (Operations)/ Equivalent	You will be part of a multidisciplinary team responsible for providing safe and high-quality patient care under the supervision of staff nurses. You will also assist in patient education activities and attend to requests from patients and relatives.	5-days work week - Rotating shifts - Singapore 229899
Senior / Staff Nurse (Inpatient)	Diploma in Nursing	- You will be part of a multidisciplinary team responsible for providing safe and high-quality nursing care. - Must be competent in the assessment, planning,	5-days work week - Rotating shifts - Singapore 229899

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		implementation and evaluation of care. • Conduct health education and patient counselling. • Nurses with more experience will need to demonstrate abilities in coaching, teaching and presentation skills.	

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#2 NTUC Health

NTUC Health is an NTUC enterprise that provides a comprehensive and integrated suite of quality and affordable health and eldercare services to meet the growing needs of families and their dependents. Building on close to three decades of experience and expertise, NTUC Health is among the largest providers of active ageing, senior day care, nursing home, and home personal care services in Singapore. We also serve vulnerable seniors, and a sheltered senior group home. In addition, we run a family medicine clinic.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Community Care Associate	- Nitec / Diploma / Certificate in Healthcare or equivalent course. - Some experience in social service or the healthcare industry would be an advantage. - Facilitation skills and healthcare knowledge would be an advantage.	You will assist in the day-to-day operations of the centre by carrying out the following duties: - Assist in serving & witness pre-packed medication / apply to prescribe a topical medication. - Assist in client health monitoring & assessment. - Assist in the implementation of an Initiate Care Plan (ICP). - Monitor & provide feedback on ICP activities. - Provide Dysphagia care & Eatsafe protocol. - Support client on distressed. - Assist in Modified Barthel Index (MBI) assessment. - Plan & conduct activities. - Conduct structured and interactive activities. - Perform Basic Activities of Daily Living (ADL). - Assist with Passive Range of motion exercises (PROM). - Assist with and implement individual therapy. - Perform escort duties & build rapport with residents and their family members. - Response to service challenges. - Manage workplace challenges with resilience (relationship & emotional support).	5-days work week - Expected shift hours from 7am to 4.30pm, 7.30am to 5pm, 8am to 5.30pm, 8.30am to 6pm, 9am to 6.30pm, and 9.30am to 7pm - Singapore 408935
Community Care Executive	- Possess strong interpersonal and communication skills, both verbal and written. - Be able to work independently and at the same time, be a team player who is able	Care Delivery: - Supervise and provide support to the direct care team on the delivery of Assisted Daily Living (ADL) tasks. - Coordinate and implement senior's individual care plan. - Supervise and maintain a safe and clean environment.	5-days work week - Expected shift hours from 7am to 4.30pm, 7.30am to 5pm, 8am to 5.30pm, 8.30am to 6pm, 9am to 6.30pm,

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	to work cohesively with all levels. • Be proficient in Google Suite Applications. • Possess a growth mindset and embrace continuous learning and development. • Minimally a Diploma preferably in social service or related discipline. • Experience managing and leading teams will be an added advantage.	• Conduct regular engagement with seniors to monitor their cognition and functional well-being • Collaborate with healthcare professionals to track and report any concerns or issues. • Implement programmes as per guidelines and continually seek feedback to improve their effectiveness. • Tailor centre-based programmes, including intergenerational and volunteer programmes while adhering to the approved guidelines. • Support the preparation of relevant documentation to assist in incident reporting. Stakeholder Engagement: • Support Next-of-Kin and Caregiver by providing information and guidance on the client's care. Administration & Operations: • Maintenance of centre amenities. • Transportation arrangements for clients. • Monitor inventory levels and submit inventory requests to Procurement or Facilities. • Liaise with vendors, technicians and facilities management on • Support the trialling and evaluation of new equipment or technology, including gathering feedback from users. • Supervise and support the execution of crisis response Standard Operating Procedures (SOPs) by staff. • Plan staff roster and manage day-to-day changes. Quality Management: • Support the Community Care Manager in preparing and gathering documents for Internal and External Audits.	and 9.30am to 7pm • Singapore 408935

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Supervise and support the execution of new non-clinical SOPs. People Management: - Supervise the delivery of activities by volunteers. - Gather feedback on volunteers for re-engagement. - Schedule training courses and on-the-job training for staff. - Plan and schedule trainings. - Conduct on-job training and assessments.	
Programme Associate / Senior Programme Associate	- Minimum GCE 'A' level or Diploma. - Fresh graduates will be considered. - Candidates with GCE 'O' level with some working experience will be considered. - Proficient in Google Suite Applications. - Able to work independently and at the same time work well as a team player. - Genuine interest in engaging our seniors in the community. - Possess good interpersonal and communication skills. - Pleasant, proactive and highly accountable for the work assigned.	- Promote NTUC Health Active Ageing Centres' eldercare services and programmes. - Conduct/support active ageing programmes and encourage active participation with seniors. The services include conducting community screening assessments, organising and conducting active ageing programmes, provide befriending services (conducting home visits) and monitoring their vital signs. - Where required, coordinate care and support services through internal referral or to external agencies. - Provide support to seniors at outreach events and programmes. - Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner. - May be required to perform additional duties and work over the weekends or after office hours. Senior PA: Planning and Operations: - Promote NTUC Health Eldercare services and programmes. - Develop and implement outreach plans to engage and	5-days work week 8.30am to 6pm - Singapore 408935

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		profile seniors for appropriate follow-up actions. - Plan, implement and manage the active ageing programs and activities for seniors which are age-friendly and culturally appropriate, and within budget. - Collect regular feedback from befrienders on vulnerable seniors' conditions and engage appropriate community partners to address those issues. - Plan marketing activities and develop publicity materials with the support of the Corporate Communication representative. Partnerships: - Develop the network and collaborate with community partners and national bodies, for example, RHS, grassroots, social service agencies, NAC, SportSG, etc. on suitable programmes and activities for seniors. - Empower and develop active seniors to serve other vulnerable seniors in the community. - Attend networking sessions and management meetings as required Administrative work: - Ensure accurate record keeping and report submissions in a prompt and timely fashion. - Support necessary evaluation and all critical reporting processes for the management and funders of the programme - Supervisory role. - Support CIC/Cluster Manager in recruiting, training and supervising staff, Micro jobbers and volunteers to assist with the work of AAC. - May require to perform additional duties as requested.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Associate	• Minimum 1 year of relevant experience. • Knowledge of SAP is an advantage.	Store: • Manage day to day operations in inventory management e.g. receiving of stocks, weekly distribution of supplies to wards • Assets management and labeling of assets. • Update on stock level and replenishment where required • Improving productivity standards. • Issuance and receiving of stocks. • Create Purchase Requisition and receive Purchasing Order. • Ensure orders are met and delivery are carried out in a timely manner. • Any other duties assigned. Facilities: • Conduct general repair and maintenance of premises and equipment. • Prepare and arrange rooms in the Home for different functions • Assist in assets movement and labelling of assets. • Ensure the key facilities are functional and trigger external maintenance when needed • Report to the Reporting Officer of any equipment malfunction or breakdown. • Assist in inventory management. • Man the Fire Command Centre, CCTV monitoring system, fire safety alarm system and attend to security issues, eg. activate SCDF when required. • Participate as member of the Home's Fire Safety Committee and support Operations to attend to any fire hazard.	• 5-days work week • 8am to 3pm / 1pm to 8pm • Singapore 408935

#3 St Luke's ElderCare

St Luke's ElderCare (SLEC) is a Christian healthcare provider dedicated to serving the community regardless of race, language and religion. We are committed to addressing the evolving needs of the community, excelling in social care and clinical excellence for ageing well. Our ecosystem of care comprises centre, community, residential and home-based services.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Community Care Associate	• Minimum Higher Nitec qualifications. • Possesses willingness and patience in serving the elderly. • Prior experience in caregiving duties in Hospitals; Nursing Homes or individual parents would be advantageous. • Team player with strong communication, interpersonal and organisational abilities. • Capable of working independently and under time constraints. • Proficient in the use of Microsoft Office applications. • Candidates who are keen on a career switch will be considered.	• Assist elderly in basic activities of daily living (BADL), including assistance with personal hygiene and transfers. • Identify care needs of seniors such as dietetic needs and other areas relating to well-being of elders. • Monitor health status of clients (vital signs, glucose level and oxygen saturation) and escalate to Supervisor or Manager when required. • Assist in serving medication, pre-packed medication and apply prescribed topical medication as instructed by Supervisor or Manager. • Plan and conduct activities suitable for seniors taking into consideration their preferences and interests. • Observe seniors' engagement during sessions and provide feedback on seniors' responses and progress. • Ensure environmental safety and hygiene of the centre, including carrying out the necessary cleaning and disinfection along with looking out for hazards. • Able to do basic documentation of seniors' participation in various engagement activities.	• 5-days work week • 8.30am to 6pm • Various locations
Community Engagement Associate	• Minimum Diploma in relevant disciplines such as Social Work, Psychology, Gerontology, etc. • Prior experience in Senior Care Centre, Active Ageing Centre or	• Organise community engagement programmes and services. • Conduct needs assessment of tailor engagement plan for each elder.	• 5-days work week • 8.30am to 6pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	similar setting would be Advantageous. • Passionate about serving elders. • Resourceful, proactive, responsible, and focused on clients. • Team player with strong communications, interpersonal and organisational abilities. • Capable of working independently and under time constraints. • Proficient in the use of Microsoft Office Applications.	• Prepare collaterals for the promotion of programmes and services. • Assist in the evaluation and review of programmes and services for effectiveness and improvement. • Ensure safety procedures are adhered to for all programmes and services. • Attend to all relevant enquiries and service requests from the community. • Support the needs and well-being of the elders and their caregivers in the community through home visits, care planning, service referrals, activity recommendations, etc. • Plan and coordinate befriending and community screening efforts for elders in the community. • Monitor the alert alarm system (AAS), if any, during office hours including investigating and rendering necessary assistance. • Assist in the management of AAC membership including recruitment, publicity, registration, and retention. • Maintain a database of membership and volunteer management using the in-house AAC management system. • Recruit and manage volunteers to support the AAC programmes and services. • Liaise with internal and external sources of partnerships to conduct and implement programmes and services for the elders in the community. • Prepare relevant reports and claims to various internal and external stakeholders. • Ensure adherence to MOH's requirements for AAC Service Model. • Assist with engagement programme and service	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		administration, operations, and logistics. • Ensure the environmental safety and hygiene of activity areas at all times. • Ensure that all equipment is in good operational condition.	
Care Staff	• Minimum of 'O' Levels qualifications. • Willingness and patience in serving the elderly clients. • Prior experience with caregiving duties in Hospitals; Nursing Homes or individual's parents would be advantageous. • Team player with great interpersonal, communication and organisational skills. • Capable of working independently and under time constraints. • Proficient in the use of Microsoft Office applications. • Candidates who are keen on a career switch will be considered.	• Conduct daily visual checks on the clients' health conditions and well-being. • Receive clients upon their arrival at the centre and send them off to the waiting vehicle during their departure. • Supervise clients in carrying out their routine rehabilitation, therapy, and diversional activities. • Lead and support daily activities prescribed by the rehabilitation team. • Serve meals including tea and coffee during breaks to clients. You may be required to feed clients directly as well. • Assist elderly in basic activities of daily living (BADL), including assistance with personal hygiene and transfers. • Ensure the cleanliness and safety of the centre at all times and carry out the necessary daily cleaning. • Any other projects assigned by the manager.	• 5-days work week • 8.30am to 6pm • Various locations
Community Care Executive	• Minimum Degree or Diploma in relevant disciplines. • Prior experience in care giving duties in Hospitals, Nursing Homes or individual parents would be advantageous. • Willingness and patient in serving the elderly clients.	• Oversee Community Care Associates and Senior Community Care Associates in delivery of personal care to seniors. • Monitor adherence to diet plan and assess for malnutrition. • Monitor cognition level of seniors to pre-empt and identify areas of improvement and deterioration. • Respond appropriately when seniors exhibit behaviours of concern.	• 5-days work week • 8.30am to 6pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	- Bilingual (Mandarin) required due to work environment. - Handle and respond to service challenges professionally and appropriately and escalate issues when required. - Team player with strong communication, interpersonal and organisational abilities. - Capable of working independently and under time constraints. - Proficient in the use of Microsoft Office applications. - Candidates who are keen on a career switch would be considered.	- Participate in investigations of possible senior abuse. - Implement plans to maximise senior autonomy, dignity of care and promote independence. - Assist in serving medication, pre-packed medication and apply prescribed topical medication as instructed by Nursing staff. - Perform CPRE, AED and first aid to seniors and plays an active role in emergency situations. - Oversee and advice Senior Community Care Associates on nursing support such as administration of subcutaneous injections and prescribed medication and escalate issues to nursing team as necessary. - Observe seniors' engagement during sessions and feedback on seniors' responses and progress. - Ability to identify abnormalities and escalate for further quality care improvement if required. - Ensure all elder assessments (outcome measures) and documents of elder's progress are accurately documented and updated. - Provide inputs to development of individualised care plan (ICP) with nursing and therapy teams and assist to implement the care plans to ensure that seniors needs are met. - Ensure Community Care Associates and Senior Care Associates comply with St. Luke's Eldercare Centre's SOP. - Monitor infection prevention and control initiatives to ensure standards are met and aligned to organisational policies. - Monitor maintenance of equipment, machines and identify and mitigate workplace hazards and risks.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Ensure smooth operations of centre with sufficient inventory and within budget. • Plan and organise community activities for seniors with CCAs and SCCAs i.e. community outings, festive celebrations. • Conduct training for and orientate Community Care Associates, Senior Community Care Associates, caregivers, interns, volunteers and new colleagues. • Supervise Community Care Associates and Senior Community Care Associates team and improve team effectiveness. • Respond to service situations and challenges professionally and appropriately. • Any other projects that are assigned by the manager.	
Occupational Therapist	• Degree or Diploma in Occupational Therapy from an accredited institution and licensed to practice in Singapore, preferably with 1 to 3 years' experience. • Preferably 1 to 3 years of working experience. • Team player with strong communication, interpersonal and organisational abilities. • Capable of working independently and under time constraints. • Proficient in the use of Microsoft Office applications.	• Provide overall leadership to the assigned section in the OT Department in the following areas including, Clinical Care, Administration Duties, Training and Education along with Research and Quality Improvement Projects. • Maintain high standards and professional OT services (centre-based, home-based and residential care) for the assigned caseloads. • Responsible for the accurate assessment and appropriate treatment for all clients admitted to SLEC. • Comply with SLEC's SOPs on client care & documentation standards. • Attend MDM or family conferences when required. • Provide home visits, home modification and caregiver training when needs arise.	• 5-days work week • 8.30am to 6pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Raise application forms (eSMF, EASE) to support equipment procurement. • Promote and implement daycare activities that is in line with the GRACE model of care. • Execute new clinical programs to progress the profession and benefit the community. • Mentor and ensure OTA and TA within the centre delivers high clinical standards via CEP. • Provide coverage of OT services when the needs arise. • Ensure centre clears clinical audit by MOH. • Ensure operational efficiency in the centre by providing on-site supervision to OTA and TA. • Document and report incidents which happened in the Rehab Gym or are related to rehab service. • Engage volunteers and partners in delivering quality care to clients. • Collate information on elderly assessments and prepare reports as required. • Liaise with internal stakeholders relating to Occupational Therapy. • Manage Gym assets by putting up requests for equipment purchase, disposal, repair or loan. • Ensure Gym facilities is maintained at the highest standard. • Ensure OTA and TA receive appropriate training. • Execute outreach event to caregivers, volunteers and partners. • Assist in developing training materials and assessment standards to improve knowledge and skills of OTAs and TAs. • Conduct training for in-house and external stakeholders.	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Supervise OT students in clinical placement (AHPC). - Be involved in QIP and research projects by mobilising the team to identify problem areas and recommend and implement improvement measures. - Identify areas for improvement, recommend and implement solutions for the betterment of DRC and DC. - Any other projects that are assigned by the manager.	
Physiotherapist	- Degree in Physiotherapy. - Full registration with AHPC with certificate of practice. - Team player with strong communications, interpersonal and organisational abilities. - Capable of working independently and under time constraints. - Proficient in the use of Microsoft Office applications.	- Provide quality and professional physiotherapy services for assigned caseload. - Perform initial assessment of day-care and rehab clients and develop therapy programmes for clients based on assessments. - Perform regular client reviews and adjust therapy accordingly. - Work with care team for holistic care to attend MDM, communicate care plans to client, caregivers, care-team and provide recommendations. - Provide care-giver education. - Provide direct supervision, guidance and support to all TA, PA, caregivers, interns and personnel involved in therapy. - Ensure MOH audit, quality guidelines and WSH procedures are adhered to. - Tracking and re-certification of rehab clients and update of outcome measures. - Conduct environment, quality and in-house competency audit. - Communicate with relevant parties (internal and external) on client care as necessary. - Manage day rehab centre operation through delegation and working as a team to plan and monitor client schedule, staff allocation roster,	5-days work week 8.30am to 6pm - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		equipment inventory and maintenance. • Ensure monthly Rehab report and dashboard indexes are accurate and submitted and uploaded on time. • Ensure a safe, clean, effective and efficient environment for all. • Assist department to develop new initiatives and programs as directed. • Ensure staff under direct supervision have attended the required training and are certified appropriately. • Organise and participate in community outreach programs and when needed, give talks and lectures or mobilise team in educational activities. • Be involved with in-service education for internal and external audiences. • Involve in QIP and research projects: mobilise team to identify problem areas, recommend and implement improvement measures. • Assist Centre in developing competency of all levels of staff. • Any other projects that are assigned by the supervisor.	
Therapy Assistant	• Diploma in Healthcare Management and promotion or any other similar discipline. • Certificate in Therapy Services (HMI or CSM Institutes) • WSQ Certification in Therapy Support. • Team player with strong communication, interpersonal and organisational abilities. • Capable of working independently and under time constraints.	• Assist Therapist in implementing therapy programs and conducting group therapy. • Assist Therapist in monitoring and recording client's vital signs for therapy. • Provide feedback on client's progress to Therapist. • Adhere to SLEC standard of clinical practice. • Adhere to workplace safety and health (WSH) procedures. • Practice within legal and ethical framework. • Practice infection control measures to ensure cleanliness	• 5-days work week • 8.30am to 6pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Proficient in the use of Microsoft Office applications.	- of equipment and hygiene on premise. - Assist in providing a safe and supportive environment. - Assist in related administrative duties - Maintain and update client files and print client forms when necessary. - Input client attendance to CBCIT. - Track client non-attendance and do follow-up calls as needed. - Coordinate matters pertaining to upkeep of therapy equipment. - Monitor equipment daily and report loss of equipment or malfunctions to supervisor and update on repair status. - Assist Therapy Associate to update and maintain equipment inventory records. - Update relevant clinical skills related to therapy services. - Attending in-service training by the department. - Participate in community activities as assigned by PT. - Provide feedback to improve department processes and operation issues.	
Laundry Staff	- Prior experience in a healthcare context preferred. - Good teamwork and communication skills. - Takes initiative, willing to learn and improve. - Good knowledge of the operations and simple maintenance of the washing machines and dryers. - Simple IT knowledge.	- Record details of clothing and linen to be replaced and report to Ops for replacement, including inventory management. - Terminal cleaning of washing machine and dryers at the end of the day. - Collecting dirty/soiled clothes, wash, dry, sort and deliver back to households. - Terminal cleaning of washing machines and dryers. - Ensure preventive maintenance is conducted regularly for all equipment in the laundry with proper documentation.	6-days work week 9.30am - 5.30am - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Any other tasks as assigned by RO.	

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#4 Tan Tock Seng Hospital

Tan Tock Seng Hospital (TTSH) is one of the longest serving and largest multi-disciplinary hospitals in Singapore. Recognised as the people's hospital, the 10,000-strong institution operates over 2,000 beds and covers more than 60 clinical disciplines. It anchors the 17-hectare HealthCity Novena, a strategic development to create an integrated community of healthcare, medical education and translational research.

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate (Specialist Outpatient Clinic)	• Possess good customer service and people skills. • Able to communicate with people at all levels. • Able to work in a fast-paced and dynamic environment. • Proficient in computer applications.	• Handle registration of patients' visits. • Appointment scheduling. • Collection of payment and provide financial counselling, when necessary. • Handle patients' medical records. Assist doctors with patient's medical reviews in the consultation rooms.	• 5.5-days work week • Mon to Fri: 8am to 5pm / 8.30am to 5.30pm / 9am to 6pm • Saturday: 8am to 12pm / 8.30am to 12.30pm / 9am to 1pm (working hours will be aligned to the operating hours of the clinic) • Singapore 308433
Patient Service Associate (Inpatient Wards)	• Possess good customer service and people skills. • Able to communicate with people at all levels. • Able to work in a fast-paced and dynamic environment. • Proficient in computer applications.	• Handle and facilitate the admission and discharge of patient's visit. • Appointment scheduling. Administration of patient's records.	• 5-days work week • 2-rotating shifts, including weekend and public holiday • Inpatient PSA (1hr break: 8am to 5pm 12pm to 9pm) • Singapore 308433
Patient Service Associate (Emergency Department)	• Possess good customer service and people skills. • Able to communicate with people at all levels.	• Handle registration of patients' visits. • Appointment scheduling (handling both inbound and outbound calls and emails). • Billing and payment.	• 6-days work week • 3-rotating shifts, including weekends and

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Able to work in a highly stressful and dynamic environment. • Proficient in computer applications.	• Observation wards monitoring: prepare the necessary medical documents for doctors' review. • Coordinate the admission and discharge of patients. • Perform swab tests for patients.	• public holidays (40hrs per week) • ED PSA: 7am to 3pm / 3pm to 10pm / 10pm to 8am • Singapore 308433
Patient Service Associate (Financial Counselling)	• Diploma in any discipline/ GCE 'A'/'O' Level / Higher NITEC / NITEC in any disciplines. • Preferably with frontline/customer services experience. • Proficient in MS Excel. • Able to work in a fast-paced environment and able to multi-task. • Might need to don PPE (Personal Protective Equipment) and N95 mask when the situation calls for the need to. • Willing to work in the Emergency Department and Ward areas.	• Perform the multiple tasks of patient registration, deposit collection and provide financial counselling. • Handle decant transfers of patients to other hospitals and other ad-hoc administrative matters relating to patients' admission.	• 6-days work week • 3-rotating shifts, including weekends and public holidays • Singapore 308433
Assistant Technician (Operating Theatre)	• Able to write and speak simple English. • Able to carry heavy load / items. • Not blood phobia. •	• Prepare operating room and equipment for surgical procedures as well as assist in patient care in the theatre. • Perform portering, housekeeping, despatching duties, including maintaining and replenishing of Operating Theatre supplies.	• 6-days work week • 3-rotating shifts, including weekends and public holidays • Singapore 308433
Central Sterile Supplies Department Assistant	• Comfortable to carry heavy loads/items up to 7-10kg. • Eye for details, accurate and enjoys routine work.	• Stationed in the Central Sterile Supplies Department, you will be tasked to different stations - decontamination, assembly, inspecting, wrapping and sterilisation of the surgical instruments and medical equipment.	• 6-days work week • Morning shift: 7am to 4pm / 8am to 5pm • Afternoon shift:

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Able to carry out the above work scope in a standard procedure.	- Cleaning and washing. - Sterilising the tools and kits. - Sort and assemble, protect/pack and label the instruments/equipment according to the checklist. - Maintain an accurate inventory of the medical instruments/equipment.	12pm to 9pm / 1pm to 10pm Night shift: 8.30pm to 8am (1.5h break, 4-days work week) Singapore 308433
Senior Technicians (Facilities Engineering) / Technical Officers (Biomedical Engineering)	- Preference would be given for experience in a hospital or Healthcare industry. Possesses technical and analytical knowledge in preventive maintenance and breakdown maintenance for equipment. - Knowledge in IT, Cybersecurity and Integration for equipment and systems will be an advantage.	Biomedical Engineering: - Performs duties for a broad scope and complexity of biomedical system relating to preventive maintenance and breakdown maintenance. - Ensuring patient safety and safe usage of biomedical system through proper maintenance, testing and calibration Facilities Engineering: - Carry out the engineering maintenance programs on M&E services and non-clinical equipment. - Supervise the preventive maintenance works and breakdown repairs carried out by the contractors. - Commission new facilities and equipment. - Evaluate the proposal by user departments to condemn facilities/equipment or carry out improvement works. - Update the maintenance and breakdown records into the computerised system. - Update changes to improvement works in drawings and manuals. - Maintain the workshop facilities, tools and test equipment. - Operate the Facilities Control Centre helpdesk and store as and when required.	6-days work week - Mon to Thurs: 8:30am to 6pm, Friday: 8:30am to 5:30pm, and alternate Saturdays - Singapore 308433

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior / Customer Support Associate (Appointment Line)	• Possess a Professional Certificate / NITEC / Higher NITEC or Diploma. • Strong communication skills with a patient-focused mindset. • Attention to detail and ability to maintain accurate records. • Capability to handle multiple tasks in a fast-paced environment. • Professional and empathetic approach to patient concerns. • Basic computer literacy. • Team player with a positive attitude.	• Handle patient enquiries and appointment scheduling through multiple channels (phone, email, SMS). • Coordinate medical appointments across various specialties and clinics. • Process referrals from primary care physicians and external specialists. • Send appointment reminders and follow-up communications. • Maintain accurate patient records in the hospital appointment system. • Document all patient interactions in the CRM system. • Provide clear guidance on appointment preparation and clinic locations. • Support patients with special requirements or urgent medical needs.	• 6-days work week • Mon to Thurs: 8:30am to 6pm, Friday: 8:30am to 5:30pm, and alternate Saturdays Singapore 308433
Senior / Customer Support Associate (General Enquiry)	• Possess a Professional Certificate / NITEC / Higher NITEC or Diploma. • Strong communication skills with a patient-focused mindset. • Attention to detail and ability to maintain accurate records. • Capability to handle multiple tasks in a fast-paced environment. • Professional and empathetic approach to patient concerns. • Basic computer literacy. Team player with a positive attitude.	• Responsible for handling general enquiries and appointment related requests for the hospital across all touchpoints such as Calls / Efaxes / Referrals / Emails / SMS Chat / Live Chat. • Understand the requirements of the caller and provide complete and accurate information, go beyond the call of duty in assisting all enquiries and requests at all times. • Responsible to provide quality customer service and prompt follow-up to callers/patients over the various mode of communications in alignment with hospital vision and mission. • Work as a team to deliver contact centre goals which includes personal productivity as well as department metrics like Service Level and Abandon Rates etc. • Manage difficult customers and follow up with proper escalation procedures.	• 5-days work week • 3-rotating shifts, including weekends and public holidays Singapore 308433

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Maintain high level adherence and compliance towards policies, processes and procedures to deliver key performance. - Be familiar with the service workflows and requirements as well as service recovery protocol. - Update and submit reports and documents promptly as per operational needs. - Participate, contribute and support hospital improvement initiatives. - Any other duties assigned by Supervisors / Executives / Assistant Manager / Manager.	
Patient Information Associate (Visitor Experience Services)	- NITEC / Higher NITEC / Diploma in Service Skills. - Service-oriented with a passion to serve. - Proficient in computer applications e.g. MS Office. 1 year customer service experience in a fast-paced environment preferred. - Able to withstand long standing.	- Engage visitors proactively and facilitate their visits to the in-patient wards by explaining the visiting policy and guiding them through the self-help registration process at the kiosks or at the registration counters. - Attend to visitors' enquiries and handle complaints including escalation and denial for entry after visiting hours. - Attend to wayfinding & general enquiries from public and patients within the Healthcity Novena Campus. Provide assistance to patients at the various main entrances.	5-days work week 5 days with rotating shift between 7.30am and 9pm (first shift starts at 7.30am) including weekends and Public Holidays - Singapore 308433
Cook (Food & Beverage Services)	- Valid Food & Hygiene Certificate. - Comfortable in fast-paced work environment. - Good communication and interpersonal skills.	- Assist the Chef de Partie / Sous Chef in the smooth running of the production kitchen, which caters for daily patients' meals. - Prepare the daily ingredients, plating and dishing of meals, and ensure that meal quality standards are met.	5-days work week 5 days with stagger working hours between 5am to 7pm (first shift starts at 5am), including weekends and Public Holidays - Singapore 308433

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Food & Beverage Coordinator	• Interest in food & nutrition and the various diet requirements. • Meticulous and able to work independently in a fast-paced environment. • Competent in MS Outlook, Words & Excel. • Good communication and interpersonal skills. • Must be able to lift heavy objects. • Able to stand for long hours.	• Taking/compile meal orders for private and special diet patients. • Take note of patient's dietary requirements and ensure that meals are dispatched to the wards timely and correctly. • Attend and resolve patients' feedback. • Tabulate patients' feedback for management review.	• 5-days work week • 5 days with stagger shift working hours including weekends and Public Holidays • Singapore 308433

#5 E-Bridge Pre-School

E-Bridge Pre-School, a member of EtonHouse International Education Group, offers an inquiry-based programme that is engaging and addresses children's learning outcomes, encompassing skills, attitudes and knowledge across all domains of development. At E-Bridge Pre-School, children are respected as unique individuals and are offered meaningful learning experiences. The holistic inquiry-based curriculum develops each child into a confident lifelong learner with an inquiring mind, and is delivered in nurturing and thoughtfully designed learning environments. At E-Bridge, learning is a joyful and meaningful experience.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Centre Leader / Deputy Centre Leader	- A recognised Bachelor degree in Early Childhood Education from an approved institution with a Diploma in Early Childhood Care & Education (Leadership) or its equivalent - At least 5 years working experience in a pre-school with at least 1 year in a leadership role.	Provide leadership to teachers in quality early childhood curriculum design, development and implementation of teaching.	5-days work week 44hrs rotating shift from Monday to Friday - Various locations
Infant Educator	Obtained at least an Advanced Certificate in Early Years (ACEY) or Higher Certificate in Infant Care (HCIC) or its equivalent with at least 2 years working experiences in childcare setting.	Responsible for the care of infants and facilitating small group experiences to meet the curriculum requirements of the school.	5-days work week 44hrs rotating shift from Monday to Friday - Various locations
Preschool Educator (English)	Possess a Diploma in Early Childhood Care & Education and at least 1-year teaching experience in a pre-school environment.	Responsible for the execution of professional duties and responsibilities to meet the curriculum requirements of the school.	5-days work week 44hrs rotating shift from Monday to Friday - Various locations
Preschool Educator (Mandarin)	Possess Diploma in Early Childhood Care & Education (Mandarin) and at least 1 years teaching experience in a pre-school environment.	Responsible for taking care of young children (in collaboration with the Preschool Teacher) and facilitating small group experiences to meet the curriculum requirements of the school.	5-days work week 44hrs rotating shift from Monday to Friday - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Preschool Educator (Malay)	• Possess Diploma in Early Childhood Care & Education and at least 1 years teaching experience in a pre-school environment. • Excellent written and verbal communication skills in Malay Language (in order to conduct lessons & liaise with the Malay speaking associates).	• In collaboration with the Preschool Teacher, responsible to nurture and inculcate the love of languages to children and facilitate small group experiences to meet curriculum requirements in our schools.	• 5-days work week • 44hrs rotating shift from Monday to Friday • Various locations
Preschool Educator (Tamil)	• Possess Diploma in Early Childhood Care & Education and at least 1 years teaching experience in a pre-school environment. • Excellent written and verbal communication skills in Tamil Language (in order to conduct lessons & liaise with the Tamil speaking associates).	• In collaboration with the Preschool Teacher, responsible to nurture and inculcate the love of languages to children and facilitate small group experiences to meet curriculum requirements in our schools.	• 5-days work week • 44hrs rotating shift from Monday to Friday • Various locations
Beginning Preschool Educator	• Possess a Diploma or Degree in Early Childhood Care & Education from Singapore Polytechnic and ITE.	• Assist the Preschool Teacher in the management of class and facilitating the learning and growth of children.	• 5-days work week • 44hrs rotating shift from Monday to Friday • Various locations
Trainee Teacher	• Untrained candidates passionate and inspired to be Early Childhood Educator can apply. The right candidate will be offered opportunities for sponsorship of higher ECCE courses.	• Responsive to the needs of young children. He/she creates a secure environment for young children through nurturing respectful, responsive and reciprocal relationships with them.	• 5-days work week • 44hrs rotating shift from Monday to Friday • Various locations

#6 NurtureStars

Through its partnership with JACPA, one of Japan's largest sports academies established since 1972, NurtureStars is the first and only pre-school in Singapore to integrate Physical Education programme into its core curriculum. With the privilege to freely access SAFRA's comprehensive club facilities and amenities, NurtureStars is able to provide a suite of developmental programmes especially in Sports such as soccer, gymnastics, rhythmic gymnastics and swimming to complement the classroom learning experiences.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Early Years Educator	• CECCE, ACEY or its equivalent.	• Conduct storytelling, song and dance, and sensorial activities to develop fine and gross motor skills. • Provide regular feedback to parents on their child's progress and daily routines. • Create a safe, joyful, and conducive learning space with age-appropriate activities.	• 5-days work week • 44hrs per week • Various locations
Preschool Educator	• DECCE-T or its equivalent.	• Deliver quality program to foster holistic learning and development of preschoolers. • Collaborate with parents in guiding and sharing their child's growth and development. • Manage classroom activities including lessons, play, breaks and meals.	• 5-days work week • 44hrs per week • Various locations
Beginning Preschool Educator	• DECCE-T or its equivalent.	• Deliver quality program to foster holistic learning and development of preschoolers. • Collaborate with parents in guiding and sharing their child's growth and development. • Manage classroom activities including lessons, play, breaks and meals.	• 5-days work week • 44hrs per week • Various locations
Assistant Teacher	• ACEY, HCIC, DECCE-T or its equivalent.	• Assist teachers in the supervision of children in classrooms, halls and playground, during mealtimes or on field trips. • Perform basic cleaning duties such as disinfecting toys and equipment or cleaning up areas after mealtimes or snacks.	• 5-days work week • 44hrs per week • Various locations

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#7 Star Learners Group

At Star Learners, we've been providing the highest standards of care and education for our children since 2003. Our literature-based curriculum goes beyond literacy, focusing on 21st century skills like critical thinking, collaboration and communication. As one of Singapore's largest wholly own private childcare brands with 44 centres island-wide, we prioritise quality, accessibility and affordability through the Partner Operator scheme. Our commitment extends to the professional growth of our early childhood educators. Join us at Star Learners, where we're not just shaping futures, we're raising the heroes of tomorrow.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Preschool Educator (EL)	- Diploma in Early Childhood Care & Education (Teaching)/Diploma in Child Psychology & Early Education or its equivalent. - Certified by the Early Childhood Development Agency (ECDA) as an L2. IT savvy.	- Plan and implement lessons that align with the Starbeam™ Framework. - Create high-quality learning environments that include age-appropriate learning materials and resources. - Nurture trusting and respectful relationships with children. - Customise classroom management strategies to meet the needs of individual children. - Document and assess children's learning and development to inform future planning and teaching. - Work collaboratively with families to promote consistency in care and learning between the Centre and home. - Cultivate and enhance partnerships with families and the wider community.	5-days work week 44hrs per week - Various Locations
Preschool Educator (CL)	- Diploma in Early Childhood Care & Education (Teaching)/Diploma in Child Psychology & Early Education or its equivalent. - Certified by the Early Childhood Development Agency (ECDA) as an L2 teacher. IT savvy.	- Plan and implement lessons that align with the Starbeam™ Framework. - Create high-quality learning environments that include age-appropriate learning materials and resources. - Nurture trusting and respectful relationships with children. - Customise classroom management strategies to meet the needs of individual children. - Document and assess children's learning and development to inform future planning and teaching. - Work collaboratively with families to promote consistency	5-days work week 44hrs per week - Various Locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		in care and learning between the Centre and home. • Cultivate and enhance partnerships with families and the wider community.	
Trainee Preschool Educator	• Be a Singapore Citizen (SC) or Singapore Permanent Resident (PR) aged 21 years and above. • New hires must have graduated or completed National Service, whichever is later, for at least two years prior to the point of application. • Must not be in a similar job role prior to joining the CCP. • 5 GCE 'O' level credits in different subjects including English or Chinese/acceptable alternatives* OR 3-year local polytechnic diploma with a credit in GCE 'O' level English OR English Language Acceptable Alternatives* OR State-recognised university degree where the medium of instruction is English.	• Assist teachers to implement and engage children in developmentally appropriate teaching, learning and caregiving activities in accordance with the Starbeam™ Framework. • Provide routine caregiving practices in accordance with standards and procedures. • Assist teachers to observe and assess the progress of children's learning and development. • Apply healthy, safety, nutritional and hygiene practices in accordance with standards and procedures. • Work closely with other teachers to carry out relevant tasks. • Support the collaboration with families to promote continuity of care and learning between the Centre and Home.	• 5-days work week • 44hrs per week • Various Locations
Kitchen Assistant cum Cleaner	• Experienced and comfortable in similar roles preferred. • Able to work independently. • Be equipped with a Food and Hygiene Certificate.	• Prepare meals (Breakfast, Lunch and Tea break) according to the centre's menu. • Serve food to the children. • Clean and wash the kitchen pantry, kitchen utensils, dining area, and chairs. • Maintain cleanliness and hygiene of the kitchen and dining areas. • Follow food preparation instructions as given.	• 5-days work week • 44hrs per week • Various Locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Provide assistance with cleaning tasks in the absence of the regular cleaner.	
Cleaner cum Kitchen Assistant	- Experienced and comfortable in similar roles preferred. - Possessing a Food and Hygiene Certificate will be an advantage. - Able to work independently.	- Carry out cleaning works in accordance with the company's procedures and practices. - Ensure high standards of cleanliness and hygiene. - Execute a variety of cleaning tasks such as dusting, sweeping, mopping floors, cleaning glass panels, emptying bins, washing of toilets etc. - Ensure health and safety procedures are strictly adhered to and all defects are reported accordingly for follow-up. - Adhere to the safe usage of cleaning products, equipment and machinery. - Assist on partial kitchen and ad-hoc duties as assigned.	5-days work week 44hrs per week - Various Locations

#8 Sunflower Childcare Group

Sunflower Childcare Group Pte Ltd provides early childhood program with an emphasis on developing the child's multiple intelligence. We believe that every child has their place under the sun. If a child cannot learn the way we teach, we should teach the way they learn.

At Sunflower Preschool, we view our people as our greatest asset, and we believe in investing in our employees' training and welfare. The benefit is twofold—not only do our employees find greater fulfilment in their careers, but they are also better equipped with the skills and knowledge to shape Sunflower children into the thought leaders of tomorrow.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Infant Educator	Min. Higher Certificate in Infant Care (HCIC), Advanced Certificate in Early Years (ACEY), Certificate in Infant and Toddler Care and Development with Early Years Development Framework (CITC+EYDF) or its equivalent.	- Deliver age-appropriate lessons to children according to HQ Curriculum Framework. - Create and set up a safe, conducive and engaging environment. - Evaluate and document infants' progress development and address individual infant's developmental needs. - Work closely with Centre Manager on daily operational matters. - Adhere to teaching standards and safety regulations as established by the official source.	5-days work week 44hrs per week - Various locations
Preschool Educator	Min. Diploma in Preschool Education - Teaching or equivalent.	- Deliver age-appropriate lessons to children according to HQ Curriculum Framework. - Create and set up a safe, conducive and engaging environment. - Evaluate and document children's progress development and address individual child's developmental needs. - Work closely with Centre Manager on daily operational matters. - Adhere to teaching standards and safety regulations as established by the official source.	5-days work week 44hrs per week - Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Programme Helper	Min. Secondary 2	- Assist the Teacher in preparing for the lessons. - Assist the Teacher to monitor and supervise the children in the classroom, on field trips, mealtimes and other activities; or may monitor the class when Teacher is otherwise occupied. - Assist children with toileting or other needs.	5-days work week 44hrs per week - Various locations
Assistant Early Years Educator	Fundamentals Certificate in Early Childhood Care and Education.	- Assist the Teacher in preparing for the lessons. - Assist the Teacher to monitor and supervise the children in the classroom, on field trips, mealtimes and other activities; or may monitor the class when Teacher is otherwise occupied. - Assist children with toileting or other needs.	5-days work week 44hrs per week - Various locations
Cleaner and Food Handler	Min. Secondary 2	- Responsible for the overall cleanliness of the Childcare Centre. - To follow the centre's protocol of cleaning methods, procedures and standards in accordance with ECDA and NEA requirements.	5-days work week 44hrs per week - Various locations
Administrator	Min. 'O' Levels	- Responsible in preparing invoices and collection of school fees accurately. - Ensure that all administrative documents are filed systematically and can be retrieved easily. - Ensure all documentation records are complete. - Ensure that all document and/or report requested by HQ / ECDA or other government agencies are submitted punctually and accurately. - Communicates well with the Centre Manager, centre staff, HQ personnel, parent, children and other stakeholders.	5-days work week 44hrs per week - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Centre Manager	Min. Diploma in Preschool Education - Leadership or equivalent.	- Executes strategic plans and structures to foster a culture of care and trust, mentoring, collaborative professionalism and continuous learning within the Centre. - Responsible for managing and enhancing Centre operations while adhering to industry regulations. - Monitors operational and programme excellence by facilitating processes in strategic areas such as governance, partnerships, continuous development, curriculum and pedagogy. - Executes frameworks for sustained collaborative partnerships with stakeholders, and possesses strong communication skills. - Models the Centre's mission, vision and values, and oversees the well-being of all staff in the Centre.	5-days work week 44hrs per week - Various locations
Trainee Educator	Min. 'N' Levels.	- Understand the preschool working environment and day to day standard operating procedures. - Observe and work with children from 18 months to 6 years old or/and infants from 2 months to 17 months, with supervision of a Mentor Teacher/Centre Manager to gain practical experiences. - Be equipped with skills and knowledge required to become effective Early Childhood Educators - Self-reflect and self-assess, whether he/she wants to make Early Childhood his/her long-term career.	5-days work week 44hrs per week - Various locations

#9 Career Resources Station @ FindSGJobs

Career Resources Station (CRS) is an initiative from FindSGJobs, it is a mobile recruitment drive that provides job placement assistance island wide. We assist our employers to seek the right talent, and we assist job seekers to seek suitable job roles.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Social Worker	• Possess Degree in Social Work or Degree with a Graduate Diploma in Social Work from an accredited institution. • Accreditation as a Registered Social Worker (RSW) with the Singapore Association of Social Workers (SASW) is advantageous. • Preferably 1 to 2 years of relevant experience in social service settings.	• Conduct case management, including psycho-social assessments, identifying client needs, and developing goal-oriented intervention plans. • Manage cases across varying levels of complexity and risk. • Conduct risk assessments related to family violence, child abuse and trauma so as to develop appropriate safety plans with families and their support networks. • Provide counselling and emotional support to both voluntary and involuntary clients. • Develop and implement risk intervention and family preservation plans for Children and Young Persons (CYPs), aimed at enhancing safety and preventing harm. • Deliver home-based social interventions, including parenting coaching, psycho-education, trauma intervention, and systems advocacy. • Promote safe and nurturing environments by collaborating with families, professionals, and stakeholders to reduce risk and build long-term safety networks. • Establish and maintain service linkages with multidisciplinary teams and community partners. • Provide referrals and connect clients to appropriate community and social service resources. • Plan, organise, and execute community outreach activities, support programmes, and therapeutic group work.	• 5-days work week • 8.30am to 6pm • Various locations

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Evaluate programme effectiveness and prepare case reports for administrative investigations and intervention outcomes. - Participate in research and contribute to the development of best practices within the sector.	
Preschool Educator	- At least 5 GCE 'O' level credits including English Language. - Diploma in Pre-school Teaching - Leadership (DPE-L) / Diploma in Pre-School Teaching (DPT) / Certificate in Pre-school Teaching (CPT), or its equivalent recognised by ECDA. Passion to work with children.	- Plan and deliver education programmes for the holistic development of the children. - Support the development and implementation of teaching and learning approaches and resources, as well as best practices to enhance the learning experiences for the children. - Prepare learning materials and conduct age-appropriate programmes. - Provide a positive learning environment and ensure the well-being and safety of the children. - Engage parents and partners in education to be involved in learning and development of the children.	5-days work week 7am to closing - Singapore 560218/370093
Registered Nurse	- Registered with Singapore Nursing Board - Diploma in Nursing or equivalent recognized by Singapore Nursing Board. - Valid Basic Cardiac Life Support (BCLS) certification will be an advantage. Entry levels are welcome to apply.	- Deliver client care, including addressing medical emergencies, managing medications, and ensuring adherence to nursing protocols and safety regulations. - Maintain accurate client medical records and schedules for medical follow-ups. - Monitor patient conditions and report any changes to the medical team. - Collaborate with physicians, colleagues, and support staff to ensure comprehensive patient care.	5-days work week - Shift work - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Care Support Associate	- Min. GCE 'N' or 'O' Levels. - Prior working experience as a paramedic or in a ward setting will be advantageous. - Good interpersonal skills, able to communicate with people at all levels effectively. - Independent, highly organized, able to work in a fast-paced environment - Proficient in MS Office applications.	- Record vital signs, assist in wound dressing, perform blood glucose testing and specimens' collection, assist patients with general hygiene and in other nursing procedures as required. - Perform admission, transfer and discharge of patients. - Perform ward administration work such as coordination of various services, inventory management, and participate in quality improvement initiatives.	5-days work week - Rotating shift work including weekends and Public Holidays. - Singapore 529889
Clinic Assistant	- Min. GCE 'O' Levels. - Willing to travel to another clinic when required. - Good in customer service and communication skills. - Require basic computer skills. - Able to work according to the clinic operating hours.	- Assist to register patients under the different category of private, Chas, Medisave or insurance patients. - Assist the doctors in procedures like ECG, surgical procedures and health examination. - Assist to pack medications according to what was dispensed and explain to patients how to take their medications. - Assist to collect pay+C1ment or submit claims for CHAS/Medisave/insurance patients. - Assist to perform swab test for patients with flu-like symptoms (Will be trained on the Swab technique and procedures). - Assist to update Patient Risk Profile Portal (PRPP) and print out request form for sending of swab samples. - Maintain the cleanliness of the clinic. - Clean, organize and replenish items such as alcohol swabs, plaster, syringes, gloves, etc. in doctor's room. Ensure equipment are working properly.	5-days work week - Clinic operating hours including weekends and Public Holidays - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Able to check and reply to emails promptly. • Assist in administrative work like keying of invoices, checking of mailboxes, claims. • Housekeeping to ensure clinic is neat and tidy. Replenish items when running low. • Secondary duties include aiding the clinics' marketing/ advertising/ communication campaigns or projects.	
Educator (Secondary School)	• Recognised teaching qualifications i.e., Post Graduate Diploma in Education (PGDE) or Diploma in Special Education (DISE). • Relevant experience in teaching MOE Secondary subjects and preparing students for GCE 'N' and 'O' Levels preferred. • Passion to help special needs students maximise their talents and potential. • Excellent verbal and written communication skills. • Strong critical-thinking and creativity to develop learning strategies. • Good instructional skills to explain concepts clearly.	• Develop students to be future ready for a Smart & Green Nation. • Plan and deliver engaging and well-paced lessons, contribute to improve curriculum, pedagogy, and assessment to enhance teaching and learning within the school. • Implement appropriate modes of assessment to monitor student progress by providing accurate feedback and implementing suitable instructional supports to close gaps. • Foster strategic partnerships with families, caregivers, Allied Professionals and other relevant stakeholders to formulate data-based, student-centered IEP/ITP process for all students, support their attainment of IEP/ITP goals through appropriate strategies and to achieve positive post school outcomes. • Co-lead or lead CCAs, school-wide initiative/events including improvement & innovation processes, bridging programmes, committees, etc.	• 5-days work week • School hours • Singapore 569739
Educator (Primary School)	• Min. Diploma or GCE 'A' Levels. • Relevant experience in teaching MOE Primary subjects preferred.	• Plan engaging and well-paced lessons taking account of the diverse learner profiles of students. • Deliver lessons using evidence-based pedagogy and meaningful	• 5-days work week • School hours • Singapore 569739

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• Passion to help special needs students maximise their talents and potential. • Excellent verbal and written communication skills. • Strong critical thinking and creativity to develop learning strategies. • Good instructional skills to explain concepts clearly.	activities to meet the education needs of individual students. • Implement appropriate modes of assessment to monitor student progress by providing accurate feedback and implementing suitable instructional support to close gaps. • Build a strong relationship with students by demonstrating care, concern and encouragement. • Formulate data-based student centres IEP / ITP process for all students and support their attainment of IEP / ITP goals through appropriate strategies implemented in partnership with families / caregivers, Allied Professionals and other relevant stakeholders. • Implement appropriate methods and tools to better support ongoing, suitable, student development, e.g., Augmentative and Alternative Communication (AAC) methods, adaptive/assistive learning devices or learning technology. • Design and implement positive, robust classroom routines and practices to create and maintain a safe and conducive learning environment as well as foster student development and well-being. • Implement techniques and behaviour plans to manage students with complex and challenging behaviours. • Manage emergency situations to resolve any immediate safety concerns and implement required school processes.	

#10 HRnetGroup Limited

HRnetGroup is one of Asia's leading recruitment firms, dedicated to helping individuals find roles that match their skills and goals. At this job fair, our brands from RecruitFirst and CREW by HRnet are here to connect you with full-time, part-time, and contract opportunities. Whether you're making a career switch or looking for something new, drop by to explore a wide range of roles and see how we can support your next step forward.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Patient Service Associate	Min. 'O' Levels	- Appointment scheduling. - Room assistance. - Financial counselling.	5.5-days work week - Between 7am to 7pm - Various locations
Healthier SG Ambassador	Min. 'O' Levels	Promote Healthier SG.	5-days work week 8.30am to 4.30pm - Various locations
Preschool Relief / Full Time Educator	Min. 'O' Levels	Looking after the well-being and safety of young children, routine care, conducting lessons (if applicable).	5-days work week - Between 7am to 7pm - Various locations
Staff Nurse Supervisor	- Diploma Holder - Best to have OG/Paeds experience	- Front-Line service. - Reception duties. - Billing & Cashiering. - Patient assistance. - Inventory management. - Patient education.	5.5-days work week - Monday to Friday: 10am to 6pm, Sat: 10am to 2pm - Singapore 415806
Operating Theatre Assistant	Relevant ITE Certificate	- Supports surgical teams by preparing the operating room, sterilizing equipment, and ensuring all necessary supplies are available. - Assist with patient positioning, transport, and maintaining a sterile environment during procedures.	5.5-days work week - Monday to Friday: 10am to 6pm, Sat: 10am to 2pm - Various locations
Assistant Centre Manager	Degree or Advanced Diploma or Diploma in Nursing with valid licence from SNB.	Responsible for the effective and efficient running of the Centre(s) assigned to him/her.	5-days work week

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Valid certification in Basic Cardiac Life Support (BCLS).	Ensure that all care staff provide a personalised, specialised and cost-effective care to residents, in accordance with established policies and procedures, standards of nursing care and practices.	- Monday to Sunday: 44 hours per week - Various locations
Clinic Assistant	Relevant ITE Certificate	To assist the Clinic Manager and ensure operational efficiency of the clinic.	5.5-days work week - Mon to Fri: 8.30am to 3pm, 6pm to 9pm (3 nights/weekdays). Sat or Sun: 8.30am to 1pm - Various locations
Executive Assistant, Admin	Local Diploma with healthcare admin experience.	Provides administrative support to the executive director and team, management of the office and facilitating smooth operations of the centre.	5-days work week - Mon to Fri: 8.30am to 6pm - Various locations
Executive, Operations	Degree holder with healthcare admin experience.	- Ensure efficient operation of the hospital operations. - Coordinating various admin and logistical functions that support patient care and enhance operational efficiency. - Foster collaboration among departments	5-days work week - Mon to Fri: 8.30am to 6pm - Various locations

#11 e2i services

e2i Services

- Career Coaching & Job Matching
- Skills Future Advice

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.com.sg/app>

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

**e2i Career Centre
(Devan Nair Institute for Employment and
Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Our Tampines Hub)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk, #01-21,
Singapore 528523

Operating Hours

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

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

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

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



Subscribe to Non-**PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

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

