

e2i Skills & Career Fair @ Woodlands Galaxy CC

29 August 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.







Legend:  – PMET Roles























Participating Companies





[\[Click on the specific role to view more details\]](#)

#1 AGAPE SERVICES.....	7
• Cleaning Attendant	7
• Delivery Driver (Class 4)	7
• Laundry Attendant	7
• Laundry Supervisor	8
• Property Maintenance Supervisor	8
#2 EASTERN HARVEST FOODS (SINGAPORE).....	10
• Customer Service Coordinator	10
• Delivery Assistant.....	10
• Delivery Driver (Class 3)	12
• Fleet Transportation Manager 	13
• Food Processing Operator.....	14
• Operation Executive/Coordinator	16
• Senior/Sales Executive	17
• Supply Chain Executive	18
#3 ENTERPRISE PROMOTION CENTRES.....	20
• Enrolled Nurse (Renal Dialysis) 	20
• Senior Occupational Therapist 	21
• Senior Physiotherapist 	21
• Service Engineer (Avodaq Private Limited) 	22
• Software Consultant (Avodaq Private Limited) 	22
• Network Consulting Engineer (Avodaq Private Limited) 	23
• Social Work Associate/Executive (Monfort Care) 	24
#4 FULLERTON HOTEL.....	26
• Bellman/ Doorman.....	26
• Captain (Restaurants/Bar/Banquet)	27

• Guest Relations Executive (Food & Beverage)	27
• Guest Relations Executive (Front Office)	27
• Housekeeping Supervisor	27
• Technician	28
#5 GAIN CITY	28
• Accounts Assistant 	28
• Air-conditioning (AC) Installer 	29
• Air-conditioning (AC) Technicians 	29
• Air-Conditioning Repair & Servicing Manager 	29
• Cashier	30
• Compliance Director / Senior Manager 	30
• Delivery Driver	30
• Kitchen Assistant	30
• LED Technicians / Specialist 	31
• Outdoor Sales Executive (Aircon)	31
• Product Operations Manager (LED) 	31
• Project Sales Engineer / Manager 	32
• Retail Manager / Assistant Manager 	32
• Retail Sales Executive (Basic + Commission)	32
• Security Supervisor	32
• Service Technician (Commercial Kitchen) 	33
#6 HOTEL ROYAL	33
• Bellhop	33
• Carpenter	34
• Cook	34
• Dishwasher	35
• Guest Service Agent	35
• Maintenance (Air-con/Electrician)	36
• Room Attendant	36
• Senior Security Officer	37
#7 JARDINE ENGINEERING SINGAPORE	38
• ACMV Project Engineer 	38
• ACMV Technician, Technical Service 	39

• Commercial Building Cleaner	39
• Engineer, Facilities Management	40
• Technician, Facilities Management 	40
#9 KENTUCKY FRIED CHICKEN MANAGEMENT (KFC SINGAPORE)	41
• Shift Manager/ Assistant Manager/ Restaurant Manager	41
• Team Member.....	41
• Shift Manager/ Assistant Manager/ Restaurant Manager	42
• (Pizzahut).....	42
• Team Member.....	42
• (Pizzahut).....	42
#8 MAERSK (LF LOGISTICS SERVICES)	43
• ASRS Engineer	43
• ASRS Technician	45
• Facility Technician	47
• Logistics Coordinator	48
• Prime Mover Driver.....	49
• Warehouse Assistant - Bukit Merah.....	50
• Warehouse Assistant - Bulim / Gul Way	50
• Warehouse Assistant - Gulway	51
• Warehouse Assistant - Pandan Crescent	51
• Warehouse Assistant (with forklift) - Nightshift	53
#10 SUN-DAC	54
• Training Officer 	54
#11 TALENTSPROUT	55
• Account Manager 	55
• Assistant Outlet Manager	55
• Boutique Manager / Director / Sales Associates 	55
• Business Development Executive	55
• Business Development Manager 	56
• Cargo Operator (Oil and Gas) 	56
• Catering & Kitchen Assistant	56
• Chef-De-Partie.....	57

• Commercial Manager 	57
• Cook	58
• Credit Control and Legal Manager 	58
• Demi Chef.....	58
• Finance Manager 	58
• Financial Controller 	59
• Kitchen Operations Crew	59
• Outlet Supervisor	59
• Paper Broker 	60
• Perm Part Time Service Crews	61
• Sales Manager 	61
• Sales Manager (Hotel) 	62
• Senior Financial Advisors 	62
• Service Crew 	62
#12 TOWER TRANSIT	63
• Bus Captain	63
• CFMS/ Service Controller	64
• Interchange Supervisor	65
• Quality Assurance Engineer 	67
• Vehicle Technician 	73
#13 WGT EHR.....	75
• Assistant / Facilities Manager 	75
• Assistant / Quantity Surveyor (Electrical) 	75
• BIM Manager (ACMV) 	76
• BIM Modeller (ACMV) 	77
• Construction Manager (ACMV) 	77
• Design Coordinator (Architecture) 	78
• Facilities Coordinator	79
• Facilities Maintenance Supervisor 	80
• Handback Engineer 	81
• Lift Technician/ Engineer 	81
• M&E Technician 	82
• Mechanical Technical Officer 	82

• Property/ Facility Executive 	83
• Senior Fire Safety Manager 	84
• Senior Quantity Surveyor (Civil & Structural) 	85
• Station Person In Charge (SPIC) 	87
e2i Services	88

#1 AGAPE SERVICES

Agape Services is a social enterprise offering contact center solutions and back-end services. They are committed to inclusive hiring, empowering individuals from disadvantaged backgrounds through training and employment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaning Attendant	<ul style="list-style-type: none"> General Education or WSQ Certificate in Environmental Cleaning Able to understand basic instructions in English and communicate to customers Must be able to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste Diligent, efficient and well-mannered worker, willing to learn and be trained 	<ul style="list-style-type: none"> Provide cleaning services at office premises, residential apartments and/or building areas Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment Handle and dispose of waste according to standard procedures, instructions and cleaning industry standards Comply with performance standards as well as workplace safety and health policy and procedures 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 6 Days Working Hour: <ul style="list-style-type: none"> 9AM TO 5.20PM Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 16 Gambas Crescent Nordcom
Delivery Driver (Class 4)	<ul style="list-style-type: none"> Possess Class 4 Driving License, with good driving records Minimum 3 years of experience as Delivery Driver Familiar with major roads in Singapore Good communication skill 	<ul style="list-style-type: none"> Perform daily collection and delivery of Central Laundry items Maintain the general cleanliness of the vehicle which shall include car washing Carry out any other duties as assigned by the management or its representative from time to time 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 6 Days Working Hour: <ul style="list-style-type: none"> Based on roster, there are 3 shifts, e.g. 7am to 3.20pm 9am to 5.20pm 11am to 7.20pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 16 Gambas Crescent Nordcom
Laundry Attendant	<ul style="list-style-type: none"> Able to stand for prolonged periods 	<ul style="list-style-type: none"> Sort and process soiled linen / towels for washing. 	<ul style="list-style-type: none"> Weekly Commitment:

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to perform repetitive tasks quickly • Able to operate machinery and follow instructions • Independent and good team player 	<ul style="list-style-type: none"> • Feed clean linen / towels on to flatwork ironer / towel folder. • Count and pack of clean linens / towels for delivery. • Maintain cleanliness of working area. • Any other duties as assigned by the Laundry Supervisor. 	<ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - Based on roster, there are 3 shifts, e.g. 7am to 3.20pm 9am to 5.20pm 11am to 7.20pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 16 Gambas Crescent Nordcom
Laundry Supervisor	<ul style="list-style-type: none"> • PSLE or equivalent • Minimum 3 years of relevant experience; candidates with operational backgrounds from other industries are welcome to apply • Good team player with ability to lead a team 	<ul style="list-style-type: none"> • Assist with the efficient running of the laundry section as a Team Lead • Operate and supervise the operation of laundry machinery as assigned • Train and coach new laundry attendants • Ensure and observe workplace safety practices • Ensure and maintain cleanliness of working area 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 5.20pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 16 Gambas Crescent Nordcom
Property Maintenance Supervisor	<ul style="list-style-type: none"> • General Education or WSQ Certificate in Environmental Cleaning • Able to understand basic instructions in English and communicate to customers • Must be able to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste • Diligent, efficient and well-mannered worker, 	<ul style="list-style-type: none"> • Manage and monitor operations to ensure quality service delivery. • Manage equipment inventory, equipment and maintenance schedule • Manage and supervise the team of Property Stewards, including rostering, planning and deployment • Perform property inspections to ensure the highest standards of cleanliness and landscaping are met. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 5.20pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 16 Gambas Crescent Nordcom

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	willing to learn and be trained	<ul style="list-style-type: none"> • Provide cleaning services at office premises, residential apartments and/or building areas • Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipments • Handle and dispose waste according to standard procedures, instructions and cleaning industry standards • Comply with performance standards, workplace safety, health policies and procedures 	

#2 EASTERN HARVEST FOODS (SINGAPORE)


Eastern Harvest Foods is a trusted importer and distributor of frozen and chilled food products. They serve a wide range of F&B and retail clients with quality products and efficient supply chain solutions.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Coordinator	<ul style="list-style-type: none"> • Minimum 'O' Level or Diploma qualification. • Preferably with at least 2 years of relevant experience. • Excellent communication, interpersonal skills, and customer oriented. • Proactive with a strong ability to prioritize tasks effectively. • Capable of working under pressure and managing multiple tasks. • Familiarity with ERP/NAV system is a plus. • Diligent and dependable with a positive attitude. • Fluent in Mandarin is preferred, as the role involves interacting with Mandarin speaking clients. 	<ul style="list-style-type: none"> • Manage customers' orders efficiently. • Assist in the generation of sales order, delivery order, invoice, and credit note. • Monitor and promptly respond to email correspondence and customer inquiries. • Ensure accuracy in receipts, amounts, and records. • Handle all incoming inquiries via phone, fax, email, and walk-ins. • Execute day-to-day sales order processes. • Collaborate with other departments to fulfil customers' orders. • Provide indoor sales support. • Perform any other ad-hoc duties assigned by Management. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 8 Hour • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 5 Jalan Tepong
Delivery Assistant	<ul style="list-style-type: none"> • High school diploma or equivalent. • Valid driver's license preferred but not required. • Previous experience in a delivery or customer service role is a plus. • Ability to lift and carry heavy items and perform physical tasks associated with delivery duties. 	<ul style="list-style-type: none"> • Assist in loading goods onto the delivery vehicle, ensuring proper handling and securement of items. • Unload goods from the vehicle upon arrival at the delivery location and transfer them to the designated area. • Handle items with care to prevent damage during transport and delivery. • Accompany the delivery driver on delivery routes and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 8 Hour • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 5 Jalan Tepong

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Ability to work effectively as part of a team and follow directions from the delivery driver. • Attention to detail and willingness to provide excellent customer service. • Reliable and punctual with a positive attitude. 	<ul style="list-style-type: none"> • provide assistance as needed. • Navigate and provide directions to the delivery driver, helping to optimize route efficiency. • Assist in carrying goods to and from the delivery vehicle, especially for larger or heavier items. • Provide friendly and helpful assistance to customers during deliveries. • Assist customers with receiving and inspecting delivered items, ensuring satisfaction with the delivery. • Communicate effectively with customers, answering questions and addressing concerns courteously. • Assist in performing routine inspections of the delivery vehicle before and after each delivery trip. • Report any vehicle issues or maintenance needs to the delivery driver or appropriate personnel. • Keep the delivery vehicle clean and organized, removing any debris or obstacles that may hinder safe operation. • Assist in maintaining accurate records of deliveries, including delivery logs, receipts, and signatures. • Collect payments from customers as required and assist in issuing receipts for cash transactions. • Complete delivery paperwork and reports 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		accurately and assist in submitting them to the appropriate personnel.	
Delivery Driver (Class 3)	<ul style="list-style-type: none"> • High school diploma or equivalent. • Valid class 3 driving license with a clean driving record. • Proven experience as a delivery driver or similar role. • Familiarity with local roads and routes in Singapore. • Excellent driving skills and knowledge of traffic laws and regulations • Strong customer service and communication skills. • Ability to lift and carry heavy items (20kgs to 30 kgs) and perform physical tasks associated with delivery duties. • Attention to detail and accuracy in recordkeeping. • Reliable and punctual with a strong work ethic. 	<ul style="list-style-type: none"> • Operate a delivery vehicle (e.g., van, truck, car) in a safe and responsible manner. • Adhere to traffic laws and regulations while driving and follow company policies and procedures for vehicle operation. • Conduct routine vehicle inspections to ensure proper functioning and report any issues or maintenance needs. • Plan the most efficient route to reach destinations on time and optimize delivery schedules. • Load and unload goods from the vehicle, ensuring proper handling and securement of items. • Deliver goods to customers or specified locations according to delivery schedules. • Communicate with customers to confirm delivery details, such as delivery times and locations. • Provide accurate and timely updates on delivery status and any delays encountered during the delivery process. • Provide friendly and professional customer service during deliveries. • Assist customers with loading and unloading goods as needed. • Address customer inquiries or concerns courteously and escalate issues to 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 8 Hour • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 5 Jalan Tepong

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>management when necessary.</p> <ul style="list-style-type: none"> • Maintain accurate records of deliveries, including delivery logs, receipts, and signatures. • Collect payments from customers as required and issue receipts for cash transactions. • Complete delivery paperwork and reports accurately and submit them to the appropriate personnel. 	
Fleet Transportation Manager 	<ul style="list-style-type: none"> • Diploma or Degree in Logistics Management, Supply Chain, or a related field. • Minimum 5 years of experience in logistics or fleet operations, including at least 3 years in a supervisory or junior managerial role. • Strong hands-on experience in fleet planning, route optimization, vehicle scheduling, and overall operations management. • Demonstrated ability to lead, mentor, and manage teams effectively. • Proficiency in logistics and fleet management systems (e.g. ERP Navision system). • Must be fluent in both English and Chinese to facilitate effective communication across all levels of staff. 	<ul style="list-style-type: none"> • Lead, coach, and manage a team of delivery personnel, ensuring adherence to company policies, rules, and regulations. • Oversee daily operations to ensure the timely and efficient delivery of goods. • Plan, organize, and coordinate staff deployment and delivery activities across the group of companies. • Analyze logistics operations to identify opportunities for cost savings and increased efficiency. • Monitor key performance metrics, analyze logistics data, and implement continuous improvements to enhance systems and processes. • Collaborate with cross-functional teams and logistics partners to ensure timely and accurate deliveries to customers. • Recruit, train, and supervise delivery team members, providing strong leadership and ongoing development. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 8 Hour • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 5 Jalan Tepong

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong problem-solving mindset with excellent planning and organizational skills. Exposure to the FMCG, food distribution, or cold chain logistics sector is a plus. 	<ul style="list-style-type: none"> Maintain and update route plans, and prepare monthly fleet management reports. Conduct regular safety toolbox meetings to ensure compliance with SOPs and adherence to safety standards and regulations. Evaluate performance metrics and implement strategies to improve operational efficiency and customer satisfaction. Ensure compliance with quality control and assurance standards across all aspects of fleet management. 	
Food Processing Operator	<ul style="list-style-type: none"> High school diploma or equivalent. Previous experience in food manufacturing or production is preferred but not required. Ability to follow instructions and work effectively in a team environment. Basic math skills and mechanical aptitude. Attention to detail and ability to perform repetitive tasks with accuracy. Strong problem-solving skills and ability to troubleshoot equipment issues. Physical stamina and ability to lift, carry, and move heavy objects. 	<ul style="list-style-type: none"> Operate production machinery and equipment according to established procedures and safety guidelines. Set up machinery and perform adjustments as needed to ensure proper operation and product quality. Monitor machine performance and troubleshoot issues or malfunctions to minimize downtime and maintain productivity. Perform production tasks, such as assembling components, feeding materials into machines, and packaging finished products. Follow standardized work instructions and operating procedures to ensure consistent quality and output. Inspect products for defects or deviations from 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 6 Days Working Hour: <ul style="list-style-type: none"> - 8 Hour Job Type: <ul style="list-style-type: none"> - Full-Time Location: <ul style="list-style-type: none"> - 5 Jalan Tepong

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>specifications and take corrective actions as necessary.</p> <ul style="list-style-type: none"> • Conduct quality checks and inspections throughout the production process to ensure products meet quality standards. • Identify and segregate non-conforming products and report quality issues to supervisors or quality assurance personnel. • Assist in implementing corrective actions and preventive measures to address quality concerns. • Adhere to safety protocols and procedures to maintain a safe work environment for yourself and your colleagues. • Wear appropriate personal protective equipment (PPE) and follow safety guidelines when operating machinery or handling hazardous materials. • Report any safety hazards, incidents, or near misses to supervisors or safety personnel promptly. • Clean and maintain production equipment and work areas to ensure cleanliness and prevent contamination or safety hazards. • Perform routine maintenance tasks, such as lubricating machinery and replacing worn parts, to keep equipment in good working condition. • Report any maintenance issues or equipment 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		malfunctions to maintenance personnel for repairs.	
Operation Executive/Coordinator	<ul style="list-style-type: none"> • Proactive and detailed at work. • Flexible, able to multi-task. • Computer skills: Microsoft Office (Excel & Outlook) and ERP system. • Comfortable to handle non-halal items (Eg. Pork). • Fast-paced and air-conditioned environment. • Preferably with warehouse experience (training will be provided). • Can start work immediately. 	<ul style="list-style-type: none"> • Responsible for checking & printing pallet labels of incoming goods. • Inspect and verify purchased goods upon receipt. • Ensure the correct quantities of outgoing goods are checked before handed over to delivery drivers. • Assist delivery drivers in resolving discrepancies related to wrong items. • Ensure proper recording and inspection of all returned items. • To verify the items for Self-Collection Customers are accurate. • Ensure all goods from Third-Party (3PL) Warehouses are transferred, checked, recorded and closely monitored in the ERP system. • Coordinate, track, record stock movements and storage within all warehouses using Warehouse Management System (WMS). • Conduct Stock Taking and Stock Cycle Counts to ensure inventory accuracy. • Manage and document the loading and unloading of goods for trucks & containers. • Prepare necessary documents for daily warehouse operations and ensure e-filing of returned documents. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 8 Hour • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 5 Jalan Tepong


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform any other duties assigned by the Manager. 	
Senior/Sales Executive	<ul style="list-style-type: none"> Preferably possess a minimum of 3 years of experience in food distribution or the Fast Moving Consumer Goods (FMCG) industry with proven track record. Diploma or equivalent experiences. Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint. With a positive, determined, and proactive work attitude. Display a pleasant personality, dynamism, independence, and self-motivation. Excellent customer service, communication, and problem-solving skills. 	<ul style="list-style-type: none"> Achieve and exceed sales targets by identifying and securing new business opportunities. Promote and sell the company's products to existing and prospective customers. Manage sales documentation, including Contracts, Quotations, orders and invoices. Coordinate with the customer service and supply chain team to ensure timely delivery of products to customers. Conduct regular customer visits and meetings to strengthen relationships and identify new sales opportunities. Represent the company at trade shows and industry events. Build and maintain strong relationships with customers, ensuring high levels of customer satisfaction. Address customer inquiries and resolve issues promptly and effectively. Develop interest in and understanding of the company's product offerings. Gather and analyze customer feedback to improve products and services. Continuously seek opportunities for professional development 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 8 Hour Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 5 Jalan Tepong

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		and stay updated with industry trends. <ul style="list-style-type: none"> Consistently meet and exceed monthly sales targets and stay informed about market trends. Develop and implement sales plans and strategies to achieve targets. Prepare and submit regular sales reports, forecasts, and market feedback to the sales manager. Perform any additional work duties as assigned by the Management team. 	
Supply Chain Executive	<ul style="list-style-type: none"> Diploma in Logistics, Supply Chain, or related field. Completion of the Customs Competency Test for Declarants is a must. Minimum 3 years of experience in a supply chain operations or procurement role. Strong understanding of Singapore's customs and SFA regulations. Excellent communication, negotiation and interpersonal skills for effective collaboration with internal teams, suppliers, and regulatory bodies. Highly organized and detail-oriented, with the ability to manage multiple tasks and ensure deadlines are met. 	<ul style="list-style-type: none"> Handle all aspects of customs permit applications, ensuring compliance with Singapore's customs regulations. Prepare, submit, and manage required documentation for smooth customs clearance. Coordinate with freight forwarders to arrange and monitor shipments, ensuring timely and cost effective delivery of goods. Ensure all shipping documentation is accurate and compliant with import/export regulations. Liaise with the Singapore Food Agency (SFA) and other statutory boards to schedule and facilitate inspections, ensuring products meet regulatory standards and requirements. Maintain optimal inventory levels and reduce storage costs by monitoring stock levels, forecasting demand, and effectively managing 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8 Hour Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 5 Jalan Tepong



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong problem-solving skills and the ability to work under pressure. • Proficiency in Microsoft Office Suite and other office management tools. 	<p>inbound and outbound goods.</p> <ul style="list-style-type: none"> • Support procurement processes, ensuring sourcing strategies align with company needs while maintaining quality standards. • Work closely with internal teams and external stakeholders to ensure seamless supply chain management and address any issues promptly. • Ensure all supply chain activities adhere to local and international regulations, to avoid delays or penalties. • Maintain accurate and up-to-date records of all customs declarations, shipping documents, and inspection reports for audit purposes and compliance. • Any other duties related to supply chain management as assigned. 	



#3 ENTERPRISE PROMOTION CENTRES


Enterprise Promotion Centres (EPC) is a not-for-profit organization that supports SMEs in Singapore. They offer business advisory, capability development, and training services to help local enterprises grow sustainably.


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Enrolled Nurse (Renal Dialysis) 	<ul style="list-style-type: none"> • Candidate must possess at least a NITEC in Nursing. • At least 1 year of relevant working experience in a dialysis centre. • Valid registration with Singapore Nursing Board. • 6-day work week (including weekends and Public Holidays). 	<ul style="list-style-type: none"> • Participate in the assessment, implementation and evaluation of quality dialysis outcome. • Perform Hemodialysis cannulation and treatment for patients according to the standards practice and guideline. • Carry out Hemodialysis treatment and venipuncture on arterio-venous fistula, arterio-venous graft and temporary catheter prescribed for patient according to the expected standards of practice and guidelines. • Demonstrate and maintain good interpersonal skills with colleagues, patients and public. • Provide diet education and care of vascular access to patient and family. • Work in collaboration with Staff Nurse to prioritize and organize care to meet the dialysis adequacy and rehabilitative needs of the patients. • Assist the doctor and nursing staff during Hemodialysis treatment and examination review of the patient. • Provides orientation, guidance, mentoring and coaching to new and less experienced staff. • Collect water sampling for water culture to maintain safe water standard guideline. • Review new inpatient and outpatient latest virology 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 6:30am-3pm - 2.30pm-11pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Permanent

Click Here for Table of Content

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		blood result from admission office.	
Senior Occupational Therapist 	<ul style="list-style-type: none"> • Minimum a recognized degree in Occupational Therapy • Obtained Full Registration with AHPC • Possess relevant years of clinical practice experience • A team player with good interpersonal and communication skills • Possess analytical and problem solving skills 	<ul style="list-style-type: none"> • Outgoing and flexible individuals with proven experience of working in the area of adult rehabilitation. • Prepare our patients for community integration through carefully designed activities and processes. • Demonstrate sound assessment, clinical reasoning and complex discharge planning skills. • Providing home assessment and advice on home modifications. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8:30am-6pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Permanent
Senior Physiotherapist 	<ul style="list-style-type: none"> • Minimum a degree in Physiotherapy • Obtained Full Registration with AHPC • Possess relevant years of clinical practice experience • A team player with good interpersonal and communication skills • Possess analytical and problem solving skills 	<ul style="list-style-type: none"> • Outgoing and flexible individuals with proven experience of working in the area of adult rehabilitation. • Demonstrate sound assessment, clinical reasoning and complex discharge planning skills 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8:30am-6pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Permanent

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Service Engineer (Avodaq Private Limited) 	<ul style="list-style-type: none"> • Technical Skills: Cisco IOS, Cisco Router, Cisco Catalyst, Cisco ASA/Firepower, Cisco ISE, DNAC • Meraki Switches, Access Point, and Firewalls • Fortinet Firewalls • Palo Alto Firewalls • Routing (RIP, OSPF, EIGRP) • Switching (VLAN, VTP, 802.1Q) • Network Security • Existing CCNA certification or higher or ability to re-qualify within three months • At least basic familiarity with ITIL processes • Ideally, 2-5 years' experience as field or system or service engineer, specifically for network and voice projects 	<ul style="list-style-type: none"> • Receive, resolve and respond to support requests by our customers as first-level support • Coordinate hardware and software delivery schedules • Escalate customer support requests to second-level support as needed • Active monitoring and maintenance of customer systems, including routing and switching, unified communication and security components • Operations support for unified communication systems • Responsibility for the adherence to Service Level Agreements • Coordination of staff to resolve support requests at customer sites as required • Operation of ticketing and support systems 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am - 6pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Permanent
Software Consultant (Avodaq Private Limited) 	<ul style="list-style-type: none"> • Having past Coding or Technical Implementation experience in the DevOps, Observability and • Cloud space 	<ul style="list-style-type: none"> • Specializing in Presales responsibilities with a focus on DevOps, Observability and Cloud technologies • Collaborating with both the Sales and Implementation team • Hold a relationship with external customer technical 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am - 6pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> Experience in Presales is a plus but not mandatory Having strong presentation skills Experience in Dynatrace, ThousandEyes, AppDynamics, Splunk, or LaunchDarkly 	<ul style="list-style-type: none"> stakeholders You are responsible for demonstrating the technical and business value of solutions to clients Design solutions that address our clients' requirements Sizing up the Bill of Materials and crafting out the Scope of Work for projects Assisting in the preparation for Project Submissions including Tenders and Requests for Proposals (RFP) Be a team player and assist other members of the Software Team when there is a shortfall in resources 	<ul style="list-style-type: none"> - Permanent
Network Consulting Engineer (Avodaq Private Limited) 	<ul style="list-style-type: none"> Cisco Catalyst, Cisco Nexus, Cisco ASA, Firepower, IOS, and ISR Routers NGFW with Fortinet, Palo Alto, or Checkpoint Firewall WAN & Routing (OSPF, EIGRP, IS-IS, BGP) Switching Technologies (STP, VLAN, VXLAN) Network Authentication (ISE, 802.1x, Radius, Active Directory, Posture, Profiling) Network Design QoS Wireless Technologies 	<ul style="list-style-type: none"> Engage customers and vendors to deliver a fit-for-purpose and future-proof solution design that meet their business objectives, adhering to project delivery framework and vendors' product lifecycle. Develop and implement infrastructure projects adhering to project scope of work, timeline, budget, with quality. Develop concise project documentation such as Low-Level Design, Migration/Implementation MoP, User Acceptance Test, User Guide documents. Assist Sales or Solution Architect to provide technical specifications, Scope of Work, effort estimation in responding to customer's request or RFP process. Act as solution expert to support issue resolutions for project issue escalation that impacting deliverables, 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 5 Days Working Hour: <ul style="list-style-type: none"> - 9am - 6pm Job Type: <ul style="list-style-type: none"> - Full-Time Employment Type: <ul style="list-style-type: none"> - Permanent

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	(WLC, WLM, 802.11ac, WMM, PEAP, TLS, Site Survey) <ul style="list-style-type: none"> • AI/ML delivered Assurance with Catalyst Center • Network performance measurement and monitoring such as Cisco Prime, Solarwinds, • MRTG, PRTG • System experience includes: <ul style="list-style-type: none"> • Linux/Unix • Microsoft Windows Active Directory, DNS, DHCP, and MS Server • Virtualization (VMWare, Hyper-V) • Cloud experience with AWS, Azure or GCP will be an added advantage 	quality, or timeline. <ul style="list-style-type: none"> • Provide technical expertise to other team members, as well as with other avodaq teams in • Singapore and globally. • Keep up to date with the latest technology products in network infrastructure, to provide • high-quality support in current and future services 	
Social Work Associate/Executive (Monfort Care) 	<ul style="list-style-type: none"> • Entry Level (Social Work Associate) - At least a Diploma from an accredited institution • Executive (Social Work Executive) - Bachelor's Degree or equivalent • Prior experience 	<ul style="list-style-type: none"> • The Social Work Associate/Executive works in varied practice contexts where he/she offers support in welfare, case co-ordination and renders supportive counselling to the community. SWA/E works with Social Workers to ensure clients are well-served and programmes are executed, and objectives are met. • 1 Assist in coordinating casework, groupwork and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am - 6pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Permanent

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>working with vulnerable populations, such as children, youth, or families an advantage</p> <ul style="list-style-type: none"> • SKILLS • 1 Strong communication and interpersonal skills. • 2 Ability to work with diverse populations and cultures. • 3 Empathy, compassion, and a strong commitment to social work values • PERSONAL CHARACTERISTICS & TRAITS • 1 Meticulous and have the ability to multi-task • 2 Proficient in Microsoft Office • 3 Good verbal and written communication skills • 4 Committed and Can-Do Attitude • 4 Team Player • PERSONAL QUALITIES • 1. Compassionate and Empathetic: Ability to 	<p>community development activities and programmes, supporting community events and performing administrative functions</p> <ul style="list-style-type: none"> • 2 Support the planning and implementation of programmes at the centre • 3 Assist in providing interventions and evaluations for programmes conducted • 4 Support community outreach activities and group work 	

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	provide emotional support and guidance to clients. <ul style="list-style-type: none"> 2. Strong Problem-Solving Skills: Ability to think critically and develop creative solutions. 3. Adaptable and Flexible: Ability to adapt to changing client needs and priorities 		

#4 FULLERTON HOTEL

The Fullerton Hotel Singapore is a world-class heritage hotel renowned for its elegance, service excellence, and iconic location. The hotel offers a luxury experience with rich history and timeless hospitality.


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Bellman/Doorman	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Conducting bell service activities such as luggage service upon guest's arrival and departure, luggage storage, message service fax delivery, parcel and mail hand-over, information service and other related tasks. Opening door of the car for the guest in a professional manner at the main entrance of the hotel and assisting to unload the luggage if any Rooming the guest in a professional way, which includes addressing the guest by name, holding the lift for guest and 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9.5 Hours Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> 44 Hours/Week Location: <ul style="list-style-type: none"> 1 Fullerton Square




Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		extending hotel introduction to guest, etc. <ul style="list-style-type: none"> Assisting to arrange for transport for hotel guest 	
Captain (Restaurants/Bar/Banquet)	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Assist the day to day running of the Food & Beverage outlets within the overall policies and controls established by the Hotel. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9.5 Hours Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> 44 Hours/Week Location: <ul style="list-style-type: none"> 1 Fullerton Square
Guest Relations Executive (Food & Beverage)	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Responsible in assigning guests to tables, maximizing the utilization of the space to the best advantage. Includes Cashiering duties 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9.5 Hours Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> 44 Hours/Week Location: <ul style="list-style-type: none"> 1 Fullerton Square
Guest Relations Executive (Front Office)	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Welcome guests upon arrival and check-in according to establish standards and procedures. To provide courteous and efficient service and if possible to comply with each and every guest request. Check out guests courteously and accurately. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8:30am- 6pm Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Permanent
Housekeeping Supervisor	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness. Investigates complaints regarding housekeeping service and equipment, 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9am - 6pm Job Type: <ul style="list-style-type: none"> Full-Time


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		and takes corrective action. <ul style="list-style-type: none"> Obtains list of rooms / public areas to be cleaned immediately and list of prospective check-outs or discharges to prepare work assignments. Coordinates work activities among departments. Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate the use and maintenance of equipment. Inventories stock to ensure adequate supplies. 	<ul style="list-style-type: none"> Employment Type: <ul style="list-style-type: none"> Permanent
Technician	<ul style="list-style-type: none"> Require staff to stand for long hours and physical demanding 	<ul style="list-style-type: none"> Responsible for the smooth operation and overall performance of all buildings' services by running shift duty or daily normal duty. Carry out daily check and logging of Hotel M & E plant and equipment. Ensure PPM Schedule and repair works are carried out accordingly. Carry out daily repair & maintenance works assigned by Technical Officer. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 9am - 6pm Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Permanent



#5 GAIN CITY



Gain City is Singapore's leading electronics and appliance retailer, offering a wide range of consumer electronics, air-conditioning, and home solutions. They are known for their strong customer service and comprehensive installation services.


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Accounts Assistant 	<ul style="list-style-type: none"> Good time management skills, ability to meet deadlines, and strong attention to 	<ul style="list-style-type: none"> General accounting duties 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	detail		<ul style="list-style-type: none"> - Contract • Employment Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2
Air-conditioning (AC) Installer 	<ul style="list-style-type: none"> • Team player and has hands-on air-con installing knowledge 	<ul style="list-style-type: none"> • Perform installation of HVAC related equipment following company policies and manufacturer's specifications 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2
Air-conditioning (AC) Technicians 	<ul style="list-style-type: none"> • Hands-on experiences in installation, maintenance, troubleshooting and/or repairs in air-con systems 	<ul style="list-style-type: none"> • Installation and Troubleshooting of air conditioning system 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2
Air-Conditioning Repair & Servicing Manager 	<ul style="list-style-type: none"> • Strong knowledge/experience in HVAC or ACMV systems for residential or commercial sectors & possess a Singapore Class 3 license will be an added advantage 	<ul style="list-style-type: none"> • Lead, supervise, and mentor a team of air conditioning repair and maintenance technicians. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Cashier	<ul style="list-style-type: none"> Customer Service Oriented 	<ul style="list-style-type: none"> Handle daily cashiering duties 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Contract Location: <ul style="list-style-type: none"> 8 Ang Mo Kio Industrial Park 2
Compliance Director / Senior Manager 	<ul style="list-style-type: none"> Has accounting background and & has a minimum 10 Years of relevant working experience 	<ul style="list-style-type: none"> Ensure the compliance investigation process is appropriately conducted. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Contract Location: <ul style="list-style-type: none"> 8 Ang Mo Kio Industrial Park 2
Delivery Driver	<ul style="list-style-type: none"> Possess a valid Class 3 / 4 driving license 	<ul style="list-style-type: none"> Ensure timely collection & delivery of goods. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 6 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Contract Location: <ul style="list-style-type: none"> 8 Ang Mo Kio Industrial Park 2
Kitchen Assistant	<ul style="list-style-type: none"> Requires basic food and hygiene certificate & some experience assisting in kitchens 	<ul style="list-style-type: none"> Assist sous chef in food preparations. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
			<ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2
LED Technicians / Specialist 	<ul style="list-style-type: none"> • Strong understanding of electrical systems and wiring 	<ul style="list-style-type: none"> • Responsible for the installation, maintenance, and troubleshooting of LED lighting systems. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2
Outdoor Sales Executive (Aircon)	<ul style="list-style-type: none"> • Should possess a valid Class 3 driving license 	<ul style="list-style-type: none"> • Perform site surveys according to daily schedule. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2
Product Operations Manager (LED) 	<ul style="list-style-type: none"> • Familiar with LED technologies like NovaStar, ColorLite, Huidu, Colorlight and Vnnox, strong technical expertise in LED systems, programming and tuning controllers & have knowledge of quality assurance and 	<ul style="list-style-type: none"> • Responsible for the installation, maintenance, and troubleshooting of LED lighting systems, & responsible for the selection of suitable LED products, and vendors for various projects. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	safety regulations for LED installations		
Project Sales Engineer / Manager 	<ul style="list-style-type: none"> Strong knowledge in ACMV/HVAC 	<ul style="list-style-type: none"> Develop rapport with customers and advance the sales funnel from initial contact to sales. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Contract Location: <ul style="list-style-type: none"> 8 Ang Mo Kio Industrial Park 2
Retail Manager / Assistant Manager 	<ul style="list-style-type: none"> Basic understanding of sales principles and customer service practices & ability to perform under pressure and address complaints in a timely manner 	<ul style="list-style-type: none"> Responsible for making sure that the daily operations of a retail outlet run smoothly by supporting staff on the sales floor and handling administrative duties. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Contract Location: <ul style="list-style-type: none"> 8 Ang Mo Kio Industrial Park 2
Retail Sales Executive (Basic + Commission)	<ul style="list-style-type: none"> Basic understanding of sales principles and customer service practices 	<ul style="list-style-type: none"> Achieve personal and department's sales target on a monthly, quarterly and yearly basis 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 6 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Contract Location: <ul style="list-style-type: none"> 8 Ang Mo Kio Industrial Park 2
Security Supervisor	<ul style="list-style-type: none"> At least 3 years of relevant security experiences as a 	<ul style="list-style-type: none"> Supervise the conduct of general security related duties 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	registered SSO with PLRD & able to work night shifts		<ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2
Service Technician (Commercial Kitchen) 	<ul style="list-style-type: none"> • Hands-on experience in installation, maintenance, troubleshooting and/or repairs in electrical machines 	<ul style="list-style-type: none"> • Perform repair and troubleshoot of commercial kitchen equipment. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Contract • Location: <ul style="list-style-type: none"> - 8 Ang Mo Kio Industrial Park 2

#6 HOTEL ROYAL

Hotel Royal Limited is a reputable hospitality group with properties across Singapore and the region. They offer warm, quality service and comfortable accommodations for both business and leisure travellers.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Bellhop	<ul style="list-style-type: none"> • Possess a GCE 'N' Level/Lower Secondary or equivalent; • Fresh graduate is welcome; • Able to communicate in English to handle guests and in work; • Able to communicate in Chinese is an advantage to handle guest 	<ul style="list-style-type: none"> • Bellhop will be responsible to greet the guests upon their arrival at the Hotel, offering assistance to carry the luggage's and directing them to the reception counter for check-in. • Bellhop will be responsible to greet the guests upon their arrival at the Hotel, offering assistance to carry the luggage's and directing them to the reception counter for check-in; • Deliver messages, parcels, faxes etc to the guest rooms; • Preferable physically fit to 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 7.00am to 3.00pm - 3.00pm to 11.00pm - 11.00pm to 7.00am • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	from China; <ul style="list-style-type: none"> • Able to lift heavy and large items, e.g. handle luggages for guests. 	carry heavy luggage.	
Carpenter	<ul style="list-style-type: none"> • Possess at least a GCE 'N' Level/Lower Secondary or equivalent; • At least 1 year of experience in hotel industry or related field; • Able to communicate in simple English; • Physically fit to work independently. 	<ul style="list-style-type: none"> • Carpenter responsible to handle carpentry job and part of basic maintenance work in the hotel. • Responsible for carrying out carpentry works in the guest rooms, public areas, offices and restaurant; • Attend to the repairs of the castor wheels for the divan in the guest rooms; • Attend to the repairs and installation of the bath towel racks in the guest rooms; • Assist in repairing water pipe leakage as and when necessary; • Handle minor electrical work. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 7.00am to 3.00pm - 8.00am to 4.00pm - 2.00pm to 10.00pm • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road
Cook	<ul style="list-style-type: none"> • Possess at least a GCE 'N' Levels or equivalent; • At least 2 years of experience in hospitality industry; • Specialized in western and local cuisines with good organizing and coordinating skills. 	<ul style="list-style-type: none"> • Cook responsible to assist Senior Chef/Chef to handle daily food preparation, stock supplies, and cleanliness of the kitchen. • Responsible for preparing all daily usage, order stock and supplies; • Prepare daily buffet breakfast for groups and Ala Carte, handling on kitchen cleanliness, maintenance of working areas, equipment, freezers and chillers; • Ensure that the cleanliness of the kitchen, storeroom & cold room; • Report all incidents and accidents to the Chef/Sous Chef. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 7.00am to 3.00pm - 8.00am to 4.00pm - 2.00pm to 10.00pm • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Dishwasher	<ul style="list-style-type: none"> • Possess primary or fresh grade are welcome. • Work well under pressure. • Fit to carry heavy metal tray, plates, etc. 	<ul style="list-style-type: none"> • Dishwasher responsible to the cleanliness of the accessories, kitchenware, cutleries, etc. • Ensure that all glassware, crockeries, cutleries are cleaned properly; • Responsible the cleanliness of the whole kitchen; • Report to Chef on any technical issue on washing machine or cleaning detergent stock. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 7.00am to 3.00pm - 3.00pm to 11.00pm - Ad-hoc 11.00pm to 7.00am • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road
Guest Service Agent	<ul style="list-style-type: none"> • Possess a GCE 'N' Level/Lower Secondary or equivalent; • Fresh graduate is welcome; • Possess one (1) or two (2) years of relevant working experiences is an advantage; • Able to communicate in English to handle guests and in work; • Able to communicate in Chinese is an advantage to handle guest from China; • Possess excellent communication skills and able to build up. 	<ul style="list-style-type: none"> • Guest Service Agent will assist in attending check in/out, inquiry and serving the guests who stay or visit our hotel. • Responsible to attend, serve and assist the guests in their inquiries and/or services needed in checking in and checking out; • Provide excellent guest and customer service to the guests/customers' needs; • Escort guests to their allocated guests rooms and show them the amenities in the rooms; • Assist in carrying their luggage and/or hand-carried luggage to their rooms and/or to the lobby areas for checking out; • Good communication skills to listen and resolve problems and/or inquiries put forth by the guests/customers. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 7.00am to 3.00pm - 3.00pm to 11.00pm - Ad-hoc 11.00pm to 7.00am • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Maintenance (Air-con/Electrician)	<ul style="list-style-type: none"> • Possess at least a Professional Certificate/NITE C in Electrical Engineering. • At least 1 years of experience in maintenance/repair of facilities and machinery or equivalent. • Requires mechanical and engineering skills; • Able to communicate in simple English. 	<ul style="list-style-type: none"> • Maintenance responsible to handle any maintenance service related to air conditioner and electrical item/wires. • Clean fan coil unit filters and flush condensate drain pipes in the guest rooms and hotel; • Clean coils and fins of fan coil unit in all the guest rooms and hotel; • Attend to the leakage/service of the air conditioner in the guest rooms and hotel as and when necessary; • Fixing of equipment as required for the function rooms and hotel when necessary; • Fixing of anything related to electrical and wires for the hotel when necessary. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 7.00am to 3.00pm - 8.00am to 4.00pm - 2.00pm to 10.00pm • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road
Room Attendant	<ul style="list-style-type: none"> • Possess a GCE 'N' Level/Lower Secondary or equivalent; • Fresh graduate is welcome; • At least 1 year of experience in housekeeping or related field; • Able to understand the communicate in simple English to communicate with guests and in work; • Knowledge in use of vacuum cleaner and proper chemicals handling; • Functional 	<ul style="list-style-type: none"> • The role of the Room Attendant/Hotel Room Steward is to ensure that the rooms are well cleaned and tidy ready to sell to the guests. • Stock up linen needs and responsible for the cleanliness of guest's room and assigned guest's floor; • Ensuring security and privacy of the guest's room; • Check and report faulty items that needed repair and report on any lost & found; • Preferably physically fit to carry mattress and furniture while cleaning the room. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 7.30am to 3.30pm - 8.00am to 4.00pm - 9.00am to 5.00pm • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	knowledge in room cleaning.		
Senior Security Officer	<ul style="list-style-type: none"> • Possess at least a GCE 'N' Levels or equivalent; • Minimum one (1) year's of related experience at the Senior level. • Able to carry out heavy physical tasks. • Possess valid PLRD license and certificate as follows: <ul style="list-style-type: none"> • 1. Security Licence • 2. Provide Guard & Patrol Services Certificate • 3. Handle Security Incidents • 4. Recognize Terrorist Threats • 5. Access Control Management - Operate Basic Security Equipment (OBSE) • 6. Security Surveillance Management (Perform Remote Surveillance Function) (PRSF) • 7. Manage Disorderly Conduct and Threatening Behaviour (MDCTB) 	<ul style="list-style-type: none"> • Senior Security Officer is to maintain the safety and security levels of all our guests, customers, employees, tenants and service vendors. • Conduct random checks on goods and staff entering/leaving the hotel premises. • Perform CCTV surveillance and hotel patrolling duties, reports suspicious and or any unusual activities to the Supervisor; • Perform traffic enforcement patrols at hotel's driveway and carpark when necessary; • Ensure safekeeping of all lost and found items and record down in the Occurrence Book; • To be well versed with the fire alarm panel and the follow-up procedures. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 7.30am to 3.30pm - 3.00am to 11.00pm - 11.00pm to 7.00am • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road


#7 JARDINE ENGINEERING SINGAPORE

Jardine Engineering Corporation (JEC) Singapore provides comprehensive engineering services, including electrical, mechanical, and building technologies. They serve a wide range of industries with solutions in facility management, building automation, and systems integration.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
ACMV Project Engineer 	<ul style="list-style-type: none"> • Diploma / Degree in Mechanical Engineering or its equivalent • At least 3 years relevant experience in project management, preferably in handling ACMV and within construction industry • Excellent project management skills, including the ability to manage timelines, budgets, and resources effectively. • Experience and relevant knowledge in ACMV calculations including heat load, pump size, air flow rate, chilled water system performance, chiller sizing and configuration, fan sizing and more. • Good 	<ul style="list-style-type: none"> • Assist Project Manager and site personnel in planning, execution, and completion of ACMV projects. • Attend site tests and inspections to ensure quality standards and all health & safety requirements are adhered to. • Supervise and liaise with relevant authorities, subcontractors, and workers on site to ensure quality standards and all health & safety requirements are met. • Assist in the preparation of progress payment claims and variation orders as required. • Analyze, manage, and track project costs against budget. • Perform any other tasks assigned by the management. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - Mon to Fri 8.30am to 5.30pm - Sat 8.30am to 12.30pm • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 1A International Business Park

Click Here for Table of Content

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	interpersonal skills and pro-active in problem solving		
ACMV Technician, Technical Service 	<ul style="list-style-type: none"> • Nitec in Mechanical / Electrical / Electronic or related field • At least 2 years of related technical experience in chillers, ACMV equipment, switchboard, and generators will be an advantage • Candidates with no experience are welcome to apply (on Job Training) • Positive attitude, good interpersonal and customer-centric skills • Only Singaporeans may apply 	<ul style="list-style-type: none"> • To carry out all preventive and breakdown maintenance for all Aircon equipment. • Ensure safe keeping of hand tools and maintain good housekeeping. • Ensure all works are carried out safely and/or in accordance with safety procedures. • Provide technical advice and assistance on all maintenance functions. • Prepare service reports after every completed job for customer's endorsement. • Communicate with clients with regards to problems in equipment and post-job reports. • Any ad-hoc tasks given by supervisor or management. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - Mon to Fri 8am to 5pm - Sat 8am to 12pm • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road
Commercial Building Cleaner	<ul style="list-style-type: none"> • No working experience needed • With a "can-do" attitude, perform all duties assigned by Supervisor 	<ul style="list-style-type: none"> • Perform cleaning in the premises as directed. • Ensure safety measures are adhered to during operation. • Update job and log card record entries. • Washing of common restrooms. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Morning: 7am to 5pm - Afternoon: 1pm to 11pm - Night: 9.30pm to 7.30am • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
			<ul style="list-style-type: none"> • Location: <ul style="list-style-type: none"> - 1A International Business Park
Engineer, Facilities Management	<ul style="list-style-type: none"> • Diploma in Mechanical/Electrical or Facilities Management or its equivalent • Certified Senior Fire Safety Manager will be considered a priority • Relevant experience in Facility Building Maintenance services, ACMV equipment/chillers • Excellent interpersonal and communication skills • Fresh graduates are welcome to apply • Only Singaporeans may apply 	<ul style="list-style-type: none"> • Support in the facilities management services, which include M&E support of the building • Assist in the supervision of contractors in planning, coordination and execution of corrective, preventive maintenance, integrated system tests and annual building shutdown activities • Assist in the preparation of regular reports for internal and external customers • Assist in cost management and price negotiation with the vendors • Support in other Ad-hoc project 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - Rotating Shift - Morning: 7am to 4pm - Afternoon: 2pm to 11pm - Night: 10.30pm to 7.30am • Job Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 36 Newton Road
Technician, Facilities Management 	<ul style="list-style-type: none"> • Nitec in Mechanical / Electrical or related field • Candidates with 2 years or more related experience in Facilities Management will be an added advantage • No experience is welcome to 	<ul style="list-style-type: none"> • Perform daily operational activities which includes attending to customers' enquiries, needs and complaints. • Perform preventive and breakdown technical support and maintenance for mechanical/electrical services, plumbing & sanitary services, Aircon servicing and maintenance, ACMV systems, chillers, and electrical control. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - Rotating Shift - Morning: 7am to 4pm - Afternoon: 2pm to 11pm - Night: 10.30pm to 7.30am • Job Type: <ul style="list-style-type: none"> - Full -Time • Location:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	apply (on Job Training) <ul style="list-style-type: none"> • Positive attitude, good interpersonal and customer-centric skills 		- 36 Newton Road

#9 KENTUCKY FRIED CHICKEN MANAGEMENT (KFC SINGAPORE)

KFC is a globally recognized fast food brand serving its signature fried chicken and sides. In Singapore, KFC is committed to quality food, service excellence, and offering career growth opportunities in the food and beverage industry.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Shift Manager/ Assistant Manager/ Restaurant Manager	<ul style="list-style-type: none"> • Min NITEC/ relevant certificate with 2 years of supervisory working experience in F&B/Retail or hospitality industry. • Diligent team player passionate in F&B operation • Good communication and leadership skills • Able to multitask in fast-paced environment • Be ready to lift and carry items like flour and chicken, up to 20kg 	<ul style="list-style-type: none"> • Be the right-hand wingman/woman to the Restaurant General Manager. • Supervise, motivate, and coach your team to be rockstars in customer service, cleanliness, and speed. • Handle shift management in organize manpower, making sure operations run smoothly (and on time!). • Keep the vibe positive while making sure health, safety, and food quality standards are met. • Assist in training and developing team members to be the best version of themselves. • Assist in maintaining restaurant budgets and controlling costs. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - Multiple Location
Team Member	<ul style="list-style-type: none"> • No experience is required as training will be provided 	<ul style="list-style-type: none"> • Greeting customers, record orders, and serve food and beverages with a positive and friendly 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> Effective verbal communication skills in simple English as need to communicate with different customers / teammate. Be ready to lift and carry items like flour and chicken, up to 20kg 	<ul style="list-style-type: none"> attitude Input orders into a point-of-sale system Relay customers' orders to other kitchen staff Package foods in bags and boxes along with kitchen staff Clean assigned work areas, dining tables, or serving counters Replenish and stock service stations and tables Set tables or prepare food trays for new customers 	<ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> Multiple Location
Shift Manager/ Assistant Manager/ Restaurant Manager (Pizzahut)	<ul style="list-style-type: none"> Min NITEC/ relevant certificate with 2 years of supervisory working experience in F&B/Retail or hospitality industry. Diligent team player passionate in F&B operation Good communication and leadership skills Able to multitask in fast-paced environment Be ready to lift and carry items like flour and chicken, up to 20kg 	<ul style="list-style-type: none"> Be the right-hand wingman/woman to the Restaurant General Manager. Supervise, motivate, and coach your team to be rockstars in customer service, cleanliness, and speed. Handle shift management in organize manpower, making sure operations run smoothly (and on time!). Keep the vibe positive while making sure health, safety, and food quality standards are met. Assist in training and developing team members to be the best version of themselves. Assist in maintaining restaurant budgets and controlling costs. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 6 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> Multiple Location
Team Member (Pizzahut)	<ul style="list-style-type: none"> No experience is required as training will be provided Effective verbal communication 	<ul style="list-style-type: none"> Greeting customers, record orders, and serve food and beverages with a positive and friendly attitude Input orders into a point-of-sale system 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 6 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	skills in simple English as need to communicate with different customers / teammate. <ul style="list-style-type: none"> Be ready to lift and carry items like flour and chicken, up to 20kg 	<ul style="list-style-type: none"> Relay customers' orders to other kitchen staff Package foods in bags and boxes along with kitchen staff Clean assigned work areas, dining tables, or serving counters Replenish and stock service stations and tables Set tables or prepare food trays for new customers 	<ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> Multiple Location

#8 MAERSK (LF LOGISTICS SERVICES)

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 centres to optimise inventory flow and ensure quick response.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
ASRS Engineer	<ul style="list-style-type: none"> High school diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus. Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred. Basic understanding 	<ul style="list-style-type: none"> 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. Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment. Diagnose and troubleshoot mechanical, electrical, and software issues 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Shift 1- 08:00am- 05:30pm Shift 2- 12:30pm- 10:00pm Shift 3- 08:30pm- 06:00am Job Type: <ul style="list-style-type: none"> Permanent Employment Type: <ul style="list-style-type: none"> Full -Time

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>of warehouse operations, inventory management principles, and supply chain logistics.</p> <ul style="list-style-type: none"> • Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring. • Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions. • Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members. • Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for extended periods. • Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required. 	<p>affecting ASRS equipment performance, using diagnostic tools, schematics, and technical manuals.</p> <ul style="list-style-type: none"> • Conduct repairs and replacements of defective components or parts, such as motors, sensors, actuators, bearings, and PLC modules, to restore equipment functionality. • Coordinate with equipment vendors or service providers for technical support, spare parts procurement, and warranty/contract repairs as needed. • Assist Maintenance Team in implementing software updates, firmware upgrades, and system modifications to enhance ASRS performance, reliability, and safety. • Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions. • Ensure smooth operation with the aid of the warehouse control system (WCS) and Humane Machine Interface (HMI). • 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 	<ul style="list-style-type: none"> • Location: <ul style="list-style-type: none"> - 10 Bulim Avenue

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>maintenance activities.</p> <ul style="list-style-type: none"> • Document maintenance activities, repair logs, equipment histories, and spare parts inventory using computerized maintenance management systems (CMMS) or other digital record-keeping tools. • Provide training and technical support to operators and maintenance personnel on ASRS operation, troubleshooting techniques, and safety procedures. • Participate in cross-functional teams for system upgrades, capacity expansion projects, or process improvements related to ASRS operations. • Shift schedule planning, arrangement, and execution. • 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. 	
ASRS Technician	<ul style="list-style-type: none"> • High school diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS 	<ul style="list-style-type: none"> • Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and storing goods in designated 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Shift 1- 08:00am- 05:30pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>operation is a plus.</p> <ul style="list-style-type: none"> • Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred. • Basic understanding of warehouse operations, inventory management principles, and supply chain logistics. • Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring. • Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions. • Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members. • Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for 	<p>locations.</p> <ul style="list-style-type: none"> • Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment. • Follow standard operating procedures (SOPs) for operating ASRS equipment, including startup and shutdown procedures, equipment inspections, and safety protocols. • Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions. • Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HIM). • 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. • Collaborate with warehouse or inventory control personnel to prioritize workload, optimize storage space utilization, and fulfill orders in a timely manner. • Adhere to safety regulations and company policies by wearing personal protective equipment (PPE), following safe 	<ul style="list-style-type: none"> - Shift 2- 12:30pm- 10:00pm - Shift 3- 08:30pm- 06:00am <ul style="list-style-type: none"> • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 10 Bulim Avenue

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>extended periods.</p> <ul style="list-style-type: none"> Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required. 	<p>work practices, and participating in safety training programs.</p> <ul style="list-style-type: none"> Assist maintenance team during equipment maintenance, repair, or troubleshooting activities by providing operational insights, performing equipment checks, and coordinating equipment downtime as needed. Communicate effectively with team members, ASRS operation engineer, and other departments to coordinate workflow, resolve issues, and ensure smooth operation of ASRS systems. Participate in training sessions or refresher courses on ASRS operation, safety procedures, and best practices to enhance job performance and skills development. 	
Facility Technician	<ul style="list-style-type: none"> Minimum Secondary Levels / ITE with Facility Management experiences and M&E exposures. Proficiency in MS Office. Physically fit; this job may requires to carry heavy item. Hands-on experience in maintenance, troubleshooting and repair of M&E systems and MHE 	<ul style="list-style-type: none"> Conduct routine checks to ensure smooth operation of facility equipment and systems (ACMV, electrical, fire protection, plumbing, sanitary, BMS, etc.). Perform scheduled and unscheduled maintenance, inspection, troubleshooting and repairs on material handling equipment (MHE), machinery, equipment and all Associated to building services. Conduct general building facility repairs, including electrical, 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8.30am - 6.00pm Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 10 Bulim Avenue

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Maintain safety, health and operational quality standards • Willingness to work in an oil and grease environment. • Willing to work overtime whenever required • Good attendance and attitude • Teamwork orientated, committed and ethical behavior personality. • Strong communication and coordination skills • Possess with forklift license and Fire Safety relevant experiences will be an added • Ability to read and interpret technical diagrams and site plans an added advantage. 	<p>plumbing, painting, and landscaping.</p> <ul style="list-style-type: none"> • Supervise and coordinate with vendors, external service providers for services maintenance and repairs. • Support other departments with facility-related needs and maintenance services. • Maintain a good communication, work with team members and supervisors in coordinating facilities maintenance operations. Providing updates and following up on outstanding repairs and maintenance tasks. • Maintain accurate records of services maintenance activities, reports, and inventory. • Respond to emergency repairs and breakdowns, including after-hours support. • Perform any other ad-hoc tasks as assigned by supervisor and management. 	
Logistics Coordinator	<ul style="list-style-type: none"> • Diploma/Degree in Business Studies/Administration/Management, Logistics/Transportation or equivalent • At least 2 years of relevant working experience in the logistics industry • Computer proficiency (MS Office – Word, Excel and Outlook) & 	<ul style="list-style-type: none"> • Liaise closely with customers and operations team on order fulfillment, inventory & shipment related activities • Working closely with operations team to provide information/feedback to customers on operational issues and coordinate with customers to resolve all issues • Generate KPIs and transactional reports to 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 08:30am-6pm • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 10 Bulim Avenue

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	Warehouse Management System (WMS) <ul style="list-style-type: none"> • Good verbal and written communication skills, including ability to effectively communicate with internal and external customers • Must be able to work as part of a team in a fast-paced and pressured environment • Positive Attitude and Good Team Player 	internal and external customers on a timely basis <ul style="list-style-type: none"> • Verify vendor invoices and liaise with vendors for any discrepancies • Monitor the usage of warehouse supplies and raise POs for replenishment • Coordinate the urgent order fulfillment with customer, operations and transporter • Ensure the accuracy and timely update of system transactions • Perform other required duties or tasks when assigned • Maintain compliance with all company policies and procedures 	
Prime Mover Driver	<ul style="list-style-type: none"> • MUST possess Class 4 Driving License • At least 1 year of delivery experience • Detailed and task oriented • Hardworking, Polite, Good attitude and committed to work • Familiar with Singapore roads / PSA 	<ul style="list-style-type: none"> • Collection, delivery, shifting of containers • To ensure that containers are loaded in a safe and secure manner on the trailer • Retrieve shipments from clearance agents at port, conduct custom clearance of shipments, scan and send shipments back to distribution centers • Compliance to all regulations or company procedures strictly. • 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. • Other duties as assigned by Transport Supervisor/Manager 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Shift 1- 08:30am- 6 pm • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 10 Bulim Avenue

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Warehouse Assistant - Bukit Merah	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away • Pick the order by using RDT scanner and scan pack through WMS system • Report any product damages, take photos and document, move to designated stocking location • To support general warehouse operations • Practice good handling and usage of all Material-handling equipment (MHE) for warehouse • Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Shift 1- 08:30am-6pm • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 10 Bulim Avenue
Warehouse Assistant - Bulim / Gul Way	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away • Pick the order by using RDT scanner and scan pack through WMS system • Report any product damages, take photos and document, move to designated stocking location • To support general warehouse operations • Practice good handling and usage of all Material-handling equipment (MHE) for warehouse • Any other ad-hoc duties 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Shift 1- 08:30am-6pm • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 10 Bulim Avenue

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		as assigned by superior from time to time	
Warehouse Assistant - Gulway	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away • Pick the order by using RDT scanner and scan pack through WMS system • Report any product damages, take photos and document, move to designated stocking location • To support general warehouse operations • Practice good handling and usage of all Material-handling equipment (MHE) for warehouse • Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Shift 1- 08:00am- 05:30pm - Shift 2- 12:30pm- 10:00pm - Shift 3- 08:30pm- 06:00am • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: 10 Bulim Avenue
Warehouse Assistant - Pandan Crescent	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away • Pick the order by using RDT scanner and scan pack through WMS system • Report any product damages, take photos and document, move to designated stocking location • To support general warehouse operations • Practice good handling and usage of all Material-handling 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Shift 1- 08:30am- 6pm • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 10 Bulim Avenue


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>equipment (MHE) for warehouse</p> <ul style="list-style-type: none">• Any other ad-hoc duties as assigned by superior from time to time	

[Click Here for Table of Content](#)

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Warehouse Assistant (with forklift) - Nightshift	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away • Pick the order by using RDT scanner and scan pack through WMS system • Report any product damage, take photos and document, move to designated stocking location • To support general warehouse operations • Practice good handling and usage of all Material-handling equipment (MHE) for warehouse • Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Shift 1- 08:30am-6pm • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 10 Bulim Avenue

#10 SUN-DAC

SUN-DAC is a social service agency that provides care services for adults with disabilities. With a person-centered approach, SUN-DAC focuses on enhancing the well-being and inclusion of their clients through day care and rehabilitative support.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Training Officer 	<ul style="list-style-type: none"> Physically able. Education: Minimum GCE 'O' Levels 	<ul style="list-style-type: none"> Uses evidence-based methods to train and assist adults with disabilities in ADLs (activities of daily living), CLSs (community living skills), and pre-vocational skills. Attends to the personal needs of these adults and ensure their safety and well-being. Completes and submits required documentation in a timely manner. Any other projects/duties as assigned. Core job specific competencies: Client and family centric. High levels of patience and passion for working with adults with disabilities Motivating others - creates a climate in which people want to do their best. Action orientation - works hard and maintains high energy; seizes opportunity. Time management - uses time effectively and efficiently; can attend to a broad range of activities. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8:30am - 5pm Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 213 Choa Chu Kang Central, 600 Upper Thomson Road



Click Here for Table of Content


#11 TALENTSPROUT



TalentSprout provides business process outsourcing (BPO) and HR solutions to various industries. They focus on recruitment, customer service, and training support, helping organizations streamline operations and grow talent.


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Account Manager 	<ul style="list-style-type: none"> Excellent communication, project management, and client-facing experience. Strong organizational skills and the ability to manage multiple accounts simultaneously. 	<ul style="list-style-type: none"> Manage client relationships and ensure delivery of tailored solutions. Collaborate with internal teams to meet client expectations and drive account growth. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road
Assistant Outlet Manager	<ul style="list-style-type: none"> Diploma in Hospitality or related field; prior experience in a supervisory or assistant managerial role. 	<ul style="list-style-type: none"> Support the Outlet Manager in managing the team and day-to-day outlet activities. Assist in staff training, inventory control, and implementing promotional strategies. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5/6 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road
Boutique Manager / Director / Sales Associates 	<ul style="list-style-type: none"> Proven experience in luxury retail with strong leadership and customer service skills. Exceptional communication, people management, and inventory control capabilities. 	<ul style="list-style-type: none"> Lead daily operations and drive luxury retail performance. Enhance client experience, manage high-performing teams, and ensure brand consistency across the boutique. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road
Business Development Executive	<ul style="list-style-type: none"> Strong communication and sales skills; prior experience in automotive or 	<ul style="list-style-type: none"> Identify new business opportunities, build client relationships, and propose tailored solutions for automotive workshop 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5/6 Days Working Hour:


Click Here for Table of Content


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	service-related industries is an advantage.	services. Conduct market research and support marketing initiatives.	<ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Business Development Manager 	<ul style="list-style-type: none"> • Solid experience in business development, with strong negotiation and networking skills. Analytical mindset with a proven track record in achieving targets. 	<ul style="list-style-type: none"> • Identify new business opportunities and build strategic partnerships to drive revenue. Develop and execute growth plans aligned with company objectives. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Cargo Operator (Oil and Gas) 	<ul style="list-style-type: none"> • Experience in oil and gas logistics and knowledge of international shipping standards. Attention to detail and ability to work under pressure are critical. 	<ul style="list-style-type: none"> • Coordinate logistics for oil and gas cargoes and ensure timely and safe delivery. Monitor shipment schedules, documentation, and port operations. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Catering & Kitchen Assistant	<ul style="list-style-type: none"> • Minimum 1 year of kitchen experience; strong understanding of food hygiene and kitchen operations. 	<ul style="list-style-type: none"> • Assist in daily food preparation assigned by Chef Comply with hygiene and safety regulations set by the Company, clients and government. Perform duties to keep all areas of the kitchen clean and sanitized including floors, walls, drains, food processing equipment, cooking utensils and other light equipment daily and periodically Ensure proper usage of all cleaning equipment and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road




Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>report any faulty equipment to superior immediately.</p> <p>Serve and attend to customers promptly and politely</p> <p>Keep all food counters and display clean and tidy at all time</p> <p>Ensure food displays, serving gears, cutleries, and price of food are in place and available to customers at all time.</p> <p>Serve food in the assigned plates in the portions approved by the client</p> <p>Comply with hygiene and safety regulations set by the Company, clients and government</p> <p>Perform any other related duties as assigned by immediate supervisor</p>	
Chef-De-Partie	<ul style="list-style-type: none"> At least 2–3 years of experience in a similar role; culinary certification preferred 	<ul style="list-style-type: none"> Manage a specific section of the kitchen, supervise junior staff, and ensure high-quality food preparation. Maintain cleanliness and ensure consistency in food presentation. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5/6 Days/Week Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road
Commercial Manager 	<ul style="list-style-type: none"> Extensive experience in commercial roles, especially contract and pricing management. Excellent negotiation and stakeholder engagement skills. 	<ul style="list-style-type: none"> Oversee commercial operations including contracts, tenders, and client negotiations. Drive profitability and build sustainable client relationships. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days/Week Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Cook	<ul style="list-style-type: none"> Minimum 1 year of kitchen experience; strong understanding of food hygiene and kitchen operations. 	<ul style="list-style-type: none"> Prepare and cook assigned dishes for serving according to the menu Keep kitchen area, processing equipment, and cooking utensils clean and sanitized at all time Process all food according to companies and government regulatory control Ensure safe operations of all equipment and report any faulty equipment to superior immediately Comply with hygiene and safety regulations set by the Company, clients and government Perform any other related duties as assigned by immediate superior. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 6 Days/Week Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road
Credit Control and Legal Manager 	<ul style="list-style-type: none"> Strong knowledge of credit control, legal frameworks, and financial risk management. Legal or finance qualification with hands-on experience in collections and contracts. 	<ul style="list-style-type: none"> Oversee credit risk, collections, and legal compliance across financial processes. Work closely with external counsel to manage disputes and enforce legal agreements. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days/Week Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road
Demi Chef	<ul style="list-style-type: none"> Minimum 1 year of kitchen experience; strong understanding of food hygiene and kitchen operations. 	<ul style="list-style-type: none"> Assist in food preparation and cooking under the supervision of the Chef-De-Partie. Ensure kitchen stations are clean and meals are prepared to the restaurant's standards. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5/6 Days/Week Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road
Finance Manager 	<ul style="list-style-type: none"> Professional qualification in 	<ul style="list-style-type: none"> Manage financial planning, reporting, and compliance 	<ul style="list-style-type: none"> Weekly Commitment:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	accounting or finance with corporate experience. Proficiency in Excel, ERP systems, and financial analysis.	within the organization. Lead budgeting cycles and support strategic financial decisions.	<ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Financial Controller 	<ul style="list-style-type: none"> • CPA/CA qualification with extensive experience in financial leadership roles. Strong analytical, ERP system, and reporting skills are essential. 	<ul style="list-style-type: none"> • Manage the company's financial operations, reporting, and internal controls. Oversee audits, budgeting, and compliance with statutory requirements. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Kitchen Operations Crew	<ul style="list-style-type: none"> • Physically fit with willingness to work shifts; no experience required but kitchen exposure is a plus. 	<ul style="list-style-type: none"> • Assist in basic food prep, maintain cleanliness in kitchen areas, and support kitchen operations during peak hours. Ensure hygiene standards are followed. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5/6 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Outlet Supervisor	<ul style="list-style-type: none"> • Minimum 2 years of experience in F&B operations; good leadership and communication skills. 	<ul style="list-style-type: none"> • Oversee daily operations, manage staff schedules, and ensure customer satisfaction. Monitor stock levels and enforce service quality standards. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5/6 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
			- 176 Orchard Road
Paper Broker 	<ul style="list-style-type: none"> Strong sales or trading background with knowledge of paper/commodity markets. Negotiation skills and the ability to work in a fast-paced environment. 	<ul style="list-style-type: none"> Facilitate sales and purchases of paper products between suppliers and buyers. Maintain market intelligence and build a network of reliable clients. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days/Week Working Hour: <ul style="list-style-type: none"> 44 Hours/Week Job Type: <ul style="list-style-type: none"> Full-Time Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 176 Orchard Road

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Perm Part Time Service Crews	<ul style="list-style-type: none"> Customer Service Skills: Being friendly, approachable, and able to handle customer inquiries and requests effectively. Positive Attitude: Maintaining a cheerful and enthusiastic demeanor, even during busy periods. Willingness to Work Shifts: Being flexible and able to work various shifts, including weekends and public holidays. Communication Skills: Being able to communicate clearly and effectively with customers and colleagues. Teamwork: Being able to work collaboratively with other crew members. Food Safety and Sanitation: Understanding and adhering to food safety and hygiene standards. 	<ul style="list-style-type: none"> Greet and welcome customers in a friendly and professional manner. Present menus, take orders, and answer customer questions about menu items. Make food and beverage recommendations. Ensure customer satisfaction and address any concerns promptly. Provide excellent customer service and maintain a positive attitude. Clear tables and maintain a clean and tidy dining area. Prepare the outlet for service, including setting tables and stocking condiments. Assist with other duties as assigned by management. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 3 Days Working Hour: <ul style="list-style-type: none"> - 24 Hours/Week Job Type: <ul style="list-style-type: none"> - Part-Time Employment Type: <ul style="list-style-type: none"> - Part -Time Location: <ul style="list-style-type: none"> - 176 Orchard Road
Sales Manager 	<ul style="list-style-type: none"> Strong track record in B2B or B2C sales, with team leadership experience. Strategic thinker with excellent interpersonal and CRM skills. 	<ul style="list-style-type: none"> Lead the sales team to achieve performance targets and expand market share. Develop sales strategies, pipeline tracking, and reporting mechanisms. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week Job Type: <ul style="list-style-type: none"> - Full-Time Employment Type:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
			<ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Sales Manager (Hotel) 	<ul style="list-style-type: none"> • Experience in hospitality sales, especially B2B and event sales. Strong networking, presentation, and CRM skills. 	<ul style="list-style-type: none"> • Lead the hotel's sales team to grow bookings and develop new business channels. Monitor market trends and align offers with customer expectations. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Senior Financial Advisors 	<ul style="list-style-type: none"> • Certified financial planner or advisor with investment advisory experience. Strong client relationship, risk analysis, and presentation skills. 	<ul style="list-style-type: none"> • Deliver high-quality financial advice and wealth strategies to individual and corporate clients. Monitor market conditions and tailor financial portfolios accordingly. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road
Service Crew 	<ul style="list-style-type: none"> • Friendly and energetic personality; able to work shifts, weekends, and public holidays. Prior F&B experience is a bonus but not required. 	<ul style="list-style-type: none"> • Provide excellent customer service by taking orders, serving food, and attending to guest needs. Maintain cleanliness of the dining area and ensure smooth front-of-house operations 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5,5/6 Days/Week • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week • Job Type: <ul style="list-style-type: none"> - Full-Time • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 176 Orchard Road

#12 TOWER TRANSIT

Tower Transit is a leading public transport operator in Singapore, providing safe and reliable bus services. Committed to service excellence, the company promotes a strong culture of inclusivity, innovation, and sustainability.


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Bus Captain	<ul style="list-style-type: none"> Valid Certificate 4/4A driving licence or Valid Certificate 3 driving licence for SG/SGPR only Valid Omnibus/Bus Driver's Vocational License (Company sponsor for suitable candidate without ODVL) Secondary 2 education/WPL Level 3, or an equivalent High standard of safe driving skills and behaviour; Demonstrated record of exceptional customer service, exhibiting compassion and empathy for persons with disabilities; Detailed knowledge of the "HOT" process and other security procedures and protocols; and Professionally presented. 	<ul style="list-style-type: none"> Safe operation of the bus; Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times; Communicate with the Operations Control Centre for instructions when there is a potential timing impact to journey times; Ensure the bus destination is correct for the journey being undertaken; Comply with bus ticketing procedures and ensure the correct operation of the bus; Ensure proper payment of bus fares; Always provide a high standard of customer service, positively influencing the customer experience; Assist passengers with information regarding journey options or factors that may influence their journey; Act in a friendly and professional manner to customers, other employees and members of the public; Be on the alert for anti-social behavior or activities that may pose a risk to the security and safety of customers, employees and members of the public. Always ensure adherence to company safety policies and procedures, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high visibility safety 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 8 – 10 hours per days Job Type: <ul style="list-style-type: none"> Permanent Employment Type: <ul style="list-style-type: none"> Full -Time Location: <ul style="list-style-type: none"> 310 Mandai Road

Click Here for Table of Content

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		vest and completing a pre-service vehicle check before taking a bus into service; <ul style="list-style-type: none"> • Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to; • Report all accidents and incidents using the Company's reporting procedures; and • 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. 	
CFMS/ Service Controller	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. • Commercial awareness and an understanding of the LTA contract regime. • Good geographical knowledge of the Singapore area; • Excellent communications skills, both verbal and written. • Ability to effectively communicate over the phone and two-way radio to a culturally diverse 	<ul style="list-style-type: none"> • Responsible for ensuring the safe, punctual and cost-effective delivery of services by managing the flow of bus captains and vehicles along the route. Liaising with Bus Captains, Interchange Supervisors, Depot Supervisors and maintenance personnel to resolve issues and restore service levels. • To ensure that the highest levels of service are provided to ensure a customer centric approach is taken when dealing with service irregularities. • Monitoring and controlling services to ensure punctuality, or service headways are maintained. • Communicate with bus captains and Interchange Supervisors to enable them to effectively deliver a reliable and safe service to the customer. • Communicating in a polite, professional and courteous manner at all times to 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 10 hours per days • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 310 Mandai Road

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>workforce and community;</p> <ul style="list-style-type: none"> • Computer literate and the ability to be trained in a GPS real-time vehicle management environment such as the LTA CFMS system, and • 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. 	<p>employees and external parties.</p> <ul style="list-style-type: none"> • Manage on-road issues that potentially impact on service deliver. • Maintain a close working relationship with response agencies such as fire and police; • Responsible for reporting on punctuality concerns in relation to service issues; • Continually liaise with supervisors, particularly the Interchange Supervisors and Depot Supervisors to ensure that services operate in accordance with timetabled instructions; • Ensuring that the first and last services on all routes run to the scheduled timetable; • Deal with Major Incidents and Security Issues in accordance with the respective procedures; • Responsible for building a strong working relationship with the maintenance team to ensure effective change overs in relation to vehicle breakdowns; <ul style="list-style-type: none"> - Undertake any additional duties as requested by the CFMS Manager, and - Undertake any training and development activities as requested by the CFMS Manager. 	
Interchange Supervisor	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. • Commercial 	<ul style="list-style-type: none"> • Responsible for ensuring a safe, punctual, reliable and cost-effective delivery of services by: • Managing the allocations of duty cards and information to Drivers to ensure they leave the interchange on time to commence in service. • Managing the flow of drivers and vehicles along Tower Transit Operated routes 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 10 hours per days • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>awareness and an understanding of the LTA contract regime;</p> <ul style="list-style-type: none"> • Good geographical knowledge of the Singapore area; • 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. • Must have a working knowledge of Part IV of the Employment Act. • Attention to detail is imperative. • It is essential that you are able to forward plan to ensure operational cover is achieved. • Excellent communications skills, both verbal and written. • 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. • Organization skills are essential for you to be able to succeed in this role; • Measures for 	<p>through liaison with CFMS Controllers on duty;</p> <ul style="list-style-type: none"> • Identifying and communicating issues with schedules, allocations, specific drivers, and/or vehicles. • Always ensuring the safe movement of vehicles and pedestrians within the interchange whilst having regard for the company safety policies • Forward planning on-the-day service requirements through to end-of-day. • Undertaking a variety of Administration duties in line with the business requirements. • Responsible for overseeing all driver reporting and daily driver contact at the interchange. • Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered. • 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. • 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. • Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA. • Responsible for liaising with 	<p>- 310 Mandai Road</p>

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures.	<p>CFMS Controllers to ensure that services are effective and efficient.</p> <ul style="list-style-type: none"> • Responsible for communicating with customers and offering help, advice and guidance as applicable. • Responsible for responding to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. • 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. • If necessary take control of any emergency situations that may arise within the interchange, particularly if you are the site responsible person. • Responsible for ensuring a full and effective hand over and coordination across shifts. • Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage. • To undertake any additional reasonable duties at the request of your Line Manager. • To undertake any training and development activities at the request of your Line Manager. 	
Quality Assurance Engineer 	<ul style="list-style-type: none"> • Support the business, particularly the Engineering Director, with engineering compliance, Health and Safety and vehicle maintenance audit 	<ul style="list-style-type: none"> • Responsible for ensuring the company maintains and adheres to vehicle engineering maintenance policies, procedures & standards and effectively monitors adherence through regular audits to ensure compliance as well as providing an engineering 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 8 hours per days • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type:


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>requirements;</p> <ul style="list-style-type: none"> • Coordinate an on-going schedule of internal engineering maintenance audits centered on monitoring compliance with LTA requirements; • Provide the senior executive with regular updates on engineering maintenance audit reports, and if issues exist adopt a supportive and coaching approach to ensure that issues are rectified and to prevent recurrence; • Perform follow-up audits to ensure audit recommendations have been implemented; • Work with purchasing staff to establish quality requirements from external suppliers; • Ensure vehicle inspection and repair processes meet international and national standards; • Identify ways to reduce waste and increase efficiency; • Monitor performance by gathering relevant data and producing 	<p>training service to the Singapore engineering function and assisting in the specification of new vehicles and components, working with the manufacturers to ensure the correct product is delivered on time, to specification and is fit for purpose.</p> <ul style="list-style-type: none"> • The role requires close liaison with staff members at all levels across the business and with the Land Transport Authority (LTA) approved assessors and auditors. 	<ul style="list-style-type: none"> - Full -Time • Location: - 310 Mandai Road

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>statistical reports;</p> <ul style="list-style-type: none"> • Generate and publish reports that summarise engineering maintenance compliance audit findings, safety issues and contractor performance as well as identify any key issues that need to be brought to management's attention; • Generate, develop and integrate preventative maintenance and servicing schedules; • Identify technical issues arising from operational experience and generate solutions either internally or through the vehicle manufacturer; • Conduct complete cost analysis investigations identifying and implementing improvements including (but not limited to) monitoring the life span of high value units and analysis of early life failures; • Devise, review and continuously update vehicle diagnostic procedures, work systems and overhaul 		

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>procedures;</p> <ul style="list-style-type: none"> Identify training requirements covering new technology at both depot shop floor and management level. This will involve supporting the implementation and delivery of training across the business; Responsible for producing monthly management reports summarizing breaches of engineering compliance, safety issues, and identifying key issues that need to be brought to management's attention; Provide technical support and guidance to front-line engineering to resolve vehicle problems; Establish and maintain provision of correct tooling and diagnostic equipment best suited for the depot staff and technician use. Ensure provision of training in the use of the equipment and provide front-line support as required by users of the tools and equipment; 		

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Support the accreditation of the ISO standards within the business; • Understand the business requirements of Singapore specification buses; • Liaise with vehicle manufacturers and suppliers on matters related to reliability and quality; and • Work closely with the Engineering Manager to ensure that buses and their component parts are performing to specification at acceptable cost. • Have a working knowledge of quality management standards; • Undertake audits at Tower Transit Singapore; • Follow up on non-conformance and assist in providing compliance solutions; and • Liaise with external qualification bodies and assist as necessary in their audits. • Degree in Mechanical Engineering or equivalent with at least 2 years of engineering audit 		

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>experience in an automotive industry or a Diploma with at least 5 years' experience.</p> <ul style="list-style-type: none"> • Flexibility in working hours to ensure commitments to operational requirements are fulfilled; • Remain up to date with any new engineering or health and safety legislation, or policy that may affect the working environment or vehicle maintenance regime; • Appropriate trades qualifications; • Experience and thorough knowledge of bus maintenance; • Experience working at a senior compliance/audit level ideally within the transport industry with a demonstrated track record of results; • Demonstrated leadership and motivation skills; • Build strong working relationships both internally and externally; • Strong communication skills, both written 		



Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	and oral, with ability and confidence to undertake group presentations; <ul style="list-style-type: none"> • Understanding or a willingness to learn bus depot operational procedures and working practices; and • Candidate with ACTA certification would preferred. 		
Vehicle Technician 	<ul style="list-style-type: none"> • Flexibility of working hours is essential as shift and weekend are a feature of this role. • Hold the relevant trades certificates for the functions undertaken within the position. Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. • An engineering awareness and familiarity with vehicle component parts;. • Experience using computer based inventory systems; <ul style="list-style-type: none"> - Hold and retain a valid forklift operator licence, • Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the 	<ul style="list-style-type: none"> • Responsible for maximising 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; • Ensure a 'right first time' approach to maintenance, remaining flexible and adaptable to the changing maintenance demands. • Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions. • Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines; • Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance. • Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary; • Proactively contribute to the team performance to ensure 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days/Week • Working Hour: <ul style="list-style-type: none"> - 10 hours per days • Job Type: <ul style="list-style-type: none"> - Permanent • Employment Type: <ul style="list-style-type: none"> - Full -Time • Location: <ul style="list-style-type: none"> - 310 Mandai Road


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	position	<p>that vehicles are maintained to highest standards;</p> <ul style="list-style-type: none"> • Respond to Operations Control requests to attend to on-road repairs; • Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule; • Responsible for correctly booking out any parts required to carry out maintenance; • Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; • Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to deliver a reliable maintenance service; • Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; • Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; • Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. • Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. • Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. • Maintain good housekeeping, safety and security of workshop and work areas. • Ensure compliance with all 	



Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		workshop procedures, safe work practices and work instructions. <ul style="list-style-type: none"> • Mentor and supervise assigned staff under your charge. • Ensure Zero Industrial accident and compliance to all statutory and or government regulations. 	


#13 WGT EHR

WGT EHR is a workforce solutions provider that offers staffing and human resource services. They connect job seekers with employers across industries, supporting both permanent and contract placements.


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Assistant / Facilities Manager 	<ul style="list-style-type: none"> • At least 3 years of experience in facilities maintenance operations is an advantage • Requires Diploma/ Degree in Engineering, Building, Real Estate, or Facilities Management. 	<ul style="list-style-type: none"> • Plan, execute, and supervise all facilities maintenance, M&E activities. • Manage and oversee building, facilities, and M&E services to ensure efficient operations. • Coordinate and supervise M&E installation and maintenance when required. • Collaborate with clients, subcontractors, and the facilities team to resolve technical issues • Foster strong client relationships and ensure service standards. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9 am – 6 pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 18 Howard Rd
Assistant / Quantity Surveyor (Electrical) 	<ul style="list-style-type: none"> • Candidate must possess at least a Diploma/Advance d/higher/Graduate • Diploma in Quantity Survey or Mechanical/Electrical Engineering or equivalent. • Certain knowledge & experience in M&E system requirement. • Able to work under pressure and meet tight deadline. 	<ul style="list-style-type: none"> • To keep track all tender documents, drawing and corrigendum base on the document control process. • To verify the tender drawing/detail and prepare the tender enquiry. To assist Superior to call for quotations, selection of qualified subcontractors/vendors and distribute the relevant tender documents. • Perform quantity take-off for tender projects based on the set timeline. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8.30 am – 5.30 pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 18 Howard Rd



Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work independent with min supervision. • Good knowledge and skill set in Microsoft Office. Quick learner and willing to explore to new skill sets/technologies. 	<ul style="list-style-type: none"> • Assist with tender evaluation and prepare of tender documents for submission. • Ensure all documentary evidence and contemporary records are properly documented, filed and complied for substantiation purposes. • Able to read M&E drawings. • Site verifications of variations and taking records for submissions of claims. to assist project manager/designated staff to evaluate and certify completed work. • Assist in verifying sub-contractor's claims prepare and assist in monitoring the progress of claims submission and payment (this shall be under contract manager' duty) • Monitor all order in execution and report on the balance amount. 	
BIM Manager (ACMV) 	<ul style="list-style-type: none"> • Possess at least Bachelor's Degree/Post Graduate Diploma in Engineering or equivalent. • Minimum 5 years of experience in BIM modelling and collaboration, certification in BIM modelling and management, proficiency in relevant software and excellent communication and leadership skills. • Detailed mechanical engineering knowledge with 	<ul style="list-style-type: none"> • Manage and coordinate overall use of BIM for the project, including the implementation of BIM in the project's design process as well as preparation of the final design models. Serve as the main point of contact throughout the project for BIM related issues. • Ensure completeness and accuracy for BIM Execution Plan. • Coordinate all updates for individual models, specialized models, and databases. • Generate drawings submission list based on contract drawings and requirements. • Lead and supervise all BIM Modellers' works, ensuring all are done accordingly to 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8.30 am – 5.30 pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 18 Howard Rd



Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	design and experience.	<p>schedule & project standards.</p> <ul style="list-style-type: none"> • Monitor and prepare drawing submission as per schedule and update drawing status routinely as required. • Co-ordinate and provide necessary support to Project • Team members on the design change, update, issue, etc. • Organize, maintain and ensure current model/drawings/documentation are updated. • Attend BIM related meetings led by the Main Contractor. 	
BIM Modeller (ACMV) 	<ul style="list-style-type: none"> • ITE/Diploma/Degree or equivalent in Mechanical/Electrical Engineering. • Knowledge on AutoCAD and MEP Modelling in Revit. • Good communication and interaction skill. 	<ul style="list-style-type: none"> • Prepare M&E shop drawings based on as-built drawings and submit timely accordingly. • Ensuring that all drawings are compliant with project specifications and requirements. • Work closely with Project teams on drawing amendments & updates. • Assist on documentation for record and submission related to BIM processes. • Assist Project Manager on the completion of projects/ad-hoc assignments if required. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8.30 am – 5.30 pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 18 Howard Rd
Construction Manager (ACMV) 	<ul style="list-style-type: none"> • Possess Degree/Diploma in Mechanical or Electrical Engineering. • Minimum 5 years of working experience in Construction industry. • A team player with a strong analytical mind and ability to work independently. 	<ul style="list-style-type: none"> • Develop and ensure design of mechanical equipment, system and materials submission according to the technical specification. • Planning of project costing and master schedule. • Determine labor requirements and material resources for construction. • Management of site activities which include installation, manufacturing, coordination, safety and testing and commissioning to the client's requirement. • Coordination with LTA, Consultant, Civil Contractor, System Wide Contractors for 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 8.30 am – 5.30 pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 18 Howard Rd


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>the execution of the work inclusive of the installation as well as testing and commissioning.</p> <ul style="list-style-type: none"> Managed a team of Project Engineers, Supervisors and Sub-Contractors to ensure the site team meet targeted deadlines. Support Project Manager in overseeing the planning, execution and construction of the project. Establish responsibilities and accountabilities of the construction team so they understand fully of their objectives, goals and expectations to align with the Business goals. 	
Design Coordinator (Architecture) 	<ul style="list-style-type: none"> Bachelor's degree in architecture or a related field 5+ years of experience as a Design Coordinator, preferably in the construction or infrastructure industry Demonstrated expertise in architectural design coordination, project management, and stakeholder management Strong technical skills in design software (e.g., AutoCAD, Revit) and the ability to interpret and analyse technical drawings and specifications 	<ul style="list-style-type: none"> Liaise between architects, engineers, contractors, and clients to align design intent with technical and regulatory requirements. Organize and document design meetings, ensuring clear communication of updates and action items. Oversee the preparation, review, and distribution of architectural drawings, specifications, and BOQs. Ensure all design submissions comply with local codes, client standards, and project timelines. Conduct regular site inspections to verify adherence to design specifications. Review by Material submission and Shop drawing submitted by subcontractor and ensure meet specification. Arrange subcon meet with consultant to obtain approval for proposed shop drawing and material Address design discrepancies 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 9 am – 6 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> Excellent communication and interpersonal skills, with the ability to effectively collaborate with cross-functional teams Thorough understanding of relevant building codes, regulations, and industry standards Proficient in MS Office suite and project management tools 	<p>and propose solutions in collaboration with the project team.</p> <ul style="list-style-type: none"> Facilitate coordination across disciplines (MEP, structural, etc.) to resolve clashes and optimize design efficiency. Assist clients/consultants in obtaining statutory approvals (e.g., BCA, URA) 	
Facilities Coordinator	<ul style="list-style-type: none"> N' Level and above. At least 1 year of experience in office reception, concierge, or administrative support roles. Professional attitude with a friendly personality and strong interpersonal skills. Proficiency in Microsoft Office Suite. Excellent communication skills, both written and verbal. Willingness and ability to travel between different office locations as scheduled. 	<ul style="list-style-type: none"> Facilities Management: Oversee daily operations and maintenance of multiple office locations, ensuring all facilities are in optimal working condition. Manage vendor relationships and coordinate services, including cleaning, security, and general maintenance. Serve as the main liaison for all facility-related matters, ensuring prompt resolution of any issues. Liaise with external stakeholders as necessary. Assist in general administrative duties and assist with ad-hoc tasks, urgent work, and special projects. Greet and welcome guests, visitors, and staff in a professional and friendly manner. Answer incoming phone calls and direct them to the appropriate person or department. Handle guest inquiries and provide accurate information 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8 am – 5 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>about the company, services, and office policies.</p> <ul style="list-style-type: none"> • Maintain an organized reception area to ensure a professional and inviting first impression. • Manage meeting room schedules and ensure rooms are set up and ready for meetings. • Handle courier deliveries and distribution of mail and parcels. 	
Facilities Maintenance Supervisor 	<ul style="list-style-type: none"> • Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. Diploma / Degree in any FM related qualifications. Minimum 4 years of relevant working experience in the FM industry. Good technical knowledge in building maintenance, M&E systems (Electrical , ACMV , Chiller, Fire Protection etc). Good team player and effective communication skills. Proficient Microsoft Office Application. 	<ul style="list-style-type: none"> • To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. • To manage the team of technicians and technical officers for smooth M&E work operations. • Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. • Ensure maintenance or repair works are carried out timely and effectively. • To conduct regular inspections of the building premises, systems and any equipment. Assist in preparing and submission of costing and quotations if required. • To attend and respond to users' requests and feedback on any fault issues and following up with resolution with the team. • Perform routine inspection on electrical facilities and services. Attending work orders maintenance of the properties and maintains a proper maintenance checklist. • To assist the safety team with 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9 am – 6 pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 18 Howard Rd

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		risk assessments in accordance with Workplace Safety and Health policies and practices.	
Handback Engineer 	<ul style="list-style-type: none"> Minimum 5 years of experience in performing Handback Engineer's role on trackwork renewal in metro railway operations. They shall hold a recognized qualification as a Handback Engineer. The hand back Engineers shall be requalified/ recertified to the latest UK Network Rail Standards for line speed up to 90km/h. 	<ul style="list-style-type: none"> In charge of inspection and supervision of track works renewal railway 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8.30am – 5.30 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd
Lift Technician/ Engineer 	<ul style="list-style-type: none"> 2 years of experience as a Lift Technician Candidate must possess at least a Professional Certificate/NITEC, Diploma, Advanced/Higher/ Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, Professional Degree, any field 	<ul style="list-style-type: none"> Conduct routine maintenance and inspections of lift and escalators systems to ensure they are in good working condition Diagnose and repair any mechanical or electrical issues with the systems Test all safety features and emergency systems to ensure they are working properly Install, replace or upgrade various components and parts of lift and escalators systems such as control systems, motors, and cables Keep accurate records of maintenance and repair work done on each system Troubleshoot and identify the root cause of any issues with the systems and provide recommendations for solutions Work with other professionals such as engineers to ensure 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 9 am – 6 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		compliance with regulations and safety standards	
M&E Technician 	<ul style="list-style-type: none"> Min 2 years' experience in Facilities Maintenance or an Engineering Min NTC/ITE/NITEC/HIGHER NITEC/VOCATIONAL CERTIFICATE in Mechanical / Air-Con / Electrical / Building / Facility Management or maintenance. 	<ul style="list-style-type: none"> Perform servicing and maintenance (preventive, breakdown, and corrective) on Electrical, Aircon, Mechanical and Building Systems. Perform facility and building maintenance operations by troubleshooting and repairing mechanical and electrical systems. Conduct regular checks on M&E systems to ensure smooth operation. Record or inform the supervisor of any faults or issues during routine checks. Attend defects and customer complaints promptly. Respond efficiently to fault reports, client requests, or breakdowns. <p>Able to perform any ad hoc duties assigned</p>	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 9 am – 6 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd
Mechanical Technical Officer 	<ul style="list-style-type: none"> NITEC or Diploma in Mechanical Engineering 3 years and above in ACMV Facilities 	<ul style="list-style-type: none"> Lead technicians for rectification works Liaising and managing external vendors and contractors Carrying out maintenance, repairing and servicing tasks on ACMV system including BMS, chilled water system, FCU, AHU and mechanical ventilation system To carry out preventive / breakdown and corrective maintenance Attend to defects and requests promptly Ensuring safety while carrying out of maintenance work Preparing of technical reports on breakdown and proposals Review and tracking of work progress Able to understand engineering drawings and basic engineering code of 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 9 am – 6 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>practice</p> <p>Coordinate safety management systems on-site</p> <p>Prepare and create detail work schedule, manpower and resource planning</p> <p>Able to understand engineering drawings and basic engineering calculation and code of practice</p> <p>Coordinate safety management system on site</p> <p>All other ad-hoc tasks as assigned by reporting engineer</p>	
Property/ Facility Executive 	<ul style="list-style-type: none"> • Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. • Diploma / Degree in any FM related qualifications. • Minimum 4 years of relevant working experience in the FM industry. • Good technical knowledge in building maintenance, M&E systems (Electrical , ACMV , Chiller, Fire Protection etc). Good team player and effective communication skills. • Proficient Microsoft Office Application. 	<ul style="list-style-type: none"> • To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. To manage the team of technicians and technical officers for smooth M&E work operations. • Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. • Ensure maintenance or repair works are carried out timely and effectively. • To conduct regular inspections of the building premises, systems and any equipment. Assist in preparing and submission of costing and quotations if required. • To attend and respond to users' requests and feedback on any fault issues and following up with resolution with the team. • Perform routine inspection on electrical facilities and services. • Attending work orders maintenance of the properties and maintains a proper maintenance 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - 9 am – 6 pm • Job Type: <ul style="list-style-type: none"> - Full-Time • Location: <ul style="list-style-type: none"> - 18 Howard Rd

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		checklist. <ul style="list-style-type: none"> To assist the safety team with risk assessments in accordance to Workplace Safety and Health policies and practices. 	
Senior Fire Safety Manager 	<ul style="list-style-type: none"> Diploma/Degree in any Engineering discipline/Building /Safety & Health/Environment related or any equivalent. Registered Senior Fire Safety Manager. At least 3 years of Fire Safety Manager. Certified Fire Safety Manager and 3 years of working experience as appointed FSM. Good knowledge in emergency preparedness, mitigation and response Good team player and good in communication skills. Candidate need to possess Senior Fire Safety Manager certificate . 	<ul style="list-style-type: none"> Responsible for Fire Safety for the building premises. Plan, coordinate and oversee activities related to fire-safety, emergency response, first-aid and business continuity. To provide fire safety report, incident reports for fire incidents or related emergencies for the buildings. Reviewing, monitoring, and putting in place measures to reduce any risky fire hazards for the premises. Prepare and submit reports to the Client / Authority on fire or other related matters when requested. To observe and to comply with the prevailing and regulations relating to Fire Safety Act. Together with the client , to conduct fire safety training for staffs To carry out regular building inspection, to ensure any non-compliance of fire safety are addressed and rectified. Investigate, analyse, report and suggest appropriate prevention measures in the event of incidents/accidents occurred on site. Prepare and conduct routine inspections at the various premises at client site in compliance to WSH/EHS related acts. Conduct safety-related training and briefing for client, sub-contractors and staff. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 9 am – 6 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Audit equipment, machinery and assets regularly to ensure that they are in good working condition and equipped with safety protection. Assess and analyze potential risks and make recommendations when new/second-hand equipment and machinery are purchased for use. Ensure that risk assessments for all work activities are conducted and briefed and to propose recommendations and review them when necessary. Advising the Facilities Management Team on Fire safety related matters. Assist in any other Senior Fire Safety Manager job duties as per assigned. 	
Senior Quantity Surveyor (Civil & Structural) 	<ul style="list-style-type: none"> Degree in Building Construction or Quantity Surveying or equivalent Minimum 7 years working experience in either a construction firm or a quantity surveying firm with good knowledge in procurement, quantity surveying and SOP Act. Good understanding of LTA MRT Works and Design and Build Projects. A team player with good interpersonal and communication skills, able to interact with people from all 	<ul style="list-style-type: none"> Source and procure sub-contractors and suppliers and collate prices for comparison. Review and understand all specifications and drawings. Preparation of cost loading. Meeting and negotiation with upstream and downstream with regard to quantities/unit rates/schedule of rates, payment claim, specification/drawings, scope of works/responsibility matrix, variations, as necessary. Prepare upstream payment claims and downstream payment responses Correspondence with upstream and downstream pertaining to contractual and cost related issues Sub-contract award and documentation Filing of variations / evaluate & monitor project variations Perform value engineering and cost control in tandem 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> 9 am – 6 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>levels</p> <ul style="list-style-type: none"> • Possess good negotiation and coordination skills • Possess high level of integrity, pleasant personality, initiative and proactive, meticulous and analytical coupled with excellent problem-solving skills. • Hands-on, good at multitasking, able to meet tight deadlines and work independently with minimum supervision. • To be stationed at site office. 	<p>the with design development</p> <ul style="list-style-type: none"> • Undertake other ad-hoc duties and assignments, as and when necessary 	

Click Here for Table of Content

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Station Person In Charge (SPIC) 	<ul style="list-style-type: none"> Minimum 5 years of experience in track works renewal, inspection, supervision 	<ul style="list-style-type: none"> Act as station person in charge of track works 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8.30 am – 5.30 pm Job Type: <ul style="list-style-type: none"> Full-Time Location: <ul style="list-style-type: none"> 18 Howard Rd

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

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>



Discover our Services at a Centre Near You

📍 **e2i Career Centre (DNI)**
Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours

Mondays: 2:30pm to 5pm
Tuesdays to Fridays: 9am to 5pm
Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

📍 **e2i Career Centre (OMB)**
One Marina Boulevard
1 Marina Boulevard #B1-03
Singapore 018989

📍 **e2i Career Centre (OTH)**
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

📍 Scan here for our other Jobs and Skills Centres around Singapore.



NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies. Subscribe to JSC Telegram channels today! If you don't have Telegram, get more info on how to download the app at <https://telegram.org/>

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



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=>