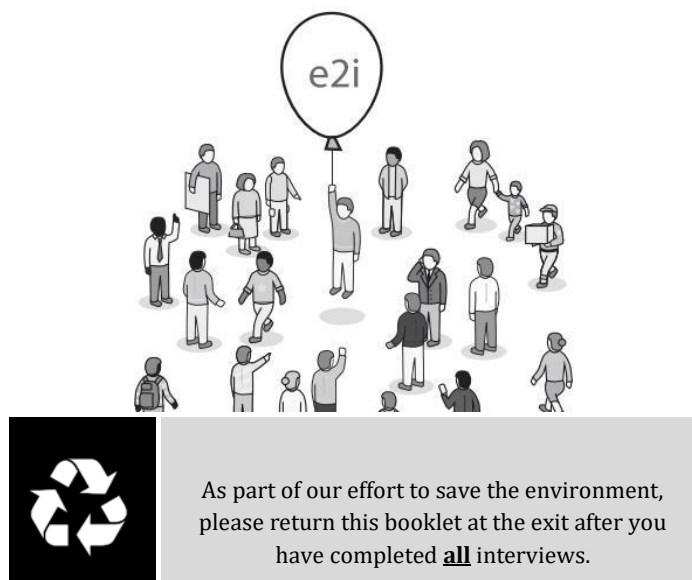


# e2i x HCSA Inclusive Careers & Skills Fair

## 25<sup>th</sup> July 2024

### JOB LISTING BOOKLET



#### About e2i (Employment and Employability Institute)

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

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## FairPrice Group

*FairPrice Group was established in 2019 through the formation of four entities comprising NTUC FairPrice, NTUC Foodfare, Kopitiam, and NTUC Link, with the purpose of making life better for all and to fulfil a vision of being a leader in everything food. FairPrice Group looks to optimise the resources of all four social enterprises and leverage their respective strengths to put customers first, provide better value for all and to make everything about food easy. With an extensive network of close to 570 touchpoints, FairPrice Group seeks to provide an integrated array of products and services, from groceries, ready-to-cook, and ready-to-eat offerings, to on-premise meals, food takeaways, and a rewards programme that delivers personalised and delightful experiences.*

## Kopitiam Investments & NTUC FoodFare

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>CCYYY - Service Crew (Culinary)</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years of relevant experience in the F&amp;B Industry</li> <li>• Good knowledge of stock inventory and people management</li> <li>• Initiate potential cost savings in waste management and food cost</li> <li>• Able to multi-task and have basic equipment maintenance knowledge.</li> <li>• Experience in managing staff duty roster/planning</li> <li>• Good organisation skills</li> <li>• Having a basic food hygiene certificate is an added advantage or hygiene training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all Counter Sales Assistant duties and all operations matters.</li> <li>• Monitor staff performance and uphold disciplinary standard within the team.</li> <li>• Conduct on-the-job training for new joiners</li> <li>• Participate and provide input for staff performance appraisals.</li> <li>• Provide support in team planning- scheduling and rostering.</li> <li>• Possess strong product knowledge and model excellent customer service.</li> <li>• Put in continuous effort&amp; to motivate the team to deliver great service to customers and meet revenue target.</li> <li>• Prepare periodic stock take such as month-end stock take and stock ordering.</li> <li>• Appointed key holder role during store opening and closing and the duty supervisor on shift.</li> <li>• Manage and maintain the housekeeping for working station &amp; area/storeroom.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days, 8 hours rotating shift</li> <li>• Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Other administrative duties when assigned.</li> </ul>	
<b>Chef De Partie - St Andrew</b>	<ul style="list-style-type: none"> <li>More than 2 years of cook experience and ability to manage team member</li> <li>Possess excellent communication skills, knowledge of HACCP and inventory management</li> <li>Able to carry heavy load when required</li> </ul>	<ul style="list-style-type: none"> <li>All preparation and cooking based on a daily production schedule.</li> <li>Bulk cooking in central kitchen environment.</li> <li>To ensure all packing room activities are as planned and follow.</li> <li>To ensure quality of preparations, cooking and packing meet the standard and maintain proper consistency in food quality set by management.</li> <li>To ensure required workplace safety, food handling and hygiene standards are followed.</li> <li>To ensure all cook/operator in all production area work are efficiency and productivity</li> <li>Maintain a clean and organized production area</li> <li>Check that quantity and quality of finished goods are proper planned and done based on production schedule.</li> <li>Check that quantity and quality of raw material ordered are received and stored in proper condition.</li> </ul>	<ul style="list-style-type: none"> <li>6 days (5am - 1pm/ 2pm)</li> <li>529895</li> </ul>
<b>Chef De Partie / Junior Sous Chef - Orchid Country Club</b>	<ul style="list-style-type: none"> <li>More than 2 years of cook experience and ability to manage team member</li> <li>Possess excellent communication skills, knowledge of HACCP and inventory management</li> <li>Able to carry heavy load when required</li> </ul>	<ul style="list-style-type: none"> <li>All preparation and cooking based on a daily production schedule.</li> <li>Bulk cooking in central kitchen environment.</li> <li>To ensure all packing room activities are as planned and follow.</li> <li>To ensure quality of preparations, cooking and packing meet the standard and maintain proper consistency in food quality set by management.</li> <li>To ensure required workplace safety, food handling and hygiene</li> </ul>	<ul style="list-style-type: none"> <li>6 days (5am - 1pm/ 2pm)</li> <li>Orchid Country Club</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>standards are followed.</p> <ul style="list-style-type: none"> <li>To ensure all cook/operator in all production area work are efficiency and productivity</li> <li>Maintain a clean and organized production area</li> <li>Check that quantity and quality of finished goods are proper planned and done based on production schedule.</li> <li>Check that quantity and quality of raw material ordered are received and stored in proper condition.</li> </ul>	
<b>Cook - St Andrew</b>	<ul style="list-style-type: none"> <li>Minimum 1 year of working experience in kitchen (Mass cooking)</li> </ul>	<ul style="list-style-type: none"> <li>Assist Sous Chef/ Junior Sous Chef with the kitchen work.</li> <li>Preparation and cooking food according to assigned menus.</li> <li>Sorting, storing and distributing ingredients.</li> <li>Ensure a high standard of cleanliness and hygiene maintained in the kitchen at all times.</li> <li>Any other job duties as assigned by the superior.</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>5am - 1pm/ 2pm</li> <li>529895</li> </ul>
<b>Cook (Shi Hui Yuan)</b>	<ul style="list-style-type: none"> <li>Possess Basic Food Safety &amp; Hygiene Certification</li> <li>Work in F&amp;B operations with at least 1-year relevant experience preferred</li> </ul>	<p><b>Food Preparation</b></p> <ul style="list-style-type: none"> <li>Prepare food ingredients &amp; meals as directed</li> <li>Perform frying, braising and blanching of food ingredients</li> <li>Observe strictly &amp; to enforce food safety &amp; hygiene practices</li> <li>Set-up relevant stations for service hours</li> <li>Communicate with expeditor/cashier on finished product</li> <li>Able to work independently during preparation hours</li> </ul> <p><b>Quality Assurance</b></p> <ul style="list-style-type: none"> <li>Adhere to prescribe menu &amp; serving guidelines such as food portioning &amp;</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>6.30am to 4.30pm and 9.30am to 7.30pm (rotating shift)</li> <li>Queenstown</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>presentation</p> <ul style="list-style-type: none"> <li>• Ensure the food quality standard for dine-in, delivery and take-away (or pick-up) are consistent and of the highest serving quality</li> <li>• Adhere strictly to food safety &amp; hygiene practices and support kitchen equipment cleaning and maintenance</li> </ul> <p><b>Service</b></p> <ul style="list-style-type: none"> <li>• Take food orders from customers accurately</li> <li>• Key in customer's orders into POS</li> <li>• Engage with customers in a friendly manner</li> <li>• Good knowledge of the menu with the ability to make suggestions</li> <li>• Ensure customer receives their meals and take action to correct any issues</li> <li>• Collect payments or proceeds from customers</li> </ul> <p>*Some tasks are NA for Cloud Kitchen operations</p>	
<b>Heavenly Wang - Service Crew (Full Time)</b>	<ul style="list-style-type: none"> <li>• Able to stand long hours</li> <li>• Able to work rotating shifts</li> </ul>	<p><b>Basic Food Preparation and Service</b></p> <ul style="list-style-type: none"> <li>• Greet customers with a smile and provide excellent customer service</li> <li>• Prepare food according to specifications and required standards</li> <li>• Know the menu and promotions very well, upselling products actively</li> <li>• Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal)</li> <li>• Perform duties with speed and accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 8 hours rotating shift</li> <li>• Island wide</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<b>Food Safety, Hygiene and Safe Work Environment</b> <ul style="list-style-type: none"> <li>Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food</li> <li>Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair)</li> <li>Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils</li> </ul> <b>Expected Work Behaviour</b> <ul style="list-style-type: none"> <li>Collaborative and teamwork-oriented</li> </ul>	
<b>Heavenly Wang - Service Crew (Part Time)</b>	<ul style="list-style-type: none"> <li>Able to stand long hours</li> </ul>	<b>Basic Food Preparation and Service</b> <ul style="list-style-type: none"> <li>Greet customers with a smile and provide excellent customer service</li> <li>Prepare food according to specifications and required standards</li> <li>Know the menu and promotions very well, upselling products actively</li> <li>Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal)</li> <li>Perform duties with speed and accuracy</li> </ul> <b>Food Safety, Hygiene and Safe Work Environment</b> <ul style="list-style-type: none"> <li>Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food</li> <li>Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair)</li> <li>Maintain cleanliness and working condition of the kitchen, equipment,</li> </ul>	<ul style="list-style-type: none"> <li>3 days</li> <li>6 hours</li> <li>Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		crockery and utensils  <b>Expected Work Behaviour</b> <ul style="list-style-type: none"> <li>• Collaborative and teamwork-oriented</li> </ul>	
<b>Junior Sous Chef - Jurong West Nursing Home</b>	<ul style="list-style-type: none"> <li>• Certificate in culinary skills with at least 2 years of related experience in hospital/nursing sector.</li> <li>• Excellent organizational, supervisory and people management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the daily operations of the kitchen and food quality with proper housekeeping and high standard of cleanliness and hygiene maintained at all times.</li> <li>• Train and supervise kitchen staff including roaster planning.</li> <li>• Good management of food cost and food wastage.</li> <li>• Regularly review menu with good understanding of consumers' preference and taste.</li> <li>• Ensure that the kitchen and banquet adhere to all company policies, procedures and standards.</li> <li>• Any other job duties as assigned by the superior.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Days</li> <li>• 5am - 1pm/ 2pm</li> <li>• 648967</li> </ul>
<b>Kitchen Assistant - Bakery (Senoko)</b>	<ul style="list-style-type: none"> <li>• Candidate should have at least two years of relevant bread making and pastries experiences</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the daily production of bread, buns, cakes, puffs, pie, pizza and muffins.</li> <li>• Prepare dough for the bakery production.</li> <li>• Cook fillings and prepare ganache.</li> <li>• Ensure that the kitchen and workstations adhere to all company policies, procedures and standards.</li> <li>• Any other job duties as assigned by the superior.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 6am-3.30pm 7am-4.30pm 8am-5.30pm 9am-6.30pm</li> <li>• 758031</li> </ul>
<b>Kopitiam - Service Crew (Full-Time)</b>	<ul style="list-style-type: none"> <li>• Able to stand long hours</li> <li>• Able to work rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the preparation of food and drinks such as set meals, desserts, cutting of fruits</li> <li>• Deliver high standard of Customer Service during order taking, cashiering, food presenting etc</li> <li>• Serve customers with smiles and well prepared</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 8 hours rotating shift</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		food <ul style="list-style-type: none"> <li>• Maintain the right stock levels before peak periods</li> </ul>	
<b>Kopitiam - Service Crew (Part-Time)</b>	<ul style="list-style-type: none"> <li>• Able to stand long hours</li> <li>• Able to work rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the preparation of food and drinks such as set meals, desserts, cutting of fruits</li> <li>• Deliver high standard of Customer Service during order taking, cashiering, food presenting etc.</li> <li>• Serve customers with smiles and well-prepared food</li> <li>• Maintain the right stock levels before peak periods</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 5 - 6 hours rotating shift</li> <li>• Islandwide</li> </ul>
<b>Kopitiam - Service Crew (Culinary)</b>	<ul style="list-style-type: none"> <li>• Able to stand long hours</li> <li>• Able to work rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare basic, washing, peeling, chopping and cutting raw items</li> <li>• Rearrange walk chiller and freezer raw materials based on FIFO</li> <li>• Conduct pre-cooking checks on raw materials</li> <li>• Prepare raw materials for the next meal</li> <li>• To ensure all raw materials are labeled and dated</li> <li>• Make cordial drinks if required</li> <li>• Provide quality service if serving is required</li> <li>• Collect food samples</li> <li>• Adhering to kitchen's food handling Standard Operating Procedure</li> <li>• Ensure the kitchen surrounding areas are cleaned properly</li> <li>• Handles all equipment and utensils the proper way and clean as you go</li> <li>• Track, record and replenish inventory as needed</li> <li>• Suggest improvement activities across workstations</li> <li>• Other work scope as required by business needs</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 8 hours rotating shift</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Outlet Executive</b>	<ul style="list-style-type: none"> <li>• Preferably someone with diploma in F&amp;B, supply chain or related courses.</li> <li>• Is fluent in English and one other local language.</li> <li>• Basic computer literacy including MS Word and Excel.</li> <li>• Possess good knowledge of WSHA, HACCP &amp; MUIS regulations.</li> <li>• Hands-on with good problem-solving skills relating to food court operations and customer issues.</li> <li>• Ability to foster positive working relationships.</li> <li>• Preferably someone with at least 1-3 years in a supervisory role.</li> <li>• Experience working in F&amp;B sector is a plus</li> </ul>	<ul style="list-style-type: none"> <li>• Direct and manage retail stalls according to company SOPs and regulatory requirements</li> <li>• Mentor and supervise service staff on food handling, service conduct, and compliance to standards</li> <li>• Required to prepare meals such as toast making and hot foods based on the company's SOPs.</li> <li>• Preparation of hot and cold beverages from scratch and premix.</li> <li>• Advice on operational needs and service consistency</li> <li>• Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability</li> <li>• Monitor sales and provide monthly sales reports with recommendations for business reviews with management</li> <li>• Handle cashiering duties, customers' complaints and operational issues</li> <li>• Other work scope as required by business needs</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 8 hours rotating shift</li> <li>• Islandwide</li> </ul>
<b>Outlet Manager</b>	<ul style="list-style-type: none"> <li>• Food Hygiene cert.</li> <li>• Processes excellent communication and interpersonal skills.</li> <li>• Resourceful and ability to work under pressure.</li> <li>• PC proficiency in MS Words and Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and ensure smooth operation of food court.</li> <li>• Ability to lead and set directions as well as provide guidelines to the operation team according to company SOPs and operational work flows.</li> <li>• Provide development plans to team members in accordance to company's KPI.</li> <li>• Identify relevant courses for the team members.</li> <li>• Monitor the outlet's Profit and Loss and provide</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 8 hours rotating shift</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>solutions to improve bottom line.</p> <ul style="list-style-type: none"> <li>• Propose activities according to market needs.</li> <li>• Provide yearly sales budget proposal for the outlet.</li> <li>• Maintain good working relationships with landlord, relevant authorities/ agencies, licensees and sub-contractors.</li> <li>• Assist inspectors of relevant authorities/ agencies such as NEA, MUIS and Civil Defense during outlet inspection and follow-up actions.</li> <li>• Liaise with landlords on building matters, joint promotions and events.</li> <li>• In-charge for lease renewal agreement, negotiate and follow-up on terms of lease with licensees.</li> <li>• Responsible in sourcing and recommending suitable food type to fill up vacant stall.</li> <li>• Conduct regular checks on food quality and provide feedback to licensees.</li> <li>• Ensure selling prices of stalls according to licensee agreements.</li> <li>• Assess and provide evaluation of subcontractors' performance.</li> <li>• Supervise and provide guidance to licensees and cleaning contractors to provide high quality of service and achieve housekeeping excellence.</li> <li>• To plan and carry out M&amp;E works according to schedule.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Senior Chef De Partie - Bakery</b>	<ul style="list-style-type: none"> <li>• Minimum 2-year experience in pastry (production line)</li> <li>• Attained FHC</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise Food processing workers to ensure food preparation is up to standard.</li> <li>• Manage day-to-day functioning of the productions efficiently and effectively.</li> <li>• Assign and delegate jobs to respective processing workers.</li> <li>• Uphold consistent quality and its efficient production output minimise production resources wastage.</li> <li>• Rein in operating costs for production resources on materials/ingredients used Initiate production cost-saving and labour productivity to enhance business competitiveness.</li> <li>• Ensure compliance to statutory food safety and hygiene requirements</li> <li>• Ensure on-time production and optimum labour utilisation</li> <li>• Any other duties as assigned by the manager from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 6am-3.30pm 7am-4.30pm 8am-5.30pm 9am-6.30pm</li> <li>• 758031</li> </ul>

## NTUC FairPrice & Cheers

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cashier – FairPrice (Full Time)</b>	<ul style="list-style-type: none"> <li>• Ability to read and understand product labels</li> <li>• Able to work on rotating shifts, weekends and public holidays</li> <li>• Service-oriented and a team player</li> <li>• Able to carry heavy load of 10KG and climb</li> </ul>	<ul style="list-style-type: none"> <li>• You are responsible for operating the POS cash register, handling various types of payments and perform packing for customer purchases. You are required to provide prompt, helpful and courteous service to customers at all times. You are also expected</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shifts (7am-3pm and 3pm-11pm)</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	ladders for stock replenishment	to perform stacking, display and replenishment of products on the shelves when required. Ad-hoc duties will be given as well.	
<b>Cashier – FairPrice (Part Time)</b>	<ul style="list-style-type: none"> <li>• Ability to read and understand product labels</li> <li>• Able to work on rotating shifts, weekends and public holidays</li> <li>• Service-oriented and a team player</li> <li>• Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> </ul>	<ul style="list-style-type: none"> <li>• You are responsible for operating the POS cash register, handling various types of payments and perform packing for customer purchases. You are required to provide prompt, helpful and courteous service to customers at all times. You are also expected to perform stacking, display and replenishment of products on the shelves when required. Ad-hoc duties will be given as well.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 days</li> <li>• Minimum 4 hours per day. Flexible shifts between 7am-11pm</li> <li>• Islandwide</li> </ul>
<b>Full Time Retail Assistant (Islandwide) - Cheers</b>	<ul style="list-style-type: none"> <li>• Above minimum legal age of 21 years old for handling the sale and supply of tobacco and alcohol products</li> <li>• Customer-oriented</li> <li>• Able to speak English to service English-speaking customers</li> <li>• Able to carry loads up to 10kg</li> <li>• Able to commit 6 days a week (FT) and 4 days a week (PT) - including weekends and public holidays</li> <li>• Able to commit at least 2 rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for stacking, displaying, and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products.</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shifts (7am-3pm and 3pm-11pm)</li> <li>• Islandwide</li> </ul>
<b>Online Fulfilment Supervisor</b>	<ul style="list-style-type: none"> <li>• Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years of retail experience</li> </ul>	You are responsible for ensuring online grocery orders are processed accurately and deliver on-time. The job tasks include inventory management,	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shifts (7am-3pm and 3pm-11pm)</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Independent, meticulous and team player with good leadership skills</li> <li>Hands-on person and service-oriented</li> <li>Proficient in Microsoft Office</li> <li>Familiar with smartphones</li> <li>Must be able to work 6-day work week, rotating shifts, weekends and public holidays</li> </ul>	maintaining pick, pack and delivery standards. You need to attend to order-related enquiries by customers. You are also required to supervise and train a team of Grocery Shoppers in ensuring the smooth running of daily operations and manpower rostering.	
<b>Retail Assistant – FairPrice (Full Time)</b>	<ul style="list-style-type: none"> <li>Ability to read and understand product labels</li> <li>Able to work on rotating shifts, weekends and public holidays</li> <li>Service-oriented and a team player</li> <li>Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> </ul>	You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-hoc duties will be given as well.	<ul style="list-style-type: none"> <li>6 days</li> <li>Rotating Shifts (7am-3pm and 3pm-11pm)</li> <li>Islandwide</li> </ul>
<b>Retail Assistant – FairPrice (Part Time)</b>	<ul style="list-style-type: none"> <li>Ability to read and understand product labels</li> <li>Able to work on rotating shifts, weekends and public holidays</li> <li>Service-oriented and a team player</li> <li>Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> </ul>	You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-	<ul style="list-style-type: none"> <li>4 days</li> <li>Minimum 4 hours per day. Flexible shifts between 7am-11pm</li> <li>Islandwide</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		hoc duties will be given as well.	
<b>Retail Assistant (Picking)</b>	<ul style="list-style-type: none"> <li>• Ability to read and understand product labels</li> <li>• Able to work on rotating shifts, weekends and public holidays</li> <li>• Service-oriented and a team player</li> <li>• Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> </ul>	<p>You are responsible for stacking, displaying and replenishment of products on the shelves, as well as monitoring expiry dates and shelf lives of products. You are required to assist in the loading and unloading of goods, maintain neat and systematic storing of products and perform daily housekeeping. You are also expected to provide prompt, helpful and courteous service to customers at all times. Ad-hoc duties will be given as well.</p>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shifts (7am-3pm and 3pm-11pm)</li> <li>• Islandwide</li> </ul>
<b>Retail Supervisor</b>	<ul style="list-style-type: none"> <li>• Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years of retail experience</li> <li>• Independent, meticulous and team player with good leadership skills</li> <li>• Hands-on person and service-oriented</li> <li>• Proficient in Microsoft Office</li> <li>• Familiar with smartphones</li> <li>• Must be able to work 6-day work week, rotating shifts, weekends and public holidays</li> </ul>	<p>You are responsible for sales and profits for your category of products.</p> <p>The job tasks include inventory management, maintaining housekeeping and merchandising standards as well as product planning and allocation according to sales and customer demands.</p> <p>You are also required to supervise and train a team of Retail Assistants in ensuring the smooth running of daily operations</p>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shifts (7am-3pm and 3pm-11pm)</li> <li>• Islandwide</li> </ul>
<b>Skilled Cutter</b>	<ul style="list-style-type: none"> <li>• Ability to read and understand product labels</li> <li>• Able to work on rotating shifts, weekends and public holidays</li> <li>• Service-oriented and a team player</li> </ul>	<p>You are responsible for cutting meat, fish and handling merchandise of meat and seafood items. You are also required to monitor and maintain freshness and quality of items, as well as perform housekeeping and ensure cleanliness of your work</p>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• Rotating Shifts (7am-3pm and 3pm-11pm)</li> <li>• Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Able to carry heavy load of 10KG and climb ladders for stock replenishment</li> </ul>	area in accordance to safety procedures and standards of hygiene. Ad-hoc duties will be given as well.	

## Grocery Logistics of Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Facilities Technician</b>	<ul style="list-style-type: none"> <li>Possess a Singapore Class 3 license will be an added advantage.</li> <li>Minimum Nitec / NTC 2 or 3 certificates in Electrical, Mechanical or Electronic field.</li> <li>Minimum 1 year of experience as a Facilities Technician or related working experience in the related field; with maintenance experience in HVAC, refrigeration &amp; M&amp;E systems.</li> <li>Positive attitude, good interpersonal &amp; customer-centric skills.</li> <li>Experience in air-conditioning repair &amp; maintenance.</li> <li>Strong knowledge/experience in HVAC or ACMV systems</li> <li>Ability to work independently and collaboratively in a team.</li> </ul>	<ul style="list-style-type: none"> <li>Collect the spare parts from the warehouse store based on the daily job indicated on the tablet.</li> <li>Troubleshoot and resolve issues on malfunctioning HVAC systems.</li> <li>Wash and clean all dismantled parts to improve efficiency and air quality.</li> <li>Refill refrigerants by replenishing and fixing leaks as needed.</li> <li>Communicate with clients with regards to problems in equipment and post-jobs reports.</li> <li>Ensure safe-keeping of hand tools and maintain good housekeeping.</li> <li>Must wear personal protective equipment (PPE) when necessary (e.g. goggles, earplugs, respirators, safety harnesses, safety shoes, helmets, sunscreen).</li> <li>Ensure all work is carried out safely in accordance with safety procedures and practicing of Workplace Safety and Health (WSH) Act.</li> <li>Provide technical advice and assistance on all maintenance functions.</li> <li>Prepare service reports</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>Rotating shifts</li> <li>627618</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>after every completed job for customer's endorsement.</p> <ul style="list-style-type: none"> <li>Handle any ad-hoc projects and duties assigned by reporting manager and/or management.</li> </ul>	
<b>Technician</b>	<ul style="list-style-type: none"> <li>Minimum Diploma in Electrical/Mechanical or Nitec with 3-5 years working experience in warehouse automation</li> <li>Can communication in English orally, written is a plus</li> <li>Strong knowledge of automation systems, including PLC (Programmable Logic Controller), HMI (Human-Machine Interfaces), SCADA (Supervisory Control and Data Acquisition), and robotic systems is a plus</li> <li>Proficient in reading and interpreting electrical and mechanical schematics, diagrams, and technical documentation</li> <li>Able work on night shift</li> </ul>	<p>The incumbent will provide shift support in the servicing and maintenance of the Automated Equipment in the Company via preventive and corrective maintenance activities. A a problem solver equipped with the required technical knowledge and skills.</p> <p>Responsibilities</p> <ul style="list-style-type: none"> <li>Carry out maintenance of the Electrical and Mechanical Equipment, Start-up, Shut-down and operation activities</li> <li>Provide Technical Support to operation to meet production schedule</li> <li>Carry out stockkeeping of spare parts and housekeeping duties</li> <li>Assist in the installation and testing of new automation equipment</li> <li>Maintain records of regular maintenance and repair work.</li> <li>Always adhere to safety and quality regulations.</li> <li>Assist in developing maintenance procedures and ensure implementation.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>7:30am - 5:03pm (will move to rotating shifts in future)</li> <li>627618</li> </ul>

## HCSA Community Services

*HCSA Community Services is a charitable organisation with Institution of a Public Character status. Launched in 1996 as a halfway house for recovering drug addicts and ex-offenders, our work has expanded to include teenage girls who have suffered complex trauma from abuse, single-parent families with limited support, and other at-risk groups in the community. With a team of dedicated staff, volunteers, corporate and community partners, HCSA serves the vulnerable in society, giving them a future and hope. Our mission is to empower these vulnerable populations through our signature programmes.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Therapeutic Care Worker (Youth Mentor)</b>	<ul style="list-style-type: none"> <li>• Carry out the daily operational duties and supervise residents in their regular activities</li> <li>• Assist residents with any difficulties related to day-to-day issues at Dayspring Residential Treatment Centre and ensure their welfare and safety</li> <li>• Promote discipline among the residents and be a mentor/role model to them</li> <li>• Assess, respond and handle crises or conflicts</li> <li>• Carry out individual therapeutic interventions based on care plans by treatment team</li> <li>• Participate in providing physical, emotional, spiritual, mental, educational, and social needs of residents</li> </ul>	The Therapeutic Care Worker (Youth Mentor) is responsible for providing trauma-informed care, supervision and management to female adolescents who have experienced abuse or neglect. With an aim to promote wellness and quality of life, the Therapeutic Care Worker (Youth Mentor) ensures that basic personal, physical, emotional, spiritual, mental, educational, and social needs of residents are met.	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Rotating shift</li> <li>• 347601</li> </ul>

## Novotel Singapore on Stevens | Mercure Singapore on Stevens

Novotel Singapore on Stevens and Mercure Singapore on Stevens are committed to attracting, recruiting and retaining diverse talents from all walks of life. At Novotel Singapore on Stevens and Mercure Singapore on Stevens, we value and celebrate diversity, provide pay equity and equal opportunities for promotion, training and development programmes. We pride ourselves in creating and sustaining an inclusive and equitable working and learning environment for all.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Bellman</b>	<ul style="list-style-type: none"> <li>• Secondary qualifications</li> <li>• Ability to speak other languages and basic understanding of local languages will be an advantage</li> <li>• Good communication and customer contact skills</li> <li>• Ability to multi-task, work well in stressful &amp; high-pressure situations</li> <li>• A team player &amp; builder</li> <li>• A motivator &amp; self-starter</li> <li>• Well-presented and professionally groomed at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Timely delivery of guests' luggage, messages and any other items for delivery within the property</li> <li>• Personalize guests' orientation of their room in a professional, friendly and engaging way</li> <li>• Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests</li> <li>• Service focused personality is essential; customer related experience is an asset</li> <li>• Perform other reasonable duties assigned by the Management.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44hrs</li> </ul>
<b>Finance Officer</b>	<ul style="list-style-type: none"> <li>• GCE 'O' / 'N' Level / Diploma / ITE certificate in business / accounting is preferred</li> <li>• Possess basic accounting knowledge</li> <li>• Good knowledge of Microsoft Office Excel and Words; able to work independently with</li> </ul>	<ul style="list-style-type: none"> <li>• To collect and review all payment-related documents and initiate creditors' payment in accordance with hotel policies and procedures.</li> <li>• To monitor all goods' movement, including food and beverage, stationery, other operating equipment etc., in and out of the hotel and ensure that they are properly recorded.</li> <li>• To ensure the legitimacy and accuracy of the account payable ageing</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44hrs</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	minimum supervision and meet deadlines	<p>balances.</p> <ul style="list-style-type: none"> <li>To ensure that the payment process is initiated on a timely basis.</li> <li>To collect and review all documents necessary for preparation of the payment run (purchase request, purchase order, receiving record, invoice, etc.).</li> <li>Ensure the mathematical accuracy, legitimacy and completeness of the transaction before filing them by Supplier name, awaiting payment.</li> <li>To perform monthly reconciliations between AP sub ledger accounts and supplier statements.</li> <li>To assist the Purchasing Manager to ensure that any goods coming into the hotel have been properly ordered and met the specification (in quantity and quality).</li> </ul>	
<b>Food &amp; Beverage Waiter</b>	<ul style="list-style-type: none"> <li>Additional certification(s) in Food &amp; Beverage will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Perform opening/closing side duties as assigned and set all tables according to standards and procedures</li> <li>Deliver F&amp;B services in accordance to departmental standards and procedures</li> <li>Check on table setting, cleanliness and side station preparation as per work station assigned prior to the start of operation</li> <li>Greet all patrons warmly upon arrival at the door and escort them to the table</li> <li>Ensure that all food &amp; beverage are served according to service standard</li> <li>Apply necessary precautions with regards to the hotel food safety and hygiene standards (HACCP)</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>44hrs</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Pick up and serve food and beverage orders. Ensure that food and beverage are served promptly to the guests once they are ready, such that they arrive at the patrons' table at the correct temperature</p> <ul style="list-style-type: none"> <li>• Try to remember individual patron's names and their preferences to extend a personalized service</li> <li>• Up-sell and promote food and beverage offers at every available opportunity to maximize sales revenue. Cross sell other dining venue when outlet is full</li> <li>• Thank all patrons for patronizing the outlet upon their departure</li> <li>• Clear and tidy up tables after the departure of the patrons as quickly as possible to the stewarding area</li> <li>• Collect food and beverage supply requisition, ensure that the stock collected is as per requisition</li> <li>• Report any complaints, incidents or other irregularities to management</li> <li>• Assist other Food &amp; Beverage outlets with their operations during peak times or when required</li> </ul>	
<b>Guest Experience Manager</b>	<ul style="list-style-type: none"> <li>• Diploma in Tourism / Hospitality Management</li> <li>• Minimum 2 years of relevant experience in a similar capacity</li> <li>• Excellent reading, writing and oral proficiency in English language</li> </ul>	<ul style="list-style-type: none"> <li>• Engage with guests at all touch points, ensuring satisfaction and creating opportunities as well as proactively identifying and bring forth action any areas for service recovery.</li> <li>• Ensure that all guest requests are efficiently delegated to Housekeeping, Front Office, Concierge, Food &amp; Beverage and other relevant hotel departments, and that</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44hrs</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to speak other languages and basic understanding of local languages will be an advantage</li> </ul>	<p>follow up is completed to ensure guest satisfaction.</p> <ul style="list-style-type: none"> <li>• Ensure that all requests are taken care of effectively to a level that meets and exceeds guest's expectations.</li> <li>• Facilitate and drive continuous excellence through regular management review of key goals and strategies for hotel, departmental functions and key processes.</li> <li>• Facilitate timely corrective action planning and implementation to support the continuous improvement in the area of guest experience.</li> <li>• Conduct Guest Experience Management overview induction for newly hired department heads and supervisors.</li> <li>• Provide weekly and monthly updates on guest experience and satisfaction scores and identify areas of improvement.</li> <li>• Be an expert of product and service standards, and ensure that the process of standards and audit as well as reporting tools are well communicated to the operational teams.</li> <li>• Monitor and analyze guest feedback (complaints/congratulations/inquiry) from social media, Emails, Call Centre, etc. and facilitate action plans necessary for improvements.</li> <li>• Effectively manage hotel's online reputation and ensure that guest feedback is responded to and followed up accordingly.</li> <li>• Review hotel operations</li> </ul>	



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and key touch points from a guest's perspective on a regular basis, ensuring that the guest experience is at the heart of all implemented services and procedures.</p> <ul style="list-style-type: none"> <li>• Develop and assist with training activities focused on guest experience and satisfaction.</li> <li>• Liaise regularly with Key Department Heads to coordinate the welcome/farewell of guests to/from the hotel, including VIP, return and long stay guests.</li> <li>• Coordination of VIP amenities (accordingly to VIP type).</li> <li>• Liaise regularly with Engineering, Front Office and housekeeping to ensure that engineering requests are logged, tracked and completed quickly to focus on guest needs as a priority.</li> <li>• Be alert to meet with all VIPs upon arrival and to escort them to reception when required.</li> <li>• Carry out pre arrival telephone calls to VIP guests and to gather information to assist in delivery of excellent guest service.</li> <li>• Carry out courtesy calls to VIP guests and to contact them personally after arrival and during stay to ensure that he/she is completely satisfied as we acknowledge and show appreciation for the guest's loyalty.</li> <li>• Coordinate guest history updates from the other departments, to note both successful experiences and</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>recommendations.</p> <ul style="list-style-type: none"> <li>• Work together with all departments to achieve a reputation as a market leader in individualized customer-focused service.</li> <li>• Build and maintain strong and productive relationships with local tour operators, restaurants and service providers to ensure that products offered to guests are of the highest quality and reputation.</li> <li>• Maintain control of Club guest and hotel accounts, ensuring that all charges are accurate and posted on a timely basis.</li> <li>• Maintain strict security procedures with credit and cash transactions, accounting procedures, issue of room keys and guest confidentiality.</li> <li>• Ensure that Club Millesime, pool and gym operations are smooth and efficient in all aspects, including cost and stock management, staffing levels and service standards, in coordination with the F&amp;B Manager and Executive Chef.</li> <li>• Adhere to Emergency Communication procedures and ensures that enquiries from the media are only responded to by the nominated spokesperson.</li> <li>• Any other duties assigned by your manager.</li> </ul>	
<b>Guest Services Agent</b>	<ul style="list-style-type: none"> <li>• Excellent reading, writing and oral proficiency in English language</li> <li>• Ability to speak other languages and basic understanding of local languages will</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for ongoing communication of pertinence using the logbook provided to other shifts.</li> <li>• Responsible for ensuring that clear and constant communication lines are kept with all staff, other areas and Departments.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44hrs</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>be an advantage</p> <ul style="list-style-type: none"> <li>• Good communication and customer contact skills</li> <li>• Ability to multi-task, work well in stressful &amp; high-pressure situations</li> <li>• A team player &amp; builder A motivator &amp; self-starter</li> <li>• Well-presented and professionally groomed at all times</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that all guest enquiries and requests are attended to in a helpful, professional yet warm and friendly manner.</li> <li>• To ensure on a daily basis that you are fully aware of all arrivals to the Hotel, and in particular, VIP's and return guests, and that you are aware of any special requests so that they may be acted accordingly.</li> <li>• To ensure that you are completely aware of the complete range of services and facilities that the hotel provides to its guests and visitors.</li> <li>• To ensure you have a complete and thorough knowledge of the outlets of the hotel, their operating hours and the scope of services that they provide.</li> <li>• To ensure that Guest Services Desk is not left unattended at anytime whilst on duty.</li> <li>• To be completely aware of the Fire and Emergency Procedures of the hotel and your responsibilities in an emergency.</li> <li>• To acquire, through training provided, a complete knowledge of all policies and policies as set down by the hotel that relate specifically to the Guest Services.</li> <li>• To ensure at all times that personal presentation is immaculate and your uniform or work clothes are in line with relevant Guest Services and Hotel uniform and clothing codes.</li> <li>• To ensure that you as a</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Guest Services Executive at the hotel have a comprehensive knowledge of town and what is always happening within the city, and to ensure that all guest enquiries are met with prompt, informative yet friendly solution.</p> <ul style="list-style-type: none"> <li>• To maintain and be aware of the importance of guest recognition.</li> <li>• Responsible for adhering to the rules and regulations of the hotel as set down in the Staff Handbook.</li> <li>• To train and development new GSAs and interns in front office operations</li> <li>• Perform other reasonable duties assigned by the assigned by the Head of Department</li> </ul>	
<b>Junior Housekeeping Supervisor</b>	<ul style="list-style-type: none"> <li>• Meticulous</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct daily briefings with staff at floor level.</li> <li>• Manage and supervise all tasks of his/her team.</li> <li>• Clean and ensure cleanliness of guest rooms, guest room balconies, guest corridors, linen rooms and housekeeping pantries according to standards and procedures set.</li> <li>• Maintain a section floor report and conduct regular room checklists.</li> <li>• Record room status in allocated section accurately.</li> <li>• Perform other reasonable duties assigned by the assigned by the Management</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44hrs</li> </ul>
<b>Privilege Lounge Manager</b>	<ul style="list-style-type: none"> <li>• Diploma in Tourism / Hospitality Management</li> </ul>	<ul style="list-style-type: none"> <li>• Take care of the wellbeing of guests throughout their stay.</li> <li>• Welcome our guests with care and attention. Anticipate and handle any</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44hrs</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Minimum 2 years of relevant experience in a similar capacity</li> <li>Excellent reading, writing and oral proficiency in English language</li> <li>Ability to speak other languages and basic understanding of local languages will be an advantage</li> </ul>	<p>dissatisfaction to provide a solution rapidly, is contact point for all guests. Contribute to guests' satisfaction and loyalty. In charge of following-up and updating premier lounge guests' folios. Manage a team of Premier Lounge Executives and Agent.</p>	
<b>Room Attendant</b>	<ul style="list-style-type: none"> <li>Meticulous</li> </ul>	<ul style="list-style-type: none"> <li>To provide cleaning service to guest rooms and respond to guest requests ensuring maximum guest satisfaction in accordance to Hotel established standards.</li> <li>To clean guest floors and surrounding service areas in accordance to the standard required by our hotel.</li> <li>To provide courteous and professional service at all times.</li> <li>To clean all assigned rooms and designated public area in accordance with the established procedures.</li> <li>Ensure that all requests by guests are attended to.</li> <li>Be responsible for the care and maintenance of his/her work store, trolley and all equipment and ensure that all equipment and materials are left in the same place and correct manner at the end of each shift.</li> <li>Advise the office of any lost property and valuable and return these to the office as soon as possible.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>44hrs</li> </ul>
<b>Safety &amp; Security</b>	<ul style="list-style-type: none"> <li>Secondary / High school education</li> </ul>	<ul style="list-style-type: none"> <li>Assist with duties at the following Duty Posts:</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>44hrs</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Officer</b>	<ul style="list-style-type: none"> <li>• Certificates in National Skills Recognition System, CPR, First Aid Management and Basic Fire Fighting</li> <li>• Good reading, writing and oral proficiency in English language</li> <li>• Due to nature of work, a good personal record is required</li> <li>• Strong leadership, interpersonal and training skills</li> <li>• Good communication skills</li> <li>• Honest with a high level of integrity</li> <li>• Ability to remain calm and react fast to situations</li> <li>• Results and service oriented with an eye for details</li> <li>• Ability to multi-task, work well in stressful &amp; high-pressure situations</li> <li>• A team player &amp; builder</li> <li>• A motivator &amp; self-starter</li> <li>• Well-presented and professionally groomed at all times</li> </ul>	<p>Security Control Room Duty; Lobby Duty; Loading Bay; Patrolling or Observation Duty; Back of House Or at any position where operations in Security field will benefit</p> <ul style="list-style-type: none"> <li>• Ensure that all security systems function smoothly. Initiate immediate corrective action when fault is detected</li> <li>• Assist Management, employees and guests in every way that is consistent with the protection and prevention objectives</li> <li>• Coordinate with various departments and government agencies on routine matters and during emergency</li> <li>• Monitor back of house areas with particular attention to unauthorized entry and exit points</li> <li>• Maintains records in respective Log Books for future reference</li> <li>• Keep Manager or Crisis Management Team informed on the latest development of situation in a crisis</li> <li>• Conduct inventory on keys, passes, walkie-talkies, pagers and all other accountable stock</li> <li>• Perform other reasonable duties assigned by the assigned by the Management</li> </ul>	
<b>Sales Coordinator</b>	<ul style="list-style-type: none"> <li>• Secondary / High school education</li> <li>• Certificates in National Skills Recognition System, CPR, First Aid Management and Basic Fire Fighting</li> </ul>	<ul style="list-style-type: none"> <li>• The Sales Coordinator performs his/ her duties within the framework defined by the chain and hotel norms and by internal regulations as supervised by the Cluster Director of Sales &amp; Marketing.</li> <li>• Ensure smooth running operation of the Division's</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44hrs</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good reading, writing and oral proficiency in English language</li> <li>• No criminal record</li> <li>• Strong leadership, interpersonal and training skills</li> <li>• Good communication skills</li> <li>• Honest with a high level of integrity</li> <li>• Ability to remain calm and react fast to situations</li> <li>• Results and service oriented with an eye for details</li> <li>• Ability to multi-task, work well in stressful &amp; high-pressure situations</li> <li>• A team player &amp; builder</li> <li>• A motivator &amp; self-starter</li> <li>• Well-presented and professionally groomed at all times</li> </ul>	administrative functions. <ul style="list-style-type: none"> <li>• Co-operate with all departments for smooth running operation.</li> </ul>	

## Pullman/ Singapore Orchard

*Our World is Your Playground. A world-class lifestyle hotel in the heart of Orchard Road, where playfulness meets peak performance; creativity meets innovation; business meets success. At Pullman Singapore Orchard, we don't do ordinary. Pioneering and stylish, guests can push their boundaries in 326 guestrooms and suites, trend setting F&B outlets and immersive relaxation zone; not to happen the happening lobby.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Accounts Officer</b>	<ul style="list-style-type: none"> <li>• Diploma and above</li> </ul>	The Accounts Officer has to manage the overall credit and	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 8.30am to 6pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>receivable collection functions of the hotel in the most efficient manner in order to minimize the no-payment of accounts and potential bad debts. Also, to ensure that the hotel Account Receivable and credit policy and procedure is adhered to by relevant departments.</p> <ul style="list-style-type: none"> <li>Responsible for the debtor's function: processing credit application, invoicing, debt collection, AR cashiering, reconciliations and month end requirements.</li> </ul>	
<b>Bartender</b>	<ul style="list-style-type: none"> <li>NITEC and above</li> </ul>	<p>The Bartender is responsible for providing guests' experiences and professional high-level service to all guests.</p> <ul style="list-style-type: none"> <li>Maintain complete knowledge of all food &amp; beverage services, contents &amp; preparation methods, outlets and hotel services/features</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>Rotating shifts</li> </ul>
<b>Call Centre Agent</b>	<ul style="list-style-type: none"> <li>NITEC and above</li> </ul>	<ul style="list-style-type: none"> <li>Ensures the smooth, efficient, prompt and proper handling of all reservations and calls</li> <li>Has knowledge of the entire reservation and call centre procedure.</li> <li>Ensure compliance of policies and procedures, all emails are handled immediately without any backlog, proper recording of all the bookings in system and correspondence file.</li> <li>Good communication skills, details oriented, problem solving and creative.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>Rotating shifts</li> </ul>
<b>F&amp;B Servers</b>	<ul style="list-style-type: none"> <li>NITEC and above</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for providing prompt and professional F&amp;B service to Hotel's guests.</li> <li>Coordinate and assist in</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>Rotating shifts</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>opening/closing duties and ensure that all settings are completed according to standards and procedures prior to the start of operations.</p> <ul style="list-style-type: none"> <li>• Excellent communicator, high level of attention to details.</li> </ul>	
<b>Room Attendant (Housekeeping)</b>	<ul style="list-style-type: none"> <li>• NITEC and above</li> </ul>	<ul style="list-style-type: none"> <li>• The position is responsible for the immaculate upkeep and cleanliness of guest rooms, guest floors corridor thereby presenting a clean and welcoming environment for guests to the rooms.</li> <li>• Promotes a positive and inviting image of the property by ensuring guestroom and guest floors corridors are immaculately clean and comfortable. This is achieved through cleaning and setting up the public areas in accordance with the property's Standard Operating Procedures (SOP).</li> <li>• Ability to work efficiently and independently under pressure in a dynamic environment.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Rotating shifts</li> </ul>
<b>Security Officer</b>	<ul style="list-style-type: none"> <li>• NITEC and above</li> </ul>	<ul style="list-style-type: none"> <li>• Delivers the safety and security measures that meet the requirement of the Hotel Management.</li> <li>• He/She is also responsible for the security, safety and well-being of guests, personnel and the premises.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Rotating shifts</li> </ul>
<b>Technician</b>	<ul style="list-style-type: none"> <li>• NITEC and above</li> </ul>	<ul style="list-style-type: none"> <li>• The position is responsible for the daily operations of the different sections within the Engineering department.</li> <li>• Undertake the responsibility to preserve the good condition and functionality of the property.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• Rotating shifts</li> </ul>

## RE & S Enterprises

*RE&S Enterprises Pte Ltd is a prominent player in the food and beverage industry in Singapore. Known for its diverse portfolio of dining concepts, RE&S operates a wide range of restaurants that cater to various tastes and preferences. The company focuses on delivering quality culinary experiences through its network of well-established brands, making it a key contributor to Singapore's vibrant dining scene.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Bakery Staff</b>	<ul style="list-style-type: none"> <li>No experience needed; on-the-job training will be provided</li> </ul>	<p>Preparation</p> <ul style="list-style-type: none"> <li>Advance preparation, weighing is done accurately, check extensibility and following the daily mixing schedule</li> </ul> <p>Dividing</p> <ul style="list-style-type: none"> <li>Understanding the characteristics of each dough and able to perform troubleshooting</li> </ul> <p>Shaping</p> <ul style="list-style-type: none"> <li>Understanding the amount of portion filling, roll up without damaging the dough, shape properly and according to the GKKJPT procedure</li> </ul> <p>Baking</p> <ul style="list-style-type: none"> <li>Understanding and following the baking procedure and process</li> </ul> <p>Filing</p> <ul style="list-style-type: none"> <li>Can weight correctly and understand the expiration date of each filling</li> </ul> <p>Sanitation</p> <ul style="list-style-type: none"> <li>Understand and follow the correct cleaning procedures</li> </ul> <p>Other duties</p> <ul style="list-style-type: none"> <li>Any ad-hoc duties as required by the manager such as housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>44 hours</li> </ul>
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>No experience needed;</li> </ul>	<ul style="list-style-type: none"> <li>Clean food waste on the crockery (Plate,</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	on-the-job training will be provided	bowl, spoon, etc.) <ul style="list-style-type: none"> <li>Place all the crockery into the dishwasher for cleaning, take out trash</li> <li>Other ad-hoc duties as required</li> </ul>	<ul style="list-style-type: none"> <li>44 hours</li> </ul>
<b>Kitchen Staff</b>	<ul style="list-style-type: none"> <li>No experience needed; on-the-job training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>Japanese restaurant concept requires handling of pork and beef</li> <li>Food preparation and cooking including hot and frying station</li> <li>Assist in washing, chopping, shredding, and grating ingredients</li> <li>Ensuring the food preparation areas are clean and hygienic</li> <li>Washing utensils and dishes and making sure they are stored appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>44 hours</li> </ul>
<b>Management Trainee (Kitchen)</b>	<ul style="list-style-type: none"> <li>No experience needed; on-the-job training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>Lead the kitchen operation team to prepare and deliver quality menu in accordance with concept offering.</li> <li>Oversee the implementation of processes and guidelines in Kitchen Operations.</li> <li>Train &amp; develop kitchen staff in the preparation of all meals to the highest quality standards.</li> <li>Position kitchen staff according to operation needs to maximize kitchen efficiencies.</li> <li>Manage quality and level of kitchen inventory as well as products delivered from suppliers.</li> <li>Understand food cost models and how these impact the profitability of the restaurants</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>48 hours</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Responsibilities Menu Execution and Delivery</p> <ul style="list-style-type: none"> <li>• Supervise stations to deliver orders in accordance with defined cooking processes, recipe and health &amp; safety standards.</li> <li>• Conduct final check on finished product to ensure that food quality and presentation are in accordance with specifications of the menu Kitchen Processes and Concept Development.</li> <li>• Manage kitchen inventory levels and quality by placing orders for all food and kitchen supplies based on projected store demand endorsed by chef; and upon delivery, check to ensure quality of delivered supplies.</li> <li>• To support the projection and ordering of food and kitchen supplies by providing inventory report detailing usage &amp; stock level, wastage and product shelf life while considering sales pattern and kitchen storage capacity.</li> <li>• Oversee the setting up and cleaning of stations by staff.</li> <li>• Oversee workflow for stations to ensure that processes adhered to specifications and guidelines and to provide recommendations to improve efficiency</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Quality Assurance &amp; Control</p> <ul style="list-style-type: none"> <li>Investigate causes and reasons for customer complaints pertaining to food quality.</li> <li>Oversee operations to ensure compliance with all safety procedures and guidelines.</li> <li>Oversee preparation of all food in accordance with SOPs to ensure and maintain consistent food quality</li> <li>Oversee overall kitchen cleanliness and sanitary conditions and to ensure all kitchen equipment are in good working condition</li> <li>Take corrective actions to resolve unsafe and/or non-compliant conditions and behaviors regarding personal and food safety</li> </ul> <p>People Management</p> <ul style="list-style-type: none"> <li>Lead team by providing guidance, support and motivation</li> <li>Conduct induction for new hires to provide them with the necessary skills and information to carry out roles and functions</li> <li>Train and develop kitchen and Kaiten staffs in the preparation of all meals to the highest quality standards while adhering to SOPs and workplace safety practices</li> <li>Carry out team management activities, including and not</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>limited to appraisals, handling disciplinary issues and holding communication sessions in conjunction with immediate supervisor</p> <ul style="list-style-type: none"> <li>• Carry out team management conversation with team members, including and not limited to doing appraisals and personal improvement plans in conjunction with immediate supervisor</li> </ul>	
<b>Management Trainee (Service)</b>	<ul style="list-style-type: none"> <li>• No experience needed; on-the-job training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• Provide guidance and day-to-day training to staff within assigned area</li> <li>• Carry out day-to-day operations in managing floor control to maintain &amp; improve quality, service cleanliness &amp; ambience</li> <li>• Manage and coordinate activities with people, products and equipment to maximize sales and profit</li> <li>• Lead a team of service staff within assigned unit by allocating tasks and roles for individuals in the service team</li> <li>• Check readiness of restaurant for service day and brief service crew on staffing roster for service day</li> <li>• Manage customer flow and seating arrangement</li> <li>• Oversee the service rendered by the team to ensure it meets the quality, service, cleanliness and values standards and to</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 48 hours</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>address lapses in service quality when necessary</p> <ul style="list-style-type: none"> <li>• Manage cash floats, audit rolls, and provide technical troubleshoot for cash register errors when necessary</li> <li>• Ensure documentation of all cash shortage and surplus in record book and to tally payment collection</li> </ul> <p>Restaurant Management &amp; Planning</p> <ul style="list-style-type: none"> <li>• Act as point of escalation for service crew regarding service issues</li> <li>• Resolve day-to-day operation issues as and when it occurs and to provide support as necessary to ensure service crew are able to carry out assigned task</li> <li>• Lead investigation and resolution of all complex customer complaints and/or feedback in a timely and efficient manner</li> </ul> <p>Quality Assurance &amp; Control</p> <ul style="list-style-type: none"> <li>• Enforce restaurant quality, service, cleanliness and value standards</li> <li>• Monitor operations to ensure compliance with all safety procedures and guidelines in the restaurant</li> <li>• Implement corrective actions to resolve unsafe and/or non-compliant conditions and behaviors regarding personal and food safety</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		People Management <ul style="list-style-type: none"> <li>• Conduct induction for new hires to provide them with the necessary skills and information to carry out roles and functions</li> <li>• Provide training to encourage role rotation amongst service staff</li> <li>• Train and monitor staff in the company SOPs (standard operating procedures)</li> <li>• Ensure workplace safety practices</li> </ul>	
<b>Service Staff</b>	<ul style="list-style-type: none"> <li>• No experience needed; on-the-job training will be provided</li> </ul>	Customer Service: <ul style="list-style-type: none"> <li>• Greet and welcome guests in a friendly and courteous manner.</li> <li>• Assist guests with menu selection and provide recommendations.</li> </ul> Table Maintenance: <ul style="list-style-type: none"> <li>• Set and clear tables according to restaurant standards.</li> <li>• Ensure tables are clean and presentable before seating guests.</li> <li>• Monitor and replenish table supplies such as condiments, utensils, and napkins.</li> </ul> Food and Beverage Service: <ul style="list-style-type: none"> <li>• Serve food and beverages to guests promptly and accurately.</li> <li>• Ensure orders are delivered to the correct table and meet guest expectations.</li> <li>• Address any guest inquiries or concerns promptly and professionally.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Payment Processing:</p> <ul style="list-style-type: none"> <li>• Process guest payments accurately, handling cash, credit cards, or electronic transactions.</li> </ul> <p>Cleanliness and Hygiene:</p> <ul style="list-style-type: none"> <li>• Maintain cleanliness and hygiene standards in the dining area, including tables, chairs, and floors.</li> <li>• Adhere to food safety regulations and sanitation guidelines at all times.</li> </ul> <p>Teamwork and Collaboration:</p> <ul style="list-style-type: none"> <li>• Work collaboratively with other service staff members to provide excellent customer service. Other ad-hoc duties as assign by the Manager.</li> </ul>	

## Stuff'd Ventures

*Headquartered in Singapore, we are a fast-growing F&B company with an extensive presence locally across our expanding portfolio of exciting and appetizing brands. Stuff'd is the flagship brand founded in 2014 as a fresh casual, halal-certified Mexican-Turkish concept. With a strong focus on healthy and delicious meals, the brand has since expanded to become the largest Mexican-Turkish fresh casual chain in Singapore. Identifying more opportunities to bring freshly made, tasty food in the burger, Asian soups and Indian categories, we've progressively rolled out homegrown brands such as Ordinary Burgers, Hugabo and Dabba Street in recent years. With an extensive network of close to 50 stores across 4 brands in convenient, high foot traffic locations and proactively expanding, we strive to bring an array of delicious and affordable meals across multiple cuisine categories closer to our well-loved customers.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Able to handle Physical work</li> <li>• Work as a team</li> </ul>	<p>In this job, you will:</p> <ul style="list-style-type: none"> <li>• Make wraps, assemble daily bowls to company's</li> </ul>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 54 hours per week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Willing to learn (Training will be provided)</li> </ul>	<p>established standards of quality, safety and hygiene</p> <ul style="list-style-type: none"> <li>Perform light-cooking such as boiling, making side dishes and sauces</li> <li>Prepare raw food ingredient such as meat, poultry and vegetables</li> <li>Carry out food preparation processes including thawing, washing, cutting, marinating, portioning food ingredients, according to standard operating procedures (SOP)</li> <li>Set up and replenishing salad bar with fresh food ingredients</li> </ul>	
<b>Service Crew (Part Time)</b>	<ul style="list-style-type: none"> <li>Able to handle Physical work</li> <li>Work as a team</li> <li>Willing to learn (Training will be provided)</li> </ul>	<p>In this job, you will:</p> <ul style="list-style-type: none"> <li>Make wraps, assemble daily bowls to company's established standards of quality, safety and hygiene</li> <li>Perform light-cooking such as boiling, making side dishes and sauces</li> <li>Prepare raw food ingredient such as meat, poultry and vegetables</li> <li>Carry out food preparation processes including thawing, washing, cutting, marinating, portioning food ingredients, according to standard operating procedures (SOP)</li> <li>Set up and replenishing salad bar with fresh food ingredients</li> </ul>	<ul style="list-style-type: none"> <li>6 days</li> <li>20 hours per week</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>Able to handle Physical work</li> <li>Work as a team</li> <li>Willing to learn (Training will be provided)</li> </ul>	<p>Dabba Street is bringing a refreshed, greener perspective to Indian and Mediterranean favourites. Join us today, and be part of a fast-paced, innovative kitchen that values teamwork, creativity, and excellence!</p> <p>As a Dabbamaker, you will problem-solve daily, communicate effectively, work fast, and be consistently</p>	<ul style="list-style-type: none"> <li>6 days</li> <li>54 hours per week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		accurate. In this role, you're well positioned to lead, and on track to progress to higher roles.	
<b>Service Crew (Part Time)</b>	<ul style="list-style-type: none"> <li>• Able to handle Physical work</li> <li>• Work as a team</li> <li>• Willing to learn (Training will be provided)</li> </ul>	<p>Dabba Street is bringing a refreshed, greener perspective to Indian and Mediterranean favourites. Join us today, and be part of a fast-paced, innovative kitchen that values teamwork, creativity, and excellence!</p> <p>As a Dabbamaker, you will problem-solve daily, communicate effectively, work fast, and be consistently accurate. In this role, you're well positioned to lead, and on track to progress to higher roles.</p>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 20 hours per week</li> </ul>
<b>Senior/ Junior Line Cook</b>	<ul style="list-style-type: none"> <li>• Prepare and execute food items to our specified recipes and standards</li> <li>• Maintain a clean and organised work area, adhering to all food safety and hygiene regulations</li> <li>• Complete daily checklists to facilitate correct and prompt opening, shift change and closing of outlets</li> <li>• Operate kitchen equipment including oven, stove, fryer, griddle, toaster, rice cookers and food processor</li> <li>• Manage inventory, ensuring proper stock levels and minimising waste</li> </ul>	<p>Dabba Street is bringing a refreshed, greener perspective to Indian and Mediterranean favourites. Join us today, and be part of a fast-paced, innovative kitchen that values teamwork, creativity, and excellence!</p> <p>We're seeking a skilled Senior/ Junior Line Cook who would lead shifts at the outlet. Ideally, you've had some working experience with an Indian or Mediterranean cuisine, but this is not a must.</p>	<ul style="list-style-type: none"> <li>• 6 days</li> <li>• 54 hours per week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Correct rotation and labelling of food and ingredients</li> <li>• Efficient and effective management of line food levels to maintain ongoing service delivery</li> <li>• Maintain a clean and proper use of uniform</li> <li>• Track, reconcile and report all received orders</li> </ul>		

## The Whisky Store

*The Whisky Store began in 2005 as a humble retail kiosk in Tanglin Mall run by escapees from the corporate world, Khoon Hui and Joyce. At that time, the Singapore market lacked a dedicated whisky bar – and through the dedicated pursuit of their passion for fine whisky, Khoon and Joyce opened a whisky bar one year later. Born in 2007, Quaich Bar was the first whisky concept bar in Singapore. Today, The Whisky Store is much more than a kiosk. The group provides retail and wholesale of a very wide range of whiskies, many of which they hold in exclusive agency for in Singapore. These close relationships allow The Whisky Store to gain access to exclusive bottlings and casks that cannot be found anywhere else.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Bar Assistant</b>	<ul style="list-style-type: none"> <li>• Knowledge of food handling hygiene basics is preferred.</li> <li>• Candidates without relevant working experience are welcome to apply.</li> <li>• Positive, motivated, passionate and seeks opportunities to be multi-skilled and trained.</li> <li>• Enjoy working in fast-paced working</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the preparation SOPs, ingredients and par level of food items.</li> <li>• To support Bartenders and the rest of Operations team members at the outlet.</li> <li>• Assist with back bar &amp; kitchen opening and closing procedures. tasks will range and not be limited at preparing foods, welcome drinks, specials, garnishes, set up bar stations, food stations and restocking all par levels for food</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 238865</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	environment. <ul style="list-style-type: none"> <li>• Outgoing and friendly.</li> <li>• Attention to detail is essential.</li> <li>• Able to commit on weekends and public holidays.</li> </ul>	ingredients and home-made ingredients. <ul style="list-style-type: none"> <li>• Maintenance of the outlet hygiene and cleanliness standards.</li> <li>• Ensure that all standard recipes, SOPs and standards are followed in the service process.</li> <li>• Ensure that all glassware is clean and is kept in good working order and used only for the purpose for which it was ended.</li> <li>• Polishing and washing of equipment and tableware.</li> </ul>	
<b>Bar Management Trainee</b>	<ul style="list-style-type: none"> <li>• Ability to adapt and thrive in a dynamic and fast paced environment.</li> <li>• Possess strong interpersonal and communications skills.</li> <li>• Able to work independently and in team.</li> <li>• Able to commit on weekends and public holidays.</li> <li>• No experience needed as training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive Attention to detail that motivates double-checking orders and making records of information when necessary</li> <li>• Ability to work smoothly with a team, synchronizes processes with others to fulfill orders as quickly as possible</li> <li>• Must be efficient and energetic, multitasking to complete multiple orders or switching between different types of activities</li> <li>• Helping out in the pantry (food preparation which includes cleaning duties)</li> <li>• Take customer orders, guiding them with selections and making recommendations if requested</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 049178/ 169663</li> </ul>
<b>Bartender</b>	<ul style="list-style-type: none"> <li>• Min. 1 year in relevant experience.</li> <li>• Good knowledge in mixing, garnishing and serving beverages will be advantages.</li> <li>• Positive, motivated, passionate and seeks opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Mixing of ingredients and preparation of cocktails.</li> <li>• Assists with bar opening and closing procedures and perform various behind-the-bar tasks such as preparing foods &amp; garnishes, set up bar stations and restocking all par levels for ingredients and home-made ingredients.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 238865</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>to be multi-skilled and trained.</li> <li>• Enjoy working in fast-paced working environment.</li> <li>• Able to commit on weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Restocks and replenishes bar inventories and supplies to ensure the bar fully stocked.</li> <li>• Maintenance of the bar hygiene and cleanliness standards.</li> </ul>	
<b>Guest Relations Executive</b>	<ul style="list-style-type: none"> <li>• At least 1 year of working experience in the related field is required for this position</li> <li>• Excellent guest relations and service skills.</li> <li>• Handles guests' requests, concerns and feedback.</li> <li>• Contributes ideas for operations improvement and guest experience enhancement.</li> <li>• Resourceful in managing ad-hoc requests and resolving challenges.</li> <li>• Outgoing and friendly.</li> <li>• Attention to details.</li> <li>• Able to commit on weekends and Public Holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Manages reservations through phone and email, ensuring restaurants are confirmed.</li> <li>• Responds to guest enquiries and requests.</li> <li>• Communicating guest information to the team (special requests, occasions) to personalize guests' experience.</li> <li>• Requests guests for their dining feedback and communicate feedback to the manager.</li> <li>• Ensures each guest is warmly welcomed.</li> <li>• Welcomes guests by name and bring them to the designated seats.</li> <li>• Ensures each guest gets a fond farewell before they leave.</li> <li>• Assists in building and maintaining a strong guest profile database.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 238865</li> </ul>
<b>Waiter/ Waitress</b>	<ul style="list-style-type: none"> <li>• Ability to adapt and thrive in a dynamic and fast paced environment.</li> <li>• Possess strong interpersonal and communications skills.</li> <li>• Able to work independently and in team.</li> <li>• Able to commit on</li> </ul>	<ul style="list-style-type: none"> <li>• Serving all guests with excellent knowledge of SOPs, ingredients and preparation of cocktails and food items.</li> <li>• To support Reservations Host/Hostess and the rest of Operations team members at the outlet.</li> <li>• Assist with floor opening and closing procedures and getting trained in each department of the outlet</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 44 hours</li> <li>• 238865</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>weekends and Public Holidays.</p> <ul style="list-style-type: none"> <li>No experience needed as training will be provided.</li> </ul>	<p>for at least 2 weeks each (Kitchen, Bar, Bar-back) to fully understand and master each department requirements and as a first step for personal and professional growth within the company. Tasks will range and not be limited at preparing foods, welcome drinks, specials, drinks, garnishes, set up bar stations and restocking all par levels for ingredients and home-made ingredients.</p> <ul style="list-style-type: none"> <li>Maintenance of the outlet hygiene and cleanliness standards.</li> <li>Assist with interacting with customers, take orders and serving food and drinks.</li> <li>Ensure that all standard recipes, SOPs and standards are followed in the service process.</li> <li>Ensure that all equipment is kept in good working order and used only for the purpose for which it was intended.</li> <li>Participate and manage assigned sections to provide an awesome experience for customers.</li> </ul>	

## Visionary Interior Design

*Renovation contractor which provide interior design services.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Sales Interior Designer</b>	<ul style="list-style-type: none"> <li>No Experience Needed: Dive right in—we've got all the training you need to sparkle!</li> <li>Experience</li> </ul>	<ul style="list-style-type: none"> <li>Meet new prospects &amp; provide design values to create a unique &amp; personalised space for homeowners.</li> <li>Determine cost and timeline of projects.</li> </ul>	<ul style="list-style-type: none"> <li>5 days</li> <li>8 hours per day</li> <li>408816</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Welcomed: Got a flair for design or sales? Fantastic! Show us your magic!</p> <ul style="list-style-type: none"> <li>• Make Dreams a Reality: Work with clients to craft their perfect space within budget.</li> <li>• Ready to Hustle: Get set to work hard and play hard—we thrive on energy and ambition!</li> <li>• Positive Vibes Only: Bring your positivity and let's tackle every challenge together!</li> <li>• Project Prodigy: Take the lead on projects from start to a smashing finish!</li> <li>• Weekend Warrior: Yes, weekends too—but trust us, it's totally worth it!</li> </ul>	<ul style="list-style-type: none"> <li>• Creating and presenting mood boards as well as new design ideas.</li> <li>• Educating and helping new homeowners in terms of budgeting for remodeling works.</li> </ul>	
<b>Project Manager</b>	<ul style="list-style-type: none"> <li>• Diploma/bachelor's degree in interior design, architecture, project management, or a related field.</li> <li>• Proven experience in the interior design or construction industry.</li> <li>• Solid understanding of interior design concepts, principles, and construction</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and manage multiple interior design projects from initiation to completion, ensuring timely delivery, quality, and budget adherence.</li> <li>• Collaborate with the design team to develop project plans, schedules, and budgets.</li> <li>• Conduct thorough project research and gather necessary information to assist in the design process.</li> <li>• Coordinate and communicate with clients, architects, contractors, and vendors to ensure smooth project workflow and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 8 hours per day</li> <li>• 408816</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>processes.</p> <ul style="list-style-type: none"> <li>• Strong organizational and multitasking skills with exceptional attention to detail.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Proficient in project management software and tools.</li> <li>• Ability to work under pressure and meet project deadlines.</li> <li>• Knowledge of relevant building codes and regulations.</li> <li>• A self-starter with a proactive approach and problem-solving mindset.</li> <li>• Flexibility to adapt to changing project requirements and priorities.</li> </ul>	<p>address any issues that may arise.</p> <ul style="list-style-type: none"> <li>• Prepare and present project status reports, including progress updates, key milestones, and budgetary information to the management team and clients.</li> <li>• Assist in the procurement of materials, furniture, and fixtures by researching suppliers, obtaining quotes, and coordinating deliveries.</li> <li>• Maintain project documentation, including contracts, change orders, and project files.</li> <li>• Monitor project expenses, track invoices, and assist with budget management.</li> <li>• Ensure compliance with project specifications, building codes, and regulations.</li> <li>• Conduct on-site visits to monitor construction progress, address any design-related issues, and ensure adherence to design plans.</li> </ul>	
<b>3D Drafter</b>	<ul style="list-style-type: none"> <li>• Min. 1-2 years' experience in residential and/or commercial</li> <li>• Basic understanding of commercial requirement</li> <li>• Proficient in AutoCAD 2D &amp; 3D, 3D Max, Sketch-Up, Adobe Photoshop, Vray, Revit preferred</li> <li>• Passionate in design</li> <li>• Meticulous attention towards details and</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for drafting and preparing of drawings for projects</li> <li>• Carrying out work according to design schedule</li> <li>• Develop 2D plans and drawings with precision and proper guidelines</li> <li>• Develop 3D rendering visuals, perspective drawing and colour rendering with detailed materials and furnishing chosen with accurate specifications.</li> <li>• Work closely with sales interior designers to produce proper interior design work for client's spaces</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days</li> <li>• 8 hours per day</li> <li>• 408816</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	alteration of designs • Able to illustrate design accurately	• Perform other ad-hoc duties as assigned by the company	

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