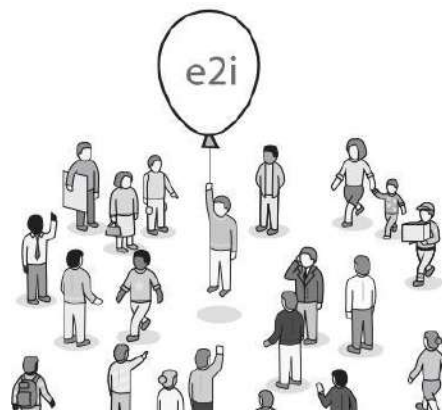


e2i Skills & Career Fair @ Frontier

5th June 2026

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.

Participating Companies

[Click on the specific role to view more details]































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#1 4Fingers Singapore


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accountant 	<ul style="list-style-type: none"> • Bachelor Degree in Accountancy or equivalent. • Minimum 5 years of relevant experience in F&B or retail industry. • Knowledge of Netsuite system and Power BI is highly preferred. • Strong knowledge of Financial Reporting Standards and Taxation. • Good analytical, communication and interpersonal skills. • Availability to join on short notice. 	<ul style="list-style-type: none"> • Month-end closing and financial reporting, manage credit control, coordinate with internal and external parties, and support budgeting and tax processes to ensure accurate financial operations and compliance. • Able to work independently with confident and drive. • Meticulous, organized and proactive in managing tasks within a fast-paced environment. • Assist in ad-hoc projects and tasks as assigned. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am- 6pm • Employment Type: Full Time • Location: 250 North Bridge Road
Assistant Manager/ Management Trainee 	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience in F&B (QSR) environment. • Experience in managing F&B store operations, staff scheduling or roster • Able to manage Front and Back of House. • To manage peak hour periods with speed and accuracy. • To work rotating shifts, weekends and PH 	<ul style="list-style-type: none"> • Manage the crew which includes rostering, regular coaching. • Manage day-to-day operations that includes the highest safety and hygiene standards compliant with regulations. • Create positive customer experience that delivers the promise of 4Finger brand. • Manage raw materials, supplies equipment and IT system in the store. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Shift based on store schedule • Employment Type: Full Time • Location: 250 North Bridge Road
Driver cum Warehouse Assistant	<ul style="list-style-type: none"> • Min 3 years of relevant experience in F&B industry. • Possess forklift license and Class 3 driving license. • Experience in handling Halal items. 	<ul style="list-style-type: none"> • Delivery to all stores and collection of goods from suppliers across Singapore/overseas. • Physically fit and able to handle heavy load (e.g flour) • Must possess valid forklift license and Class 3 driving license. • Must have relevant experience in handling Halal food items and 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 9am – 6pm • Employment Type: Full Time • Location: 250 North Bridge Road

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		receiving goods in the warehouse.	
Service Crew	<ul style="list-style-type: none"> • Possess a valid Food Hygiene certificate. • Love interacting with people and creating positive experience for the customers. • Have energy level and enthusiasm with ability to work in fast paced environment. • Able to handle all stations of Front End and/or Back End. • Ability to manage peak hour periods with speed and accuracy. • Relevant work experience 	<ul style="list-style-type: none"> • You will be responsible for ensuring customer satisfaction, handle customer feedback, resolve complaints and address any questions or comments that customers may have. • He or She is assigned to, but not limited to, take customers' orders, preparation and production of food, assemble the orders, and act as cashier. • Able to work rotating shifts, weekends and Public Holidays. • Cooperative and a great team player. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, Shift based on store schedule • Employment Type: Full Time • Location: 250 North Bridge Road (S)179101
Supervisor	<ul style="list-style-type: none"> • Possess Food Hygiene Certification. • Store opening duties until trading starts. • Store closing duties which entail ensuring, store is properly clean, tidy and organised prior to locking up, ensure store cash reconciliation and end-of-day POS closing procedures are conducted, expired stocks and wastages are recorded accordingly and ensure all store property is accountable for. 	<ul style="list-style-type: none"> • The job required customary and regular exercise of independent and discretionary powers in daily performance of job duties and ensures that company policies are implemented and maintained in a consistent manner. • Supervisor must led by example and have strong customer orientation, good organizational, communication and people development skills. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, Shift based on store schedule • Employment Type: Full Time • Location: 250 North Bridge Road (S)179101

#2 AcePLP


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
BIM/CAD Engineer 	<ul style="list-style-type: none"> • Higher Nitec/Degree in Construction or Engineering related background • No experience required 	<ul style="list-style-type: none"> • Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). • Our programme sets you on the pathway to become an 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week • Employment Type:


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc. 	<p>Accredited BIM Professional for Digital Delivery Management Accreditation Scheme.</p> <ul style="list-style-type: none"> Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career. You will receive 2 months of training in BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications. 	<p>Full Time</p> <ul style="list-style-type: none"> Location: 200 Braddell Road (S)579700
BIM/CAD Technical Specialist 	<ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. Prior experience in BIM modelling and/or coordination. Experience in computational BIM or 4D/5D BIM is highly advantageous. 	<ul style="list-style-type: none"> To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training 	<ul style="list-style-type: none"> Working Hours: 5 days/ week Employment Type: Full Time Location: 200 Braddell Road (S)579700

#3 Alcon

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Technician I, Sterile Production Technician 	<ul style="list-style-type: none"> NITEC/ Higher NITEC in Engineering, Manufacturing or any discipline related to pharmaceutical manufacturing. Between 1-3 years of relevant working experience in a manufacturing environment, preferably in pharmaceutical 	<ul style="list-style-type: none"> Work with Supervisor and in a team to maintain sterile or clean condition of rooms and equipment associated with aseptic filling, and to perform aseptic filling of ophthalmic products that meet quality and output requirements Prepare, operate and monitor all equipment associated with filling of ophthalmic products, in accordance to current 	<ul style="list-style-type: none"> Working Hours: Mon-Fri: (Rotating) 7.15am – 3.30pm, 3.15pm – 11.30pm, 11.15pm – 7.30am Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	manufacturing/ cGMP environment.	Good Manufacturing Practices (cGMP). <ul style="list-style-type: none"> • Perform routine cleaning and sanitization on all equipment and rooms associated with aseptic filling, and steam sterilization of the necessary production/cleaning equipment/components, including the operation and routine cleaning of steam sterilizer. • Perform routine microbiological sampling; for environmental and personnel monitoring in a clean room environment. • Prepare, verify and transfer materials/components used in aseptic filling. Execute activities in support of validations associated with cleaning and aseptic filling. • Assist in investigation of process deviations and work in a team to identify and work on opportunities for productivity/process improvements. 	<ul style="list-style-type: none"> • Job Type: Permanent • Location: 19 Tuas South Avenue 14 (S)637313
Technician III, Preventive Maintenance 	<ul style="list-style-type: none"> • Min NITEC/ Diploma in Mechanical / Electrical / Mechatronics Engineering or related field • Min 2-3 years of relevant working experience • Comfortable to work at Tuas, office hours, transport provided from kranji, boon lay and outram park mrt 	<ul style="list-style-type: none"> • Handle technical tasks related to planning, designing, and implementing maintenance programs to optimize facility and equipment availability and productivity • Assist in coordinating maintenance engineering work and liaise with production staff to coordinate repair work, statutory safety inspections, and the supply of new plant and equipment with production schedules • Review mechanical and electrical engineering specifications and assess new 	<ul style="list-style-type: none"> • Working Hours: Mon-Fri: 8.30am-5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 133 Tuas South Avenue 3 (S)637550

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>equipment designs for reliability, ease of maintenance, and availability of replacement parts</p> <ul style="list-style-type: none"> • Participate in the installation and commissioning of new equipment • Make decisions within the scope of your tasks, requiring advanced technical skills and problem-solving abilities • Adhere to GxP regulations by strictly following Standard Operating Procedures (SOPs), maintaining accurate and complete documentation, ensuring rigorous quality control, and completing all required training • Meet individual job requirements and contribute to the overall compliance of the organization, committing to continuous improvement and compliance with regulatory requirements 	
<p>Technician III, Production Technical Support </p>	<ul style="list-style-type: none"> • Diploma in Mechanical /Electrical / Mechatronics Engineering or related field • Min 2 years of relevant experience in manufacturing industry in a maintenance/ similar role troubleshooting equipment and machines • Experience in cleanroom preferred • Able to work office hours • Onsite at Tuas (transport provided from boon lay, outram park, kranji MRT) 	<ul style="list-style-type: none"> • Perform mechanical and electrical troubleshooting on DSM Flex Front End and Back End modules. • Perform mechanical and electrical troubleshooting on DSM Autoclaves and other supporting systems. • To drive improvements in equipment availability, product quality, productivity and safety. • Improve machine performance and efficiency by providing effective troubleshooting, maintenance and engineering support for the DSM Flex manufacturing operations. • Support non-conformance investigations, field action 	<ul style="list-style-type: none"> • Working Hours: Mon-Fri: 8.30am-5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 133 Tuas South Avenue 3 (S)637550

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		assessments and customer complaints investigations.	

#4 Asia Sync Network

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Manufacturing Technician 	<ul style="list-style-type: none"> • Nitec in Engineering, Diploma and equivalent. • Experience in Semiconductor/PCB/substrate manufacturing is advantageous. • Certification in EHS, ISO Quality Standards and/or Chemical Handling is an advantage. • Knowledge with MES & ERP is an added advantage 	<ul style="list-style-type: none"> • This role supports daily production by operating equipment, setting process parameters, and helping with start-up and mass production runs. • It also involves training operators, resolving line issues with engineering teams, investigating defects, managing shopfloor inventory, performing precision checks, carrying out preventive maintenance, and supporting chemical analysis. 	<ul style="list-style-type: none"> • Working Hours: 8am-5pm, 7am to 7pm and 7pm to 7am • Employment Type: Full Time • Job Type: Permanent
Manufacturing Operator	<ul style="list-style-type: none"> • Candidates should have at least a high school education with certifications in chemical handling, safety, and quality inspection. • Relevant semiconductor and hands-on measurement experience is preferred. • Proficiency in MS Office and MES is required. • Strong communication, adaptability, teamwork, and attention to detail are essential. • Must be willing to work shifts, in cleanroom conditions, and support overtime. 	<ul style="list-style-type: none"> • This role involves setting up and checking machinery, preparing raw materials or chemicals, and carrying out routine inspections during production. • It also includes basic quality checks on output, monitoring work-in-progress, and reporting any machine or quality issues to the supervisor. • In addition, the role may require tool changes, replacing consumables, supporting maintenance work, and operating multiple machines when needed. • Help maintain a clean and organized work area, take part in shift handovers, and support continuous improvement activities on the shopfloor. 	<ul style="list-style-type: none"> • Working Hours: 8am-5pm, 7am to 7pm and 7pm to 7am • Employment Type: Full Time • Job Type: Permanent

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#5 Commonwealth Capital

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Outlet Chef (PastaMania) - [Commonwealth Concepts]	<ul style="list-style-type: none"> • At least 3 years of relevant working experience in a similar capacity • Possess good communication skills. • Receptive to feedback for improvement. • Be able to perform shift duties, including working on weekends and public holidays. • Be open to working in other outlets in our network when required. 	<ul style="list-style-type: none"> • Responsible for ensuring smooth kitchen operations, good food quality and meeting food quality expectations of customers • On weekly basis, plan kitchen staff duty schedule and always ensure sufficient staff whilst minimizing labour costs • Do ordering of food for next week • Prepare, check and taste all batches of food prepared to the outlets, ensure consistency in taste, quantity, colour, temperature and presentation of food • Consider customer feedback and channel this back to Outlet Chef/ Restaurant Manager • On daily basis, organize staff stations and prepare work to be carried out by various staff • Review communication book daily • Train and teach new staff on how to prepare items on the menu the PastaMania way • Ensure that there is little wastage in food preparation • Ensure that high standard of hygiene is maintained by the kitchen staff • Ensure kitchen staff adheres to general kitchen cleanliness • Control food cost • Any other tasks as and when assigned by Management 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44hrs/week Based on roster • Employment Type: Full Time • Location: Various Location (Near MRT)

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Captain (Western, Japanese, Chinese, Café) - [Commonwealth Concepts]</p>	<ul style="list-style-type: none"> • No qualifications required. • Training will be provided. 	<ul style="list-style-type: none"> • Take reservations and enquire purpose of visit • Greet each guest promptly and courteously with good smile and body language • Present menu and share promotions, specials and items to customers • Take food and beverage orders, repeat orders to guests and inform guest of estimated time to serve • Oversee a team of servers who are assigned to his/her shift • Key orders in the Point-of-Sale system efficiently • Process payment and check bills promptly • Maintain cleanliness of the outlet • Assist manager by getting involved in planning and organizing of special events • Check food and beverage inventories and stocks in a consistent and accurate manner • Follow Food & Beverage Safety and Hygiene policies and procedures • Complete opening, operating, and closing procedures • Handle problems with cashier payments • Escalate guests complain to duty manager if unable to conduct service recovery • Implement plans to deliver excellent service for outlet 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 44hrs/week Based on roster • Employment Type: Full Time • Location: Various Location (Near MRT)
<p>Chef De Partie (Western, Japanese, Chinese, Café) - [Commonwealth Concepts]</p> 	<ul style="list-style-type: none"> • Minimum equivalent of GCE 'N' level or Certificate in F&B Service. • Training will be provided. 	<ul style="list-style-type: none"> • Ensure freshness of ingredients • Check and prepare sufficient mise-en-place before meal period • Cook food items accurately to standard recipes • Plate food items according to standard presentation style 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 44hrs/week Based on roster

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist in creating and preparing menu items and daily specials • Inspect and clean the kitchen, kitchen equipment and serving areas to ensure safe and sanitary food handling practices • Assist in monthly inventory counts and record food wastages • Train, guide and encourage junior cooks to excel in their daily job duties; performs supervisory role • Ensure areas of responsibilities are clean, tidy and organized • Follow Food & Beverage Safety and Hygiene policies and procedures and ensure proper storage methods • Report all items of interest to Back of House in charge (ie. Accidents, equipment malfunctions, menu items, problems or shortage of supplies) 	<ul style="list-style-type: none"> • Employment Type: Full Time • Location: Various Location (Near MRT)
<p>Cook (PastaMania) - [Commonwealth Concepts]</p>	<ul style="list-style-type: none"> • No qualifications required. • Training will be provided. 	<ul style="list-style-type: none"> • Responsible for food preparation and cooking, keeping the kitchen equipment clean and meeting food quality expectations of customers • Prepares and cooks food accordingly to PastaMania standard and checks food quality • Ensures consistency in taste quantity, color, temperature and presentation of food • Quick in food preparation and is committed to meet customers' expectations • Ensure that there is little wastage in food preparation • Ensure that all prepared food is used within validity period • Clear counters and kitchen area after using 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44hrs/week Based on roster • Employment Type: Full Time • Location: Various Location (Near MRT)



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other tasks as and when assigned by Management 	
Cook (Western, Japanese, Chinese, Café) - [Commonwealth Concepts]	<ul style="list-style-type: none"> No qualifications required. Training will be provided. 	<ul style="list-style-type: none"> Ensure freshness of ingredients Cook food items accurately to specifications and plate according to standard presentation style Weigh, measure and mix ingredients according to recipes Operate large-volume cooking equipment such as grills, deep-fat fryers or griddles Ensure mise-en-place are replenished before each meal period Monitor the food par level after each meal period Assist in the accomplishment of tasks within the time frame given Ensure areas of responsibility are clean, tidy and organized Assist in daily purchasing and receiving of goods Assist in monthly inventory counts and record food wastages Ensure proper hygiene practices based on Food & Beverages Safety and Hygiene policies and proper storage methods are always followed 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 44hrs/week Based on roster Employment Type: Full Time Location: Various Location (Near MRT)
Supervisor (Western, Japanese, Chinese, Café) - [Commonwealth Concepts]	<ul style="list-style-type: none"> Minimum equivalent of GCE 'N' level or Certificate in F&B Service. 	<ul style="list-style-type: none"> Take reservations and enquire purpose of visit Greet each guest promptly, courteously with eye contact, smile and good body posture Present menu and share promotions, specials and items that are not available Take food and beverage orders, repeat orders to guests and inform guest of estimated time to serve 	<ul style="list-style-type: none"> Working Hours: 6 days/ week, 44hrs/week Based on roster Employment Type: Full Time Location: Various Location (Near MRT)

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Supervise preparation/ topping up of mise-en-place for side station • Key orders in the Point-of-Sale system efficiently • Supervise the checking of food and beverage inventories and stocks are completed in a consistent and accurate manner • Follow Food & Beverage Safety and Hygiene policies and procedures • Supervise opening, operating and closing procedures • Delegate duties & responsibilities to servers and captains • Ensure staffs to adhere to all company procedures • Assist manager in daily briefing to staff members and overseeing the administration and operation of outlet; getting involved in planning and organizing of special events • Supervise the implementation of plans to improve and standardize all aspects of operations • Ensure all new team members are inducted, mentored and trained thoroughly. alongside the Restaurant Manager and Assistant Restaurant Manager and Bar Manager • Ensure excellent communication exists within the restaurant • Demonstrate a positive attitude in the workplace; understand and act on team members' motivations to help them continually perform their best 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Production Assistant - Bakery [Commonwealth Culinary Creations]	<ul style="list-style-type: none"> • Minimum equivalent of GCE 'O' level • Exposure in the manufacturing of western pastry/savoury/kitchen/bakery products & on a large scale • Familiarisation with ISO 22000 Food Quality Control System • Knowledge in running the relevant equipment, as necessary • Training will be provided. No working experiences individuals are welcome to apply. 	<ul style="list-style-type: none"> • To perform hands-on work in the making of pastry/savoury/kitchen/bakery products • To maintain consistent quality in the preparation of products • To ensure proper packing, labelling and storage of ingredients and products • To assist with logistics such as trolley wrap/cover/retrievability, product picking & dispatch, wherever required • To execute all duties tasked by Reporting Officers in the department • To observe and adhere to highest safety, sanitary & hygiene standards in the production area • To comply with ISO 22000, AVA and other local food authorities, including MUIS/Halal, requirements • To perform or assist with administrative activities such as those related to production planning & ISO 22000/SAP production documentation • To ensure proper and safe use of all equipment and work areas 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, 44hrs/week Shift hours • Employment Type: Full Time • Location: 7 Buroh Lane (S)618291
Production Assistant - Packing [Commonwealth Culinary Creations]	<ul style="list-style-type: none"> • Minimum equivalent of GCE 'O' level • Exposure in the packing, labelling &/or dispatching of western pastry/savoury/bakery products & on a large scale • Familiarisation with ISO 22000 Food Quality Control System 	<ul style="list-style-type: none"> • To pack & label pastry/savory/bakery products ensuring that the required quantity is met according to schedule & product specifications • To maintain consistent quality in the packing & labelling of products • To ensure proper storage & handling of products • To pick & dispatch products according to customers' orders 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, 44hrs/week Shift hours • Employment Type: Full Time • Location: 7 Buroh Lane (S)618291

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge in running the relevant equipment, as necessary • Training will be provided. No working experiences individual are welcome to apply. 	<ul style="list-style-type: none"> • To observe and adhere to highest safety, sanitary & hygiene standards in the production area • To comply with ISO 22000, AVA and other local food authorities, including MUIS/Halal, requirements • To perform or assist with administrative activities such as those related to production planning & ISO 22000/SAP production documentation • To ensure proper and safe use of all equipment and work areas 	
Production Assistant - Pastry [Commonwealth Culinary Creations]	<ul style="list-style-type: none"> • Minimum equivalent of GCE 'O' level • Exposure in the packing, labelling & / or dispatching of western pastry/ savoury / bakery products & on a large scale • Familiarisation with ISO22000 Food Quality Control System and FSSC system • Knowledge in running the relevant equipment, as necessary • Able to carry out instructions independently and team player 	<ul style="list-style-type: none"> • To perform hands-on work in the marking of pastry products • To maintain consistent quality in the preparation of products • To ensure proper packing, labelling and storage of ingredients and products • To assist with logistics such as trolley wrap/cover/retrievability, product picking & dispatch, wherever required • To observe and adhere to highest safety, sanitary & hygiene standards in the production area • To comply with ISO22000, AVA and other local food authorities, including MUIS/ Halal, requirements • To perform or assist with administrative activities such as those related to production planning & ISO 22000 / SAP production documentation • To ensure proper and safe use of all equipment and work areas 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 44hrs/week Shift hours • Employment Type: Full Time • Location: 7 Buroh Lane (S)618291

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Manager, Sales & Marketing [Commonwealth Kokubu Logistics] 	<ul style="list-style-type: none"> • Diploma or Degree in Marketing, Communications, or a related field will be an advantage • Proven experience in sales and customer service • Proficiency in Microsoft Office applications • Ability to thrive in a fast-paced work environment • Strong problem-solving and analytical skills • Demonstrated leadership and team management abilities • Excellent verbal and written communication skills • Exceptional customer service orientation 	<ul style="list-style-type: none"> • Consistently meet or exceed assigned sales targets and quotas • Supervise, guide, and support the sales team, including implementing incentive programs to motivate staff in achieving sales goals • Monitor and evaluate the performance of the sales team, providing coaching and feedback where necessary • Build, maintain, and strengthen strong working relationships with customers to ensure high levels of satisfaction and retention • Identify new business opportunities and develop effective strategies to drive sales growth • Attend and actively participate in regular sales meetings • Assume full responsibilities of the Sales Manager during periods of absence or emergency 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 40 hrs/week, 9am to 6pm • Employment Type: Full Time • Location: 7 Buroh Lane (S)618291
Executive, IT [Commonwealth Kokubu Logistics] 	<ul style="list-style-type: none"> • Diploma or Degree in Computer Science, Information Technology, or related field. • Minimum 2 years of experience in Level 1 application support and software project implementation. • Good understanding of Microsoft 365 environment and Windows-based PC support. • Basic knowledge of LAN, WAN, networking concepts, and server environments. 	<p>Application Support & Project Implementation</p> <ul style="list-style-type: none"> • Provide Level 1 support for core business applications, including Warehouse Management System (WMS), Electronic Data Interface (EDI), and Transport Management System (TMS) • Manage change requests and support IT project implementation for core applications, including requirement gathering, System Integration Testing (SIT), User Acceptance Testing (UAT), and production deployment • Liaise with internal and external stakeholders to gather, analyse, 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 40 hrs/week, 9am to 6pm • Employment Type: Full Time • Location: 7 Buroh Lane (S)618291

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills. Ability to work independently and multitask. • Good written and verbal communication skills. • Experience in warehouse or logistics environments with exposure to WMS and TMS is an advantage. 	<p>and document business requirements</p> <ul style="list-style-type: none"> • Perform system troubleshooting, root cause analysis, and coordinate issue resolution with vendors when required • Provide end-user support, including onboarding/offboarding, device setup, and troubleshooting of PCs, printers, and mobile devices • Support and maintain servers, wireless networks, LAN switches, and overall network connectivity • Maintain accurate inventory records for IT assets and software licenses • Assist in IT procurement, documentation, and compliance tracking 	
<p>Senior Executive Assistant, Finance [Commonwealth Kokubu Logistics] </p>	<ul style="list-style-type: none"> • At least 2–4 years of relevant finance/accounting experience preferred. • Proficiency in SAP or similar ERP systems is advantageous. • Diploma or NITEC in Accounting, Finance, or equivalent professional qualification. • Strong analytical skills, attention to detail, and ability to work independently with minimal supervision. • Good communication and interpersonal skills, with the ability to collaborate across teams. 	<ul style="list-style-type: none"> • Oversee and perform Accounts Payable (AP) and Accounts Receivable (AR) functions, ensuring accuracy and timeliness • Review and reconcile General Ledger and bank accounts, investigating and resolving discrepancies • Monitor daily cash book • Coordinate and support statutory and internal audits, ensuring compliance with financial regulations and company policies • Assist in performing other Finance-related duties 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 40 hrs/week, 9am to 6pm • Employment Type: Full Time • Location: 7 Buroh Lane (S)618291

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Warehouse Assistant [Commonwealth Kokubu Logistics]	<ul style="list-style-type: none"> • 1 - 3 years relevant experience in warehouse stock keeping • Minimum secondary school education • Physically fit and able to carry up to 20kg load • Possession of forklift license is advantageous • For day shift, work hours are Mon – Fri, 8.30am to 6.15pm 	<ul style="list-style-type: none"> • Perform quality inspection on incoming shipment, including loading, and unloading of goods • Ensure receiving tally sheet and GRN updated on time • Manage inventory FIFO, FEFO and LIFO • Receive, check and release of goods • Pick, pack, and unpack orders • Operate forklift, for staff with certified forklift licence • Perform general housekeeping duties such as clearing away packing material and debris • Maintain tidiness and cleanliness in the warehouse and facilities at all times • Conduct physical stock rotation and checking on weekly basis • Any other duties assigned by the immediate reporting officer or management 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hrs/week, 8.30am to 6.15pm • Employment Type: Full Time • Location: 7 Buroh Lane (S)618291
Production Assistant [Zac Meat & Poultry]	<ul style="list-style-type: none"> • Comfortable working in cold temperatures and working within the butchery/food environment. • Minimum equivalent of GCE 'O' level • Fresh graduates are welcome. • Comfortable working in cold temperatures and working within the butchery/food environment. • Demonstrate strong interpersonal skills and the ability to work effectively as part of a team. • Hardworking, reliable, exhibit efficiency, speed, and a collaborative 	<ul style="list-style-type: none"> • Setting up of workstations with all necessary ingredients and cooking equipment • Preparing ingredients for cooking, including tasks such as thawing and chopping • Ensure proper storage of both food and packaging materials • Conduct quality checks on ingredients to ensure freshness and adherence to standards • Monitor stock levels and place orders as needed • Unpack, thaw, mince, cook, cool, and pack meat products following established procedures • Calibrate food processing machines, ensuring correct settings for each processing step • Inspect packed meat products for conformity issues, isolating 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hrs/week, 8am to 6pm • Employment Type: Full Time • Location: 7 Buroh Lane (S)618291

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>approach as a team player.</p>	<p>or discarding non-conforming items</p> <ul style="list-style-type: none"> • Ensure safe and proper handling, storage, and use of meats, sausages, cold cuts and raw materials • Adhere to FSSC, ISO 22000 and HACCP standards and requirements at all times 	

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#6 Denps Global

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Retail Health Supplement Promoter (FT/PT)</p>	<ul style="list-style-type: none"> • Prior experience in sales, retail, promotions, events, or health products is an advantage (not required) • Able to converse confidently in English. • Friendly, approachable, and comfortable speaking with customers. • Engage customers with product introductions and nutritional guidance • Conduct product sampling & demonstrations to drive sales • Provide excellent customer service and handle product inquiries • Maintain proper merchandising, display setup, and stock arrangement • Support stock replenishment and perform basic inventory checks • Execute all sales-related duties required to maximize Denps 	<ul style="list-style-type: none"> • Approach and engage walk-in customers warmly in Watsons retail store • Introduce and explain health supplements, including benefits, ingredients, and promotions • Recommend suitable products based on customer needs such as: <ul style="list-style-type: none"> ○ Energy support ○ Immunity boosting ○ Digestive health ○ Daily wellness • Assist customers with product selection and simple sales closing • Encourage bundle purchases and add-on items where suitable • Maintain product displays and ensure shelves are properly stocked • Deliver friendly and professional customer service at all times • Submit simple daily sales or activity updates when required <p>Salary & Benefits:</p>	<ul style="list-style-type: none"> • Working Hours: • Standard shift: 11:30 AM – 7:30 PM • Weekend availability is required • Flexibility in ending work at a later time for more sales opportunity • Employment Type: Full Time/ Part Time • Job Type: Permanent • Location: Watsons Retail Stores

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	performance within Watsons stores <ul style="list-style-type: none"> • Punctual and responsible with assigned shifts • Comfortable standing for long hours 	<ul style="list-style-type: none"> • \$13 per hour (weekday) \$15 per hour (weekend) + Tiered commission structure : 3%–10% (Performance based) • Double-pay for Public Holidays • CPF contributions provided (Employer & Employee CPF applicable) • High-performing promoters may be considered for Longterm Sales Associate roles after the 3-month contract 	

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#7 Dr Who Global Watertech (S)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Executive 	<ul style="list-style-type: none"> • Knowledge of ERP system, Microsoft Navision or Business Central will be an added advantage. • Strong verbal and written communication skills. • Meticulous, with an eye for details. • Able to perform tasks independently and function cohesively with at team. • Thrive well in a fast-paced environment. 	<ul style="list-style-type: none"> • Performing day-to-day financial transactions, including verifying, classifying, computing, posting and recording of GL, Accounts Receivables and Accounts Payables Transactions. • Full set of account for various entities. • Processing AP payments. • Monitoring inventory movement and reconciliation of discrepancies. • Preparing fixed asset and balance sheet schedule 	<ul style="list-style-type: none"> • Working Hours: 8.45am to 6.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 24 Chin Bee Road (S)619830
Procurement Executive/ Assistant Manager 	<ul style="list-style-type: none"> • Minimum 2 years' experience in Procurement role in FMCG industry-preferably in Food & Beverage industry; • Material planning & understanding of supply chain concept will be a plus point; • Excellent negotiation skills, able to engage 	<ul style="list-style-type: none"> • Source, evaluate and manage Suppliers and Vendors including arrangement for oversea shipment; • Establish good relationship with new and existing suppliers; • Able to liaise and negotiate with suppliers on quotation & contract prices to achieve saving targets; • Generate inventory reports to optimize replenishment levels 	<ul style="list-style-type: none"> • Working Hours: 8.45am to 6.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 24 Chin Bee



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	suppliers at all levels to negotiate effectively; <ul style="list-style-type: none"> • Confident to communicate with all levels / different cultural backgrounds; • Good sourcing skills and has strong interpersonal skills; • Meticulous, organized, tactful and able to take initiative; • Self-motivated, self-discipline, independent, patient and willingness to learn 	and ensure goods are sufficiently replenish to fulfil sales requirement; <ul style="list-style-type: none"> • Identify Cost Saving opportunities & negotiate on credit terms; • Review of cost savings every QTR; • Improvement in Cost Control, Quality of goods / services procured and Delivery performance to ensure timely delivery of such goods / services; • Timely PO processing and reporting; • Ensure data integrity and accuracy for all information input into the system; • Handles commercial disputes / non-conforming issues with Suppliers; • Devising procedures to inspect and report quality assurance issues; • Perform weekly inventory monitoring to ensure all inventory targets are achieved; • Review of planning to ensure fresh stock availability; • Plan, manage and execute Production schedule within plant capacity, focusing on customer order fulfilment; • Monitor production and raw material costs 	Road (S)619830
Quality Control Engineer 	<ul style="list-style-type: none"> • Proven working experience as a QA/QC in Food Factory for a minimum of 3 years. • Advantage for candidates with Certifications such as Quality Auditor, Quality Engineer, Quality Improvement Associate and Six Sigma. 	<ul style="list-style-type: none"> • Manage end-to-end quality control of raw materials, in-process monitoring and final inspection of outgoing products involving organoleptic, physical, chemical and microbiological analysis. • Conducts drinking water quality inspection and test monitoring 	<ul style="list-style-type: none"> • Working Hours: 8.45am to 6.30pm • Employment Type: Full Time • Job Type: Permanent




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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Quality inspection, auditing and testing experience. • Highly motivated, self-driven • Meticulous, independent with good communication skills. • Experience with implementation of corrective action programs. • Strong computer skills including Microsoft Office, QA applications and databases. 	<p>from water treatment process to bottling process.</p> <ul style="list-style-type: none"> • Conducts daily hygiene and factory housekeeping inspection including production floor, raw material storage and warehouse facility. • Maintains laboratory inventory, equipment tool calibration and maintenance. • Perform monthly verification of pest control inspection and documentation. • Handle all new applications and renewals of quality standard certification in compliance to SFA (Singapore Food Agency). • FSSC 22000, ISO22000 Food Safety Management System, HACCP and Halal. • Able to conduct internal factory audits, annual ISO certification, surveillance audits and customer related inspections. • Handles external laboratory testing of source water and product drinking water in compliance to SFA standards. manage and investigate product complaints by customers and ensure closure in accordance with company guidelines and external regulatory requirements. • Manage risk-management compliance, customer quality index and quality control operations. • Oversees quality management compliance, customer quality index and quality control operations. • Conducts annual management review on quality system involving quality performance index, plans and improvements. 	<ul style="list-style-type: none"> • Location: 24 Chin Bee Road (S)619830



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide training and support to relevant team on systems, policies, procedures and core processes. 	
Sales Support Coordinator 	<ul style="list-style-type: none"> • Meticulous and detail oriented as the job requires documentation work; • Able to work in fast pace environment; • Excellent telephone etiquette with passion in customer service; 	<ul style="list-style-type: none"> • Manage targeted orders and monitor delivery status; • attend inbound calls from customers; • handling incoming enquiries, complaints and feedback and resolve them in accordance with SOP; • Coordinate with delivery team on orders: provide support to sales team 	<ul style="list-style-type: none"> • Working Hours: 8.45am to 6.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 24 Chin Bee

#8 EM Services


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Contract Officer / Manager 	<ul style="list-style-type: none"> • Recognized university degree in Estate Management / Building or recognised qualifications • Good experience in maintenance contracts • Good Team player • Good problem solver 	<ul style="list-style-type: none"> • Check and ensure accuracy of project cost estimates and specifications for all Cyclical, Additions & Alterations and Improvement Works • Prepare, call and administer the various tenders for the routine maintenance works, services and supplies • Provide advice on the selection of suitable contractors / specialists for routine maintenance works, services and supplies • Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payment are promptly made to contractors / suppliers 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am to 5pm • Employment Type: Full Time • Job Type: Permanent
Customer Relations Assistant 	<ul style="list-style-type: none"> • NITEC/Higher NITEC • One year of customer support experience • Ability to multi-task effectively 	<ul style="list-style-type: none"> • Handle resident enquiries and feedback through phone, email, and walk-ins while performing general administrative duties and case follow-ups. 	<ul style="list-style-type: none"> • Working Hours: 5 days 8am to 5pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Finance & Admin Manager 	<ul style="list-style-type: none"> • Degree in Accounting/ACCA, • Minimum 3 years' experience in accounting and related areas (internal control, governance, risk management, audit), strong analytical skills, and ability to work under stress. 	<ul style="list-style-type: none"> • Oversee finance operations including income verification, arrears management, budgeting, reconciliation of accounts, preparation of financial statements, and supervision of Finance & Admin Assistants. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am to 5pm • Employment Type: Full Time • Job Type: Permanent
Senior Finance Admin Assistant 	<ul style="list-style-type: none"> • Nitec/Higher Nitec/Diploma in Accounting • Have positive working attitude, proactive and meticulous • Proficient in Microsoft Office (Word and Excel) • Good communication and interpersonal skills • Minimum 1 year of relevant accounting work experience preferred • Half working Saturday once every 3 weeks 	<ul style="list-style-type: none"> • Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.) • Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc. • Handle general administrative duties • Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers & reminder notices 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am to 5pm • Employment Type: Full Time • Job Type: Permanent
Internal Audit Manager / Senior Manager (Business Audits) 	<ul style="list-style-type: none"> • Degree in Accountancy/ACCA or professional CA qualification with CIA certification. • CISA or CFE certification would be an advantage. • At least 6 years of experience in internal audit, preferably in construction or engineering services industry with exposure in Big 4 accounting firms. • Proficiency in the use of data analytics tools (e.g. ACL, IDEA, Power BI, tableau, etc). • Self-driven individual who is adaptable to changing 	<ul style="list-style-type: none"> • Manage end-to-end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects. • Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines and regulatory requirements. • Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8.30am to 6pm • Employment Type: Full Time • Job Type: Permanent



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>priorities and different challenges and thrives in a fast paced and dynamic environment.</p> <ul style="list-style-type: none"> • Good interpersonal and collaborative skills with ability to exercise objective judgement. • Ability to influence and interact with confidence and develop trusted relationships with key stakeholders, management and multi-disciplinary staff across different levels. • Strong communication (verbal and written) and good report writing and presentation skills with strong problem-solving and logical thinking skills. • Meticulous and resourceful with high level of commitment and initiative. • Possess the passion to lead by example with strong organisational and critical thinking skills. • Ability to work effectively as a team player/leader, with excellent analytical and the requisite managerial skills to manage detailed/technical work without losing sight of 'big picture' issues. • Maintain high level of integrity and professional standards with continuous professional development. 	<p>quality to provide independent assurance.</p> <ul style="list-style-type: none"> • Ensure proper audit evidence are obtained and audit documentation are carried out in accordance with internal audit standards. • Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements. • Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations. • Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for reporting to the Audit Committee. • Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee and the Board of Directors. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Project Manager (Civil Structural) 	<ul style="list-style-type: none"> • Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management & Maintenance / Construction Management / Structural & Civil Engineering • Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion • Have a good understanding of WSHA • Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project • Has effective communication & negotiation skills • Able to multitask and manage time efficiently 	<ul style="list-style-type: none"> • Conduct feasibility study and site survey to determine the scope of the project • Oversee tender management including preparing tender document, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors • Lead the project team in the execution of Repairs & Redecoration, reroofing and Additions & Alterations projects • Carry out periodic site inspections • Oversee budget & cost control for projects • Manage of Contractors & Consultants • Other duties as assigned from time to time 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am to 5pm • Employment Type: Full Time • Job Type: Contract
Project Manager (Engineering) 	<ul style="list-style-type: none"> • Candidate must possess at least a Bachelor's Degree, Professional Degree, Engineering (Civil), Engineering (Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent. • At least 3 year(s) of working experience in the related field is required for this position. • WSQ Manage Workplace Safety and Health in Construction Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification 	<ul style="list-style-type: none"> • Responsible for all activities on the project, the field team and people on site ensuring that quality and safety standards are not compromised. • Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications. • To prepare and submit progress reports, progress claims, safety reports, materials to purchase and ad-hoc reports for projects. • Liaison will be required with the clients and consultants for design and with management team, supply chain and vendors, suppliers, sub-contractors and internal support functions. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am to 5pm • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project • Has effective communication (written and verbal) & negotiation skills • Able to multitask and manage time efficiently • Able to perform under pressure in a fast paced environment • Good team player and able to work independently with minimum supervision • Desire to learn and possesses positive attitude with results 	<ul style="list-style-type: none"> • Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities. • The candidate will be fully accountable for the overall financial result of each project and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate on overspending in costs. • Lead the project team in the execution of projects. • Project planning and resource allocation. • Conduct site survey (pre-commencement, post project etc). • Documentation and effectively communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc). • To attend site meetings with customers and vendors and take duties as assigned 	
<p>Property Officer </p>	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NiTEC, Diploma, Advanced/Higher/ Graduate Diploma, Property Development/Real Estate Management or equivalent • Diploma in Building / Facilities Management / Real Estate Business / Intelligent building 	<ul style="list-style-type: none"> • Carry out estate inspection, identify building defects and supervise maintenance and improvement works. • Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases. • Working with grassroots leaders on maintenance issues and to organize activities • Any ad hoc duties as assigned by the supervisor • Able to work under pressure and willing to do overtime 	<ul style="list-style-type: none"> • Working Hours: 5.25 days/week, 8 am to 5pm • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Non-Diploma holders are required to have at least 3 years experience in Facilities Management (minimally Nitec) • Entry-level candidate with relevant Diploma are welcome to apply 		
Property Manager 	<ul style="list-style-type: none"> • Degree in Building Services / Facilities Management / Real Estate Business or other building related degree • Entry level candidates with relevant qualification welcome to apply • Candidates with more years of relevant position will be considered for a senior role • Must be a team player with high integrity, leadership, problem solving and interpersonal skills 	<ul style="list-style-type: none"> • Oversee the team in management and maintenance of buildings and common properties. • Administer tenancy/ lease related matters. • Managing yearly budgets and doing presentations • Work closely with councillors, residents, grassroots organisations and relevant government agencies • Able to work under pressure and tight deadlines 	<ul style="list-style-type: none"> • Working Hours: 5.25 days/week, 8am to 5pm • Employment Type: Full Time • Job Type: Permanent
Public Relations Manager / Executive 	<ul style="list-style-type: none"> • Diploma / Degree in Mass Communications / Digital Media Production / Marketing or other equivalent educational qualifications • Good knowledge in sustainability & green practices is a plus • Good copywriting skills with strong command of written and spoken English and fluent in a 2nd language • Knowledge of design and editing softwares (eg. Canva / Photoshop / Illustrator / InDesign / Premiere Pro / iMovie) 	<ul style="list-style-type: none"> • Support the Strategic Communications & Public Relations Team to develop communications content and publicity deliverables • Work with community partners and other government agencies to curate content and organise community outreach initiatives • Support the curation and management of content for social media and estate publicity • Support digital media productions and webinars for townhall meetings • Track daily news outlets • Attend to feedback and incidents, when necessary 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am to 5pm • Employment Type: Full Time • Job Type: Permanent


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of photography and videography • Good understanding of SEO/SEM, digital marketing tools and social media platforms • Good understanding of social media trends and current affairs and a good team player 		

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#9 Forte Employment Services

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Billing Officer	<ul style="list-style-type: none"> • Minimum GCE “N” / “O” Level • Minimum 2 years of relevant experience as billing officer • Basic computer literacy (E.g. Microsoft Outlook, Excel, Word) • Good command of spoken and written English • Able to work in a fast-paced environment, independently and good with teamwork 	<ul style="list-style-type: none"> • Assign daily administrative tasks to team members for effective completion. • Solve any administrative issues that may arise • Coordinate between admin and operation staff. • Guide and familiarize new hires. • Provide customer service support • Prepare shipping documents and import / export documentation by adhering to the SOP in place. • Monitor and ensure shipments being cleared and delivered as prescribed. • Ensure Key Performance Indexes are met for all incoming and outgoing activities. • Coordinate with supervisor for warehouse activities. • Collaborate with other departments to fulfill orders and ensure timely deliveries. • Ensure accuracy of all inventories. Maintain accurate 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am to 6pm • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		records of inventory levels and report any discrepancies. <ul style="list-style-type: none"> • Perform of general housekeeping within the workplace • Perform any other job-related functions as and when assigned by superior. 	
Events Executive (Contract) 	<ul style="list-style-type: none"> • Diploma in Event Management • Minimum 1 year of relevant working experience 	<ul style="list-style-type: none"> • Planning, coordination, and execution of Nu Skin events, trainings, and activities • Responsible for overseeing event administration and operational matters, including the setup and teardown of event venues and training rooms, while ensuring that facilities, equipment, and logistics are properly prepared and managed • Responsible for managing of training room bookings • Perform offsite errands and adhoc duties as needed 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 10am to 7pm • Employment Type: Full Time
HR Executive (Contract) 	<ul style="list-style-type: none"> • Diploma in Human Resource Management or Business or related field • Minimum 2 years of relevant working experience • Service oriented • Proficient in Microsoft Office • Self-motivated and a dynamic team player • Good interpersonal and communication skills 	<ul style="list-style-type: none"> • Assist with onboarding/offboarding processes • Administer employee benefits, leave records, and claims • Assist in the preparation of PR and PO • Handle daily administrative tasks • Handle bookings of flights, accommodation, and travel insurance • Process billings received for payments • Manage office supplies and staff welfare • Coordinate general office and Showroom maintenance. • Assist in the planning of company events and execute engagement activities 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 10am to 7pm • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support the HR team with ad-hoc administrative projects as needed. 	
IT Executive (Contract) 	<ul style="list-style-type: none"> • Diploma in IT 	<ul style="list-style-type: none"> • Provide tier 1 support to end users through identifying, investigating and troubleshooting of IT problems brought by users of laptops, servers, internal software programs, web and main frame applications • Escalate incoming requests to tier 2 support IT members and follow up where necessary • Provide support reports on related IT members and supervisor in regular basis • Provide training to users • Assist adhoc IT projects 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 10am to 7pm • Employment Type: Full Time
Customer Service Officer	<ul style="list-style-type: none"> • Min Secondary school qualifications • English speaking • Have basic computer knowledge • Candidate with Cargo Wise experience is a plus • Min 1 year experience 	<ul style="list-style-type: none"> • Arrange Import/Export LTL Trucking Shipments • Arrange Import/Export FTL Trucking Shipments • Main PIC for some customers • Billing of operation jobs • Monthly closing • Creation of jobs in Cargo Wise system • Monitoring of shipments • Import/Export permit declaration • Any ad hoc duties as assigned by reporting manager 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 815am to 5:30pm • Employment Type: Perm
Logistics Officer	<ul style="list-style-type: none"> • O Level 	<ul style="list-style-type: none"> • Understand and comply to all warehouse related safety, quality & operating processes. • Perform 5S in warehouse. • Perform warehousing activities including inbound, outbound and cycle count, in a timely and orderly manner. • Conduct visual inspection and report any non-conformity / exception from shipment • Support Supervisor to achieve all required KPI. 	<ul style="list-style-type: none"> • Working Hours: Several working hours • Employment Type: Contract

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Perform general warehousing duties including maintaining database integrity, stocktaking, material handling, documentation control, etc. • Ensure all documentation are accurate and submitted timely. • Participate in process improvement initiatives and implementation. • Continuously striving for higher level of performance efficiency. • Co-ordinate and liaise with customers/ transporter on day-to-day issues, order planning to meet customer’s shipment delivery / collection requirements. • Prepare data collection and submit accurate reports to the Operations Executive. • Perform cycle count administration. • Ensure all incoming (including exchange and returns) and outgoing shipments are completed in a timely and orderly manner. • Ensure all shipment documentation are accurate and submitted timely. • Perform process improvement initiatives and implementation. • Report to the Supervisor on all receiving non-conformances. 	
<p>Production Operator</p>	<ul style="list-style-type: none"> • No Requirement 	<ul style="list-style-type: none"> • Loading / Unloading machines. • Folding, packing & tagging of Laundry/Linen. • Setting up, monitoring, and maintaining machines and equipment used in the production lines. • Labelling & packing of goods. • Supporting production in daily outputs. • Perform inventory and housekeeping • Performing any 	<ul style="list-style-type: none"> • Working Hours: 6 days/week, 8am to 6pm • Employment Type: • Full time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		other duties as assigned by the Company. • Pulls & packs products based on the daily orders. • Meets specifics of customer orders in a timely manner. • Monitors product quality frequently, reporting problems to mitigate safety issues.	
Storekeeper	<ul style="list-style-type: none"> • Minimum GCE “N” / “O” Level • Able to communicate in English • Able to operate forklift in accordance to Safety requirements • Discipline in attendance and punctuality 	<ul style="list-style-type: none"> • Perform logistics duty of receiving and put away including checking, retrieving, loading & unloading, repacking and palletizing for both import and export cargoes by adhering to the Standard Operating Procedure. • Ensure goods are handled with care. • Assist in counting of physical inventory. • Ensure proper control and maintenance of material handling equipment. • Performing of general housekeeping and maintaining of safe working environment. • Operating of forklift and reach truck (applicable for those who holds forklift license). • Adhere strictly to safety measures and regulations in the workplace. • Assisting other Teams as and when required. • Perform any other job-related functions as and when assigned by superior. 	<ul style="list-style-type: none"> • Working Hours: Several working hours
Telemarketer	<ul style="list-style-type: none"> • N Level/O Level 	<ul style="list-style-type: none"> • Identify new business opportunity • Answering to clients' enquiries • Manage the sales cycle from prospecting to closing, ensuring all sales activities are 	<ul style="list-style-type: none"> • Working Hours: Monday to Friday 9am to 6pm Saturday 10am to 2pm




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		tracked and followed up on effectively. <ul style="list-style-type: none"> Any other adhoc duties assigned 	
Warehouse Assistant (Temporary)	<ul style="list-style-type: none"> No Requirement 	<ul style="list-style-type: none"> Picking & Packing Labelling Stock Check 	<ul style="list-style-type: none"> Working Hours: Several working hours

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#10 GP Hotel Management

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Housekeeper	<ul style="list-style-type: none"> Minimum 3 years of hospitality experience with strong leadership, communication, and decision-making skills, demonstrating accountability, attention to detail, and a service-oriented mindset, with the ability to work independently and lead teams in a fast-paced, shift-based environment including weekends and public holidays. 	<ul style="list-style-type: none"> Ensure highest standard of cleanliness, order and appearance of the hotel. Plan monthly roster for Housekeeping team. Assign housekeeping employee their roles and duties; inspect work, etiquette and grooming for conformance and ensure compliance. Supervise, train, and retrain employee, including interns, to prescribe hotel standards. Ensure the cleanliness and appropriate supply of rooms or its equivalent according to the standards and procedures set and approved by the hotel management. 	<ul style="list-style-type: none"> Working Hours: 8hrs/ shift, 42 hrs/ week Employment Type: Full Time Job Type: Permanent Location: 78 Waterloo Street (S)189870
Bellhop	<ul style="list-style-type: none"> Work on weekends, public holidays, and rotating day and night shifts. 	<ul style="list-style-type: none"> Open doors and assist guests/visitors entering and leaving property Handle luggage for both arriving and departing guests which includes proper handling, tagging, recording, storage and delivery of all luggage. Attend to basic guest enquiries pertaining to tourist information. 	<ul style="list-style-type: none"> Working Hours: 9hr 45min/ shift 43hr 45min/ week Employment Type: Full Time Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work closely with other departments to provide pleasant experience for all guests. 	
Duty Manager 	<ul style="list-style-type: none"> • Minimum 2 years of managerial experience in the hotel industry, with a passion for delivering exceptional guest service, strong communication and problem-solving skills, and the ability to work independently in a fast-paced, high-pressure environment, including shifts on weekends and public holidays. 	<ul style="list-style-type: none"> • Lead and manage front office and housekeeping operations to ensure service excellence, operational efficiency, and adherence to organisational standards. • Oversee team performance, handle guest feedback and service recovery, ensure compliance with data protection and safety regulations, and manage emergency situations. • Plan manpower, optimise room inventory, resolve operational issues, and drive continuous improvement through coaching and process enhancements. 	<ul style="list-style-type: none"> • Working Hours: 9hr 45min/ shift 43 hr 45 min/ week • Employment Type: Full Time • Job Type: Permanent
Front Desk Executive 	<ul style="list-style-type: none"> • Basic computer literacy with ability to operate hotel systems for check-in and check-out. • Work on weekends, public holidays, and rotating day and night shifts. 	<ul style="list-style-type: none"> • Provide quality customer service at all times; ensure a smooth and timely check-in/check-out • Proactively assist guests on enquiries relating to their stay and follow-up promptly on guest requests and needs. • Thorough understanding of all hotel room categories, room rates and other general product knowledge necessary to perform Front Office operations. • Accounting and maintaining an accurate cash float. 	<ul style="list-style-type: none"> • Working Hours: 7:30am - 7:30pm, 7:30pm - 7:30am 55hrs/ week • Employment Type: Full Time • Job Type: Permanent
Front Office Manager 	<ul style="list-style-type: none"> • Minimum 4 years of managerial experience in the hotel industry, with a passion for delivering exceptional guest service, strong communication and problem-solving skills, and the ability to work 	<ul style="list-style-type: none"> • Manages, supervises, and coordinates the daily operation of the hotel(s) and ensure that all procedures are performed in accordance with established standards and procedures at all times to reach optimal guest satisfaction. 	<ul style="list-style-type: none"> • Working Hours: 9hr 45min/ shift, 43 hr 45min / week • Employment Type:


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	independently in a fast-paced, high-pressure environment, including shifts on weekends and public holidays.	<ul style="list-style-type: none"> • Trains and supervises the Front Office employees in all reception and cashiering procedures and assign tasks as necessary. • Ensure that the investigation of irregularities and undesirable guests and checks on room occupancy discrepancies are properly conducted. 	Full Time <ul style="list-style-type: none"> • Job Type: Permanent • Location: 78 Waterloo Street (S)189870
Housekeeping Coordinator	<ul style="list-style-type: none"> • Graduate with Diploma / O Levels, reliable, and tech-savvy with basic English. • Able to operate robots and manage logs communicate clearly, stay organized under pressure • Work on weekends and public holidays. 	<ul style="list-style-type: none"> • Responsible for preparing daily room assignments, coordinating with Front Office, and managing guest requests and maintenance reports. • Monitor and operate delivery robots, ensure smooth runs, and maintain pantry stock levels. • Keep accurate records, follow safety procedures, and ensure departmental and guest supplies are available. • Perform other duties as assigned by Management. 	<ul style="list-style-type: none"> • Working Hours: 8hrs/ shift, 42 hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 78 Waterloo Street (S)189870
Housekeeping Supervisor	<ul style="list-style-type: none"> • Minimum 2 years of experience in housekeeping • Able to lead and manage a team of room attendants. • Work on weekends and public holidays. 	<ul style="list-style-type: none"> • Ensure highest standard of cleanliness, order and appearance of the hotel according to hotel standards and procedures. • Assign housekeeping staff their roles and duties. • Monitor forecasted occupancy and ensure adequate manpower for cleaning of checkout rooms. • Maintain proper housekeeping/ maintenance records of activities/events such as Lost and Found, Inventory, Rooming Lists. • Supervise and train staff to prescribed hotel standard. 	<ul style="list-style-type: none"> • Working Hours: 8hrs/ shift, 42 hrs/ week • Employment Type: Full Time • Job Type: Permanent
Painter	<ul style="list-style-type: none"> • About 1 to 2 years building maintenance experiences preferably 	<ul style="list-style-type: none"> • Responsible for carrying out daily painting and plastering 	<ul style="list-style-type: none"> • Working Hours: 9am - 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	with relevant hands-on experience in building related or hospitality industry	<p>work in accordance with hotel procedures and specifications.</p> <ul style="list-style-type: none"> • Perform general building maintenance and ensure workplace cleanliness. • Maintain tools and equipment in good condition, adhere to all safety practices, and assist with ad-hoc maintenance duties as assigned by the Engineering Department or Management. 	<p>9am - 1pm, 44 hrs/ week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent
Public Area Attendant	<ul style="list-style-type: none"> • Work on weekends and public holidays. 	<ul style="list-style-type: none"> • Clean and maintain hotel public areas. • Perform sweeping, mopping, vacuuming, dusting, polishing, and glass cleaning duties as assigned. • Empty trash bins and ensure waste is properly segregated and disposed of according to hotel and environmental standards. • Replenish supplies in restrooms and other public spaces. • Report any maintenance issues, safety hazards, or lost-and-found items to the Housekeeping Supervisor promptly. 	<ul style="list-style-type: none"> • Working Hours: 8hrs/ shift, 42 hrs/ week • Employment Type: Full Time • Job Type: Permanent
Room Attendant	<ul style="list-style-type: none"> • Work on weekends, public holidays, and rotating day and night shifts. 	<ul style="list-style-type: none"> • Housekeeping of the assigned rooms - Clean and tidy guest rooms, bathrooms, and corridors according to hotel standards. • Replace linens, towels, and room amenities as required. • Replenish supplies such as toiletries, coffee/tea sets, and stationery. • Maintain cleanliness of the hotel • Ensure housekeeping trolleys, pantries, and equipment are clean and well-stocked. • Ensure that the condition of fixtures, fittings and building 	<ul style="list-style-type: none"> • Working Hours: 8hrs/ shift, 42 hrs/ week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		components are well-maintained	
Technician 	<ul style="list-style-type: none"> 1 year relevant working experience. 	<ul style="list-style-type: none"> Attend to complaints/ reporting of breakdown of services within the hotel premises. Diagnostic testing and inspection for all electrical and mechanical equipment, sanitary and plumbing system, and arrangement of faulty items for repair work. Diagnostic testing and inspection of air-conditioning system including fan coil unit, compressor, control IC board and piping works for both preventive and repair work. 	<ul style="list-style-type: none"> Working Hours: 9am - 6pm 9am - 1pm, 44 hrs/ week Employment Type: Full Time Job Type: Permanent
Warehouse Assistant cum Delivery Driver	<ul style="list-style-type: none"> Valid Class 3 driving license with intermediate Computer literacy. Proficient in MS Office application. 	<ul style="list-style-type: none"> Responsible for receiving, sorting, packing, and labeling goods while verifying shipments and maintaining accurate inventory records. Handle loading, unloading, and delivery of goods to designated locations. Ensure vehicle checks, proper storage, and safe lifting of items up to 25kg. Maintain store cleanliness, report discrepancies, and support other warehouse and logistics duties as assigned. 	<ul style="list-style-type: none"> Working Hours: 9am – 6.30pm, 42 hrs 30 min/ week Employment Type: Full Time Job Type: Permanent Location: 456 Alexandra Road (S)119962

#11 Nirvana Joyful Life

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Afterlife Planner / Service Advisor(PT) 	<ul style="list-style-type: none"> Able to converse in English and Mandarin to attend to Mandarin speaking clients. Self motivated, good leadership and people skills Training and mentorship provided 18 years old and above 	<ul style="list-style-type: none"> Flexi time, fulfilling self-employed career Work from home or anywhere, you just need to be on site for appointments To prospect and advise customers on afterlife preplanning - estate, memorial and funeral arrangements 	<ul style="list-style-type: none"> Working Hours: 3 flexi days/week Employment Type: Part-Time Job Type: Freelance

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Retirees and stay at home parents are welcome • Prior experience in sales, bereavement care or fengshui interest is an added advantage 	<ul style="list-style-type: none"> • Selling of columbarium niches, tablets and funeral service packages • Servicing customers for memorial rituals 	

#12 Omega Security Services

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Security Officer	<ul style="list-style-type: none"> • It is a must to possess PRD license and self grooming is necessary 	<ul style="list-style-type: none"> • To provide security service to residential, industrial and commercial buildings 	<ul style="list-style-type: none"> • Working Hours: 8am - 8pm, 8pm - 8am, 44hr/ week • Employment Type: Full Time /Perm
Senior Security Officer	<ul style="list-style-type: none"> • It is a must to possess PRD license and self grooming is necessary 	<ul style="list-style-type: none"> • To provide security service to residential, industrial and commercial buildings 	<ul style="list-style-type: none"> • Working Hours: 8am - 8pm, 8pm - 8am, 44hr/ week • Employment Type: Full Time /Perm
Security Supervisor (SS) Floater	<ul style="list-style-type: none"> • It is a must to possess PRD license and self grooming is necessary 	<ul style="list-style-type: none"> • To provide security service to residential, industrial and commercial buildings 	<ul style="list-style-type: none"> • Working Hours: 8am - 8pm, 8pm - 8am, 44hr/ week • Employment Type: Full Time /Perm
Senior Security Supervisor (SSS) Floater	<ul style="list-style-type: none"> • It is a must to possess PRD license and self grooming is necessary 	<ul style="list-style-type: none"> • To provide security service to residential, industrial and commercial buildings 	<ul style="list-style-type: none"> • Working Hours: 8am - 8pm, 8pm - 8am, 44hr/ week • Employment Type: Full Time /Perm

#13 Savills Property Management

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Admin Assistant (PM) 	<ul style="list-style-type: none"> • Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently. 	<ul style="list-style-type: none"> • Issuing of cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Account officer (PM) 	<ul style="list-style-type: none"> • Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills 	<ul style="list-style-type: none"> • Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submit of GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 20 Martin Road (S)239070
Account Payable Executive (SSPL) 	<ul style="list-style-type: none"> • Diploma in Accountancy, Finance, or equivalent qualification. • Minimum two years of relevant Accounts Payable or finance experience. • Good understanding of accounting principles and AP processes. 	<ul style="list-style-type: none"> • Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. • Verify accuracy of invoices before posting into the accounting system. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Detail-oriented, proactive, and able to work independently. • Ability to work in a fast-paced environment and meet tight deadlines. • Proficient in MS Office applications, especially MS Excel. • Experience in accounting systems such as Microsoft Dynamics 365 will be advantageous. 	<ul style="list-style-type: none"> • Prepare payment vouchers and process payments via bank transfer. Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues. • Perform reconciliation of supplier statements and AP related GL accounts. • Maintain accurate and updated vendor records in the accounting system. • Support monthly, half-yearly, and year-end closing activities related to Accounts Payable. • Prepare AP schedules, accruals, and relevant journal entries for financial reporting purposes. • Prepare supporting schedules and documentation for financial reporting. • Ensure completeness and accuracy of AP records in compliance with accounting standards. • Ensure compliance with company policies, financial procedures, and internal controls. • Maintain proper audit trails for all AP transactions. • Assist with external and internal auditors by providing required documents and explanations. • Assist in improving AP processes and workflow efficiency. • Identify opportunities for process automation and system enhancements within the finance function. • Undertake ad-hoc assignments as assigned. 	<ul style="list-style-type: none"> • Location: 30 Cecil Street (S)049712
<p>Admin Assistant / Executive </p>	<ul style="list-style-type: none"> • Candidates should have at least GCE O Level certificate with 3 years of 	<ul style="list-style-type: none"> • Prepare and submit regular facility operation reports to management. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week,


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experience in Facilities Management</p> <ul style="list-style-type: none"> • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities. 	<ul style="list-style-type: none"> • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs. • Coordinate with employees to address workspace concerns and requests. • Liaise with building management for shared facility issues and updates. • Ensure all stakeholders are informed of facility-related activities and schedules. • Manage contracts and service agreements with external vendors • Monitor vendor performance and ensure service delivery meets agreed standards. • Schedule and coordinate routine and emergency maintenance with service providers. • Review and approve vendor invoices and service reports. • Maintain and update facility documentation and records. • Coordinate facility access passes, keys, and security systems for staff and visitors. • Manage procurement of office and facility supplies. • Ensure compliance with administrative policies and procedures. • Organize and participate in facility-related meetings with internal teams and external vendors. 	<p>Mon to Fri: 8.30am – 5.30pm OR 9am to 6pm</p> <p>Sat: 8.30am to 12.30pm OR 9am to 1pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Record and distribute meeting minutes and action points. • Follow up on tasks and resolutions discussed during meetings. • Assist in preparing presentation materials for management reviews or planning sessions. • Conduct regular facility inspections and audits to identify areas for improvement. • Recommend and implement facility upgrades, layout changes, or efficiency improvements. • Support sustainability initiatives and cost-saving measures. • Evaluate feedback from users to enhance facility operations and services. • Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). • Collaborate with finance and operations teams to align facility functions with revenue goals. 	
<p>Business Development Manager/ Assistant Manager (FM) </p>	<ul style="list-style-type: none"> • Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute • At least 3 years of relevant experiences in facilities management and business development portfolios • Proven capabilities in managing tender costings and submissions within timeline • Strong financial acumen paired with a proactive, can-do attitude 	<ul style="list-style-type: none"> • Source and keep track of business opportunities that are suitable & aligned with business objectives. • Regular engagement with Client and Consultants for potential business opportunities, realizing it from ‘News’ to ‘Tender’ to ‘Award’. • Identify potential business opportunities from market research and analysis. • Carry out day-to-day Business Department duties such as: • Carry out research & market analysis for business opportunities, competitors and other market trends – discuss 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work independently with minimum supervision • Those with Facilities Management operation experiences or equivalent is an added advantage. 	<ul style="list-style-type: none"> and report regularly to Management • Guide business executives on business department duties including checking and managing the timeline of the said works • Manage and regularly discuss timeline of all tasks with GM and ensure timely deliverables. • Ability to conduct costings proposals for FM tender and RFPs • Check, compile and ensure an adequate overall tender submission • Manage and keep track of all tasks to follow up with each tender, ensuring timely execution • Prepare and deliver tender presentations during tender interviews as well as corporate presentations when necessary 	
<p>Asst Facilities Manager / Facilities Manager (FM) </p>	<ul style="list-style-type: none"> • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; • At least 3 years of relevant experience as a manager in facilities management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent; 	<ul style="list-style-type: none"> • Proactively engage stakeholders to ensure that on site client’s expectations are met • Build and develop effective client /stakeholder relationships across multiple levels of the organization; • On-site key point of contact for Facilities in the client’s premises; • Ensure effective communications with clients • Evaluate service response time and analyze occupants’ service request trends and suggestions; • Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; • Pro-actively assist the FM to develop and manage client / business unit relationships 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, Mon to Fri: 8.30am – 5.30pm OR 9am to 6pm Sat: 8.30am to 12.30pm OR 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; • Fire Safety Manager Certificate. 	<ul style="list-style-type: none"> ensuring that the expected and consistent service levels are achieved across the sites • Analyse client service request trends and provide suggestions for improvement. • Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. • Lead by example and groom the team in achieving maximum client satisfaction level; • Preparing weekly, monthly facilities reports; • Assist the FM to develop and review planned maintenance schedules with maintenance vendors; • Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. • Ensure critical operations and sites are identified across the region. • Establish HSSE plan for the account on site. • Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. • Implement and ensure escalation procedures are in place and observed for incident and problem reporting. • Have good knowledge of statutory legislations and requirements • Managing work orders using a CMMS and analysing maintenance data; 	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other scope and roles as assigned by the reporting manager. 	
<p>Facilities Manager (FM) </p>	<ul style="list-style-type: none"> Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. At least 5 years of relevant experiences as a manager in Facilities Management Able to lead independently the team of Facilities Management and properties at site with minimum supervision; Excellent client management skills in a corporate environment and a strong team player; Dynamic and multi-tasking capabilities; Familiar with CMMS for work order management; Fire Safety Manager Certificate. 	<ul style="list-style-type: none"> To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. To apply for Permit to Work at occupier site. (if applicable) To maintain a Safe Work Environment/Conditions at workplace. To assist on the overall operational effectiveness WSH management at the site as per contract requirements. To conduct weekly random safety inspection as required by Client. To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. Ensure all workers at site always wear the appropriate PPE. Conduct daily toolbox briefing with attendance recorded for the contractors. Advise external customers of safety needs when visiting the sites. Attend ad-hoc/ outstanding safety related issues whenever required. Any other duties as assigned by the superiors. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, 9am – 6pm Employment Type: Full Time Job Type: Permanent Location: Islandwide


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Facilities Manager – Education Sector (FM) </p>	<ul style="list-style-type: none"> • Degree preferably in Built Environment / Facilities Management / Engineering or relevant disciplines. • must have a minimum 5 years of relevant working experience with a proven management / supervisory background, • preferably with at least 2 years’ experience in providing IFM services with the Tenderer’s company, and preferably with Tier 3 Certified Facilities Management Expert (CFME) accreditation by Singapore International Facility Management Association (SIFMA) accreditation scheme. 	<ul style="list-style-type: none"> • Manage daily operations and maintenance of school buildings, grounds, and equipment. • Coordinate and supervise maintenance staff, contractors, and vendors. • Develop and implement preventive maintenance schedules to minimize disruptions. • Ensure compliance with safety, health, and regulatory standards. • Assist in budgeting, cost control, and procurement of facility-related services. • Support facility improvement and minor renovation projects. • Respond promptly to facility-related issues or emergencies. • Maintain accurate records of maintenance, inspections, and facility performance. • Assist the Sites in planning and programming all Works and Services, including the schedule planning and implementation of Improvement Works with the PM. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, Mon to Fri: 8.30am – 5.30pm OR 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
<p>Facilities Management Executive – Education Sector (FM) </p>	<ul style="list-style-type: none"> • Diploma preferably in Building, Technical or Facilities Management or relevant disciplines from a recognised establishment (preferably with M&E background). • Where the FME does not possess the relevant Diploma, the candidate must have at least 8 continuous years’ of relevant working experience as a FME or equivalent. 	<ul style="list-style-type: none"> • Assist in the daily operations and maintenance of school facilities, including buildings, grounds, and equipment. • Coordinate with vendors, contractors, and internal teams for repairs, maintenance, and minor projects. • Monitor and report on facility performance, ensuring compliance with safety and regulatory standards. • Support the implementation of preventive maintenance programs. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, Mon to Fri: 8.30am – 5.30pm OR 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Must have a minimum 3 years of relevant working experience • Preferably with Tier 4 Certified Facilities Management Expert (CFME) accreditation by Singapore International Facility Management Association (SIFMA) accreditation scheme. 	<ul style="list-style-type: none"> • Maintain records of maintenance, inspections, and service requests. • Respond promptly to facility-related issues or emergencies. 	
<p>Facility Officer - (FM) </p>	<ul style="list-style-type: none"> • Diploma in Engineering, Facilities Management or equivalent. • No experience are welcome to apply as training will be provided. • Self-motivated with good written and communication skills and computer literate. • Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. • Meticulous and a good team player. 	<ul style="list-style-type: none"> • Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. • Respond promptly to building issues, equipment malfunctions, and customer complaints. • Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. • Keep records of on-site maintenance works and manage inventory of spare parts used. • Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. • Assist in the coordination of installation, renovation, refurbishment and building improvement projects. • Assist in tracking utility consumption and identifying anomalies. • Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. • Ensure registers of drawings, equipment lists and service 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, Mon to Fri: 8.30am – 5.30pm OR 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>records are accurately updated and maintained.</p> <ul style="list-style-type: none"> • Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance works or ad hoc replacement works. • Carry out any ad hoc tasks as assigned by the Building Manager or client’s representative. • Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. • Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client. 	
<p>HR Payroll Assistant / Officer (AMS) </p>	<ul style="list-style-type: none"> • Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. • 1-2 years of relevant payroll experience preferred. • Proficient in MS Office applications, especially Excel. • Knowledge of Info-Tech payroll software is an advantage. • Able to communicate in Mandarin to liaise with Mandarin-speaking workers. • Meticulous, well-organized, and able to meet tight deadlines. 	<ul style="list-style-type: none"> • Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. • Maintain and update employee database and personnel records. • Prepare and generate monthly payroll reports and management summaries. • Administer e-leave system and track employee leave balances. • Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings. • Compute and submit monthly CPF contributions; prepare CPF file submissions. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong sense of confidentiality and integrity. • Positive attitude, responsible, and a strong team player. 	<ul style="list-style-type: none"> • Generate and submit monthly workers' data as required by MOM. • Address employee queries and grievances related to payroll and benefits. • Manage HR filing and documentation. • Support ad-hoc HR payroll projects and related matters. 	
<p>HR Admin cum Payroll Executive (A MS) </p>	<ul style="list-style-type: none"> • Minimum Diploma / Degree in Business Administration, Human Resources, or Higher Nitec in Business Studies. • 2-3 years of relevant HR and payroll experience in Singapore. • Proficient in MS Office, especially Excel for payroll reconciliation. • Knowledge of Info-Tech payroll software is an advantage. • Familiar with Singapore Employment Act, CPF, IRAS, and MOM regulations. • Able to communicate in Mandarin to liaise with Mandarin-speaking workers. • Meticulous, well-organized, and able to meet strict payroll deadlines. • Strong sense of integrity and ability to handle confidential information. • Positive attitude, responsible, and a strong team player. 	<ul style="list-style-type: none"> • Payroll & Statutory Compliance. • Process monthly full payroll accurately and on time for all employees. • Calculate and submit monthly CPF contributions. • Prepare and submit IR8A, Appendix 8A/8B, IR21 tax clearance for foreign employees. • Process Nisman make-up pay and Government-Paid Leave schemes claims • Create, update, and maintain employee database and personnel records. • Manage MOM work pass applications, renewals, cancellations, and appeals. • Administer employee compensation, benefits, and e-leave systems. • Respond promptly to employee payroll and HR-related queries. • Prepare and generate detailed payroll and HR reports for management. • Coordinate recruitment activities and interview arrangements. • Administer training programs, including funding applications and attendance tracking. • Organize and file HR and payroll documents for audit readiness. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist with MOM surveys and statutory reporting. • Perform other HR-related duties as assigned. 	
<p>Key Account Manager (FM) </p>	<ul style="list-style-type: none"> • Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute • At least 8 years of relevant experiences in facilities management and business development portfolios. • Able to lead independently the team of Facilities Management and properties at site with minimum supervision. • Able to conduct market outreach and marketing • Proactive and independent 	<ul style="list-style-type: none"> • Conduct business development functions through networks and contacts, government, and corporate clients accounts engagement to expand the facilities management business. • Mobilize new contracts award and execute according to the contract specifications and requirements. • To take charge of Property to manage and execute the Contract through deployment of suitably trained and qualified staff to ensure smooth day-to-day FM operations and to carryout regular servicing and Preventive Maintenance (PM) works for the Facilities and systems, including new facilities and systems installed during the contract period and to ensure that all PM is updated. • Manage Project accounts including invoicing, Profit and Loss, Budgetary, projected revenue, and cost • Submit monthly reports which include business development report, Profit & Loss Reports and Project Monthly reports. • Ensure that Quality Assurance and quality control for Management, Maintenance and Operation of Facilities and systems and site safety management systems are put in place. • Help Site Manager in the event of any emergency which may arise in the campus such as fire, burst water pipe, electrical 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>outages, flooding, and other emergency exercise conducted by relevant authorities.</p> <ul style="list-style-type: none"> • Setup and review documentation library and Risk Assessment/ SOP Annually. • To manage and monitor all sub-contractor’s performance and maintenance services to ensure quality and workflows are carried out in accordance with SOPs and procedures setup for the property. • Ensuring all Workplace safety procedures are adhered to • To carry out Monthly Safety Meeting and Inspection • Any other Ad-hoc Assignments as assigned by Site Manager 	
<p>Quantity Surveyor – Education Sector (FM) </p>	<ul style="list-style-type: none"> • Degree / Diploma from a recognised establishment and preferably be a registered member with the Singapore institute of Surveyors and Valuers. • The QS shall also have at least 3 continuous years of relevant working experience. • Prepare cost estimation (including verifying subcontractors’, vendors’, specialists’ submissions), endorse and ensure timely submission to the Employer Representatives for approval • Prepare financial projection and carry out budgetary and expenditure control of Contractor’s works; • Prepare Contractor’s monthly payment claims and final account for the Contract and ensure 	<ul style="list-style-type: none"> • Prepare detailed cost estimates and feasibility studies for new projects • Develop and maintain project budgets and cost plans • Prepare bills of quantities and assist with tendering processes • Review and evaluate contractor submissions and quotations • Monitor and control project expenditures and identify cost-saving opportunities • Conduct valuation of work done and approve progress payments • Maintain accurate records of project costs and update management reports • Advice on contractual and procurement matters • Assist with final accounts and financial close-out of projects • Collaborate with project teams, clients, and contractors to ensure smooth project execution. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8.30am – 5.30pm, 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>timely and complete submissions to the Employer Representatives for payment, including all supporting documents and evidence.</p> <ul style="list-style-type: none"> • Evaluate and carry out site measurements where necessary, with claims for Work Orders. • Compile all payment claims, interim certificates, Work Orders and invoices and ensure timely submission to the Employer Representatives for payment; • Review and prepare specifications, evaluate, and recommend tender submissions and carry out contract documentation where required by the Superintending Officer or Employer Representatives; • Evaluate and verify that “star rate items” before the start of works, are reasonable and in accordance with fair market prices for the Superintending Officer or Employer Representative acceptance; and • Collate all-star rates and quotation rates, analyse, and review them to feed forward for future procurement. 		
<p>Senior Contracts Manager (FM) </p>	<ul style="list-style-type: none"> • Approved university degree in Contract Management, Estate/Building Management, or recognized qualifications 	<ul style="list-style-type: none"> • To work and coordinate with Property Managers, Project Managers, and Consultants on the procurement of works, projects, and term contracts. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9am – 6pm • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>with at least five (5) years' relevant experience in maintenance contracts at the senior level</p>	<ul style="list-style-type: none"> • To provide guidance on contract-related matters. • To conduct regular reviews of contract specifications and Schedules of Rates. • To advise on the selection of suitable contractors and specialists for maintenance works, services, and supplies. • To prepare tender documents for the calling of tenders and quotations. • To call and administer tenders and quotations. • To liaise with Property Managers, Project Managers, and Consultants, and to conduct tender briefings, site show rounds, and related activities. • To prepare post-tender cost analyses. • To evaluate tenders and quotations and present evaluation reports at committee and council meetings. • To prepare draft Letters of Acceptance. • To prepare Articles of Agreement and compile contract documents for execution. • To ensure proper filing of contract documents, data accuracy, and compliance with Town Council procedures and audit requirements. 	<p>Full Time</p> <ul style="list-style-type: none"> • Job Type: Permanent • Location: Islandwide
<p>Senior Facilities Manager – Education Sector </p>	<ul style="list-style-type: none"> • The SFM shall possess a Degree preferably in Built Environment / Facilities Management / Engineering or relevant disciplines. • Must have a minimum 8 years in a similar 	<ul style="list-style-type: none"> • Lead and manage all aspects of school facilities operations, including maintenance, security, and infrastructure management. • Develop and implement preventive maintenance plans to ensure optimal functioning 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 8.30am – 5.30pm OR 9am – 6pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>position with relevant work experience with a proven management / supervisory background</p> <ul style="list-style-type: none"> • Preferably with at least 3 years' experience in providing IFM services with the Tenderer's company, and • Preferably with Tier 2 Certified Facilities Management Expert (CFME) accreditation by Singapore International Facility Management Association (SIFMA) accreditation scheme. • The SFM shall lead and manage the Contractor's works and services, and put in place an effective system and/or programme for monitoring and improvement of the Works and Services. 	<p>of school buildings, equipment, and grounds.</p> <ul style="list-style-type: none"> • Oversee vendor management, procurement, and contract negotiations for facility-related services. • Ensure compliance with safety, health, and regulatory standards across all school premises. • Drive cost-effective strategies and budget management for facility operations and capital projects. • Lead facility improvement and renovation projects from planning to execution. • Collaborate with school leadership to align facilities management strategies with educational and operational goals. • Mentor and supervise facilities team members, fostering a culture of excellence and accountability. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
<p>Strata Residential Manager (PM) </p>	<ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills 	<ul style="list-style-type: none"> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 8.30am – 5.30pm OR 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good decision making skills and effective problem solver • An eye for details • Proficient in MS Office applications 	<p>function room, games room, etc, at respective properties managed by the company).</p> <ul style="list-style-type: none"> • Plans, organise activities and put up decoration during major festive seasons when required (egg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: • Updating the subsidiary proprietors list and change of address; • Filing of correspondence and follow-up on essential matters; • Submission of returns when required by various government's authorities; • Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out.</p> <ul style="list-style-type: none"> • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior. 	
<p>Strata Commercial Manager (PM) </p>	<ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related disciplines • At least 3-5 years relevant working experience • Knowledge of Building Maintenance and Strata Management Act will be advantageous • Good leadership ability with excellent interpersonal and communication skills • Outgoing and approachable • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details 	<ul style="list-style-type: none"> • Manage and maintain commercial property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well-maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record meeting minutes • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support staff to the tenants and owners • Supervise and manage a team of site staff 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 8.30am – 5.30pm OR 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Tuas

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Strata Residential Executive M&E (PM) </p>	<ul style="list-style-type: none"> • Proficient in MS Office applications • At least 2 years of M&E experience required • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision making skills and effective problem solver • Proficient in MS Office applications 	<ul style="list-style-type: none"> • Other job related and ad-hoc duties as assigned • Manage and maintain property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record minutes of meetings • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support to the residents and owners • Supervise and manage a team of site staff • Other job related and ad hoc duties as assigned 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 8.30am – 5.30pm OR 9am – 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Central / East
<p>Strata Residential Executive (PM) </p>	<ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline • At least 2 year relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills 	<ul style="list-style-type: none"> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company’s portfolio. • Supervise the site staff. • Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, Mon to Fri 8.30am – 5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good decision-making skills and effective problem solver 	<p>function room, games room, etc, at respective properties managed by the company).</p> <ul style="list-style-type: none"> • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: <ul style="list-style-type: none"> o Updating the subsidiary proprietors list and change of address; o Filing of correspondence and follow-up on essential matters; o Submission of returns when required by various government’s authorities; o Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building 	<ul style="list-style-type: none"> • Location: Islandwide


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>defects list and fixing date of inspection, and appointments for works to be carried out.</p> <ul style="list-style-type: none"> • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. 	
<p>Strata Residential Officer (PM) </p>	<ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline • Candidates with no experience are welcome to apply as Training will be conducted. • Knowledge with Building Maintenance and Strata Management Act will be an added advantage. Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision making skills and effective problem solver 	<ul style="list-style-type: none"> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company’s portfolio. • Supervise the site staff. • Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, Mon to Fri 8.30am – 5.30pm OR 9am to 6pm Sat 8.30am to 12.30pm OR 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Attending to daily operation and administrative works: <ul style="list-style-type: none"> o Updating the subsidiary proprietors list and change of address; o Filing of correspondence and follow-up on essential matters; o Submission of returns when required by various government's authorities; o Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		demand letters and follow-up actions. <ul style="list-style-type: none"> • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. 	
Technical Officer (FM) 	<ul style="list-style-type: none"> • Diploma in Engineering, Facilities Management or equivalent with minimum 3 years relevant experience in Mechanical, Electrical, Fire Protection, Lift & Escalator, ACMV and/or BMS or its equivalent; • Higher Nitec or Nitec in Engineering, Facilities Management or equivalent with minimum 5 years relevant experience in Mechanical, Electrical, Fire Protection, Lift & Escalator, ACMV and/or BMS or its equivalent; • For electrician and plumber, the tradesmen shall hold the relevant license to practice. • If not, the Contractor shall engage part-time licensed electrical worker or plumber; • Self-motivated with good written and communication skills and computer literate. • All technicians shall have general competency in the use of Outlook emails and the following 	<ul style="list-style-type: none"> • Report to the respective M&E/Zone Managers, Facilities Manager and RP. • Manage and supervise the Technicians and work with FM teams, security teams and carpark teams, in carrying out duties as specified herein. • Coach and train his technicians so that they are familiarized and knowledgeable of the requirements of this contract. • Manage all technical staff, including direct contractors or parties engaged by RP for Facility Management Services in various specific disciplines. • Conduct regular sub-meetings with subcontractors/stakeholders with minutes-taking • Manage and effectively maintain the respective systems in RP. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed Response, Delivery and Completion Time as stated in this Contract. • Support and assist in all RP projects (install, resolve, repair, trouble-shoot) related to Mechanical, Electrical, Fire Protection, Lift & Escalator, 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, Mon to Fri 8.30am – 5.30pm OR 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point.</p>	<p>ACMV, BMS, Audio Visual and Facilities Management</p> <ul style="list-style-type: none"> • Attend to site show rounds conducted by RP. • Ensure that all his technical team and direct contractors appointed by RP or Contractor’s subcontractors follow RP’s QEHS ISO requirements and Statutory Requirements. • Undertake any other related duties stipulated by Client. 	
<p>WSH Officer – Education Sector (FM) </p>	<ul style="list-style-type: none"> • The WSHO shall have valid registration with relevant WSHO or equivalent qualification approved by MOM • Possess minimum 3 years of practical experience relevant to the work to be performed by the WSHO in building construction and works of engineering construction. • Any of the Core Team members can be appointed as the WSHO provided that the staff possess the required qualifications of WSHO. • Should a Core Team staff be appointed as the WSHO, Permit-to-Work (PTWs) shall not be approved by the same personnel who verified them • And if necessary, the Contractor shall engage a separate WSHO who fulfils the necessary qualifications. • The Contractor shall proposed frequency of 	<ul style="list-style-type: none"> • Develop, implement, and maintain WSH policies, procedures, and programs aligned with national regulations and best practices. • Conduct regular risk assessments, inspections, and safety audits to identify hazards and ensure compliance. • Investigate accidents, incidents, and near-misses; prepare reports and recommend corrective actions. • Provide WSH training and awareness programs for staff, students (where relevant), and contractors. • Monitor and maintain records of safety equipment, certifications, and statutory inspections. • Collaborate with management to ensure safe project operations, maintenance, and facility usage. • Serve as the point of contact for external regulatory bodies and audits. • Keep up-to-date with changes in WSH legislation and advise management accordingly. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, Mon to Fri 8.30am – 5.30pm OR 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>WSHO site visit prior to the Commencement Date.</p> <ul style="list-style-type: none"> • Thereafter, the WSHO shall inspect the Sites based on the proposed frequency accepted by the Superintending Officer or Employer Representative and provide validation services including advice and recommendations on all workplace safety & health matters, including validate / advise on Site specific risk assessments before Works and Services are carried out, and validate /advise on WSH plans, training and procedures of the Contractor and subcontractors. 		



#14 Singapore One Rail


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Assistant Engineer, Asset Performance & Management - JRL </p>	<ul style="list-style-type: none"> • Preferably 1 years of experience in Railway industry • Experience in implementing or supporting an ERP software would be an advantage • Strong communication and interpersonal skills • Good planning, organizing and analytical skills 	<ul style="list-style-type: none"> • The role supports compliance with Authority regulations and ensures smooth operations of the Maintenance Management System (MMS). • Key duties include overseeing MMS maintenance, coordinating data extraction and reporting, and supporting analytics work with internal teams and vendors. • The position assists in managing system reliability and availability submissions, aligning asset information, and maintaining failure 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>management and emergency response procedures.</p> <ul style="list-style-type: none"> It also involves providing frontline user support, implementing engineering and performance processes, and collaborating with the SBST Rail MMS team to meet stakeholder needs. The role includes secretariat duties for internal or external meetings. 	
<p>Assistant Engineer, Communications- JRL </p>	<ul style="list-style-type: none"> Minimum 1 year relevant experience in railway sector. Experience in the field of Railway Signalling, as well as knowledge of networking and configuring or troubleshooting operating systems, will be a plus. Good interpersonal, management and communication skills. 	<ul style="list-style-type: none"> The role involves planning, organizing, and leading scheduled and corrective maintenance activities for signalling and platform screen door systems, ensuring work is carried out safely, efficiently, and in accordance with maintenance schedules and standards. It includes overseeing fault diagnosis and rectification, coordinating prompt responses to system failures, reviewing and approving maintenance documentation, and managing maintenance logistics. The position also requires conducting safety inspections, audits, and housekeeping checks, maintaining up-to-date technical documentation, delivering in-house training to build team competency, and enforcing cybersecurity practices. Strong leadership and mentorship are essential to promote compliance, safety, and accountability, with additional responsibilities such as driving company 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Assistant Engineer, Engineering Management - JRL </p>	<ul style="list-style-type: none"> • Minimum 2 years of Railway experiences is preferred. • Knowledge of computer hardware or/and software applications. • Strong problem-solving skills. • Passion for data analytics and condition monitoring systems. • Able to work with own initiative and independent. • Strong planning, organisation, interpersonal and communication skills. • Resourceful, self-motivated and results oriented. • Must not have colour blindness. 	<p>vehicles and undertaking other duties as required.</p> <ul style="list-style-type: none"> • The role supports the Chief Controller in monitoring and managing mainline and depot fault occurrences, as well as engineering activities. • It involves dispatching O&M staff to attend to operational or safety-related faults and providing coverage for the Maintenance Engineering Centre when required. • The position develops procedures for normal operations, incident management, and post-investigation work, alongside preparing routine reliability and performance reports for OCC. • The role responds to incidents when activated by Engineering or Rail Engineering & Performance leaders, performs 24/7 shift duties, and handles any other tasks assigned by supervisors. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Employment Type: Full Time
<p>Assistant Engineer, Power - JRL </p>	<ul style="list-style-type: none"> • Preferably with relevant working experience in maintenance of HV, LV and DC traction power equipment • Fresh graduates are welcome to apply • Electrical Power System background • Ability to perform 3 rotating shift 	<ul style="list-style-type: none"> • The role is responsible for monitoring and controlling power systems in the Operations Control Center, including HV, DC traction, LV equipment, and station ECS systems such as air-conditioning and mechanical ventilation. • The position coordinates closely with Traffic and frontline maintenance teams to ensure rapid fault response and efficient repair work. • Responsibilities include implementing safety plans, developing and updating work instructions and procedures, 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and managing electrical Permit-to-Work processes. <ul style="list-style-type: none"> The role also conducts system training to maintain staff competency and supports engineering tasks or assignments as directed by supervisors. 	
Assistant Engineer, Rolling Stock - JRL 	<ul style="list-style-type: none"> Diploma in Engineering (Electrical / Electronic / Mechanical / Mechatronics) Minimum 1 year of experience in the railway industry Knowledge of electrical, electronic, pneumatic and air-conditioning systems Good planning, prioritisation, interpersonal and communication skills Proactive, able to work independently in demanding environments Willingness to perform rotating shift work 	<ul style="list-style-type: none"> Lead a team of senior / technicians to carry out scheduled Preventive Maintenance and Corrective Maintenance together on passenger trains/engineering vehicles/light rail vehicles/component/ equipment as assigned by supervisor. Ensure the team comply with all PM & CM works and related tasks with approved work instructions, quality procedures, safety and operational procedures, and good maintenance standards. Plan and coordinate within the team and other teams to complete the assigned maintenance tasks within the established standard time. Ensure the team has the necessary qualifications and authorization to carry out daily tasks and any assigned tasks by supervisor. Responsible for the safety, welfare and discipline of the team. Responsible for the upkeep of the team equipment/tools and working environment. Able to participate and complete the training and courses provided by Singapore One Rail or its contractor and achieve the 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>necessary qualification to perform maintenance work.</p> <ul style="list-style-type: none"> • Be sufficiently competent to carry out preventive and corrective maintenance tasks as assigned by supervisors. • Able to complete the preventive and corrective maintenance tasks within the established standard times, and in accordance to the work instructions and related procedures. • Exercise safety always, in accordance to established safety procedures. • Responsible for the safety of self and all co-works, inclusive of contractors. • Perform supporting maintenance activities such as Train Driver/Shunter, overhead crane operator, forklift driver, etc. as authorized and required by the supervisor. • Perform housekeeping and cleaning tasks at the workplace to ensure workplace order and hygiene. • Able to work on a shift roster system in accordance with the MOM guidelines and the Collective Agreement. • Undertake any other tasks or functions that are incidental or ancillary to the performance of the works assigned. • Ensure trains are only cleared for service when they meet the minimum condition standard. • Ensure repairs to trains are carried out effectively by competent staff and are 	



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>thoroughly tested before being cleared for service.</p> <ul style="list-style-type: none"> • Ensure staff undertakes their work in a safe way in accordance with Company Rules and Procedures. • Undertake monthly inspection of the Examination Building and Sidings Areas and highlight hazards and problems, solving them where possible and reporting the remainder. 	
<p>Assistant Engineer, Signalling- JRL </p>	<ul style="list-style-type: none"> • Minimum 1 year relevant experience in railway sector. • Experience in the field of Railway Signalling, as well as knowledge of networking and configuring or troubleshooting operating systems, will be a plus. • Good interpersonal, management and communication skills. 	<ul style="list-style-type: none"> • The role involves planning, organizing, and leading scheduled and corrective maintenance activities for signalling and platform screen door systems, ensuring work is carried out safely, efficiently, and in accordance with maintenance schedules and standards. • It includes overseeing fault diagnosis and rectification, coordinating prompt responses to system failures, reviewing and approving maintenance documentation, and managing maintenance logistics. • The position also requires conducting safety inspections, audits, and housekeeping checks, maintaining up-to-date technical documentation, delivering in-house training to build team competency, and enforcing cybersecurity practices. • Strong leadership and mentorship are essential to promote compliance, safety, and accountability, with additional responsibilities such as driving company 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Engineer, Asset Performance & Management - JRL </p>	<ul style="list-style-type: none"> • Preferably 1 years of experience in Railway industry • Experience in implementing or supporting an ERP software would be an advantage • Strong communication and interpersonal skills • Good planning, organizing and analytical skills 	<p>vehicles and undertaking other duties as required.</p> <ul style="list-style-type: none"> • The role supports the implementation and operation of a Maintenance Management System (MMS) using IBM Maximo for the Jurong Region Line (JRL), while ensuring compliance with licensing and regulatory reporting requirements. • During the project phase, the Engineer focuses primarily on MMS project management, transitioning to full responsibility for licence and reporting matters post-implementation. • Key duties include supporting MMS configuration and rollout, coordinating user requirement gathering across asset management, work management, inventory, and reporting functions, and working with vendors and internal teams to deliver stakeholder requirements. • The role also ensures alignment of MMS processes with the SBST Rail MMS team. • In addition, the position supports asset and performance management by governing data accuracy, facilitating analysis, and delivering internal and external reports in line with licence obligations. • Responsibilities include implementing data governance and reporting control processes, coordinating regulatory queries, supporting engineering and performance 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8am-5.30pm • Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>procedures, and providing secretariat support for meetings as required.</p>	
<p>Engineer, Engineering Management - JRL </p>	<ul style="list-style-type: none"> • Preferably 3-5 years of Railway experiences • Fresh graduates may apply • Knowledge of computer hardware or/and software applications. • Strong problem-solving skills. • Passion for Data for analytics and CdM. • Up to date on the latest technologies. • Keen interest in research and experimentation • Ability to identify colours • Ability to perform rotating shifts 	<ul style="list-style-type: none"> • The role supports the Maintenance Engineering Centre (MEC) in operating and maintaining Condition Monitoring (CdM) systems. • Key responsibilities include monitoring, analysing, and reporting engineering data and alerts, and providing guidance to OCC during incidents. • The role develops operational and incident-related procedures, prepares routine reliability and performance reports, and supports post-investigation work for complex failures. • It collaborates with Data Analysts, System Engineers, Operations, and Engineering teams to enhance MEC’s data analytics and digital capabilities. • The position also performs secretariat duties for review boards and meetings, assists in special MEC-related events, responds to incidents when activated, and undertakes tasks assigned by supervisors. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Employment Type: Full Time
<p>Engineer, Facilities Management - JRL </p>	<ul style="list-style-type: none"> • Degree in Engineering, Building Services or Facilities Management with at least 1 year of relevant experience, • or recognised Diploma with at least 5 years of relevant experience in rapid transit systems, Lift & Escalators, • Fire Alarm/Protection and ACMV maintenance 	<ul style="list-style-type: none"> • This role manages the Mechanical and Building Services systems and installations across the Jurong Region Line stations and depot, ensuring safety, reliability, availability, and compliance with Singapore One Rail standards. • It oversees installation, testing, commissioning, maintenance contractor 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am- 5.30pm • Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong leadership, management, interpersonal and communication skills • Self-motivated, resourceful, responsible and dependable team player • Railway-related experience is an added advantage 	<p>performance, and audit activities to ensure services are delivered safely, effectively, and to agreed maintenance standards.</p> <ul style="list-style-type: none"> • The role provides technical leadership through contractor supervision, project coordination, authority liaison, system performance review, and implementation of improvement strategies. • Responsibilities include managing logistics, spares, budgets, QA and safety activities, leading investigations into major faults, supporting sustainability initiatives, ensuring cybersecurity compliance, conducting training and competency certification, appraising staff performance, and supporting engineering works during engineering hours as required. 	
<p>Engineer, Power - JRL </p>	<ul style="list-style-type: none"> • Degree in Electrical Engineering from an institution recognised by PEB Singapore • Preferably with relevant working experience in maintenance of HV, LV and DC traction power equipment • Fresh graduates are welcome to apply • Electrical Power System background 	<ul style="list-style-type: none"> • The role is responsible for ensuring the safe, reliable, and compliant operation of the JRL Power Supply system. • Key duties include liaising with external authorities, meeting availability and reliability targets, and ensuring equipment is operated and maintained in accordance with manufacturers' recommendations and regulatory requirements. • The position oversees procurement of tools, spares, and services, develops and maintains work instructions and procedures, and ensures 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 8am- 5.30pm • Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>safe access and work practices for maintenance activities.</p> <ul style="list-style-type: none"> • Additional responsibilities include managing incident and accident investigations, supporting troubleshooting, testing and commissioning activities, implementing and maintaining the Quality Management System, and managing Power Facilities Regulators (PFRs) to support OCC operational requirements. • The role also oversees electrical permit-to-work processes, ensures compliance with power supply regulations, establishes staff training and competency standards, and delivers modification, enhancement, and project works as assigned. 	
<p>Engineer, Rail Communications - JRL </p>	<ul style="list-style-type: none"> • Minimum 1 year relevant experience in railway sector. • Experience in the field of Railway Signalling, as well as knowledge of networking and configuring or troubleshooting operating systems, will be a plus. • Good interpersonal, management and communication skills. 	<ul style="list-style-type: none"> • The role entails leading and supervising maintenance teams to ensure effective execution of maintenance and fault rectification activities for ISCS/COMMS/AFC systems, in full compliance with safety, operational, and cybersecurity requirements. • It involves managing maintenance schedules, logistics, spare parts, and system performance to meet reliability targets, as well as responding promptly to major failures and overseeing timely rectification. • Key responsibilities include analyzing fault trends, conducting root cause analyses, maintaining 	<ul style="list-style-type: none"> • Working Hours: 42hrs/ week, Mon-Thu: 8.30am-6pm Fri: 8.30am-5.30pm • Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>accurate technical and cybersecurity documentation, and developing, reviewing, and delivering training programs and work instructions aligned with current standards and best practices.</p> <ul style="list-style-type: none"> The position also plays a critical role in safeguarding system cybersecurity, overseeing incident response and recovery, promoting cybersecurity awareness, and supporting ISO certification initiatives through audits and continuous process improvement. 	
<p>Engineer, Rolling Stock - JRL </p>	<ul style="list-style-type: none"> Preferably at least 3 years of post-graduate working experience with 2 years of relevant working experience in a railway environment. Fresh graduates may apply Good knowledge in electrical, electronic, air-conditioning, mechanical and pneumatic systems of electric trains. Good interpersonal, management and communication skills. 	<ul style="list-style-type: none"> The role leads teams of Assistant Engineers and Technicians to perform preventive and corrective maintenance on electric trains, engineering vehicles, components, and equipment to meet daily production requirements. Key duties include planning and coordinating maintenance activities, ensuring compliance with work instructions, safety procedures, and quality standards, and overseeing staff qualifications, authorization, and training. The position is responsible for team safety, discipline, welfare, equipment upkeep, resource planning, and prudent expenditure. It handles workplace housekeeping, staff engagement, and adherence to HR and operational guidelines. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> The role also develops and manages the section budget, supports duty rosters, conducts investigations for train-related safety incidents, and performs additional tasks assigned by supervisors. 	
<p>Engineer, Signalling-JRL </p>	<ul style="list-style-type: none"> Degree or equivalent in Electrical, Electronic, Computer Engineering or Mechatronics At least 1 year of relevant experience in railway signalling operations and maintenance or similar systems Preferably knowledge of Communication-Based Signalling, Automatic Train Control and interlocking systems Knowledge of computer networking, industrial control systems and basic cybersecurity is an advantage 	<ul style="list-style-type: none"> This role leads and supervises a signalling maintenance team to execute maintenance activities and fault rectification in compliance with approved procedures, safety requirements, and cybersecurity standards. It ensures maintenance schedules, logistics, and system readiness meet operational, safety, reliability, and cybersecurity targets, and oversees timely response and recovery from major system failures. The role involves analysing fault trends and system performance, conducting root-cause investigations, implementing corrective actions, and reporting recommendations to the Section Head. Responsibilities include maintaining technical and cybersecurity documentation, overseeing spare parts and equipment performance, validating work instructions and training materials, developing technical training programs, and safeguarding the cybersecurity posture of signalling systems through vulnerability management, secure practices, and incident response readiness. 	<ul style="list-style-type: none"> Working Hours: 42hrs/ week, Mon-Thu: 8.30am-6pm Fri: 8.30am-5.30pm Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Operations Associate - JRL</p>	<ul style="list-style-type: none"> • Minimum 5 credits GCE 'O' Levels. • Able to reach the height of 207cm with both hands. • Able to identify colours. • Willing to perform shift work, including weekends and Public Holidays. • Preferably with minimum 2 years' working experience in the service or retail industry. • Required to manually operate station and trainborne equipment. • Good interpersonal skills with a passion to work with people 	<ul style="list-style-type: none"> • The role supports safe, efficient station and train operations by assisting the Operations Specialist in daily operational control, incident handling, and the delivery of quality customer service. • Responsibilities include managing passenger flow and crowd control, enforcing RTS regulations, protecting revenue, resolving ticketing issues, and manning the Passenger Service Centre. • The position involves conducting security patrols, coordinating with Transit Guards, setting routes manually when required, and supporting training for trainees. • On board trains, duties include providing passenger assistance and travel information, assisting passengers with special needs, monitoring train performance, responding to equipment failures and incidents, communicating with the OCC, and managing train defects and emergencies in accordance with established procedures. • The role also requires operating passenger trains and performing Emergency Train Operator duties, while maintaining required certifications and carrying out other tasks as directed. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Employment Type: Full Time
<p>Operations Controller - JRL </p>	<ul style="list-style-type: none"> • Minimum 3 years' working experience preferably with relevant experience in railway 	<ul style="list-style-type: none"> • The role is responsible for ensuring safe, punctual, and efficient train operations across mainline and depot activities by managing train 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>operation either in train operation, station operation or in the operations Control Centre.</p> <ul style="list-style-type: none"> • Willing to perform shift work, including night shift, weekends and Public Holidays. • Able to operate computer-based control systems. • Ability to identify colors 	<p>movements in accordance with working timetables and traffic bulletins, while making timely service adjustments to minimize delays and disruptions.</p> <ul style="list-style-type: none"> • It involves assessing and responding to incidents and failures, safeguarding passenger and staff safety, coordinating engineering and operations teams for rapid recovery, and maintaining effective communication with passengers and stakeholders through OCC systems. • Key duties include monitoring train and passenger conditions via surveillance systems, managing track access and depot movements, authorizing maintenance access, preparing operational reports and service improvement recommendations, and escalating safety or security matters when required. • The position also oversees documentation, procedure development, risk assessments, staff deployment, equipment fault reporting, housekeeping standards, and the mentoring and training of staff, while maintaining operational competency across all traffic control functions. 	Full Time

#15 SMC Manufacturing (S)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accountant 	<ul style="list-style-type: none"> • Experience using accounting software (SAP, Oracle or similar 	<ul style="list-style-type: none"> • Accounting system setup & ERP Implementation. 	<ul style="list-style-type: none"> • Working Hours: 44hrs/week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> ERP systems) proficiency in Microsoft Office Application Leadership preferred 	<ul style="list-style-type: none"> Compliance & Financial Reporting (Singapore - Specific). ERP system Integration & Process Automation. Financial Control & Internal Policies 	8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) <ul style="list-style-type: none"> Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Engineer (CNC Machining) 	<ul style="list-style-type: none"> 1- 5 yrs exp in mfg Industry. Has passion in machining technology. 	<ul style="list-style-type: none"> To ensure machines perform at optimum conditions by manage a team of technicians and machine operators to carry out set-up, trouble shooting, preventive and breakdown maintenance and improve work. Etc Project work; rationalization work to improve efficiency, quality, cost and safety. Set up new process or facility. 	<ul style="list-style-type: none"> Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Engineer (Injection Molding) 	<ul style="list-style-type: none"> 3-5 yr exp in related field. Technically inclined (Mechanical Engineering). Passionate in Injection molding type of work. Ability to manage situation and human management. 	<ul style="list-style-type: none"> To qualify injection mold, include test, trouble shoot and take countermeasure Quality. To upkeep quality of mold & machines in use include preventive maintenance and repair. Supervise floor operation, including production, inspection, packing, etc. Manage operators and leaders 	<ul style="list-style-type: none"> Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Engineer (Mechanical/ Mechatronics/ Robotics & Automation) 	<ul style="list-style-type: none"> 1- 5 yrs exp in mfg Industry. Has passion in mechanical automation technology. Knowledge in 3D CAD software. Knowledge in PLC & Robotic preferred 	<ul style="list-style-type: none"> To ensure machines perform at optimum conditions by manage a team of technicians and machine operators to carry out set-up, trouble shooting, preventive and breakdown maintenance and improve work. Etc Project work; rationalization work to improve efficiency, quality, cost and safety. Set up new process or facility. 	<ul style="list-style-type: none"> Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>IT Engineer (Software and Infrastructure support) </p>	<ul style="list-style-type: none"> • 3-5 yr exp in related field. • Programming skill C#/VB, Aspx, mobile app, excel macro, SQL commend & stored procedure. • Competent in computer usage (MS office application) 	<ul style="list-style-type: none"> • Provide support to end-users on computer system related matters. • Perform system maintenance, trouble shoot problems, training of users, installation / upgrade of new and old software. • Routine administration of computer system related matters and data interchange with HQ, Japan. • Document management ; software licenses, media. manuals, maintenance contracts,.etc <p>Projects</p> <ul style="list-style-type: none"> • Handle digitization and improvement projects. • Coordination with vendors and end user for the ERP project. <p>Others</p> <ul style="list-style-type: none"> • Ensures identity systems, server, backups and cloud service stay reliable and run smoothly • Keeps factory networks and Wifi stable so production experiences less downtime. • Protects company from ransomware and secures ERP systems, cloud platform, and factory devices. • Ensure IT system compliances such as license, policy and contract 	<ul style="list-style-type: none"> • Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) • Job Type: Permanent • Location: 91 Tuas Avenue 1 (S)639521
<p>Machinist (Plastic Mold Die)</p>	<ul style="list-style-type: none"> • 3-5 yr exp in related field. • Technically inclined (Mechanical Engineering). • Passionate in Injection molding type of work. 	<ul style="list-style-type: none"> • Operate conventional and CNC machines. • Assemble , fit, and test plastic injection mold and dies. • Ensure machining accuracy and adherence to quality standards. 	<ul style="list-style-type: none"> • Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to manage situation and human management. 	<ul style="list-style-type: none"> Perform mold repair, maintenance, troubleshooting, and modification. 	<ul style="list-style-type: none"> Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Machinist (Progressive Metal Stamping Die)	<ul style="list-style-type: none"> 3-5 yr exp in related field. Technically inclined (Mechanical Engineering). Passionate in Injection molding type of work. Ability to manage situation and human management. 	<ul style="list-style-type: none"> Machine and fabricate progressive stamping die components using conventional and CNC machines. Maintain tight tolerances and ensure parts meet dimensional and quality standards. Conduct preventive maintenance on existing stamping dies. 	<ul style="list-style-type: none"> Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Production Component Assembly Opnr	<ul style="list-style-type: none"> 1-2yrs working experience in related field. 	<ul style="list-style-type: none"> Perform visual and basic functional inspections to ensure quality standards are met. Use hand tools, fixtures, jigs, or small machines for assembly work. Report defects, assembly issues, or abnormal conditions to supervisors. 	<ul style="list-style-type: none"> Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Job Type: Contract Location: 91 Tuas Avenue 1 (S)639521
Quality Assurance Inspector (QA)	<ul style="list-style-type: none"> 1-3 yr exp in related field. Passionate in Quality control type of work. Ability to work closely with internal customer 	<ul style="list-style-type: none"> Quality Control Support, Inspection & Testing 	<ul style="list-style-type: none"> Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu) 8am -5.30pm (Fri) Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521
Storeman	<ul style="list-style-type: none"> 2-3yrs working experience in related field. 	<ul style="list-style-type: none"> Receive, inspect, and record incoming materials, parts, and supplies. 	<ul style="list-style-type: none"> Working Hours: 44hrs/week, 8am -5.15pm (Mon - Thu)


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Coordinate with purchasing and production departments on stock requirements. Prepare materials for internal use or external delivery. 	8am -5.30pm (Fri) <ul style="list-style-type: none"> Job Type: Permanent Location: 91 Tuas Avenue 1 (S)639521

#16 Sustenir Agriculture


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Farm Operator (High-Tech Greenhouse) 	<ul style="list-style-type: none"> Farm Operator to support daily operations in a high-tech greenhouse environment. The role involves operating farm machinery, maintaining greenhouse hygiene, and assisting in crop cultivation and harvesting activities. The ideal candidate is practical, detail-oriented, and capable of basic ability to operate farm equipment safely and efficiently. Physically fit and able to work in a fast-paced environment. Detail-oriented with a responsible and positive work attitude. Willing to work on-site and adapt to varying greenhouse and farm conditions. 	<ul style="list-style-type: none"> Operate and monitor greenhouse machinery and equipment (e.g. irrigation systems, climate control systems, seeding and harvesting tools). Perform routine checks and basic maintenance to ensure equipment is functioning properly. Identify and resolve minor operational issues; escalate complex issues when required. Assist in planting, cultivating, and harvesting crops according to production schedules. Maintain greenhouse cleanliness and hygiene in compliance with food safety and operational standards. Support sorting, packing, and post-harvest handling of produce. Follow workplace safety procedures and ensure proper use of tools and machinery. Work closely with supervisors and team members to ensure smooth daily farm operations 	<ul style="list-style-type: none"> Working Hours: 5.5 days/week, 44hrs/week Job Type: Permanent Location: 76 Sungei Tengah Road (S)699926
Procurement Officer 	<ul style="list-style-type: none"> Diploma or Degree in Supply Chain, Procurement, 	<ul style="list-style-type: none"> Manage supplier resilience matrix, assess supply risks, 	<ul style="list-style-type: none"> Working Hours: 5 days/week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Agriculture, or related field.</p> <ul style="list-style-type: none"> • Experience in procurement, preferably in agriculture, food production, or manufacturing environment. • Strong analytical and problem-solving skills with attention to detail. • Proactive, hands-on, and able to work in a fast-paced environment with limited resources. • Strong sense of accountability and ownership. • Adaptable, willing to learn, and open to challenging existing processes. • Effective communication and stakeholder management skills. 	<p>and implement mitigation plans to ensure continuity.</p> <ul style="list-style-type: none"> • Monitor weekly inventory stock cover across departments to prevent stockouts and overstocking. • Generate and manage purchase orders (POs) based on planning system recommendations and operational needs. • Oversee PO lifecycle including approvals, revisions, supplier confirmations, and proper documentation. • Perform goods receiving with quality checks to ensure compliance with specifications. • Raise credit notes (CN) for non-conforming goods and follow through on resolution. • Support product specification creation and revisions, coordinating execution with suppliers. • Drive cost management initiatives across raw materials, packaging, and finished goods. • Manage supplier quality issues, including returns, root cause analysis, corrective actions, and credit recovery. • Maintain accurate updates in the planning system to ensure effective procurement decisions. • Collaborate with operations to resolve issues and implement continuous improvement initiatives. 	<p>40hrs/week</p> <ul style="list-style-type: none"> • Job Type: Permanent Location: 76 Sungei Tengah Road (S)699926
<p>Quality Control Specialist </p>	<ul style="list-style-type: none"> • ISO 22000 Auditor Certification and Food Safety Management 	<ul style="list-style-type: none"> • Ensure incoming and outgoing goods (perishable and non-perishable) meet company and GAP standards. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 40hrs/week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>System (FSMS) Auditor Training.</p> <ul style="list-style-type: none"> • Minimum 3 years of working experience in the food industry (QA/QC or related field). • Strong knowledge of food safety standards, GAP, HACCP, and regulatory compliance. • Good documentation, analytical, and communication skills. 	<ul style="list-style-type: none"> • Daily inspection of production areas to ensure compliance with company and GAP standards. • Analyse quality data and summarise findings. • Generate inspection reports. • Conduct quality assurance reports. • Conduct internal self-audits of processes and procedures. • Prepare quality assurance documents in compliance with local regulations and GAP standards. • Ensure quality testing (shelf-life samples) and laboratory microbial testing is done in accordance with GAP standards. • Ensure staff training is done to comply with GAP and Food Safety requirements. 	<ul style="list-style-type: none"> • Job Type: Permanent • Location: 76 Sungei Tengah Road (S)699926
<p>Sales Manager (HORECA) </p>	<ul style="list-style-type: none"> • Diploma or Degree in Business, Marketing, or a related discipline. • Minimum 3–5 years of proven sales experience within HoReCa, FMCG, or food distribution, with strong commercial acumen. • Established network within hotels, restaurants, cafés, wholesalers, or distributors will be a strong advantage. • Demonstrated track record of consistently achieving and exceeding sales targets. • Strong negotiation, communication, and stakeholder management skills with 	<p>Key Responsibilities</p> <p>1. Strategic Sales & Business Development</p> <ul style="list-style-type: none"> • Lead and execute a clear HoReCa growth strategy with a strong strategic framework mindset, focused on scalable and sustainable revenue expansion. • Proactively identify and secure high-value opportunities across hotels, restaurants, cafés, caterers, wholesalers, and distributors. • Drive performance to consistently achieve and exceed monthly and annual sales targets, with disciplined pipeline management. • Prioritize and win big anchor accounts to build a strong base-load volume and long-term partnerships. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 40hrs/week • Job Type: Permanent • Location: 76 Sungei Tengah Road (S)699926

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>the ability to influence key decision-makers.</p> <ul style="list-style-type: none"> • Highly self-driven, results-oriented, and disciplined in execution, with the ability to operate independently in a fast-paced environment. • Possesses a strategic mindset with the ability to identify, secure, and grow high-value key accounts. 	<p>2. Key Account Leadership & Relationship Management</p> <ul style="list-style-type: none"> • Build deep, strategic relationships with key HoReCa partners, positioning Sustenir as a preferred premium supplier. • Maintain a strong on-ground presence through regular engagement to understand client needs and unlock growth opportunities. • Lead commercial negotiations, contracts, and pricing strategies with confidence and long-term value creation in mind. <p>3. Account Growth & Portfolio Management</p> <ul style="list-style-type: none"> • Own and grow key accounts with a structured account development plan to drive consistent order flow and volume expansion. • Monitor account performance, identify upselling and cross-selling opportunities, and optimize product mix. • Resolve issues swiftly with a solutions-oriented approach, ensuring high service standards and client retention. <p>4. Market Intelligence & Strategic Insights</p> <ul style="list-style-type: none"> • Stay ahead of market trends, competitor movements, and customer preferences to sharpen our competitive edge. • Translate insights into actionable strategies to strengthen product positioning, pricing, and channel expansion. 	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		5. Cross-Functional Execution & Performance Management <ul style="list-style-type: none"> • Work closely with operations, supply chain, and marketing to ensure seamless execution and fulfillment excellence. • Drive data-led decision making through accurate forecasting, reporting, and performance tracking. • Instill accountability and operational discipline to ensure consistent delivery against business objectives 	
Van Salesman (VSM) – Retail Division	<ul style="list-style-type: none"> • Valid Singapore Class 3 driving licence with a good driving record • Prior FMCG or route sales experience preferred • Strong sense of responsibility, integrity, and accountability • Proactive, self-motivated, and results-driven mindset • Ability to work in a fast-paced, target-oriented environment • Good interpersonal and communication skills • Commitment to comply with company SOPs, safety standards, and operational procedures • Positive team player with willingness to contribute to long-term business growth 	Sales & Route Execution <ul style="list-style-type: none"> • Visit 12–15 or more outlets daily according to the assigned route plan • Perform on-the-spot order processing and invoicing using handheld devices • Achieve daily and monthly sales targets through proactive selling and store engagement Merchandising & Trade Visibility <ul style="list-style-type: none"> • Ensure Top 5 SKUs are consistently available and aligned with store planograms • Monitor product freshness and execute POS materials as per guidelines • Support trade promotions, activations, and secondary displays when required Customer Engagement & Service Excellence <ul style="list-style-type: none"> • Build and maintain strong relationships with store managers and retail staff • Address inquiries and resolve operational or product issues promptly • Deliver professional and reliable service to enhance customer satisfaction 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, 3am-12pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Inventory & Returns Management <ul style="list-style-type: none"> • Conduct daily stock reconciliation using FIFO practices • Manage returns, minimise wastage, and ensure accurate cash handling • Comply strictly with stock control and reconciliation procedures Reporting & Market Feedback <ul style="list-style-type: none"> • Submit accurate daily sales reports and reconciliation records • Provide insights on competitor activities, pricing, and market trends 	


#17 Tower Transit Singapore


Job Positions	Job Requirements	Key Responsibilities	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; 	PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: <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; • Provide a high standard of customer service at all times, 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, • Employment Type: Full Time • Job Type: Permanent • Location: 21 Bulim Drive (S)648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Detailed knowledge of the “HOT” process and other security procedures and protocols; and • Professionally presented. 	<ul style="list-style-type: none"> 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 behaviour or activities that may pose a risk to the security and safety of customers, employees and members of the public; • Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high visibility safety vest and completing a pre-service vehicle check before taking a bus into service; • 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. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>CFMS/ Service Controller </p>	<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 workforce and community; • 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 	<p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • 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 employees and external parties; • 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 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 21 Bulim Drive (S)648170

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>missed, or curtailed trips.</p>	<p>in relation to vehicle breakdowns;</p> <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. 	
<p>Interchange Supervisor </p>	<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; • 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 	<p>SUMMARY:</p> <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 through liaison with CFMS Controllers on duty; • identifying and communicating issues with schedules, allocations, specific drivers, and/or vehicles; • ensuring the safe movement of vehicles and pedestrians within the interchange whilst at all times 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. <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • Responsible for overseeing all driver reporting and daily 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 21 Bulim Drive (S)648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>to ensure success in this role and you must demonstrate that you can efficiently liaise with Drivers in a polite and professional manner.</p> <ul style="list-style-type: none"> • Organisation skills are essential for you to be able to succeed in this role; • Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures. 	<p>driver contact at the interchange.</p> <ul style="list-style-type: none"> • 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 CFMS Controllers to ensure that services are effective and efficient. • 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 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>possible identify and contact owners of any lost property.</p> <ul style="list-style-type: none"> • 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 handover 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. 	
<p>Vehicle Technician </p>	<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; • Hold and retain a valid forklift operator licence, 	<p>SUMMARY:</p> <ul style="list-style-type: none"> • Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company’s policies and procedures; as well as legislative and LTA contractual obligations. <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <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 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, • Employment Type: Full Time • Job Type: Permanent • Location: 21 Bulim Drive (S)648170

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position 	<p>approximately two hours for each inspection;</p> <ul style="list-style-type: none"> • 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 that vehicles are maintained to highest standards; • 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 	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>identify any areas of concern to the Engineering Supervisor;</p> <ul style="list-style-type: none"> • 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 workshop procedures, safe work practices and work instructions. • Mentor and supervise assigned staff under your charge. • Ensure Zero Industrial accident and compliance to all statutory and or government regulations. 	

#18 Worldwide Hotels Management

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Front Office Manager 	<ul style="list-style-type: none"> • Able to commit on shift basis including weekends and public holidays 	<ul style="list-style-type: none"> • Assist Front Office Manager on day-to-day hotel operations 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 12hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269
Duty Manager 	<ul style="list-style-type: none"> • Able to commit on shift basis including weekends and public holidays 	<ul style="list-style-type: none"> • Direct, monitor and supervise the day-to-day activities of all sections within the Front Office and other services rendered by other operational departments of the Hotel, and to ensure smooth operations and customer service satisfaction in line with the established standards and policies of the Hotel. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 12hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269
Front Office Executive 	<ul style="list-style-type: none"> • Able to commit on shift basis including weekends and public holidays 	<ul style="list-style-type: none"> • Executes all duties related to the Hotel's front office operations 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 12hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269
Guest Service Officer (Bellhop)	<ul style="list-style-type: none"> • Able to commit on shift basis including weekends and public holidays 	<ul style="list-style-type: none"> • To welcome all guests and provide service duties to them, such as assisting with their luggages, transport, and all other guests' enquiries. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 9 hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Housekeeping Team Leader	<ul style="list-style-type: none"> • Able to commit on shift basis including weekends and public holidays 	<ul style="list-style-type: none"> • Responsible for the cleanliness, orderliness and general appearance of the hotel while at the same time ensuring that all hotel guests receive a high level of housekeeping services. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 9 hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269
Hotel Attendant	<ul style="list-style-type: none"> • Able to commit on shift basis including weekends and public holidays 	<ul style="list-style-type: none"> • Assisting in housekeeping department for general cleaning role for hotel lobby and general areas. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 12 hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269
Laundry Operator	<ul style="list-style-type: none"> • Able to work with heavy machineries 	<ul style="list-style-type: none"> • Responsible for laundry plant operations such as folding and ironing of clothes and packing. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 10 hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269
Maintenance Technician 	<ul style="list-style-type: none"> • Able to commit on shift basis including weekends and public holidays 	<ul style="list-style-type: none"> • Maintaining of the hotel's facilities to the highest standards and ensuring the safety and comfort of our guests and staff. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/week, 9 hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Room Attendant	<ul style="list-style-type: none"> • Able to commit on shift basis including weekends and public holidays 	<ul style="list-style-type: none"> • Responsible for routine duties in cleaning and servicing of guest rooms while promoting a positive image of the property to guests. 	<ul style="list-style-type: none"> • Working Hours: 5 days/week, 12 hrs/ day • Employment Type: Full Time • Location: 80 Marine Parade Road (S)449269


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Backend Referral


#1 Cushman and Wakefield

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Facility Manager 	<ul style="list-style-type: none"> • Diploma/Degree in Facilities Management, Engineering, Building Services, or related field • Minimum 5–8 years of experience in Facilities Management or building operations • Strong knowledge of maintenance planning, PPM, and building systems (M&E, HVAC, etc.) • Experience managing vendors, contractors, and service providers • Good understanding of contract management and scope of work review • Familiar with procurement processes (RFQ, PO, invoicing, budgeting) 	<ul style="list-style-type: none"> • Be accessible for escalation of all FM related issues daily report to the Operations Lead • Take rounds of the facility regularly to identify issues in Housekeeping, Maintenance, Cafeteria etc and initiate immediate rectification actions • Define maintenance and repair needs based on site conditions. • Review contracts and scopes of work for specialist sub-contractors. • Identify and procure required hand tools and equipment. • Develop planned preventive maintenance (PPM) schedules. • Set work schedules, shift arrangements, and deployment plans. • Establish safety and quality assurance (QA) programs with supporting training. • Implement FM operations including staff onboarding, 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Contract


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of workplace safety, QA standards, and compliance requirements • Proven ability to lead teams, manage shifts, and deploy manpower effectively 	<ul style="list-style-type: none"> • vendor coordination, and documentation. • Monitor FM performance and ensure compliance with contractual obligations. • Oversee procurement (quotation, PO, invoice, accrual etc.) and prepare budget and assists in the preparation of operating budgets. • Standardize operational procedures, reporting protocols, and communication processes. • Conduct performance reviews and ensure compliance with safety and quality standards. • Work with related stakeholders and associated supporting teams and collaborators (including advisers, vendors, and other subject matter experts), to oversee, support and deliver the assigned range of site related outcomes and service. 	
<p>Assistant Property Manager </p>	<ul style="list-style-type: none"> • Proven track record as a PO or SPO in township management. • Demonstrate positive service attitude and good track record of serving residents and grassroots organizations. • Compliments received by residents or GRLs will be an advantage. • Able to communicate and connect well with external stakeholders and internal customers. • Demonstrate good teamwork and willing to assist new colleagues. • Diploma in Building, Building Maintenance/ 	<ul style="list-style-type: none"> • Lead a team of property officers and work closely with the Member of Parliament and grassroots leaders in the management of the common areas of the public housing estates. • Manage the team in achieving key performance indicators as required in property management and compliance to relevant government regulations. • Work closely with the various grassroots organizations and government agencies on projects to enhance the living environment. • Plan and implement the Town Councils' improvement 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Contract •

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Management, Facilities Management, or other approved qualifications preferred but not mandatory.</p>	<p>programmes and exercise prudent budgetary control.</p> <ul style="list-style-type: none"> • Engage, manage residents’ feedback and to carry out random call back service to residents when the feedback is resolved. • Assist the PR Team and grassroots leaders to organize grassroots activities. • Attend MP’s house visits, grassroots and project meetings after office hours when required. • Attend to urgent cases referred, grassroots leaders and EMSU. • Do cross audit of estate inspections, arrears visitations and special duties when assigned. • To be Secretary of assigned subcommittee and follow up on the various projects and as and when special duties assigned. • Assist General Manager in managing the Town Council and complying with Town Council’s governance and achievements. • Perform any related duties as required and directed. • Take accountability and ownership of Workplace Safety & Health (WSH) standards and outcomes in building up a Safety Culture. 	
<p>BMS Engineer </p>	<ul style="list-style-type: none"> • Degree or equivalent relating to mechanical or electrical engineering or related technical discipline • Preferable with certification of Energy Auditor / SCEM / GMAP / LEED / WELL 	<ul style="list-style-type: none"> • Support BMS project execution from design to handover. • Plan site activities, monitor progress, and resolve technical or site issues. • Attend site meetings and provide progress updates. • Develop control strategies, control schematics I/O lists and network architecture 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Contract



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Willing to travel and perform hands-on work at project sites • Have more than 5 years of experience in relevant field 	<ul style="list-style-type: none"> • Prepare technical submissions, shop drawings, and as-built documentation. • Perform Niagara (Tridium) programming including logic development, graphics creation, alarms, trending, and dashboards. • Integrate third-party systems via BACnet, Modbus, and TCP/IP. • Configure DDC controllers, field devices, and BMS servers. • Support BMS migrations and technology refresh projects. • Carry out system commissioning and plant optimization. • Perform system tuning to improve performance and energy efficiency. • Prepare commissioning reports, test records, and as-built drawings. • Develop O&M manuals and training materials. • Conduct system training for clients and facilities management teams. • Support project handover and Defect Liability Period (DLP). • Provide troubleshooting and technical support for live BMS systems. • Support maintenance teams during breakdowns or system upgrades 	
<p>Building Technician </p>	<ul style="list-style-type: none"> • NITEC or Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent • Minimum 2 years of relevant facility 	<ul style="list-style-type: none"> • Provide front line engineering support for M&E and building services • Attend to breakdowns, servicing, repairing and emergency requests • Manage fire command center system like BMS, Fire Alarm and ACMV system etc. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, Mon – Fri: 9am to 5pm Sat: 9am-12pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> management experiences or equivalent 	<ul style="list-style-type: none"> • Good hand on skill for corrective work action for M&E system. • Ensure work is done properly and signed off service report with name and date. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Contract •
Cleaner	<ul style="list-style-type: none"> • Possess prior cleaning experiences 	<ul style="list-style-type: none"> • Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, restroom cleaning and etc.) • Performing and documenting routine inspection and maintenance activities • Carry out heavy cleaning tasks whenever required • Cooperate with rest of the staff • Follow all health and safety regulations 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, Mon – Fri: 9am to 5pm Sat: 9am-12pm • Employment Type: Full Time • Job Type: Contract
Cleaning Supervisor	<ul style="list-style-type: none"> • Degree / Diploma in Building Services / Facilities Maintenance or Mechanical / Electrical Engineering or equivalent • 2 to 3 years relevant experience in property / estate / facilities management or building / facilities maintenance • Knowledge in building works and facilities management • Possess good communication skills in liaising with both internal and external stakeholders 	<ul style="list-style-type: none"> • Adhere strictly to cleaning schedules and complete tasks within stipulated time. • Minimize wastage and ensure efficient usage of cleaning consumables. • Support HQ's direction in increasing manpower productivity and minimizing costs. • Adhere strictly to cleaning SOPs and time schedules. • Improve personal work competency and meet company stipulated cleaning benchmarks. • Communicate with immediate supervisor on challenges faced. • Attend and pass all required training modules. • Comply strictly with all company stipulated safety procedures and protocols. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Thur: 7am to 4.30pm Fri: 7am-4pm • Employment Type: Full Time • Job Type: Contract


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Report all unsafe work conditions and defects promptly. • Ensure that all feedback given by customers are relayed to immediate supervisor. • To maintain professional conduct with customers at all times • Ensure adhoc instructions by supervisors are promptly attend to at all times. 	
<p>Data Center Manager </p>	<ul style="list-style-type: none"> • Degree/diploma in Electrical Engineering with 7–10 years in DC M&E operations, including 3 years in a managerial role • Strong knowledge of M&E/DC infrastructure, local standards (e.g., SS564, ISO 50001), with leadership, communication, and stakeholder management skills • Proficient in MS Office and incident tools; able to travel and respond to emergencies on short notice 	<ul style="list-style-type: none"> • Facilities Operations: Oversee daily M&E operations (HVAC, electrical, plumbing, fire protection, BMS) and ensure maintenance is performed per schedules, SOPs, and safety standards • Team & Vendor Management: Lead engineers/technicians (hiring, training, performance) and manage contractors/vendors for quality and delivery • Client Management & Reporting: Act as main client liaison, attend meetings, and deliver regular reports on KPIs, incidents, and performance • Compliance & Risk Management: Ensure audit readiness, regulatory compliance, incident reporting, and implementation of corrective/preventive actions • Financial & Continuous Improvement: Manage budgets, contracts, and assets while driving cost optimisation, system improvements, and upgrade initiatives 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Contract
<p>Electrical Engineer (LEW License) </p>	<ul style="list-style-type: none"> • Valid LEW Grade 8 (EMA Singapore) with minimum 5 years in 	<ul style="list-style-type: none"> • Maintenance & Reliability: Plan and execute electrical shutdowns, perform preventive 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week,


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	industrial/commercial electrical systems <ul style="list-style-type: none"> • Strong troubleshooting, project management, and team leadership experience • Good communication skills, knowledge of local regulations, and willingness to work during shutdowns (weekends/holidays) 	maintenance, and ensure system reliability <ul style="list-style-type: none"> • Systems & Compliance: Inspect and maintain lighting/lightning systems while ensuring safety and regulatory compliance • Project Management: Lead electrical projects end-to-end, managing timelines, budgets, resources, and stakeholders • Troubleshooting & Support: Diagnose electrical issues, provide technical guidance, and train staff for basic onsite work • Team, Vendors & Clients: Supervise contractors, mentor team members, and engage clients through reports and presentations 	Mon – Fri: 9am to 6pm <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Contract
Facilities Manager 	<ul style="list-style-type: none"> • Proven leadership and analytical skills in Facilities Management. • Strong experience in defining maintenance strategies and asset assessments. • Knowledge of contract management and vendor oversight. • Familiarity with FM tools, equipment, and procurement practices. • Expertise in preventive maintenance planning and implementation. • Experience in organizational structuring and phased deployment. • Workforce planning and shift scheduling capabilities. • Deep understanding of EHS regulations and QA systems, including training facilitation. 	<ul style="list-style-type: none"> • Establish a team of FM experts for operational analysis. • Define maintenance and repair needs based on site conditions. • Review contracts and scopes of work for specialist sub-contractors. • Identify and procure required hand tools and equipment. • Develop planned preventive maintenance (PPM) schedules. • Design the FM organizational structure and phase-in plan for site personnel. • Set work schedules, shift arrangements, and deployment plans. • Establish safety and quality assurance (QA) programs with supporting training. • Implement FM operations including staff onboarding, vendor coordination, and documentation. • Monitor FM performance and ensure compliance with contractual obligations. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Contract


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Project management skills with experience in team onboarding and vendor coordination. • Competence in tracking FM KPIs and ensuring contract compliance. • Knowledge of inventory management and procurement systems. • Ability to develop and implement SOPs, site reporting, and communication frameworks. • Experience with performance audits, safety reviews, and QA compliance. 	<ul style="list-style-type: none"> • Oversee procurement and handling of spare parts, tools, and equipment. • Standardize operational procedures, reporting protocols, and communication processes. • Conduct performance reviews and ensure compliance with safety and quality standards. 	
<p>Property Executive </p>	<ul style="list-style-type: none"> • Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience preferably in commercial or industrial real estate with facility management experience required • Experience in maintenance, construction, engineering and all facets of property operation and building management preferred • CMMS/Work Order Management experience is preferred 	<ul style="list-style-type: none"> • Manage and oversee the preventive and corrective maintenance works related to hard FM (e.g. Building, M&E services, Plumbing & Sanitary)/ soft FM (e.g. Cleaning, Waste, Pest Control, Landscape, etc) • Lead a team of technicians or property officer in fulfilling our service deliverables. • Attend to feedback from building occupants or users on building operations and ensure timely closure of the feedback received. • Manage and oversee Contractors in carrying out their duties, maintenance work and ensure they perform according to expectations. • Manage & oversee the performance of vendors or service providers engaged by JTC (e.g. security officers, carpark operator, lifts servicing team, etc.) 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Contract

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Compile service reports and send them to Client. • Plan and implement improvement work for the buildings under his/her care. • Inspect building common areas and tenanted spaces, reporting all defects and non-compliances and take the necessary follow-up actions to close the cases. • Attend tenancy fit-out meetings. • Carry out enforcement duties. • Source for quotations for ad-hoc repair works, parts replacement or other work. • Prepare cost estimates for ad-hoc maintenance, reinstatement and improvement works. • Order and keep track of spares, inventories, and tools for maintenance works • Ensure all statutory licenses and permits are renewed timely (e.g. building signage, annual water tank cleaning, periodic structural inspection, periodic façade inspection, etc.) • Assist the FM in preparing the monthly kpi presentation slides and management report. • To undertake other work assignments which the Management may assign. 	
<p>Property Officer </p>	<ul style="list-style-type: none"> • Estate management requires travelling from location to location to perform the task efficiently, company transport will be provided. • In estate management, it's essential for individuals to feel at ease working outdoors, 	<ul style="list-style-type: none"> • Conduct regular inspections of estate to assess maintenance needs, cleanliness, and safety standards. • Coordinate with vendors, contractors, and internal teams to schedule and oversee maintenance and repair works. • Attend to feedbacks, concerns, and complaints promptly and professionally. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Contract



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>embracing the dynamic environments inherent to the role.</p> <ul style="list-style-type: none"> • Excellent communication abilities for engaging with clients and various stakeholders effectively. • Demonstrated capability to collaborate seamlessly within a team and work independently when required. • Class 3 driving license / Class 2 driving license with own transport will be an added advantage. • Educational requirement – Diploma in facilities management / related field. 	<ul style="list-style-type: none"> • Supervise and inspect trial pits to ensure no illegal dumping, buried structures and free from contamination before handing / taking over the land from / to Agencies / lessees. • Preparation of inspection / progress / monthly report and submit to the management. • Supervise Term-Contractor performing inspection and maintenance regime. • Raise any hazardous / safety concern observed during surveillance and inspection within the estate to the management. • Review quotations and prepare the cost estimation report and submit to the management. • Perform any other duties and responsibilities as assigned by management. 	
<p>Quantity Surveyor </p>	<ul style="list-style-type: none"> • Bachelor’s Degree in Quantity Surveying, Engineering, or related field • Experience in cost planning, budgeting, and contract administration • Knowledge of procurement processes and evaluation of service contracts 	<p>Project</p> <ul style="list-style-type: none"> • Prepare, review, and negotiate project tenders (if any), contracts, variations, and claims. • Support quotation preparation and provide cost advice during project planning. • Manage cost planning, budgeting, forecasting, and financial reporting throughout the project lifecycle. • Conduct progress claims and prepare interim and final accounts. • Provide value engineering recommendations to optimize project outcomes. • Monitor contractor performance and ensure compliance with contractual obligations. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time • Job Type: Contract


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist in project management activities to support timely and cost-effective delivery. <p>Operations</p> <ul style="list-style-type: none"> • Prepare and submit monthly payment claims (COP – Certificate of Payment) and final accounts for ongoing facilities management contracts. • Track, analyze, and report on operational cost performance, identifying variances and recommending corrective actions. • Support procurement, including evaluation of service contracts, suppliers, and subcontractors. • Review of subcontractor and supplier’s invoices. • Collaborate with operations teams to manage unplanned work, variations, and emergency requests. • Review and recommend the appropriate SOR/FSR to apply in the quotations and claims. <p>Contract Administration</p> <ul style="list-style-type: none"> • Ensure compliance with all contractual obligations and company policies. • Maintain proper documentation of claims, correspondence, and approvals. • Support dispute resolution and provide advice on contractual risks and opportunities. • Prepare monthly reports and provide insights into management decision-making. <p>Team & Stakeholder Engagement</p> <ul style="list-style-type: none"> • Work closely with Quantity Surveyor, Project Manager, Facilities Managers, Facilities Executives and clients to ensure 	


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		alignment on project and operational deliverables. <ul style="list-style-type: none"> Foster strong relationships with clients, consultants, and subcontractors to support long-term partnerships. 	
Senior Assistant Engineer 	<ul style="list-style-type: none"> Diploma in Electrical / Mechanical /Building/ Facilities Management from a recognized polytechnic with a minimum of 3 years of relevant work experience preferably in commercial or industrial real estate with facility management experience required Experience in maintenance, construction, engineering and all facets of property operation and building management preferred 	<ul style="list-style-type: none"> Lead a team of Technicians to carry out daily to daily operation duties Assist the Engineer in attending to reactive maintenance (RM) To perform scheduled preventive maintenance and reactive maintenance. To conduct daily routine checks for the M&E equipment's, plant rooms and maintain the equipment's in good operational condition. To assist Venue Team request's during event and non-event days. Manage, plan and execution of the Scheduled Facility Program Maintenance (SFPM) Quick response to all Reactive Maintenance are completed within contractual requirement Assist the Engineer to review and ensure critical spare part availability Completion and follow up on any other works assigned by supervisor 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm Employment Type: Full Time Job Type: Contract
Senior Engineer 	<ul style="list-style-type: none"> Diploma in Engineering (Mechanical, Electrical or related fields) with at least 10 years of relevant experience; Degree in Engineering (Mechanical, Electrical or related fields) with at least 5 years of relevant experience. 	<ul style="list-style-type: none"> Carry out inspections, quality control, and supervision of FMC technicians and sub-contractors when directed by the Corporation. Deal with incidents, complaints, breakdowns and repairs related to M&E systems. Be fully competent in providing engineering and technical assessment in trouble-shooting, identifying the appropriate 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm Employment Type: Full Time Job Type: Contract

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>causes, review and implement the appropriate solutions to be executed by the sub-contractors and other service providers.</p> <ul style="list-style-type: none"> • Provide 24-hour emergency support by functioning as the initial first response to an emergency situation and be familiar and trained in the appropriate process and procedures. • Prepare cost estimate for ad-hoc work. • Use of Computerized Maintenance Management System (CMMS) to create work request, update and close case. • Be familiar with the use of e-PTW system. • Be familiar as users of the functionality of the IBMS/BMS system’s alarm management module and maintenance module. • Undertake any other work necessary for effective operations of the Properties / Estates or as directed by the Corporation or reporting officer. • Assist in the monthly reports for M&E systems. • Take accountability and ownership of Workplace Safety & Health standards and outcomes in building up a Safety Culture. 	
<p>Senior Project Engineer </p>	<ul style="list-style-type: none"> • Diploma in Engineering (Mechanical, Electrical or related fields) with at least 10 years of relevant experience; • Degree in Engineering (Mechanical, Electrical or related fields) with at 	<ul style="list-style-type: none"> • Prepare agendas, develop and maintain master project budgets and timelines as required for each project and project phase to ensure overall project objectives are met. • Prepare and coordinate project reports and drawing reviews for 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon – Fri: 9am to 6pm • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>least 5 years of relevant experience.</p>	<p>clients, property/facility management team, and project team (as applicable) at conceptual, schematic, design development and construction phases of project.</p> <ul style="list-style-type: none"> • Manage the tender process from initiation, conduct site walk, interviews and make proposal based on PQM. • Review requisitions, change orders and other invoices associated with the project and confer with client and property management on costs and impacts. • Collaborate with other teams to ensure smooth execution of projects. • Adhere to government laws and regulations and established rulings of government authorities, including building codes, safety regulations, etc. • Documentation including budget disbursement, raising of Purchase Request, LOA and proper closure of project (work completion, defect clearance), as well as inter-departmental billing. 	<ul style="list-style-type: none"> • Job Type: Contract
<p>Technical Officer </p>	<ul style="list-style-type: none"> • Diploma in Facilities Management / Mechanical Engineering / Electrical Engineering / Building Services or equivalent. • 2 years relevant Facilities Operation experience in a FM service provider / factories / owner. • FSM / ECO / other FM and Safety related certificates will have added advantage. 	<p>Operation Role</p> <ul style="list-style-type: none"> • Manage day to day operation, daily data log in, and attend daily operation toolbox meeting; • On duty to standby for response to emergency fault calls after officer hour; • Liaise with site users and to prepare and submit work proposal for job requests received; • Prepare costing, condition assessment, and proposal for Corrective Maintenance works 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, Mon – Fri: 9am to 5pm Sat: 9am to 12pm • Employment Type: Full Time • Job Type: Contract • Location: 5 Pearl's Hill

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>before required Timeframe in contract;</p> <ul style="list-style-type: none"> • Execute Adhoc works including construction projects which involves building A&A works, Structural Repairs, renovation projects, M&E equipment installation projects, etc., and submit Certification Of Completion before Purchase Order need by date; • Supervise sub-contractors' work, checks and certify Maintenance Works service reports; • Participate in site maintenance programs such as Management By Walking Around (MBWA) with users; Safety inspection; 6""S"" , etc.; <p>Maintenance Role</p> <ul style="list-style-type: none"> • Attend daily operation toolbox meeting, and participate in site maintenance programs such as MBWA with users; Safety inspection; 6""S"" , etc. • Coordinate with Service Partners (SP) and Inspection team to plan Annual & Monthly Schedule (including scheduled inspections) according to Quality Control Procedures and submit for approval; • Responsible for inventory record, drawings, documentations, Defect Liability Period registers, and legal registry; • Compile and maintain service reports, Licenses/Certificates on site; • Prepare and submit Certificate of Completion for Maintenance Works and Services monthly, and prepare monthly claims. 	<p>Road (S)168996</p> <ul style="list-style-type: none"> • 2 Woodlands Rise (S)737749 • 31 Tampines Street 61 (S)528564 • 11 Bukit Batok West Avenue 9 (S)657995 • 750A Chai Chee Road (S)469001 • 1 Tampines Walk (S)528523

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Follow up with Contractor SP to carry out corrective maintenance and to rectify defects reported by Quality Control/Quality Assurance auditor/Users; • Perform additional role such as Safety Lead and/or FSM Inspection. 	

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 Singapore 609607

Operating Hours
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 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)**

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