Job Listing Booklet for Job Fair @ Punggol CC (25 Nov 2026)

Total 16 employers & 116 jobs

Company Name	Job Title	Job Description	Job Requirement	Working Hours
AC HESED Group	**Full Time F&B Commissary Production Crew (midnight shift 8pm to 6am)**	The Doughnut Commissary Production Crew is responsible for the daily preparation and production of doughnuts and related food products at the central commissary. The role ensures that all products are prepared according to established recipes, quality standards, food safety requirements, and production schedules, so that outlets receive fresh, consistent, and high-quality products.	Doughnut Production, Food Preparation & Handling, Quality Control, Food Safety & Hygiene, Packing & Dispatch, Inventory & Stock Management, Teamwork & General Operations	8pm to 6am
AC HESED Group	**Full Time F&B Delivery Driver (early shift 4am start)**	The Doughnut Delivery Driver is responsible for the safe, timely, and efficient delivery of freshly prepared doughnuts, ingredients, packaging materials, and other supplies from the commissary/central kitchen to the company's outlets and other designated locations. The role requires a strong sense of responsibility, punctuality, careful product handling, and good customer service. The driver must ensure that all deliveries are completed accurately and that products arrive at the outlets in good condition and within the required delivery schedules.	Delivery & Transportation, Loading & Unloading, Delivery Accuracy & Documentation, Vehicle Maintenance & Safety, Food Safety & Hygiene, Outlet Support & Customer Service, Inventory & Logistics Support, Other Duties	4am to 3pm
AC HESED Group	**Part Time F&B Kiosk Service Crew**	We are looking for a friendly, responsible, and service-oriented Food Kiosk Service Crew to join our team on a full-time basis. The successful candidate will be responsible for providing excellent customer service, preparing and serving food and beverages, maintaining cleanliness, and supporting the smooth day-to-day operation of the kiosk	customer service (Attend to customer), cashiering & sales (manage the pos system and transactions), Food Preparation, Inventory support	Shift between 10am to 10pm
AC HESED Group	**Permenant Part Time F&B Kiosk Service Crew**	We are looking for a friendly, responsible, and service-oriented Food Kiosk Service Crew to join our team on a full-time basis. The successful candidate will be responsible for providing excellent customer service, preparing and serving food and beverages, maintaining cleanliness, and supporting the smooth day-to-day operation of the kiosk	customer service (Attend to customer), cashiering & sales (manage the pos system and transactions), Food Preparation, Inventory support	Shift between 10am to 10pm
AC HESED Group	**Full Time F&B Kiosk Service Crew**	We are looking for a friendly, responsible, and service-oriented Food Kiosk Service Crew to join our team on a full-time basis. The successful candidate will be responsible for providing excellent customer service, preparing and serving food and beverages, maintaining cleanliness, and supporting the smooth day-to-day operation of the kiosk	customer service (Attend to customer), cashiering & sales (manage the pos system and transactions), Food Preparation, Inventory support	Shift between 10am to 10pm
AC HESED Group	**Full Time F&B Kiosk Store Supervisor**	We are seeking a responsible, hands-on, and customer-focused Food Kiosk Store Supervisor to oversee the daily operations of our food kiosk. The Store Supervisor will lead the service crew, ensure smooth and efficient store operations, maintain food quality and hygiene standards, and deliver an excellent customer experience. The ideal candidate should be confident in managing people, comfortable working in a fast-paced food service environment, and able to take ownership of the kiosk's daily performance.	Store Operations, Team Supervision& Staff Management, Customer Service, Food Safety &Hygiene, Inventory Control, Sales & Business Performance, Reporting & Administration	Shift between 10am to 10pm
AC HESED Group	**Full Time F&B Kiosk Store Manager**	We are looking for a hands-on, commercially driven, and people-focused Food Kiosk Store Manager to take full responsibility for the day-to-day operations and overall performance of the kiosk. The Store Manager will lead the team, drive sales and profitability, maintain high standards of food quality and hygiene, manage inventory and costs, and ensure an exceptional customer experience. The successful candidate should be a strong operator who can balance people, service, quality, and business performance. The Store Manager is accountable for the overall success of the kiosk — leading the team, delivering excellent customer service, driving sales, controlling costs, maintaining food quality and safety, and ensuring consistent operational excellence.	Store Operations & Management, Sales & Business Performance, People Management & Leadership, Customer Experience, Food Quality, Safety & Hygiene, Inventory, Purchasing & Cost Control, Financial Controls, Reporting & Administration	Shift between 10am to 10pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
AC HESED Group	**Full Time F&B Kiosk Area Manager**	We are seeking an experienced, commercially driven, and people-focused Food Kiosk Area Manager to oversee the performance and operations of multiple food kiosk outlets within an assigned area. The Area Manager will be responsible for sales growth, profitability, operational excellence, people development, food safety, customer experience, and compliance across all assigned kiosks. The role requires a hands-on leader who can translate company strategies into consistent execution at store level while developing Store Managers and building high-performing teams. The Area Manager is accountable for the performance of multiple kiosks — developing Store Managers, driving sales and profitability, ensuring operational consistency, maintaining food safety and customer service standards, and building a strong pipeline of capable leaders. The key measure of success is not only how well the Area Manager manages individual outlets, but how effectively they develop Store Managers and create a consistent, scalable, and high-performing operation across the entire area.	Area Operations Management, Sales & Profitability, Store Manager Leadership & Development, Manpower & Workforce Planning, Customer Experience, Food Quality, Safety & Hygiene, Inventory & Cost Management, Financial Controls, Performance Monitoring & Reporting, New Outlet Opening & Business Projects	Shift between 10am to 10pm
AC HESED Group	**F&B Brand Executive**	We are looking for a creative, commercially minded, and execution-focused Food Brand Executive to support the development and growth of our food brand. The Food Brand Executive will be responsible for translating the brand strategy into effective marketing campaigns, product launches, promotional activities, content, customer engagement, and in-store execution. The role works closely with Operations, Product Development, Design, Sales, and external partners to ensure the brand remains relevant, consistent, and commercially successful. The ideal candidate combines food industry passion, marketing creativity, strong execution skills, and commercial awareness. The Food Brand Executive is responsible for turning the food brand's strategy into compelling customer experiences and commercially effective marketing activities. The role sits at the intersection of Brand × Product ×Marketing × Customer × Operations, ensuring that every campaign, product launch, promotion, and customer touchpoint strengthens the brand while contributing to sustainable business growth.	Brand Management, Marketing Campaigns & Promotions, Product Launches & Menu Development, Digital & Social Media, Customer & Market Insights, In-Store Brand Execution, Commercial & Sales Support, Brand Partnerships & Activations, Marketing Budget & Administration, Reporting & Performance Tracking	9am tp 6pm
AC HESED Group	**F&B Brand Manager**	We are looking for a creative, commercially minded, and execution-focused Food Brand Manager to support the development and growth of our food brand. The Food Brand Executive will be responsible for translating the brand strategy into effective marketing campaigns, product launches, promotional activities, content, customer engagement, and in-store execution. The role works closely with Operations, Product Development, Design, Sales, and external partners to ensure the brand remains relevant, consistent, and commercially successful. The ideal candidate combines food industry passion, marketing creativity, strong execution skills, and commercial awareness. The Food Brand Executive is responsible for turning the food brand's strategy into compelling customer experiences and commercially effective marketing activities. The role sits at the intersection of Brand × Product ×Marketing × Customer × Operations, ensuring that every campaign, product launch, promotion, and customer touchpoint strengthens the brand while contributing to sustainable business growth.	Brand Management, Marketing Campaigns & Promotions, Product Launches & Menu Development, Digital & Social Media, Customer & Market Insights, In-Store Brand Execution, Commercial & Sales Support, Brand Partnerships & Activations, Marketing Budget & Administration, Reporting & Performance Tracking	9am tp 6pm
AcePLP	**BIM/CAD Engineer (Apprenticeship)**	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 Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. 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.	Higher Nitec/Degree in Construction or Engineering related background No experience required Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc.	Mon-Fri 8:30am to 5:30pm Sat 8:30am to 12:30pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
AcePLP	**BIM/CAD Technical Specialist**	To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training	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.	Mon-Fri 8:30am to 6:30pm
AcePLP	**BIM/CAD Trainer**	To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training	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.	Mon-Fri 8:30am to 6:30pm
AcePLP	**HR Executive (Payroll)**	Managing end-to-end payroll processing and ensuring timely salary disbursements. Administer attendance and record leaves of absence for all staff Compute and administer the disbursement of final salary payments, salary adjustments, bonuses, incentives, and reimbursements. Ensure compliance with statutory requirements related to payroll and employee benefits. Addressing payroll-related queries from employees and coordinating with relevant departments as required. Prepare and submit CPF, IR8A, IR21, Skills Development Levy (SDL), Self-Help Group (SHG) contributions, and other statutory	Diploma or Degree in Human Resource Management, Business Administration, Accounting, or a related discipline.	Mon-Fri 8:30am to 6:30pm
Anytime Fitness DKD Group	**Brand Ambassador**	Represent the gym at events, promotions, and online channels Engage potential members and answer inquiries Build relationships within the community and with local partners Collect feedback to help improve the member experience Complete necessary paperwork, contracts, and member registration processes accurately.	Outgoing, energetic, and personable Strong communication and sales skills Comfortable promoting services publicly and online Motivated and sales-oriented Creativity and ability to create engaging content for social media and other promotional channels.	11.00 AM - 8.00 PM
Anytime Fitness DKD Group	**Personal Trainer**	Conduct personalized training sessions for all fitness levels Track member progress and provide exercise & nutrition advice Ensure safe use of equipment and maintain a clean environment Stay updated on fitness trends and certifications	Certified Personal Trainer Passionate about health, fitness, and helping others Excellent communication and motivational skills Professional, reliable, and independent	11.00 AM - 8.00 PM
Curate Kitchen	**Service Crew**		Be part of the instutional catering team and join either the kitchen or service crew team.	5.5 days
Curate Kitchen	**Chef**	• Assist in the preparation and design of food and beverage menus • Produce high-quality dishes with attention to presentation and taste • Ensure the kitchen operates efficiently and meets quality standards • Step in for the Head Chef in planning and directing food preparation when required • Resolve kitchen issues proactively and handle high-pressure situations effectively • Manage, train, and schedule kitchen staff; monitor and evaluate performance • Order and manage inventory to ensure adequate stock levels • Maintain cleanliness, organization, and compliance with food safety standards • Foster a positive and professional working environment	• At least 5 years of working experience as a chef	5.5 days

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Curate Kitchen	**Quality Assurance Executive**	Ensure full and consistent implementation of ISO 22000:2018 food safety management standards across all kitchens, production areas, and event sites Monitor all operational processes to ensure compliance with Singapore Food Agency (SFA) licensing, inspection, and regulatory standards Develop and maintain Food Safety Management Plans, including hazard analysis and Critical Control Points (HACCP) documentation and reviews Plan, schedule, and manage routine food sampling and hand swab tests, ensuring timely lab submissions and analysis follow-ups Maintain traceability systems for all raw ingredients and finished products to support product recalls or incident investigations if required Coordinate quarterly external audits by certification bodies, prepare audit documentation, and ensure corrective actions are implemented Lead internal audits in alignment with HQ policies, prepare reports, and oversee continuous improvement actions Supervise quality standards throughout daily production, event catering set-ups, and cafeteria service, ensuring food meets internal specifications and hygiene protocols Review and update Standard Operating Procedures (SOPs) for food handling, preparation, transportation, and storage Monitor and validate Critical Control Points (CCPs), temperature logs, cleaning checklists, pest control measures, and allergen management About you Knowledge of ISO 22000:2018 food safety management standards Halal Certification is a plus Understanding of Singapore Food Agency (SFA) licensing, inspection, and regulatory standards Experience with hazard analysis and Critical Control Points (HACCP) documentation Experience conducting food sampling, hand swab tests, and lab analysis follow-ups Experience with traceability systems for raw ingredients and finished products Experience coordinating external audits and managing corrective actions Experience leading internal audits and preparing audit reports Experience with Standard Operating Procedures (SOPs) for food handling, preparation, transportation, and storage Experience with EHS (Environment, Health, and Safety) risk assessments and incident investigation Experience designing and delivering food safety and hygiene training programs	• At least 3 years of working experience as a quality assurance executive	5 days

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Curate Kitchen	**Assistant Operations Manager**	Ensure the seamless and timely execution of all site operations and daily business activities. Apply problem-solving and managerial expertise to oversee day-to-day operational performance. Continuously enhance operational systems and stay updated with industry trends and best practices. Manage employees, core operations, budgets, project delivery, and support corporate strategy implementation. Foster team growth and professional development, contributing to the organization's sustainable success. Lead and motivate staff to maintain high performance and a positive, productive work environment. Ensure compliance with all industry regulations, internal policies, and relevant quality and safety standards. Collaborate with key stakeholders, including government bodies, industry associations, management teams, and senior executives (COO, CEO, etc.). Uphold workplace health and safety guidelines and enforce strict compliance. Monitor individual and team performance, providing coaching, training, and constructive feedback for continuous improvement. Implement quality assurance measures for products and services, and monitor production KPIs. Enhance customer service standards to improve satisfaction and client retention. Optimize workflows and operational processes for efficiency and cost-effectiveness. Prepare and present reports on operational efficiency, quality, and performance metrics. Maintain overall service operations to ensure long-term sustainability and business growth.	• At least 5 years of working experience as an assistant operations manager	5 days
ISS Facility Services	**Health Attendant**	(1) Health Attendant - Hospital Ward (Day Shift) Cleaning of commode chair (Wed/soiled). Top up supplies (apron, glove, etc.). Patient pantry cleaning (basin, fridge, table, etc.). Ensure all patient drink/dry ration not expired. Push AGV food/linen cart to designated place. Top up patient (shirt, blanket) to trolley cabinet. Serve/remove food trays, water jug. Sluice room cleaning (macerator/basin, etc.). Collecting soiled linen (2x/when full). Make ice (every Friday). Cleaning of shower chair (top up chemical daily). Help nursing request (2) Health Attendant - Hospital Gym (Day Shift) Cleaning of commode chair (Wed/soiled). Top up supplies (apron, glove, etc.). Make up bed in contextual room (seldom 1 bed). Wipe/disinfect items in gym. Wiping/cleaning (equipment/cabinet/racks). Cleaning of therapy bed. Clear soiled linen. Help therapist request.	No experience required; training will be provided. Experience in healthcare, housekeeping, cleaning, hospitality, or support services is an advantage. Physically fit and able to perform manual duties. Able to communicate and read basic English. Positive attitude and willingness to learn. Comfortable working in a hospital environment Able to work 12 hours shift Able to work rotating shifts, weekends, and public holidays.	7am - 7pm/ 9am - 9pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
ISS Facility Services	**Porter**	Provide safe, timely, and professional portering services for patients between wards, specialist clinics, departments, and external centres using wheelchairs, trolleys, or beds, ensuring proper transfer and lifting techniques at all times. Collect, deliver, and transport medical records, patient notes, medications, blood specimens, and other items between wards, departments, pharmacy, pathology, and external institutions, ensuring accuracy, confidentiality, and secure handling at all times. Conduct regular wheelchair collection and redistribution across designated areas to ensure sufficient availability for operational needs. Assist with the safe transfer of patients to and from Wheelchair Accessible Bus (WAB) services, ensuring patients are properly secured before each trip. Maintain accurate daily task records and ensure proper documentation and filing. Handle equipment and mobile devices responsibly, report defects promptly and ensure all equipment is returned after use. Maintain cleanliness and tidiness of work areas and comply with all Health, Safety & Environmental (HSE) policies and procedures. Report incidents promptly and provide accurate information when required. Support productivity and service improvement initiatives to enhance operational efficiency and customer satisfaction.	Full-time position with willingness to work 5 days per week with rotational off days. Hourly-rated positions and night shift positions are also available. No formal educational qualification required, candidates should be able to read, speak and write simple English. Basic IT knowledge and ability to use smartphones and electronic systems. Able to walk for prolonged periods. Candidates with prior healthcare, patient transfer, portering or similar experience will have an advantage	Fixed Hours • 0730–1630 • 0800-1700 • 1200–2100 • 1300–2200 • 2100–0800 (4 days work week) • 2300–0800; Part Time Fixed Shift Timing 1100-1500 / 1600-2000 / 1700-2100
ISS Facility Services	**Driveway Officer**	Monitor and manage vehicular and pedestrian traffic flow within designated areas. Alleviate congestion and ensure efficient movement of vehicles and pedestrians. Coordinate with security personnel to optimize traffic flow during peak hours and special events. Provide clear and accurate directions to patients, visitors, and public regarding the location of specialist clinics, diagnostic/lab facilities, and amenities. Assist individuals in identifying the most convenient routes to their destinations, considering factors such as distance and accessibility. Deliver exceptional customer service by greeting and welcoming visitors in a professional and friendly manner. Anticipate the needs of patients and proactively offer assistance to enhance their overall experience. Respond promptly to inquiries, requests for information, and concerns related to traffic flow and wayfinding.	Able to commence work immediately	7am - 4pm 7am - 12pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
ISS Facility Services	**Operations Supervisor**	Projects a professional image at all times. Delivers quality portering services to patients and staff in the hospital. Provides portering services which include but not limited to patients, medical records, specimen, equipment, medication and blood products to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner. Assists in the reception of patients by provision of wheelchairs/trolleys and their transfer from ambulance and to ensure proper transfer and lifting techniques are practiced when transferring patients. Maintains proper filling system for purpose of submission of daily tasks. Leads a team of porters and ensures supervision, grooming, motivation, discipline, and training to the team. Conducts training, provides guidance and coach staff to raise competency level. Disseminates information where necessary and provides feedback to supervisor on cases of interest. Engages users on a periodic basis, updates supervisors on their concerns and addresses them. Attends to inquiries from internal staff / external persons immediately and gives appropriate advice if applicable. Manning telephone hotlines, receives requests from users via e-porter system and assigns tasks to staff. Reports any faults in the e-porter system and furnish suggestions to improve system performance. Ensures that the equipments / mobile devices are in good working conditions at all times and report any defects. Prepares and maintains daily roster, daily attendance, and periodic reports. Collects and consolidates all medical certificate submission, leave application forms, and ensures that all documents are in order prior to submission. Ensures tidiness and cleanliness of workplace and / or shared areas of work with other staff. Monitors all Health, Safety & Environmental procedures and practices, reports incidents to supervisor immediately whenever an incident happens, conducts investigation on such matters, and drafts incident report. Responds to hospital or civil emergency activations (eg. call tree, hospital decontamination station, Kingfisher activation, etc) while on duty or/and off duty (standby). Undertakes any other duties/ activities/ projects, etc. as and when instructed by the supervisor or management.	Candidate should posses at least an ITE Cert, Diploma, any field At least 1 years(s) of working experience in the related field is required for this position. Without experience are welcome to apply Training will be provided Basic IT knowledge is required to handle e-system, computer, smartphones Willing to work in Hospital environment Preferably Non-Executives specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc), or Healthcare (Medical Support, Assistant or equivalent) Working Days: 5 days a week (Follow roster for the off day and rest day) Working Hours: 9am to 7pm / 12pm to 10pm / 10pm to 8am Able to work overtime (only when required)	9am - 7pm
ISS Facility Services	**General Cleaner/ Restroom Cleaner**	Ensure cleanliness and disinfection of assigned areas Waste collection and general cleaning tasks Assist Team Leader/Supervisor as needed Assist in cleaning washroom	Able to do OT if required	Various timing
ISS Facility Services	**Hospitality Officer**	Assist with event setup and teardown, including arranging tables, chairs and equipment. Prepare event essentials such as cutlery, serving utensils and tablecloths, including ironing when required. Maintain the cleanliness and presentation of assigned areas, including general housekeeping and replenishment of supplies. Provide on-site support during events, including cleaning and other operational needs. Assist with post-event arrangements to restore venues to their original condition. Report maintenance issues, damaged equipment or supply shortages.	Prior experience in hospitality, event support or housekeeping is an advantage. Positive attitude with good interpersonal and teamwork skills. Comfortable performing hands-on duties and supporting event arrangements. Reliable, organised and able to manage multiple tasks. Willing to learn and adaptable to changing operational needs.	8am - 5pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
ISS Facility Services	**Front Desk Receptionist**	Front Desk Operations Welcome guests, VIP visitors and employees, delivering a high standard of hospitality and service. Attend to incoming calls, general enquiries and requests, ensuring prompt follow-up and resolution. Prepare and serve beverages while maintaining proper food handling and storage standards. Liaise with Housekeeping to maintain a clean, tidy and welcoming office environment. Coordinate with the technical team on facility faults and technical issues. Event Management & Support Coordinate event preparations, venue setup and post-event teardown. Ensure meeting rooms and event spaces are ready for use, including seating arrangements, AV equipment and other requirements. Provide on-site support during events to ensure smooth operations and a positive guest experience.	Minimum Diploma in Hospitality, Hotel Management, Business Administration or a related discipline. At least 3 years of relevant experience in reception, front office, hospitality, office administration or workplace services. Professional, well-groomed and service-oriented, with strong interpersonal and communication skills. Organised, reliable and able to manage multiple priorities effectively. Proficient in Microsoft Office applications. Good command of spoken and written English.	7am - 4pm
ISS Facility Services	**Linen Attendant**	Sort and check linens. Prepare linens for distribution. Inventory management; replenishes stock (patient's pajamas, towel, bedsheet etc). Towing cleaning linen to designated lift from/to clean linen store. Gathers soiled linens from inpatient wards, clinics, endoscopy centre etc. Changing of curtains. Able to do stock inventory management and update in records	Service oriented mindset. Free from allergies to cleaning chemicals. Able to push the heavy trolley. Working shift: 44 hours /week | 5 days work week | 7am to 5pm	7am - 5pm
ISS Facility Services	**Technician (Mobile)**	Carry out repairs and troubleshooting of back-end engineering maintenance works to ensure excellence and consistency in operational support within the workplace, in line with the design intents of various mechanical, electrical, medical, and specialist systems. The role requires a hands-on individual to provide handyman services in support of the team, with knowledge in mechanical works such as air-conditioning servicing and/or basic electrical tasks (e.g., changing light bulbs, electrical power point works). Knowledge of simple plumbing and sanitary works will be an added advantage. To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix, it and programmed maintenance within the framework of the allocated resources. Manage relationship with all specialist's sub-con and contractors appointed by the hospital to achieve the required KPI, client's expectations and deliverables.	Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year working experience Willing to learn attitude. Able to work overtime due to operational requirements Willing to work in healthcare environment.	8am - 5pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
ISS Facility Services	**Facility Engineer**	Maintenance of day to day operations of all M&E services Emergency call-out for 24hrs x 7 days to attend any emergency or perform corrective maintenance Assist to plan, schedule of M&E maintenance schedule Co-ordinate, supervise and carry out all maintenance works, includes overseeing and manage sub-contractors Perform scheduled maintenance check and report Arrange and submit weekly method of statement, risk assessment, security notification of work, authorisation to work, permit to work, landlord permit to work and log out sheet for weekly maintenance works Preparation of monthly summary report of all M&E works, data collation, statistics etc. Co-ordinate, supervise and carry out Integrated Performance Verification Testing to the M&E infrastructures Attendance and co-ordinate Annual Building Power Shutdown Conduct and attend monthly meeting with client, subcontractors Perform daily checks to the M&E infrastructures General administrative works, e.g. filing of all servicing reports, call outs, corrective reports, etc Ad-hoc A&A works Representing client for any coordination with building landlord Prepare quotation to client for any A&A work Order relevance comprehensive M&E stock such as light bulb, fuse and fan belt Help up to conduct fire drill Any other instructions from client	Minimum Diploma/Degree in Mechanical/Electrical/Building engineering related field. Minimum 3-5 years of relevant experience. Pro-active, ability to prioritize work and achieve desired result Independent, able to work with minimum supervision and have a good understanding of critical workflow Able to communicate and write well in English. Able to commit to 5.5 days work week with staggered rest days implemented due to operational requirements	8am - 5pm 8am - 1pm
OLLO Lifestyle International	**Laundry Operator**	Sort, wash, dry, iron, press, hang, fold and pack laundry items. Handle uniforms, towels, linen and clothes. Check laundry items and arrange for rewash or repair when needed. Keep the work area and equipment clean and tidy. Work with the Team Leader and Supervisor to complete daily tasks.	Physically fit, able to stand for long hours. Comfortable working in a warehouse environment without air-conditioning. On-the-job training will be provided.	8am-2.20pm 1pm-9.20pm Rotating Shift
OLLO Lifestyle International	**Laundry Operator**	Sort, wash, dry, iron, press, hang, fold and pack laundry items. Handle uniforms, towels, linen and clothes. Check laundry items and arrange for rewash or repair when needed. Keep the work area and equipment clean and tidy. Work with the Team Leader and Supervisor to complete daily tasks.	Physically fit, able to stand for long hours. Comfortable working in a warehouse environment without air-conditioning. On-the-job training will be provided. Part-time positions are also available on an hourly-rated basis, with flexible working hours of up to 35 hours per week.	8am-2pm 2pm-8pm Flexible Rotating Shift
OLLO Lifestyle International	**Class 4 Driver**	Load and unload uniforms and linens trolleys carefully at factory and customer premises to ensure product integrity Verify and load goods correctly onto delivery vehicles to prevent errors and damage Deliver goods to customers on time by following assigned routes and adhering to scheduled delivery times Handle delivery documents such as Delivery Orders (D/O) and invoices accurately for record-keeping and customer verification Communicate clearly and courteously with customers during deliveries to provide positive service experiences Operate vehicles safely by following all transportation laws and maintaining clean driving records Maintain cleanliness and hygiene of assigned vehicles through regular housekeeping tasks Use company vehicles, equipment, and devices responsibly to avoid damage and ensure operational readiness Perform additional duties assigned by supervisors or managers as needed	Hold a valid Class 4 driving license to operate delivery vehicles safely and legally Commit to a 6-day work week with rotational off days to meet operational scheduling needs	4.30am - 8pm Flexible Rotating Shift

Company Name	Job Title	Job Description	Job Requirement	Working Hours
OLLO Lifestyle International	**Technician**	Maintenance & Repair: Perform routine preventive maintenance, troubleshooting, and corrective repair on industrial laundry equipment such as tunnel washers, washer extractors, dryers, ironers, folders, and conveyors. System Diagnosis: Diagnose complex mechanical, electrical, and pneumatic faults. This includes working with Programmable Logic Controllers (PLC) for system adjustments. Operational Support: Respond promptly to breakdown situations, assess problems, and take appropriate action to minimize operational downtime. Housekeeping & Safety: Maintain a clean and organized work area, manage an inventory of tools and spare parts, and adhere to workplace safety and health (EHS) policies. Installation & Modification: Assist in the installation of new laundry or plant equipment, including fabrication, dismantling, and modification of existing machinery. Spare Parts Management: Maintain an inventory of tools and supplies necessary for repairs; assist in the spare parts process. Process Optimization: Review operational processes and frameworks to achieve continuous improvement and service excellence. Prepare and submit performance & maintenance reports. Team Leadership: Provide training for staff, manage maintenance activities, and coordinate with colleagues to ensure timely operations. Customer & Quality Service: Enforce quality and customer service standards, managing aspects from customer service to operations.	Education: Minimum NITEC or Higher NITEC in Electrical Engineering, Mechanical Engineering, or Mechatronics. Technical Skills: Strong mechanical, diagnostic, and troubleshooting abilities. Experience with hydraulic and pneumatic systems is a plus. Personal Attributes: Ability to work independently, a good team player, and flexibility to work rotating shifts, including weekends and public holidays. Job Skills Troubleshoot & Repair	8am -11pm Flexible Rotating Shift
Potato Corner Singapore	**Service Crew**	Be a fry & shake Enthusiast: Prepare + serve our signature flavoured fries & more Deliver exceptional customer service: Make every interaction friendly & memorable Handle cash register operations & process transactions accurately Maintain store cleanliness and ensure food safety standards are met Assist with inventory and stock management to keep things running smoothly Wrap up days by closing the store right: clean, secure, ready for next crew to start fresh Work as a team to WOW customers + create a welcoming store experience	Friendly, energetic, and service-oriented individuals Full-time: Able to work 44 hours weekly - 5 days, incl. weekends, public holidays, & overtime pay Possess or be willing to obtain a valid Food Safety Course Level 1 Certificate No prior experience needed—just a great attitude! Prior F&B or retail experience is a bonus Familiarity with Singapore's vibrant food culture is an advantage!	10am - 10pm
Potato Corner Singapore	**Crew Lead**	Be a fry & shake Enthusiast: Prepare + serve our signature flavoured fries & more Deliver exceptional customer service: Make every interaction friendly & memorable Ensure store operating processes and standards are adhered to Lead inventory and stock management to keep things running smoothly Monitor store performance, ensuring all stores under your care meet main KPIs for cleanliness, customer satisfaction, and sales Coach and mentor Service Crews (new and existing) Handle escalated issues, including customer concerns and equipment maintenance Collaborate with Operations Supervisors on scheduling, training, reporting, and operational planning Ensure seamless execution of cascading information including SOPs, promotions, new product launches, etc	Friendly, energetic, and service-oriented individuals Full-time: Able to work 44 hours weekly - 5 days, incl. weekends, public holidays Possess or be willing to obtain a valid Food Safety Course Level 1 Certificate At least 2 years of operational experiences in F&B environment, including 1 year as a supervisor or shift-leader Familiarity with Singapore's vibrant food culture is an advantage!	10am - 10pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Savills Property Management	**Strata Residential Manager**	1. Ensure the smooth operations and effective management of properties managed by the Company. 2. 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. 3. 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). 4. 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). 5. 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. 6. Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. 7. Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. 8. Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government's authorities; d. Preparation of reports for review by Councils / Owners; 9. 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. 10. Handling and keeping records of security pass / car park labels as approved. 11. 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. 12. Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. 13. Any other jobs as and when assigned by the superior.	1. Degree or Diploma in Building/Estate Management or related discipline 2. At least 3-5 years relevant experience 3. Knowledge with Building Maintenance and Strata Management Act will be an added advantage 4. Those with M&E experience would be advantage 5. Good leadership ability with excellent interpersonal and communication skills 6. Possess good customer service skills 7. Good decision making skills and effective problem solver 8. An eye for details 9. Proficient in MS Office applications	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS
Savills Property Management	**Strata Commericial Manager**	1. Manage and maintain commercial property sites as assigned 2. Conduct regular checks and inspection on grounds to ensure property is well-maintained 3. Ensure building statutory requirements are complied with 4. Conduct meetings of the management corporation, preparation and record meeting minutes 5. Ensure good record keeping and filing administration 6. Review and recommend replacement/improvement plans for managed sites 7. Provide essential customer service support staff to the tenants and owners 8. Supervise and manage a team of site staff 9. Other job related and ad-hoc duties as assigned	1. Degree or Diploma in Building/Estate Management or related disciplines 2. At least 3-5 years relevant working experience 3. Knowledge of Building Maintenance and Strata Management Act will be advantageous 4. Good leadership ability with excellent interpersonal and communication skills 5. Outgoing and approachable 6. Possess good customer service skills 7. Good decision-making skills and effective problem solver 8. An eye for details 9. Proficient in MS Office applications	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Savills Property Management	**Strata Residential Executive M&E**	1. Manage and maintain property sites as assigned 2. Conduct regular checks and inspection on grounds to ensure property is well maintained 3. Ensure building statutory requirements are complied with 4. Conduct meetings of the management corporation, preparation and record minutes of meetings 5. Ensure good record keeping and filing administration 6. Review and recommend replacement/improvement plans for managed sites 7. Provide essential customer service support to the residents and owners 8. Supervise and manage a team of site staff 9. Other job related and ad hoc duties as assigned	1. At least 2 years of M&E experience required 2. Knowledge with Building Maintenance and Strata Management Act will be an added advantage 3. Possess good customer service skills 4. Good decision making skills and effective problem solver 5. Proficient in MS Office applications	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS
Savills Property Management	**Strata Residential Officer / Executive**	1. Ensure the smooth operations and effective management of properties managed by the Company. 2. 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. 3. 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). 4. 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). 5. 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. 6. Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. 7. Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. 8. Attending to daily operation and administrative works: 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; 9. 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. 10. Handling and keeping records of security pass / car park labels as approved. 11. 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. 12. Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. 13. Any other jobs as and when assigned by the Manager.	1. Degree or Diploma in Building/Estate Management or related discipline 2. At least 2 year relevant experience 3. Knowledge with Building Maintenance and Strata Management Act will be an added advantage 4. Those with M&E experience would be advantage 5. Good leadership ability with excellent interpersonal and communication skills 6. Possess good customer service skills 7. Good decision making skills and effective problem solver	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Savills Property Management	**Account officer (PM)**	• 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	• 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	Mon to Fri 0800Hrs - 1700Hr OR 0900Hr to 1800Hrs
Savills Property Management	**Account Admin Assistant**	• 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	• 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.	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS
Savills Property Management	**Asst Facilities Manager**	• 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 and reporting to clients' on operation matters; • Evaluate service response time and analyse 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 ensuring that the expected and consistent service levels are achieved across the sites • Analyze 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; • Any other scope and roles as assigned by the reporting manager.	• 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; Dynamic and multi-tasking capabilities;Familiar with CMMS for work order management; Fire Safety Manager Certificate.	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Savills Property Management	**Facilty Manager**	1. To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. 2. To apply for Permit to Work at occupier site. (if applicable) 3. To maintain a Safe Work Environment/Conditions at workplace. 4. To assist on the overall operational effectiveness WSH management at the site as per contract requirements. 5. To conduct weekly random safety inspection as required by Client. 6. To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. 7. To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. 8. Ensure all workers at site always wear the appropriate PPE. 9. Conduct daily toolbox briefing with attendance recorded for the contractors. 10. Advise external customers of safety needs when visiting the sites. 11. Attend ad-hoc/ outstanding safety related issues whenever required. 12. Any other duties as assigned by the superiors.	1. Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. 2. At least 5 years of relevant experiences as a manager in Facilities Management 3. Able to lead independently the team of Facilities Management and properties at site with minimum supervision; 4. Excellent client management skills in a corporate environment and a strong team player; 5. Dynamic and multi-tasking capabilities; 6. Familiar with CMMS for work order management; 7. Fire Safety Manager Certificate.	Mon to Fri 0900Hr to 1800Hrs
Savills Property Management	**Facilty Officer**	1. Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. 2. Respond promptly to building issues, equipment malfunctions, and customer complaints. 3. Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. 4. Keep records of on-site maintenance works and manage inventory of spare parts used. 5. Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. 6. Assist in the coordination of installation, renovation, refurbishment and building improvement projects. 7. Assist in tracking utility consumption and identifying anomalies. 8. Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. 9. Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. 10. Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance works or adhoc replacement works. 11. Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. 12. Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. 13. Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. 14. 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.	1. Diploma in Engineering, Facilities Management or equivalent. 2. No experience are welcome to apply as training will be provided. 3. 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. 4. Meticulous and a good team player.	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Savills Property Management	**Admin Assistant / Executive**	1. Prepare and submit regular facility operation reports to management. 2. Track and report key facility metrics. 3. Maintain incident and service request logs for audit and review purposes. 4. Provide updates on compliance with safety, health, and environmental regulations. 5. Serve as the main point of contact for internal departments regarding facility needs. 6. Coordinate with employees to address workspace concerns and requests. 7. Liaise with building management for shared facility issues and updates. 8. Ensure all stakeholders are informed of facility-related activities and schedules. 9. Manage contracts and service agreements with external vendors 10. Monitor vendor performance and ensure service delivery meets agreed standards. 11. Schedule and coordinate routine and emergency maintenance with service providers. 12. Review and approve vendor invoices and service reports. 13. Maintain and update facility documentation and records. 14. Coordinate facility access passes, keys, and security systems for staff and visitors. 15. Manage procurement of office and facility supplies. 16. Ensure compliance with administrative policies and procedures. 17. Organize and participate in facility-related meetings with internal teams and external vendors. 18. Record and distribute meeting minutes and action points. 19. Follow up on tasks and resolutions discussed during meetings. 20. Assist in preparing presentation materials for management reviews or planning sessions. 21. Conduct regular facility inspections and audits to identify areas for improvement. 22. Recommend and implement facility upgrades, layout changes, or efficiency improvements. 23. Support sustainability initiatives and cost-saving measures. 24. Evaluate feedback from users to enhance facility operations and services. 25. Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). 26. Collaborate with finance and operations teams to align facility functions with revenue goals.	1. Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management 2. Outgoing and vocal with good communications skill. 3. Excellent client management skills in a corporate environment and a strong team player. 4. Proactive and independent. 5. Familiar with CMMS for work order management; 6. Dynamic and multi-tasking capabilities.	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Savills Property Management	**Key Account Manager (Cleaning)**	Key Responsibilities 1. Client Relationship & Stakeholder Management a. Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. b. Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. c. Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. 2. Operational Leadership & People Management a. Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. b. Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. c. Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. d. [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. 3. Financial & Administrative Governance a. Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. b. Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. c. Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. d. Balance high-level operational execution with rigorous administrative compliance. 4. Strategic Value-Adds & Innovation a. Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. d. Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. e. Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client.	1. Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in a managerial/key account capacity. 2.Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. 3.Leadership: Strong track record of leading diverse teams and managing multi-site operations. 4. Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. 5.Tech-Savvy: Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	0900 hr to 1800 hr
Savills Property Management	**Cleaners**	1. Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. 2. Clean and sanitize restrooms, break rooms, and common areas. 3. Empty waste bins and dispose of rubbish according to company procedures. 4. Clean machinery, equipment, and workstations as required. 5. Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. 6. Replenish cleaning supplies, toiletries, and consumables. 7. Follow workplace health, safety, and environmental regulations.	1. Previous experience in commercial, industrial, or janitorial cleaning is preferred. 2. Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. 3. Knowledge of cleaning chemicals, equipment, and safe handling procedures. 4. Ability to work independently and as part of a team.	0900 hr to 1800 hr

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Savills Property Management	**Cleaning Supervisor**	1.Team Supervision: Assign daily tasks and coordinate work schedules for all cleaning staff. 2.Quality Control: Inspect cleaned areas regularly to ensure compliance with company and hygiene standards. 3.Training and Guidance: Conduct induction and on-the-job training for new cleaners on proper cleaning methods and equipment use. 4.Equipment and Supplies: Check that all cleaning tools and machines are safe and well-maintained. Report low stock levels of chemicals and materials to management. Client Communication: Listen to client requests or feedback on-site, share them with the team, and ensure proper follow-up. 5.Safety Compliance: Enforce all workplace health and safety rules and proper handling of cleaning chemicals.	Experience: Minimum 1 to 2 years of experience in commercial or industrial cleaning, with some supervisory or lead experience. Skills: Strong leadership, clear communication, and basic problem-solving abilities. Knowledge: Familiarity with professional cleaning chemicals, tools, and safety regulations (such as proper dilutions and PPE use). Physical Fitness: Ability to stand, bend, walk, and lift equipment for extended periods. Education: Secondary school certificate or equivalent.	0900 hr to 1800 hr
Singapore Aero Support Services	**Premium Cabin Service (PCS) Groomer (Cleaning)**	1. To conduct cleaning work in the aircraft cabin. 2. To perform seats, leather, carpet cleaning and conditioning and repair as required. 3. To perform leather ink mark touch-up. 4. To perform aircraft lavatory cleaning. 5. Carpet shampooing and spot cleaning. 6. Any other duties as assigned by the supervisor.	1. Any discipline with or without experience in cleaning 2. Able to work in a warm and humid environment. 3. Able to understand and communicate in simple English. 4. Able to work rotating shifts, including weekends and public holidays	730am to 530pm 5 days' work week from Monday to Sunday (including weekends and Public Holidays)
Singapore Aero Support Services	**Planner (Junior Role)**	To coordinate and expedite the flow of work and spares within or between departments of an establishment according to aircraft schedule. Support technical crew and liaise with specialized staff in various departments to ensure smooth and timely completion of planned tasks.	Minimum Diploma in Aviation/Aerospace Engineering with preferably 2 year experience. Fresh Engineering Diploma are welcome to apply Must be proficient in Microsoft Excel, Word, and Outlook Able to communicate effectively verbally in writing in standard English. Able to work rotating shifts, including weekends and public holidays.	12 hrs rotating shift work
Singapore Aero Support Services	**Cabin Technician / Trainee**	Able to inspect and repair passenger seats, galleys, and lavatories and maintain aircraft conditions. Comprehensive knowledge of aircraft operations and activities and facility maintenance. Install cabin interior components into commercial aircraft, including seat tracks, overhead bins, galleys, side panels, bulkheads, etc. Perform functional and aesthetic inspection of aircraft cabin interiors. Document any defects, perform troubleshooting and carry out rectification. Support cabin modification, retrofitting and component repair tasks. Maintain the quality of the aircraft interiors on the operated fleet. Performs such other duties as assigned to him by his superiors.	Must have an educational background in aviation, Or NITEC / Higher NITEC, preferably in an Engineering discipline At least 2 years of working experience in the aviation industry, excluding OJT. Ability to perform tasks in high-noise areas and at great heights. Able to work in a warm and humid environment. Able to communicate effectively verbally in writing in standard English. Able to work rotating shifts, including weekends and public holidays. Welcome aircraft technician, who has experience in performing maintenance, repair and overhaul of aircrafts in one of the following trades: • Mechanical (B1) • Avionics (B2) • Sheetmetal • Cabin.	12 hrs rotating shift work
Singapore Aero Support Services	**Upholstery (Cabin Line Services)**	1. Perform seat cover change, dressing up of seats, replacement of aircraft cabin carpets and curtains. 2. Perform collection of parts for the above services from designated collection point and return removed items back to designated point	1. NITEC / Higher NITEC, preferably in an Engineering discipline 2. Able to work in a warm and humid environment. 3. Able to understand and communicate in simple English.	1 day Morning - 0830H - 2130H 1 day Night - 2030H - 0930H OFF OFF

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Singapore Aero Support Services	**Tool Store Assistant**	1. To station at required store location. 2. Carry out issuance and receipt of items. 3. Check and Account for serviceability of all items and ensure no losses and damage of items. 4. Report as per process accordingly if found any losses or damages. 5. Any other duties assigned by the Supervisor/ Superior.	1. Minimum ITE Certificate in any discipline 2. Basic knowledge in MS Excel or IT literate 3. Able to communicate in English. 4. Comfortable with rotating shift work arrangement, Including night shift.	7.45am to 7.45pm, 7.45pm to 7.45am, 4 days work 3 days off
Singapore Aero Support Services	**Store Assistant**	• To perform basic data entry into excel and SAP system • To perform picking, packing, stock taking and inventory management • To maintain store tidiness and organize for easy tracing of stocks; • To ensure good receiving in order and verifying the quality and quantity of each collection of delivery • To issue goods receiving of aircraft spare parts and tools to operations	• Nitec/O level • At least 2 years related experience • Basic computer skill required • Class 3 /Forklift driving license will be an advantage • Comfortable with shift work (12-hours rotating) work arrangement	12 hrs rotating shift work
Singapore Aero Support Services	**Driver**	1. To safely transport staff within the apron area from one location to another. 2. To deliver aircraft spares and components within the apron area. 3. To ensure the vehicles are clean and in a safe condition. 4. Performs such other duties as assigned to him by his superiors.	1. Valid LTA Class 3 Driving license. 2. Candidates with an Apron Driving Permit (ADP) will have an added advantage. 3. Able to understand and communicate in simple English. 4. Able to work rotating shifts, including weekends and public holidays.	12 hrs rotating shift work
Singapore Aero Support Services	**Ground Support Equipment (GSE) Mechanic**	1. Carry out daily bay sweep check and any replacement required 2. Repair of non-motorised equipment such as maintenance steps, hydraulic carts, nitrogen carts, aircraft tow bar etc. 3. Perform preventive and corrective maintenance in accordance with approved documents 4. Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work 5. Ensure equipment is in working/serviceable condition before releasing to user 6. Able to read and understand OEM manuals and repair/maintenance instruction 7. Any other duties as assigned by the supervisor	1. Candidate must possess minimum Professional Certificate/NITEC in Engineering (Mechanical/Automotive) or equivalent 2. Min 2 Years of working experience on repair of mechanical and/or hydraulic equipment 3. Working Hours: 8am to 5.30pm, Monday to Friday	8am to 5.30pm, Monday to Friday
Singapore Aero Support Services	**Ground Equipment Operator (GEO)**	1. Perform water and lavatory servicing to all types of aircraft. 2. Provide and operate full ground support equipment such as ground power units, air-start, air conditioning units and Brake Cooling Unit. 3. Operate conventionally and Towbarless Airtug/Ground Power Towing for Pushback and Towing on all types of aircraft. 4. Performs Equipment preventative, routine inspection and towbar count. 5. Carry out other duties associated with aircraft water/lavatory systems and full ground support equipment. 6. Any other duties as assigned by the supervisor	1. Minimum Nitec/ Diploma in Engineering or equivalent 2. 1-3 years of relevant working experience in aviation or related industries 3. Possess LTA Class 3 driving license 4. Able to perform 12 hours rotating shift	Rotating shift work
Singapore Aero Support Services	**Assignment Officer (Junior Role)**	1. Assign crew for water and lavatory servicing for arriving/departing flights and closely monitor if the crew had carried out the required servicing 2. Assign GS crew for ground equipment support for aircraft when there is a request. 3. Monitor flight changes, call backs, text messages, radio communications and telephone calls for services and inform the operators accordingly; 4. Update all ground equipment status and report all defective equipment to supervisor 5. Assist duty Supervisor to update on delays and any operational issue 6. Any other duties assigned by team leaders and superiors	1. Diploma/NITEC in Aviation/Airport Operations or equivalent 2. Comfortable with shift work arrangements 3. Possess good communication skills 4. Good team player	Rotating shift work

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Singapore Aero Support Services	**Planning Coordinator (Junior Role)**	1. Assist in checking aircraft components and consumables availability 2. Update on spares ordered and trigger for collection and delivery to the required locations 3. Coordinate and ensure timely collection and delivery and prioritize based on level of critical 4. To generate reports on all orders, collection and delivery status	1. Minimum Higher Nitec in Aerospace Engineering or Equivalent 2. Good communication in written and spoken in English. 3. Able to work in dynamic and fast-moving environment. 4. SAP experienced preferred 5. Must be able to perform Shift Works	Rotating shift work
Singapore Aero Support Services	**Control Room Officer (Junior Role)**	1. To monitor and update any changes to the daily flight schedules and send details to respective parties. 2. Assist in coordinating aircraft ground time for related maintenance tasks. 3. Respond to and monitor telephone service for on-call maintenance requests. 4. Read telex and action accordingly. 5. Documentation of activity log. 6. Performs such other duties as assigned to him by the shift supervisor.	1. NITEC / Higher NITEC, preferably in an Engineering discipline 2. Must be proficient in Microsoft Excel, Word, and Outlook. 3. Able to communicate effectively verbally in writing in standard English. 4. MUST be able to work rotating shifts, including weekends and public holidays.	Shift Work – MNXX (1 day Morning 1 day Night, Rest 2 days) 1. 0900 to 2200 2. 2100 - 1000
Singapore Aero Support Services	**Customer Response Officer (Junior Role)**	1. Serve as a focal point of contact for customer on aircraft status monitoring, work progression and smooth running of FH3P daily operations. 2. Updating of flight schedules into WATS and ensure that all re-timed flights are manually amended in WATS. 3. Ensure precise and on time communication regarding all schedule disruptions with customers. 4. Generate daily flight movement report. 5. Ensure that EOHFs are correctly raised for all chargeable transits. 6. Collating seasonal flight schedules 7. Scanning and forwarding of tech logs/fuel chits/TR check sheets to MCC/airlines. 8. Monitor and manage incoming telex and emails from Airlines regarding changes to a/c type, equipment, work requirements to ensure customers' requests are processed. 9. Follow through with differing post-flight operating procedures, depending on the airline requirement. 10. Send delay reports to customer MCC, update delay reports into CAMS and consolidate all reports for weekly reporting. 11. Keep track of all details regarding AOG and Ad-hoc requests 12. Performs such other duties as assigned to him/her by the Customer Response Executive (CRE)	1. Minimum ITE Certificate / Diploma in any discipline 2. Possess good communication skills 3. Good experience in MS Office (Word, Excel, Powerpoint) 4. Able to work under pressure 5. Able to work 12 hours rotating shift work (Including weekends and Public Holidays)	0900-2100 & 2100-0900, Morning Night Off Off
Singapore Aero Support Services	**Mechanic (EM - Automotive), Changi North**	• Troubleshoot and repair of hydraulic and electrical system for Aircraft Tow Tractors, GPU (Ground Power Unit), ACU (Air Conditioning Unit), ASU (Air Starter Unit), etc. • Ensure preventive maintenance is carried out properly in accordance with approved documents. • Ensure proper and accurate details filled up and signed off on job card and task sheets upon completion of work. • Ensure equipment is in working/serviceable condition before releasing to user. • Perform modification on electrical wiring as necessary with approved documents or data as per OEM recommendation.	• Minimum NiTEC/Diploma in Automotive Engineering or equivalent. • At least 1 years of working experience in Automotive industries. • Candidate with LTA Class 3/4/5 license will have added advantage. • Monday to Thursday, 0800 to 1730 hour, Friday, 0800 to 1700.	0800 to 1730

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Singapore Aero Support Services	**Mechanic (Light Vehicle Repair & Maintenance)**	1. To carry out preventive maintenance on all vehicles in accordance with the given servicing task sheet 2. Standby and provide onsite recovery of unserviceable vehicle 3. Carry out minor spray-painting ad touch up as per requirement 4. Inspection of air conditioning system and in vehicle camera and ensure the serviceability 5. To carry out corrective maintenance arising from vehicle failure or breakdown within the stipulated period, including outside operating hours 6. Check for on-site condition of tyres, expire or damaged fire extinguisher, batteries and other requirements required. 7. Perform daily housekeeping 8. Any other tasks required by the superiors	1. Minimum NiTEC/Diploma in Automotive Engineering or equivalent. 2. At least 1 years of working experience in Automotive industries. 3. Comfortable with shift work arrangement. 4. Singapore Class 3/4/5 driving license required	0800 to 1730 (Mon to Fri), 0800 to 1230 (Sat)
Singapore Swimming Club	**Captain, Banquet**	Welcome guests warmly and respond promptly to enquiries to ensure a positive guest experience. Liaise with event organisers and assist with briefing banquet staff prior to events to support smooth event execution. Coordinate promptly with banquet staff and relevant departments, including Catering Sales, Kitchen, Housekeeping, and Maintenance, to address guests' requests efficiently. Support the training and guidance of new staff and casual workers to ensure consistency in service standards and operating procedures in accordance with the Club's policies. Assist in maintaining and updating par stock of operating supplies such as glassware, beverages, and mise en place to support smooth operations. Ensure the cleanliness and orderliness of banquet service stations, storerooms, and office areas in accordance with SOP requirements. Assist in monitoring the condition of banquet equipment and report any defects or maintenance issues for follow-up. Adhere to all applicable health, safety, and regulatory requirements at all times. Liaise with the Banquet Executive and Catering Sales Manager on operational incidents or issues that require escalation or follow-up. Provide hands-on support during event preparations, including table setup and basic operation of audio-visual equipment. Maintain up-to-date knowledge of the Club's products and services, particularly Food & Beverage offerings. Support guest-facing service during events, including food and beverage service and attending to VIP guests when required. Handle guest feedback and complaints professionally and assist with service recovery under guidance where necessary. Participate in on-the-job training and refresher courses as required. Support other operational duties as assigned by the HOD or Management.	Friendly and approachable with good communication skills. Willingness to learn and a hands-on attitude. Ability to stay calm and focused in a fast-paced environment. Basic knowledge of POS systems and cash handling is an advantage. Able to work rotating shifts, including weekends and public holidays. Previous F&B or customer service experience is a bonus, but not a must.	Operations
Singapore Swimming Club	**Executive, Banquet**	Supervise Banquet Operations Assistants on duty and ensure compliance with the Club's service and operational standards. Enforce strict adherence to the Club's quality service standards at all times. Ensure all F&B control procedures are followed, including the proper issuance and documentation of charging chits. Attend promptly to members' complaints, operational issues, or service concerns. Take timely and appropriate corrective action to ensure a high level of guest satisfaction. Communicate directly with relevant teams and oversee the set-up and service delivery of contracted functions. Conduct daily checks of function rooms to ensure readiness, service consistency, and compliance with standards. Support event preparations, including table setup and pre-event arrangements. Support other operational duties as assigned by the HOD or Management.	Diploma in Events, Hospitality, Hotel Management, or a related field is preferred. At least 2–3 years of relevant experience in a similar role. Demonstrated ability to manage client relationships effectively and professionally. Well-organised, detail-oriented, and able to manage multiple priorities in a dynamic work environment. Proficient in Microsoft Office and relevant event management tools. Willingness to work evenings, weekends, and public holidays in accordance with event requirements.	Operations

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Singapore Swimming Club	**Service Crew**	Welcome members and guests warmly, making them feel right at home. Inform members about current promotions & specials and answer their queries. Accurately take food and beverage orders and promptly enter them into the POS. Serve food and drinks efficiently, always with a friendly smile. Keep the dining area clean, organised, and inviting. Work closely with the kitchen and team members to ensure smooth service. Follow all hygiene and safety standards. Adhere to the Club's policies, SOPs, and grooming standards. Perform and support other operational duties as assigned by the Management to support F&B operations and service excellence.	Friendly and approachable with good communication skills. Willingness to learn and a hands-on attitude. Ability to stay calm and focused in a fast-paced environment. Basic knowledge of POS systems and cash handling is an advantage. Able to work rotating shifts, including weekends and public holidays. Previous F&B or customer service experience is a bonus, but not a must.	Operations
Singapore Swimming Club	**Technician (M&E)**	Collaborates with the Maintenance Executive on daily operational tasks, encompassing both preventive and reactive maintenance. Identifies and resolves issues by troubleshooting Mechanical & Electrical (M&E) equipment. Provide on-site supervision for contractors. Contributes to system enhancement projects as needed. Any other duties as assigned to support Maintenance operations.	Possesses a minimum NTC 2/3 certification in Mechanical or Building Services. At least one (1) year of relevant experience in a similar operational setting. Demonstrates knowledge of air-conditioning, electrical systems, sound systems, and plumbing. A valid plumber license is highly advantageous. Previous experience within the hotel or Club industry would be a plus. Exhibits strong communication and interpersonal abilities. Capable of efficiently managing multiple tasks in a fast-paced environment.	Operations
Singapore Swimming Club	**Executive, Banquet & Catering Sales**	Proactively source and develop new business opportunities through outdoor sales, networking, and client meetings. Build and maintain strong relationships with existing and potential clients. Prepare and present customised proposals to meet clients' event and catering needs. Coordinate with operations and culinary teams to ensure smooth event setup, execution, and teardown, resolving any issues to meet client expectations. Monitor industry trends and competitor offerings to identify growth opportunities. Manage the sales pipeline and achieve revenue targets. Represent the Club at networking functions, exhibitions, and other promotional events. Maintain accurate records of sales activities and client communications. Perform any other duties assigned by the F&B Director to support overall F&B operations and service excellence.	Bachelor's degree in hospitality management, Business Administration, or a related field is preferred. Minimum 3–5 years' experience in banquet or catering sales, event planning, or hospitality operations, with a focus on outdoor sales. Proven ability to secure new business and manage client relationships effectively. Strong communication, presentation, and negotiation skills. Well-organised, detail-oriented, and able to manage multiple priorities. Proficient in Microsoft Office and event management tools. Able to work evenings, weekends, and public holidays as required by event schedules.	8.30am to 6.00pm
Singapore Swimming Club	**Executive, Marketing**	Develop and implement marketing campaigns that align with the Club's goals. Manage and update the Club's website and digital platforms. Enhance brand awareness and foster member relationships through communication and feedback management. Develop content for newsletters, social media, websites, and other marketing materials. Conduct interviews with members and staff to create engaging content. Collaborate with the design team for high-quality visuals. Analyse social media metrics, optimise content, and engage with the audience. Ensure website content is accurate and user-friendly. Optimise website for SEO to improve visibility and traffic. Track performance metrics and enhance user experience. Assist in creating marketing strategies and conducting market research. Help manage marketing budgets and track ROI. Provide data-driven recommendations for campaigns and promotions. Respond to member feedback and inquiries across channels. Collaborate with departments to resolve concerns and implement solutions. Prepare materials for the Marketing Communications Sub-Committee meetings and take minutes.	Degree in English, Communications, Public Relations, Journalism, or Marketing. At least 3 years of experience in corporate communications, Public Relations, or marketing. Prior experience in a marketing, public relations, creative, digital, or advertising agency environment is preferred. Strong written and verbal communication skills with exceptional attention to detail. Proven ability to conceptualise, develop, and execute marketing campaigns. Proficiency in social media management and content creation. Excellent interpersonal and stakeholder management skills. Ability to work independently and as part of a team in a fast-paced environment. Positive, proactive, and results-oriented attitude. Adaptable and eager to learn new skills and technologies.	8.30am to 6.00pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Singapore Swimming Club	**Security Officer**	Carry out day-to-day security duties across the Club. Ensure members, guests, and staff comply with Club Rules and Policies. Manage access control at main entrances and other key duty points. Provide warm, professional customer service to all members, guests, and visitors. Conduct staff and membership checks when required. Respond quickly and calmly to emergencies (e.g. fire alarms, first aid situations). Patrol Club premises and reports any irregularities or safety concerns. Monitor and maintain smooth traffic flow within car parks and driveway areas. Record and update all incidents in the security occurrence book. Work closely with your team and support supervisors in daily operations. Perform any other duties assigned by management to ensure the safety and smooth running of the Club.	Minimum secondary education with at least 2 years of relevant security experience. Valid Security Licence and completed WSQ RTT (mandatory). Comfortable with desk duties and basic computer use. Prior training in CERT and First Aid (AED) will be an advantage. A positive attitude and good service skills. Able to work on rotating shifts, night duties, including weekends and public holidays.	Operations
Singapore Swimming Club	**Fitness Instructor**	Champion member experiences by guiding them through the club's check-in and check-out procedures. Guide members on the use of fitness equipment, correcting their technique and offering supportive spotting. Ensure fitness equipment is fully functional and promptly report any maintenance needs to the Supervisor or Executive. Guide members on proper gym etiquette. Maintain a safe and positive training environment, ensuring adherence to club rules and standards. Lead orientation workouts and fitness consultations for new members. Keep the gym and its equipment clean and hygienic at all times. Oversee maintenance and repairs to ensure they meet club standards. Support the planning and management of Part-time Fitness Instructors' schedules. Consistently meet and exceed personal training sales targets. Handle inquiries on departmental events, activities and promotions. Any other duties as and when assigned by the Supervisor/Executive and management.	Diploma in Sports & Exercise Science, Nitec in Fitness Training, or equivalent certifications such as ACE-CPT, FISAF, or Fitness Instructor Certification (FIC). A minimum of one (1) year of proven experience in a related field. Valid Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certification, along with Standard First Aid. Additional fitness-related certifications will be considered an advantage. Ability to commit to shift schedules, including weekends and public holidays. Strong communication and interpersonal skills. Solid knowledge of exercise techniques, safety, and injury prevention. Enthusiastic, reliable, and team-oriented approach.	Operations
Singapore Swimming Club	**Sports Officer**	Responsible for providing reception services at the Sports and Swim counter Attend to inquiries regarding Sports & Swimming facilities and programs (Answering incoming telephone calls, email, checking of member booking and billing) Assist the department with facilities management of all sports & swim facilities and ensure it is properly maintained and that all things are in place Assist in the running of Sports & Swimming events/competition. Carry out any other duties as may be assigned by the management from time to time Support other operational duties as assigned by the HOD or Management.	Self-discipline and self-motivation as well as being a team player N level or ITE Certification preferably in Sports It would be good to have at least 1 to 2 years of experience Knowledge in fitness training is an advantage Proficient with Microsoft Office Able to work rotating shifts 5-day work week (including weekends & Public Holidays)	Operations

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Singapore Swimming Club	**Swim Coach, Learn to Swim (LTS)**	Conduct swimming lessons in line with the approved Learn-to-Swim syllabus and lesson plans. Ensure the safety and well-being of all swimmers during training sessions. Support swimmer development by providing clear instruction, encouragement, and appropriate progression. Carry out swimmer assessments at the end of each term and provide constructive feedback to swimmers and parents. Promote positive values such as sportsmanship, teamwork, and mutual respect during lessons. Assist with swimming meets, events, camps, and related programme activities when required. Communicate with parents and members on lesson matters, swimmer progress, and general enquiries. Maintain attendance records and comply with operational, safety, and programme requirements. Support other operational duties as assigned by the HOD or Management.	At least 1 year of experience teaching Learn-to-Swim (LTS). National Registry of Coaches (NROC) Level 1, AustSwim (Teacher of Swimming and Water Safety), or an equivalent certification. A valid First Aid and CPR-AED certification. Strong communication skills with the ability to effectively interact with children. Positive work attitude with the ability to collaborate well as a team player. Passion for swimming and a commitment to imparting life skills to children. Flexibility and willingness to work training shifts, including weekends and public holidays. Ability to start immediately is a plus.	Operations
Singapore Swimming Club	**Executive, Finance**	Maintain the Club's general ledger and ensure all transactions (e.g. member dues, F&B income, facility usage charges, accruals) are posted accurately and in a timely manner. Prepare monthly journal entries including prepayments, accruals, reclassifications, and adjustments. Reconcile key balance sheet accounts monthly, including bank, deposits, payables, receivables, membership accounts, and tax liabilities (e.g. GST). Prepare schedules and breakdowns to support month-end and year-end financial reporting. Monitor and reconcile fixed assets, perform depreciation entries, and support capital expenditure tracking. Support internal and external audits by providing documentation and resolving audit queries promptly. Collaborate with Accounts Receivable, Accounts Payable and Membership teams to ensure integrity across sub-ledgers and accurate cut-off of revenue and expenses. Assist in preparing reports and variance analysis for Finance Committee and Management meetings. • Support system improvements, data clean-up, and standardization of processes to ensure internal controls and reporting accuracy. • Maintain confidentiality and accuracy of sensitive member-related and financial data. • Any other duties as and when assigned by the Head of Finance or management.	Diploma or Degree in Accounting, Finance, or equivalent qualification. 2–4 years of relevant experience in general ledger or full-set accounting, preferably in a club, hospitality, or service-oriented setting (fresh ACCA/Degree graduates are also welcome to apply). Familiarity with membership-based operations, deferred income, and reporting of club dues and F&B revenue will be an advantage. Proficient in Excel and accounting systems Strong attention to detail, integrity, and ability to meet tight deadlines. Team-oriented with good communication skills and a proactive approach.	8.30am to 6.00pm
Sushi Tei Group	**Service Crew (Waiter / Waitress)**	Responsible for providing courteous and efficient food & beverage services to the guests. To present menu, take order, suggest and recommend appropriately. Attend and respond to guests' needs promptly and professionally. Setting up table arrangement and ensure cleanliness in the restaurant. To perform other duties as assigned by superior. 5.5 working days/week (44-hours)	Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and Public Holidays Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. Able to start work in a short notice	10am - 9:30pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Sushi Tei Group	**Restaurant Supervisor**	Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease. Present Ordering IPad /Menu to the customers. Attend to guest's request, be helpful and answer politely. Recommend signature and popular dishes to customers. Check food before presenting to guest and ensure all items ordered are served accordingly. Seek customers' permission prior to clearing of the empty dishes. Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly. Take incoming calls and provide information regarding respective restaurant. Relay customer feedbacks or comments to the duty manager in charge. Manage daily cashiering duty to ensure all transactions are accurate & done efficiently. Ensure complete table set up according to service SOP. To perform other duties as assigned by superior. Work location: Various (https://www.sushitei.com/outlets/outlets.aspx)	Applicants with prior relevant experience will be advantageous Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. Able to start work in a short notice	10am - 9:30pm
Sushi Tei Group	**Senior Cook**	Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. Ensure that all work stations are clean, tidy and ready for the start and end of the business day. Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. Uphold the hygiene standard of ingredient handling and the dishes served. Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. Perform stock count for monthly closing inventory. 6 working days/week (44-hours). Work location: Various (https://www.sushitei.com/outlets/outlets.aspx). Training and uniform will be provided	Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. Able to start work in a short notice	10am - 9:30pm
Sushi Tei Group	**Assistant Leading Cook**	Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. Ensure that all work stations are clean, tidy and ready for the start and end of the business day. Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. Uphold the hygiene standard of ingredient handling and the dishes served. Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. Perform stock count for monthly closing inventory. 6 working days/week (44-hours). Work location: Various (https://www.sushitei.com/outlets/outlets.aspx). Training and uniform will be provided	Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. Able to start work in a short notice	10am - 9:30pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Sushi Tei Group	**Leading Cook**	Adhere to SOP on the preparation of food and provide guidance and training to rank & file staff. Ensure that all work stations are clean, tidy and ready for the start and end of the business day. Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. Uphold the hygiene standard of ingredient handling and the dishes served. Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. Perform stock count for monthly closing inventory. 6 working days/week (44-hours). Work location: Various (https://www.sushitei.com/outlets/outlets.aspx). Training and uniform will be provided	Applicants with prior relevant experience will be advantageous. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to work in fast-paced F&B environment with minimal supervision. Able to start work in a short notice	10am - 9:30pm
Sushi Tei Group	**Casual (Waiter / Waitress)**	Responsible for providing courteous and efficient food & beverage services to the guests. To present menu, take order, suggest and recommend appropriately. Attend and respond to guests' needs promptly and professionally. Setting up table arrangement and ensure cleanliness in the restaurant. To perform other duties as assigned by superior	No experience required as training will be provided. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to start work in a short notice	10am - 9:30pm
Sushi Tei Group	**Casual (Cook)**	Adhere to SOP on the preparation of food and provide guidance Ensure that all work stations are clean, tidy and ready for the start and end of the business day. Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times. Uphold the hygiene standard of ingredient handling and the dishes served. Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned. Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering. Perform stock count for monthly closing inventory. 6 working days/week (44-hours). Work location: Various (https://www.sushitei.com/outlets/outlets.aspx). Training and uniform will be provided	No experience required as training will be provided. Able to perform shifts and work on weekends and Public Holidays. Great customer service skills with a pleasant smile. Able to start work in a short notice	10am - 9:30pm
Sushi Tei Group	**Marketing Exective (1 year contract)**	Membership Marketing (Main Portfolio): • Plan and implement membership campaigns, promotions, and referral programs. • Manage membership communications across email, digital platforms, and social media. • Monitor and track membership data, including points accumulation and redemptions, ensuring accuracy and timely updates. • Collaborate with internal teams to ensure membership benefits and experiences are clearly communicated. • Provide regular reports on membership growth, churn, engagement, and redemption activities	No experience required as training will be provided.	9am - 5pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Tanah Merah Country Club	**Golf Operations Assistant**	Manage golf bookings, cancellations, and no-shows. Support golf events and tournaments, including registration and fee collection. Handle member inquiries and phone calls. Set up event registrations and maintain the golf booking system (queues and balloting). Prepare tee sheets for service staff and assist with daily billing and closing. Address member feedback and coordinate with the golf team on operations (e.g., pace of play, lost and found, lightning suspension). Maintain handicap records and scoring cards. Generate reports and liaise with other departments when needed. Perform additional duties as assigned.	Coordinating tee-time bookings, assisting golfers, managing golf equipment and facilities, and providing administrative support to ensure smooth and efficient golf operations.	Monday to Friday 7am - 4:30pm, 10:30am - 8pm or 9:30am - 7:30pm
Tanah Merah Country Club	**Executive, Banquet (operations)**	Event Planning & Execution: Coordinate and manage all banquet events including weddings, corporate functions and member gatherings Supervise banquet setup, service and breakdown to ensure smooth operations and adherence to timeless. Operation Excellence: Lead and train banquet service staff to maintain high service standards Monitor inventory of banquet supplies and equipment ; ensure timely requisitions and maintenance Ensure compliance with hygiene ,safety and club standards Members Engagement & Service: Maintain strong relationships with members, anticipating needs and ensuring personalized service Handle feedback and resolve service issues promptly Financial & Administrative: Assist in budgeting, cost control and revenue tracking for banquet operations Prepare event reports, staff schedules and operational documentation Operations Focus : In-depth knowledge of banquet setup, service flow & hygiene standards. Familiarity with POS systems & basic inventory management capable of handling event setup & operational task.	Responsible for overseeing the planning, coordination, and execution of banquets and large-scale events. He/she will work closely with clients, vendors, and internal departments to ensure the successful delivery of exceptional banquet.	Monday to Saturday 12:00pm to 8:00pm
Tanah Merah Country Club	**Mechanic**	Ensure proper maintenance of all golf course machinery and equipment. Maintain mowing equipment, ensuring it's operational and properly sharpened. Oversee the maintenance of golf cars, turf-mates, and all Club automotive vehicles. Adhere to Standard Operating Procedures (SOPs) and follow safety protocols at all times. Complete scheduled maintenance tasks within the designated timeframes. Update repair logs on a daily basis. Keep work tools and areas clean, organized, and well-maintained. Perform other duties as assigned by management.	Responsible for the maintenance, repair, and servicing of all golf course machinery, turf maintenance equipment, golf cars, turf-mates, and Club vehicles. The role ensures that all equipment remains safe, reliable, and in optimal working condition to support smooth daily operations. The mechanic is also responsible for completing scheduled maintenance, maintaining accurate repair records, following Standard Operating Procedures (SOPs) and safety protocols, and keeping the workshop and tools clean and organized. Additional duties may be assigned by management as required.	Mon: 6.30am - 3.45pm Tuesday to Friday: 6.30am - 2.45pm Sat/Sun: 6.30am - 12.15pm (Alternate)

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Tanah Merah Country Club	**HR Associate**	Talent Acquisition Handle full-cycle recruitment, including job posting, screening, shortlisting, and coordination of interviews Liaise with hiring managers to ensure job requirements and candidate expectations are aligned Maintain updated recruitment tracker and recruitment-related documentation Provide weekly hiring status updates to the HR Manager Onboarding & Offboarding Coordinate end-to-end onboarding experience Conduct exit interviews and compile insights into attrition trends Ensure timely deactivation/reactivation of systems and accounts HRIS and Employee Movement Updates Update employee records in the HR system for new hires, terminations, and staff movements Coordinate with payroll contact on monthly movement updates HR Reporting Prepare monthly headcount and attrition reports Analyze basic trends and provide commentary from exit data and hiring metrics Maintain accurate dashboards for recruitment KPIs (e.g., time-to-fill, offer acceptance rate)	Excellent communication and interpersonal skills Good organizational and multitasking ability Detail-oriented with a process-driven mindset High integrity and discretion with confidential information	Monday to Friday 9.30am - 6:30pm / 9am to 6pm
Tanah Merah Country Club	**Golf Course Marshal**	Oversee tee box operations to ensure smooth and timely tee-offs Coordinate with the Golfing Office to support seamless play operations Monitor golfers' conduct and pace of play, and provide guidance where necessary Ensure readiness of equipment, resources, and overall tee box operations Maintain cleanliness and organisation of the tee box area Enforce club rules and standards professionally and courteously Assist with basic course checks, inspections, and general operational support Provide assistance and service support to golfers, including managing lost and found items	Ensures smooth and timely play by monitoring pace of play, enforcing golf course rules and etiquette, assisting golfers, maintaining safety, and providing good customer service throughout the course.	7am - 4:30pm, 10:30am - 8pm or 9:30am - 7:30pm
Tanah Merah Country Club	**Service Crew**	Deliver exceptional service that reflects the high standards of the F&B Department, creating memorable experiences for members and guests. Confidently recommend and promote menu items and specials with expert knowledge. Support smooth daily operations by assisting with pre-opening, closing, and floor duties. Greet and engage members and guests warmly, maintaining a positive and professional attitude. Handle payments accurately and present bills promptly with courtesy. Listen to member or guest feedback and promptly report any concerns to management for quick resolution. Uphold Club policies and contribute flexibly to the team by taking on additional duties as needed.	provides friendly customer service by taking orders, serving food and beverages, maintaining cleanliness, and ensuring customers have a pleasant dining experience.	Tampines: 6am to 2pm / 6.45am to 2.45pm / 10am - 6pm / 2.15pm to 10pm (Monday Rest) Garden: 6am to 2pm / 7am to 3pm / 10am to 6pm / 11.30am to 7.30pm / 12pm to 8pm / 2.15pm to 10pm (Tuesday Rest)

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Tanah Merah Country Club	**Groundsman**	Assist in the daily maintenance and upkeep of the golf course to ensure optimal playing conditions Carry out turf maintenance works across the golf course, including greens, tees, fairways, bunkers, and surrounding landscapes Turf & Grounds Maintenance Duties Weeding and general landscape maintenance Watering and irrigation of turf and plants Turf repair and re-turfing works when required Mowing, trimming, rolling, and aeration of turf areas Application of pesticides, herbicides, and fertilizers in accordance with safety and environmental guidelines Equipment & Safety Operate and maintain motorised equipment and machinery safely and efficiently Ensure safe and proper use, handling, and storage of equipment, fertilizers, and chemicals Observe and comply with workplace safety regulations, SOPs requirements	Responsible for the daily maintenance and upkeep of the golf course to ensure optimal playing conditions and a well-maintained landscape. The role involves carrying out turf and grounds maintenance across greens, tees, fairways, bunkers, and surrounding landscaped areas, including mowing, trimming, rolling, aeration, weeding, watering, irrigation, and turf repair. The Groundsman is also responsible for the safe operation of motorised equipment and machinery, as well as the proper handling, application, and storage of fertilizers, pesticides, and herbicides in accordance with safety and environmental guidelines. All duties must be performed in compliance with workplace safety regulations and Standard Operating Procedures (SOPs) to maintain a safe, clean, and high-quality golf course environment.	Mon: 6.30am - 3.45pm Tuesday to Friday: 6.30am - 2.45pm Sat/Sun: 6.30am - 12.15pm (Alternate)
Tee Yih Jia Food Manufacturing	**Facility Technician**	Carry out in-house preventive maintenance and corrective maintenance for all facilities, building and services system (ACMV, Plumbing & Sanitary, BMS, Electrical, ELV, Fire Protection System, Waste Water Treatment System and ASRS system).	At least 3 years' relevant experience in manufacturing industry Hands-on and strong technical competencies in equipment maintenance	8am - 6pm
Tee Yih Jia Food Manufacturing	**Security Officer**	Safeguard the premises and personnel; and the harmony of earth and people Perform security checks and access control responsibilities Handle any security related matters Take action of unusual occurrences Report in detail any suspicious incidents Patrol randomly or regularly building and perimeter	Willing to work 12hours shift OT will be payable beyond 44 hours per week.	7am - 7pm or 7pm - 7am
Tee Yih Jia Food Manufacturing	**Warehouse Assistant**	Loading and unloading of goods daily. Operate forklift and handle equipment in automated warehouse Ensure items are placed in right and proper location and retrieving them properly Observe safety at all times and looking out for each other as well as ensuring all stored items are kept in good condition. Able to attend to resolving warehouse or storage issues when required. Ensure proper stocks recording for in/out and any required admin paperwork are completed	Willing to work in coldroom setting and shift work	Morning - 8am to 5pm (M-F) 8am to 12pm (Sat or Sun) Mid - 12pm to 9pm (M-F) 12pm to 4pm (Sat or Sun) Night - 9pm to 7am (M-S)
Tee Yih Jia Food Manufacturing	**Business Development Executive**	In charge of developing sales and marketing strategy in assigned territories including marketing initiatives, business development opportunities, new market entry plan and analysis, budget and timeline Pro-actively innovate and respond to market needs Knowledge of regional market in terms of new product development, market potential/size, key players, consumption patterns, etc To enable negotiations regarding price variations, customer specifications, and promotional mechanisms	Strong in customer relationship management and networking	Mon - Thurs / 8am - 6pm Fri / 8am - 5pm
ValueMax	**Outlet Executive**	Attend to customers and provide professional service on pawn and jewellery products. Assist customers with enquiries, sales and transactions. Support daily outlet operations and maintain good customer service standards.	Retail experience will be an advantage, but candidates without experience who are interested in the industry are welcome to apply. Basic computer knowledge required. Able to communicate clearly with customers and speak Mandarin to serve Mandarin-speaking customers. Possess a proactive attitude.	10.5
ValueMax	**Car Sales Executive**	Manage corporate accounts of clients and dealers in the automobile industry in Singapore. Develop new sales leads and prospects, maintain strong relationships with customers, and work towards achieving the monthly sales target.	Pleasant and outgoing personality, good interpersonal and communication skills, and be committed and self motivated. Car dealer experience and a Class 3 driving licence will be a plus. Training will be provided.	9am-6.30pm

Company Name	Job Title	Job Description	Job Requirement	Working Hours
ValueMax	**Merchandiser**	Prepares products for sale so that every item is accurately described and well presented. Inspect products and arrange cleaning or refurbishment when needed, photograph products and prepare online listings with the Marketing team, and keep accurate records of stock and inventory	One to two years of experience in merchandising, retail or inventory is an advantage, but training will be provided. You should have an interest in luxury goods, watches or jewellery, basic photography and computer skills, and be detail oriented, trustworthy and a clear communicator.	8.30am-6pm
ValueMax	**Sales Executive (Precious Metal)**	Grows our customer base and gold and precious metals acquisition network. Reach out to businesses, jewellers and individuals who may sell in bulk, manage and grow existing customer accounts, and collect and deliver precious metals using a company vehicle.	3 to 5 years of experience in sales or business development, and experience in precious metals or the jewellery trade is a strong advantage. Self motivated with strong interpersonal and negotiation skills, and hold a valid Class 3 driving licence.	8.30am-6pm
ValueMax	**Driver**	Drives the company car to deliver and collect company items and documents, working closely with the Business Development Team on trips. Keep trip records, look after the vehicle, and assist the Valuation Department when needed. Security and confidentiality are very important in this role.	Hold a valid Class 3 or 3A driving licence, with at least 2 years of driving experience, a clean record, and good knowledge of Singapore roads. Honest, reliable and discreet, willing to undergo background screening, and able to help with loading and unloading.	8.30am-6pm
Watami Food Service Singapore	**Service Crew**	Provide service to all customers according to Watami's service standard and procedures. Responsible for the preparation work of Hall opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards. Promote Watami Japanese dining culture and introduce the specific dining manner of certain cuisine. Any other job related duties requested from senior staff.	We are looking for a friendly and reliable F&B service crew member to join our Japanese restaurant team. Applicants who enjoy working with people, have a positive attitude, and are willing to learn. Experience in food service is a plus, but not a must. We will provide training and guidance. Job scope includes helping with taking orders, serving food, keeping the place clean, and making sure our guests have a great dining experience. A basic interest in Japanese food and culture is a bonus. Applicants should be alright with shift work, including weekends and public holidays.	44
Watami Food Service Singapore	**Kitchen Crew**	Preparing and cooking food orders for all customers according to Watami's service standard and procedures. Preparation work of Kitchen opening and closing operation hours. Maintain quality, service & cleanliness at all times according to Watami's standards. Food production: make sure the end product and the cooking process conforms to Watami's standard and procedures, and at the same time has good sense of preventing and recording of losses.	We are looking for a hardworking and dependable kitchen crew member to join our Japanese restaurant. Main tasks will include basic food prepration, keeping the kitchen clean and organized, and cooking. Basic F&B kitchen experience will be a plus point. No need for fancy experience, just a good attitude, willingness to learn, and ability to work well under pressure. If applicants enjoy working in a fast-paced kitchen and have an interest in Japanese food, that is a big plus. Applicants will need to be okay with shifts, including weekends and holidays. Teamwork and hygiene are super important in this role.	44
Watami Food Service Singapore	**Dishwasher**	Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery. Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations. Cleaning machines and appliances used in kitchen, such as pots, and pans etc. Taking out the trash. Supporting other restaurant staff members by assisting with other tasks, as needed.	We are hiring a dishwasher to join our team at a Japanese restaurant. The job is simple but important. Applicants will help keep the kitchen running smoothly by cleaning dishes, utensils, and kitchen equipment, taking out trash, and placing dishes back to original locations. No experience needed, just a strong work ethic, good attitude, and the ability to handle a fast-paced environment. Applicants should be comfortable standing for long hours and working shifts, including weekends and public holidays.	44

Company Name	Job Title	Job Description	Job Requirement	Working Hours
Watami Food Service Singapore	**Management Trainee**	Provide service to all customers according to Watami's service standard and procedures. - Responsible for the preparation work of Hall opening and closing operation hours - Maintain quality, service & cleanliness at all times according to Watami's standards. - Able to handle all stations at an independent level. Responsibility - Plan and revise weekly and monthly schedule for all staff in the shop according to shop needs and sales forecast. - Forecast shop sales on weekly basis. - Audit own shop on a periodic basis (eg. Restaurant review) and create corresponding reports to be shared with Assistant Shop Manager and Hall/Kitchen Supervisor. - Attending of both written and in-house customer complaints. - Manage assets of the shop (ensure timely ordering of items and checking of inventory to prevent "out of stock" items). - Planning, managing profit and loss. Handling cash at the store as well as collating daily sales as well as other necessary reports. - Alongside with HQ, formulate marketing strategies to help boost shop's sales performance. - Develop equipment maintenance schedules and arrange for repairs. - Coaching, developing and disciplining staff. - Monitor staffs' attendance records daily. - Checking of staffs' payroll concerns. - Conduct inquiries if internal disputes in shop occur; and complete disciplinary write-ups.	We are looking for a motivated and hands-on Management Trainee to join our Japanese restaurant team. This role is perfect for someone who is eager to learn all aspects of restaurant operations, from front-of-house service to kitchen workflow and team management. Applicants do not need years of experience, but you should have a strong interest in F&B, a willingness to take on challenges, and a positive, team-first attitude. As a trainee, applicants will be guided by experienced managers and gradually take on more responsibility. Applicants must be open to shift work, including weekends and public holidays, and willing to work hard to grow into a leadership role.	44
White Bee Hoon Restaurant	**Service Crew (FOH) (5 days)**	Provide friendly and efficient customer service, take orders, serve food and beverages, handle POS/payment transactions and attend to customer needs. Maintain table and outlet cleanliness and support daily opening, closing and service operations according to company SOPs.	Customer-oriented; good communication; F&B experience preferred.	44
White Bee Hoon Restaurant	**Service Crew (FOH) (6 days)**	Provide friendly and efficient customer service, take orders, serve food and beverages, handle POS/payment transactions and attend to customer needs. Maintain table and outlet cleanliness and support daily opening, closing and service operations according to company SOPs.	Customer-oriented; good communication; F&B experience preferred.	44
White Bee Hoon Restaurant	**PT Service Crew**	Support daily service operations by taking orders, serving food and beverages, clearing tables and assisting customers. Maintain cleanliness and hygiene of the service area and perform other outlet duties as assigned.	Friendly, responsible and customer-oriented.	35
White Bee Hoon Restaurant	**PT Service Crew (Long Term) contract)**	PProvide regular part-time support in customer service, order taking, food serving, table clearing and general outlet operations. Follow the agreed work schedule, company SOPs and service standards while maintaining good customer service and outlet cleanliness.	Reliable, responsible and able to commit long-term.	35
White Bee Hoon Restaurant	**Kitchen Assistant (2nd Wok)**	Assist with wok cooking, ingredient preparation and food production according to recipes, portion requirements and kitchen SOPs. Ensure food quality and consistency while maintaining proper food handling, kitchen cleanliness, hygiene and safety standards.	Kitchen experience preferred; able to work in a fast-paced environment.	44
White Bee Hoon Restaurant	**Kitchen Assistant (3rd Wok)**	Assist with wok cooking, ingredient preparation and food production according to recipes, portion requirements and kitchen SOPs. Ensure food quality and consistency while maintaining proper food handling, kitchen cleanliness, hygiene and safety standards.	Kitchen experience preferred; able to work in a fast-paced environment.	44
White Bee Hoon Restaurant	**Kitchen Assistant (4th Wok - Bee Hoon)**	Prepare and cook bee hoon dishes according to approved recipes, portion requirements and quality standards. Ensure timely preparation during service while maintaining proper food handling, cleanliness, hygiene and safety at the assigned station.	Cooking experience preferred; familiar with wok cooking.	44

Company Name	Job Title	Job Description	Job Requirement	Working Hours
White Bee Hoon Restaurant	**Kitchen (Cutter)**	Cut, portion and prepare vegetables, meat and other ingredients according to production requirements and kitchen standards. Ensure proper food handling, storage and preparation while maintaining cleanliness, hygiene and safety of the work area.	Basic food preparation skills; able to handle kitchen equipment.	44
White Bee Hoon Restaurant	**Kitchen Assistant (Upper)**	Assist with food preparation, cooking, plating, replenishment and other general kitchen operations as assigned. Support the kitchen team during preparation and service while maintaining food quality, cleanliness, hygiene and safety standards.	Kitchen experience preferred; hardworking and reliable.	44
White Bee Hoon Restaurant	**Kitchen Assistant (Lower)**	Assist with food preparation, washing, cleaning, ingredient handling and other general kitchen duties. Support smooth kitchen operations while ensuring proper food handling, cleanliness, hygiene and safety standards are maintained.	Willing to learn; hardworking and responsible.	44
White Bee Hoon Restaurant	**Kitchen Assistant (Oil Wok)**	Prepare and cook fried food items according to approved recipes, cooking procedures and quality standards. Monitor cooking and oil conditions, maintain proper food handling and ensure cleanliness, hygiene and safe working practices at the station.	Cooking experience preferred; able to handle hot oil safely.	44
White Bee Hoon Restaurant	**Kitchen Assistant (Food Caller)**	Coordinate food orders between the FOH and kitchen teams, monitor order flow and ensure dishes are prepared and collected in a timely manner. Check order accuracy, communicate requirements to the kitchen and support smooth service operations during peak periods.	Good communication; organised and able to work under pressure.	44
White Bee Hoon Restaurant	**PT Kitchen Assistant (Long Term)**	Provide regular part-time support in food preparation, cooking, washing, cleaning and general kitchen operations. Follow assigned work schedules, kitchen SOPs and food safety requirements while maintaining cleanliness, hygiene and food quality standards.	Reliable; hardworking and able to commit long-term.	44