Jobfair @ Seletar-Serangoon

13th November 2026

JOB LISTING BOOKLET



As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

About e2i (Employment and Employability Institute)

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

Legend: 💼 – PMET Roles

Participating Companies

[Click on the specific role to view more details]

#1 AcePLP 7

- BIM/CAD Engineer (Apprenticeship) 💼 7
- BIM/CAD Technical Specialist 💼 7
- BIM/CAD Trainer 💼 8
- IT Executive 💼 8
- HR Executive (Payroll) 💼 9

#2 Active Global Respite Care 10

- Home Care Executive 10
- Enrolled Nurse/Registered Nurse (Home Care) 11
- Healthcare Assistant - Senior Care Centre 12

#3 AEM Singapore 13

- Electrical Engineer 💼 13
- Electronic Engineer 💼 14
- Embedded Software Engineer 💼 15
- Field Service Engineer 💼 16
- Field Service Engineer (Applications) 💼 17
- Senior Hardware Engineer (ATE) 💼 18
- Mechanical Engineer 💼 19
- Process Engineer 💼 20
- Procurement Engineer 💼 21
- Senior Electrical Engineer 💼 22
- Senior Engineer - Thermal Mechanical 💼 23
- Software Engineer (ATE) 💼 24
- Software Engineer (AI) 💼 24
- Software Engineer (Embedded) 💼 25
- Supplier/ Vendor Quality Engineer 💼 26
- Technical Writer 💼 27

#4 Alwayshired 28

- Temp Logistics Helper 28

Legend: 💼 – PMET Roles

- Engineer, QA Department 💼 28
- Senior Associate Executive (HRSS) 💼 29
- Vision Solution Engineer 💼 30
- Purchasing Officer 💼 30
- VNA Driver 31
- Junior Technician 💼 32
- Admin Cum Purchasing Assistant 33
- Junior HR Executive 💼 34
- Service Crew 34
- Recruitment Consultant 💼 34
- Warehouse Assistant 35
- Guest Associate 35
- Production Operator 35
- Lab Technician 💼 35
- Guest Service Officer 💼 36
- Logistics Coordinator 💼 37
- Senior Technician 💼 37
- Material Handler 37
- Material Handler Specialist, Operations 38
- Warehouse Operator 39
- Lab Assistant 💼 39
- Test Engineer 💼 40
- Production Manager 💼 41
- Technician 💼 42
- Storekeeper 43
- Customer Service Officer 44
- Outdoor Sales Representative 44
- Enrolled Nurse 💼 45
- Shipping Executive 💼 46
- SME Corporate Loans Executive 💼 47

#5 Amara Hotels & Resorts 48

- Assistant Housekeeper 48
- Senior Security Officer 48

Legend: 💼 – PMET Roles

- Guest Service Executive 💼 49
- Assistant Restaurant Manager 💼 49
- Senior Room Attendant 49
- Public Attendant 50
- Banquet Operation Manager 💼 50
- Restaurant Manager 💼 50
- Guest Service Manager 💼 51
- Senior/Security 51
- M&E Technician 51
- Waiter/ 51
- Waitress 51
- Sales Mgr/Snr Sales Mgr (Weddings/ 52
- Events/Corporate) 💼 52

#6 Asia Sync Network 53

- Assistant Officer/ Executive/ Assistant 💼 53
- Sales cum Admin (Full-Time) 55
- Sales cum Admin (Part-Time) 56
- Manufacturing Operator 56
- Manufacturing Technician 💼 58
- Admin 59
- Finance (Full Time, Part Time) 💼 60

#7 Bergenia Healthcare 61

- Dialysis and Medical Escort 61

#8 Far East Hospitality 64

- Reservation Sales Executive 💼 64
- Senior / Duty Manager 💼 64
- Senior / Guest Service Executive 💼 66
- Guest Service Officer 67
- Senior / Guest Service Assistant 69
- Senior / Guest Service Assistant, Bell Desk 69

#9 GBS (Singapore) 71

- Semiconductor Technician / Assistant Engineer 💼 71

Legend: 💼 – PMET Roles

- Production Operator 71
- Engineering Manager 💼 71
- System Engineer 74
- Sales Manager / Assistant Sales Manager 76

#10 Gyukatsu Kyoto Katsugyu 77

- Junior Sous Chef 77
- Chef de Partie 78
- Commis Cook 78
- Kitchen Assistant 78
- Assistant Restaurant Manager 💼 79
- Restaurant Supervisor 79
- Service Crew 80

#11 Hans Group 81

- Service Crew 81
- Kitchen Assistant 81
- Cook 81
- Service Crew (Part- Time) 82
- Kitchen Assistant (Part-Time) 82
- Cook (Part-Time) 82

#12 The Bakery Depot 83

- Team Member 83
- Trainee Manager 83
- Assistant Outlet Manager 84
- Outlet Manager 85

#13 ValueMax 86

- Outlet Executive 86

#14 WSH Experts 87

- Part -Time Warden 87
- Airport Baggage Handler 87
- Call Centre Operator 87
- Class 3 Driver 87
- Class 4 Driver 88

Legend: 💼 – PMET Roles

- Enforcement Officer 88
- Fueler 89
- Service Ambassador 89
- Cleaners 89
- Assistant Library Officer 90
- Resident Technical Officer (RTO) 💼 90
- Site Inspector (Construction) 💼 91
- Senior Investigations Officer 💼 92
- Reception / Admin Assistant 93

#15 W Singapore – Sentosa Cove 94

- Accounting Executive 💼 94
- B&F Team Leader 95
- B&F Captain 95
- Mixologist 96
- Bartender 97
- B&F Voyager 💼 98
- Demi Chef 98
- Loss Prevention Team Leader 99
- Senior Loss Prevention Officer 100
- Guest Experience Supervisor (Welcome Desk) 103
- Guest Experience Expert (Concierge) 104

e2i Services 107

Legend: 💼 – PMET Roles

#1 AcePLP

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
BIM/CAD Engineer (Apprenticeship) 💼	• 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.	• 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.	• **Working Hours:** 5.5 days/ week, Mon- Fri: 8:30am – 5:30pm Sat: 8:30am to 12:30pm • **Employment Type:** Full Time • **Location:** Braddell Road, Singapore (579700)
BIM/CAD Technical Specialist 💼	• 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.	• To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training	• **Working Hours:** 5 days/ Mon - Fri: 8:30am – 6:30pm • **Employment Type:** Full Time • **Location:** Braddell Road, Singapore (579700)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
BIM/CAD Trainer 💼	• 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.	• To conduct digital delivery implementation services, guide junior BIM Modelers, conduct training	• **Working Hours:** 5 days/ Mon - Fri: 8:30am – 6:30pm • **Employment Type:** Full Time • **Location:** Braddell Road, Singapore (579700)
IT Executive 💼	• Individuals with no IT-related qualification but with strong interest in developing a career in IT may apply.	• Responsible for managing the installation, upgrading, maintenance, and troubleshooting of Windows Server and Microsoft Azure environments. • The role includes monitoring server and network performance, implementing system patches and security controls, performing backup and maintenance activities, and installing standard software applications using prepared images. • Additional responsibilities include maintaining IT asset inventory records, preparing technical documentation, coordinating with internal stakeholders and external clients for IT solution deployments, and supporting other ad-hoc IT-related tasks.	• **Working Hours:** 5days/ week, Mon- Fri: 8:30am – 5:30pm • **Employment Type:** Full Time • **Location:** Braddell Road, Singapore (579700)

Legend: 💼 – PMET Roles

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
HR Executive (Payroll) 💼	• Diploma or Degree in Human Resource Management, Business Administration, Accounting, or a related discipline.	• 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	• **Working Hours:** 5 days/ week Mon- Fri: 8:30am-6:30pm • **Employment Type:** Full Time • **Location:** Braddell Road, Singapore (579700)

#2 Active Global Respite Care

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Home Care Executive	• At least 1 year of experience in an operational capacity in customer service and administrative roles preferable. • Diploma or Degree in any field. • Takes initiative and able to be flexible while adhering to SOPs at the same time. • Proficiency in Microsoft Office Suite applications. • Good command of English (Written & verbal). • Experience in healthcare would be advantageous. • 5-days work week including rotational Saturdays. • Must be ready to answer urgent client queries at any time.	• Report directly to the Home Care Team Lead. • Answer client inquiries on all Home Care services provided by the organization. • Provide accurate information to clients on policies, procedures and service. • Following up promptly and communicating to all parties the statuses of work-in-progress in a timely and accurate manner. • Schedule staff and clients for the respective services. • Ensure prompt and accurate documentation for all applications and processes from start to finish including filings. • Strong case resolution skills to resolve client feedback and complaints on promised actions and that client needs are addressed in a timely and appropriate manner. • Ensure prompt issuing of invoices and accuracy in collection of payables. • Ensure all organization requirements and SOPs are adhered to. • Participate and represent on behalf of the company's services with confidence. • Communicate clearly and appropriately with clients, business partners, always speaking with the understanding of tone and choice of words. • Any other duties assigned.	• **Working Hours:** 5 days/ week 9am – 6:30pm • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Enrolled Nurse/Registered Nurse (Home Care)	• Minimum Nitec/Diploma/Bachelor's Degree in Nursing. • Advanced Diploma in Gerontology or Palliative Care is an advantage. • Must be an Enrolled Nurse or Registered Nurse with the Singapore Nursing Board (SNB) and possess a clean disciplinary record. (Nurses on conditional licenses are not eligible for this role.) • Minimum 2 years of clinical experience. • Proficient in Microsoft Office and comfortable using IT tools in daily work. • Ability to converse in local dialects will be an added advantage. • Willingness to perform occasional shift work, particularly to support palliative care patients	• Engage and assist elderly clients in the Centre and to assist in daily Centre programmes and activities. • Attend to client's personal care needs including personal hygiene and assist in positioning, transfers and ambulating of clients. • Performs rehabilitation activities such as motion exercises and walking with clients. Adheres to the centre's operational protocol at all times. Upholds and practice high standards in the care for clients set by the Centre Manager and Rehab Manager. • To assist in incidental housekeeping duties such as cleaning and mopping up spillage, discharge and breakages. • To assist in maintaining cleanliness of the Centre's environment including equipment, furniture and tools. • Any other tasks as and when assigned by the Management	• **Working Hours:** 5 days/ week 9am – 6:30pm • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Healthcare Assistant - Senior Care Centre	• 1st Shift: 0700 - 1630hrs. • 2nd Shift: 0900hrs - 1830hrs • 3rd Shift: 1000hrs - 1930hrs • Minimum GCE 'N' level. • Ideal for those who are either looking for a mid-career switch or are seeking a profession in eldercare. • A relevant WSQ Certificate in Healthcare Support/Therapy services will be advantageous.	• Engage and assist elderly clients in the Centre and to assist in daily Centre programmes and activities. • Attend to client's personal care needs including personal hygiene and assist in positioning, transfers and ambulating of clients. • Performs rehabilitation activities such as motion exercises and walking with clients. • Adheres to the center's operational protocol at all times. Upholds and practice high standards in the care for clients set by the Centre Manager and Rehab Manager. • To assist in incidental housekeeping duties such as cleaning and mopping up spillage, discharge and breakages. • To assist in maintaining cleanliness of the Centre's environment including equipment, furniture and tools. • Any other tasks as and when assigned by the Management.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

#3 AEM Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Electrical Engineer 💼	• Bachelor's Degree in Electrical or Electronic Engineering from a recognized institution. • Relevant industry experience in electrical engineering, power electronics, or power delivery systems. • Experience in designing and working with high-power AC/DC and DC power systems. • Good understanding of power distribution, protection circuits, grounding, electrical safety, and thermal considerations. • Hands-on experience with schematic design, component selection, prototyping, testing, and troubleshooting. • Good Communication skills.	• Design and develop high-power AC/DC and DC power delivery systems for semiconductor test equipment. • Perform power system architecture, component selection, circuit design, and electrical calculations. • Design power distribution, protection, switching, sensing, grounding, and interlock circuits. • Select and integrate power supplies, converters, contactors, relays, fuses, circuit breakers, and high-current components. • Perform schematic design, design reviews, simulation, prototyping, testing, troubleshooting, and design validation. • Ensure designs meet electrical safety, reliability, thermal, EMC/EMI/SEMI, and applicable regulatory requirements. • Collaborate with mechanical, controls, firmware, and test engineering teams to deliver reliable semiconductor test equipment.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Electronic Engineer 💼	• Bachelor's or Master's degree in Electrical Engineering, Electronics Engineering, or a related discipline. • Relevant professional experience (more than 5 years) in electronics hardware and PCB development, preferably in a senior engineering role. • Strong practical knowledge of PCB schematic and layout design, including multilayer PCB designs. • Strong knowledge of power electronics, particularly MOSFET-based switching, DC power control, power distribution, and protection circuits. • Good understanding of MOSFET selection, switching losses, conduction losses, gate-drive requirements, SOA, thermal design, and protection techniques. • Experience with circuit simulation and PCB design tools such as LTspice, PSpice, Altium Designer, Cadence, KiCad, or equivalent. • Strong hands-on troubleshooting, analytical, and problem-solving skills. • Ability to independently take a hardware design from requirements and concept through	• Design and develop analog, digital, and power electronic circuits, including MOSFET-based switching and power-control circuits. • Design high-power DC power delivery, distribution, switching, protection, and monitoring circuits. • Perform schematic capture, component selection, circuit simulation, and PCB design/layout. • Apply good PCB practices for power distribution, grounding, thermal management, signal integrity, EMI/EMC, and high-current routing. • Design and evaluate MOSFET switching circuits, including gate drivers, protection circuits, current/voltage sensing, and thermal considerations. • Perform PCB bring-up, testing, debugging, failure analysis, and design verification using oscilloscopes, multimeters, power supplies, electronic loads, and other laboratory equipment. • Work closely with firmware, FPGA, mechanical, system, and manufacturing engineers to integrate electronics into complete equipment. • Review schematics, PCB layouts, component selections, and engineering documentation, and provide technical guidance to junior engineers. • Support prototype builds, design validation, production troubleshooting, and	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	schematic, PCB, prototype, validation, and production release. • Experience working with Xilinx/Altera FPGA will be an advantage.	continuous improvement of existing electronic systems.	
Embedded Software Engineer 💼	• Bachelor's degree in Computer Science with specialization in AI, or Computer Engineering majoring in AI • Strong programming skills in Python • Experience with AI and machine learning frameworks such as Keras, PyTorch, or TensorFlow • Understanding of machine learning, deep learning, and data processing concepts • 5. Ability to develop and troubleshoot AI software applications • Good problem-solving and communication skills • Master's degree in Artificial Intelligence or related field • Experience with engineering or industrial AI applications • Familiarity with cloud AI platforms and GPU computing • Knowledge of software version control systems such as Git	• Develop AI software and machine learning solutions for engineering applications • Design, train, and optimize AI and deep learning models • Write, test, and maintain software in Python • Use AI frameworks such as Keras, PyTorch, or TensorFlow • Work with engineering teams to integrate AI solutions into products and systems • Analyze data and improve AI model performance • Document software design, testing, and development activities	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Field Service Engineer 💼	• Diploma or Degree in Electronics Engineering or related field • 3–5 years of experience in semiconductor, electronics, field service, or application engineering • Strong fundamentals in analog/digital electronics, metrology, and test systems • Hands-on, problem-solving mindset with strong troubleshooting skills • Good communication skills and ability to work with customers and global teams • Prior experience in customer-facing or field service environments is an advantage • Willing to travel and work at customer sites	• Field Service & Customer Support - Supporting customers on-site and remotely across Asia - Performing installation, preventive maintenance, troubleshooting, and system recovery - Diagnosing and resolving complex system-level issues in live production environments • Application Engineering & Development - Developing, debugging, and validating application test programmes - Supporting application board design, assembly, and system validation -Translating customer requirements into practical technical solutions • System Integration & Deployment - Supporting system setup, integration, and acceptance testing at customer sites - Ensuring solutions are fully functional and ready for deployment - Working closely with engineering teams to resolve design and system issues • Collaboration & Continuous Improvement - Partnering with Engineering, Production, and Operations teams to deliver solutions - Contributing to a growing Technical Center of Excellence in Singapore - Driving improvements based on real-world customer feedback and system	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Field Service Engineer (Applications) 💼	• Diploma or Bachelor's degree in Electronics Engineering or related field • 3–5 years of relevant experience in electronics, semiconductor, field service, or application engineering • Strong understanding of analog and digital electronics, metrology, and test systems • Experience in customer support, field service, or application engineering roles • Project coordination or exposure to project management (planning, resources, reporting) is an advantage • Strong communication skills in English, with ability to work in an international environment • Experience in semiconductor environments is highly preferred • Willingness to travel and work at customer sites as required	• Providing on-site and remote technical support for customer applications • Supporting installation, maintenance, troubleshooting, and system recovery activities • Defining technical requirements, scoping solutions, and supporting quotation activities • Coordinating with Engineering and Production for technical execution • Managing application board design, assembly, testing, and validation • Developing, debugging, and validating test programs • Supporting solution release, acceptance testing, deployment, and sustaining activities	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Hardware Engineer (ATE) 💼	• Bachelor's degree in Electronics Engineering or related discipline • Minimum 8–12 years of experience in hardware design and development • Proven expertise in hardware debugging and system validation • Solid understanding of system-level hardware design and integration • Able to work on weekends and public holidays	• Design and develop hardware systems for advanced test equipment to meet system requirements • Define detailed hardware specifications and schematics aligned with project goals • Collaborate with cross-functional engineering teams to integrate hardware components effectively • Lead prototype bring-up activities and conduct hardware debugging focused on noise, accuracy, bandwidth, and jitter issues • Perform hardware characterization, validation, and optimize performance for reliability and efficiency • Support system-level integration tasks, including timing and calibration feature implementation • Drive problem-solving and debugging efforts throughout the product lifecycle to resolve hardware issues • Contribute actively to technical discussions and promote continuous improvement within an agile engineering environment	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Mechanical Engineer 💼	• Bachelor's degree in mechanical engineering or related discipline • Minimum 3 years of experience in semiconductor equipment, automation, or precision engineering • Strong fundamentals in mechanical design, including tolerance stack-up and FEA • Proficiency in SolidWorks or equivalent 3DCAD tools （mandatory） • Exposure to vision systems, thermal modelling, or measurement techniques is an advantage • Hands-on, with a passion for building, testing, and troubleshooting real systems • Strong communication skills and ability to work in a cross-functional, global environment • Willing to travel and support critical project phases when required	• Mechanical Design& Development • Translate system requirements into robust mechanical designs and sub-system specifications • Perform component selection, tolerance analysis, and motion system design to achieve high performance and reliability • Develop and validate design concepts aligned with engineering and manufacturing requirements • System Integration & Validation - Lead system integration, testing, and validation across development, manufacturing, and customer-site phases - Ensure systems meet performance, quality, and reliability expectations - Support troubleshooting and problem-solving during system build and commissioning • Project Ownership& Lifecycle Management - Manage engineering activities across the full product lifecycle, from concept through release to manufacturing - Coordinate with cross-functional teams to ensure timely project delivery - Drive technical issue resolution and continuous improvement initiatives • Collaboration & Vendor Management -Work closely with System, Electrical, and Manufacturing teams to ensure design feasibility	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		-Lead internal teams or external partners in co-development projects - Manage vendors and contractors to deliver high-quality sub-systems • Deployment &Customer Support - Provide technical support during installation, commissioning, and customer-site deployment - Resolve field issues and support system performance improvement based on real world feedback	
Process Engineer 💼	• Bachelor's degree in Electrical / Electronic Engineering or related discipline • 1-3 years of experience (fresh graduates are welcome to apply) • Basic understanding of electronics and PCBA concepts • Exposure to test equipment such as oscilloscope, multimeter, or logic analyser is an advantage • Experience with OrCAD or other EDA tools is a plus • Strong willingness to learn and develop hands-on technical skills • Good analytical and problem-solving mindset • Able to work in a team environment	• Support board bring-up, prototype testing, and validation activities during NPI • Assist in debugging hardware issues under guidance from senior engineers • Work with cross-functional teams including mechanical, firmware, software, manufacturing, and quality • Support preparation of engineering documentation such as test reports and validation records • Assist in identifying basic EMI/EMC/ESD issues during testing and validation • Support manufacturing activities including prototype builds and production ramp-up • Participating in troubleshooting and root cause analysis activities	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Procurement Engineer 💼	• Degree in Engineering (Mechanical, Electrical, or related disciplines) • 2-3 years of engineering sourcing experience • Ability to interpret technical specifications, drawings, and engineering documentation • Strong mechanical and electrical engineering knowledge • Proficient with Microsoft Office applications (Excel, PowerPoint, Word, Outlook) • Strong negotiation and communication skills to effectively engage suppliers and internal stakeholders • Collaborative team player demonstrating accountability in project delivery • Analytical and problem-solving mindset to address sourcing challenges • Outstanding written and verbal communication skills	• Support sourcing activities for Engineering and High-Volume Manufacturing (HVM) projects involving mechanical and electrical components to meet project requirements • Interpret technical specifications, drawings, and engineering documentation to make accurate sourcing decisions • Evaluate suppliers from technical and commercial perspectives to inform business award decisions • Identify and mitigate technical and supply risks, focusing on critical or long-lead items to ensure project continuity • Drive continuous cost reduction initiatives through supplier consolidation, alternate sourcing, and value engineering • Ensure all sourcing activities comply with internal policies, quality standards, and regulatory requirements • Contribute to process improvements in sourcing workflows, supplier onboarding, and digital procurement tools to enhance efficiency	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Electrical Engineer 💼	• Degree in Electrical Engineering. 5 - 10 years' experience. • Experience with custom automation equipment or capital equipment. • Proven experience leading engineering projects. • Customer-facing experience in technical sales support or solution engineering. • Experience supporting equipment upgrades and modernization projects. • Proficient in CAD Drawings, Solidworks Electrical is highly preferred. • Optimize electrical designs for cost and manufacturability. • Ability to work under pressure and manage multiple priorities.	• Design, develop, and validate electrical systems for industrial equipment. • Prepare electrical schematics, wiring diagrams, panel layouts, and control system architecture. • Select appropriate electrical components, including PLCs, HMIs, servo drives, sensors, motors, safety devices, and industrial communication networks. • Ensure designs comply with international electrical and machine safety standards (CE, UL, IEC). • Conduct root cause analysis and develop engineering solutions for equipment issues. • Lead electrical troubleshooting during factory acceptance testing (FAT), site acceptance testing (SAT), and commissioning. • Engage directly with customers to understand production challenges and operational requirements. • Develop innovative engineering solutions that improve equipment performance, productivity, reliability, and safety. • Present technical proposals, upgrade concepts, and solution roadmaps to customers. • Recommend retrofit solutions and modernization strategies for existing equipment. • Drive continuous improvement initiatives to improve product competitiveness.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Participate in design reviews and risk assessments.	
Senior Engineer - Thermal Mechanical 💼	• Bachelor's or master's degree in mechanical engineering, or related discipline. • Minimum of 15 years of relevant experience in semiconductor industry, with a focus on thermal test solutions. • Solid understanding of thermal dynamics, semiconductor device behavior, and AI/HPC test challenges. • Experience with semiconductor test platforms, data analysis tools, and test development processes. • Strong analytical and problem-solving abilities. • Excellent communication skills and ability to work effectively in a fast-paced, collaborative environment. • Proficiency in engineering and analysis software, including but not limited to: • SolidWorks • FlowTherm or similar thermal simulation tools • MATLAB • Simulink • JMP or similar data analysis/statistical tools	• Design and develop advanced thermal test solutions for semiconductor devices across various test insertions or markets • Collaborate with design, manufacturing, and quality teams to ensure comprehensive test coverage and performance. • Analyze and interpret test data to drive continuous improvements in test methodologies. • Support product validation, characterization, and qualification activities. • Provide technical mentorship to other engineers and collaborate in cross-functional problem-solving teams. • Work directly with customers and channel partners to optimize test solutions and ensure successful product deployment. • Interface with internal operations teams to ensure manufacturability and scalability of test platforms.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Software Engineer (ATE) 💼	• Bachelors in Software or Electronics Engineering with at least 2 years of experience. • Significant experience in C++ or in Java (Swing) • Enjoy working on complex technical systems. • Able to work in an international context. • Fluency in technical English and basic knowledge of analog and digital electronics. • Strong team spirit that allows you to integrate quickly.	• Development of software layers close to the electronics for our high-tech test systems. • Work directly with the hardware and firmware designers to understand the internal structure of the tester. • Develop runtime layers in C++ or Java, new calibration and diagnostics algorithms, to reach the expected accuracy. • Oversee the whole development cycle (specification, development, integration, and documentation). • Join a team of 15+ software / firmware / hardware engineers organized using Agile methodologies.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)
Software Engineer (AI) 💼	• Bachelor's degree in Computer Science with specialization in AI, or Computer Engineering majoring in AI • Strong programming skills in Python • Experience with AI and machine learning frameworks such as Keras, PyTorch, or TensorFlow • Understanding of machine learning, deep learning, and data processing concepts • Ability to develop and troubleshoot AI software applications • Good problem-solving and communication skills	• Develop AI software and machine learning solutions for engineering applications • Design, train, and optimize AI and deep learning models • Write, test, and maintain software in Python • Use AI frameworks such as Keras, PyTorch, or TensorFlow • Work with engineering teams to integrate AI solutions into products and systems • Analyze data and improve AI model performance • Document software design, testing, and development activities	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Master's degree in Artificial Intelligence or related field • Experience with engineering or industrial AI applications • Familiarity with cloud AI platforms and GPU computing • Knowledge of software version control systems such as Git		
Software Engineer (Embedded) 💼	• Bachelor's degree in Electrical Engineering, Computer Engineering, or related field • Strong programming skills in C • Experience with Python programming • Familiarity with STM32 microcontrollers and embedded systems development • Understanding of microcontroller peripherals and debugging tools • Ability to work independently and in a team environment • Experience with embedded control systems • Knowledge of communication protocols such as UART, SPI, I2C, or CAN • Familiarity with version control systems such as Git • Good communication skills.	• Develop embedded software for STM32-based control system • Write, test, and maintain firmware in C • Develop supporting tools and scripts using Python • Interface software with hardware peripherals and communication protocols • Debug and troubleshoot embedded systems issues • Collaborate with hardware and engineering teams during product development • Participate in system testing and documentation • Work with Field Service to resolve system problems	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Supplier/ Vendor Quality Engineer 💼	• Diploma / Degree in Engineering (Mechanical / Electrical / Mechatronics) • At least 2 years in the area of Supplier Quality • Experience / knowledge with mechanical parts or PCBA. Preferably both. • Knowledge of problem solving skills and familiar with quality tools such as 8D, Pareto Analysis, 5 Whys, FMEA, quality control plan, etc. • Good communication skills • Eager to learn, independent, takes initiatives, and able to work with minimum supervision • Able to work with diverse cultures	• Conduct technical assessments for new suppliers and periodic assessments for key existing suppliers. • Drive suppliers regularly on improvement plans and foster an environment that facilitates continual improvement and compliance to AEM requirements. • Review specifications to validate material defects for return to supplier and ensure timely replacement by supplier. • Apply 8D and other applicable quality tools with suppliers to ensure implementation of effective systemic corrective / preventive actions and no recurrence. • Work with supplier and Engineering / Manufacturing to reach common acceptance of path forward for material issues that are not entirely due to supplier fault. • Maintain a supplier database and their performance evaluation / scoring to facilitate supply chain management. • Provide guidance to Incoming quality inspectors on inspection processes and methods.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Technical Writer 💼	• Bachelor's Degree in Engineering or a related discipline; certification in Technical Writing will be an advantage. • Minimum 5 years of experience in technical writing within a high-tech, manufacturing, or new product development environment. • Strong ability to understand and interpret technical drawings, specifications, and engineering documentation. • Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook). • Excellent written and verbal communication skills, with strong attention to detail. • Ability to manage multiple stakeholders and adapt quickly in a fast-paced, dynamic environment. • Willingness to travel when required.	• Develop, review, and maintain technical documentation to accurately reflect current engineering processes and business operations. • Identify key information sources, extract relevant technical content, and translate complex processes into clear, structured, and user-friendly documentation. • Manage the documentation lifecycle, including facilitation of review, approval, and release of engineering documents, work instructions, and technical bulletins. • Interpret engineering drawings, technical specifications, and product information to ensure documentation is accurate, concise, and easy to understand for internal users and customers. • Collaborate with Engineering, Production, and Quality teams to ensure alignment and consistency of documentation standards. • Conduct training sessions or knowledge transfer using developed documentation for equipment, processes, or system upgrades where required. • Ensure documentation complies with internal quality standards and supports continuous improvement initiatives. • Perform other duties as assigned.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Location:** 52 Serangoon Avenue 4, Singapore (555853)

Click Here for Table of Content

#4 Alwayshired

AlwaysHired is a dynamic recruitment and outsourcing agency specializing in connecting top talent with leading employers across various industries. We provide tailored staffing solutions for both temporary and permanent roles, ensuring the right fit every time. With a focus on efficiency, people-first service, and technology-driven processes, AlwaysHired supports businesses in scaling their workforce seamlessly. Our commitment to quality and speed makes us a trusted partner for companies and job seekers alike

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Temp Logistics Helper	• Physically fit and responsible, with the ability to handle loading, unloading, packing, and arranging of goods according to SOP. • Team-oriented and flexible, with a positive attitude and willingness to carry out ad hoc duties as assigned by the IC or Team Leader.	• Loading and unloading of goods • Packing and arranging the goods according to SOP • Adhoc duties as assigned by IC / Team leaders.	• **Working Hours:** 5days/ week 10hrs/day • **Employment Type:** Part Time
Engineer, QA Department 💼	• Degree in Chemical/Mechanical Engineering, Materials Engineering or equivalent. • Relevant 3-5 years' of relevant working experience • Preferably with good knowledge of IATF16949/ISO9001 and core tools (APQP, PPAP, FMEA, MSA and SPC)	• Oversee effective implementation of the QMS throughout the company including management of FMEA, control plan, change control, documentation and internal/external audits • Maintain the Quality Manuals, Procedures to ensure contents are appropriate and are aligned to the latest requirements • Lead and manage QMS-related internal/external audits, work closely with inter-department to support the audit including post-audit follow-up on closure of corrective actions • Timely review of customer's quality system related enquiry or document such as quality	• **Working Hours:** 5 days/ week **Employment Type:** Full Time

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		agreement, specification and audit checklist • Review and prepare official reply to customers on product content environmental related enquiries such as RoHS, REACH and other substances of concern • Coordinate technology transfer with other WW sites and to conduct trial production • Support supplier quality management through periodic meeting, continuous improvement activities and on-site audit	
Senior Associate Executive (HRSS) 💼	• Preferably a Diploma holder with at least 2 years of relevant experience in the hospitality sector. • Positive and warm personality with a strong service mindset and patient with elderly. • Professional and personable demeanor. • Able to communicate effectively in both English and Chinese to serve Mandarin-speaking guests and address their service needs. • Willing to work on shift arrangements, including weekends and public holidays. • Diploma in Human Resource Management, Business Administration or related discipline. • Preferably 2 to 3 years of HR operations, HR	• Process employee separations in HR systems accurately and within established SLAs. • Prepare and manage separation-related documentation, including resignation acknowledgements, exit letters and clearance documentation. • Coordinate clearance activities with Payroll, Finance, IT, Security and employing institutions. • Process work pass cancellations where applicable. • Ensure employee records are updated accurately. • Monitor and follow up on outstanding offboarding actions. • Respond to employee and stakeholder enquiries professionally. • Ensure proper documentation and records retention.	• **Working Hours:** 5 days/ week, • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	shared services or HR administration experience. • Experience in employee lifecycle administration or offboarding processes will be advantageous	• Serve as the primary point of contact for offboarding enquiries. • Deliver timely, accurate and customer-focused HR services. • Ensure compliance with HR policies, procedures and service standards. • Escalate complex cases appropriately	
Vision Solution Engineer 💼	• 2+ years of Machine Vision experience • Experience with HIK / OpenCV / HALCON / Cognex VisionPro • Programming skills in C++ / C# / Python • Hands-on experience with cameras, lighting and vision systems • Experience in vision system integration and troubleshooting • Engineering degree or related qualification • Willing to travel	• Design and plan activity programmes to engage the seniors and residents in the community • Facilitate and lead the session in group or one-on-one settings • Encourage participation and monitor the engagement and wellbeing of the seniors • Tailor and adapt activities to individual interest and physical and health conditions • Assist in outreach and advocacy activities, including community engagement and health talks • Oversee general maintenance, cleanliness, and hygiene of activity spaces • Any other duties assigned	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time
Purchasing Officer 💼	• Strong procurement and planning skills, with experience in managing purchase requisitions, quotations, POs, supplier coordination, and material planning based on lead time, MOQ, pricing, and production requirements.	• Manage purchase requisitions, quotations, and purchase order (PO) processes • Review demand and generate purchase plans based on lead time, MOQ, and pricing • Coordinate with Planning and Production teams to support material requirements	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good communication and problem-solving abilities, with the ability to monitor deliveries, manage urgent purchases and schedule changes, and maintain optimal inventory levels to prevent shortages or excess stock.	• Monitor delivery schedules and follow up with suppliers to ensure timely delivery • Source urgent or spot-buy materials from the open market when required • Handle rescheduling requests (pull-in/push-out) based on production needs • Manage incoming materials to avoid excess inventory and shortages	
VNA Driver	• Valid VNA forklift certification/license with relevant warehouse experience, with the ability to operate the forklift safely and efficiently for loading, unloading, put-away, and retrieval activities. • Safety-conscious and physically fit, with good attention to detail and the ability to follow warehouse procedures while supporting other duties as assigned.	• To establish Design Brief • To manage and review design proposals, from initial conceptual till detailed design developments and selection of material finishes • To manage and maintain cohesive design aesthetic as well as functional requirements • To manage the execution of interior works from tender, construction, till completion • To review and manage technical deliverables - materials samples, shop drawings, etc • To conduct site & factory checks, review quality of on-site works and off-site fabrication • To assess and approve tenant design submissions, drawings and material specifications align with design guidelines and statutory requirements	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Junior Technician 💼	• NITEC, Higher NITEC, or Diploma in Mechanical/Mechatronics Engineering, Logistics/Supply Chain, or a related field. • 1–3 years of experience in a semiconductor wafer fab, cleanroom, or high-tech manufacturing environment. • Advance literacy in ERP/inventory systems (e.g., SAP, Oracle) and Microsoft Excel. • Demonstrated ability to handle highly fragile, expensive components with extreme care. • Comfortable working with chemical cleaning systems and wearing cleanroom suits (bunny suits).	• Cleanroom & Equipment Operations: Safely handle, inspect, and clean fragile quartz and mechanical components using Polyflow automated washing machines according to strict Standard Operating Procedures (SOPs). • Inventory & Logistics Management: Manage the physical receipt, unpacking, and verification of incoming parts against documentation. Safely kit and issue parts to engineering teams. • Repair Tracking: Coordinate the outbound logistics for parts requiring external vendor repair, including creating RMAs (Return Merchandise Authorizations) and tracking turnaround times. • Data Integrity: Promptly update the inventory management system (ERP/WMS) to reflect stock movements, repairs, and scrap. Maintain flawless digital records. • Safety & Compliance: Strictly adhere to Class 10/100 cleanroom protocols, chemical safety guidelines, and proper Personal Protective Equipment (PPE) requirements.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Cum Purchasing Assistant	• Strong administrative and organizational skills, with experience handling documentation, quotations, purchase/sales orders, delivery coordination, data entry, inventory records, and invoice processing accurately. • Good communication and supplier coordination skills, with the ability to manage deliveries, monitor supplier performance, follow up on outstanding tasks, and support daily office and project operations.	• Maintain an organized and tidy office environment to support efficient operations • Manage incoming phone calls, faxes, and email communications promptly and professionally • Scan, file, and organize documents to ensure easy retrieval and record accuracy • Prepare and manage quotations, sales orders, delivery orders, purchase orders, and goods receive notes accurately • Arrange local and overseas deliveries to meet customer and project timelines • Track shipments and invoices to ensure timely receipt • Maintain parts inventory to support production and project needs • Enter and update data on opened projects and follow up on outstanding action items to ensure progress • Monitor purchase order status to confirm on-time delivery and supplier commitments • Identify and evaluate new suppliers offering quality products at competitive prices • Monitor supplier performance and address quality concerns to maintain standards • Verify supplier invoices before payment processing • Maintain supplier price lists and payment records • Perform all other adhoc administrative tasks as required to support team functions	• **Working Hours:** 5 days/ week • **Employment Type: Full Time** • **Job Type:** Contract

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Junior HR Executive 💼	• Diploma in Business / Human Resource Management, with a few years of relevant HR experience.	• Coordinating and scheduling interviews. • Liaising with candidates and hiring managers throughout the recruitment process. • Assisting with the administration of training programmes. • Tracking employee training records and maintaining L&D documentation. • Providing administrative support for the HR Department and assisting on ad-hoc HR projects.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Contract
Service Crew	• Excellent communication and customer service skills, with a professional and welcoming attitude when interacting with guests. • Strong organizational and multitasking abilities, with the ability to manage reservations, coordinate with teams, and support daily front-of-house operations efficiently.	• Welcome and assist guests professionally • Manage reservations, walk-ins and seating • Handle guest enquiries and requests • Coordinate with service and kitchen teams • Maintain a clean and presentable reception area • Support events, promotions and VIP arrangements • Assist with daily front-of-house operations	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time
Recruitment Consultant 💼	• Diploma / Degree holders. • 1–2 years of sales or business development experience is an advantage. • Good communication and negotiation skills. • Target-driven, resilient, and motivated by performance incentives.	• Engage clients to understand hiring needs and propose recruitment solutions. • Source, screen, and match candidates to job opportunities. • Manage end-to-end recruitment processes. • Achieve sales and placement targets. • Provide after-sales support to ensure successful onboarding	• **Working Hours:** 5 days/ week, • **Employment Type:** Full Time • **Location:** 10 Anson Road, Singapore (079903)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Warehouse Assistant	• Basic warehouse management system.	• Loading and unloading of goods. • Picking, packing, labelling, wrapping products. • Ascertain amount of goods released and received are correct. • Maintain proper housekeeping duties. • Perform stock take periodically and maintain stock level. • Any other duties as assigned.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Contract
Guest Associate	• Comfortable to stand long hour and commit shift hour	• Initiate guest interaction and assist in photo taking • Edit, process and compile photographs for sale • Encourage photographs/album to guest • Other ad-hoc duties	• **Working Hours:** 6 days/ week • **Employment Type:** Full Time • **Job Type:** Contract
Production Operator	• Prior operator experience	• Insertion and assembly of small parts • Checking products • Sorting and packing of products • Other ad-hoc duties	• **Working Hours:** 6 days/ week • **Employment Type:** Full Time • **Job Type:** Contract
Lab Technician 💼	• Comfortable to stand long hour and commit weekend shift	• To operate machine to edge the lens, and assemble product • To perform quality checking and inventory management	• **Working Hours:** 5days/ week • **Employment Type:** Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Service Officer 💼	• Nitec/Diploma (fresh graduates in hospitality related are welcomed as training provided) • Candidate with 2-3 years similar working experience are advantageous • Able to work on rotating shift	• Provide courteous and efficient service. • Ensure that all telephone calls are handled promptly within three rings. • Handle cashiering functions and adhere to the residence's Standard Policies & Procedures. • Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude at all times. • Take ownership of problems, handle guest complaints promptly according to established procedures and then report to supervisor for further follow up when necessary. Glitch reports are to be written when necessary. • Ensure guest room security, emergency, and fire procedures; encourage the use of Safe-Deposit boxes (El-Safe) and adhere to policies & procedures for their use. • Be familiar with SR facilities and functions as well as major city attractions and events; provide guests with accurate information as requested. Ensure a professional and courteous working relationship and maintain an effective flow of communication with all hotel personnel. • Maintain a well-groomed appearance and a tidy work area.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Logistics Coordinator 💼	• Experience in warehouse-related roles.	• Responsible for picking parts according to the required list. • Ensure all parts are sorted and placed in the correct trolley/rack. • Responsible for transferring and delivering parts to the designated work area. • Ensure proper organization and housekeeping of storage areas in line with 5S standards. • Perform any other duties as assigned by the supervisor	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Contract
Senior Technician 💼	• Minimum 2 years of related experience.	• Maintaining, disassembling, inspecting, repairing, and overhauling engine components • Adhering to technical instructions and ensuring compliance with safety and quality standards.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Contract
Material Handler	• Minimum 1-2 years of related experience.	• Understand and comply to all warehouse related safety, quality & operating processes. • Perform 5S in warehouse. • Perform warehousing activities including inbound, outbound and cycle count, in a timely and orderly manner. • Conduct visual inspection and report any non-conformity / exception from shipment. • Support Supervisor to achieve all required KPI. • Perform general warehousing duties including maintaining database integrity, stocktaking, material handling, documentation control, etc. • Ensure all documentation are accurate and submitted timely.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Participate in process improvement initiatives and implementation. • Continuously striving for higher level of performance efficiency. • Liaise with external parties when required. • Daily Tasks required: Putaway, Quality check, Picking, Phototaking Truck loading. • Other duties as assigned.	
Material Handler Specialist, Operations	• 1 year of related experience (Fresh grads/no exp welcome). • Good in Microsoft Office Suite (e.g. Excel, Powerpoint, Outlook, VBA). • Experience in using and creating operations dashboards (e.g. Power BI, Tableau) is an added advantage. • WMS knowledge preferred.	• Understand and comply to all related operating processes. • Co-ordinate and liaise with customers/ transporter on day-to-day issues. • Order planning to meet customer's shipment delivery / collection requirements. • Prepare data collection and submit accurate reports when required. • Perform cycle count administration. • Ensure all incoming (including exchange and returns) and outgoing shipments are completed in timely and orderly manner • Ensure all shipment documentation are accurate and submitted timely. • Perform process improvement initiatives and implementation. • Report to the Executive on all receiving non-conformances • Perform outbound transactions in required system SAP. • Performing receiving in WMS system	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Contract

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Other duties are assigned.	
Warehouse Operator	• Minimum diploma and above • Minimum 2 years of related experience. • PC literate, preferably familiar with Warehouse Management System. • Forklift license and/or Reach Truck license is an advantage. • Lifting ~15-20kg goods is required.	• Understand and comply to all warehouse related safety, quality & operating processes. • Perform 5S in warehouse. • Perform warehousing activities including inbound, outbound and cycle count, in a timely and orderly manner. • Conduct visual inspection and report any non-conformity / exception from shipment. • Support Supervisor to achieve all required KPI. • Perform general warehousing duties including maintaining database integrity, stocktaking, material handling, documentation control, etc. • Ensure all documentation are accurate and submitted timely. • Participate in process improvement initiatives and implementation. • Continuously striving for higher level of performance efficiency. • Other duties and projects as assigned.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time • **Job Type:** Contract
Lab Assistant 💼	• Experience in picking, packing, sorting, labelling, and inspecting products	• Pick, pack, and process customer orders accurately and efficiently. • Perform quality checks on optical products, including spectacles, lenses, frames, and accessories before dispatch. • Receive, inspect, and organize incoming inventory. • Ensure proper labelling, sorting, and storage of	• **Working Hours:** 6 days/ week • **Employment Type:** Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		products within the warehouse. • Prepare orders for courier collection and shipment according to company standards.	
Test Engineer 💼	• Able to multi-task & work under pressure. • Good understanding of test methods and concepts. • Knowledge of programming and debugging skills.	• To lead a team of Associate Engineers / Technicians to carry out all the Test related activities for Server & Rack products for the production. • To support & implement PXE Server configuration for the products. • Perform & maintain the Server & Rack run-in test process • Perform & maintain the burn-in & power test process. • To liaise with customer & HQ / factory on the test program implementation and maintenance. • To test and analyze all failures in the production products and work back with customer & HQ / factory for improvement. • Participate in the Kaizen activities. • To update the test program master list & tracking. • To prepare and update Working Instruction. • To provide training over W/I to production. • To support the NPI Process. • To support production on the mass run • Participate in ISO activities (implementation & maintenance) •	• **Working Hours:** 4 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Production Manager 💼	• Strong manufacturing processes plant knowledge and DMAIC methodology knowledge. • Analytical and problem-solving abilities and able to work under pressure. • Be proactive to participate and execute in accordance with company's standards of conduct. • To have an effective and continuous communication inside and outside the company that minimizes misunderstandings and false expectations. • Act with responsibility, ownership, initiative, leadership and good interpersonal skills. • Able to speak Mandarin, in order to handle queries and feedback from Chinese speaking customers.	• Lead daily production meetings to review production results, plans, priorities, materials status, quality, and corrective actions. • Monitor key production indicators, including WIP, output, quality, aging, capacity, manpower, and material status. • Manage production resources, facilities, manpower, and staffing levels to meet operational requirements. • Set clear production and quality targets, monitor performance, and ensure targets are achieved. • Lead and motivate production teams while fostering teamwork, discipline, and a positive working environment. • Develop and coordinate training programs to improve staff skills, certifications, and overall productivity. • Ensure compliance with company policies, ISO 9000/14000 standards, safety, and workplace requirements. • Coordinate with Engineering, Materials, Quality, and Maintenance teams to resolve issues affecting production. • Drive continuous improvement initiatives to improve production efficiency, flexibility, quality, and processes. • Oversee equipment and tool requirements, including replacement, maintenance, calibration, and certification.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Technician 💼	• Nitec/Diploma (fresh graduates in Engineering related are welcomed as training provided). • Able to work on rotating shift.	• Support daily operation of respective production requirements such as line productivity, efficiency quality yield and machine utilization. • Maintain process control and carry out routine check verification and repair work. • Carry out periodic and preventive maintenance programs on both hardware and system software. • Maintain records of maintenance programs including plant equipment such as air compressor vacuum pump transformer and etc. • Assist Engineer in maintaining list of spare parts through timely reviewing to ensure minimum disruption to the production operation. • Ensure production operation meets the company's quality policy and objectives and comply with customer requirements • Assist Process Engineer in executing continuous improvement plan to attain cost reduction program for customer and to meet company's goals. • Assist Production Supervisor in initiating action to prevent occurrence of product non-conformity. • Assist and execute the implementation of product non-conformity solution.	• **Working Hours:** 4 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Storekeeper	• Possess a valid forklift licence with relevant forklift operating experience. • Comfortable with lifting and handling cartons weighing less than 25 kg.	• Responsible for distributing materials to support production. • Assist planner in monthly cycle count activities. • Work closely with planner on any BTP discrepancies investigation and feedback to customer (cycle count). • Assist planners in coordinating and arranging transportation for delivery of finished goods to customer and collection of materials from various warehouse. • Responsible for implementing of procedures for all planning related such as Standard Operating Procedures and Work Instructions. • Responsible to submit weekly inventory report to planner. • Initiate action to prevent occurrence of product non-conformity for activities related to material control and planning. • Recommend and verify the implementation of product non-conformity solution related to storage and material control such as FIFO. • Assist production operation in meeting company's quality policy and objective and comply to customer requirement on activities related to distributing and controlling of raw material and finished goods.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Service Officer	• Strong communication and interpersonal skills, with the ability to interact confidently with guest. • Basic computer literacy and ability to perform computerized transactions accurately. • Able to work on rotating shift	• Checking-in and greeting guests. • Assist guests with special needs and provide customer service. • Greeting services at the reception area and perform basic computerized transactions.	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time
Outdoor Sales Representative	• Strong communication and interpersonal skills. • Persuasive and goal Persuasive and goal-oriented with a proven ability to close sales. • Ability to handle rejection and remain positive.	• Make cold and warm visits to prospective customers, introducing them to products or services. • Visit existing customers to upsell or cross-sell additional products or services. • Build and maintain positive relationships with customers. • Understand customer needs and recommend solutions that align with their requirements. • Deliver engaging and persuasive sales pitches to potential clients. • Provide detailed product/service information and handle inquiries or objections confidently. • Identify new leads and follow up on potential sales opportunities. • Manage and track leads through the sales pipeline to ensure conversion. • Work toward meeting or exceeding daily, weekly, and monthly sales targets. • Monitor your sales performance and adjust strategies as necessary to improve results.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Update and maintain accurate records of all interactions, leads, and sales in the CRM system. • Ensure proper follow-up and documentation of the sales process	
Enrolled Nurse 💼	• National Institute of Technical Education (ITE): Certificate in Nursing or its equivalent. • SNB Enrolled Nurse. • At least 2 years of relevant working experience in a hospital or healthcare environment. • Experience in working with people with disabilities or the elderly	• Assist the RN(s) in ensuring and providing safe and quality nursing practice and a high standard of care rendered to the residents / clients at all times. • Ensure proper documentation and endorsements of residents'/clients' records and provide updated information to RNs. • Observe and adhere to Infection Control protocols. • Ensure the NAs and HCAs follow safety precautions/practices in the prevention of falls, hazards, and pressure sores. • Assist the RN in attending to emergencies as and when the need arises. • Perform nursing procedures independently such as NG Tube Insertion and Simple Wound Dressings. • Assist the RNs and observe the standard procedure in medication administration; monitor and supervise the NAs when feeding medication to residents, ensuring zero (0) medication errors. • Participate and assist in the Volunteer Doctor's rounds with the RNs on duty/in charge. • Collaborate and cooperate with other allied healthcare	• **Working Hours:** 5.5 days/ week • **Employment Type:** Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		professionals to ensure proper and smooth delivery of care and service.	
Shipping Executive 💼	• Minimum 2 years of sales experience in freight forwarding, logistics, or transportation. • With existing customer contacts or network within the logistics industry. • Good understanding of freight forwarding and logistics services. • Familiarity with import/export processes and basic shipping terminology. • Experience in managing B2B customers and corporate accounts. • Good communication, negotiation, and presentation skills applied in sales contexts.	• Develop new business opportunities and acquire new customers to expand market presence. • Maintain and strengthen relationships with existing customers to ensure loyalty and repeat business. • Promote and sell freight forwarding and logistics services, including import/export shipments, sea freight, air freight, local transportation, customs clearance, and warehousing. • Prepare accurate quotations and follow up with customers to convert sales opportunities. • Analyse customers' logistics requirements and recommend appropriate solutions to meet their needs. • Coordinate with operations teams to ensure timely and smooth execution of shipments. • Follow up on sales leads, quotations, and customer enquiries to maximize conversion rates. • Conduct regular customer visits to build rapport and develop new accounts. • Monitor market conditions, competitor activities, and freight rates to inform sales strategies. • Achieve agreed sales targets and contribute actively to the company's business growth.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Resolve outstanding customer issues promptly to maintain strong customer relationships.	
SME Corporate Loans Executive 💼	• Comfortable to conduct cold calls. • Comfortable working in a fast-paced, goal-oriented environment. • Training will be provided and leads will be given. • Strong sense of integrity, accountability, and professionalism.	• Engage SME clients through inbound leads, referrals, and networking channels. • Understand each business's financial profile and recommend suitable loan solutions. • Manage the end-to-end loan application process from documentation to approval and disbursement. • Build and maintain strong, trust-based relationships with clients and lending partners. • Achieve monthly sales and approval targets through proactive client engagement. • Stay informed on market developments, loan products, and credit criteria.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time

Click Here for Table of Content

#5 Amara Hotels & Resorts

Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments.
Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nested within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach solutions

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Housekeeper	• Guest oriented and detailed focused. • Able to work on shifts, weekends and public holidays.	• Assist housekeeping in overseeing daily housekeeping operations.	• **Working Hours:** 6 days/ week, Rotating shift • **Employment Type:** Full Time • **Location:** 1 Larkhill Road on Sentosa Island Singapore (099394)
Senior Security Officer	• Experience as a security in hotel. • Able to work on shifts, weekends and public holidays.	• Ensure safety and security of hotel guests & staff. Conduct regular patrolling and investigations.	• **Working Hours:** 6 days/ week, Rotating Shifts • **Employment Type:** Full Time • **Location:** 1 Larkhill Road on Sentosa Island Singapore (099394)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Service Executive 💼	• Experience in customer service preferred	• Greet guests warmly and perform registration procedures.	• **Working Hours:** Rotating Shift • **Employment Type:** Full Time • **Location:** 1 Larkhill Road on Sentosa Island Singapore (099394)
Assistant Restaurant Manager 💼	• Good communications and interpersonal skills	• Ensure smooth daily operations in the restaurant & bar	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time • **Location:** 1 Larkhill Road on Sentosa Island Singapore (099394)
Senior Room Attendant	• Able to work on shifts, weekends and public holidays.	• Maintain cleanliness of the guest rooms in accordance with procedures & guidelines.	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time • **Location:** 1 Larkhill Road on Sentosa Island Singapore (099394)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Public Attendant	• Able to work on shifts, weekends and public holidays.	• Maintain cleanliness of the resort in accordance with procedures & guidelines.	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time • **Location:** 1 Larkhill Road on Sentosa Island Singapore (099394)
Banquet Operation Manager 💼	• Minimum 3 years of F&B experience with strong background in banquet operations. • Service orientated with an eye for details. • Able to work on shifts, weekends and public holidays.	• Oversee and manage the hosting of banquets to provide excellent guests experience. • Ensure daily administration and operations requirements of the banquet department.	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time • **Location:** 1 Larkhill Road on Sentosa Island Singapore (099394)
Restaurant Manager 💼	• Service-oriented with excellent interpersonal and communication skills. • Able to work on shifts, weekends and public holidays.	• Assist in supervision of daily operations of the outlet. • Establish rapport with guests to ensure service excellence	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time • **Location:** 1 Larkhill Road on Sentosa Island Singapore (099394)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Service Manager 💼	• Experience in customer service preferred	• Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time • **Location:** 165 Tanjong Pagar Road, Singapore (088539)
Senior/Security	• Minimum 1 year of experience	• Ensure security policies and procedures are carried out.	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time • **Location:** 165 Tanjong Pagar Road, Singapore 088539
M&E Technician	• Skilled and knowledgeable in M&E maintenance and can troubleshoot M&E	• Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time • **Location:** 165 Tanjong Pagar Road, Singapore (088539)
Waiter/ Waitress	• At least 1 Year(s) of working experience in the related field is required for this position.	• Provide friendly, excellent professional service to all guests. • Responsible for handling food and beverage orders and serving guests.	• **Working Hours:** 6 days/ week Rotating Shift • **Employment Type:** Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to work on shifts, weekends and public holidays.	• Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. • Possess knowledge to upsell, well-versed in all aspects of the menu.	• **Location:** 165 Tanjong Pagar Road, Singapore (088539)
Sales Mgr/Snr Sales Mgr (Weddings/ Events/Corporate) 💼	• Working knowledge of MS office & hotel systems.	• Maximize sales revenue for the meeting rooms, event space and room sales revenue for the hotel.	• **Working Hours:** 5 days/ week 8.30am to 6.15pm or 9am to 6.45pm • **Employment Type:** Full Time • **Location:** 165 Tanjong Pagar Road, Singapore (088539)

#6 Asia Sync Network

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Officer/ Executive/ Assistant 💼	• Min. "O" or "N" level. • Not a must but ideally 1–2 years of relevant experience in property management, facilities/operations, serviced residences, co-living or similar environment. • Proficient in MS Office / Google Workspace/ AI. • Meticulous, organised and able to handle multiple units and cases at the same time. • Strong interpersonal and communication skills; able to handle tenants and landlords professionally. • Willing to conduct physical site visits and inspections, sometimes at short notice or outside standard office hours.	• **Operations & Property Management** - Oversee daily operations for assigned properties, including customer service. - Plan and conduct regular site inspections, identify defects, safety and follow through on rectification with contractors and Landlords/ Tenants. - Coordinate unit handover/takeover with Landlords and Tenants, ensuring all documentation, condition and keys are properly recorded. - Handle tenant operational matters and feedback (maintenance, access, breakdowns) and ensure timely resolution. • **Property Condition Reports (Core Duty)** - Conduct detailed move-in, periodic and move-out inspections for all units under management. - Prepare professional Property Condition Reports including: photo documentation, description of defects, assessment of wear & tear vs damage, and recommendations for remedial works. - Liaise with technical vendors to obtain specialist reports where necessary and incorporate findings into the Property Condition Report. - Maintain an organised digital archive of all Property	• **Working Hours:** 5 days/week 9.00am – 6.00pm • **Employment Type:** Full Time • **Location:** 10 Anson Road, Singapore (079903)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Condition Reports and inspection records for audit, claims and dispute resolution. • **Vendor & Contractor Coordination** - Source, schedule and supervise contractors to ensure rectification works are carried out to required standards and within timeline. -Review quotations, compare options and highlight cost, scope and risk considerations to management. - Verify completion of works against scope before approving invoices. • **Compliance, Risk & Documentation** - Ensure properties comply with building regulations, condo/MCST rules, - Support deposit claims by providing Property Condition Reports, photos and correspondence trail. - Draft and maintain SOPs, checklists and forms for inspections, handover/takeover and incident reporting. • **Stakeholder Management** -Build positive working relationships with landlords, MCST, tenants, agents and internal teams. - Communicate clearly with tenants on house rules, maintenance responsibilities and rectification timelines. - Support management in resolving disputes regarding property condition, damages and responsibilities, using evidence from inspections and reports.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• **Process Improvement & Reporting** - Track defects trends and propose preventive measures or changes to selection criteria for new properties. - Prepare monthly operations reports (KPIs, open/closed cases, major incidents, contractor performance) for management review. - Contribute ideas to improve efficiency, service quality and tenant satisfaction.	
Sales cum Admin (Full-Time)	• Good communication and interpersonal skills. • Basic computer skills and ability to perform accurate data entry. • Responsible, detail-oriented, and able to work independently. • Sales or admin experience is an advantage, but fresh candidates may be considered.	• Promote and market the company's products/services to potential clients. • Support sales activities and assist in generating new business opportunities. • Maintain customer relationships and follow up on inquiries. • Perform data entry for client details and update information into the system accurately. • Ensure all records and data are complete, correct, and up to date. • Assist with general administrative duties as assigned. • Work closely with the team to support daily operations.	• **Working Hours:** 5 days/week 9.00am – 6.00pm • **Employment Type:** Full Time • **Location:** 10 Anson Road, Singapore (079903)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Sales cum Admin (Part-Time)	• Good communication and interpersonal skills. • Basic computer skills and ability to perform accurate data entry. • Responsible, detail-oriented, and able to work independently. • Sales or admin experience is an advantage, but fresh candidates may be considered.	• Promote and market the company's products/services to potential clients. • Support sales activities and assist in generating new business opportunities. • Maintain customer relationships and follow up on inquiries. • Perform data entry for client details and update information into the system accurately. • Ensure all records and data are complete, correct, and up to date. • Assist with general administrative duties as assigned. • Work closely with the team to support daily operations.	• **Working Hours:** 3days/week 9.00am – 6.00pm • **Employment Type:** Part Time **Location:** 10 Anson Road, Singapore (079903)
Manufacturing Operator	• High school education or equivalent. • Certification in chemical handling. • Certification in manufacturing safety & hazard awareness. • Certification in Quality inspection/assurance training	• Perform daily machinery setup & check with dedicated checklist. • Manage different machinery settings competently to correspond to different product programs. • Perform machinery (and tool) routine inspections on a periodic basis. • Prepare raw material and/or chemicals (during production runs) that are required for the dedicated process(es). • Conduct inspection (during production • Conduct fundamental quality checks (during production runs) on output products to ensure quality standards/requirement is met. • Perform data-entry/logging activities to ensure proper	• **Working Hours:** 7am- 7pm/ 7pm to 7am • **Employment Type:** Full Time • **Location:** 9 Pesawat Drive, Singapore (619607)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		documentation of production process(es). • Conduct work-in-progress checks using machinery inline monitoring system(s). • Communicate quality and/or machinery issue(s) timely to the supervisor. • Perform tool switch, program change and/or other necessary machinery procedures when switching product types. • Conduct periodic switch/replacement of machinery consumables. • Provide support to scheduled machinery maintenance works. • Operate multiple machinery runs simultaneously, when necessary. • Support production runs (pre-trained) at other functional manufacturing areas, when necessary. • Perform 5S activities and maintain care for dedicated work-areas. • Participate in handover briefing during the start and end of each working shift. • Participate in shopfloor Quality and/or Continuous Improvement activities (e.g. Gemba walk), when applicable. • Perform ad-hoc duties as assigned by the Manager, to support team and organization goals	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Manufacturing Technician 💼	• Nitec in Engineering, Diploma and equivalent. • Experience in Semiconductor/PCB/ substrate manufacturing is advantageous.	• Perform equipment & task operations in support of daily production runs. • Perform part/process conversion with validated recipes and parameter-setting, during start-up and mass production runs. • Train Manufacturing operators with the use of SOPs and WIs. • Communicate and work with Manufacturing & Engineering stakeholders to resolve line issues timely. • Conduct primary investigations and root cause analysis for process/output defects. • Manage the inventory level of raw material, chemical and machinery consumable, on the shop floor. • Perform precision measurement analysis with pre-set limits and tolerances. • Perform periodic preventive maintenance tasks for equipment. • Perform manual chemical analysis for relevant processes. • Undertake assigned duties/responsibilities as required	• **Working Hours:** 7am- 7pm/ 7pm to 7am • **Employment Type:** Full Time • **Location:** 9 Pesawat Drive, Singapore (619607)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin	• Good communication and interpersonal skills. • Basic computer skills and ability to perform accurate data entry. • Responsible, detail-oriented, and able to work independently. • Sales or admin experience is an advantage, but fresh candidates may be considered. • Able to work independently with minimum supervision • Those with Facilities Management operation experiences or equivalent is an added advantage.	• Support sales activities and assist in generating new business opportunities. • Maintain customer relationships and follow up on inquiries. • Perform data entry for client details and update information into the system accurately. • Ensure all records and data are complete, correct, and up to date. • Assist with general administrative duties as assigned. • Work closely with the team to support daily operations. Record daily sales data accurately from transactions (around 500 cases/month). Fill up application forms with customer details from provided documents. • Create customer profiles and upload documents to RIMS system. • Assist with other admin tasks like basic reports or follow -up forms • Detail- oriented, reliable, and able to handle repetitive tasks efficiently.	• **Working Hours:** 5 days/ week 9am- 6pm • **Employment Type:** Full Time **Location:** 10 Anson Road, Singapore (079903)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Finance (Full Time, Part Time) 💼	• Prior experience in accounting or bookkeeping • Familiar with basic accounting software and Microsoft Excel • Meticulous and trustworthy in handling financial information • Able to work independently with minimal supervision	• Manage basic bookkeeping and accounting records, Tax, GST,Annual closing. • Handle data entry of invoices, receipts, and payments • Assist with reconciliation and simple financial reporting • Maintain proper documentation and filing of financial information	• **Working Hours:** 5 days/ week 9am- 6pm • **Employment Type:** Full Time **Location:** 10 Anson Road, Singapore (079903)

Click Here for Table of Content

#7 Bergenia Healthcare

Bergenia Healthcare is a Singapore-based health and social care provider with over five years of experience delivering compassionate, personalised and holistic care. Our services include home care, medical escort and transport, chronic kidney disease support, and supported living services. Through collaboration with healthcare and social care professionals, we provide integrated, person-centred support that promotes well-being, preserves dignity and empowers individuals to maintain their independence and quality of life. We are committed to enhancing healthcare standards in Singapore through innovation, collaboration and excellence in care.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Dialysis and Medical Escort	• Physically fit and able to assist passengers with mobility devices, including lifting and manoeuvring wheelchairs. • Basic First Aid certification is an advantage. • Good command of English and/or local languages/dialects to communicate effectively with a diverse passenger base. • Patient, empathetic, and reliable disposition, with a strong sense of responsibility for passenger safety and wellbeing. • Able to work flexible hours, including early mornings, weekends, or on-call shifts, as required by service schedules. • Clean criminal record; willing to undergo background checks as required.	1. **Client Escort and Assistance** • Accompany clients between their homes and designated hospitals, dialysis centres, clinics or other approved healthcare facilities. • Provide appropriate assistance with walking, mobility aids, wheelchairs and boarding or alighting from transport, within the scope of training. • Accompany clients during appointments and assist with basic non-clinical needs, including registration, wayfinding and collecting medication where required. 2. **Safety and Supervision** • Ensure clients are safely handed over to the authorised caregiver, family member or healthcare personnel at the designated location. • Remain with clients throughout the assigned escort service and do not leave them unattended unless a safe handover has been completed or appropriate instructions have been obtained. • Observe and promptly report any changes in the client's condition, falls, accidents, distress or other	• **Working Hours:** Flexible • **Employment Type:** Freelance • **Location:** islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		safety concerns to the Operations Manager and, where necessary, the appropriate healthcare personnel. **3. Punctuality and Service Coordination** • Arrive at the designated pick-up location on time and ensure clients are ready for their scheduled appointments. • Follow the assigned schedule, transport arrangements and instructions issued by the Company. • Inform the Operations Manager promptly of delays, cancellations, difficulties locating clients or any circumstances affecting the assigned service. **4. Professional Conduct** • Treat all clients with dignity, patience, respect and compassion, including elderly persons and clients with mobility or other support needs. • Maintain appropriate professional boundaries and refrain from accepting unauthorised payments, gifts or personal requests from clients. • Maintain client confidentiality and comply with the Company's policies on personal data protection and service conduct. **5. Non-Clinical Responsibilities** • Perform only duties within the scope of training and authorisation. • Do not administer medication, perform nursing	

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		procedures, provide medical advice or undertake clinical tasks unless appropriately qualified and specifically authorised. • Seek assistance from the appropriate healthcare personnel or emergency services when a client requires medical attention beyond the escort's capabilities. **6. Documentation and Reporting** • Complete the required attendance records, service logs, handover records and other documentation accurately and promptly. • Report incidents, complaints, service irregularities and concerns to the Operations Manager in accordance with Company procedures. **7. Training and Compliance** • Attend and complete the Company's required Dialysis and Medical Escort Readiness Training and other relevant training. • Comply with the Company's standard operating procedures, safety requirements, infection prevention measures and reasonable work instructions. **8. Other Duties** • Carry out other reasonable duties related to medical escort and transport services as assigned by the Company, provided they are within the employee's competence, training and applicable requirements.	

#8 Far East Hospitality

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Reservation Sales Executive 💼	• Minimum Diploma in any field • Knowledge in Property Management System will be an advantage • Proficient in MS Office, email system, reservations system will be an advantage • Display high level of customer service • Possess strong communication and administration skills • Able to adapt in a fast-paced environment. • Able to work independently as well as a team • Able to work shifts, including weekends and public holidays (off-in-lieu if work on Public Holidays).	• Handle all reservations received timely and accurately according to established SOPs. • Liaise with bookers and hotels to ensure a smooth pre-arrival experience. • Maintain up-to-date information on all hotel-related information including promotions. • Utilize upselling techniques to maximize revenue opportunities. • Ensure proper filing and recording of all correspondence. • Ensure compliance with the department's policies and procedures. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Location:** 6 Eu Tong Sen Street Singapore (59817)
Senior / Duty Manager 💼	• Minimum Diploma in Hospitality, Tourism, or related fields. • At least 2–3 years of Front Office or supervisory experience in the hotel industry. • Proficient in Opera PMS or other hotel management systems. • Hospitality certifications (e.g., CERT, service excellence, leadership, or operations) are an advantage.	• Ensure the effective, efficient, and profitable operation of the hotel, maintaining high service standards in all areas. • Supervise and oversee Front Office operations during assigned shifts, including reception, cashiering, telephone, reservations, and baggage services. Monitor staff conduct, grooming, and job performance to ensure service excellence and uphold the hotel's corporate image. • Provide prompt, courteous, and efficient guest service, including check-ins and check-	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Location:** islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Strong leadership, communication, and problem-solving skills. • Service-oriented with the ability to handle guest feedback and operational issues effectively. • Well-groomed and professional in appearance and demeanor. • Willing to work rotating shifts, weekends, and public holidays.	outs. Handle guest complaints with tact, diplomacy, and professionalism. • Conduct or assist in pre-arrival inspections for VIP rooms, ensure delivery of complimentary amenities, personally escort VIP guests, and coordinate with relevant departments regarding VIP arrangements. • Review the Front Office Logbook at the start of each shift, follow up on messages and outstanding actions, control access to room keys, and handle correspondence related to inquiries, reservations, and guest feedback. Monitor and address housekeeping discrepancy reports. • Handle matters related to guest safety, incident reporting, theft, and guest conduct issues. • Take charge of training reception staff, including planning, organizing, and conducting structured on the job training programs. • Monitor room inventory closely to maximize room utilization, occupancy, and revenue. Work collaboratively with the Sales team to optimize group allotments and enhance yield. • Take responsibility for staff and guest evacuation in emergency situations, such as fire, in the absence of the Safety & Fire Manager. Attend CERT training as required by regulations.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Senior / Guest Service Executive 💼	• Minimum Diploma in Hospitality, Tourism, or related field. • Prior experience in Front Office or Guest Services preferred. • Strong communication and problem-solving skills to handle guest enquiries and feedback effectively. • Leadership qualities with the ability to guide and support team members. • Well-groomed and professional in appearance and conduct. • Willing to work rotating shifts, weekends, and public holidays.	• Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. • Handle cashiering functions and adhere to the residence's Standard Policies & Procedure. • Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude. • Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible. • Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary. • Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (El-Safe) while adhering to related policies & procedures.	• **Working Hours:** 5 days/week • **Employment Type:** Full Time **Location:** islandwide

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel. • Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	
Guest Service Officer	• O-Level or equivalent • Willing to work rotating shifts, weekends and Public Holidays • Positive attitude with outgoing personality and good communication skills • Experience in hospitality and knowledge of HMS will be advantageous	• Work closely with the Residence Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. • Handle cashiering functions and adhere to the residence's Standard Policies & Procedures. • Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude. • Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Location:** islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		further follow-up when necessary. Write glitch reports when required. • Ensure guest room security, emergency, and fire procedures are followed. Encourage the use of Safe Deposit boxes (El-Safe) and adhere to policies & procedures for their use. • Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication. • Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior / Guest Service Assistant	• Minimum Secondary school education or equivalent; hospitality or customer service experience preferred. • Friendly and service-oriented, with good communication and interpersonal skills. • Team player who can work closely with Front Office and other hotel departments. • Neat and professional appearance with a positive work attitude. • Willing to work rotating shifts, weekends, and public holidays.	• Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries. • Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests 'arrival and departure. • Establish contacts with house guests/ long-staying guests and offer assistance when needed. • Conduct courtesy calls to guests. • Stay well-versed and updated on all tourist-related information. • Maintain and manage stock of promotional materials for daily operations. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Location:** islandwide
Senior / Guest Service Assistant, Bell Desk	• Minimum Secondary school education or equivalent; hospitality experience preferred. • Strong customer service and communication skills with a friendly and professional attitude. • Good knowledge of local attractions, transport, and dining options to assist guests effectively. • Ability to handle luggage and perform standing/walking duties. • Team player who can coordinate with Front	• Greet guests upon arrival and departure and assist with their luggage. • Collaborate closely with the Front Office team to provide courteous and efficient service to guests. • Establish rapport with in-house and long-staying guests, offering assistance as needed. • Respond efficiently and tactfully to guests' requests and enquires, including hotel facilities and services, as well as general information beyond the hotel (e.g. local attractions, transportation	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Location:** islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Office and other departments. • Neat and well-groomed appearance with a service-oriented mindset. • Willing to work rotating shifts, weekends, and public holidays.	options, dining recommendations, etc.). • Liaise closely with Reception on guests' arrival and departure. • Make courtesy calls to guests. • Stay well-versed and updated on all tourists related information, events and conferences. • Manage guest baggage storage, as well as the delivery of parcels and correspondence. • Maintain accurate records by updating the movements log including delivery of luggage, parcels to guest rooms, and baggage stored or retrieved. • Ensure the lobby, driveway, and luggage storage areas are kept clean and presentable at all times. • Stay informed about the day's events within the hotel and assist guests or visitors with directions and relevant information as required. • Oversee and maintain smooth traffic flow at the hotel driveway • Requisite and keep stock of promotional materials for daily operations. • Perform any other duties assigned by supervisors, carrying them out diligently and professionally.	

Click Here for Table of Content

#9 GBS (Singapore)

Founded in 2003, GBS (Singapore) Pte Ltd, a member of the Japan Material Group, delivers innovative engineering solutions with a strong foundation in semiconductor expertise. The company also develops ruggedised vision systems and ADAS technologies, serving diverse sectors including Military, Urban Transportation, and Material Handling Vehicles providing comprehensive, reliable, and value-driven solutions to our customer.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Semiconductor Technician / Assistant Engineer 💼	• Able to work shifts, weekend, OT and in cleanroom	• Perform Corrective and Preventive Maintenance of wafer fab manufacturing equipment. • Support the running of production in the module and ensure the readiness for production • Maintain 6S practices in the Fab and maintenance support areas • Participate and follow up on continuous improvement projects • Provide clear and accurate pass down line issues and documentation	• **Working Hours:** 5 days/week 12hrs shift for 4,3,3,4 (shift work) • **Employment Type:** Full Time • **Location:** 1 Tampines North Drive 1, Singapore (528559)
Production Operator	• Able to speak simple English, can work overtime	• Perform assembly, testing, inspection activities • To support other processes/activities • Simple soldering work	• **Working Hours:** 5 days/week 7.30am - 5pm • **Employment Type:** Full Time • **Location:** 15 Chin Bee Drive, Singapore (619863)
Engineering Manager 💼	• Candidates with experience in one or more of the following areas will have an advantage: • System Integration, Defense Sector, Camera Sensor (LiDAR)	• Mechanical Design & Development Excellence • Lead and oversee mechanical design and product development activities from concept through design validation and production readiness.	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Location:**

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Mechanical systems, tooling, jigs, fixtures or equipment development. • Product qualification, validation and transition from development to production. • Supplier technical management and customer-facing engineering activities. • Engineering change management and continuous product improvement.	• Review engineering designs and ensure they meet technical, performance, safety, quality, cost and manufacturability requirements. • Drive design quality and engineering discipline to achieve ≥95% of designs after PGA with no major rework. • Provide technical guidance and support in resolving complex mechanical design and engineering issues. • Establish and continuously improve engineering design standards, processes and best practices. • Product Development & Project Execution • Lead engineering projects from concept and development through testing, qualification and production implementation. • Develop and manage project schedules, engineering resources, technical deliverables and project risks. • Drive ≥90% on-time project completion within approved budgets. • Identify potential technical and project risks early and implement appropriate mitigation plans. • Ensure proper engineering documentation, design reviews, testing and project handover are completed. • Cross-Functional & Stakeholder Collaboration • Work closely with Production, Quality, Supply Chain and other internal teams to	1 Tampines North Drive 1, Singapore (528559)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		resolve technical and production-related issues. • Provide engineering support within 48 hours of issue escalation. • Support technical discussions and engagements with customers and suppliers. • Work with suppliers on technical requirements, component selection, manufacturability and engineering improvements. • Communicate technical requirements, project risks and engineering recommendations clearly to relevant stakeholders. • Engineering Team Leadership & Competency Development • Lead, mentor and develop engineers to strengthen the overall technical capabilities of the Engineering team. • Provide coaching, technical guidance and regular feedback to team members. • Identify competency and skills gaps and establish appropriate development or training plans. • Promote knowledge sharing, engineering best practices and continuous improvement within the team. • Build a strong engineering culture focused on quality, accountability, collaboration and technical excellence. • Support manpower and resource planning to ensure sufficient engineering capability for current and future projects.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
System Engineer	• Diploma or Bachelor's degree in Electrical & Electronic Engineering, Mechatronics, or related field • 3+ years of experience in system integration, preferably in automotive or robotics domains • Understanding of sensor technologies (camera, radar, LiDAR) and fusion techniques • Familiarity with automotive communication protocols (CAN, Ethernet) • Excellent problem-solving and cross-functional collaboration skills • Knowledge of AI/ML-based perception systems is preferred	• 1. System Design and implementation: a. Develop detailed designs to integrate multi-modal sensor data into a unified Vision system to ensure end to end system functionality b. Configure and program components to meet specific project requirements. c. Oversee the installation and commissioning of systems to ensure they function correctly and meet client expectations. • 2. Technical Support and Troubleshooting: a. Conduct system-level debugging, performance tuning, and root cause analysis b. Provide technical support to clients and internal teams for installed systems. c. Diagnose and resolve hardware and software issues related to systems. • 3. Project Coordination: a. Work with project managers to develop project plans, timelines and resource requirements b. Coordinate with installation teams to ensure projects are completed on schedule. c. Communicate regularly with clients to provide updates and address any concerns. • 4. System Testing and Quality Assurance: a. Conduct thorough testing of installed systems to ensure they meet functional and performance standards.	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Location:** • 1 Tampines North Drive 1, Singapore (528559)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		b. Identify and address any issues or deficiencies in system performance. c. Document test results and provide feedback for continuous improvement. • 5. Documentation and Reporting: a. Maintain detailed records of system configurations, installations and maintenance activities. b. Prepare technical documentation, including system diagrams, user manuals and training materials. c. Provide regular reports to management on project status, system performance and technical issues. • 6. Training and Support: a. Train clients and end-users on the operation and maintenance of installed systems. b. Develop and deliver training sessions for internal teams on new technologies and best practices. c. Provide ongoing support and updates to clients as needed. • 7. Compliance and Safety: a. Ensure all work complies with industry standards, codes and safety regulations. b. Follow company policies and procedures for safety and security. c. Stay up to date with the latest industry trends and technological advancements.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Sales Manager / Assistant Sales Manager	• Minimum 5 years of relevant industry experience, preferably within AMV, military vehicles, defence systems, vision systems, automotive electronics or system integration. • Proven sales and business development track record in a B2B/project-based environment. • Prior experience in Business Development, Project Management or Procurement within the industry. • Good understanding of technical/solution-based selling and project requirements. • Strong commercial, negotiation and stakeholder management skills. • Ability to engage both technical and commercial stakeholders. • Proficiency in Mandarin is required for communication with China-based vendors and partners. • Able to work cross-functionally with Engineering, Procurement and Project teams. • Willing to travel when required.	• Drive sales and business development for AMV Vision Systems and related solutions. • Identify and develop opportunities with military vehicle OEMs, system integrators, Defence/Homeland Security contractors and other industry partners. • Understand customer operational and technical requirements and work closely with the Engineering team to develop suitable solutions. • Manage the complete sales cycle from lead generation, RFQ/RFP and tender submission through commercial negotiation and contract award. • Develop and maintain strong relationships with customers and key industry stakeholders. • Coordinate with Engineering, Project Management, Procurement and Operations teams throughout the sales and project lifecycle. Maintain sales pipelines, forecasts and business development plans. • Monitor competitor activities, market developments and upcoming AMV/defence programme	• **Working Hours:** • 5 days/week • **Employment Type:** • **Full Time** • **Location:** 1 Tampines North Drive 1, Singapore (528559)

Click Here for Table of Content

#10 Gyukatsu Kyoto Katsugyu

Gyukatsu Kyoto Katsugyu brings the authentic taste of Kyoto to Singapore, specializing in premium gyukatsu – tender, high-quality beef cutlets lightly breaded and fried to perfection. Each dish is carefully prepared to maintain the rich flavor and juiciness of the beef, served with traditional Japanese sides, dipping sauces, and accompaniments that complement the meal. The restaurant combines a cozy, modern ambiance with genuine Japanese culinary craftsmanship, offering diners a unique experience of savouring this Kyoto specialty in a warm and inviting environment, perfect for both casual meals and special occasions.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Junior Sous Chef	• The role requires maintaining strong working relationships with all staff across FOH and BOH, demonstrating motivation and dedication to both personal and company success. • It demands initiative, the ability to set priorities, and the capacity to remain calm under pressure while consistently following up and ensuring procedures are properly executed.	• The role involves overseeing daily kitchen operations, including monitoring mise-en-place, stock control, food production, and adherence to standard recipes and presentations. • It requires in-depth knowledge of menu items, kitchen roles, and systems such as inventory, wastage control, and food costing, to train and manage staff effectively. • Responsibilities include staff induction and ongoing training, maintaining cleaning and safety standards, assisting the chef with food production and daily numbers, managing cost control, ensuring proper use of equipment, observing health and food hygiene regulations, and addressing customer feedback and complaints.	• **Working Hours:** Shift hours • **Employment Type:** Full Time • **Location:** 252 North Bridge Road, Singapore (179103)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Chef de Partie	• Immediate or short notice availability is preferred. • Must possess a food safety and hygiene certificate and be able to work on weekends and public holidays.	• Assist in daily kitchen operations by ensuring consistent food quality, safety, and hygiene standards. • Supervise food preparation, manage inventory, stock orders, and conduct regular stock checks. • Oversee proper food storage and cleanliness, inspect supplier deliveries for quality, and provide training and guidance to junior staff. • Foster a positive, collaborative, and efficient kitchen environment.	• **Working Hours:** Shift hours • **Employment Type:** Full Time • **Location:** 252 North Bridge Road, Singapore (179103)
Commis Cook	• Immediate or short-notice availability is preferred. • Must possess a food safety and hygiene certificate and be able to work on weekends and public holidays.	• Assist senior chefs with food preparation and basic cooking tasks while maintaining high hygiene and cleanliness standards. • Support daily ingredient preparation, requisitions, inventory checks, and stock organization, contributing to the smooth and efficient running of kitchen operations.	• **Working Hours:** Shift hours • **Employment Type:** Full Time • **Location:** 252 North Bridge Road, Singapore (179103)
Kitchen Assistant	• Immediate or short-notice availability is preferred. • Must possess a food safety and hygiene certificate and be able to work on weekends and public holidays	• A Kitchen Assistant supports chefs by handling basic food preparation, maintaining kitchen hygiene, organizing ingredients and stock, assisting with simple cooking tasks, and ensuring compliance with food safety standards to keep kitchen operations running smoothly.	• **Working Hours:** Shift hours • **Employment Type:** Full Time • **Location:** 252 North Bridge Road, Singapore (179103)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Restaurant Manager 💼	• Immediate or short-notice availability is preferred. • Must possess a food safety and hygiene certificate and be able to work on weekends and public holidays.	• Oversee daily restaurant operations to ensure excellent guest service and efficient team performance. • Manage financial, administrative, and payroll tasks while enforcing hygiene, safety, and operational standards. • Train, mentor, and support staff development, including onboarding new employees. • Analyze sales metrics, manage POS systems, and implement improvements to drive business growth.	• **Working Hours:** Shift hours • **Employment Type:** Full Time • **Location:** 252 North Bridge Road, Singapore (179103)
Restaurant Supervisor	• Immediate or short-notice availability is preferred. • Must possess a food safety and hygiene certificate and be able to work on weekends and public holidays.	• Oversee daily restaurant operations, including staff scheduling, inventory management, and maintaining adequate supplies. • Ensure high standards of food preparation, presentation, and storage while complying with health and safety regulations. • Monitor product quality, service, and customer satisfaction, addressing issues and implementing improvements. • Support the team in handling guest inquiries and complaints, delivering superior food and beverage service, and ensuring compliance with sanitation and safety standards. • Perform standard service duties to maintain smooth and efficient restaurant operations.	• **Working Hours:** Shift hours • **Employment Type:** Full Time • **Location:** 252 North Bridge Road, Singapore (179103)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew	• Immediate or short notice availability is preferred. • Must possess a food safety and hygiene certificate and be able to work on weekends and public holidays.	• Provide smooth and efficient restaurant service while ensuring standards are consistently met. • Present the menu and drinks, answer guest inquiries, and offer recommendations based on their preferences. • Take and serve orders promptly, maintain par stocks of beverages and supplies, and assist with inventory management. • Keep tables and counters clean,Keep tables and counters clean, ensure glassware is polished, and perform standard service duties to deliver excellent guest experience.	• **Working Hours:** Shift hours • **Employment Type:** Full Time • **Location:** 252 North Bridge Road, Singapore (179103)

#11 Hans Group

Join the Han's Family

Han's began as a humble café and has grown into a familiar name for hearty meals and warm welcomes. But behind every plate served is a team that makes it all possible. We believe a good workplace feels like home—where everyone's treated with respect, teamwork comes naturally, and there's always room to grow. Whether you're starting out or looking for your next step, you'll find support, training, and encouragement here.

If you're someone who enjoys good food, great company, and a fast-paced environment where your effort truly matters, we'd love to meet you. Come see how you can be part of what makes Han's a place people keep coming back to.

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew	• Need to be able to work on weekends .	• Cashiering, making coffee and sandwiches and making sure the pastry is properly displayed.	• **Working Hours:** 6 days/week • **Employment Type:** Full Time • **Location:** islandwide
Kitchen Assistant	• Need to be able to work on weekends	• Preparing ingredients, cutting of vegetables, cooking of pasta	• **Working Hours:** 6 days/week • **Employment Type:** Full Time • **Location:** Islandwide
Cook	• At least 6 months of working experience in the kitchen	• Cooking, frying & grilling	• **Working Hours:** 6 days/week • **Employment Type:** Full Time • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew (Part- Time)	• Need to be able to work on weekends	• Cashiering, making coffee and sandwiches and making sure the pastry is properly displayed.	• **Working Hours:** 5 days/week • **Employment Type:** Part Time • **Location:** Islandwide
Kitchen Assistant (Part-Time)	• Need to be able to work on weekends	• Preparing ingredients, cutting of veges, cooking of pasta	• **Working Hours:** 5 days/week • **Employment Type:** Part Time • **Location:** Islandwide
Cook (Part-Time)	• Need to be able to work on weekends	• Cooking, frying & grilling	• **Working Hours:** 5 days/week • **Employment Type:** Part Time • **Location:** Islandwide

#12 The Bakery Depot

Cedele is a Singapore-based bakery and food brand founded in 1997, dedicated to nourishing communities with products that are Honestly Sourced and Mindfully Made. We craft breads, cakes, and wholesome meals using fresh, natural ingredients, free from artificial additives, preservatives, and emulsifiers. Guided by our philosophy of "Eat Well, Be Well," we champion sustainability, integrity, and care in everything we do. Our team is passionate about creating food experiences that inspire healthier living and genuine connections with customers

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Team Member	• Requires enthusiasm for customer service, teamwork, and attention to detail. • Must be able to handle food preparation, maintain cleanliness, and support daily operations. • A positive attitude, willingness to learn, and commitment to Cedele's values of Honestly Sourced, Mindfully Made are essential for delivering wholesome food experiences. .	• As a Team Member at Cedele, you play a vital role in delivering wholesome food experiences to our customers. You will assist in daily operations, from preparing and serving products that are Honestly Sourced and Mindfully Made to maintaining a clean, welcoming environment. • This role requires teamwork, attention to detail, and a passion for quality service. • You will learn the fundamentals of our brand philosophy, "Eat Well, Be Well," while building skills in customer care and food handling.	• **Working Hours:** 5 days/week Shift hours • **Employment Type:** Full Time • **Location:** Islandwide
Trainee Manager	• Requires strong motivation to grow into leadership roles. • Must demonstrate adaptability, problem-solving skills, and the ability to support outlet operations. • A passion for guiding teams, learning management practices, and upholding Cedele's philosophy of Eat Well, Be Well is key to	• The Trainee Manager role is designed for individuals eager to grow into leadership positions. • You will undergo structured training to understand outlet operations, team management, and Cedele's commitment to crafting food free from artificial additives. • Responsibilities include supporting outlet performance, guiding team members, and ensuring service standards are met.	• **Working Hours:** 5 days/week Shift hours • **Employment Type:** Full Time • **Location:** Islandwide

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	progressing toward future managerial responsibilities.	• This role offers hands-on learning, mentorship, and career progression opportunities, preparing you to become a confident and capable manager	
Assistant Outlet Manager	• Requires leadership skills, operational knowledge, and the ability to supervise staff effectively. • Must ensure smooth daily operations, maintain product quality, and uphold service standards. • Strong communication, organizational skills, and commitment to Cedele's values are essential for supporting the Outlet Manager and fostering a positive team environment.	• As an Assistant Outlet Manager, you support the Outlet Manager in overseeing daily operations, ensuring smooth service, and upholding Cedele's values of sustainability and mindful preparation. • You will supervise team members, manage schedules, and monitor product quality. Strong leadership, problem-solving, and communication skills are essential. • This role provides the opportunity to develop managerial expertise while contributing to a positive workplace culture and customer satisfaction.	• **Working Hours:** 5 days/week Shift hours • **Employment Type:** Full Time • **Location:** Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Outlet Manager	• Requires proven leadership, strategic thinking, and operational excellence. • Must oversee staff, manage inventory, and ensure customer satisfaction while driving outlet performance. • Strong problem-solving, communication, and organizational skills are critical. • Commitment to Cedele's mission of Honestly Sourced, Mindfully Made ensures delivery of wholesome food experiences and brand integrity.	• The Outlet Manager leads the outlet team, ensuring operational excellence and alignment with Cedele's philosophy of Eat Well, Be Well. • You will be responsible for staff management, customer service, inventory control, and overall outlet performance. • This role requires strategic thinking, leadership, and a commitment to delivering food that is Honestly Sourced and Mindfully Made. • As a key representative of the brand, you will inspire your team, drive results, and create meaningful dining experiences for customers.	• **Working Hours:** 5 days/week Shift hours • **Employment Type:** Full Time • **Location:** Islandwide

Click Here for Table of Content

#13 ValueMax

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Outlet Executive	• 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. .	• 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.	• **Working Hours:** 5 days/week • **Employment Type:** Full Time • **Location:** 261 Waterloo Street, Waterloo Centre, Singapore (180261)

Click Here for Table of Content

#14 WSH Experts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Part -Time Warden	• Experience preferred	• Opening & closing the sports facility Gate @ School Checking registered player entry • Take the meter reading before and after the session • Ensure cleanliness after dismissal	• **Working Hours:** 2 days/ week Sat: 3-9pm Sun: 9am - 9pm • **Employment Type:** Full Time • **Location:** 60 Airport
Airport Baggage Handler	• Able to work weekends	• Safely load and unload passengers' baggage from aircraft cargo holds, baggage carts, and conveyor belts etc	• **Working Hours:** 2 days/ week 12hr / day • **Employment Type:** Full Time • **Location:** 60 Airport
Call Centre Operator	• Able to work shift	• To manage feedback received on alleged TCASA offences via specific hotlines and email addresses etc	• **Working Hours:** 2 days/ week 12hr / day • **Employment Type:** Full Time • **Location:** 8 Cleantech Loop Singapore (637145)
Class 3 Driver	• Able to do shifts.	• Drive the provided Baggage tractor or lorry inside the Terminals • Need to drive the truck to transfer the Baggage for the Transit Flight between the Terminals	• **Working Hours:** 2days/Weeks 12hrs/day

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Proper Handover of vehicles.	• **Employment Type:** Full Time • **Location:** Changi Airport Terminal 2 Singapore (819643)
Class 4 Driver	• Able to do shifts.	• Drive and operate the Molly Buses to and from designated destinations punctually and according to the daily schedule specified by the NLB. • Drive the Molly buses back to Assigned Parking Location at the end of the day and ensure proper parking at designated parking area at all times. • Safely and securely lock the Molly Buses when they are not in use. • General Library Operations Support • Conduct Routine check on the Buses • Maintain Logbook • Daily Up to 3 Sites per day • Molly buses are currently parked at Jurong Regional located at 21 Jurong East central 1	• **Working Hours:** 5 days/ week 8hr / day • **Employment Type:** Full Time
Enforcement Officer	• Able to do shift work	• Attend to feedback/complaints/tip offs on Tobacco related offences and work assigned by the Authority • Conducting observations, patrols and Enforcement activities • Conducting raids and operations under appropriate supervision of the Authority officers.	• **Working Hours:** 4days/Weeks 12hrs • **Employment Type:** Full Time • **Location:** 8 Cleantech Loop, Singapore (637145)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Other consecutive documentation works related to the job assigned and other job instructed by the authority	
Fueler	• Able to do shift work • Physical fit • Experience an advantage	• Use the Scanner to Scan the Bus and Top up Diesel to the Bus • Note down the Bus number in the Given sheet Demounting: • Use the scanner to scan the bus registration number/Demount and scan loaded coin boxes with security tie seal/Bring the loaded coin boxes to duty operation personnel for sealing of the coin boxes with security tie seal/Load sealed coin boxes onto trolley. • Work Location: Hougang	• **Working Hours:** 6days/Weeks 8hrs/day • **Employment Type:** Full Time • **Location:** Hougang
Service Ambassador	• Able to do shift work	• Provide directional guidance to visitors • Assist with the use of self - help kiosks and address queries related to cremation and ash collection	• **Working Hour**: 4 days/week • **Employment Type:** Full-Time • **Location:** Various Locations
Cleaners	• Able to do shift work	• Maintain the general cleanliness of the school and equipment • Assist in performing security-related duties • Assist in providing logistical support for all school-based activities/ functions till end, including transporting and arrangement of furniture and equipment • Assist in the daily operations of the School such as	• **Working Hour:** 5 days/week • **Employment Type:** Full-Time • **Location:** Various Locations

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		accompanying vendors or term contractors to ensure that work/services are delivered • Any other duties as assigned by the school	
Assistant Library Officer	• Experience working in a warehouse environment • Library experience is an advantage	• Print, process and affix colour code spine label, High Frequency and Ultra High Frequency (RFID) tags on library materials. • Sort materials according to the categories. • Retrieve and match copies of materials after cataloging process. • Handling of items based on sets. • Shelving and retrieval of books to-and-fro the bins and shelves. • Input data and create new records of items. • Physical processing of materials which require stapling, attaching or simple taping work. • Print inventory list based on catalogued records	• **Working Hours:** 5 days/ week 8hr / day • **Employment Type:** Full Time • **Location:** 351 Upper Bukit Timah Road Singapore (588192)
Resident Technical Officer (RTO) 💼	• Experienced preferred • Diploma	• Co-ordinate and liaise between the Board and the Project Contractor • The RTO shall also collaborate with and be responsible for the co-ordination of the services to be provided by the other specialists engaged by the Project Contractors, and such other consultants as may be appointed by the Board from time-to-time etc	• **Employment Type:** Full Time • **Location:** 60 Airport Boulevard Singapore (819643)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Site Inspector (Construction) 💼	• Have Diploma in Civil or construction related qualification • Must have own vehicle • Must have construction related experience	• The Team is to identify all new construction sites / • construction activities within the DTSS1 corridor • during the combing exercise and immediately call • the WRN officer-in-charge to report the location of • the new construction site and construction activity • observed. The Team shall also take coloured photographs • of the construction project signboard, construction equipment/machinery, • construction activities on site and send to the WRN officer-in-charge. • The Team shall also speak to the workers present on site to obtain the • site manager's name, contact number and email address, and report • to the WRN officer-in-charge etc	• **Employment Type:** Full-Time • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Investigations Officer 💼	• Prior substantial working experience with the Singapore Police Force or other related law enforcement agencies: • Knowledge in conducting investigation, surveillance and inspection • Must be physically fit • Experience in handling unruly or violent behaviour by offenders; • Have proficient verbal and writing skills in English and a second language • Must be able to handle dynamic situations in the field, including but not limited to the handling of female offenders/witnesses etc.	• Submission of investigation reports and preparing the relevant documents i.e. advisories, warnings, Notices Of offer of Composition and prosecution papers. • Investigation will include taking statements from any witness or suspect in the field or interview room • Pictures taken for investigations and other relevant documents shall be forwarded to the Authority upon completion of the investigations. • Key in investigation details into the Authority's system via the provided computer/laptop as directed by the Authority • Responding to activation for urgent cases detected at Checkpoints and inland locations. • Respond to phone activations for urgent cases detected at Checkpoints and inland locations	• **Employment Type:** Full-Time • **Location:** Islandwide

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Reception / Admin Assistant	• Admin and reception experience preferred • Working in a school environment will be an advantage	• Administrative duties which include but are not limited to: • (a)Maintain and update administration related data records. Recording & tracking of invoices. • (b)Manage counter operations: • -Screening of calls and line transfers • -Attending to walk-in customers/ students/ parents/vendors • -Handling email correspondence received through the school • -generic account. • -Filing and Organizing • (c)Providing basic support to administer first aid to students who get injured during school hours. • (d)Handling of mails and deliveries with record keeping • (e)Handling of students' identity cards as well as GCE 'O' Level exam & SGC certificates. • (f)Covering the other Admin assistant counter duty when she is on leave. • (g)Assist in school events. • (h)Perform data entry duties assigned by school. • (i)Other general administration-related duties eg, collation of data, filing of documents, printing and statistics tabulation etc. • (j)Conversant in using apps such as WhatsApp to keep in touch with school staff • Has pleasant character and able to build rapport with parents and Well mannered	• **Working Hours:** 5 days/week • **Employment Type:** Full-Time • **Location:** • Islandwide

Click Here for Table of Content

#15 W Singapore – Sentosa Cove

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounting Executive 💼	• Willing to travel to Sentosa. Ability to work in a fast-paced environment. Strong command of Microsoft Excel. Basic knowledge of financial reporting standards	• Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Record, store, and/or analyze information using property software. Organize, secure, and maintain all files and records in accordance with document retention and confidentiality policies and procedures. Access computerized financial information to answer general questions as well as those related to specific accounts. Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals, ledgers, and/or computers. Maintain accurate electronic spreadsheets for financial and accounting data. Complete period-end closing procedures and reports as specified. Prepare, maintain, and distribute statistical, financial, accounting, auditing, or payroll	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
B&F Team Leader	• Willing to travel to Sentosa. Able to perform shift work including weekends and public holidays. Ability to work in a fast-paced environment. Equipped with luxury standard customer service skills. Good physical stamina. Food Safety Level 1 certification	• Responsible to serve Beverage & Food, and attend to guest needs, in a professional, friendly, and courteous manner. • Always strive to obtain the maximum efficiency and promote teamwork between all associates. • Observe and enforce objectives, policies, standards and procedures. Team Leader will be required to supervise and ensure Captain & B&F Service Agent perform their duties in a courteous, safe and efficient manner, in accordance with the hotel's policies and procedures, ensuring that a high level of service is maintained.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)
B&F Captain	• Willing to travel to Sentosa. Able to perform shift work including weekends and public holidays. Ability to work in a fast-paced environment. Equipped with luxury standard customer service skills. Good physical stamina. Food Safety Level 1 certification	• Responsible to serve Beverage & Food (B&F), and attend to guest needs, in a professional, friendly, and courteous manner. • Always strive to obtain maximum efficiency and promote teamwork between all associates. • Observe and enforce objectives, policies, standards and procedures. Captain will be required to supervise and ensure B&F Service Agent perform their duties in a courteous, safe and efficient manner, in accordance with the hotel's policies and procedures, ensuring that a high level of service is maintained. •	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Mixologist	• Willing to travel to Sentosa. Able to perform shift work including weekends and public holidays. Ability to work in a fast-paced environment. Equipped with luxury standard customer service skills. Good physical stamina. Food Safety Level 1 certification	• Our jobs aren't just about mixing drinks. Instead, we want to build an experience that is memorable and unique. • Our bartenders have the basics down, but are constantly on the look-out for new trends, micro-local offerings, and discoverers' evolving needs. They are not just beverage enthusiasts, but also the host of the space. Their role goes beyond the bar itself to take ownership of discoverer service more broadly and do what needs to be done. • Mixologists will use their knowledge and expertise to make the bar look and function flawlessly. They will build relationships with others across the hotel and in the community, to anticipate and deliver on our discoverers' needs. They should be passionate about the discoverer service experience but also have an eye for detail – from the money that moves through their hands, to the information they provide to discoverers, to the quality of their drinks. • No matter what position you are in, there are a few things that are critical to success – creating a safe workplace, following company policies and procedures, protecting company assets, maintaining confidentiality, and ensuring your uniform and personal appearance are professional. Mixologists feel comfortable	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		answering discoverer questions or concerns regarding the origin, vintage, and style of various wines. • Mixologists will be on their feet and moving around (stand, sit, or walk for an extended period of time) and taking a hands-on approach to their work (move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance; reach overhead and below the knees, including bending, twisting, pulling, and stooping). Doing all these things well (and other reasonable job duties as requested) is critical for Mixologists – to get it right for our discoverers and our business each and every time. • They will partner with management in creating a team of individuals who will provoke unique experiences for our Discoverers by assisting in the hiring, training and development process of our ambassadors.	
Bartender	• Willing to travel to Sentosa. Able to perform shift work. Equipped with luxury standard customer service skills. Good physical stamina. Food Safety Level 1 certification.	• Prepare and serve beverages, alcoholic and non-alcoholic, in a professional manner. Responsible for the ordering and stock control of the bar. Control of all stock within the bar and out of the bar. • The Bartender will be required to conduct their duties in a courteous, safe and efficient manner, in accordance with the hotel's policies and procedures,	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		ensuring that a high level of service is maintained.	
B&F Voyager 💼	• Willing to travel to Sentosa. Able to perform shift work. Equipped with luxury standard customer service skills. Good physical stamina. Food Safety Level 1 certification.	• 18-month, full-time paid rotational program designed for recent university or hotel school graduates to jump-start a management career in food and beverage	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)
Demi Chef	• Willing to travel to Sentosa. Able to perform shift work including weekends and public holidays. Ability to work in a fast-paced environment. Solid grasp of cooking fundamentals. Able to handle pressure and all types of cooking elements. Good physical stamina. Food Safety Level 1 certification.	• Prepare special meals or substitute items. • Regulate temperature of ovens, broilers, grills, and roasters. • Pull food from freezer storage to thaw in the refrigerator. • Ensure proper portion, arrangement, and food garnish. • Maintain food logs. • Monitor the quality and quantity of food that is prepared. • Communicate assistance needed during busy periods. Inform Chef of excess food items for use in daily specials. Inform Food & Beverage service staff of menu specials and out-of-stock menu items. • Ensure the quality of the food items. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. • Prepare cold foods. • Assist management in hiring, training, scheduling, evaluating, counseling, disciplining, and motivating	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and coaching employees; serve as a role model. • Follow all company and safety and security policies and procedures; report maintenance needs, accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. • Ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. • Anticipate and address guests' service needs. Speak with others using clear and professional language. • Develop and maintain positive working relationships with others; support team to reach common goals; listen and respond appropriately to the concerns of other employees. • Ensure adherence to quality expectations and standards. Stand, sit, or walk for an extended period of time. • Reach overhead and below the knees, including bending, twisting, pulling, and stooping. • Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance. • Perform other reasonable job duties as requested by Supervisors.	
Loss Prevention Team Leader	• Willing to travel to Sentosa. Able to perform shift work including weekends and	• information using computers and/or point of sale systems.	• **Working Hours:** 5 days/ week

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	public holidays. Ability to work in a fast-pace environment. PLRD Certified for job role. CERT and Occupational First Aid + CPR AED Certified preferred. Able to handle pressure.	• Move at a speed required to respond to work situations (e.g., run, walk, jog). • Stand, sit, or walk for an extended period of time or for an entire work shift. • Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance and objects weighing in excess of 75 pounds with assistance. • Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. • Move through narrow, confined, or elevated spaces. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. • Reach overhead and below the knees, including bending, twisting, pulling, and stooping. • Perform other reasonable job duties as requested by Supervisors	• **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)
Senior Loss Prevention Officer	• Willing to travel to Sentosa. Able to perform shift work inculding weekends and public holidays. Ability to work in a fast-paced environment. PLRD Certified for job role. CERT and Occupational First Aid + CPR AED Certified preferred. Able to handle pressure.	• Patrol all areas of the property; assist guests with room access. • Monitor Closed Circuit Televisions, perimeter alarm system, duress alarms, and fire life safety system. • Lock property entrances when required. • Conduct daily physical hazard inspections. • Responding to accidents, contact EMS or administer first aid/CPR as required.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Assist guests/employees during emergency situations. Notify appropriate individuals in the event of accidents, attacks, or other incidents. • Defuse guest/employee disturbances. • Call for outside assistance if necessary. • Complete incident reports to document all Security/Loss • Prevention related incidents. • Handle all interruptions and complaints. • Resolve safety hazard situations. • Escort any unwelcome persons from the property without interrupting the orderly flow of property operation. • Report to scenes of vehicle accidents/thefts. • Call for assistance using proper code responses. • Complete a Loss Prevention shift summary/daily activity report. • Maintain confidentiality of all Security/Loss Prevention and property reports/documents; release information only to authorized individuals. • Conduct investigations and gather evidence. • Conduct interviews with relevant parties. • Follow all company policies and procedures; report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications; ensure uniform and personal appearance are clean and professional; maintain confidentiality of	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		proprietary information; protect company assets. • Welcome and acknowledge all guests according to company standards; anticipate and address guests' service needs; assist individuals with disabilities; thank guests with genuine appreciation. • Speak with others using clear and professional language; prepare and review written documents accurately and completely. • Develop and maintain positive working relationships with others; support team to reach common goals. • Comply with quality assurance expectations and standards. • Stand, sit, or walk for an extended period of time. In addition some states may have additional licensing/registration requirements to be considered for this position. • Read and visually verify information in a variety of formats (e.g., small print). • Visually inspect tools, equipment, or machines (e.g., to identify defects). • Enter and locate work-related information using computers and/or point of sale systems. • Move at a speed required to respond to work situations (e.g., run, walk, jog). • Stand, sit, or walk for an extended period of time or for an entire work shift. • Move, lift, carry, push, pull, and place objects weighing less than or equal to 50	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		pounds without assistance and objects weighing in excess of 75 pounds with assistance. • Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. • Move through narrow, confined, or elevated spaces. • Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. • Reach overhead and below the knees, including bending, twisting, pulling, and stooping. • Perform other reasonable job duties as requested by Supervisors.	
Guest Experience Supervisor (Welcome Desk)	• Willing to travel to Sentosa. Able to perform shift work including weekends and public holidays. Ability to work in a fast-paced environment. Equipped with luxury standard customer service skills. Able to handle pressure. Familiarity with Property Management System e.g. Opera and cashiering. Equipped with suggestive and upselling skills.	• To provide assistance and guidance to all Welcome Desk Talents. • To ensure all the Welcome Desk is prepared and running effectively. • To effectively account for Welcome Desk related equipment and materials and ensure Welcome Desk Talent is adequately equipped and prepared to handle different peak / non peak periods within the hotel. • Effectively handle minor complaints using W's and resort's guide. • To effectively monitor and set targets to achieve Marriott Bonvoy (MBV) enrolment, upsell and guest voice (gV) goals.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Experience Expert (Concierge)	• Willing to travel to Sentosa. Able to perform shift work including weekends and public holidays. Ability to work in a fast-paced environment. Equipped with luxury standard customer service skills. Good physical stamina. Welcoming service orientated attitude.	• Greet guests and inform them of property amenities, services, and hours of operation, and local areas of interest and activities. • Open doors and assist guests/visitors entering and leaving property. • Assist with luggage storage and retrieval. Transport guest luggage to and from guest rooms and/or designated bell area. • Assist guests/visitors in and out of vehicles, including assisting guests with loading/unloading luggage. • Supply guests with directions. Arrange transportation (e.g., taxi cab, shuttle bus, limousine/sedan service) for guests/visitors, and record advance transportation requests as needed. • Dispatch bell staff or valet staff as needed. • Communicate parking procedures to guests/visitors. • Follow up with guests to ensure their requests or problems have been met to their satisfaction. • Serve as a departmental role model, and assist management in hiring, training, scheduling, evaluating, counseling, disciplining, motivating and coaching employees. • Develop and maintain positive working relationships with others. • Follow all company policies and procedures; and report accidents, injuries, and unsafe work conditions to manager.	• **Working Hours:** 5 days/ week • **Employment Type:** Full Time **Location:** 21 Ocean Way, Singapore (098374)

Click Here for Table of Content

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Maintain awareness of undesirable persons on property premises. Ensure uniform and personal appearance are clean and professional and maintain confidentiality of proprietary information. • Welcome and acknowledge all guests, anticipate and address guests' service needs, assist individuals with disabilities, and thank guests with genuine appreciation. • Speak with others using clear and professional language, and answer telephones using appropriate etiquette. • Comply with quality assurance expectations and standards. • Read and visually verify information in a variety of formats (e.g., small print). Move at a speed required to respond to work situations (e.g., run, walk, jog).\ • Stand, sit, or walk for an extended period of time or for an entire work shift. • Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance and objects weighing in excess of 75 pounds with assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. • Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Reach overhead and below the knees, including bending, twisting, pulling, and stooping. • Perform other reasonable job duties as requested by Supervisors.	

Click Here for Table of Content

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Meet an e2i Career Coach

For jobseekers who need to speak to a career coach for career advisory and support, they can make an appointment online to meet up with an e2i coach for one-to-one coaching.

https://e2i.sg/cg-cp123?r=qr

Discover our Services at a Centre Near You

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

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

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

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

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

Click Here for Table of Content

NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**
  (e.g. Analyst, Engineers, Executives, Technicians, etc.)
  https://bit.ly/jsc-ja-pmet

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

Click Here for Table of Content

Check out our e-Resources for Jobs & Skills

Explore this site to get this information:
- Career Resource kit for Professionals
- Career Assessment Tool
- e2i Resume Builder
- Career Fairs

and many more.

https://e2i.sg.crp-yellow?r=qr

Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



https://ntuc.co/4cxkqt4?r=