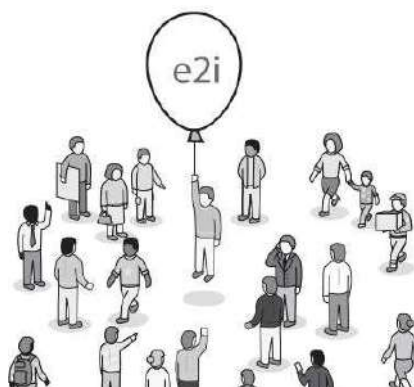


Ngee Ann Polytechnic x e2i Skills and Career Fair

29th Aug 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.

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#1 AcePLP

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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.	Deliver training programs on BIM tools, workflows, and standards, guiding engineers and project teams to effectively apply BIM processes for improved design, coordination, and project delivery.	Working Hours: 5 days/ week Mon-Fri 8:30am to 5:30pm, Sat 8:30am to 12:30pm Employment Type: Full Time Job Type: Permanent Location: 200 Braddell Road (S)579700
BIM/CAD Coordinator 	- Degree/Diploma in Construction or Engineering related background. - Prior experience in BIM modelling.	To provide digital delivery services, BIM coordination	Working Hours: 5 days/ week Mon-Fri 8:30am to 5:30pm, Sat 8:30am to 12:30pm Employment Type: Full Time Job Type: Permanent Location: 200 Braddell Road (S)579700
BIM/CAD Engineer (Apprenticeship) 	- Higher Nitec/Degree in Construction or Engineering related background - No experience required	Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP).	Working Hours: 5.5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc.	- 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.	Mon-Fri 8:30am to 5:30pm, Employment Type: Full Time Job Type: Permanent Location: 200 Braddell Road (S)579700
IT Executive 	- Diploma/Degree in any IT-related field - 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: 5 days/ week Mon-Fri: 8:30am to 5:30pm Sat: 8:30am to 12:30pm Employment Type: Full Time Job Type: Permanent Location: 200 Braddell Road (S)579700

#2 Agropcorp International

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Trade Analyst Intern 	• Must be an undergraduate currently pursuing a Bachelor's degree in Business Administration, Economics, International Trade, Supply Chain Management, or a related field. • Strong analytical and problem-solving skills with the ability to interpret complex data. • Basic knowledge of international trade regulations, supply chain management, and trade finance is a plus. • Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint); experience with data analysis tools (e.g., Tableau, Power BI) is a bonus. • Proficiency in Python for data analysis, automation, and process optimization is essential. Experience with Python libraries such as Pandas, NumPy, and Matplotlib for data manipulation and visualization. • Ability to write efficient, reusable, and scalable code to support data-driven decision-making. • Experience with Python for web scraping, API	• Data Analysis & Reporting: Assist in gathering and analyzing trade data, including import/export trends, tariffs, and regulations to identify key insights and patterns. • Market Research: Conduct market research to evaluate international trade policies, new market opportunities, and competitive analysis. • Trade Documentation: Support the preparation and management of trade-related documents such as invoices, bills of lading, and customs clearance forms. • Trade Compliance: Assist in ensuring compliance with import/export laws, customs regulations, and industry standards. • Support Operations: Help the team in optimizing trade operations, reviewing shipping schedules, and coordinating with logistics partners. • Cross-functional Collaboration: Collaborate with internal departments like logistics, procurement, and legal to support smooth trade processes. • Reporting & Presentations: Contribute to the preparation of presentations, dashboards, and regular reports for senior management on trade performance and trends.	• Working Hours: 5 days/ week • Employment Type: Internship • Location: 10 Anson Road (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	integration, and data extraction is a plus Strong written and verbal communication skills. • Detail-oriented with excellent organizational skills. • Ability to work both independently and as part of a team		
Shipping Executive 	• Education: Degree or Diploma in Maritime Studies, International Trade, Business • Experience: Minimum 1–3 years of experience in shipping, chartering, logistics, or similar roles, preferably in bulk commodities. • Industry Knowledge: Strong understanding of freight markets, charter party terms, and the chartering process. • Analytical Skills: Ability to evaluate voyage economics and freight trends. • Communication: Excellent interpersonal and communication skills to work with internal and external stakeholders. • Negotiation: Strong negotiation skills when dealing with brokers and owners. • Technical Skills: Proficiency in MS Excel and familiarity with freight indices or chartering tools is an advantage.	• As a Pre Fixture – Shipping Executive, you will assist the Chartering Manager in vessel fixture processes, maintain market insights, evaluate voyage profitability, and coordinate closely with trading and operations teams. • The role requires strong analytical skills, a firm grasp of dry bulk shipping dynamics, and the ability to work effectively in a fast-paced environment. Key Responsibilities: • Chartering Support: Assist the Chartering Manager in sourcing vessels for cargoes and managing fixture processes. • Freight Analysis: Provide daily freight market support for tender submissions and spot/forward cargoes. • Cargo Handling: Work on a variety of bulk commodities including wheat, corn, pulses, barley, beans, SBM, sugar, and rapeseed meal. • Market Intelligence: Compile and update freight market information weekly for traders and management. • Broker & Owner Liaison: Engage with shipbrokers and	• Working Hours: 5 days/ week • Employment Type: Full Time • Location: 10 Anson Road (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Teamwork: Ability to collaborate across departments and work in a fast-paced trading environment	- vessel owners to negotiate short-term/spot charters and secure cost-effective freight rates. - Voyage Evaluation: Support the preparation of voyage estimates, including financial and operational assessments. - Internal Coordination: Collaborate with trading and operations teams to ensure freight support aligns with current market rates. - Charter Party Negotiation: Assist in negotiating terms of Charter Party agreements with vessel owners. - Post-Fixture Follow-Up: Coordinate with the Post Fixture Executive to stay informed on operational updates related to chartered vessels	
Middle Office Intern 	Required competencies and certifications - Demonstrated intensive experience applying ICC rules for Letters of Credit to manage international trade transactions effectively Preferred competencies and qualifications - Minimum GCE 'A' level or Diploma in International Trade in Import & Export or related field - Proficient communication skills to facilitate clear and effective stakeholder engagement - Working knowledge of MS Word and Excel to	- Assist in chasing and tracking purchase contracts to ensure timely execution and documentation - Support the preparation and follow-up of contract amendments with internal stakeholders - Help to update and maintain operational and management reports accurately and on time - Assist in vessel nomination coordination, including tracking timelines and documentation - Perform ad-hoc operational support tasks as assigned by the Middle Office team - Liaise with internal teams such as Trading, Shipping, and Finance to ensure smooth workflow	Working Hours: 5 days/ week Employment Type: Internship Location: 10 Anson Road (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	support documentation and reporting tasks • Knowledge of GAFTA and FOSFA trade associations to enhance contract and trade compliance • Understanding of Incoterms and international trade principles to support shipping and contractual processes • Strong attention to detail, organizational skills, analytical thinking, and independent problem-solving abilities	• Ensure proper filing and record-keeping of contracts and related documents	
Operations Executive (Trade Support) 	Required competencies and certifications • Demonstrated intensive experience applying ICC rules for Letters of Credit to manage international trade transactions effectively Preferred competencies and qualifications • Minimum GCE 'A' level or Diploma in International Trade in Import & Export or related field • Proficient communication skills to facilitate clear and effective stakeholder engagement • Working knowledge of MS Word and Excel to support documentation and reporting tasks • Knowledge of GAFTA and FOSFA trade associations to enhance	• This role offers professional career development opportunities with renowned global Agri-commodities trader, Agrocorp International Pte Ltd (Agrocorp). • The Company has a significant presence in the primary origination and buyer markets such as Canada, West Africa, China, Turkey, the Middle East, India, Bangladesh, and Vietnam among many others. • With more than 3 decades of active engagement in the market driven by solid values, a clear vision, and a nice culture, we seek to strengthen further our commitment towards being a responsible global player in nourishing an ever-changing world. • To support us in this high-priority function, we are looking for a talented and experienced professional to	• Working Hours: 5 days/ week • Employment Type: Full Time • Location: 10 Anson Road (S)079903

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	contract and trade compliance • Understanding of Incoterms and international trade principles to support shipping and contractual processes • Strong attention to detail, organizational skills, analytical thinking, and independent problem-solving abilities	be based in our Singapore HQ to take on the role of: Responsibilities • Prepare and verify a full set of shipping documents in compliance with Letters of Credit and contractual requirements to ensure timely negotiation and shipment processing • Manage and coordinate shipments by bulk vessels to meet operational and contractual deadlines • Collaborate closely with the Team Head, Traders, Origination desks, and Shipping desk to align shipping operations with business objectives • Supervise and coordinate daily operations activities to maintain efficiency and compliance • Provide leadership and hands-on guidance to the team in executing high-risk, large-value contracts, ensuring risk mitigation and contract adherence	

#3 Amara Hotels & Resorts

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

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Job Type: Permanent • Location: 1 Larkhill Road (S)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 • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Banquet Operations Manager 	• Minimum least 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 • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Guest Service Executive 	• Experience in customer service preferred	• Greet guests warmly and perform registration procedures.	• Working Hours: 6 days/ week, Rotating Shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539, 1 Larkhill Road (S)099394

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Service Manager 	Experience in customer service preferred	Greet guests warmly and perform registration procedures.	Working Hours: 6 days/ week, Rotating Shifts Employment Type: Full Time Job Type: Permanent Location: 165 Tanjong Pagar Road (S)088539
Internship			Working Hours: 5.5 days/ week 8am to 10pm Employment Type: Full Time Job Type: Permanent
M&E Technician	Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E	Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard	Working Hours: 6 days/ week, Rotating Shifts Employment Type: Full Time Job Type: Permanent Location: 165 Tanjong Pagar Road (S)088539
Restaurant Manager 	- Minimum 3 years experience in F&B. - Strong communication, problem solving and people skills. - Able to work on shifts, weekends and public holidays.	Ensure smooth daily operations in the restaurant & bar	Working Hours: 6 days/ week, Rotating Shifts Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Restaurant Executive 	• 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 Shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Sales Mgr/Snr Sales Mgr (Weddings/ Events) 	• 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 • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Sales Mgr/Snr Sales Mgr (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:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539

#4 BNL Services

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Arborist 	- English speaking Certified Arborist - ISA Certified arborist with 5 years of related field work - As and when necessary, to be able to work on weekends and Public holidays.	- Arborist is responsible for managing tree care programs for trees and palms, including conducting tree inspections, risk assessments, and recommending solutions for tree health issues. - They assist in preparing tree assessment reports to support management decision-making. - Passionate about tree protection and conservation, the Arborist enjoys working outdoors and is willing to respond to tree emergencies outside of regular hours	Working Hours: 6 days/ week, 9am - 6pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781
Business Development Executive (Landscape) 	- Diploma/Degree in Horticulture, Landscape Architecture, Business, or related field. - Minimum 2–5 years' experience in landscaping or a related industry. - Strong network within the construction, property, or government sectors in Singapore. - Familiarity with Singapore's landscaping regulations and	- Identify and pursue new business opportunities in commercial, residential, and government sectors. - Develop and maintain strong relationships with developers, contractors, property managers, government agencies (e.g., NParks, BCA), and other stakeholders. - Prepare proposals, quotations, and tenders. - Address client inquiries and resolve issues promptly and professionally.	Working Hours: 5 days/ week, 9am - 6pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	standards (e.g., NParks guidelines). • Excellent communication and negotiation skills.	• Develop and implement business development strategies aligned with company goals. • Source and prepare bids for tenders (especially public sector tenders via GeBIZ). • Represent the company at industry events, trade shows, and networking sessions.	
Cleaning Supervisor	• Basic Programmes and Qualifications and GCE 'N' Level	• The Cleaning Supervisor oversees several project sites and their team of cleaners and cleaning tasks. • He/She supervises cleaners to carry out their work. • He/She inspects the work area cleaned by cleaners. • He/She manages work schedule of cleaners and reallocate work to cover absences	• Working Hours: 5.5-6 days/ week, 7-4pm, 8-5pm, 7.30am-4.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S)486781
Dishwasher	• Possess a good working attitude, team player	• Ensure assigned sites are cleaned properly.	• Working Hours: 5.5-6 days/ week, 11am-11pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S)486781

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Field Application Engineer – Robotics & Smart Cleaning Systems 	- Diploma or degree in Mechatronics, Electrical/Electronic Engineering, Robotics, or related field. 1–3 years hands-on experience with robotics, automation, or IoT systems — internships and FYP robotics projects count. - Comfortable with basic electrical troubleshooting, Wi-Fi/network diagnostics, and reading technical manuals - Stay calm and work the problem. when something breaks on-site in front of a client - Willing to travel across sites island-wide; some early-morning or after-hours work when a client's operating hours demand it. - Class 3 driving licence preferred (own transport a plus, for carrying test equipment).	- Responsible for commissioning, calibrating, and deploying autonomous cleaning robots and IoT sensors at client sites, from initial installation to final sign-off. - The role involves troubleshooting on-site issues such as navigation errors, sensor drift, connectivity problems, and battery/charging faults, while determining whether to resolve issues independently or escalate them to OEM partners. - The role also includes training site supervisors and cleaning staff on equipment operation and Level-1 maintenance, conducting preventive maintenance and firmware updates, acting as the technical bridge between operations and robotics OEM partners, documenting site-specific configurations, and supporting pre-sales site surveys by assessing floor plans, obstacles, and connectivity requirements before deployment.	Working Hours: 6 days/ week, 9am - 6pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781
Kitchen Cleaner / Stewarding Crew (Night Shift)	- Willing and able to work overnight or graveyard shifts. - Must be physically fit and capable of handling manual labor, prolonged standing, lifting, and bending.	Responsible for performing deep cleaning and maintaining strict hygiene and safety standards in commercial kitchens while the facility is closed	Working Hours: 5.5- 6 days/ week, 10am-10pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Street 1 (S)486781
Landscape Coordinator 	• Relevant WSQ Diploma or Degree qualifications are welcome. • Candidates with horticulture or arborist knowledge preferred. • Proficient in Microsoft Office. • Excellent interpersonal and communication skills • Good team player with ability to lead and multi-task.	• Responsible for coordinating and supporting administration and operations of landscape projects to ensure smooth service delivery. • The role includes addressing inquiries, complaints, and resolving issues related to landscape services and maintenance, attending site visits and tender briefings, preparing quotations, maintenance reports, and work schedules, coordinating activities with ground crews, and liaising with clients on project requirements and service matters. • The role is expected to support project progress, ensure timely completion of maintenance works, and maintain effective communication with clients and internal teams.	• Working Hours: 5.5 days/ week, 7am -4pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S)486781
Multi-Skilled Cleaner cum Machine Operator	• Field of study: Mechanical Installation and Servicing and GCE 'N' Level	• The Multi-Skilled Cleaner cum Machine Operator is responsible for operating a variety of cleaning machinery and equipment to maintain project sites according to client expectations. • Trained in the operation of equipment such as ride-on sweepers, ride-on scrubbers, steam cleaners, escalator cleaners, and ride-on pavement sweepers, this role involves performing multiple tasks across various sites. • The operator also monitors and ensures that all cleaning equipment is properly	• Working Hours: 5.5-6 days/ week, 7am-4pm, 8am-5pm, 7.30am-4.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S)486781

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		maintained and in good working condition.	
Operations Executive (Cleaning) 	• Minimum 3 years' experience in the cleaning industry • Possess Class 3 driving license as required to pick up and send workers to and from the dormitories to the respective worksites • Good Interpersonal, communication and strong leadership skills • Able to work under pressure	• Identify and pursue new business opportunities in commercial, residential, and government sectors. • Develop and maintain strong relationships with developers, contractors, property managers, government agencies (e.g., NParks, BCA), and other stakeholders. • Prepare proposals, quotations, and tenders for landscaping projects. • Address client inquiries and resolve issues promptly and professionally. • Develop and implement business development strategies aligned with company goals. • Work closely with the landscape design and operations teams to ensure project feasibility and alignment with client requirements. • Assist in the planning and coordination of landscaping projects when needed. • Source and prepare bids for tenders (especially public sector tenders via GeBIZ). • Represent the company at industry events, trade shows, and networking sessions. • Collaborate with marketing teams to enhance brand visibility and outreach.	• Working Hours: 6 days/ week, 9am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 17 Changi South Street 1 (S)486781
Operations Manager 	• Minimum 3–5 years of operations management experience (Cleaning / Stewarding preferred)	• Responsible for overseeing and managing multiple cleaning and stewarding project sites, including manpower planning, deployment, and operational	• Working Hours: 6 days/ week, 9am - 6pm • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong leadership and team management skills - Able to handle multiple sites and work in a fast-paced environment - Good communication and problem-solving skills - Familiar with cleaning industry standards and procedures - Proficient in basic computer skills (Excel, reporting, etc.)	- coordination to ensure service standards and KPIs are achieved. - The role involves supervising site supervisors and ground staff, managing attendance, performance, and discipline matters, handling client feedback and service recovery, conducting site inspections, ensuring compliance with safety regulations and company policies, and coordinating with HR on recruitment and staff deployment.	Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781
Stewarding Cleaner	- Strong attention to detail and ability to follow cleaning protocols. - Ability to work efficiently and as part of a team.	- We are looking for a reliable and detail-oriented Stewarding Cleaner to join our team. - In this role, you will be responsible for maintaining cleanliness and hygiene in the kitchen, dining areas, and other back-of-house spaces. - You will ensure that all cleaning tasks are completed to the highest standards, contributing to a safe and sanitary environment for staff and guests.	Working Hours: 5.5-6 days/ week, 11am - 11pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781
Workplace Safety and Health Officer 	- Possess Workplace Safety and Health Officer License - Knowledge of best practices and health safety regulations - Familiar with local regulatory requirements related to workplace safety, health and other safety aspects.	- Responsible for implementing and maintaining the organisation's WSH procedures to promote a safe work environment. - Perform safety audits and inspection of work sites to identify and correct potential hazards, and to ensure safety regulation compliance. - Review effectiveness of implemented improvements on an on-going basis.	Working Hours: 5.5-6 days/ week, 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 17 Changi South Street 1 (S)486781

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Managing and overseeing the daily cleaning operations to meet client requirements. - Liaising with clients to understand their needs and address any concerns or queries - Identifying opportunities to enhance the efficiency and quality of our cleaning services	

#5 CBM

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Officer 	- ITE and CAT graduates are welcome - Comfortable working with numbers and Microsoft Excel - Good teamwork and communication skills - Meticulous, responsible, independent, and willing to learn - Prior experience in finance/accounts is an advantage but not required	- Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices - Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing - Ensure accurate and timely processing of invoices and payments under guidance - Assist in the preparation of monthly financial reports - Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters - Perform other ad-hoc duties as assigned	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road (S)437844
Admin Executive	Possess a recognized Diploma or above from a recognized tertiary establishment with minimum 2 years	- Provide general administrative support to various internal divisions/sites - To manage the administration of QMS documentation and	Working Hours: 5 days/ week Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	relevant accounting experience. SAP accounting experience and expertise is preferred.	to assist in internal audit activities. - Assist in procurement of office supplies and equipment - Manage office general admin and sourcing for purchases - Process service orders and billing - Correspond and co-ordinate with clients, suppliers and contractors - Prepare Banker's Guarantee and insurance coverage for projects - Update ISO documentations periodically - Assist in preparing reports, generate quotations & contracts - Perform customer service function as below (if required) - Provide call centre / technical helpdesk support and services - Provide front desk service and attend to visitors' enquiries - Perform general administrative duties, such as data entry, stationery ordering and accounting, pantry ordering, handling emails, faxes, etc - Any other ad-hoc assignments assigned by the Management.	Job Type: Permanent Location: 865 Mountbatten Road (S)437844
Admin Officer	N/O Level / NITEC with 3 years of relevant experience	- Handling HR matters for Project Division - Perform clerical / administrative duties; typing, filing, data entry, prepare reports. - Manage, keep record and update all submission document and liaise internally with Finance - Handle administrative works for projects - Any general ad hoc duties	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road (S)437844

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Area Manager 	Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent	- Oversee and manage the performance delivery of facility management service at respective zones - Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings - Identify and troubleshoot problems and provide professional advice to the team - Develop standard operation procedure and internal work flow to maintain smooth operation at sites - Manage relation to client/ authorities, being the liaising point of contact - Oversee area budgeting and expenses - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Assistant Engineer 	- Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems.	- Assist to perform Energy and Engineering audits. - Working closely with Energy Managers to provide accurate and informative reports. - To perform Measurement and Verification of the performance of M&E Plant. - Managing energy improvement and retrofitting projects. - Help evaluate existing buildings for appropriate energy conservation measures, - Understand financial terms, payback, ROI and related energy saving calculations.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other duties as and when assigned by management	
Assistant General Manager 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling commercial or/and industrial building. - Good knowledge of BMSMA Act. - Contract Management skillset is a must; - Overseas regular building maintenance and repairs; - Maintaining and updating Standard Operation procedures; - Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Dispute management; - Knowledge of BMSMA is mandatory;	- Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. - Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. - Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings - Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. - Promote good relations with our staff, contractors and management. - Ensure renewal of MA contract - Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. - Conduct monthly council meeting and AGM. - Oversee preparation of annual budget and implement cost saving measures. - Provide timely guidance and advices for Site Team under his/her charge.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Assistant Head 		- Oversee the overall performance of Service teams. - Ensure contract compliance and meet or exceed KPIs.	Working Hours: 5 days/ week Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Identify lapses and formulate action plans for improvement - Foster a culture of service excellence and continuous improvement - Monitor and update account processes and procedures - Collaborate with Site Leads to develop and execute strategic business plans - Cultivate teamwork, collaboration and personal development within the team. - Attending operation meeting and discussion with clients - Maintain data integrity in management systems - Uphold safety protocols and crisis management procedures - Enforce compliance with Health, Safety, Environmental and Risk Management policies. - Oversee supply chain delivery, ensuring service quality - Ensure accurate and timely financial reporting and billing - Manage staff performance, development and recruitment - Cultivate teamwork, collaboration and personal development within the team. - Manage workload, resourcing and succession planning - Oversee contractor on/off boarding, induction and adherence to standards - Manage financial targets, expenses and budgets including raising Change Requests.	Full Time Job Type: Permanent Location: 865 Mountbatten Road (S)437844

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Explore innovation solutions to improve efficiency and productivities - Any other ad-hoc works assignment by the management.	
Assistant Projects Manager 	- Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute - At least 5 years of relevant experiences in facilities management and business development portfolios - Able to work independently with minimum supervision - Able to conduct market outreach and marketing - Proactive and independent - Dynamic and multi-tasking capabilities	- Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. - Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget - Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. - Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. - Monitors and reports on all phases of planning and construction - Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget - Manage and monitor project fund which includes all payment to consultants, contractors and authorities - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Sustainability Consultant 	Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.	- Conducting Green certifications and sustainability audits. - Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. - Recommending sound policies towards energy conservation and sustainability operations - Managing customer relations. - Preparing audit report and presenting findings and solutions to Customers. - Project management for improvement initiatives - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road (S)437844
Building Executive 	Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience.	- Assist and report directly to Building Manager (BM) in all operation & maintenance concerns - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - Providing updates on ad-hoc and outstanding issues - Attending to clients feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contract and client. - Inspect works carried out are proper and in satisfaction	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management.	
Building Manager 	• Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. • Possess FSM/WSH/GMFM or relevant certificates is preferred.	• Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relation to client/authorities/ tenants • Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management.	• Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: East
Carpark Attendant	• Must possess at least Primary/Secondary School/ "O" level	• Check and ensure the carpark is in operations, report	• Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Must able to communicate in English • Able to work shift schedule is preferable • With own transportation is preferable • Able to endure outdoor environment	accordingly if there are any abnormalities • Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) • Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) • Ensure the cleanliness of the parking systems and carpark environment • Any other ad-hoc assignments assigned by the Management	5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Complex Manager 	• Higher Nitec/diploma • ECC certification (preferred)	ADMINISTRATIVE FUNCTIONS • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties.	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. FINANCIAL FUNCTIONS - Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. - Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. - Ensure proper records are maintained on monies received and expended on behalf of the Corporation. - Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. - Submit a financial report to the Corporation on its financial state after the close of each calendar month. - Oversee requisitions for quotations to ensure proper cost control.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. - Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. MANAGEMENT AND MAINTENANCE FUNCTIONS - Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. - Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. - Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. - Prepare and implement preventive maintenance programme for the property - Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. - Any other duties assigned by the Corporation and management HQ office	
Contract Executive 	Diploma in Quantity Survey, Building, Engineering, Facility	Support of maintenance and project works function	Working Hours: 5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Management or other relevant qualifications with minimum 3 years relevant experience.	• Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client's requirements and undertaking feasibility studies • Performing value management and cost control • Advising on procurement strategy • Identifying, analysing and developing responses to commercial risks • Providing advice on contractual claims • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Administer term contractors A&A works • Valuing completed work and arranging payments • Understanding the implications of health and safety regulations • Any other ad-hoc assignments assigned by the Management.	• Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Drafter 	• Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools.	• Prepare detailed drawings and plans based on designs from architects, engineers, or project managers. • Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. • Review and update drawings to comply with building codes, safety standards, and project specifications.	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Collaborate with architects, engineers, and other team members to resolve design or technical issues. - Maintain organized records of drawings and revisions. - Coordination drawings for on-site use. - Any other ad-hoc assignments assigned by the Management.	
Environmental Control Coordinator 	- Higher Nitec/diploma - ECC certification (preferred)	- Support Sites in overseeing the implementation of the Environmental Sanitation Programme. - Assist each Site to ensure compliance to the Environmental Public Health Act and its subsidiary regulations and code of practices - Implement minimum routine cleaning and disinfection frequencies, with attention paid to high-risk areas (e.g. high-touch surfaces used by vulnerable persons, and areas with high risk of contamination are to be cleaned more frequently); - Implement minimum six-monthly thorough periodic cleaning and disinfection of the specified premises, including areas not easily accessible and not covered by routine cleaning (e.g. out-of-reach window panels, ceiling and wall fans); - Ensure out yearly (minimally) maintenance of surfaces or fixtures, which includes the associated stipulated routine cleaning frequency (where relevant);	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Inspect the premises daily and after periodic cleaning and disinfection works; - Put in place a cleaning and disinfection protocol to respond to incidents involving bodily discharge; - Ensure that workers are trained and provided with the necessary equipment and cleaning agents to carry out effective eaning and disinfection; - Achieve desired outcome-based cleanliness indicators after the completion of cleaning operations; and - Implement a pest management plan, inclusive of a comprehensive pest management survey to be conducted minimally once every 6 months to review the effectiveness of the pest management plan. - Prepare environmental reports for management and clients. - Maintain environmental records and documentation.	
Facilities Management Executive 🏢	- Diploma in Facilities Management, Engineering, Building Services, or related discipline. - SIFMA CFME accreditation preferred - Tier 4 Experience - Minimum 3 years relevant facilities management or maintenance experience.	Site Operations & Maintenance Coordination - Coordinate and monitor daily maintenance and operational activities at assigned sites. - Attend to faults, complaints, breakdowns, and service requests. - Assist in preventive, corrective, and cyclical maintenance scheduling and follow-up. - Conduct routine site inspections and monitor rectification works.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Experience in building maintenance or IFM environment preferred. • Candidates without Diploma must possess substantial relevant minimum 8 years experiences Skills & Competencies • Basic knowledge of M&E systems and building maintenance. • Good communication and coordination skills. • Able to work independently and manage multiple tasks. • Familiar with Microsoft Office and FM systems.	• Ensure facilities remain safe, operational, and properly maintained. Contractor Supervision • Supervise contractors, technicians, and vendors carrying out maintenance works. • Ensure works are carried out safely, properly, and according to specifications. • Verify work completion and follow up on outstanding rectifications. • Monitor contractor attendance, performance, and service standards. Reporting & System Updates • Update maintenance records, service reports, and work order status in FM systems. • Prepare site reports, inspection reports, quotations follow-ups, and operational updates. • Upload field data, inspection findings, and photographs into the Computerised FM System. • Maintain proper documentation and site records. Client Coordination • Liaise with site users, clients, and contractors on operational matters. • Assist in resolving operational issues and complaints promptly. • Support management during audits, inspections, and meetings.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Facilities Manager 	- Degree in Building, Engineering or Facilities disciplines from a recognised tertiary establishment with at least 5 years of relevant working experience. - Possess WSHO/FSM or other relevant certificates.	- Overall Facilities Management of the building(s) that he/she assigned to include soft FM Services such as Pest Control, Landscape, Cleaning and Security. - Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area - Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings - Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner - Promote good relations with our staff, contractors and management - Ensure all preventive maintenance programs for all M&E equipment/Specialist System in compliance with relevant legislations and safe work procedures - Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Field Engineer 	- Major in Electronic, Electrical or Engineering - ITE or Diploma and above	- Site preparation and co-ordination, preparation of submission documents. - Coordinate & liaise with various related parties	Working Hours: 5.5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		including customer, sub-contractor on site to ensure project requirement are met. • Provide on site installation, validation and commissioning of equipment • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. • Undertake any other duties and responsibilities as assigned by management, Other ad-hoc duties when assigned	• Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Fire Safety Manager 	• Valid Fire Safety Manager Certificate recognised by SCDF. Experience • Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. Skills & Competencies • Good knowledge of fire safety regulations and systems. • Strong coordination and communication skills. AGM;	• Conduct fire safety inspections and audits. • Ensure compliance with SCDF regulations and Fire Safety Act requirements. • Maintain fire protection systems, records, and certifications. • Coordinate fire drills, evacuation exercises, and emergency response planning. • Investigate fire incidents and recommend corrective measures. • Provide fire safety advisory and training to site personnel.	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Foreshore Engineer 	• The Facility Management Manager's staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine	• The foreshore operation team is responsible to oversee the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate	• Working Hours: 5 days/ week • Employment Type: Full Time • Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years.	engineering and administrative staff. • Scope of work for Foreshore Engineers • The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. • To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. • To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damages, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected.	Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or contractors of maintenance contracts by the Authority. • The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damages and repairs as required. • All inspection report shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. • Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. - To inspect the foreshore and offshore structures together with the term contractor and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. - To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. - The work is to ensure term contractor response within the Contract requirement to address the issues and provide update to the Authority. - Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority. - To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Structures to the end of their structural life. - When any projects are completed, to carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility Management Manager shall certify the final payment and forward to the authority for payment to the term contractor. - For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc. - In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		robust technical proposals for review, of further repairs to be executed. - The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include: - Date of Completion (including details of consultants, contractors etc), - Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), - Design Intent, - Engineering Performance Envelope, - Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc) - Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. - Documentation and Safekeeping of MetOcean Information, if available	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. - The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solution. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. - The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) Recommend	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		appropriate measures or other works to ensure the structural stability or integrity of the seaward structures. This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 “Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing” Where properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall inclusive and at no additional cost to the Authority.	
Green Mark Manager 	- Minimum 3–5 years relevant experience in sustainability, facilities management, energy management, or Green Mark operations. - Experience in energy audits, building performance analysis, or Green Mark projects preferred. - Experience managing M&E systems and energy optimisation initiatives will be advantageous. Skills & Competencies - Good knowledge of Green Mark standards, sustainability practices, and energy management principles.	- QSustainability & Energy Management - Lead and support sustainability, Green Mark, and energy efficiency initiatives across assigned sites. - Assist clients and stakeholders in implementing environmental sustainability programmes aligned with GreenGov and corporate sustainability objectives. - Identify opportunities for energy optimisation, operational efficiency improvements, and reduction of utility consumption. - Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations.	Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong analytical and problem-solving capabilities. - Familiarity with ACMV systems, electrical systems, and building services operations. - Good report writing, presentation, and stakeholder management skills. - Proficient in Microsoft Excel, Power BI, and energy monitoring systems. - Ability to analyse utility data and recommend operational improvements.	- Energy Audit & Performance Analysis - Conduct preliminary energy audits and energy performance assessments for building systems and equipment. - Analyse historical energy consumption, utility trends, and cost data to identify energy wastage and optimisation opportunities. - Monitor and assess the performance and efficiency of major M&E systems including: - Air Conditioning & Mechanical Ventilation (ACMV) systems - Mechanical ventilation systems - Electrical distribution systems - Data centre systems	
Instrument and Control Engineer 	- Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. - Minimum 3 years of experience in building automation, HVAC controls, or energy management. - Strong knowledge of BMS platforms. - Experience with PLC programming and control systems. - Understanding of HVAC systems and energy efficiency principles.	- Prove energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. - Design, program, and modify Building Management Systems (BMS) and control strategies - Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. - Conduct energy audits and performance assessments. - Perform system commissioning, testing, and validation. - Integrate smart meters, sensors, and automation technologies.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Monitor system performance and recommend continuous improvements. - Ensure compliance with energy efficiency standards and local regulations. - Prepare technical reports, documentation, and cost-benefit analyses. - Strong communication and teamwork skills. - Problem-solving mindset and willingness to learn. - Any other duties as and when assigned by management.	
Lead Technician 	- N/O Level / NITEC with 5 years of M&E experience - Preferable with CERT or hospital Supervisory or experience is advantage	- Coordinate and assist in daily operation - Report and record any occurrences of breakdown to the M&E systems, the cause and remedial action taken - Liaise with vendor and contractors where necessary - Team lead and supervision of technician - Trouble shoot and restore to operational status of any failure to the M&E Systems	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Licensed Plumber 	- Minimum 5 years of experience in the construction/ M&E engineering industry. - Experience in large-scale construction or infrastructure projects is an added advantage. - Experience in using CAD and 3D model is an added advantage.	- Install, maintain, repair plumbing system including water supply, drainage, gas and sanitary systems. - Interpret and work from construction drawings, blueprints and specifications. - Conduct regular inspections to identify and resolve issues in plumbing systems. - Cut, assemble and install pipes and fittings using hand and power tools. - Ensure plumbing systems meet local and national plumbing codes and safety regulations.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Respond to emergency service calls and troubleshoot system issues. - To carry out the necessary plumbing work submission to Authority. - Any other duties as assigned.	
Operations Manager (Security) 	Must possess at least GCE 'N' Levels and above	- Manage daily security operational activities at assigned project sites - Management of security officers - Budgeting and managing expenses as allocated - Managing customer relations and business operation processes - Develop Standard Operating Procedures and good practices to accomplish desired service standards - Any other ad-hoc assignments assigned by the Management.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: 865 Mountbatten Road (S)437844
Projects Executive 	Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent.	- Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. - Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget - Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. - Conduct quality assurance reviews to ensure that required work is satisfactorily	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		performed and completed by certified consultants. - Monitors and reports on all phases of planning and construction - Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget - Manage and monitor project fund which includes all payment to consultants, contractors and authorities - Any other ad-hoc assignments assigned by the Management.	
Projects Manager 	- Degree in Engineering, Building, Project Management, or related discipline. - Membership with relevant professional institutions preferred. - Minimum 5 years relevant project management experience. - Strong project coordination and planning skills. - Good knowledge of authority approval processes.	- Manage project planning, scheduling, execution, and coordination. - Monitor project progress, budget, quality, and safety performance. - Coordinate consultants, contractors, and stakeholders. - Ensure authority submissions and approvals are obtained. - Conduct site meetings, inspections, and progress reporting. - Manage project risks, timelines, and variations. - Ensure projects are completed on time and within budget.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Property Executive 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or work with good relevant M&E knowledge. 2-3 years of work experience with Diploma holders preferred. Those without diploma but	ADMINISTRATIVE FUNCTIONS - Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the GM/AGM. - Prepare and submit maintenance reports to the CM/AGM. - Attend to inquiries, complaints, reports and	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	with 3-4 years Property management experience could apply for the job. • Basic knowledge of Building Strata Management Act and working in handling of about 500 residential units or multiple condos.	correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Evaluate contractors' performance and to submit evaluation reports to the GM/AGM. • Enforce and administer the service contracts and to act upon the terms and conditions or agreements made under these contracts. • Monitor expiry of licenses, contracts and any other form of documentations, and to advise the CM of such expiry as and when necessary. • Manage and maintain inventory of all equipment and supplies used for the operations of the property. FINANCIAL FUNCTIONS • Collate and prepare all incoming invoices with supporting work or purchase orders and submit to the GM/AGM for their recommendation for payment. • Keep proper records of all work and purchase orders. MANAGEMENT AND MAINTENANCE FUNCTIONS • Supervise all contracted works. • Implement preventive and corrective maintenance plans. • Plan, organize and execute periodic checks on services as well as contracts. • Execute directions given by CM with regard to the operations of the property.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other duties assigned by the GM/AGM.	
Property Manager cum FSM 	- Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. - Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. - Good knowledge of BSM Act. Others skill sets - Contract Management skillset is a must; - Oversees regular building maintenance and repairs; - To perform as a Fire Safety Manager for the estate; - Monitoring of maintenance budget; - Coordinate council meetings and AGM; - Good Knowledge of Electrical and M&E	ADMINISTRATIVE FUNCTIONS - Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. - Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. - Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). - Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. - Engage, with prior approval from the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. - Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. FINANCIAL FUNCTIONS - Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		legal action when required, to recover outstanding sums, as directed or approved by the Corporation. • Disburse payments for all approved expenses such as rates, taxes, premiums, rental, licence fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. • Maintain proper and accurate accounting records for all monies received and expended. • Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). • Provide monthly financial statements and status reports to the Corporation after the close of each calendar month. • Oversee the requisition and evaluation of quotations to ensure proper cost control. • Initiate, negotiate, and award contracts, subject to Council's approval and in accordance with procurement protocols. • Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. MANAGEMENT AND MAINTENANCE FUNCTIONS • Manage and maintain the property in good operational condition, ensuring compliance with all relevant	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		legislation, standards, and regulatory requirements. • Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. • Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. • Develop and implement preventive maintenance programmes for the property. • Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. • Build, foster and establish excellent cordial relationship with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. • Perform any other duties assigned by the Corporation or the HQ office.	
Property Officer (ECC) 	• Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • 2-3 years with Diploma holders preferred. Those without diploma but with 3-4 years Property management experience could apply for the job. • Minimum 4-5 years of MCST experience for Diploma holders and	ADMINISTRATIVE FUNCTIONS • Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the Condo Manager (CM). • Prepare and submit maintenance reports to the CM • Attend to inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors.	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	have experience in handling more than 1000 units.	- Evaluate contractors' performance and to submit evaluation reports to the CM. - Enforce and administer the service contracts and to act upon the terms and conditions or agreements made under these contracts. - Monitor expiry of licenses, contracts and any other form of documentations, and to advise the CM of such expiry as and when necessary. - Manage and maintain inventory of all equipment and supplies used for the operations of the property. FINANCIAL FUNCTIONS - Collate and prepare all incoming invoices with supporting work or purchase orders and submit to the CM for their recommendation for payment. - Keep proper records of all work and purchase orders. MANAGEMENT AND MAINTENANCE FUNCTIONS - Supervise all contracted works. - Implement preventive and corrective maintenance plans. - Plan, organize and execute periodic checks on services as well as contracts. - Execute directions given by CM with regard to the operations of the property. - Any other duties assigned by the CM.	
Quality Assurance Officer 	Possess recognised diploma in Engineering, Facilities or Estates Management or	Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted	Working Hours: 5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	equivalent training in Quality Management System (QMS), ISO requirement and its application	works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	• Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Quality Control Officer 	• Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual	• Working Hours: 5.5 days/ week • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Management System (QMS), ISO requirements and its application.	quality standards and performance outcomes. • Must conduct audits on works and services and ensure its onsite core team implements effective quality checks. • Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. • Quality Assurance Audits • Independent Quality Assurance Audits must be carried out every 6 months • Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. • Audit Records and Additional Audits • Audit records must be readily available for the SO's review. • The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations.	Full Time • Job Type: Permanent • Location: Islandwide
Quality Manager 	• Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent with relevant training in Quality Management System (QMS), ISO requirements and its application.	• Must establish and maintain a Quality Management System (QMS) with quality assurance plans covering all contracted works and services to ensure compliance with contractual quality standards and performance outcomes. • Must conduct audits on works and services and ensure its	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification	onsite core team implements effective quality checks. - Shall be responsible for the 100% site checks and document review of each and every completed works and services to ensure the quality of works, documentation accuracy, compliance to scope of works and schedule, and accurate costing. - Quality Assurance Audits - Independent Quality Assurance Audits must be carried out every 6 months - Audit reports must be completed after each audit, reviewed and approved by senior management, submitted to the Superintending Officer (SO) and highlight key findings and improvement areas. - Audit Records and Additional Audits - Audit records must be readily available for the SO's review. - The SO may request summary formats, verify audit reports or conduct impromptu audits due to incidents, service failures, or safety violations. - Sampling Requirements - At least 10% of scheduled maintenance activities across all sites must be audited, including site and documentation checks. - Monthly checks must be conducted for ad-hoc works, with records submitted every 6 months. - Audits for ad-hoc works must cover at least: 20% of completed work orders, or 20	Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		work orders, whichever is greater. • Corrective Actions • Must immediately rectify issues identified through audits or incidents at its own cost. • Measures must be implemented to prevent repeated incidents and improve the QMS continuously.	
Quantity Surveyor 	• Degree/Diploma in Quantity Surveying or related discipline. • SISV membership preferred. • Minimum 3 years relevant QS experience.	Cost & Contract Management • Prepare cost estimates, quotations, tender documents, and variation orders. • Evaluate contractor and subcontractor submissions and pricing. • Verify work measurements, progress claims, and payment applications. • Monitor contract budgets, expenditures, and cost controls. • Prepare final accounts and financial reports. Procurement & Tender Support • Assist in procurement exercises, tender evaluations, and contract documentation. • Review specifications and pricing submissions. • Evaluate market rates and star-rate items for reasonableness. Financial Administration • Track work orders, invoices, payment claims, and budget utilization. • Compile supporting documents for claims and financial submissions.	• Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Maintain proper cost records and contract documentation.	
Response & Service Officer	- Must possess at least Class 2B License - Must possess at least Primary/Secondary School/ "O" level	- Responds to activations to provide on-site assistance on daily operational faults in EPS and any other situation/incidences - Conducts scheduled and routine checks to ensure the full serviceability of the EPS and area of the car parks - Performs daily maintenance of the EPS with procedures to troubleshoot and diagnose routine problem - Conducts enforcement and control within the car park purview to assist with the relevant feedback/complaints from client/motorists - Assist with the festive season on ground supports within the car park precinct - Adhere to organisational Workplace Safety and Health (WSH) practices	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Senior Building Executive 	Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. Singapore Citizen or PR.	- Assist and report directly to Building Manager (BM) in all operation & maintenance concerns - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports - Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - Providing updates on ad-hoc and outstanding issues - Attending to clients feedback or requests	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Coordinates the preventive and corrective maintenance works schedule with the contract and client. - Inspect works carried out are proper and in satisfaction - Liaising and managing contractors - Planning of maintenance schedule - Review and planning monthly maintenance schedule - Oversee all work is carried out timely and smoothly by the staffs - Any other ad-hoc assignments assigned by the Management.	
Senior Security Officer	Must possess PLRD Licence	- Conduct security monitoring with use of surveillance systems, detect and report security breaches - Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas - Respond to security incident and emergencies and report to key Management staff when necessary - Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security - Any other ad-hoc assignments assigned by the Management	Working Hours: 6 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Technical Executive 	Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience	- Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: - Oversee the facilities management within the premises - Compiling the monthly utilities report and tabulations - Monthly M&E reports	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary - Interfacing with the clients: - Attend monthly meeting with client & prepares the minutes of the meeting - Providing updates on ad-hoc and outstanding issues - Attending to clients feedback or requests - Coordinates the preventive and corrective maintenance works schedule with the contract and client. - Coordinate and manage projects: - Provide costing and proposals for ad-hoc works/projects - Evaluate the quotations submitted by contractor and provide a formal quotation to the client - Inspect works carried out are proper and in satisfaction - Liaising and managing contractors - Leading the on-site technical teams: - Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task - Planning of maintenance schedule - Review and planning monthly maintenance schedule - Oversee all work is carried out timely and smoothly by the staffs - Any other ad-hoc assignments assigned by the Management.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Technician 	Minimum NITEC or at least 2 years relevant experience	- Daily inspection of critical M&E systems (e.g. sprinklers, chillers) - Operation of chiller plant per scheduled hours - Monitoring and response to fire alarm activations - Facilitation of contractors' access to M&E areas - other ad-hoc duties as assigned by SUSS	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Workplace Safety and Health Officer 	- Valid MOM-approved WSHO registration. - Minimum 3 years relevant WSH experience in building or construction environments. - Strong understanding of WSH legislation and risk management. - Good incident investigation and reporting skills.	- Conduct site safety inspections, audits, and risk assessments. - Review PTW applications, method statements, and safe work procedures. - Investigate incidents, accidents, and near misses. - Recommend corrective and preventive safety measures. - Conduct toolbox meetings and WSH briefings. - Ensure contractors comply with WSH requirements and regulations. - Monitor safety performance and compliance records.	Working Hours: 5.5 days/ week Employment Type: Full Time Job Type: Permanent Location: Islandwide

#6 CBRE GWS

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Facilities Manager 	- Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered. - Tier 3 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. - Strong computer literacy with proficiency in Microsoft Office (Excel, PowerPoint, Word). - Results-oriented with strong attention to detail and accuracy. - Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. - Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage	- Provide formal supervision to employees. - Monitor the training and development of staff. - Conduct performance evaluations and coaching. - Oversee the recruiting and hiring of new employees. - Schedule and manage the team's daily activities. - Establish work schedules, assign tasks, and cross-train staff. - Set and track staff and department deadlines. - Mentor and coach as needed. - Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. - Maintain positive client relationships and conduct meetings on unresolved facility issues. - Prepare and manage capital projects, operating budgets, and variance reports. - Perform facility inspections quality assurance following local, state, and federal regulations. - Suggest operational efficiencies, repairs, and upgrade opportunities. - Manage environmental health and safety procedures for facilities. - Oversee vendor relationships and invoicing procedures. - Review price quotes for the procurement of parts,	Working Hours: 5.5 days/week, 9am - 6pm Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. • Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes.	
Engineers 	• Diploma in Mechanical Engineering or related studies. • Flexible to work on 5.5 work week • Ability to establish and maintain effective working relationships with co-workers, managers and clients. • Must have good communication and leadership skills. • Strong Mechanical and Electrical knowledge and skills • Around 5 years of experience in manufacturing and life science facilities.	• Oversees and inspects the work performed by outside contractors. • Contracted work includes landscaping, HVAC, plumbers, and cleaning. • Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. • Assist on audit requirements. • Review and recommend Standard Operation Procedure (SOP) and propose changes for review. • Liaise with government authorities on M&E initiatives for compliance.	• Working Hours: 5.5 days/ week 9am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Mentor and coach maintenance engineers and technicians. • Determine material, equipment, tools and spare parts to be used for maintenance jobs. • Perform risk assessment and evaluate content of maintenance plans in CMMS (computerized maintenance management system) including methods, maintenance frequencies, resources, spares and tools needed. • Improving the efficiency on the operational processes, innovating and implementing systems improvement on energy conservation. • Responsible for the planning and execution of corrective/preventive maintenance programmers. • Responsible for the planning, coordination and execution of annual shut down	
Facilities Coordinator / Property Executive 	• Diploma in Facilities / Building Management / M&E Engineering preferred with 3 years of relevant experience. In lieu of a Diploma, a combination of experience and education will be considered. • Tier 4 Certified Facilities Management Expert (CFME) accreditation by SIFMA will have an added advantage. • Strong computer literacy with proficiency in Microsoft Office	• Act as the frontline representative for the contract, ensuring all works and services are delivered professionally, efficiently, and in line with contractual requirements. • Support the Facilities Manager in site operations, including measurements, records, field data uploads, work planning, quotation preparation, coordination of subcontractors and specialists • Allocate, schedule, and review work orders, ensuring timely execution, accuracy of vendor submissions, and compliance	• Working Hours: 5.5 days/ week 9am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	(Excel, PowerPoint, Word). - Results-oriented with strong attention to detail and accuracy. - Demonstrate high professional integrity by maintaining an objective, neutral, and collaborative approach to all workplace interactions. - Possesses Fire Safety Manager and / or Environmental Control Coordinator(S) cert will have an added advantage	with contractual and operational standards. - Monitor site conditions by conducting inspections, identifying repair or improvement needs, resolving minor issues, and supporting day-to-day operational continuity. - Analyze operational data and reports to track performance, resolve issues, and recommend process or service improvements to enhance efficiency and effectiveness.	
Facilities Manager 	- Bachelor's Degree preferred with 5 - 8 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. - Facility Management certification preferred. - Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention is preferred. - Ability to lead the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. - Leadership skills to motivate the team to achieve broad	- Provide formal supervision to employees. - Monitor the training and development of staff. - Conduct performance evaluations and coaching. - Oversee the recruiting and hiring of new employees. - Schedule and manage the team's daily activities. - Establish work schedules, assign tasks, and cross-train staff. - Set and track staff and department deadlines. - Mentor and coach as needed. - Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. - Maintain positive client relationships and conduct meetings on unresolved facility issues. - Prepare and manage capital projects, operating budgets, and variance reports.	Working Hours: 5.5 days/ week 9am - 6pm Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	operational targets with impacts on own job discipline, multiple job disciplines, and department. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Extensive organizational skills and an advanced inquisitive mindset. • Intermediate math skills. • Ability to calculate complicated figures such as percentages, fractions, and other financial-related calculations.	• Perform facility inspections quality assurance following local, state, and federal regulations. • Suggest operational efficiencies, repairs, and upgrade opportunities. • Manage environmental health and safety procedures for facilities. • Oversee vendor relationships and invoicing procedures. • Review price quotes for the procurement of parts, services, and labor for projects. • Conduct process and procedure training on maintenance, repairs, and safety best practices. • Lead by example and model behaviors that are consistent with CBRE RISE values. Influence parties of shared interests to reach an agreement. • Apply knowledge of own discipline and how own discipline integrates with others to achieve team and departmental objectives. • Identify, troubleshoot, and resolve day-to-day and moderately complex issues which may or may not be evident in existing systems and processes.	
Finance & Admin Executive 	• Diploma with 3-4 years of job-related experience. • A comprehensive understanding of a range of processes, procedures, systems, and concepts within	• Respond to client inquiries and concerns and ensure timely and quality service delivery and follow-up to ensure satisfaction. • Understand the scope of the contract and make sure that all work is carried out accordingly.	• Working Hours: 5.5 days/ week 9am - 6pm • Employment Type: Full Time • Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	own job function is required. • Ability to evaluate and communicate unusual and/or complex content in a concise and logical way. • In-depth knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Organizational skills with an advanced inquisitive mindset. • Advanced math skills. • Ability to calculate advanced figures such as percentages, discounts, and markups.	• Be a financial and operational systems champion. • Suggest efforts to put in place cost-saving opportunities to maximize customer and financial savings targets. • Coordinate and onboard vendors for reactive and planned works and manage sub-contractor paperwork. • Review processed invoices and ensure accurate cost center coding. • Coordinate the billing application, calculating margins, raising invoices, and submitting to clients. • Work closely with site teams and head office, ensuring accurate processing of quotations and purchase orders. • Review and approve maintenance billing invoices and projects as per contracted agreements. • Ensure consistent delivery of core operational and financial outputs on the account. • Respond to inquiries on financial reports for Accounts Receivable, Payable, and open POs. • Deliver monthly reporting support on Contract and Business Unit Reviews. • Assist in ensuring compliance with Health & Safety requirements, including HSE reporting and promoting a safe work environment. • Maintain QHSE documentation and ensure it is available using company systems.	Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Gather and analyze data to identify and solve complex problems that arise with little or no precedent. - May recommend new techniques. - Impact own team and other teams whose work activities are closely related. - Suggest improvements to existing processes and solutions to improve the efficiency of the team.	
Project Manager 	- Degree in Building, Engineering, Construction, Project Management, or any related disciplines from a recognised tertiary institution. - Certified as Project Management Professional (PMP) from the Project Management Institute (PMI). - A minimum of 3 years of relevant experience and proven expertise in managing facility management related and office renovation projects. - Hands-on experience in Government led initiatives and public sector project processes, including the use of the Public Sector Standard Conditions of Contract (PSSCOC) in Singapore would be highly preferred. - Results-oriented with strong attention to detail and accuracy.	- Lead project initiation, defining scope, objectives, timelines, and alignment with organisational goals. - Develop and execute detailed project plans, including scheduling, cost estimates, and resource planning. - Act as the main liaison between project owners, stakeholders, consultants, and contractors to ensure clear communication and alignment. - Manage end-to-end procurement, including tender preparation, evaluation, contractor appointment, and value engineering. - Review and coordinate design submissions, ensuring compliance with requirements and timely approvals from relevant authorities. - Monitor project progress, identifying risks, delays, and deviations, and implementing corrective actions to maintain schedule and quality. - Ensure effective control of scope, budget, and changes,	Working Hours: 5.5 days/ week 9am - 6pm Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		maintaining compliance with contractual and regulatory requirements, including safety standards. • Oversee project execution, ensuring works are delivered to specification, quality standards, and operational expectations. • Manage project completion and closeout, including inspections, defect rectification, documentation (as-builts, warranties), final accounts, and lessons learned.	
Quantity Surveyor 	• Diploma in Quantity Surveying, Building Engineering, Construction, or any related tertiary institution. • Minimally 3 years of relevant experience within the Facilities, Construction and Engineering industry. • Familiar with Cost Assessments, Tender and Payment Claims.	• Prepare and submit cost estimates and quotations, ensuring timely approval and issuance of purchase/work orders. • Apply Schedule of Rates (SOR) accurately and justify deviations or special pricing to stakeholders where required. • Assess and validate star rate items against market benchmarks prior to work commencement. • Maintain and analyse cost databases (e.g., star rates, quotations) to improve pricing accuracy and procurement strategies. • Develop and prepare tender documents, including detailed cost breakdowns, ensuring alignment with scope, specifications, and procurement policies. • Collaborate with internal teams to ensure tender and cost submissions reflect operational and technical requirements.	• Working Hours: 5.5 days/ week 9am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Evaluate contractor tenders, identifying risks, discrepancies, and ensuring competitiveness and compliance. - Verify and process payment claims, invoices, and work order submissions, ensuring accuracy, completeness, and timely certification.	
Senior Facilities Manager 	- Bachelor's Degree preferred with 5 - 8 years of relevant experience. In lieu of a degree, a combination of experience and education will be considered. - Facility Management certification preferred. - Experience in the areas of staffing, selection, training, development, coaching, mentoring, measuring, appraising, and rewarding performance and retention is preferred. - Ability to lead the exchange of sensitive, complicated, and difficult information, convey performance expectations and handle problems. - Leadership skills to motivate the team to achieve broad operational targets with impacts on own job discipline, multiple job disciplines, and department. - In-depth knowledge of Microsoft Office products. Examples	- Provide formal supervision to employees. - Track the training and development of staff. - Conduct performance evaluations and coaching. - Oversee the recruiting and hiring of new employees. - Coordinate and manage the team's daily activities. - Establish work schedules, assign tasks, and cross-train staff. - Set and track staff and department deadlines. - Mentor and coach as needed. - Coordinate and manage facility repairs and maintenance by working with technicians, vendors, and contractors. - Maintain positive client relationships and conduct meetings on unresolved facility issues. - Prepare and manage large and high-profile capital projects, operating budgets, and variance reports. - Perform facility inspections quality assurance following local, state, and federal regulations. - Suggest and implement operational efficiencies,	Working Hours: 5.5 days/ week 9am - 6pm Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	include Word, Excel, Outlook, etc. • Extensive organizational skills and an advanced inquisitive mindset. • Intermediate math skills. • Ability to calculate complicated figures such as percentages, fractions, and other financial-related calculations.	repairs, and upgrade opportunities. • Create environmental health and safety procedures for facilities. • Develop vendor relationships and oversee invoicing procedures. • Review and approve purchase orders for the procurement of parts, services, and labor for projects. • Apply a broad knowledge of the business, own discipline, and how own discipline integrates with others to achieve team and departmental objectives. • Lead by example and model behaviors that are consistent with CBRE RISE values. • Influence others to adopt a different point of view while being guided by policies and departmental plans. • Identify and solve technical and operational problems of complexity. • Understand and recognize the broader impact across the department. • Improve and change existing methods, processes, and standards within job discipline.	
Technicians 	• Minimum NITEC in Engineering or its equivalent, with 1-2 years of job-related experience. In lieu of a NITEC, a combination of experience and education will be considered. • Ability to follow basic work routines and	• Perform ongoing preventive maintenance and repairs on mechanical, electrical, and other building systems. • Conduct routine maintenance inspections, diagnose potential problems, and make repairs. • Assist with the installation and modification of building equipment and systems.	• Working Hours: 5.5 days/ week, 9am - 6pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	standards in the application of work. • Communication skills to exchange straightforward information. • Working knowledge of Microsoft Office products. Examples include Word, Excel, Outlook, etc. • Strong organizational skills with an inquisitive mindset.	• Review assigned work orders and partner with available systems to track completion. • Support energy management by ensuring all building systems are operating efficiently. • Inspect existing installations for compliance with building codes and safety regulations. • Use existing procedures to solve straightforward problems. • Exchange straightforward information in a clear, concise manner. • Impact team through defined duties, methods and tasks as described in detail. • Deliver own output by following defined procedures and processes under close supervision and guidance.	• Location: Islandwide

#7 Continental Equipment

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Assistant 		Accounts Payable • Process supplier invoices, staff claims and payment requests accurately and on a timely basis. • Verify invoices against purchase orders, delivery orders and supporting documents. • Prepare payment schedules and assist in processing supplier payments. • Maintain accurate supplier records and reconcile supplier statements. • Follow up on invoice discrepancies and resolve payment-related issues with suppliers.	• Working Hours: 9 working hours • Employment Type: Full Time • Job Type: Permanent • Location: 40 Sin Ming Lane S573958

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Accounts Receivable • Prepare and issue customer invoices, debit notes and credit notes. • Monitor customer payments and update receivable records. • Follow up on outstanding accounts and support collection activities. • Reconcile customer accounts and investigate discrepancies. • Prepare accounts receivable aging reports for management review. General Accounting Support • Assist in maintaining accurate accounting records and filing systems. • Process accounting entries into the accounting system accurately and efficiently. • Perform bank, customer and supplier reconciliations. • Assist in maintaining the general ledger and supporting schedules. • Ensure supporting documents are properly filed and easily retrievable. Financial Reporting Support • Assist in month-end and year-end closing activities. • Prepare accounting schedules and reports as required. • Support the preparation of management reports and financial statements. • Assist in budget tracking and variance analysis. • Provide administrative support for accounting and finance-related activities.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Inventory and Fixed Asset Administration • Assist in recording inventory transactions and stock reconciliations. • Support periodic inventory counts and stock verification exercises. • Maintain records of fixed assets and update asset registers. • Assist in tracking asset acquisitions, disposals and depreciation schedules. Taxation and Compliance Support • Assist in the preparation of GST/SST and other statutory documentation. • Support the Finance team in ensuring compliance with accounting policies and regulatory requirements. • Maintain financial records in accordance with audit and compliance standards. • Assist in preparing documentation required for internal and external audits. Administrative and Departmental Support • Handle finance-related correspondence and documentation. • Maintain proper filing and document control systems. • Coordinate with banks, suppliers, customers and internal departments where required. • Support the Accounts Department in process improvement initiatives and system enhancements.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Perform other accounting and administrative duties assigned by management.	
Assistant Service Manager 		Service Operations Support - Support the Service Manager in the day-to-day operations of the service department. - Assist in coordinating service schedules, manpower allocation and resource planning to ensure efficient service delivery. - Monitor service activities to ensure customer requests, maintenance work orders and service reports are completed accurately and within agreed timelines. - Act as the secondary point of contact for service-related customer enquiries and escalations. - Prepare service performance reports, operational analyses and management presentations. - Coordinate with internal departments including Sales, Finance, Logistics, Purchasing to ensure seamless service operations. Maintenance Contract Management - Prepare maintenance contract proposals, quotations, renewals, and service agreements in accordance with company policies and customer requirements. - Manage the full lifecycle of maintenance contracts from quotation, negotiation support, execution,	Working Hours: 9 working hours Employment Type: Full Time Job Type: Permanent Location: 2 Corporation Road S618494

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		implementation, renewal and closure. • Maintain accurate records of all maintenance contracts, service schedules, pricing agreements and customer documentation. • Monitor contract validity, renewal dates, service obligations and contract profitability. • Coordinate preventive maintenance schedules and ensure contractual commitments are fulfilled in a timely manner. • Review customer service requirements and recommend appropriate contract coverage and service solutions. • Ensure contract terms, scope of work, service level agreements (SLAs), and billing requirements are clearly defined and properly communicated to all stakeholders. • Work closely with Finance to ensure accurate invoicing and timely collection related to maintenance contracts. • Track contract performance, service delivery compliance, and customer satisfaction levels. • Identify opportunities to improve contract administration processes and increase contract retention rates. Customer Relationship Management • Build and maintain strong relationships with customers	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		through proactive communication and professional support. • Understand customer operational needs and recommend suitable maintenance solutions. • Ensure prompt response to customer enquiries, complaints, and service requests. • Foster a customer-centric approach that promotes trust, long-term partnerships, and customer loyalty. • Support customer meetings, contract reviews, and service performance discussions as required.	
Costing Executive 		Sourcing & Supplier Management • Source and evaluate suppliers based on cost, quality, capacity, reliability, and delivery performance. • Obtain and compare quotations from multiple suppliers. • Conduct supplier negotiations to achieve cost savings and favorable commercial terms. • Develop and maintain strong relationships with existing and new suppliers. • Monitor supplier performance and implement improvement initiatives when required. • Support supplier audits, assessments, and qualification processes. Costing & Cost Analysis • Prepare detailed product costing and cost breakdown analyses.	• Working Hours: 9 working hours • Employment Type: Full Time • Job Type: Permanent • Location: 30 Cecil Street S049712

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Analyze material, labor, packaging, freight, and overhead costs. - Evaluate supplier quotations and identify cost-saving opportunities. - Conduct cost comparisons and benchmark studies. - Support budget planning and cost control initiatives. - Monitor market trends and raw material price fluctuations. Procurement Support - Coordinate with procurement teams on supplier selection and purchasing activities. - Assist in RFQ (Request for Quotation), tender, and sourcing exercises. - Ensure timely submission and evaluation of supplier proposals. - Maintain sourcing and costing records in ERP or procurement systems. Cross-Functional Collaboration - Work closely with Operations, Engineering, Production, Sales, and Finance teams. - Support new product development by obtaining quotations and costing information. - Participate in cost reduction and value engineering projects. - Provide accurate costing data for pricing and profitability analysis. Reporting & Documentation	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Prepare sourcing reports, supplies evaluations, and cost analysis reports • Maintain supplier databases, contracts, and quotation records • Generate monthly reports on cost savings, sourcing activities, and supplier performance	
Senior Accountant 		Financial Accounting and Reporting • Oversee and manage the full set of accounts, ensuring the accuracy and integrity of financial records. • Prepare monthly, quarterly and annual financial statements and management reports. • Manage month-end and year-end closing activities, including journal entries, accruals, reconciliations and financial analysis. • Ensure timely and accurate preparation of balance sheet schedules and supporting documentation. • Monitor financial transactions and ensure compliance with accounting standards and company policies. • Review general ledger entries and investigate discrepancies where necessary. • Provide financial reports and analysis to support management decision-making. Accounts Receivable and Accounts Payable Oversight • Monitor accounts receivable collections and support	• Working Hours: 9 working hours • Employment Type: Full Time • Job Type: Permanent • Location: 40 Sin Ming Lane S573958

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		efforts to improve cash flow and reduce overdue balances. • Review customer credit limits and recommend appropriate actions where necessary. • Oversee accounts payable processes to ensure timely and accurate payments to suppliers and service providers. • Reconcile customer and supplier accounts regularly to maintain accurate records. • Assist in resolving billing, payment and reconciliation issues. Budgeting and Financial Planning • Assist in the preparation of annual budgets, forecasts and financial plans. • Monitor actual performance against budgets and identify significant variances. • Provide financial analysis and recommendations to improve profitability and operational efficiency. • Support department heads with budget planning and expenditure control. Taxation and Regulatory Compliance • Ensure timely submission of tax returns, statutory reports and regulatory filings. • Manage GST/SST, withholding tax, corporate tax and other applicable tax compliance requirements. • Liaise with tax consultants, auditors, and regulatory authorities when required. • Monitor changes in accounting regulations and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		ensure compliance with statutory requirements. Internal Controls and Audit • Maintain and strengthen internal accounting controls and financial procedures. • Ensure compliance with company policies and financial governance standards. • Coordinate external and internal audits, providing necessary schedules and supporting documentation. • Implement recommendations arising from audit reviews and compliance assessments. • Identify areas of financial risk and recommend corrective actions. Inventory and Asset Management • Monitor inventory valuation, reconciliation and accounting accuracy. • Support inventory counts and stock verification activities. • Maintain accurate records of fixed assets, depreciation schedules and asset controls. • Work closely with Operations and Service Departments to ensure accurate inventory and equipment accounting. Cash Flow and Treasury Management • Assist in monitoring cash flow requirements and forecasting cash positions. • Prepare bank reconciliations and treasury-related reports.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Monitor banking facilities, loans and financial obligations. • Ensure proper management of company funds and financial transactions. Business Support and Continuous Improvement • Partner with operational departments to provide financial guidance and performance analysis. • Support business initiatives through financial modelling and cost-benefit analysis. • Participate in process improvement initiatives to enhance financial efficiency and reporting accuracy. • Assist in ERP system implementation, enhancement and financial process automation projects • Continuously identify opportunities financial controls, reporting processes and operational efficiency.	
Senior Executive Assistant 		Office Administration • Oversee the day-to-day management and smooth operation of the office. • Manage relationships with external service providers, suppliers and vendors. • Coordinate with IT partners and ERP system providers to support employee and business system requirements. • Ensure workplace efficiency and organisation including office upkeep, supplies management, vendor	• Working Hours: 9 working hours • Employment Type: Full Time • Job Type: Permanent • Location: 40 Sin Ming Lane S573958

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		coordination and facilities maintenance. • Liaise with MCST on safety matters, maintenance activities and compliance requirements. • Prepare and maintain meeting minutes and administrative records as required. • Plan, organise and lead company-wide events, employee engagement initiatives, charitable activities and festive celebrations. HR Administration • Identify and apply for applicable government grants, schemes and support initiatives. • Manage workforce planning, including Employment Pass (EP), S Pass (SP), Work Permit (WP), quota management and annual leave administration. • Lead and coordinate recruitment activities, including sourcing, interviewing and onboarding new employees. • Manage employee onboarding and offboarding processes to ensure a positive employee experience. • Coordinate and administer KPI reviews and performance appraisal processes in collaboration with line managers. • Support compensation and benefits administration. • Ensure compliance with all relevant Ministry of Manpower (MOM), Ministry	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		of Health (MOH) and other statutory requirements. • Serve as the Business Continuity Planning (BCP) lead and coordinate related initiatives. Certification and Training Management • Lead and manage the company's certification programs, including ISO, BizSafe and BCA requirements. • Coordinate certification audits, documentation and compliance activities • Develop, monitor and manage staff training programs to ensure competency development and regulatory compliance • Maintain training records and facilitate continuous learning initiatives across the organization.	
Service Technician 		Field Service and Technical Support • Carry out installation, commissioning, testing, and handover of equipment at customer sites. • Perform preventive maintenance, inspections, and corrective repair works in accordance with company standards and maintenance schedules. • Diagnose mechanical, electrical, hydraulic, pneumatic, or electronic faults and recommend appropriate corrective actions.	• Working Hours: 9 working hours • Employment Type: Full Time • Job Type: Permanent • Location: 2 Corporation Road S618494

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Respond promptly to service calls and breakdown requests to minimise customer downtime. - Conduct equipment performance assessments and identify potential issues before failures occur. - Perform troubleshooting using technical manuals, schematics, diagnostic tools and manufacturer guidelines. - Ensure all service work is completed safely, efficiently and to the required quality standards. Maintenance Contract Support - Execute preventive maintenance activities under maintenance contract agreements. - Ensure all contractual maintenance obligations are carried out according to the agreed schedule. - Report equipment condition, maintenance findings and recommendations to customers and Service Department. - Assist in identifying equipment upgrade, repair and replacement opportunities during maintenance visits. - Support contract renewal efforts by maintaining strong customer relationships and delivering high-quality service. Customer Relationship Management - Build and maintain positive relationships with customers	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		through professional and responsive service. • Provide technical guidance and equipment operating recommendations to customers. • Respond to customer inquiries courteously and professionally. • Escalate unresolved issues or major technical concerns to the Service Manager or Assistant Service Manager as required. • Promote a customer-centric culture by demonstrating professionalism, reliability and a solutions-oriented approach. Continuous Improvement • Participate in technical training programs to maintain and enhance product knowledge. • Stay updated on new equipment, technologies, and industry best practices • Share technical knowledge and support development of junior technicians where required • Contribute ideas to improve service efficiency, quality, and customer satisfaction	

#8 EM Services

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Contract Manager 	• Recognised university degree in Estate Management / Building	• Check and ensure accuracy of project cost estimates and specifications for all Cyclical,	• Working Hours: 5 days/ week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	or recognised qualifications • Good experience in maintenance contracts • Good Team player • Good problem solver	Additions & Alterations and Improvement Works • Prepare, call and administer the various tenders for the routine maintenance works, services and supplies • Provide advice on the selection of suitable contractors / specialists for routine maintenance works, services and supplies • Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payment are promptly made to contractors / suppliers	8am to 5.30pm • Employment Type: Full Time • Location: 201 Kim Tian Road (S)160201
Cyber Security Lead 	• Degree in Cybersecurity, Information Security, Computer Science, Information Technology, or related discipline. • 7–10 years of experience in cybersecurity, cyber governance, incident response, or security operations, including ownership of security programmes, cybersecurity awareness initiatives and incident coordination. • Hands-on experience developing security policies/standards and translating them into implementable controls across multi-site or multi-entity environments. • Proven experience coordinating cybersecurity incidents with internal stakeholders and	Cybersecurity Governance, Policy & Standards • Own and maintain baseline cybersecurity policies, standards and minimum security controls applicable across Town Councils (and EM Group where applicable). • Translate cybersecurity expectations into practical standards that can be implemented by IT Officers and vendors across varying Town Council environments. • Define and maintain cybersecurity governance artefacts (e.g., control checklists, compliance reporting templates) to support consistent implementation and auditability. • Provide guidance on cybersecurity requirements that can be embedded into IT tenders and vendor scopes (e.g., incident response obligations, security	• Working Hours: 5 days/ week 8am to 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road (S)160201

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	external service providers/vendors. - Experience operating in regulated, public-facing, or multi-stakeholder environments is highly desirable. Key Competencies & Attributes - Cybersecurity Leadership & Ownership – Takes accountability for cyber posture, readiness, and outcomes. - Governance & Structure – Able to define standards, controls, evidence and assurance processes across multiple entities. - Incident Command & Calm Execution – Able to lead triage, escalation, and coordination under pressure. - Stakeholder & Vendor Management – Effective communicator across Town Councils, vendors, and coordinating stakeholders. - Pragmatism & Risk-Based Judgement – Balances “ideal security” with operational realities and prioritization. - Enablement Mindset – Coaches IT Officers and operational teams to implement controls consistently	monitoring expectations, baseline configurations). 2. Incident Response Leadership & Escalation - Coordinate incident response protocols and act as the escalation point for cybersecurity events affecting EM & Town Councils related operations. - Establish and maintain incident response runbooks, escalation paths and communications templates (internal and stakeholder-facing), aligned to vendor operating models. - Lead cybersecurity incident triage, containment coordination, and post-incident review, including recommendations for remediation and prevention of recurrence. - Coordinate with external incident response providers (retainer service) to ensure timely mobilisation, clear handover, and effective delivery during major incidents. 3. Compliance Advisory, Risk Assessments & Remediation - Advise on cybersecurity compliance expectations, including risk assessments, gap analysis, and remediation planning. - Maintain a consolidated view of cybersecurity risks and recurring control gaps across Town Councils to inform prioritisation and uplift planning.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Support Town Councils and IT Officers in preparing evidence and responding to cybersecurity audits, reviews, and governance queries. 4. Enablement of IT Officers & Security Control Implementation - Support IT Officers in implementing security controls and conducting awareness initiatives, including coaching and technical guidance on baseline controls (e.g., identity security, endpoint hygiene, access governance, incident reporting discipline). - Define a structured approach for cybersecurity awareness and uplift across on-site colleagues, leveraging practical scenarios and recurring lessons from incidents. - Partner with the IT Service Delivery Manager to ensure cybersecurity policies are operationalised through standard service processes, ticketing, change discipline, and escalation governance. 5. Vendor & Stakeholder Alignment - Liaise with vendors to ensure alignment on cybersecurity expectations, reporting, and incident coordination. - Participate in vendor governance on cybersecurity-related matters, ensuring vendors understand and meet required security baselines and incident response obligations.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Provide cybersecurity input into service reviews, tender specifications, and scope discussions where cyber responsibilities and boundaries require clarification. 6. Cybersecurity Programme Development (Optional EMHQ Scope) • Where applicable, lead or co-lead EMHQ cybersecurity programme planning, including group-level governance, awareness, incident readiness, and capability development. • Build and mature cybersecurity operating rhythms (e.g., quarterly posture reviews, incident simulations/tabletop exercises, periodic control uplift campaigns) to improve resilience over time.	
Project Manager (Civil Structural) 	• Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management & Maintenance / Construction Management / Structural & Civil Engineering • Preferably with at least 2 years of relevant experience in handling building/ maintenance related projects from inception to completion • Have a good understanding of WSHA	• Conduct feasibility study and site survey to determine the scope of the project • Oversee tender management including preparing tender document, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors • Lead the project team in the execution of Repairs & Redecoration, reroofing and Additions & Alterations projects • Carry out periodic site inspections • Oversee budget & cost control for projects	• Working Hours: 5 days/ week , 8:30am to 5:30pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road (S)160201

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Proficient in Microsoft Word, Excel, PowerPoint and Microsoft Project - Has effective communication & negotiation skills - Able to multitask and manage time efficiently	- Manage of Contractors & Consultants - Other duties as assigned from time to time	
Project Manager (Engineering) 	- Candidate must possess at least a Bachelor's Degree, Professional Degree, Engineering (Civil), Engineering (Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent. - At least 3 year(s) of working experience in the related field is required for this position. - WSQ Manage Workplace Safety and Health in Construction Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification - Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project - Has effective communication (written and verbal) & negotiation skills - Able to multitask and manage time efficiently - Able to perform under pressure in a fast-paced environment	- Responsible for all activities on the project, the field team and people on site ensuring that quality and safety standards are not compromised. - Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications. - To prepare and submit progress reports, progress claims, safety reports, materials to purchase and ad-hoc reports for projects. - Liaison will be required with the clients and consultants for design and with management team, supply chain and vendors, suppliers, sub-contractors and internal support functions. - Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities. - The candidate will be fully accountable for the overall financial result of each project and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate on overspending in costs.	Working Hours: 5 days/ week 8:30am to 5:30pm Employment Type: Full Time Job Type: Permanent Location: 18 Jalan Kilang Timor (S)159309

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good team player and able to work independently with minimum supervision • Desire to learn and possesses positive attitude with results	• Lead the project team in the execution of projects. • Project planning and resource allocation. • Conduct site survey (pre-commencement, post project etc). • Documentation and effectively communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc). • To attend site meetings with customers and vendors. • Other duties as assigned from time to time.	
Property Manager 	• Degree in Building Services / Facilities Management / Real Estate • Business or other building related degree • Entry level candidates with relevant qualification welcome to apply • Candidates with more years of relevant position will be considered for a senior role • Must be a team player with high integrity, leadership, problem solving and interpersonal skills • Able to work under pressure and tight deadlines	• Oversee the team in management and maintenance of buildings and common properties. • Administer tenancy/ lease related matters. • Managing yearly budgets and doing presentations • Work closely with councillors, residents, grassroots organisations and relevant government agencies.	• Working Hours: 5.25 days/ week 8am to 5:30pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road (S)160201
Property Officer	• Candidate must possess at least a Professional Certificate/NiTEC, Diploma,	• Carry out estate inspection, identify building defects and supervise maintenance and improvement works.	• Working Hours: 5.25 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Advanced/Higher/Graduate Diploma, Property Development/Real Estate Management or equivalent - Diploma in Building / Facilities Management / Real Estate Business / Intelligent building - Non-Diploma holders are required to have at least 3 years experience in Facilities Management (minimally Nitec) - Entry-level candidate with relevant Diploma are welcome to apply - Able to work under pressure and willing to do overtime	- Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases. - Working with grassroots leaders on maintenance issues and to organize activities - Any ad hoc duties as assigned by the supervisor	8am to 5:30pm Employment Type: Full Time Job Type: Permanent Location: 201 Kim Tian Road (S)160201
Senior Finance Admin Assistant	- Nitec/Higher Nitec/Diploma in Accounting - Have positive working attitude, proactive and meticulous - Proficient in Microsoft Office (Word and Excel) - Good communication and interpersonal skills - Minimum 1 year of relevant accounting work experience preferred - Half working Saturday once every 3 weeks	- Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.) - Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc. - Handle general administrative duties - Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers & reminder notices	Working Hours: 5 days/ week, 8am to 5:30pm Employment Type: Full Time Job Type: Permanent Location: 201 Kim Tian Road (S)160201
Workplace Safety and Health Officer 	- Holders of Specialist Diploma in WSH (Level C), or Degree in Safety & Health related studies - Registered Workplace Safety & Health Officer (WSHO) with Ministry Of Manpower (MOM) – preferred	- To identify and assess any foreseeable risk arising from the workplace or work processes therein - To recommend reasonably practicable measures to eliminate any foreseeable risk to any person who is at work in that workplace or may be	Working Hours: 5.5 days/ week, Monday – Friday 8.30am – 5.30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Registered Fire Safety Manager (good to have) - At least 3 to 4 years of work experience relevant to the work to be carried out by a WSH Officer. Experience in construction sites would be an added advantage. - Good understanding of Workplace Safety and Health Act and its subsidiary legislations and other safety regulations from other Governmental authorities e.g. NEA, SCDF, BCA, HDB etc. - Able to conduct presentations in meetings - Ability to speak and write good English is essential for reports and presentations in meetings - Position is on a 5.5 days work week	affected by the occupier's undertaking in the workplace - To recommend such reasonably practicable measures to minimise the risk and such safe work procedures to control the risk - To implement the measures of safe work procedure referred to in (3) - To enter, inspect and examine at any reasonable time the workplace - To inspect and examine any machinery, equipment, plant, installation or article in the workplace - To require the production of workplace records, certificates, notices and documents kept or required to be kept under the Act, including any other relevant document, and to inspect and examine any of them - To make such examination and inquiry of the workplace and of any person at work at that workplace as may be necessary to execute his duties; - To assess the levels of noise, illumination, heat or harmful or hazardous substances in the workplace and the exposure levels of persons at work therein; - To respond promptly to and investigate any accident, dangerous occurrence or occupational disease that occurred within the worksite and advise on the remedial control measures to be taken to prevent any recurrence	Saturday 8.30am – 12.30pm Employment Type: Full Time Job Type: Permanent Location: 18 Jalan Kilang Timor (S)159309

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• To work closely with the relevant authorities (e.g. Ministry of Manpower/Occupational Safety and Health Division) on Environmental, Health and Safety (EHS) matters • To assist the management in EHS promotion to promote awareness among workers by organizing campaigns, training courses, competitions, etc. • Part of the Risk Management Team and will be involved in reviewing and commenting on Risk Assessments • Conduct Safety Induction Training for new sub-con workers • Manage sub-contractors' safety procedures and ensure compliance with the Company's Health and Safety standards, policies and practices • To generate and submit weekly inspection reports, warning letters, penalty letters and monthly safety management slides • To participate in monthly WSH compliance inspections together with management • To conduct emergency response drills and mass toolbox meetings • Be responsible for any other duties that may be assigned to you from time to time as the superior/management deem fit • Oversee all other matters relating to WSH	

#9 Exceltec Property Management

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Assistant/ Officer (MCST)	Education • “N” & “O” Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field. Certification • Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage. Experience • Minimum one (1) year experience in property management, particularly in strata-living contexts. Legal Knowledge • Familiarity with regulations governing MCSTs, e.g. BMSMA. Computer Literacy • Basic competency in Microsoft Office Suite. • Familiarity with property management software is a plus. • Familiarity with property management software is a plus.	• The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team. • This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. • The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties.	• Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601
Assistant / Facilities Manager 	• Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent. • Minimum 3 years of post-degree experience in related Facility	• Ensure that a building or facility is properly maintained, operated, and managed • Manage operating budgets and resources	• Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Management or equivalent	• Ensure compliance with safety and environmental regulations • Manage staff and contractors Coordinate with other departments and stakeholders, and plan and implement facility improvements • Possess strong organizational and leadership skills • Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously • Experiences in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred	• Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601
Cleaning Crew	• No formal qualification, required • Working days - Between 5 to 6 days	• General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. • Dusting ceilings, light fittings, countertops, and loose furniture. • Scrubbing and sanitizing toilets, sinks and fixtures. • Emptying waste bins. • Washing and drying windows	• Working Hours: 5-6 days/ week, 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601
Condominium / Building / Complex Manager (MCST) 	• Education: Diploma/Degree in real estate management, business administration, or a related field. • Certification: Relevant certifications from	• Key Responsibilities: 1) Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained.	• Working Hours: 5.5 days/ week, 9am - 6pm, 9am - 1pm • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. • Computer Literacy: Competence in property management software and office applications.	2) Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency. 3) Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. 4) Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. 5) Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes. 6) Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies. 7) Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items.	Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601
Facilities Helpdesk Coordinator (8 hrs shift) 	• Prior experience in helpdesk, customer service, or facilities coordination roles is preferred. • Good communication and interpersonal skills,	• We are seeking a responsible and service oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations.	• Working Hours: 5 days/ week, 8hrs rotating • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	with the ability to handle inquiries professionally. • Able to multitask, stay organised, and manage follow-ups effectively. • Basic knowledge of building services or facilities operations is an advantage. • Familiarity with CMMS or other ticketing systems is a plus.	• This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively. Key Responsibilities: • Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms. • Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors. • Provide regular updates and closure on feedback to users, ensuring clear communication on actions taken and resolution timelines. • Manage requests and responses related to: • General services and event support Faults, complaints, and maintenance related issues • Temporary service adjustments • Emergency incidents and alarm monitoring • Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms. • Categorise and prioritise feedback based on service level agreements and urgency. • Prepare and submit monthly reports on service requests,	• Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		complaints, incidents, and resolutions.	
Facilities & Front Desk Coordinator (12 hrs rotating shift)	- Minimum N/O Levels, NITEC/Higher NITEC, Diploma or equivalent; relevant experience is an advantage. - Experience in reception, customer service, service desk/helpdesk, call centre, or workplace operations preferred. - Comfortable with basic systems (email, MS Office/Google Workspace; ticketing tools a plus). - Strong service mindset with good communication and interpersonal skills. - Calm under pressure with attention to detail; able to follow SOPs and security protocols. - Able to commit to 12-hour rotating shift work reliably. - Work pass holders welcome (subject to prevailing regulations and eligibility). Preferred (Nice to Have) - Familiarity with meeting room AV/VC (Teams/Zoom rooms), printers, and access/visitor management systems. - Experience coordinating vendors and handling facilities/service requests. - Ability to communicate in English and at least	- Front Desk & Service Desk Associate (12-Hour Rotating Shift) - Location: one-north area, Singapore - Employment Type: Full-time (Shift-based) - Work Arrangement: 12-hour rotating shifts (including weekends/public holidays as rostered) - Work Pass Holders: Welcome to apply About the Role - We are looking for a professional and service-oriented Front Desk & Service Desk Associate to support daily operations at a client site in the one-north area. You will be the first point of contact for visitors and staff, providing front-of-house reception services and service desk support (administrative), ensuring a smooth and positive workplace experience. Key Responsibilities - Front Desk / Reception Services - Manage the reception counter and provide a warm, professional welcome to visitors and stakeholders. - Handle visitor registration, verification, and access procedures in accordance with site policies. - Answer incoming calls, general enquiries, and email	Working Hours: 12-hour rotating shifts (including weekends/public holidays as rostered) Shift allowance/OT (if applicable) will be shared during the hiring process. Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	one other language is an advantage.	requests; route/escalate appropriately. • Support meeting room coordination (e.g., bookings, directions, and basic set-up requests as required). • Maintain reception area readiness (signage, forms, supplies) and uphold professional standards.	
Property Executive (MCST) 	• Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA • Computer Literacy: Competence in property management software and office applications.	• The Building/Property Executive oversees and enhances the management of residential or commercial properties governed by a strata title. • These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. • Key Responsibilities: Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value. • Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations. • Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers.	• Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Financial Oversight: Managing budgets, financial planning, and reporting for the property. - Contract Administration: Overseeing the negotiation and management of contracts with external vendors. - Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. Ad hoc duties may be required on an as-needed basis.	
Property Officer (MCST) 	- Education: Diploma/WSQ Diploma in real estate management, business administration, or a related field. - Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. - Experience: Experience in property management, particularly in strata-living contexts. - Legal Knowledge: Familiarity with regulations governing MCSTs, e.g. BMSMA. - Computer Literacy: Competence in property management software and office applications.	- The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value. - These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. - Key Responsibilities: Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities. - Financial Management: Assisting in budget preparation, managing expenditures, and overseeing service charge collections. - Regulatory Compliance: Ensuring the property	Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21 (S)609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		complies with local building codes, safety regulations, and environmental laws. • Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders. • Contract Management: Negotiating and managing contracts with various service providers. • Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs. • Emergency Response: Coordinating with emergency services and implementing procedures during emergencies. • Ad hoc duties may be required on an as-needed basis.	
Team Manager (MCST) 	• Education: Bachelor's degree in Property Management, Real Estate, Business Administration, or related field. • Certification: Relevant certifications from institutions like SISV, BCA, or equivalent. • Experience: Experience in property management, particularly in strata-living contexts. • Minimum six (6) – eight (8) years of experience with demonstrable	• The Property/Team Manager (HQ) Senior Manager Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. • This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction. • Key Responsibilities: Leadership and Team Management: Lead and develop a high-performing property management team, setting clear objectives that align with business goals.	• Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	success in a leadership role. • Computer Literacy: Proficiency in property management software and office productivity tools.	Foster a collaborative environment that encourages innovation and efficiency. • Operations Management: Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. • Drive initiatives that enhance property functionality and resident satisfaction. • Financial Management and Business Results: Develop and rigorously manage the property's budget, optimising costs, and maximising financial performance. • Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. • Stakeholders Relations: Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. • Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management. • Compliance and Regulatory Adherence: Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. • Maintain readiness for audits and ensure compliance with all documentation practices. Strategic • Planning and Execution: Work with the MCST council to	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		develop long-term strategies that improve property valuation and operational efficiency. • Lead sustainability initiatives to position the property as eco-friendly and cost-efficient. • Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. • Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. • Ad hoc duties may be required on an as-needed basis.	
Technician / Senior Technician (Electrical M&E) 	Knowledge, Skills and Abilities • Min 2-3 years of related experience • General competency in the use of computers; and • Capable in English writing and reporting Education/Experience • Higher Nitec or Nitec in Mechanical Engineering, Electrical Engineering, Facilities Management or equivalent	Primary Duties • Perform preventive and corrective maintenance works according to quality standards and procedures. • Conduct technical investigations in response to fault calls. • Provide summary reports on preventive and corrective maintenance works. • Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices. • Report accidents, near misses and incidents in accordance with WSH reporting practices. • Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements.	• Working Hours: 5.5 days/week 9am - 6pm, 9am - 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21 (S)609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Engage in continuous improvement initiatives to improve time, cost and quality management. - Support the use of the latest smart facilities management trends or technologies.	

#10 Fairmont Singapore & Swissôtel The Stamford

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bellman	- Must be physically able to carry out duties of Porter - Guest focused with good communications skill - Guest oriented individual with pleasant and courteous disposition - A team player and efficient worker - Flexible and adaptable - Possess good attitude and initiative - Possess integrity and honesty	- Ensure timely provision of service for luggage delivery, luggage pick-up, delivery of amenities - Assist guests with check in and checkout, and other cashiering duties - Provide a warm welcome to guests on arrival and register them as well as issuing room keys by using the appropriate standards - Efficient in assisting guests throughout their stay with any requirements, handling guest feedback, provide direction and give suggestions - Handle guests' mails, messages, and answering phone calls - Maximizing room revenue by up-selling to a higher rate category and selling the highest possible rates for walk-in guests	Working Hours: 5 days/ week, Employment Type: Full Time Job Type: Permanent Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882
Chef De Partie	- Minimum of 4 years in basic culinary position, preferably in similar operations - Basic Food Hygiene Certificate - Certificate in Culinary	- Maintain daily mise en place and prepare ingredients - Inspect and clean food preparations areas, to ensure safe and sanitary food-handling practices	Working Hours: 5 days/ week, Employment Type: Full Time Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Knowledge of different culinary techniques • Technical Culinary Skills • Good Open Communication • Reliable and consistent • High Personal Hygiene and Presentation, Clean/Tidy • Ability to work in a team • Self-motivated and energetic • Eager to learn	• Ensure the highest standards and consistent quality in the daily preparation • Keep up to date with the new products, recipes and preparation techniques • Have full knowledge of all menu items, daily highlights and promotions • Adhere to recipes and stock management • Adjust cooking based on guest preferences • Effective communication between colleagues to ensure a secure and friendly working environment • Establishing and maintaining effective inter-departmental working relationships • Consistently offer professional, friendly and proactive guest service while supporting fellow Colleagues • Actively share ideas, opinions and suggestions • Efficiency in preparations and execution • Follow guidelines provided in Colleague Handbook • Set example to others on personal hygiene and cleanliness on and off duty • Guide and train the Junior Colleagues on a daily basis to ensure high motivation and productive working environment • Acquire culinary knowledge and skills to grow as a Junior Sous Chef	Permanent • Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882
Commis Cook	• Minimum of 1 year in basic culinary position • Knowledge of different culinary techniques	• Maintain daily mis-en-place and prepare ingredients • Inspect and clean food preparation areas, to ensure	• Working Hours: 5 days/ week, • Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Certificate in Culinary, preferred	- safe and sanitary food-handling practices - Ensure the highest standards and consistent quality in the daily preparation - Keep up to date with the new products, recipes and preparation techniques - Have full knowledge of all menu items, daily highlights and promotions - Adhere to recipes and stock management - Adjust cooking based on guest preferences	Full Time Job Type: Permanent Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882
Concierge	Education - Minimum GCE 'O' Level or equivalent Experience - Minimum 2 years experience in the service industry Language Skills - Able to read, write and speak English fluently Skills, Knowledge & Ability - Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel's computer system - Focused on customer service, detail oriented in training, development and performance management - Responsive to continuous challenges and open to making changes to achieve targeted results - Build partnerships with other departments to ensure that guests'	- Assist guests in tours, golf, restaurant, flight booking, reconfirmation and making changes. - Providing directional information, shopping, places of interest, etc - Handling of Mail and Message and Lost & Found - Maintaining of brochures of hotel chain as well as places of interest - Limousine bookings and assignment of limousine jobs, handling of its billings and forecast of limousine revenue - Handle administrative matters pertaining to their respective shift - Ensuring hotel service standard goals are met - To assist in any tasks given from time to time - Ensure LQA service standards are in practice as set by the hotel at all times - Able to provide information and assistance to guests as and when required - Listen actively and is able to display self-control and	Working Hours: 5 days/ week, Employment Type: Full Time Job Type: Permanent Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	needs are attended to promptly • Must have a friendly and engaging service attitude • Possess good guest relations skills, confident, clear English • Interpersonal skills to deal with guests and colleague issues • Possess drive, initiative and must be able to work independently	empathy in challenging interactions and offer suitable alternative • Involvement in the pre-arrival arrangement, eg. Birthday decorations, honeymooners, anniversaries etc. • Making reservations and is well versed with booking system in Singapore for theatre seats, airlines, transportation etc • Assist guest with local and foreign governmental rulings, immigration customs visas requirement • Able to provide information and is fully conversant with Singapore's places of interests, commercial centers • Familiar with hotel computer interface, property management systems and internet access • Handling and investigation of guest requests/complaints • Ensure grooming standard set by the hotel at all times • Ensure work areas are adequately stocked and inventory properly recorded and maintain good housekeeping of work areas • Ensure department compliance with safety and security procedures at all times • Handle all telephone enquiries and requests and ensure timely completion of pick-up and/or delivery service	
Culinary Assistant	• Good Open Communication • Reliable and consistent	• Maintain daily mis-en place and prepare ingredients • Inspect and clean food preparations areas, to ensure	• Working Hours: 5 days/ week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Personal Hygiene and Presentation, Clean/Tidy - Ability to work in a team - Self-motivated and energetic - Eager to learn	- safe and sanitary food-handling practices - Ensure the highest standards and consistent quality in the daily preparation - Keep up to date with the new products, recipes and preparation techniques - Have full knowledge of all menu items, daily highlights and promotions - Effective communication between colleagues to ensure a secure and friendly working environment - Establishing and maintaining effective inter-departmental working relationships - Consistently offer professional, friendly and proactive guest service while supporting fellow colleagues - Efficiency in preparations and execution - Provide a level of Safety and Security for all team members whilst working - Follow guidelines provided in Colleague Handbook - Adhere to the hotel standards on personal hygiene and cleanliness on and off duty	Employment Type: Full Time Job Type: Permanent Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882
F&B Guest Services Officer	- Communication skills in English spoken/written - Reliable and consistent - Personal presentation & grooming, clean/tidy - Comes across as enthusiastic	- Perform all the service sequence and tasks according to guest's needs and comply with departmental standards & LQA - Check the table setting, cleanliness and side station preparation as per work station assigned prior to start of operation hour on each meal period - Greet and farewell guests in a friendly, courteous manner	Working Hours: 5 days/ week, Employment Type: Full Time Job Type: Permanent Location: Swissotel The Stamford Singapore, 2 Stamford

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Offer menu options, offer menu advice and take orders - Serve food in efficient manner - Operate and use POS	Road (S)178882
F&B Team Leader	- Communication skills in English spoken/written - Basic computer skills- microsoft word & excel - Reliable and consistent - Personal presentation & grooming, clean/tidy - Comes across as enthusiastic, energetic - Can work as part of a team	- Perform all the service sequence and tasks according to guest's needs and comply with departmental standards & LQA - Check the table setting, cleanliness and side station preparation as per work station assigned prior to start of operation hour on each meal period - Greet and farewell guests in a friendly, courteous manner - Offer menu options, offer menu advice and take orders - Serve food in efficient manner - Offer drinks, pre, during and after meal service - Operate and use POS	Working Hours: 5 days/ week, Employment Type: Full Time Job Type: Permanent Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882
Guest Relations Executive 	- Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel's computer system - Focused on customer service, detail oriented in training, development and performance management - Responsive to continuous challenges and open to making changes to achieve targeted results - Build partnerships with other departments to ensure that guests' needs are attended to promptly	- Conduct random audit on master keys, walkies, note books and log sheets to assess compliance with procedures, staff productivity and efficiency. - Ensure department compliance with safety and security procedures at all times. - Planning, reviewing, training, monitoring, evaluation and counselling of employees. - Monitor and ensure inventory control of all collateral, amenities and items for all areas including approval. - Administer preventive maintenance programme for all operational equipment e.g. trolleys and signage stands and tools to ensure all are in	Working Hours: 5 days/ week, Employment Type: Full Time Job Type: Permanent Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Must have a friendly and engaging service attitude • Possess good guest relations skills, confident, clear English • Interpersonal skills to deal with guests and colleague issues • Possess drive, initiative and must be able to work independently	good and safe working condition. • Conduct audit checks on colleague's service standards and ensure compliance with hotel standards. • Counselling and disciplinary action for colleagues' non-compliance with procedures and behaviour. • Follow-up with unclaimed luggage and turn in to Lost & Found department and/or liaise with guests concerned in accordance with hotel's procedures on storage. • Develop, undertake and/or administer projects and programmes as and when required. • Preplanning of group movement/arrivals/departures and ensuring operational efficiency. • Attending to emergency situations. • Handling and investigation of guest requests/complaints. • To attend any department and operational meetings, when necessary. • To plan and review rosters to ensure productivity goals are met. • To handle any projects that may be given from time to time. • To ensure smooth running of driveway and traffic flow in particular during heavy check-in/out of groups arrival/departure and functions/events in hotels. • Liaise and coordinate with Convention Organizer to ensure efficient error free	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		handling of group luggage and deliveries as well as smooth traffic flow at driveway. Technical • Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel's computer system. • Knowledge of operations of Bell, Concierge & Valet operations • Hands-on knowledge of computer hardware and software. • Knowledge of different room categories, room amenities and appliances. • Knowledge of processes and procedures of delivery systems. Currently SSM/RSM • Knowledge of inventory and stock control.	
Guest Relations Officer	• Customer service focused • Responsive to continuous challenges and open to making changes to achieve targeted results • Build partnerships with other departments to ensure that guests' needs are attended to promptly • Friendly and engaging service attitude • Dynamic and self-motivated • Interaction and communication skills with people of all levels, computer literate and able to use the email & internet confidently	• Assist guests in tours, golf, restaurant, flight booking, reconfirmation and making changes. Providing directional information, shopping, places of interest, etc. • Handling of Mail and Message and Lost & Found. • Maintaining of brochures of hotel chain as well as places of interest. • Limousine bookings and assignment of limousine jobs. Handling of billings and forecast of revenue. • To perform all luggage handling and duties as required by Bell Desk Operations • To perform taxi bookings for guest	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• A team player and efficient worker • Flexible and adaptable • Possess good attitude and initiative • Possess leadership qualities	• To manage the store maintenance and orders of supplies • To manage stored luggage audits required • To assist in Valet operations • To assist in lobby duties which will include managing crowds, directing and assisting guests in the lobby. • To assist in any tasks given from time to time. • Be familiar with booking system in Singapore for theatre seats, airlines, transportation, etc. • Be familiar with local and foreign governmental rulings, immigration customs visas requirements.	
House Attendant	• Able to communicate in basic English • Technical skills for Housekeeping • Interpersonal skills well developed with guests and colleagues • Physically prepared for the physically demanding role • Attention to detail especially cleanliness, room presentation • Able to work independently, reliable, self-motivated	• Carry out instructions from the Team Leaders/Assistant Managers on the preparation of VIP and LCAH rooms and amenities • Conduct Preventive Maintenance cleaning in the guestrooms • Be part of a team with Room Attendants, assist the Room Attendants by stripping beds, cleaning bathrooms and spotting carpets as and when necessary • Report any damages or loss of linen, furniture, fixture and equipment to the supervisor/housekeeping coordinator • Immediately report all maintenance deficiencies to the team leader/housekeeping coordinator	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Clean and correctly supply the assigned floors and rest rooms in an 8 hour shift • Responsible for the safety and security of assigned keys, mobile and equipment by correctly wearing them and using them according to procedures • Cleaning of colleagues' toilets, staircases and service areas • Transport furniture, supplies and linen as required by the department • Changing light bulbs and exit lights where necessary and removing all obstructions from corridors, exits and staircases • Report any damages or loss of linen, furniture, fixture and equipment to the supervisor • Immediately report all maintenance deficiencies to the team leader • Send all soiled shower curtains, pillows, blankets and bed spreads from Service Areas to Laundry department • Pack amenities for the Room Attendant's cart and ensure that there are sufficient supplies daily • Assist in the counting of all storage items monthly and to inform the Assistant Manager should there be any shortage of items • Responsible for the safety and security of assigned keys, mobile and equipment by correctly wearing them and using them according to procedures	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Housekeeping Coordinator	• Minimum GCE “A” Level Education / Diploma Holder • Relevant Administrative Experience • Able to read, write and communicate in English • Computer skills will be an advantage preferable in Microsoft Word, Excel and Powerpoint • Use/knowledge of PMS e.g. Opera • Supervisory and leadership skills – collaborative, enabling, and entrepreneurial • Interpersonal skills well developed with guests, employees, management • Able to solve problem/make decision within scope • Numbers orientated and meticulous • Able to work independently, reliable, self-directed	• Understands the Hotel SPI and adhering to the rules and regulations • Check discrepancies for overtime, casual labor and alerting the relevant leaders should discrepancies arise • Keeps and updates attendance records of all Property Maintenance colleagues on a daily basis • File all colleague records accurately • Assist on enquires relating to salary, staff benefits and leaves • Lead internal guest service and the team using a Heartist® approach • Prepare monthly reports for casual labour, full timers and contract labour • Update productivity excel sheets daily for monitoring of department’s labour expenditure • Daily update on Month-To-Date labour spending • Ensure that safe working practices are followed including emergency procedures • Participate in departmental leadership activities as a member of the team • Maintain levels of confidentiality and discretion for guests • Assist the department to control and reduce departmental expenses and control labor expenditure • Activate vendor for repair work, special work, e.g. carpet cleaning, etc.	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Raise cleaning supplies order in Future Log System • Other administrative duties assigned by the Management	
Laundry Coordinator cum Runner	• Fluent in spoken and written English • Minimum O level education or equivalent • Relevant Housekeeping/Laundry experience preferred • Good interpersonal and communication skills to deal with guests and colleagues • Able to work in a team • Service oriented, courteous and honest • Good initiative • Effective communication and good inter-personal relations • Basic PC knowledge – familiar with computer applications like word processing and spreadsheet • Able to exercise sound judgement in unforeseen situations	• Print laundry log sheet from Knowcross system and monitor that Housekeeping Runner brings down all recorded room number parcel to laundry department. • Notify housekeeping for recorded parcels not brought down to ensure timely collection of laundry parcels from guest rooms. • Communicate with guest to highlight discrepancies and minor defects by leaving voicemail to seek verification. If guest is not in to verify, item with major defect is to be return undone with a letter of explanation and consent for cleaning. • Billing and proper keeping of daily bills. • Administer on hold parcel record, stain letter, rejected item, daily guest works assembly report, buddy parcel and others. • Ensure items found from garments or from the processing centre are returned to the rightful owner and re-directed to the Lost and Found Department for further follow up. • Prepare daily sales summary, function report, cashier report and casting of charges. • Conduct monthly inventory of laundry supplies to prepare for next orders. • Follow up on every written orders to ensure that all	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		cleaning request forms (laundry or dry-cleaning lists) are received by the required time. • Verified goods delivered to the department and ensure that vendor placed goods at the assigned storage areas. • Maintain adequate stock of forms relevant to the Valet Operations. • Attend to guest complaints or clarifications in the absence of the superiors. • Maintain cleanliness of all office equipment in the general office and proper housekeeping of laundry supplies storage room. • Provide On-The-Job training for new colleagues • Attend Department briefings, meetings, trainings and workshops • Be familiar with the locations of guestrooms, storage place of guestroom amenities and guests' items, processes and procedures for placement, laundry collection and delivery, and basic checking of guestroom amenities • Maintain good housekeeping standards and adhere to all safety and loss control procedures	
Reservation Coordinator/ Executive	• Minimum of 1 year of relevant experience in the reservations sales • Strong working knowledge of CRS, PMS, RESAWeb or distribution systems • Detail-Orientated	• Support the reservations sales team and operations teams to ensure all key KPIs are met and maintained including conversion, abandoned call rate and quality assurance. • Ensure travel agency commissions, reservations sales conditions, profile tracking and guest recognition	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• External and internal environment understanding • Ability to work effectively and contribute in a team • Great communication, presentation and influencing skills • Customer/Commercial focus • Multicultural awareness and able to work with people from diverse cultures • Flexible and able to embrace and respond to change effectively • Self-motivated and energetic	• is checked, completed and updated accordingly. • Maintain accuracy of arrivals including billing, VIP status and other guest preferences. • Maintain high level of performance within the reservations guest experience, including the support for the reservations and operations team. • Ensure that a “RevPRO culture” is spread in the hotel, through regular liaison with operational and call centre teams. • Manage rooming lists, corporate bookings, and crew blocks as required.	Stamford Singapore, 2 Stamford Road (S)178882
Restaurant Executive 🍽️	• Evidence of Leadership / People management • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management • Service oriented with an eye for details • Good computer skills and proficient in Microsoft Office-Words & Excel • Good problem solving and decision making skills • Effective conflict management skills, respecting a diverse,	• Assist the outlet manager on daily Front of the House and Heart of the House operations • Monitor the reservation status and communicate with culinary team • Plan and arrange manning to meet business needs • Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period • Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by • Ensure hygiene and food safety compliance in the outlet and related areas	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	multi-cultural environment • Use sensitivity and discretion in supporting guest needs		
Room Attendant	• Minimum Primary 6 Education • Experience preferred but not necessary • Able to communicate in basic English • Technical skills for Housekeeping • Interpersonal skills well developed with guests and colleagues • Physically prepared for the physically demanding role • Attention to detail especially cleanliness, room presentation • Able to work independently, reliable, self-motivated	• Clean and correctly supply 12-16 rooms or its equivalent in an 8 hour shift • Enter every room assigned and adhering to the 20 steps cleaning method when servicing/cleaning guest rooms • Ensure guest rooms are completed in accordance to LQA Standards • Report any damages or loss of linen, furniture, fixture and equipment to the supervisor/housekeeping coordinator. • Immediately report all maintenance deficiencies to the team leader/housekeeping coordinator. • Immediately report all maintenance deficiencies to the team leader/housekeeping coordinator. • Update guest room status according to procedure. • Carry out instructions from the Team Leaders/Assistant Managers on the preparation of VIP and LCAH rooms and amenities • Hand in all property left by the guest from checkout room to Housekeeping Office • Ensure that no guest property including cash is removed whilst cleaning • Report immediately to Team Leader and Assistant Manager	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		if a guest item should be accidentally damaged or broken • Report all accidents, major or minor to the Team Leader immediately when the accident occurs and Team Leader must be present at scene to examine circumstances • Remove all In Room Dining trays and trolleys and leave in the service areas without causing obstruction • Carry out turn down service for guest rooms according to the standards set out during the evening the shift • Carry out daily duties and interactions using the Heartist® approach • Ensure that safe working practices are followed including emergency procedures • Comply with hotel and department policies and procedures at all times. • Carry out any other duties as and when assigned by the Management of the Hotel and department.	
Security Supervisor	• Minimum GCE 'N' Level • At least 4 years relevant hotel experience or private security law enforcement at a supervisory level • Fluent in English • Knowledge of 2nd Language • Proficient in reading and writing • Minimum officer certification required by local authorities for	Operational & Security Duties • Oversee the Hotel Security Control Room, CCTV monitoring, and all security systems. • Conduct regular patrols of guest areas, back-of-house, and hotel perimeter. • Manage access control, visitor and contractor entry, and pass issuance. • Respond promptly to security, fire, medical, and safety incidents.	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The Stamford Singapore, 2 Stamford

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Senior / Security Supervisor • Possess occupational CPR and AED • Basic Fire-Fighting • First Aid Management • PLRD License • Company Emergency Response Team (CERT) Certificate • Knowledge in Fire Prevention & Protection of Building • Conversant with the various systems in Hotel Security Room • Art of self-defences, report writing, verbal and written skills, investigation and interrogation aptitude • Physically fit and able to react fast in situations • Ability to assess a situation and provide clear instructions or direction • Well-groomed and presentable, with leadership qualities • Honest with high level of integrity • People-oriented and a Team Player • Able to work independently and under pressure	• Perform VIP escort duties, lift control, and assist with guest/colleague emergencies. • Handle lost & found, key control, incident documentation, and system alarms. • Supervision & Leadership • Plan and deploy security officers across all shifts and access points. • Ensure staff adherence to SOPs and conduct regular checks on deployed personnel. • Lead preliminary investigations, including CCTV review and interviews. • Prepare and submit incident reports, daily occurrence summaries, and escalations. • Support and cover security officers' duties when required. Training & Development • Train, guide, and mentor security officers on surveillance equipment, report writing, patrol procedures, first aid/CPR/AED, and hotel policies. • Conduct refresher training and ensure information from management is cascaded accurately. Emergency & Crisis Management • Act as part of the HEAT/CERT teams, coordinating emergency response actions. • Manage fire alarms, bomb threats, evacuation procedures, and crisis situations.	Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Liaise with the Singapore Police Force, SCDF, and government agencies during incidents. - Assist Duty Managers and lead emergency personnel during critical situations. Systems, Inventory & Documentation - Ensure all security systems and life-safety equipment are functioning correctly; report and follow up on faults. - Maintain accurate inventory of keys, passes, security equipment, and emergency supplies. - Maintain all logbooks and security documentation in accordance with SOPs	
Spa Attendant	- At least one year of experience in related club or spa environment - Spoken and written English - Interpersonal skills - People-oriented and Team player - Able to work under pressure and independently - Looks presentable	- Greet guests in a friendly and courteous manner - Give detailed tour of spa area, provide explanation on when and how to use all spa amenities and facilities - Guide guest at appropriate times to location to meet service provider - Provide warm and sincere closing upon completion of service sequence - Learn and use guests' name whenever possible - Adjust service to suit guests' requests, personalised to meet their needs - Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-Warmed, Feel Incredible and Belong - Monitor guests' use of facilities and ensure their safety	Working Hours: 5 days/ week, Employment Type: Full Time Job Type: Permanent Location: Swissotel The Stamford Singapore, 2 Stamford Road (S)178882

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Efficiency of work to keep work area clean and tidy at all times • Maintain an ample supply of massage oils, professional products, towels, sheets and other necessary items • Timeliness in reporting dysfunctional equipment to supervisor for follow-up • Assist with treatment types and retail product recommendation whenever consulted • Efficiency of work to maintain cleanliness of treatment rooms, spa preparation room, retail display cabinets etc. • Cleanliness and work safety in equipment handling, beverage preparation and service areas • Participate in training activities to improve knowledge and skills • Follow guidelines provided in Colleague Handbook • Understand emergency procedures, health & safety requirements, lost & found procedures • Maintain collaborative working relationships with colleagues & supervisors / managers	
Technician	• Preferred NTC 2 in Electrical or Mechanical Engineering • At least 2 years of related experience in facilities engineering • Relevant experience in a service-oriented culture • Conversational and written English. Able to	• Operate, preventively maintain and repair all pertinent hotel systems, devices, controls, instruments, equipment, etc. • Through logs and utilities data, determine optimal operating efficiencies and takes necessary corrective measures when variance from standards are excessive.	• Working Hours: 5 days/ week, • Employment Type: Full Time • Job Type: Permanent • Location: Swissotel The Stamford

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	write simple report as required • PUB Electrician Licence or any approval licence awarded by relevant authority for Electrical Technician • Self-motivated and energetic. Able to work under high stress environment independently • Constant standing and walking throughout shift (physical competency) • Frequent lifting and carrying up to at least 20 kg (physical competency) • Occasional ascending or descending ladders, stairs and ramps (physical competency)	• Carry out preventive maintenance, repair or retrofit of electrical, mechanical plumbing, fire protection, and life safety systems. • Record and analyze operating logs and utilities. Take immediate measures as necessary. • Handle emergencies in repair works. • Carry out improvement, maintenance and repair work on all building services and equipment according to the standards and requirements. • Perform daily startup, shutdown and inspection of building services and equipment according to the standards and requirements. • To supervise contractors in performing repair work and ensure quality of work. • Update daily maintenance log. • Complete the work order forms.	Singapore, 2 Stamford Road (S)178882

#11 Ministry of Clean

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Executive 	• Diploma or Degree in Accountancy, Finance, or a related field. • ACCA, CPA, or equivalent professional qualification will be an added advantage. • Entry-level candidates are welcome to apply. Candidates with 2 years or more of relevant	• Manage and assist CFO to handle full set of accounts for MOC and its sisters' companies including, preparation of finance documents. • Preparation of accounts, including month-end and year-end closing for all companies.	• Working Hours: 5 days/ week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 3 Ang Mo Kio

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	working experience will have an added advantage. • Knowledge of group accounting is an advantage. • Meticulous, analytical, and good with numbers. • Good organisational and multitasking skills. • Good written and verbal communication skills. • Able to work independently and meet tight deadlines. • Advanced proficiency in Microsoft Excel and other Microsoft Office applications. • Experience with accounting and ERP software (e.g. SAP, Microsoft Dynamics, Xero, QuickBooks, or similar) will be an added advantage. • Self-motivated, able to work independently, and capable of handling confidential financial information with integrity.	• Assist CFO in preparing financial performance reports for management review. • Assist CFO in streaming accounting processes, including work flow/SOP. • Process accounts payable and receivable, and bank reconciliation transactions for all companies. • Assist CFO in annual budgeting, business planning and forecasting. • To review and be responsible for the timely submission of group's monthly/quarterly/annual management reports to head office • Liaise with various stakeholders on operational accounting issues, including attending queries from relevant stakeholders. • Process and ensure the accurate and timely processing of monthly payroll and salary disbursements in compliance with company policies and statutory requirements.. • Oversee all corporate and employee taxation matters, including corporate income tax, Goods and Services Tax (GST), employee tax reporting (IR8A), tax clearance (IR21), and other statutory tax filings. Liaise with IRAS, tax agents, and auditors to ensure full compliance with all tax regulations.	Street 62 (S)569139
Business Development Executive 	• Diploma or Degree in Business, Marketing, or a related discipline.	• Identify and develop new business opportunities to achieve sales targets.	• Working Hours: 5 days/ week, 9am to 6pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Minimum 1–2 years of business development or sales experience (Entry-level candidates are welcome to apply). - Good communication, negotiation, and interpersonal skills. - Self-motivated, results-driven, and able to work independently. - Proficient in Microsoft Office applications.	- Build and maintain strong relationships with existing and potential clients. - Conduct market research and monitor industry trends and competitors. - Prepare quotations, proposals, and presentations for clients. - Promote the company's products and services to new and existing customers. - Handle customer enquiries, feedback, and complaints professionally. - Coordinate with internal teams to ensure smooth project delivery. - Prepare sales reports and perform other duties assigned by Management.	Employment Type: Full Time Job Type: Permanent Location: 3 Ang Mo Kio Street 62 (S)569139
Inventory & Warehouse Lead 	- Diploma or Bachelor's Degree in Logistics, Supply Chain Management, Business Administration, Warehouse Management, or a related discipline. - Relevant experience in warehouse operations, inventory control, or supply chain management is preferred. - Fresh graduates with a strong interest in warehouse and inventory management are encouraged to apply. - Good knowledge of warehouse operations, inventory control, stock management, and	- Oversee and manage accurate inventory records in the warehouse, ensuring all inventory movements and transactions are accurately recorded in the inventory management system. - Oversee and manage daily warehouse operations, including receiving, inspection, storage, picking, packing, and issuance of goods, ensuring efficiency, accuracy, and compliance with Company procedures. - Monitor inventory levels and replenishment requirements to maintain optimal stock availability while preventing shortages, overstocking, and excess inventory. - Conduct regular cycle counts, stock takes, and inventory reconciliations, investigating and resolving inventory	Working Hours: 5 days/ week 9am to 6pm Employment Type: Full Time Job Type: Permanent Location: 3 Ang Mo Kio Street 62 (S)569139

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	inventory management systems. • Proficient in Microsoft Office applications (particularly Excel); experience with Inventory Management System will be an added advantage. • Strong organizational, analytical, and problem-solving skills with excellent attention to detail and accuracy • Strong organizational, analytical, and problem-solving skills with attention to detail, and the ability to manage multiple priorities independently in a fast-paced environment. • Good communication and interpersonal skills, with the ability to collaborate effectively with all stakeholders. • A proactive, hands-on, and responsible individual with a positive attitude, strong sense of ownership, and a commitment to continuous learning and operational excellence. • Passionate about warehouse operations and inventory management, highly organized and reliable, enjoys solving operational challenges, works well both independently and as part of a team, and is eager to learn, grow,	discrepancies, damaged goods, and stock variances promptly. • Maintain an organised, clean, and safe warehouse environment by implementing proper storage practices, maximising space utilisation, and ensuring compliance with workplace safety regulations and housekeeping standards. • Ensure all equipment, tools, materials, and Company assets are properly stored, safeguarded, maintained, and accounted for. • Develop, implement, and continuously improve warehouse processes, procedures, and best practices to enhance operational efficiency, productivity, and inventory control. • Prepare inventory, stock movement, asset issuance, transfer, adjustment, variance, and management reports to support operational planning and business decision-making. • Support internal and external inventory audits by maintaining proper documentation, monitoring warehouse operating costs, and recommending cost-saving and process improvement initiatives. • Coordinate with relevant departments to plan and arrange delivery and collection schedules, ensuring the timely and efficient movement of goods, materials, and equipment.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and build a long-term career with the Company.	Perform any other duties as assigned by Management from time to time.	

#12 Molex Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Advance Quality Planning Engineer 	- BS Degree in Engineering or other related field 3 years' experience in Quality Engineering or related engineering field - Strong organizational skill to anticipate, plan, organize and self-monitor workload - Good communication skill and presentation skill - Good interpersonal skills for effective leadership and team facilitation - Solid Knowledge & understanding of metrology and GD&T - Knowledge of statistics - experience using Minitab or other software - Experience in using MS Office (Excel, Word, Power Point) - Able to travel (domestic and international) 5% - 10% What Will Put You Ahead - Training in Advance Quality Planning Tools like DFMEA, Lean / Six Sigma, reliability test plans	- The primary purpose of your role is to work closely with the Product Development team to develop and maintain a Quality Plan. - This plan is crucial in managing and mitigating project risks to ensure a flawless product launch that meets the customer's cost, quality, and delivery requirements. - Our Team You will be reporting to the Principal AQP Engineer. - Working with internal parties: Product Design Engineers, Manufacturing / Process / Tooling Engineers, Project Management, Manufacturing Plants, Product Management & Sales / Marketing - Working with external parties: Customers, Suppliers What You Will Do - Quality Plan Development: Ensures the project Quality Plan for new products and product modifications are focused on the voice of customer and all project quality deliverables are completed in a timely manner. - Risk Analysis: Facilitation during front-end product / tool / assembly design or	Working Hours: 5 days/week, 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• 3 years' experience in Quality engineering in a new-product introduction environment • 3 years' experience performing PFMEA/DFMEA and using other Advanced Quality Planning tool • Working knowledge of testing, molding, stamping, plating and assembly processes • Quality System (ISO 9001 or IATF 16949) and Supplier Auditing experience, Gage and Fixture design	• process reviews, design & process • FMEA reviews by providing inputs on internal and external quality history, lessons learned and through active critical thinking / questioning. • Reviews and approved reliability test plan • Metrology / Qualification of New / Modified Parts: Facilitate the development of measurement plans / methods and lead the disposition of new products at FOT (First Off Tool) and Qualification. • Ownership of gauges & necessary inspection fixtures, perform • Measurement System Analysis, Capability Studies & any necessary statistical analysis with goal of Tool / Process Qualification. • Flawless Launch: Work with Manufacturing AQP or QE to conduct Safe Launch exercise • Perform process audits and reverse (go & see) FMEA's to qualify new production processes, and to ensure compliance to documented control plans for new products. • Customer Approval: Ensures customer required documentation relating to customer acceptance of new products and product modifications are completed. • Supplier Approval: Reviews and approves supplier product specific documentation on new and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		modified purchased components. • Works with supplier quality engineer to ensure compliance. • Problem Solver: Lead in the problem solving (8D's), analysis, and resolution of new product related customer complaints or internal quality complaints during launch. • Support efforts for prevention of repeat issues & systemic improvements to the Product Development Processes to reduce New Products QNs. • Perform other related duties as assigned by management.	
Advance Quality Planning Manager 	• Bachelor's degree in engineering • Minimum 10 years in quality management with at least 5 years in Quality function and Supervisory role. • Assertive Leadership style to influence and build consensus to align team on best possible outcome • Sense of urgency to drive transformation and organizational improvement. • Committed to grow and develop the team through coaching and challenge process. • Strong practical knowledge of quality management and core quality tools. • Proficient use of statistical tools for data analysis.	• Support or lead setting goals, policy and direction for Singapore AQP team. • Manage and plan for running an effective AQP team to satisfy the smooth running of NPI APQP process and flawless launch of new products. • Setup an effective AQP governance and system that is effective and meet customer's requirement and industrial expectation. • To deploy Principles Based Management (PBM) philosophy and thinking framework to AQP team Our Team • You will lead a dedicated Quality team consisting of Supervisors, Engineers, Technicians, and Inspectors supporting the Datacom and Specialty Solution division.	• Working Hours: 5 days/ week, 8.30am to 5:30pm • Employment Type: Full Time • Job Type: Permanent • Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Relevant and proven effective experience in problem solving, respective tools/methodologies. • Strong interpersonal skills and leadership Skills in handling customer and good in system thinking. • What Will Put You Ahead • 5 years of relevant experience in Advance Quality Planning / Quality management or New Product Launch Knowledge of connector and cable manufacturing processes.	• The team works closely with internal stakeholders such as Product Design, Manufacturing, Project Management, Quality, Automation, NPI and HR teams. What you will do • Lead and Manage AQP Group: Oversee and allocate resources for the AQP team to support New Product Development (NPD) at Singapore Development Center, ensuring all new product releases meet or exceed customer expectations. • Implement Quality Policies and Initiatives: Support the Development Director in executing quality programs and initiatives to drive successful product development and introduction. • Manage New Product Quality Notifications (QNs): Review and control New Product QNs, working to reduce their occurrence by improving workflows and systems. • Develop and Train AQP Team: Build a technically competent and resilient team by setting high standards, identifying skill gaps, facilitating training, and providing coaching or mentoring. • Maintain AQP Tools and Assessments: Keep the AQP Technical Competency • Matrix and Project Evaluation Matrix up to date; conduct project reviews and provide	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		feedback on completed projects. - Collaborate Cross-Functionally: Work closely with Product Design, Project Planning, Product Compliance, Model Shop, NPI Assembly, and Reliability Lab to enhance the New Product Development process. - Standardize Workflow and Knowledge Sharing: Coordinate efforts to standardize AQP workflows and continuously upgrade team knowledge. - Lead Special Projects: Take on assignments such as line audits, yield improvement programs, new initiatives, and training for other entities as directed by senior Management. - Perform Other Duties as Assigned by Management.	
Assistant Advance Quality Planning Engineer 	- Diploma in Engineering or a related field - Open to candidates who are early in their careers - Able to work independently and stay well-organized - Strong problem-solving abilities - Proficiency in Microsoft Office What Will Put You Ahead 3 years of experience in a manufacturing or NPI environment - Good understanding of metrology tools and GD&T - Experience in a quality assurance function	- We are looking for an Assistant AQP Engineer to support the Advance Quality Planning (AQP) team in ensuring product quality and successful new product introduction activities. - In this role, you will provide hands-on support in data analysis, verification activities, documentation, and coordination throughout the quality planning process Our Team - You will be part of the DSS Division's AQP Team, working closely with AQP engineers, product designers, manufacturing and process engineers, tooling engineers,	Working Hours: 5 days/ week, 8.30am to 5:30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		project management, plants, and commercial teams. - You will also engage with external suppliers to ensure alignment on quality requirements. What You Will Do - Perform SQE-related tasks including verification and follow-up on quality activities - Compile, analyze, and present data, including preparing graphs and visual reports - Coordinate efforts related to data collection for quality and process validation - Create and update inspection checklists, SOPs, cosmetic criteria, quality instructions, and control plans aligned with design updates - Conduct drop-test inspections and follow-up actions - Support documentation of quality improvement initiatives - Prepare preliminary standard inspection instructions - Other duties as assigned by Management	
Control Automation Engineer 	- Diploma or Degree in Mechatronics, Electrical Engineering, or Electronic Engineering. - Minimum 3 years of experience in industrial automation or controls engineering. - Hands-on experience with PLC programming and configuration, including familiarity with various PLC platforms and programming	- Molex Singapore is seeking an Engineer, Automation (Controls) to design, develop, and support machine-level automation and control systems for our manufacturing operations. - In this role, you will lead automation projects, implement MES integrations, and collaborate with internal stakeholders and vendors to improve machine performance, production efficiency, and data visibility.	Working Hours: 5 days/ week 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	languages(Omron, Beckhoff) • Experience in OPC software(Kepware, Ignition), SQL DB and python scripting. • Strong problem-solving abilities with a focus on making thoughtful, data-driven decisions to optimize system performance and reliability • Practical knowledge of electrical panel assembly, wiring, and debugging to ensure robust and compliant control system installation • Ability to diagnose and resolve complex issues involving multiple devices such as robots, lasers, and vision inspection systems within automated machinery • Demonstrated commitment to lifelong learning and continuous personal and professional development to stay current with evolving engineering practices and technologies. What Will Put You Ahead • Experience with MES integration and shop-floor connectivity solutions. • Knowledge of vision inspection systems,	Our Team • You will be part of the Datacom and Specialty Solutions Division's automation team, working closely with Process Engineering, Design Process Engineering, technicians, and equipment vendors to drive innovation and operational excellence across our Singapore manufacturing operations. What You Will Do • Design, develop, and implement electrical and control systems for machines and automation cells, including PLCs, HMIs, drives, sensors, and associated wiring and panels. • Implement and maintain MES integrations at the machine level using Kepware and ignition software, ensure reliable data flow to plant systems and historians. • Ensure data integrity of production dashboards data. • Implement machine and vision data collection. • Create and maintain the process analysis dashboards. • Work closely with vendors to ensure that controls-specific standards and requirements are thoroughly understood and implemented in machine designs and installations. • Facilitate effective communication to resolve technical issues and drive quality outcomes. • Lead and coordinate the buy-off processes for machines in	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	AGVs, industrial robots, and laser systems. • Experience working with connector or cable manufacturing equipment. • Familiarity with machine data analytics and dashboard development.	collaboration with required vendors, including specialized equipment such as Hipot testers and laser marking systems. • Ensure all buy-off activities meet internal process requirements and quality standards. • Overseas travel required • Mentor and support electrical and controls technicians, guiding them to improve their technical skills and workmanship. • Foster a collaborative environment that encourages continuous learning and professional growth. • Proactively seek, evaluate, and implement new technologies and automation solutions to enhance machine and process efficiency, reliability, and safety. • Collaborate with Design Process Engineering (DPE) and Process Engineering teams to troubleshoot and resolve machine-related problems. • Provide electrical and controls expertise to support machines in the outsource department and other operational areas as needed. • Consistently apply Koch's PBM philosophy by promoting integrity, compliance, and value creation in all engineering activities. • Embrace self actualization. • Perform other duties as assigned by management.	
Customer Service Representative	• Diploma or higher with relevant Customer Service experience.	• We are looking for a proactive and customer-focused Customer Service	• Working Hours: 5 days/ week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Minimum 3 years of experience, preferably in the electronics industry. - Good PC literacy (Excel, Word, Outlook). - Strong problem-solving, communication, negotiation, and decision-making skills. - Proficient in Mandarin to better serve our Mandarin-speaking customers and collaborate with counterparts. What Will Put You Ahead - Experience with SAP or other ERP systems. - Proactive, flexible, and customer-focused mindset. - Ability to work independently under pressure with strong organizational discipline. - Demonstrates commercial awareness, confidentiality, and sensitivity to stakeholder needs.	Representative to be the main point of contact for all order-fulfillment activities for assigned customer accounts. In this role, you will respond promptly to customer enquiries, coordinate post-order activities, and ensure high standards of service delivery. Our Team - You will join the Global Sales & Marketing Division, working closely with Sales Engineers, Quality, Finance, Supply Chain, IT, Product Managers, and multiple Molex entities. Externally, you will collaborate with customers, freight forwarders, and warehouse providers. What You Will Do - Manage end-to-end order processing in SAP, ensuring accuracy and timely follow-up on missing or incorrect information. - Coordinate customer requests related to order changes, including expedites, pull-in/push-out, and order adjustments. - Monitor order backlog and initiate proactive actions to meet customer requested dates, informing customers on schedule changes. - Analyse forecast vs. actual orders for scheduling agreements and support VMI customer coordination and billing reconciliation. - Manage shipping activities including special	8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		arrangements, premium freight, drop-ships, and freight cost agreements. • Handle customer complaints using SAP, coordinating corrective actions through 8D reports, credit notes, and related documentation. • Process distribution scrap requests in accordance with contractual and company guidelines. • Initiate SAP Master Data maintenance (customer master, CMIR, material master). • Review customer scorecards and coordinate required actions with Sales. • Provide monthly reporting updates and support customer visits with relevant stakeholders. • Adhere to Molex quality, ISO, EH&S, and TQM systems, following all company processes and policies.	
Development Process Engineer 	• Bachelor's degree in Manufacturing, Mechanical, or Industrial Engineering, or equivalent experience. • 5 years of experience in mechanical engineering related to precision electromechanical components. • Experience with synchronous, asynchronous, flexible (robotics), and manual assembly systems. • 3-5 years of project management experience.	• The primary purpose of the Development Process Engineer is to lead a focused team in supporting the product development process, ensuring robust product design and manufacturability in both low and high volumes. • This involves working closely with product and SI engineers, tooling PE's, and plant ME functions to identify design limitations, suggest improvements, and execute manufacturing strategies to meet customer expectations. Our Team	• Working Hours: 5 days/ week 8:30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Working knowledge of SPC and DOE. - Ability to maintain trust and confidentiality, job requires handling very confidential and new product and financial information. - Good organizational skills to handle lots of complex technical data and manage multiple competing project priorities - Strong verbal and written communication skills that demonstrate the ability to express complex technical concepts clearly and concisely to all levels of managers and technical people within Molex and with outside suppliers. - General understanding of basic accounting for forecasting, estimating, budget preparation and business investment justification for preparing quotes and applied cost analysis. What Will Put You Ahead - Degree in Mechanical or Manufacturing Engineering. 5 years of experience in connector manufacturing processes. 5 years of hands-on experience in the design, build, and debug	- This role is part of the DSS division and reports to the Manager/Supervisor of Development Process Engineering (DPE). - The team is global, working cross-functionally with product, marketing management, finance, and senior management to drive the tooling development process and ensure successful project completion from concept through to high-volume production. What You Will Do - Knowledge of connector/cable manufacturing processes; molding, stamping, plating and assembly and lead a focused team consisting of product and SI engineers, all tooling PE's and plants ME function to support product development process ensuring robust product design and manufacturability in low and high volumes. - Identify limitations in proposed product designs and suggest improvements to meet - Design for Manufacturability (DFM) and inspection guidelines. - Provide critical feedback on process dimensions and product features. - Identify and lead any proof-of-concept work required in early design stage to verify use of new technology or concepts in product or	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	of assembly equipment. Strong knowledge of GLSS principles. • Familiarity with 3-D CAD, Microsoft Project, Word, Excel, PowerPoint, and flow charting software like Visio. • Knowledge of accounting and business management principles.	process design to reduce risk and improve profitability. • Develop manufacturing strategies for new products and drive the tooling development process to meet customer's expectations of quality and optimal cost and lead-time. • This involves working with product, marketing management, finance and senior management on analysis of multiple scenarios using global cost analysis to arrive at optimal solution. • Execute manufacturing strategies to support all phases of product development process (prototype thru high volume production). • Work with Stamping Die, Mold and Automation PE's in selecting and managing internal and external suppliers to ensure successful project completion through concept, design, build, debug and qualification. • Working with respective tooling PEs to ensure successful transfer of all tooling processes and equipment to NPI and manufacturing plants. • Work with NPI / plant MEs as needed to debug new products and processes to validate product performance and meet customer needs – delivery, quality and performance. • Support production plant MEs in ramp up of new products as	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		well as required capacity additions. • Detailed understanding of automation - concepts, parts transfer devices, machine controls and inspection techniques. • This requires technical and analytical skills and has Ability to develop specifications on automated process and equipment. • Ability to debug and qualify high-speed assembly equipment, as well as manual processes and tooling. • This requires problem solving and organizational skills including root cause analysis. • Knowledge of mechanism design coupled with strong math and mechanism analysis skills. • Ability to research, develop and implement new technology and manufacturing techniques. • Support plant GLSS projects to improve cost and quality. • Utilize concepts and methods to optimize manufacturing processes and daily activities. • Successfully complete all required DPE PDP (Product Development Process) elements for each assigned project. • Understand, support and contribute to current Molex Total Quality Management (TQM), Six Sigma, International Standards Organization (ISO) and Environmental, and/or Health and Safety (EH&S) management Systems by	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		following stated policies and procedures. Perform other related duties as assigned by management.	
Die Design Engineer 	- Diploma in Engineering or equivalent. - Minimum of 5 years of experience in die debugging, fabrication, and building of progressive dies. - Proficient in Microsoft Office, AutoCAD, and Siemen NX. 3 to 5 years of experience in the tool and die industry.	- As a Die Design Engineer, your primary responsibility is to lead and participate in the design and development process from concept to delivery. - You will provide the best value working design solutions for technical problems. - Collaboration with Product Designers, Procurement, Buyers, Stamping, and vendors is essential to meet project launch objectives. Our Team - You will be reporting to the Principal Engineer, Die Design. - In this role, you will frequently engage with external vendors and suppliers to ensure smooth processes and achieve project goals. What You Will Do - Lead the design and development from concept to delivery, providing effective solutions to technical challenges. - Collaborate with various stakeholders, including Product Designers and Procurement, to achieve project objectives. - Formulate the scope of works and develop design philosophies based on product design.	Working Hours: 5 days/ week 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Provide ballpark quotes and schedules for MIE during project launches. • Highlight product design issues during design reviews and FMEAs. • Conduct tooling design reviews using design guidelines and FMEAs. • Design and develop tooling to support new product launches, ramp-ups, and FA closures until mass production. • Collaborate closely with Toolmakers on FOT and Die Qualification. • Work with procurement for quotations and vendor selection. • Attend design review and progress meetings, acting as the primary point of contact for vendors. • Coordinate with external vendors for design reviews, schedules, specifications, FA closures, and other technical issues. • Drive new technologies and methodologies to effectively reduce lead time, cost, and quality. • Improve tooling for QN, QAP, and yield loss reductions. • Perform other duties as assigned by Management.	
Knowledge Management Engineer 	• Bachelor's degree in Mechanical, Electrical, Manufacturing, Industrial Engineering, or a related technical discipline. • 5+ years of experience in engineering, quality, manufacturing, or	• Molex is seeking a Knowledge Management Engineer to drive the capture, distillation, and reuse of critical engineering knowledge across our organization. • In this role, you will help transform lessons learned, technical expertise, and risk	• Working Hours: 5 days/ week 8:30am to 5.30pm • Employment Type: Full Time • Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	technical knowledge management environments. • Experience facilitating lessons learned sessions, knowledge capture activities, structured interviews, or technical documentation initiatives. • Strong knowledge of FMEA methodologies, including practical experience facilitating or leading FMEA workshops. • Experience collaborating with cross-functional engineering and manufacturing teams in a product development environment. • Excellent written and verbal communication, facilitation, and stakeholder engagement skills. • Strong analytical skills with the ability to convert complex technical information into actionable insights and reusable knowledge assets. What Will Put You Ahead • Formal training or certification in AIAG-VDA FMEA methodology, Knowledge Management, Organizational Learning, or Technical Writing.	prevention knowledge into reusable organizational assets that improve product development, manufacturing excellence, and decision-making. • You will facilitate Foundation FMEA development, enable cross-functional knowledge sharing, and support the adoption of knowledge management practices that prevent recurring failures and accelerate continuous improvement. Our Team • You will be part of the DSS Knowledge Management team, working closely with Product Development Engineering (PDE), Product and Process Engineering (DPE), Advanced Quality Planning (AQP), Manufacturing Engineering, Quality teams, and global partners. • The team is focused on preserving critical engineering knowledge, improving risk management practices, and strengthening organizational learning across multiple business units and sites. What You Will Do • Facilitate the development, maintenance, and reuse of Foundation and project-specific FMEAs using AIAG-VDA methodology, while coaching cross-functional teams on best practices and risk analysis techniques. • Drive knowledge capture initiatives by facilitating	Permanent • Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Experience with Plato e1ns, Auros, Confluence, SharePoint, or similar knowledge management and FMEA platforms. • Experience within the connector, cable assembly, electronics, or manufacturing industry. • Familiarity with 8D problem solving, quality management systems (ISO 9001/IATF 16949), and continuous improvement methodologies. • Experience leveraging AI-enabled tools for knowledge capture, content creation, or process automation. • Strong coaching, training development, and facilitation capabilities across diverse technical audiences.	• lessons learned sessions, conducting expert interviews, and extracting insights from engineering, quality, and manufacturing activities. • Transform technical information, incident reports, and project learnings into clear, actionable knowledge assets that support future decision-making and risk prevention. • Promote the effective reuse of engineering knowledge by connecting lessons learned with Foundation FMEA updates and continuous improvement activities. • Serve as a subject matter expert for knowledge management tools and FMEA platforms, providing user support, training, and guidance to engineering teams. • Develop training materials, conduct workshops, and support communities of practice that encourage knowledge sharing and organizational learning. • Manage and enhance knowledge repositories, ensuring content quality, accessibility, and alignment to established standards. • Collaborate with global stakeholders to improve knowledge management processes, measure knowledge reuse, and drive adoption of best practices across sites. • Explore and implement digital and AI-enabled solutions that improve knowledge capture,	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		content creation, and information accessibility. Perform other duties as assigned by management.	
Maintenance Engineer 	- Diploma or Degree in Mechanical Engineering, Mechatronics Engineering, Electrical Engineering, or a related technical discipline. - Minimum 8 years of maintenance, troubleshooting, and equipment repair experience within a manufacturing environment. - Strong knowledge of mechanical, electrical, pneumatic, and control systems. - Proven hands-on troubleshooting and root cause analysis skills. - Ability to work effectively in a fast-paced production environment while managing multiple priorities. - Strong communication, teamwork, and problem-solving abilities. What Will Put You Ahead - Experience in stamping, metal forming, or precision manufacturing environments. - Knowledge of PLC programming, automation systems, and machine controls.	- Molex is seeking a Maintenance Engineer to support our Data Communications and Specialty Solutions Division in Singapore. - In this role, you will be responsible for ensuring the reliability, availability, and performance of stamping equipment and automation systems that support high-volume manufacturing operations. - You will play a key role in reducing downtime, improving equipment effectiveness, and driving continuous improvement initiatives across the plant. Our Team - You will join the Singapore Stamping Operations team, working closely with Production, Toolmakers, Engineering, and external equipment suppliers. - The team is focused on delivering world-class manufacturing performance through equipment reliability, operational excellence, and continuous improvement. What You Will Do - Drive equipment reliability through preventive, predictive, and corrective maintenance programs. - Troubleshoot and resolve mechanical, electrical,	Working Hours: 5 days/ week 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Experience supporting industrial vision systems and automated production equipment. • Familiarity with CMMS and data-driven maintenance practices. • Experience with predictive maintenance tools such as vibration analysis and thermography. • Certifications in maintenance, automation, or reliability engineering. • Experience leading and developing maintenance teams.	pneumatic, and control system issues to minimize production downtime. • Support production teams by ensuring equipment availability and optimizing machine performance. • Lead initiatives to improve Overall Equipment Effectiveness (OEE), Mean Time Between Failures (MTBF), and Mean Time to Repair (MTTR). • Support vision systems setup, optimization, and troubleshooting for production and tooling applications. • Implement corrective and preventive actions to eliminate recurring equipment failures. • Collaborate with vendors on equipment upgrades, retrofits, and new machine installations. • Contribute to automation and digitalization projects to improve maintenance efficiency and operational performance. • Develop maintenance procedures, checklists, and standard operating procedures to support sustainable operations. • Provide technical coaching and mentorship to maintenance technicians and junior engineers. • Promote a strong safety culture and ensure compliance with company maintenance and safety standards.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Perform other duties as assigned by management.	
Manufacturing Process Engineer 	- Degree in Mechanical, Manufacturing, Production Engineering, or related field Basic understanding of manufacturing or production processes - Strong analytical and problem-solving skills - Good communication and willingness to learn in a fast-paced environment What Will Put You Ahead - Experience in process improvement initiatives - Knowledge of Six Sigma methodologies - Exposure to automation, robotics, control systems, or vision systems	- We are seeking a Manufacturing Process Engineer to drive process excellence and support new product introduction within our Assembly operations in Singapore. - This role focuses on improving quality, yield, and productivity while ensuring smooth production and successful manufacturing releases. Our Team - You will be part of the DataCom and Specialty Solutions Division, working closely with cross-functional teams including Product Design, QA, Automation, and suppliers to support manufacturing performance and innovation. What You Will Do - Directly accountable for all quality, process related problems at assembly area for the products under his responsibility, champion or work with respective department representative to address the issue within given target deadline. - Production support to meet production planned by PIC, for both in-house and vendor (maybe oversea) quality/process problems. - Involves, form task force or small group activities such as TOPS and QIS team - Provide proper storage, control and maintenance of documents within the	Working Hours: 5 days/ week 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		department to ensure security and efficient retrieval of documents as well as conformance to stipulated regulations, • Such controls should include of maintaining a master listing for all controlled documents, maintaining a record of the distribution and retrieval histories of documents, proper disposal of obsolete documents and maintaining a record for controlled documents issued by centralized document control. • Proper documentation control of process capability, studies, process FMEA, SOP, Process Specification, OJT Task Analysis, training's record and production records. • With reference to TS16949 requirement. • To represent the department in customer, 3rd party or internal audits that are related to documents and records control processes • Keep track of all project deadlines and budgetary expenditure. • New products – responsible for working with Automation, Product Design Engineer, QA and components Engineer, ensuring the release for manufacturing. • Full Qualification must be done. • Embarks on productivity, quality, cost reduction program, machine and process improvement, as and when needed.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Duplicates existing machines/fixtures if there is requirement for capacity expansion. - Qualification of all the tooling release to manufacturing. - Responsible for equipment transfer from other entities, or transfer to other entities in term of machine set up and smooth running of production with full qualification. - Coordinate with machine vendors for new machines in which involve robotics, control, software or vision programming. - Work closely with all operations to improve quality level. - To comply with PBM Guiding Principles for the job carry out under his responsibility. - Perform other duties as assigned by management.	
Mechanical Design Automation Engineer 	- Bachelor's Degree in Mechanical, Manufacturing, Mechatronics, or Automation Engineering - Minimum 5 years of experience in machine design or automation - Experience in automation systems (e.g., robotics, motion control, vision systems) - Proficiency in NX, SolidWorks, or AutoCAD - Strong problem-solving and analytical skills What Will Put You Ahead - Experience in connector manufacturing	The Senior Automation - Engineer leads automation initiatives across machine design, process development, and manufacturing improvement to support new product introduction (NPI), operational excellence, and business growth. - This role is responsible for designing, developing, qualifying, and implementing automated assembly equipment, jigs, fixtures, and manufacturing solutions that improve productivity, quality, safety, and cost efficiency. - You will manage automation projects from concept to production launch, ensuring deliverables meet budget,	Working Hours: 5 days/ week 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Proven experience leading automation projects end-to-end - Knowledge of Lean Manufacturing, Six Sigma, or engineering tools (PFMEA, SPC, Cpk)	schedule, and quality requirements. - This includes machine validation, equipment qualification, troubleshooting, and continuous improvement to achieve targets for OEE, yield, cycle time, and process capability. - As a senior contributor, you will collaborate closely with cross-functional teams and external suppliers, mentor junior engineers, and drive best practices and standardization. - Regional or international travel may be required. Our Team - You will be part of the DataCom and Specialty Solutions Division, working closely with Product Engineering, Manufacturing, Quality, Operations, and external suppliers to deliver automation solutions across the business. What You Will Do - Design and develop semi-automated and fully automated machines, fixtures, and assembly solutions to support new products and process improvements - Prepare and maintain engineering documentation, including 3D/2D drawings, BOMs, machine sequences, and technical specifications - Lead machine design reviews and provide technical support	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		during fabrication, assembly, and debug activities • Support prototype build, machine qualification, and production readiness, including training of engineering and operations teams • Collaborate with cross-functional teams to ensure manufacturability, system integration, and alignment to production requirements • Analyze test data, troubleshoot issues, and continuously improve machine performance, yield, and process capability • Drive continuous improvement initiatives to enhance efficiency, reduce cost, and apply new automation technologies • Ensure compliance with safety standards, regulations, and company policies in all engineering activities • Provide technical support to production and resolve complex automation and mechanical issues • Work closely with external vendors and suppliers for sourcing, design support, and performance evaluation • Mentor junior engineers and promote knowledge sharing, best practices, and innovation within the team • Perform other duties as assigned by management.	
Operations Excellence Engineer (OPEX) 	• Bachelor's degree or higher in a technical discipline • Relevant experience in manufacturing	• As an Engineer, Operations Excellence (OPEX), you will lead complex, high-impact improvement initiatives at the local level, requiring deep	• Working Hours: 5 days/ week 8:30am to 5.30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	operations, business analysis, or operational excellence / continuous improvement roles • Experience supporting or leading cross-functional improvement initiatives in an industrial or operational environment • Strong capability in structured problem-solving approaches such as A3, DMAIC, and PDCA Solid understanding and practical application of Lean principles, including flow, pull, waste elimination, and value stream mapping (VSM) • Strong analytical and critical thinking skills, with competence in statistical analysis • Clear and effective communication skills across both technical and business environments • Ability to train, coach, and develop Yellow Belt, Green Belt, and Lean practitioners What Will Put You Ahead • Degree in Mechanical, Manufacturing, or Industrial Engineering Six Sigma Black Belt certification • At least 3 years of dedicated Operational Excellence experience	insight into end-to-end business and operational processes. • Success in this role depends on a balanced blend of business acumen and industrial knowledge, strong communication skills across technical and non-technical stakeholders, and the disciplined application of structured problem-solving and Six Sigma methodologies. • You will translate business priorities into sustainable performance improvements, drive data-driven decision making, and embed a continuous improvement culture across operations. Our Team • You will be part of the Datacom and Specialty Solutions Division (DSS) and work closely with Operations, Warehouse, Quality, Digital Transformation, Finance, and Global OPEX teams to drive measurable operational and financial impact. What You Will Do • Lead complex, cross-functional improvement initiatives using Lean Six Sigma methodologies (DMAIC, A3, PDCA) • Drive root cause problem solving to eliminate chronic issues and shift teams from reactive firefighting to proactive prevention • Coach and develop Yellow Belt, Green Belt, and Lean practitioners to strengthen	• Employment Type: Full Time • Job Type: Permanent • Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong proficiency in Minitab for statistical analysis - Advanced Excel skills and experience with data analytics or reporting tools - Exposure to Power BI or other data visualization platforms - Experience supporting digitalization or automation initiatives	- continuous improvement capability - Align OPEX projects with business strategy and KPIs, ensuring benefits are quantified, tracked, and sustained - Translate operational challenges into data-driven improvement opportunities using statistical analysis - Support process digitization and automation initiatives in collaboration with digital transformation teams - Ensure compliance with Six Sigma standards, governance, and company policies across improvement activities - Perform other duties as assigned by management.	
Senior Product Design Engineer 	- Degree or Diploma in Engineering (preferably Mechanical or Manufacturing Engineering) - Minimum 5 years of experience in product design and development, preferably in connector design and manufacturing - Strong product design engineering knowledge with creativity, critical thinking, and problem-solving skills - Experience in design control, management, and engineering analysis - Effective communication and leadership abilities - Proficient in Mandarin to better serve our	- As a Senior Engineer in Product Design within our Datacom and Specialty Solutions Division (DSS), you will drive the successful development of new product projects from concept through to market introduction. - You will research and develop innovative designs, lead design and development activities, and support products through their lifecycle with a focus on meeting customer requirements and improving manufacturing processes. Our Team - You will be part of a dynamic product design team working across multiple departments such as Product Marketing, Project Management,	Working Hours: 5 days/ week, 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Mandarin-speaking customers and collaborate with counterparts. What Will Put You Ahead • Experience working with NX CAD software Prior involvement in manufacturing environments supporting process improvements • Familiarity with product reliability testing and agency approvals (UL, CSA, TUV)	Manufacturing Operations, and Quality, spanning different time zones. • Collaboration with customers, suppliers, and internal stakeholders is critical to your success. What You Will Do • Review customer requirements and conduct design feasibility studies • Benchmark competitor designs and generate innovative design proposals using CAD Lead design reviews, design verification, and conduct design FMEA to ensure manufacturability and reliability • Manage design documentation, patent considerations, and coordinate with Legal for patent opinions • Support product introduction by visiting customers and manufacturing partners as required • Provide engineering support for product modifications, cost reductions, and process improvements • Participate in cost reduction activities and respond to customer design-related issues • Train and mentor other engineers and support departmental initiatives	
Product Design Engineer 	• Bachelor's Degree in Engineering (Mechanical and/or Manufacturing Engineering is preferred)	• Molex is looking for Product Design Engineer to design our industry leading high-speed interconnect solutions for our customers.	• Working Hours: 5 days/ week, 8:30am to 5.30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Experience with advanced parametric 3D CAD systems Oral and written communication skills - Problem solving and critical thinking skills - Team-oriented personality What Will Put You Ahead - Proficient in CAD & PLM software such as Siemens NX, Teamcenter & Polarion Design experience with high-speed interconnect solutions - Experience in a connector design and manufacturing environment	What You Will Do - Conceptualize and Design: Lead and participate in design and development activities from concept to production with a well-defined Product Development Process. - Design Improvement and Optimization: Provide engineering support for product modifications, cost reductions, manufacturing process improvements, and other activities as required. - Collaboration: Work in a cross-functional team involved in new product development and manufacturing which may include interactions with team members across different time zones. - Product Documentation: Generate design specifications, design proposals and/or product designs that meet customer requirements. - Innovation and Research: Drive successful development of new product development projects, research and develop ideas for new and/or improved designs for the high-speed interconnect industry. - Collaborative Problem-Solving: Provide consultation to Sales or/and Marketing on design and engineering related matters. - Additional Support: Visit Customers, ODMs (Original Design Manufacturers), and CMs (Contract	Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Manufacturers) to support product and manufacturing activities, if required.	
Product Manager 	• Bachelor's Degree in Engineering, Business, or a related discipline. • 5+ years of product management experience, preferably within electronic components, connectivity solutions, or a related technology industry. • Strong analytical, strategic thinking, and problem-solving capabilities. • Excellent communication and stakeholder management skills. • Fluent in Mandarin to support engagement with Mandarin-speaking customers. What Will Put You Ahead • MBA or advanced degree. • Experience working in a matrix organization and leading cross-functional initiatives. • Background in product commercialization, pricing, and market analysis. • Experience driving process improvements and operational excellence initiatives.	• Molex is seeking a Product Manager to lead the end-to-end product lifecycle management of assigned product lines. • In this role, you will work closely with cross-functional teams to develop product strategies, drive business growth, and ensure solutions align with customer needs and market opportunities. Our Team • You will be part of the DSS CSBU team, collaborating with engineering, manufacturing, sales, marketing, and supply chain teams to deliver innovative connectivity solutions and create long-term value for customers. What You Will Do • Develop and execute product strategies and roadmaps aligned with business objectives. • Analyze market trends, customer needs, competitive landscapes, and emerging technologies to identify growth opportunities. • Drive product commercialization activities, including business case development, pricing strategies, and sales enablement. • Partner with engineering, manufacturing, and sales teams to deliver customer-focused solutions.	• Working Hours: 5 days/ week 8:30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Lead cost reduction, capacity planning, and product improvement initiatives. - Monitor product performance and customer feedback to identify opportunities for continuous improvement. - Perform other duties as assigned by management.	
Production Planner	- Diploma or higher in a relevant field. - Minimum 5 years of experience in a production planning or related role. - Proficiency in Microsoft Outlook, Word, and Excel, with a solid understanding of ERP systems. - Analytical mindset with the ability to assess capacity planning and inventory management challenges effectively. What Will Put You Ahead - Hands-on experience with SAP systems. Prior work experience in a manufacturing environment. - Demonstrated ability to manage complex product lines and implement lean processes effectively. - Proven track record in supporting new system developments and coordinating cross-functional teams.	- As a Planner/Senior Planner at Molex Singapore, your role will revolve around coordinating and expediting the flow of work and materials within or between departments based on daily and weekly production schedules. - You will liaise with department supervisors to ensure work progress and timely completion of tasks, support subcontract services, manage material master updates, and address production challenges. - Additionally, you will independently handle customer interactions, contributing to efficient production and operational excellence. Our Team - This role is part of the DSS Division at Molex Singapore, where you will work closely with various internal departments, including operations, engineering, quality assurance, and supply chain teams. - You will also interact with external stakeholders like component and assembly	Working Hours: 5 days/ week, 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		subcontractors and external warehouses, ensuring seamless coordination across the production process. - The team thrives on collaboration and is dedicated to delivering high-quality results and customer satisfaction. What You Will Do - Prepare and manage production schedules, prioritizing job orders to ensure plan versus actual achievements (SAP/Fusion APS). - Review production backlogs and work closely with in-house production, assembly planners, and buyers to resolve overdue orders or implement alternative solutions to meet customer requirements - Collaborate with operations teams, including engineering and quality assurance, to eliminate quality obstacles and enable smooth production. - Coordinate with MIE and production teams to schedule sample runs and address process improvements. - Oversee raw material and subcon component shortages, liaising with assembly planners to facilitate production recovery and alternative planning. - Manage complex product lines by providing end-to-end services from component planning to finished goods.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Independently engage with customers to address requirements and ensure satisfaction. - Evaluate capacity requirements versus availability for assigned product lines, identifying deviations and recommending adjustments or capacity expansions as needed. - Support GS&OP monthly cadence, ensuring accurate work center maintenance and optimizing available capacities (OEE/POEE performance tracking). - Align delivery schedules with lead time requirements to achieve delivery goals. - Control inventory levels by minimizing surplus, slow-moving, and excess inventories, while preventing under-stocking to maintain delivery commitments. - Update and maintain material master views for new and existing parts and coordinate clean-up of obsolete (OBS) parts. - Analyze capacity alerts, inventory levels, and exception reports, categorizing slow-moving stock and providing scrap or disposal recommendations as necessary. - Support lean projects, new system development, and plant product pruning initiatives for better machine utilization. - Liaise with QA and shipping departments to execute shipments, ensuring billing	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and customer shipment targets are met.	
Project Management Engineer 	- University degree or higher; engineering or business specialization preferred. - Minimum 5 years of project management experience, particularly in product development projects. - Strong communication skills to collaborate effectively with global, cross-functional teams. Familiar with NPI project development procedures. - Passionate leader with a “can-do” attitude and strong sense of urgency. - Basic engineering knowledge including understanding of drawings, quality control, and product applications. - Proficient in project management tools such as Microsoft Office, SAP, and Smartsheet. What Will Put You Ahead - Experience working in a multinational company environment. - Background in the connector industry or related product development. - Strong presentation skills and finance/costing knowledge.	- As the Project Management (PJM), you will lead and oversee projects from initiation through planning, implementation, monitoring, and closure. - You are accountable for the success of assigned projects, ensuring effective resource distribution across product families. - You will work closely with cross-functional teams to drive New Product Introduction (NPI) procedures, continuous process enhancements, and timely project delivery. - Your leadership and communication skills will be essential in influencing team members and stakeholders to achieve project goals and uphold PBM culture within the company. Our Team - You will be part of the DSS division, collaborating with internal functional departments across Molex and engaging with external vendors, suppliers, and subcontractors. - The team is focused on driving innovation through structured project management to support product development and capacity expansion. What You Will Do - Lead companywide product family projects, ensuring	Working Hours: 5 days/ week, 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Advanced project management capabilities and technical reporting skills.	alignment with NPI development procedures. - Facilitate and coordinate cross-functional teams through project kick-off, scope definition, planning, execution, and closure stages. - Develop and manage overall project schedules, defining critical paths and monitoring project progress to meet deadlines. - Communicate project status reports regularly to team members and management, escalating critical issues promptly. - Drive continuous improvement of NPI and Product Development Process (PDP) systems. - Demonstrate strong leadership to influence and motivate teams and external stakeholders towards positive project outcomes. - Perform additional duties as assigned by management related to project execution and process improvement.	
Quality Engineer (MQA) 	- Degree or diploma in Engineering or related discipline (Degree preferred). - Minimum 5 years of experience in quality engineering or related roles. - Proficient in QC core tools, SPC, 8D reporting, control plans, PFMEA, APQP. - Knowledgeable in quality standards such as ISO 9001, TS16949, PPAP.	- As a Engineer in Quality (MQA) at Molex, you will play a pivotal role in driving quality excellence across subcontractor manufacturing operations. - You will lead the development and execution of strategic quality plans, apply your technical expertise to resolve complex quality issues, and ensure compliance with quality management systems. - This role demands a proactive approach to continuous improvement, working closely	Working Hours: 5 days/ week, 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Skilled in MS Office, basic GD&T or technical drawing interpretation, and QMS auditing. • Strong leadership, analytical, and statistical skills. What Will Put You Ahead • Experience with statistical software such as Minitab and SAP. Advanced knowledge of statistical tools and process improvement methodologies. • Familiarity with automotive or electronics manufacturing environments.	with cross-functional teams and external partners to meet customer expectations and uphold Molex's commitment to superior product quality and operational efficiency. Our Team • You will be part of the DSS division in Singapore, reporting to the Principal Engineer, Quality. • Our team collaborates closely with various internal departments, external subcontractors, and customers to maintain high-quality standards and drive operational excellence. What You Will Do • Monitor key quality indicators closely and initiate, deploy, and implement plans to achieve set goals. • Execute high-level quality strategic plans from self, supervisor, or management. • Lead the team in analyzing daily process issues, driving improvements in assembly/component scrap and yield, and engage Product Engineers early in product development. • Provide disposition for in-process, outgoing, incoming rejects, and non-conforming customer returns, with authority to block suspect stocks and stop shipment to prevent defective deliveries. • Analyze process weaknesses and quality data, collaborating with internal departments and external	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		subcontractors on improvement plans. • Create, review, and update inspection SOPs, checklists, control plans, and special inspection instructions regularly. • Review and maintain quality management system procedures to ensure compliance. • Investigate customer complaints, facilitate root cause analysis, containment, corrective actions, and verify their effectiveness using quality tools and SPC where needed. • Liaise with upstream and downstream process engineers to resolve quality issues. • Plan and conduct routine process line, customer, and supplier audits, ensuring audit readiness. • Perform regular MSA (GR&R) on equipment and operators as needed. • Implement error-proofing initiatives and design process qualification plans, including tool qualification, test plans, validations, 4M1H analysis, rework, and sorting methods. • Apply PBM guiding principles to influence behavior and decision-making. • Perform other duties as assigned by management.	
Senior Signal Integrity Engineer 	• Bachelor's degree in Electrical Engineering or equivalent. • Minimum 5 years of relevant working experience in	• As a Senior Engineer, Signal Integrity, you will play a key role in providing advanced signal integrity design support for new and existing interconnect solutions.	• Working Hours: 5 days/ week, 8:30am to 5.30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	electrical/signal integrity design. - Strong understanding of electromagnetics. What Will Put You Ahead - Master's degree in Electrical and Electronics Engineering or Physics. - Experience designing and supporting high-speed electrical interconnects. - Hands-on experience with CAD/CAE tools such as HFSS, CST, FDTD tools, MoM tools, Sigroty PowerSI, ADS, and Cadence. - Experience correlating simulation results with lab measurements using oscilloscopes, TDRs, and VNAs. - Ability to script/automate analysis flows.	- You will work on high-speed digital testing, simulation, characterization, and development of cutting-edge electrical design capabilities that support Molex's leadership in high-speed interconnect technology. - This role offers the opportunity to influence product development, work directly with global customers, and contribute to advanced R&D initiatives. Our Team - You will join the DSS division's engineering team based in Singapore, reporting to the Director of Engineering. - The team collaborates closely with Product Design, Sales & Marketing, and cross-functional partners worldwide. - We work with customers across diverse industries, delivering innovative interconnect solutions with real-world impact. What You Will Do - Perform finite element simulations of electro-mechanical interconnects. - Conduct mathematical derivation and modeling of electro-mechanical parameters. - Characterize high-speed connectors and systems using high-speed digital testing and	Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		electromagnetic modelling techniques. • Develop empirical and analytical electrical test procedures and specifications. • Design and implement test fixtures, characterization boards, and customer verification boards. • Work with PCB design houses and external partners to support characterization requirements. • Generate evaluation and qualification reports/presentations for internal and customer use. • Provide expert technical guidance to Marketing, Sales, and customers on signal-integrity matters. • Lead R&D work in advanced electrical design technologies. • Develop guidelines to mitigate issues such as EMI, heat transfer, fluid mechanics, and CFD in interconnect systems. • Work with customers on high-speed serial I/O, backplane, board-to-board, and channel applications. • Perform other duties as assigned by Management.	
Test Engineering Engineer (Reliability Lab) 	• Engineering degree in Mechanical, Materials, or related field • Minimum 5 years of work experience in a test laboratory • Proven expertise in environmental, mechanical, and electrical reliability testing (e.g., thermal	• The primary purpose of this role is to conduct reliability tests and evaluations to qualify or evaluate products as requested by internal or external customers. • The role involves developing test methods, guiding junior staff, and championing project initiatives. Our Team	• Working Hours: 5 days/ week, 8:30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	cycling, vibration, humidity) • Familiarity with ISO 17025 standards and reliability qualification protocols • Strong analytical and problem-solving skills, especially in failure analysis and root cause investigation • Safety-conscious and committed to lab best practices • Excellent interpersonal skills and ability to work cross-functionally What Will Put You Ahead • Certified Reliability Engineer • Experience in an accredited laboratory, NPI, or QA	• The Test Engineer will be part of the GRTS division at Molex Singapore, reporting to the Lab Manager. • They will work closely with internal and external customers, as well as coordinate with external labs when necessary. What You Will Do • Develop test plans based on customer requirements per the test request form. • Design, review, and fabricate test fixtures and PCBs for product testing. • Review committed test schedules with the Lab Specialist and communicate with customers for alignment. • Coordinate with external labs on project testing needs when in-house support is not possible. • Initiate meetings to address product functional failures and ensure closure of test requests. • Review test results and compile test reports for product release and qualification. • Be accountable for the responsibility of assigned equipment. • Write and update SOPs as required by relevant tests and equipment. • Ensure good general housekeeping of the reliability lab. • Carry out tests and tasks meeting the requirements of ISO 17025.	110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assess and establish new test methods required by projects. - Perform failure analysis to determine possible root causes after reviewing with customers. - Provide training to staff as assigned and update training records. - Continuously drive lab safety improvements, test setup, and fixtures. - Evaluate, recommend, and qualify lab testing equipment. - Proactively initiate projects to improve or prevent non-conformities.	
Vision Automation Engineer 	- Bachelor's Degree or Diploma in Software Engineering, Electrical Engineering, Mechatronics Engineering, or a related discipline. 8+ years of experience in machine vision, scanner, X-ray inspection systems, or industrial automation development and implementation. - Experience developing and implementing machine vision inspection applications within a manufacturing environment. - Strong knowledge of machine vision systems, optics, lighting technologies, automation, and industrial software applications. - Experience working with cross-functional	- Molex is seeking a Senior Vision Automation Engineer to develop and implement advanced machine vision, laser scanning, and automated inspection solutions that enhance manufacturing quality, productivity, and operational excellence. - In this role, you will leverage automation, software innovation, and vision technologies to support new product introductions, improve manufacturing processes, and drive technology advancement across our operations Our Team - You will be part of the DataCom and Specialty Solutions Division, working closely with Manufacturing Engineering (ME), Product Development Engineering (DPE), Quality, Automation, and cross-functional teams.	Working Hours: 5 days/ week 8:30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	engineering teams to deliver automation and manufacturing solutions. • Strong analytical, problem-solving, and project management skills. • Effective communication and stakeholder management skills. What Will Put You Ahead • Experience integrating vision systems with robotics, industrial controls, and automated manufacturing equipment • Software development experience for machine vision and inspection applications. • Experience with 3D vision systems, laser scanners, advanced inspection technologies, or AI-based inspection solutions. • Knowledge of statistical validation methods including GR&R, capability studies, and measurement system analysis. • Experience leading manufacturing process improvements, automation projects, and capacity expansion initiatives. • Proven ability to mentor technical teams and	• The team focuses on advancing manufacturing capabilities through automation, machine vision systems, robotics integration, and continuous improvement initiatives What You Will Do • Lead the development, implementation, and optimization of machine vision, laser scanning, and automated inspection solutions to improve manufacturing quality, productivity, and operational performance. • Manage automation and vision system projects, ensuring effective planning, budget management, resource utilization, and on-time delivery of key initiatives • Drive new product inspection readiness by partnering with Mechanical Design, Controls, Product Design, AQP/QA, and Assembly Engineering teams to support successful product launches and robust manufacturability • Lead qualification and validation activities, including measurement verification, correlation studies, process capability assessments, and GR&R, ensuring compliance with internal and customer requirements. • Establish strong documentation and governance practices through the development and maintenance of study reports, SOPs, training records, and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	drive knowledge-sharing across the organization.	audit-ready engineering documentation. • Develop organizational capability by conducting training, mentoring engineers and technicians, and promoting best practices in machine vision technologies and inspection systems. • Lead productivity, quality, and cost-reduction initiatives through machine enhancements, process improvements, and data-driven engineering solutions. • Provide technical leadership for machine duplication, equipment transfers, capacity expansion projects, and the successful qualification and ramp-up of production equipment. • Collaborate with machine vendors and suppliers to develop innovative solutions involving robotics, controls, software integration, machine vision, laser scanning, and advanced inspection technologies. • Serve as the subject matter expert for machine vision, laser scanners, and 3D inspection technologies while supporting technical problem solving, innovation initiatives, and cross-functional engineering collaboration. • Drive knowledge sharing, continuous improvement, and innovation by promoting lessons learned, challenging existing methods, and fostering a culture that prevents re-invention across the organization.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Demonstrate and uphold Principle Based Management (PBM®) values in decision-making, leadership, and daily interactions - Perform other duties as assigned by management.	
Warehouse Supervisor	- Diploma, GCE 'A' Level, or equivalent qualification. - Minimum 3 years of experience in warehouse, logistics, or inventory management. - Experience supervising or leading warehouse personnel. - Strong leadership, communication, and people management skills. - Ability to work effectively in a fast-paced manufacturing environment. - Working knowledge of warehouse management systems (WMS), ERP systems, and Microsoft Office applications. - Able to work 2nd shift (2:00 PM to 11:00 PM) What Will Put You Ahead - Knowledge of inventory management principles and warehouse best practices. - Experience with SAP Warehouse Management (SAP WMS). - Experience supporting cycle counting and	- Molex Singapore is seeking a motivated and hands-on Warehouse Supervisor to oversee Raw Material warehouse operations. - In this role, you will lead warehouse personnel, ensure inventory accuracy, drive operational efficiency, and maintain a safe working environment while supporting the company's manufacturing and supply chain objectives. Our Team - You will be part of the DSS organization and work closely with Planning, Purchasing, Operations, Customer Service, Finance, Quality, and SAP support teams. - This role plays a critical part in ensuring smooth material flow and inventory management to support manufacturing operations in Singapore. What You Will Do - Lead and coordinate daily warehouse operations, including receiving, put-away, picking, packing, and dispatch activities. - Plan workforce allocation and assign daily tasks to ensure operational efficiency and service levels.	Working Hours: 5 days/ week 2:00pm to 11:00 pm Employment Type: Full Time Job Type: Permanent Location: 110 International Road (S)629174

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	inventory control programs. • Ability to work at least one weekend day when business needs require. • Strong continuous improvement and problem-solving mindset	• Drive inventory accuracy through FIFO compliance, cycle counts, and physical inventory activities. • Promote a safe work environment by enforcing safety policies, PPE requirements, and 5S standards. • Conduct toolbox talks and safety briefings to reinforce safety awareness across the team. • Supervise, coach, and develop warehouse personnel to achieve performance and productivity goals. • Address operational challenges, employee concerns, and escalate issues when necessary. • Monitor and report warehouse KPIs, including productivity, accuracy, safety, and overtime performance. • Maintain accurate documentation, shift records, and incident reports. • Champion the One Molex Mindset by fostering teamwork, accountability, and continuous improvement. • Perform other duties as assigned by management.	

#13 Marina Bay Sands

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Butler	• Customer Service	• Butler Services offer personalized service with commitment to create unforgettable memories for our Guest at Marina Bay Sands.	• Working Hours: Depending on Operations Needs

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Employment Type: Full Time • Job Type: Permanent • Location: 10 Collyer Quay (S)049315
Cage Cashier	• Education & Certification • Secondary education preferred Experience • No experience required as training will be provided • Willing to work various shifts, including mornings, afternoons, and overnight, as well as on public holidays	Able to perform Front Window, Team Member Bank and/or Fill Bank functions, duties and responsibilities include, but are not limited to; • Being responsible for an impress inventory of cash float • Perform various financial transactions, in support of the Casino Table Games Operations, Slot Operations and the casino Guests playing in these areas, including: 1. Cash-in/ Cash-Out gaming chips 2. Perform foreign currency exchange 3. Redeem Slot Machine payout tickets/TITO/ vouchers for cash/cash equivalent 4. Perform patron account transactions (safe keeping/front money deposits & refunds) 5. Check cashing, check/marker redemptions and consolidations 6. Perform credit card and EFTPOS cash advances 7. Perform Rolling Chip Exchanges 8. Other cashier tasks as required	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Job Type: Permanent • Location: 10 Collyer Quay (S)049315
Casual - Entertainment Usher (PT)	• Commit to at least six months of service. • Enjoy working in a fun-filled environment. • Ability to provide quality customer service. • Ability to solve problems quickly and courteously.	• Assist patrons in finding seats, lighting the way with flashlights if necessary. • Search for lost articles or for parents of lost children. • Refuse admittance to undesirable persons or persons without tickets or passes.	• Working Hours: Depending on Operations Needs • Employment Type: Part Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Excellent communication and problem-solving skills, including ability to maintain composure under stress.	- Settle seating disputes and help solve other patrons concerns. - Guide patrons to exits or provide other instructions or assistance in case of emergency. - Examine and scan tickets or passes to verify authenticity, using criteria such as date and time. - Greet patrons attending events. - Arrive on-time in appropriate dress for scheduled shifts (or obtain replacement if unable to work). - Attend Pre-Event briefings for assignment and event specifics. - Ability and willingness to work any assignment. (Assignments may include checking patrons' coats and belongings, scanning tickets, escorting patrons to seats, etc). - Be in assigned area by designated time. - Understand and perform duties of assignment. - Monitor physical surroundings in assigned area prior to and throughout event for safety, cleanliness and functionality; notify Supervisor of concerns. - Respond quickly and courteously to patrons' needs, questions, comments, or concerns with answers and/or action. - At event's end, walk through assigned area retrieving lost items, booster seats, etc. and turn them in accordingly.	Job Type: Freelance Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Essential Job Functions • Excellent communication and problem solving skills • To ensure smooth operations for patrons attending events at Marina Bay Sands. • Understand and adhere to established policies and procedures. • Actively assist with established Front of House emergency procedures. (Familiar with location and operation of emergency exits and equipment). • Assist patrons with special needs. • Ability to provide accurate knowledge to patrons regarding venue logistics (i.e. location of Box Office, restrooms, F&B concessions, Cloak Room, etc), information about the event, general building history, etc. • Ability to repeatedly climb stairs – up and down – to provide effective staff coverage in all areas of the theatres. • Ability to stand for long periods, sometimes for the duration of an event. • Work all assigned shifts and arrive at call time (or obtain replacement). • Work flexible hours, including nights and holidays. • Attend required trainings and briefings. • Assisting in Front-of-House related event setups and teardowns comprising of carrying and arranging seats to optimize seating arrangements, placement and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		removal of seat tags, ensuring event signage is displayed prominently on signage stands, setting up queue lines using stanchions as well as setting up barricades, tables and bins at key areas as and when required.	
Casual - Event Helper (Special Events)(PT)	• Entry level • No experience required • Able to commit for a long term period. • Preferably at least 6 month and above. Those who are working full time and are able to commit on weekend will be welcome to. • At least 21 years old (a valid Entry Levy to enter Casino Premises) • Must be comfortable working in a smoking environment as the candidate will be required to work in the casino.	Job Responsibilities • Events job such as registration, handling patron's enquiries and other ad-hoc duties assigned. • Assist in event setup • Simple knowledge of internet usage, Microsoft word or excel program • Ushering duties	• Working Hours: Depending on Operations Needs • Employment Type: Part Time • Job Type: Freelance • Location: 10 Collyer Quay (S)049315
Casual - Security Officer (PT)	Education & Certification • At least 'N' Levels and above. • Must be PRD licensed.	Job Responsibilities • Perform security functions at assigned posts in the non-gaming areas. • Respond to all emergencies and alarms as directed by Security Operations Centre and Security Management. • Monitor and manage crowd levels within the work environment. • Effectively participate in the management of potential safety hazards including fire alarms, emergency situations, bomb threats and building evacuation. • Maintain and apply skills to deal with conflict situations	• Working Hours: Depending on Operations Needs • Employment Type: Part Time • Job Type: Freelance • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		that occur within the work environment in an appropriate manner. • Handle lost and found property in accordance to procedures. • Participate in training programs. • Actively participate in regular performance improvement reviews. • Perform all duties as directed by the Vice President of Security.	
Chef de Partie	Experience • Minimum 5 years of experiences in a full fletch kitchen with at least 2 years in the similar capacity Competencies • Possess food hygiene and safety certification • Able to work on rotating shifts, weekends & public holidays • Possess a well-groomed, professional appearance • Demonstrates a full understanding of their role and carries it out in line with their job description • Works effectively with the rest of the team • Is able to prioritize tasks and demonstrate effective time management and coordinating, controlling and managing different resources • Communicates clearly, professionally and concisely whilst actively listening to others and giving consideration to their needs and opinions	• As a Chef de Partie, you are required to work closely with the Sous Chef and Head Chef in order to assist with the preparation, cooking and presentation of produce. You are responsible for running a section with the assistance of Commis Chef • The management of a section with the assistance of Commis Chefs • The preparation and cooking of food to the restaurant specific standards • Development and supervision of the Commis Chef on section • Awareness and implementation of waste controls • Section stock control and rotation • Completion of the cleaning schedule for the kitchen • Understand the functional administration of the restaurant, i.e., docket procedures, stations, table numbers, food labelling etc • Detailed Knowledge of the full menu • Team working • Compliance with legal requirements under the H&S act 1974 and food hygiene	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Tries to take the bigger picture into consideration and is confident as to when and where to seek guidance and clarity from senior members of the team.	• Adherence to all policies, procedures, standards, specifications, guidelines and training programs • Reporting of maintenance issues to the relevant parties • All restaurant and menu standards adhered to at all times • Food produced to highest standards and to restaurant specification • Wastage kept to an absolute minimum • Stock items used in the correct order • Ability to give a detailed description of all dishes • All health and safety requirements met and documentation including cleaning schedules and temperature records completed • Full support given to Sous and Head Chef and colleagues • Smooth and efficiently run section, tasks completed in a timely manner • Regular and consistent training, coaching and support given to Commis chefs	
Commis (III, II, I)	Experience 1-3 years of experiences as a culinary arts, pastry or bakery profession. Competencies Able to identify different kind and categories of raw materials. Can differentiate the various type of cuisines. Basic cooking and sanitary knowledge Monitoring of basic cooking preparation techniques and utilization of knives.	Personnel Management • Follow orders and advice instructed by Chef de Partie and Sous Chefs to perform job task following directions. • Adapt yourself to business needs and be willing to work any day of the week and any shift. • Remain focus and complete one task before switching to the next one. • Follow work list assigned by Chef de Partie, completed within acceptable time frame. • Attend and participate in company trainings, embracing learning opportunities with a	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Have a well-groomed, professional appearance. Willing and able to work shift work.	positive attitude and adhere to company philosophy. • Work calmly and efficiently while promoting good working relations in the culinary/pastry/bakery department. • Able to demonstrate a positive attitude and take pride in one's work. This must be reflected in the product produced for our guests to consume. • Be aware of and adhere to company policies and statutory requirements with regards to health and safety, sanitation, and fire procedures. • Report to culinary management any maintenance defects using the correct and proper procedures. • Maintain high standards of grooming for oneself and subordinates ensuring good customer relations are maintained at all times, in particular when working in the public areas of the hotel. • Ensure that you report to work on time as per culinary department schedules. Report any sickness or absence from work using the correct procedures. Kitchen / Food • Monitor the production of food items to ensure they are in compliance with the prescribed recipes and specifications. Adhere to all the standards of food presentation, production, and portioning controls. • Ensure quality of food items according to the standards in place. It includes ensuring all food items are in perfect sanitary	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		condition, applying First in First out! kitchen best practice. • Ensure all food products are stored properly in their appropriate fridges and storage containers throughout a shift. • Maintain a high standard of cleanliness and sanitation in and around all culinary work areas and ensure that all colleagues clean their stations after every service. • Ensure safe and proper use of equipment at all times and to instruct this to all culinary colleagues.	
Customer Relations Executive 	• Customer Service • Mandarin speaking to serve our china guests	Job Summary Responsible for assisting casino guests during their visit to Marina Bay Sands (MBS). Job Responsibilities • Provide excellent and delightful service to casino guests and assist them with their needs and requests. • Assist guests with their trip arrangements and ensure prompt and close follow-up (e.g. hotel arrangements, transportation arrangements, dining arrangements, etc.). • Conduct guided MBS Casino familiarization tours for guests. • Introduce programs (with the relevant terms and conditions) to potential Paiza players. • Proactively identify potential gaming patrons and work with Market Development Sales Team on host management. • Provide personalized service and establish close rapport with assigned patrons. • Engage guests through telemarketing calls and invite	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		them for repeat visits and/or events and promotions. • Collaborate with stakeholders (such as Sales, Transportation, Hotel Operations, Cage, Table Games, etc.) on guests' feedback and with objective to enhance the service standards for guests. • Assist with execution of Special Events and Promotions. • Ensure compliance with the organization's guidelines and regulations when carrying out work duties. • Perform all other ad hoc duties as and when required.	
Dealer	Education & Certification • Secondary education preferred Experience • No experience required as training will be provided • Willing to work various shifts, including mornings, afternoons, and overnight, as well as on public holidays	• Deal games and provide excellent and friendly service to every guest, to help instill the perception in the minds of all guests and the public, that Sands is an establishment which exudes the highest standards of gaming entertainment in the world	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315
Doorperson/ Bellhop	Education & Certification • Minimum secondary education Experience • Minimum 1 year experience in the same capacity • Previous experience with luxury resorts and hotels is an advantage	• Arrive to work in the correct mental, emotional and physical state to execute the responsibilities of the role • Prepare their workstation, equipment and required work materials to ensure the full scope of the job can be executed • Up to date and in-depth knowledge of all property wide information • Up to date of internal promotions and be familiar with the local community and events in town • Ensure accurate information, and appropriate	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		recommendations can be made to guests based on their profiles and or preferences to enhance their stay in MBS and Singapore • In depth knowledge of all room and suite types, including room features, and inclusions to enable the bellman to provide an anticipatory and thoughtful room orientation to our guests • Remain in continuous communication internally to ensure the overall operations of the Guest Services Team runs smoothly and in control of the Guest Service Command Center and Management in static locations • Attend to guests upon their arrival and departure, or whenever in guest facing areas of the property, providing proactive and attentive service • Adapt to changes and ensure adherence to organisational operating procedures and service standards • Handles luggage for both arriving and departing guests and groups. This includes proper handling, tagging and delivering of luggage • Rotated to perform duties at the curb and work closely with Bell Captain and Supervisor at the driveway to ensure guest's arrival and departure experience is seamless	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Is trained to handle luggage handling equipment like bell-cart and birdcage trolley • Carry Mobile Duty Phones and operate Mobile FCS system for job receiving and dispatching • Deliver incoming items to the guestrooms at the request of guests, or management • Maintain the luggage storage room • Handles baggage-related requests such as long-term/short-term storage, luggage repair • Sort and deliver daily newspapers to all VIP rooms, suites and scheduled rooms • Perform Service and Operational Excellence • Able to apply service standards consistently in all interactions with internal and external guests • In depth understanding of guests' service journey across departments to ensure relevant information is provided to guests • In depth understanding of internal process flows to ensure relevant information and follow up is done with relevant departments • Take ownership of guest's request. In the event, if the request is not directly related to guest services area of capacity, the request is communicated to the right department in a timely manner • Apply Operational Risks • Be aware of OSHA (Occupational Safety and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Health Act), practices and reinforces safety guidelines • Report and document special incidents that command management's attention; incidents may include vandalism, fight, fire, abuse, accidents, etc. • Monitor activities in both front and back of the house; report any suspicious characters, items and/or activities to the Security Department • Respond appropriately to any emergency situations • Participate Employee Engagement • Participate in departmental and property initiatives • Demonstrate an enjoyment and enthusiasm for work through effective relationships with other Team Members/ Department by embracing OneMBS culture • Feedback and input are communicated in an open and transparent manner with management • Involve in Documentation, Financial and Report Management • Observe the usage of supplies to ensure that it's within budget and minimize wastage • Contribute ideas in support of the company vision, mission, value and guiding principles • Actively involved in sustainability programs to drive organizational green initiatives • Perform any other duties and responsibilities as and when assigned by Management	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
F&B Bartender	Customer Service, Communication, Bartendering	- Maintain complete knowledge of all menu items available in the bar - Communicate closely with Captains and Service Attendants to ensure quality service is achieved - Assist other bartenders and service attendants whenever possible - Maintain storage areas with proper supplies, organization, and cleanliness. Rectify any cleanliness/organization deficiencies as requested by superiors	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315
F&B Captain	Customer Service, Communication	- Handle politely and channel all telephone messages received and handle reservations. - Handle and solve any concerns and questions from customers. - Supervise servers to ensure excellent customer service is provided every time. - Support Assistant Manager and Department in achieving all goals and Key Performance Objectives.	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315
F&B Cashier	Customer Service, Communication	- Responsible for handling food and beverage orders and serving guests. - Provide friendly, excellent service to all guests. - Assist fellow Team Members to perform preparation and setting up in the restaurants for food service and ensure all available amenities and utensils are properly stocked and inspected prior to service. - Handling all restaurant telephone and email reservation enquiries. up-	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		selling, well-versed in all aspects of the menu. All other administrative duties in the restaurant.	
F&B Cocktail server	Customer Service, Communication	- Provide bottle service and participate in bottle rituals - Attend line-ups with other staff and review all information pertinent to the day's business. - Meet with Head Bartenders or Manager to review daily specials and out of stock items. Ensure that other members of the staff are aware of such changes. - Communicate closely with Head Bartenders and bartenders to ensure quality service is achieved	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315
F&B Host/Hostess	Customer Service, Communication	- Be responsible for taking reservations, answering the phone, responding to any guest requests. - Seat the guests in the restaurant according to designated rotation plans. - Seat Guests evenly and fairly at various stations of the restaurant. - Personalize each guest experience by using the guests' names where known. - Acknowledge each special occasion where known. - Pass on the relevant guest information to the Captains and Server Attendants. - Maintain the Guests' profile and history, taken note of all special occasions and dates for example birthdays, wedding anniversaries, etc.	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315
F&B Service Attendant	Customer Service, Communication	Responsible for handling food and beverage orders and serving guests.	Working Hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Provide friendly, excellent service to all guests. • Assist fellow Team Members to perform preparation and setting up in the restaurants for food service and ensure all available amenities and utensils are properly stocked and inspected prior to service. • Handling all restaurant telephone and email reservation enquiries. up-selling, well-versed in all aspects of the menu.	Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315
Guest Engagement Officer	Education & Certification • High School Graduate Experience • No experience required as training will be provided.	Customer Relations • Actively manage entry/exit points into Casino including all entry/exit points to High Limit Gaming Areas. • Ensure compliance with regulations related to restricted access points into Casino including HLGA. • Perform all necessary checks at assigned post in the Casino including entry/exit checks, HLGA eligibility, Premium Player status verification etc., as assigned. • Monitor and manage crowd levels within the work environment. • Proactively greet guests, visitors, and others within the casino environment. • Exhibit a professional attitude and readiness to assist guests, upholding Marina Bay Sands standards of customer service through proficiency in property knowledge, professional presentation and building of customer relationships. • Handle ad hoc customer requests and complaints in a	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		timely manner, resolving when possible and escalating when necessary. • Work flexibly to contribute to a supportive team environment Communication • Maintain a positive rapport and professional interaction with all Casino Operations Team Members and those from other Departments. • Facilitate communications between Casino Operations and other departments regarding supporting functions and maintaining the casino environment. • Stay informed on the latest casino games, integrated resort amenities, promotions, and entertainment events. • Meet all attendance, punctuality and safety guidelines required of the position and adhere to regulatory, Departmental and Company policies. • Actively promote services and events, and participate in necessary tournaments, events, and promotions. • Keep all information on guest activity and Casino operations confidential. • Contribute to a positive, empowering work environment by consistently performing assigned day-to-day responsibilities. • Meet the demands of a fast-paced environment by using good judgment and the ability to multitask. • Any other duties as required.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Guest Service Agent Front Office	Customer Service	Accomplish Day to Day Operations - Prepare workstation at the start of shift and ensure all equipment and required work materials are in order. - Handle room registration of arriving guests in accordance to the Service Quality Review standards to achieve optimal customer satisfaction. - Up to date of internal promotions and be familiar with the local community and famous events in town. Appropriate recommendations can be made to guests to enhance their stay in MBS and Singapore. - Perform lobby ambassador duties including but not limited to the following: attend to guests upon arrival and directing guests to the designated check in / out locations; engaging and interacting with guests during the wait to enhance the guests' arrival experience - Adapt to changes and ensure adherence to organisational operating procedures and service standards. - Handle the arrival and departure process of Gaming VIPs including those arriving and departing via private jet and airport limousine transfers. - Handle the arrival and departure process of Non-Gaming VIPs and limousine arrival guests including room assignments and meet and greet service. - Handle group arrivals by communicating with organizer/tour leader, managing room assignments, preparing room keys, welcoming group upon arrival and liaising with	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Express Service for wake-up call requests and In Room Dining for takeaway breakfast requests. • Handle guests requests and redirect the request to the appropriate department(s) if request is not within scope and capacity of Front Office ensuring guests' requests are followed through. • Handle guest requests made through incoming calls and perform follow-up with the Command Centre. • Handle guests' s challenges and feedback and escalate to higher management if necessary • Handle room check out including regular checkout, express checkout and video checkout. • Support Guest Service Agents with assignment of clean rooms during check in process. • Handle cashiering activities including deposits, paid-outs and foreign currency exchange • Handle hotel expenses settlement of Gaming VIPs. • Perform night audit function including date roll procedures and reconciliation of Front Office and Concierge TMs' cashiering transactions • Perform back-of-house roles including credit card settlement for express checkouts, guest billing enquiries, FCS requests, guest amenities arrangement, check in/out of back-to-back reservations and in-house guest high balance credit check. • Liaise with Finance and Casino teams for all past dated guest account adjustments and credit card transactional disputes.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Manage out of order and out of service room inventory through communication with Facilities and Housekeeping Departments. • Handle future and on-day room assignment and inventory control • Be conversant with manual operations process during downtime of property management system. • Promote the different categories of guest rooms and MBS operated F&B outlets and offerings and provide assistance to make bookings if required. • Maintain close liaison with all other departments to have a good understanding of the operational flow to ensure seamless guest experiences.	
Guest Service Agent, Mall Concierge	Education & Certification • No formal education required Experience • No experience required as training will be provided.	• Deliver wonderful shopping experience to shoppers and guests of Marina Bay Sands • Attend to shoppers' enquiries and feedback for customer experience improvement. • Perform Mall Marketing redemptions and any other duties assigned. • Attend to Luxury Shoppers (VIP Service training will be provided) • Enjoy fun and be a proud ambassador of The Shoppes at Marina Bay Sands	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315
Guest Service Agent, Public Areas Department	Education & Certification • No formal education required Experience • No experience required as training will be provided	• Perform vacuuming, carpet cleaning, cleaning sanitary area. • Ensure all glass doors are cleaned and maintained, and responsible for cleaning lobby fountain, phone dividers. • Maintain, at all times, a neat and clean professional appearance. • Ensure work area is clean when finished.	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Hotel Concierge	Customer Service	Accomplish Day to Day Operations - Up to date of internal promotions and be familiar with the local community and famous events in town. Appropriate recommendations can be made to guests to enhance their stay in MBS and Singapore - Resolve issues pertaining to guest's negative feedback and manages the complaint efficiently to maximize guest satisfaction and communicate to Manager and Service Management for any necessary follow up - Responds to guest comments, requests and complaints in a timely and professional manner. Take personal responsibility to resolve issues where necessary - Be conversant with all areas of the Concierge and Guest Services department including supporting tagging at the Guest Services area during peak time - Be able to perform check-in and checkout processes utilizing established systems and procedures including appropriately allocating rooms to guests, confirming and executing account payment in accordance with the established credit procedures. This includes ensuring that floats balance at the completion of each shift - Register guest in the Property Management System (OPERA). Record and update all pertinent data into guest folio as needed - Handles guest's inquiries pertaining to tourist information and local community - Processes Concierge and Ticketing related requests	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Competent to operate FCS system, Property Management System and ALICE Concierge to assist and process with guest requests • Be conversant with manual operations process during shutdown of property management system • Adapt to changes, implement and monitor concierge service to ensure adherence to organisational operating procedures and service standards • Work closely with relevant departments such as Front Office Groups, Guest Relations, Paiza Services, Housekeeping, Facilities and In-Room Dining to prepare and execute accordingly for Suite/VIP Guests	
Logistics Attendant	Experience • Candidates with no relevant work experience are welcome to apply • Minimum 1 year of hands-on experience in Dock Receiving, Put away and Picking Operations in either the Food & Beverage or Hospitality environment is preferred • Possess valid Forklift Driving License will be a plus	• We are seeking hands-on operational individuals to join the Supply Chain Operations. Besides the core logistical work, Supply Chain Team Members are expected to embrace state-of-the-art technology in Warehouse Management System (WMS) and Autonomous Mobile Robot (AMR), enabling the department to achieve assigned KPIs in a safe and efficient manner. Job Responsibilities • Inspect, repack and deliver the received items in good condition to all internal users within the entire property in a timely manner • Handle mobile handheld devices to perform WMS functions, assign and troubleshoot basic AMR tasks	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Support Logistics Lead and Officers as required - Meet the attendance and punctuality guidelines of the job and adhere to Departmental and Company policies	
MBS ASPIRE, Convention Services (Operations) 	Education & Certification - Diploma or Degree undergraduate in any discipline, or currently in the final year of study and able to commence employment upon completion of studies. - Academic background in Hospitality Management, Operations Management or Service Operations is advantageous Experience - This is an early career talent programme intended for individuals with less than 2 years of full-time work experience. - Preferably with prior internship, part-time, or operational experience in: Banquets service, catering, hotel F&B operations or large-scale hospitality environments Other Prerequisites - Ambitious, forward-thinking, with leadership potential and a growth mindset	MICE Management - Begin with an immersive orientation that connects you to the pulse of Marina Bay Sands and the MICE ecosystem. - Learn Amadeus and EBMS to manage accounts, bookings, and Customer Relationship Management (CRM). - Understand the full-event lifecycle — from pre-sales to post-sales, gain insights into contracts, workflows, and flawless execution. - Turn data into decisions — explore analytics and forecasting to shape smarter strategies. Revenue – Space Optimization - Understand principles of revenue management and pricing models. - Learn how to maximize venue usage through EBMS and strategic blocking. - Review and advise on minimum selling guidelines. - Generate MICE forecasts and analyzing KPIs to influence key decisions. - Perform audits, support revenue reporting and ensure accuracy that powers performance. Sales	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Collaborative, confident, and thrive in dynamic team environments • Curious and adaptable, with a desire to learn across diverse functions • Driven by excellence and take pride in delivering exceptional service • Genuine interest in the MICE business and hospitality operations • Strong curiosity about how large-scale events are executed behind the scenes • Willingness to learn from the ground up in a hands-on environment • Ability to work in a fast-paced and physically demanding setting • A team player with a practical, solutions-oriented mindset • Detail-oriented with a structured and disciplined approach to work	• Gain exposure across corporate, government, social, expo, and association teams. • Learn sales strategy and Marina Bay precinct selling approach. • Involve in client meetings, tradeshow, and event planning. • Gain insights into international meetings and luxury travel segments. Customer Experience (CX) • Gain insights into event management from contract handover to financial closure with precision. • Script event requirements in EBMS and coordinate logistics flawlessly. • Formulate signage and transportation strategies that elevate every detail. • Ensure compliance with Workplace, Safety and Health (WSH) and licensing requirements while delivering exceptional service. • Execute events across MICE, Exhibition, and Special Event portfolios that create extraordinary experiences. Technical Services • Manage and plan audio-visual and technical production for events • Prepare technical riders and AV production cue sheets • Operate EBMS cost estimates and manage outsourced works • Learn digital signage systems and virtual meeting platforms	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Understand rigging, electrical, and plumbing safety guidelines - Apply ISO standards for sustainable and safe event operations MICE Logistics Business Service - Handle mail and courier operations, POS billing, and business centre enquiries with professionalism. - Manage contractor services, exhibition requirements, and logistics for move-ins and move-outs. - Execute waste management operations and understand Profit & Loss (P&L) reporting. - Control traffic flow, manage equipment rentals, and ensure VIP arrivals are executed flawlessly. - Apply ISO45001 standards and monitor WSH compliance across all touchpoints. Landing Placement - Once you have completed the above rotations, you will undergo an assessment for final rotation and placement into Banquets Operations. Banquets Operations - Understanding the MICE Ecosystem - You will gain a strong foundation in how large-scale conventions, meetings, and corporate events are delivered within an integrated resort environment. - Develop a clear understanding of the end-to-end MICE ecosystem	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and how large-scale events are executed - Learn how banquets operations play a critical role in delivering client expectations and ensuring event success - Understand how operational excellence drives revenue, guest experience, and repeat business	
MBS ASPIRE, Culinary Western 	Education & Certification - Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience - Less than 2 years of working experience Other Prerequisites - Ambitious, forward-thinking, with leadership potential and a growth mindset - Collaborative, confident, and thrive in dynamic team environments - Curious and adaptable, with a desire to learn across diverse functions - Driven by excellence and take pride in delivering exceptional service	Foundation Phase - During the first three months, you will immerse yourself in the dynamic environment of a high-volume production kitchen. This phase introduces you to the fundamentals of large-scale culinary operations while exposing you to a variety of international cuisines featured in menus for In-Room Dining (IRD) and RISE. You will learn the rhythm of a production kitchen, from precise mise en place to consistent plating under time pressure, while mastering hygiene and food safety standards. This experience builds a strong foundation in global culinary techniques and operational discipline, preparing you for more complex responsibilities ahead. - Gain foundational experience in high-volume production kitchens. - Assist with mise en place and batch preparation for IRD and RISE menu items. - Maintain strict compliance with food safety and hygiene protocols.	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support kitchen workflow by organizing stations and ensuring timely preparation. • Collaborate with senior chefs to learn production timing and coordination. • Skill Development, Research and Development Phase • As you progress, the focus shifts from execution to planning and innovation. You will take ownership of recipe card creation, ensuring accuracy in measurements, allergen details, and plating guidelines. This phase deepens your understanding of inventory management, ordering systems, and scheduling to maintain efficiency and cost control. Beyond operations, you will actively participate in Research & Development, contributing ideas for new dishes and menu enhancements. Through structured trials and feedback sessions, you will learn how creativity and commercial viability intersect, shaping menus that delight guests while meeting operational goals. • Train in recipe card creation, ensuring accuracy and consistency. • Create and update recipe cards with precise measurements, allergen details, and plating guidelines. • Learn inventory management, ordering systems, and scheduling.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Manage inventory and ordering systems, ensuring minimal variance and cost control. • Assist in scheduling and roster planning for production teams. • Participate in R&D projects: conceptualize new dishes, conduct trials, and gather feedback. • Support menu engineering by analyzing cost, yield, and guest preferences. • The next stage expands your expertise into two distinct culinary worlds: large-scale banquets and fine dining. In the Banquets Kitchen, you will experience the complexity of planning and executing menus for events that range from intimate gatherings to grand celebrations. You will learn how to manage timing, logistics, and quality for hundreds of covers without compromising standards. Simultaneously, your rotation through signature restaurants such as Spago or Maison Boulud will refine your artistry in plating and elevate your understanding of premium guest service. This dual exposure develops adaptability, precision, and the ability to deliver excellence in both high-volume and high-touch environments. • Rotate through Banquets Kitchen, focusing on large-	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		scale event production and planning. • Assist in planning and executing banquet menus for large-scale events. • Coordinate with service teams for seamless event delivery. • Gain exposure to Ala Carte fine dining at signature restaurants • Develop skills in plating artistry, guest customization, and premium service standards. • Deliver luxury standards in plating artistry and guest interaction • Handle dietary requests and customization for VIP guests. • Project Planning & Execution Phase • The final phase is where you will apply everything you've learned to strategic projects that drive innovation and operational improvement. You will collaborate on initiatives such as seasonal menu launches, sustainability programmes, or cost optimization strategies, working closely with cross-functional teams including Marketing and Procurement. This stage emphasizes project management, data-driven decision-making, and guest-centric design. By the end of this phase, you will have demonstrated the ability to lead, influence, and deliver measurable impact—skills that position you for future leadership roles within the culinary team.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Collaborate with cross-functional teams including Marketing, Procurement, and Operations. - Engage in menu launches, seasonal promotions, and operational improvements. - Build leadership capabilities through cross-functional teamwork and strategic planning. - Coach junior team members and contribute to knowledge transfer. - Initiate / Lead a culinary project from concept to execution (e.g., menu launch or operational improvement). - Conduct post-project analysis: measure guest feedback, cost impact, and operational efficiency.	
MBS ASPIRE, Food & Beverage 	Education & Certification - Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience - Less than 2 years of working experience Other Prerequisites - Ambitious, forward-thinking, with leadership potential and a growth mindset - Collaborative, confident, and thrive in dynamic team environments - Curious and adaptable, with a desire to learn across diverse functions	Foundation Phase - This is where your journey begins. In this phase, you will immerse yourself in the heart of hospitality — learning the art of creating memorable moments and understanding what it truly means to serve with excellence. It is about mastering the fundamentals, embracing our values, and discovering the power of genuine connection with every guest. Here, you lay the foundation for a career that transforms ordinary service into extraordinary experiences. - Welcome guests warmly, manage reservations, and respond to requests promptly.	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Driven by excellence and take pride in delivering exceptional service	- Personalization — use guest names, acknowledge special occasions, and maintain guest profiles for future visits. - Service Fundamentals — learn seating protocols, rotation plans, and create seamless dining experiences. - Professional Presence — build confidence in communication and embraces the art of hospitality. - Skill Development Phase - Now, you move beyond the basics. This phase is about sharpening your skills, deepening your knowledge, and embracing the nuances that set world-class service apart. You will learn how to anticipate needs, personalize experiences, and turn challenges into opportunities. It is about confidence, creativity, and precision — developing the ability to deliver not just service, but unforgettable moments that guests will cherish. - Operational Expertise — refine table setup, presentation, and handling of operating equipment. - Service Excellence — anticipate guest needs, resolves concerns gracefully, and ensures smooth dining flow. - Leadership in Action — begin supervising service teams, guiding consistency and quality. - Revenue Growth — apply upselling techniques and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		contribute to achieving departmental goals. • Precision & Creativity — deliver experiences that combine technical mastery with personalized touches. • Service Excellence and Supervisory Phase • This is where you will be exposed to leadership roles — to inspire teams, uphold standards, and create an environment where excellence thrives. It is about vision and influence — guiding others to achieve greatness while ensuring every detail reflects our commitment to perfection. In this phase, you become more than a service professional; you become a role model and a driving force behind exceptional guest experiences. • Inspire and guide Captains, Service Attendants and Hosts to deliver excellence. • Operational Oversight — coordinate staffing, review reservations, and manage special requests for flawless execution. • Performance Management — conduct pre-shift briefings, monitor standards, and drive continuous improvement. • Guest Satisfaction — take ownership of resolving issues and ensure every detail reflects perfection. • Oversee training and development and foster a	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		culture of teamwork and recognition.	
MBS ASPIRE, Front Office 🏠	Education & Certification - Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience - Less than 2 years of working experience Other Prerequisites - Ambitious, forward-thinking, with leadership potential and a growth mindset - Collaborative, confident, and thrive in dynamic team environments - Curious and adaptable, with a desire to learn across diverse functions - Driven by excellence and take pride in delivering exceptional service	- Front Office Operations and Rotation Exposure – Develop an intrinsic understanding of Front Office operations and the principles behind service excellence. - Gain deep knowledge of Opera PMS and service standards through immersive learning and hands-on experience, ensuring you not only know the processes but understand the “why” behind every interaction. - Build holistic knowledge through rotations across Concierge, Guest Services, Room Control, Front Office Accounts, Night Audit, Training, and Group Operations to build holistic knowledge. - Work closely with cross-functional teams to understand how synergy creates exceptional experiences. - Supervisory and Managerial Exposure – Cultivate leadership capabilities and develop a deeper sense of operational ownership. - Overseeing Front Office operations, ensuring every process reflects world-class standards and guest satisfaction. - Conduct impactful pre-shift briefings that energize the team and align everyone toward shared goals. - Collaborate across departments to ensure every	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		touchpoint reflects harmony and service excellence. • Review manpower allocation and overtime strategically to maintain efficiency and team well-being. • Conduct regular audits and inspections, providing detailed insights that drive continuous improvement. • Perform service audits to ensure every interaction meets Forbes Travel Guide standards and internal benchmarks for quality. • Resolve guest concerns with empathy and efficiency, transforming negative feedback into memorable experiences. • Recommend creative ideas that elevate guest experiences and unlock new revenue opportunities. • Supervise the delivery of services so they reflect our brand attributes, core standards, and compliance requirements. • Collect and update guest preferences, practices, and interests in OPERA to create accurate profiles that enable tailored experiences. • Coach team members to strengthen skills and confidence, fostering a culture of continuous learning. • Ensure compliance with workplace safety, hygiene, and data protection standards during daily operations. • Champion sustainability initiatives and contribute	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		ideas for operational efficiency and guest delight. • Specialization Phase – Deepen expertise and lead initiatives that shape the future of Front Office operations. • Select your primary area of specialization — Front Desk, Group Operations, Room Control, Front Office Accounts, or Training — and become a trusted expert in your field. Your placement will be mutually agreed upon with the department to ensure alignment with your strengths and aspirations. • Oversee operations and lead operational audits to ensure compliance with brand standards, safety, and data protection requirements. • Drive departmental initiatives that enhance process improvement, synergy, efficiency, productivity, and service excellence. • Manage budgets and resources strategically, ensuring operational performance aligns with organizational goals. • Design and deliver impactful training programmes that empower a diverse workforce and build future leaders. • Coach team members to strengthen skills and confidence, fostering a culture of continuous learning. • Monitor service quality through audits and guest feedback, implementing	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		action plans to improve NPS and Forbes standards. • Introduce and implement creative solutions that elevate guest experiences and set new benchmarks for luxury hospitality. • Champion sustainability initiatives and leverage technology to optimize workflows.	
MBS ASPIRE, Hospitality Transportation 	Education & Certification • Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience • Less than 2 years of working experience Other Prerequisites • Ambitious, forward-thinking, with leadership potential and a growth mindset • Collaborative, confident, and thrive in dynamic team environments • Curious and adaptable, with a desire to learn across diverse functions • Driven by excellence and take pride in delivering exceptional service	Job Responsibilities • Transportation – Master the art of luxury mobility by ensuring seamless guest transfers, precise scheduling, and uncompromising safety standards for a world-class hospitality experience. • Learn the essentials of luxury mobility — from fleet management to guest transfer logistics. • Gain deep knowledge of limousine fleet operations, luxury vehicle features, and integrated systems that keep our service running smoothly. • Create unforgettable journeys for VIP and high-profile guests through professional etiquette, personalized service, and attention to detail. From replenishing amenities to fulfilling special requests, you'll ensure every ride is flawless. • Play a key role in smooth operations by supporting scheduling and dispatch to ensure punctual, world-class service. • Understand the importance of maintaining accurate trip logs, fuel usage records, and	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		incident reports while mastering Limousine Integrated and Queue System procedures. • Gain practical exposure to compliance and safety standards that underpin world-class hospitality. • Valet Services – Deliver world-class valet experiences with precision, confidence, and a commitment to innovation and safety. • Create unforgettable first impressions by delivering premium valet experiences. • Develop confidence and precision in vehicle handling and service etiquette. • Drive innovation by observing and contributing to process improvements for efficiency and safety. • Airport Meet & Greet – Be the face of Marina Bay Sands by delivering warm welcomes, coordinating flawless transfers, and managing guests and VIP experiences with discretion and professionalism. • Be the face of Marina Bay Sands — welcome guests with warmth and professionalism. • Coordinate like a pro with transportation and concierge teams for flawless transfers. • Handle VIP arrangements with discretion, showcasing your ability to manage high-touch experiences.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Administration and Accounts – Build strategic and analytical skills by supporting budgeting, vendor management, data-driven decisions, and process improvements that shape sustainable, world-class hospitality transportation operations. - Gain exposure to budgeting, cost control, and vendor management. - Learn how data drives decision-making and service excellence and turn data into decisions by assisting with P&L budgeting and reporting, scheduling and operational analysis. - Contribute to process improvement and sustainability initiatives. - Engage with leaders by attending departmental meetings and supporting strategic projects. - Supervisory Exposure – Gain exposure in leading teams and optimizing operations, go Above Beyond to elevate service standards and create exceptional guest experiences. - Review manpower allocation and optimize scheduling for operational efficiency. - Lead with confidence by conducting pre-shift briefings and sharing updates on promotions and service standards. - Ensure world-class quality through service audits aligned	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		with Forbes Travel Guide standards. • Shape the guest experience by recommending initiatives that elevate service and efficiency. • Build relationships by maintaining accurate guest profiles and responding to feedback with professionalism. • Inspire others — mentor junior team members, facilitate learning opportunities, and foster an inclusive, positive work culture.	
MBS ASPIRE, Housekeeping 	Education & Certification • Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience • Less than 2 years of working experience Other Prerequisites • Ambitious, forward-thinking, with leadership potential and a growth mindset • Collaborative, confident, and thrive in dynamic team environments • Curious and adaptable, with a desire to learn across diverse functions • Driven by excellence and take pride in delivering exceptional service	• Foundation Phase and Rotation Exposure – Develop a strong operational foundation and an eye for excellence. • Gain in-depth knowledge of room preparation, cleanliness standards, and guest comfort essentials. Understand how attention to detail creates exceptional experiences. • Maintain impeccable cleanliness in guest rooms and public areas and develop an in-depth understanding and eye for details. • Hone the ability to respond to guest's needs promptly and professionally, delivering personalized experiences. • Exposure to other Housekeeping functions such as Floral, Wardrobe, Laundry, and Minibar, understanding how the teams come together to contribute to a seamless guest journey. • Effective management of supplies and inventory.	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Gain practical experience through rotational assignments across key hotel operations functions. • Embrace organizational culture and adhere to company policies. • Service Excellence Phase – Elevate every detail to world-class standards and create unforgettable guest experiences. • Bring Forbes Travel Guide standards to life in every interaction, delivering luxury and precision that define world-class hospitality. • Master advanced techniques in room inspections and quality assurance, setting benchmarks for excellence. • Collaborate seamlessly with cross-functional teams to orchestrate flawless guest journeys from arrival to departure. • Champion efficiency and sustainability by contributing to projects that enhance processes and reduce environmental impact. • Supervisory Exposure – Cultivate leadership capabilities and develop a deeper sense of operational ownership. • Lead daily operations and ensure service excellence. • Manage budget and resources strategically to optimize operational performance. • Inspire and coach junior team members, setting the	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		standard for excellence and leadership. • Coordinate scheduling and conduct performance reviews to drive accountability and growth. • Communicate effectively across departments to ensure seamless collaboration. • Resolve escalated guest concerns with professionalism, empathy, and a focus on guest satisfaction. • Drive innovation and implement solutions that elevate departmental efficiency and guest experience. • Drive development projects that address operational challenges and deliver measurable impact. • Design and deliver impactful training programmes that are tailored to a diverse workforce, fostering inclusivity and capability building. • Contribute to a positive and collaborative work environment.	
MBS ASPIRE, Paiza Butler 	Education & Certification • Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience • Less than 2 years of working experience Other Prerequisites • Ambitious, forward-thinking, with	• The role of the butler is multifaceted, combining skills from various departments such as Call Center, Front Office, Housekeeping, Guest Services, Concierge, Reservations, Food and Beverage, Transportation, and Facilities. • This integration allows the butler to manage a wide range of tasks, from coordinating special requests and suite preparations to	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	leadership potential and a growth mindset • Collaborative, confident, and thrive in dynamic team environments • Curious and adaptable, with a desire to learn across diverse functions • Driven by excellence and take pride in delivering exceptional service	arranging dining experiences and transportation. • The butler is committed to delivering an Above Beyond stay for every guest by ensuring that every detail is meticulously managed and personalized throughout their journey at Marina Bay Sands. • Transitioning to the role of a Senior Butler, one will be specifically tasked with looking after VIP guests, Paiza Royal Collection suites and ensuring their stay is flawless and exceeds expectations. The Senior Butler also plays a key role in mentoring and training new butlers, upholding the highest standards of service excellence. • At the finish line, in the capacity of a Butler Supervisor, one will be responsible for overseeing the daily operations of the Butler Services team to ensure exceptional guest experiences, conduct department training, proactively look for innovative ways to propel the team to next level. This role will require excellent operational management skills, competent customer feedback handling and a strong focus on coordinating with multiple departments to facilitate seamless guest arrivals and departures. One will lead and mentor a team of Butlers, ensuring the	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		highest standards of personalized service. Paiza Butler Services team continues to maintain Forbes 5 stars ratings and remains prominent on the World's hospitality stage.	
MBS ASPIRE, Pastry and Bakery 🧑‍🍳	Education & Certification - Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience - Less than 2 years of working experience Other Prerequisites - Ambitious, forward-thinking, with leadership potential and a growth mindset - Collaborative, confident, and thrive in dynamic team environments - Curious and adaptable, with a desire to learn across diverse functions - Driven by excellence and take pride in delivering exceptional service	Foundation Phase - Your journey begins with understanding the backbone of pastry operations — the central production system that supplies outlets across the property. You will learn how logistics, compliance, and quality standards come together to ensure consistency at scale. This phase introduces you to FSM, HACCP, and ISO22000 protocols, giving you a strong foundation in food safety and operational discipline. - Observe and document workflows for pastry and bakery production across multiple outlets. - Learn compliance protocols and food safety documentation (FSM, HACCP, ISO22000). - Understand logistics and distribution processes for timely delivery. - Assist in basic administrative tasks related to production planning and quality control. - Next, you will dive into the heart of pastry and bakery production, rotating through morning, afternoon, and midnight shifts to experience the full spectrum of	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		operations. From preparing doughs and batters to finishing delicate pastries and breads, you will master techniques that ensure quality and consistency across high-volume production. You will also learn how logistics and timing impact delivery to multiple outlets, building an appreciation for precision and efficiency in large-scale operations. • Prepare dough, batter, filling, and icing for breads, pastries, and desserts. • Execute finishing techniques for cakes, tarts, and plated desserts. • Operate large-scale production equipment (mixers, ovens, proofers) safely and efficiently. • Maintain quality and consistency across high-volume production. • Support logistics and timely delivery to outlets across the property. • Ensure compliance with hygiene and food safety standards during all shifts. • Systems and Database Management Phase • As you progress, you will step into the digital side of pastry operations. This phase focuses on mastering tools such as Ariba, Virtual Roster, Menu Engineering, Recipe Costing, and EATEC stock inventory. You will learn how data drives decisions in	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		procurement, scheduling, and cost control — skills that are essential for managing a large-scale pastry kitchen. • Learn and apply recipe costing and menu engineering principles. • Manage inventory and stock control using EATEC system. • Understand scheduling and procurement workflows through Ariba and Virtual Roster. • Update and maintain recipe databases with accurate measurements and allergen details. • Assist in analyzing cost reports and identifying efficiency improvements. • Skill Development Phase • Now, you will experience the excitement and complexity of banquet pastry operations. From lavish buffets and plated à la carte desserts to coffee breaks, butler-passed canapés, and themed stalls, you will learn how to deliver exceptional pastry experiences for events of all sizes. This phase sharpens your ability to manage timing, presentation, and quality under pressure, while collaborating with banquet teams to create memorable guest experiences. • Prepare and execute pastry items for large-scale events, ensuring quality and presentation standards.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Coordinate with banquet teams for timing and service flow. • Design and assemble dessert buffets and plated presentations for VIP events. • Handle dietary requests and customization for guests. • Maintain accurate production logs and post-event analysis reports. • Innovation, Research and Development Phase • The final stage is where creativity takes center stage. Working alongside Research and Development (R&D) chefs, you will transform concepts from sketches into large-scale production for multiple outlets. You will explore flavor trends, experiment with textures, and design visually stunning presentations that tell a story. This phase challenges you to innovate while maintaining operational feasibility, preparing you to lead future pastry projects with confidence. • Collaborate on creative pastry projects from concept sketches to final execution. • Develop new recipes and presentation styles aligned with brand standards. • Scale innovative concepts for high-volume production across multiple outlets. • Conduct tasting sessions and gather feedback for refinement.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Prepare documentation for recipe costing and operational feasibility.	
MBS ASPIRE, Premium Services, Concierge and Guest Services 	Education & Certification - Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience - Less than 2 years of working experience Other Prerequisites - Ambitious, forward-thinking, with leadership potential and a growth mindset - Collaborative, confident, and thrive in dynamic team environments - Curious and adaptable, with a desire to learn across diverse functions - Driven by excellence and take pride in delivering exceptional service	- Concierge – Creating seamless and personalized guest journeys. - Collaborate across departments to anticipate guest needs and provide flawless service at every touchpoint. - Overseeing Concierge operations, ensuring every interaction reflects precision and warmth. - Handle and collaborate across departments on guest requests such as dining reservations, transportation arrangements and personalized itineraries. - Lead initiatives that support Sands Cares and sustainability programmes, reinforcing our commitment to sustainable hospitality. - Heavily involved with Learning and Development, identify learning and development needs through on the ground assessment. - Assist the execution of enhancement projects and new processes and follow-through with detailed evaluation. - Drive learning and development initiatives by identifying training needs and implementing enhancement projects. - Engage and coach junior team members to maintain high competency and commitment to service standards.	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Resolve guest feedback and complaints efficiently, transforming issues into moments of exceptional care. - Guest Services – Be the Backbone of Smooth Operations - Overseeing all Guest Services areas, including luggage storage, delivery dispatch, and key operational locations. - Master guest luggage handling and delivery requests with accuracy and timelines. - Collaborate closely with internal teams and departments to guarantee smooth, personalized experiences at every touchpoint. - Lead initiatives that support Sands Cares and sustainability programmes, reinforcing our commitment to responsible hospitality. - Contribute to team development by assessing needs, supporting process improvements, and coaching junior team members. - Address guest concerns promptly and professionally to ensure satisfaction. - Front Office – Be the Face of World-Class Hospitality - Overseeing check-in, check-out, room assignments, and billing accuracy. - Ensure smooth daily operations while delivering	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Above Beyond service at every interaction. • Collaborate with cross-functional teams to guarantee seamless guest journeys. • Support training initiatives and mentor team members to maintain high standards. • Handle guest inquiries and resolve issues with empathy and efficiency. • Premium Services – Orchestrate seamless VIP guest journey and driving service excellence • Overseeing the daily operations of the Premium Services team by managing VIP guest experiences, guiding team members, and driving service excellence. • Act as a role model by delivering flawless guest interactions, coaching junior team members, and championing Above Beyond standards. • Participate and conduct service audits, shadow team members, and reinforce best practices to deliver exceptional guest care. • Take ownership of guest group handling and initiatives requiring collaboration across multiple stakeholders. • Resolve guest challenges with confidence and act as the escalation point for complex guest issues, providing swift, empathetic resolutions that exceed expectations. • Analyze guest feedback and operational processes to	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		identify gaps, implement enhancements and elevate offerings.	
MBS ASPIRE, Security Service 	Education & Certification - Diploma or Degree undergraduate in your final year of study in any discipline; or a recent graduate Experience - Less than 2 years of working experience Other Prerequisites - Ambitious, forward-thinking, with leadership potential and a growth mindset - Collaborative, confident, and thrive in dynamic team environments - Curious and adaptable, with a desire to learn across diverse functions - Driven by excellence and take pride in delivering exceptional service	Security Operations - Monitor assigned zones and ensure compliance with security protocols. - Conduct routine patrols and inspections of guest areas and heart-of-house facilities. - Check access control points and verify credentials for restricted areas. - Record and report any irregularities, suspicious activities, or safety hazards. - Support team in supervising Security Team Members in specific roles and responsibilities in Security operations. - Respond swiftly to incidents, assist investigations, and uphold security standards. - Ensure exceptional guest service while maintaining vigilance. - Implement emergency procedures and support crisis response. - Take on special assignments that broaden your operational expertise. - Supervise the implementation of emergency procedures as outlined in the relevant Emergency Manual. Event Security and Special Operations - Represent Security at pre-event planning meetings for conferences and entertainment events.	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Assist in resource planning, site inspection and walks, and stakeholder briefings. - Support contingency planning and cost management for events. - Ensure smooth handover and flawless execution during live operations. Security Operations Control - Support daily operations in the Control Room — the nerve center of security. - Monitor security systems and ensure accurate, real-time reporting. - Vet incident reports and provide actionable insights to management. - Liaise with internal departments and external agencies for coordinated responses. - Maintain serviceability of control room equipment and ensure confidentiality of CCTV data. - Analyze irregular, suspicious, or illegal activities and escalate appropriately. - Assist in safe evacuation procedures during emergencies. - Uphold professionalism in all communications — radio, phone, and digital. - Take on special assignments to strengthen operational excellence. Business Continuity Management (BCM) - Support the development and execution of Crisis	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Management and BCM strategies. • Maintain and update BCM dashboards and documentation. • Coordinate with vendors on implementing BCM technology solutions. • Assist in drafting emergency response plans and continuity frameworks. • Organize and participate in drills and exercises with internal teams and government agencies. • Provide research and analysis on security trends and risk factors. • Manage project documentation and support end-to-end project delivery.	
Minibar Guest Service Agent	• No experience required	• Curating a non-traditional minibar, a uniquely authentic MBS experience for our guests. • As a Minibar Guest Service Agent, you are responsible for the handling and receiving of all inventories. You will also be responsible to ensure that all minibar carts are fully stocked for daily operations and work cohesively to support operations with ad-hoc service requests. • Responsible for the handling and receiving of all inventories from loading dock to main store • Responsible for ensuring that all minibar trolleys are fully stocked prior to operations • Responsible for the recording of expiry dates for all inventories received • Collating of all expired items from the towers	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Responsible for the ad-hoc service request from operational team / Minibar controller.	
Paiza Executive Host 🧑	- Customer Service - Mandarin speaking to serve our china guests	Responsible for assisting Paiza guests during their visit to Marina Bay Sands (MBS). Job Responsibilities - Provide excellent and delightful service to all Paiza guests and assist them with their needs and requests. - Meet and Greet guests at the checkpoints and assist with arrival and departure arrangements – i.e., Hotel Room, Luggage, Transportation, etc. - Manage the Paiza Membership counters and assist with Paiza Membership enrollment. - Assist guests with Paiza Programs opening and settlement. - Prepare and ensure proper set-up of private gaming salons for Paiza guests. - Assist with Special Events and Promotions. - Conduct MBS Casino tours for Paiza guests. - Work closely with stakeholders (such as Sales, Transportation, Front Office, Cage, Table Games, etc.) on guests' requests and feedback, and ensure that excellent guest satisfaction is achieved. - Ensure compliance with the organization's guidelines and regulations when carrying out work duties. - Perform all other ad hoc duties as and when required.	Working Hours: Depending on Operations Needs Employment Type: Full Time Location: 10 Collyer Quay (S)049315
Paiza Services Executive (VIP Call Centre) 🧑	- Customer Service / Call Centre (preferred) - Mandarin speaking to serve our china guests	Attending to casino Patrons' and internal stakeholders' enquiries, requests and feedback through emails and/or calls	Working Hours: Depending on

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		ensuring that their needs are attended to timely and professionally. • Follow up on outstanding enquiries, requests and feedback with Patrons and internal stakeholders. • Confirm and process reservation requests for rooms, flights, transfers, attractions, restaurants and limousines, as required by Patrons and internal stakeholders. • Registration of Patrons for casino events, tournaments and promotions. • Process redemption of casino offers such as room, birthday and other promotions. • Ensure that Patrons' information, preferences and tier entitlements have been maintained and recorded accurately. • Assist with the creation of casino programs. • Assist retailers with manual adjustment of Destination Dollars (i.e. earnings and redemptions) and Sands Dollars (i.e. redemptions only). • Work closely with the Sales Teams, International Marketing Operations, Player Development Operations, Hotel and VIP Services to ensure all arrangements have been made to meet Patrons' requirements while maintaining the highest level of customer service. • Help maximize room revenue by up-selling higher room categories to Patrons. • Escalate to Supervisor all incidents and issues/matters which require further clarification(s) during the shift.	Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Deliver professional, prompt and high-quality service experience to Patrons and internal stakeholders over the phone and email while maintaining Marina Bay Sands' standards and departmental KPIs. • Review and enhance processes and procedures to ensure efficiency of the operations. • Perform all tasks in accordance with Marina Bay Sands policies and procedures, and in compliance with the respective local laws and regulations. • Perform all other ad hoc duties as and when required.	
Security Officer (No experience, PRD provided)	• Prior Customer Service Experience • No PRD license required, will be sponsored by department if shortlisted	• Present a professional image and deal with incidents in a discreet and confident manner. • Ensure optimum guest service through the delivery of excellent customer service. • Respond to first aid incidents and apply effective first aid skills for customers and team members. • Perform security functions at assigned posts and areas within the property. • Observe and monitor persons and property to maintain security and safety. • Escort or carry valuables as assigned or directed. Valuables may include the transportation of chips and cash as well as documentation. • Respond to all emergencies and alarms as directed by Security Operations Control Room and Security Management. • Monitor and manage crowd levels within the work environment. • Effectively participate in the management of potential safety	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		hazards including fire alarms, emergency situations, bomb threats and building evacuation. • Maintain and apply skills to deal with the management of intoxicated persons within the work environment. • Handle lost property in accordance to procedures. • Participate in training programs. • Maintain professional skills by staying abreast of current developments and participating in developmental programs available within and outside the company. • Perform other tasks within the IR, including CAT C Special¹ Employee License tasks, as directed by the Vice President, Security Service Department.	
Security Officer/Senior Security Officer (With experience)	• Prior Customer Service Experience • PRD License with 4 compulsory modules cleared	• Present a professional image and deal with incidents in a discreet and confident manner. • Ensure optimum guest service through the delivery of excellent customer service. • Respond to first aid incidents and apply effective first aid skills for customers and team members. • Perform security functions at assigned posts and areas within the property. • Observe and monitor persons and property to maintain security and safety. • Escort or carry valuables as assigned or directed. Valuables may include the transportation of chips and cash as well as documentation. • Respond to all emergencies and alarms as directed by Security	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Operations Control Room and Security Management. • Monitor and manage crowd levels within the work environment. • Effectively participate in the management of potential safety hazards including fire alarms, emergency situations, bomb threats and building evacuation. • Maintain and apply skills to deal with the management of intoxicated persons within the work environment. • Handle lost property in accordance to procedures. • Participate in training programs. • Maintain professional skills by staying abreast of current developments and participating in developmental programs available within and outside the company. • Perform other tasks within the IR, including CAT C Special Employee License tasks, as directed by the Vice President, Security Service Department.	
Slot Ambassador	Education & Certification • High School Graduate Experience • No experience required as training will be provided.	• To attend to players needs. • Ensure that all Slot areas are kept clean and well-stocked with supplies. • Verify and authorize slot machine transactions, including payouts and fills. • Ensure that every slot machine is in optimum operational condition. • Handle customer complaints personally wherever possible, redirect to relevant authority where necessary. • Maintain effective communication and information flow throughout the Slot Dept, with other Ambassadors, Supervisors and Shift Managers.	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Protect all assets of the Company and the Slot Department at all times. • Recognize, acknowledge and nurture new premium slot players. • Comply with and administer Slot Department attendance guidelines and regulatory, Departmental and Company policies. • Work in the slot dispatch office as assigned. This assignment includes, but is not limited to: 1. Utilizing slot dispatch software 2. Dispatching slot machine events 3. Making and receiving interdepartmental phone calls as necessary to assist in floor operations 4. Handling paperwork and operational supplies as assigned. • To station at the Patron Verification Systems (“PVS”) kiosk as assigned. This assignment includes: 1. To perform entry checks at PVS; and 2. To perform premium status verification checks (i.e. Premium Player vs. non-Premium Player) at PVS.	
Surveillance Officer	• No experience required	Maintain an effective relationship with Guests. • Maintain a professional image in all dealings with customers, in person, by telephone/radio, electronically, etc. • Meet the customers’ requirements and expectations through the prompt and accurate relaying of information. Work as part of a Team	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Work within a close working environment, in which Team Members may come from diverse cultural backgrounds. Analyze information from information technology systems • Evaluate and analyze information from multiple sources. • Respond to situations identified through surveillance and computer analysis systems. Operate Central Monitoring/Communication Console • Observe and analyze non-gaming, gaming and cash handling areas using advanced surveillance and information technology systems in accordance with standard operating procedures. Survey Team Members / Customers Activity from the Monitor Room • Monitor Team Members in accordance with the company policies, internal controls, SOP's and associated regulations. • Monitor illegal or suspicious activity of Team Members and customers and escalating as necessary.	
Technician/ Senior Technician 	• Minimum 3 years of solid hands-on practical working in any Integrated Resorts, Hotels, Conference and Exhibition Center and/or shopping mall providing Customers Service, Operations supports, and	• Conduct on-site checks and repairs • Ensure quality works are be carried out on time schedule • Perform ad-hoc tasks as required, including assisting other facilities department team members • Job may include moving stock inventory check	• Working Hours: Depending on Operations Needs • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	maintenance of plant and systems.	• To perform all duties in accordance with MBS policies and within the realm of the MBS Company vision, mission and values • Enforce all safety programs and training with regards to WSH • Provides input into the research, development, evaluation and implementation of new products, services, technology and processes to ensure MBS competitive position and in anticipation of changing customer needs within the dynamic hospitality and gaming environment	• Location: 10 Collyer Quay (S)049315
Visitor Experience Agent	• Minimum 1 year of experience in the hospitality and tourism industry or have customer service experience will be an advantage.	• Provide excellent Visitor Experience and ensure the smooth running of the daily operations at MBS Attractions (Museum, SkyPark, Sampan Rides and Digital Light Canvas). • Engage visitors in a positive and professional manner while proactively promoting the various Attractions. • Proactively working in (but not exclusive to) the main admissions and all public areas of the various Attractions as deployed. • Assist visitors with enquiries and where applicable directing them to the appropriate source of information. • Provide guidance to all casual staff in visitor engagement and operations. • Adhere to all Standard Operating Procedures (SOP) and Service Quality Review Standards (SQR) of the Attractions. • To be equipped with good product knowledge of all offerings available to visitors.	• Working Hours: Depending on Operations Needs • Employment Type: Full Time • Location: 10 Collyer Quay (S)049315

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• When deployed at the museum, ensure that artifacts are safeguarded. • To maintain a high standard of cleanliness at all workstations, whilst complying with all health and safety standards. • Project a professional presence, both verbally and in appearance, always. • Perform shift duties responsibly and is accountable to the Assistant Manager/Manager for the smooth running of the day-to-day shift operations and any other duties assigned. • Handle attractions bookings, tickets sales and events.	

#14 Murata Electronics Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Back Process Maintenance Assistant Technician (Tuas) 	• NITEC/Higher NITEC/Work Study Diploma/Diploma in Electrical/Electronics/Mechatronics/Mechanical/Automation Engineering • Strong interpersonal skills, analytical • Able to work well as a team player while being independent and proactive • Positive attitude in challenging work environment • Able to perform hands on job • Able to work in rotating 12hrs shift or Normal shift	• Maintenance activities for equipment, including BM, PM, and CM, where necessary. • Hands-on for equipment installation & wiring. • Deployment of improvement to production machines. • Support Equipment Debugging / Trouble Shooting • Support factory automation process & improvement. • Ensure activity compliance to applicable codes, practices, QA/QC policies, performance standards, specifications and maintain process ISO system.	• Working Hours: 5 days/ week, 6:50am - 7pm (AM Shift) / 6:50pm - 7am (PM Shift) • Employment Type: Full Time • Job Type: Permanent • Location: Murata Electronics Singapore , 1 Tuas Road S638481

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Support urgent call-backs when required, including on weekends and public holidays.		
Back Process Maintenance Assistant Engineer (Tuas) 	- Diploma in any Engineering field. - Able to perform hand on job. - Knowledge of CAD, SolidWorks, material knowledge and some mechanical or pneumatic knowledge. - Able to work in any rotating 12hrs shift or Normal shift. - Able to accept urgent call back when necessary. - Able to work well as a team player while being independent and pro-active - Positive attitude in a challenging work environment - Good technical report writing and presentation skills. - Able to work independently as well as multi-task.	- Perform or support machine maintenance as plan, troubleshooting & improvement. - Machine & quality trouble troubleshooting and implement improvement activities. - Analyse chronic trouble, propose counter measure and implementation. - Perform or support machine model change, machine and quality confirmation after model change. - Plan and execute preventive maintenance at area in charge, review and assess constantly to improve maintenance efficiency. - Prepare maintenance manual and train new members. - Ensure activity compliance to applicable codes, practices, QA/QC policies, performance standards, specifications and maintain process ISO system.	Working Hours: 5 days/ week, 6:50am - 7pm (AM Shift) / 6:50pm - 7am (PM Shift) Employment Type: Full Time Job Type: Permanent Location: Murata Electronics Singapore , 1 Tuas Road S638481
Electrical Engineer (Tuas) 	- Degree in Electrical / Electronics / Control Engineering or relevant engineering qualifications. - At least 2-3 years of working experiences in electrical engineering. - Well verse with PLC programming & high-level language programming - C/C++, VB, Python.	- Automation equipment software development (PLC Program / PC based software) - Electrical hardware design (Control system, power circuit & special devices) - Equipment debugging / trouble shooting - Project management - Scheduling, budget control, coordination with vendor - Reporting	Working Hours: 5 days/ week, 8:15am - 5:30pm Employment Type: Full Time Job Type: Permanent Location: Murata Electronics Singapore , 1

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- NC / Motion Control System (Stepper / Servo motor) - Good in analytical thinking / Problem solving - Good in vision system	- Support or in-charge for factory automation process & improvement. - Ensure activity compliance to applicable codes, practices, QA/QC policies, performance standards, specifications and maintain process ISO system.	Tuas Road S638481
Facility Assistant Engineer (Tuas) 	- Diploma in Facility Management, Electrical, Electronics, Mechatronics, Electromechanical Engineering, or a related discipline. Fresh graduates are welcome to apply. - Willingness and ability to work 12-hour rotating shifts (morning and night) - Strong team player with the ability to work independently and proactively when required. - Excellent communication and interpersonal skills, with the ability to collaborate effectively across all stakeholders.	- Manage daily facility operations to ensure efficiency and reliability. - Monitor equipment performance and document operating conditions using checklists. - Operate and oversee the Building Management System (BMS). - Conduct maintenance of electrical systems, air-conditioning, chillers, compressors, boilers, vacuum and exhaust systems, RO/DI water systems, wastewater treatment, Last IC, and other water supply systems. - Diagnose and resolve unexpected facility or production-related issues promptly. - Maintain spare parts inventory, oversee control processes, and manage procurement activities. - Coordinate and collaborate with contractors and service providers to ensure quality service delivery. - Track and analyze utility consumption for effective resource management. - Organize and maintain electronic filing of facility-related documents.	Working Hours: 5 days/ week, 6:50am - 7pm (AM Shift) / 6:50pm - 7am (PM Shift) Employment Type: Full Time Job Type: Permanent Location: Murata Electronics Singapore , 1 Tuas Road S638481

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Support and manage construction projects within the facility.	
Facility Engineer (Tuas) 	- Bachelor's Degree (Mechanical/Mechatronic/Electromechanical) or equivalent. 1 or 2 Year(s) of working experience in the related field is preferred - Fresh graduates are welcome to apply - Good interpersonal and communication skills - Able to work well as a team player while being independent and pro-active - Communicate, interact well with all concerned parties - Knowledge in Boiler operations is an added advantage - Knowledge in Fire safety is an added advantage - Ability to converse in Japanese is an added advantage	- Ensure un-interruptible facility services to manufacturing & office - Implement effective maintenance program (Internal & External) - Effective breakdown maintenance analysis (FTA, 5 why) - Analysis machine and equipment performance - Manpower arrangement - Project Management and construction work - Budget planning & tracking - Equipment replacement planning & implementation - Energy saving project planning & implementation - Department transformation to SMART Factory & DX - Derive continuous improvement (reliability, productivity, cost, etc.) - Documentation, Proposals and presentations - Audit preparation, attendance & corrective actions - Ensure compliance with local & Murata regulation - License and permit tracking - Collaborate with vendors, other departments in projects - Liaise with Japan headquarter for projects and improvement - Liaise with ASEAN affiliates for improvement sharing and works	Working Hours: 5 days/ week, 8:15am - 5:30pm Employment Type: Full Time Job Type: Permanent Location: Murata Electronics Singapore , 1 Tuas Road S638481
Supplier Quality Engineer (Tuas) 	Degree in Engineering disciplines (mechanical, materials, chemical, quality or manufacturing).	Ensure all parts are correctly verified & fit for use promptly. Drive, resolve supplier-related quality issues promptly and effectively to ensure	Working Hours: 5 days/ week, 8:15am - 5:30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- At least 3-5 years of relevant working experiences. - Must be able to use Microsoft Office applications effectively. - Experience in plastic injection and/or metal stamping will be excellent. - Knowledge of using SolidWorks, JMP, Minitab will be good. - Good communication and negotiation skills. - Good analytical, logical and troubleshooting skills.	- continuous supply of good quality parts. - Monitor & analyse part data & supplier's performance to identify risks; develop plans to improve parts, suppliers to meet quality expectations. - Train & enable technicians to function as effective detection and prevention gates of incoming materials to ensure good part quality. - Audit, qualify, manage suppliers & parts. Map suppliers' development plan with existing and potential suppliers. - Audit, verify suppliers' quality systems, controls and processes to ensure their conformance to the requirements and standard. - Review, improve / refine the SQE workflows, jobs, process efficiency & productivity of SQE operations. - Manage, enable safe and efficient inspection process & operating environment. - Manage the SQE equipment to ensure their validity, fitness & correct functions. - Manage a small team of technicians to conduct effective operations. - Review, update & maintain SQE-related ISO documents periodically. - Support ad hoc requests to conduct investigations. - Generate reports as necessary.	Employment Type: Full Time Job Type: Permanent Location: Murata Electronics Singapore , 1 Tuas Road S638481
Product Design Assistant Engineer (Tuas) 	Diploma or equivalent holder. Mechanical / Material / Chemical	Assist the engineer to plan & formulate action plans.	Working Hours: 5 days/ week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Engineering are preferred. • 2 years of experience in manufacturing sector is preferred. Fresh graduates are welcome. • Strong interpersonal skills, analytical skills, project management skills, troubleshooting skills. • Able to work well as a team player while being independent and pro-active. • Positive attitude in challenging work environment. • Proficient in Microsoft office. Familiar with AutoCAD, SolidWorks, JMP, SPC, DOE, Statistics, are added advantages. • Able to work in clean room & dry room (0% humidity).	• Assist the engineer in drafting design drawings or technical standards. • Assist to perform cell analysis & evaluation. Analyse engineering tests results. • Carry out sample making, line trials or test runs. Handle sample shipment. • Perform tasks or projects assigned by superior (including secondary appointment). • To be aware of workplace safety & health (WSH) policy. Follow all WSH safety procedures, rules, and regulations. To identify & eliminate or reduce hazard at workplace. • To be aware of environmental policy, objective, target & corporate's requirement. • New Product Introduction (NPI) of battery cells for Power Tools (PT), Outdoor Power Equipment (OPE), Battery Backup Unit (BBU). • Line Expansion of Existing power cell models. • 4M change of key battery cell materials for the purpose of Value-Add Cost Down (VACD) or Business Continuity Plan (BCP). • Design Review & Standardization for quality improvement including yield & productivity. • Collaborate and support QA or Sales for customer requests. • Support quality trouble investigations including cell	8:15am - 5:30pm • Employment Type: Full Time • Job Type: Permanent • Location: Murata Electronics Singapore , 1 Tuas Road S638481

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		performance risks assessment.	
Process Assistant Engineer (Tuas) 	• Positive Attitude is compulsory • Good Inter-personal skills will be highly preferred • Diploma in Mechanical / Mechatronics / Manufacturing Engineering • 2 Years relevant working experience is preferred, fresh graduates will also be welcomed • Proficient in Microsoft Office (PowerPoint, Excel) • Drafting software proficiency would be valued as good match for job tasks • Added experience: Analytical Thinking / Problem Solving skills / Statistical skills	• Keep Process in Control (Quality & Yield), undertake continuous Process Improvement • Plan and execute engineering test, and evaluate and report test results • Process defect analysis and countermeasure • To run project independently or in group. • Introduce new cell models, process & technologies to the production line. • Introduce new material (VA/CD) to the production line. • Ensure project runs smoothly and according to event schedule • To analyse process related defects from the production line/customers • To co-ordinate improvement/countermeasure for process related problems • Conduct additional evaluation for abnormal defects • Maintain and update ISO documents • Perform secondary appointments (e.g. CFT, committees), tasks and projects assigned by direct supervisor/superior.	• Working Hours: 5 days/ week, 8:15am - 5:30pm • Employment Type: Full Time • Job Type: Permanent • Location: Murata Electronics Singapore , 1 Tuas Road S638481
Mechanical Engineer (Tuas) 	• Degree in Mechanical Engineering. • At least 2-3yrs of relevant experience in Equipment Design/Automation. • Knowledge of CAD, solid works, material	• Equipment and tool & jig design, assembly, and installation with mechanical and product specification, followed by test, debug, troubleshooting and hand over to end user.	• Working Hours: 5 days/ week, 8:15am - 5:30pm • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	knowledge, formulation of new equipment design concept. • Able to work well as a team player while being independent and proactive. • Positive attitude in a challenging work environment. • Good technical report writing and presentation skills. • Able to work independently as well as multi-task.	• Project management in plan and execution of activities, following equipment management procedure for execution. • Support production or maintenance group in equipment related trouble analysis with statistical tools and counter-measure implementation. • Support or in-charge for factory automation process & improvement. • Ensure activity compliance to applicable codes, practices, QA/QC policies, performance standards, specifications and maintain process ISO system.	• Job Type: Permanent • Location: Murata Electronics Singapore , 1 Tuas Road S638481
Mechatronics Engineer (Tuas) 	• Degree in Electrical / Electronics / Control Engineering / Mechatronics / Automation Engineering • At least 3 years of relevant experience • Well verse with PLC Programming & High-level Language programming (Python) • Basic Knowledge in SQL, Pandas, Numpy • Basic Knowledge in OpenCV, Machine Learning and Deep Learning (CNN, YOLO) • Good in Analytical Thinking / Problem Solving • Positive thinking and eager to learn new technologies • Experience with Vision System & Lighting	• Equipment Program Development (PLC Ladder) • PC Based Software/Internal Web Based Software Development (Python) • Maintain and improve on existing program/software developed • Equipment Integration /Debugging / Trouble Shooting • Support or in-charge for factory automation process, DX & improvement activities. • Ensure activity compliance to applicable codes, practices, QA/QC policies, performance standards, specifications and maintain process ISO system.	• Working Hours: 5 days/ week, 8:15am - 5:30pm • Employment Type: Full Time • Job Type: Permanent • Location: Murata Electronics Singapore , 1 Tuas Road S638481

#15 NTUC Health

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
AAC (Active Ageing Centre) Internship	- Enjoys working with seniors - Has an interest in technology, creativity and hands-on making - Is patient, responsible and willing to learn - Has basic computer skills - Experience with Tinkercad is preferred but not required	- Join NTUC Health's Digital Fab Lab and help seniors discover the exciting world of digital making. - As a Digital Fab Lab Intern, you will support workshops in 3D Printing, Laser Cutting and Digital Embroidery, while helping seniors learn new skills and create meaningful and practical projects. This is an opportunity to combine technology, creativity and community service while making a positive impact on the lives of seniors. Workshop Support: - Assist trainers during workshops on 3D Printing, Laser Cutting and Digital Embroidery - Guide seniors during hands-on activities and encourage them as they learn at their own pace - Prepare materials, equipment and workspaces before and after workshops Fab Lab Operations: - Assist with the setup and basic operation of 3D printers, laser cutters and embroidery machines - Help maintain equipment, organise materials and ensure a safe and tidy learning environment Creative Project Development:	Working Hours: 5 days/ week, Mon-Fri 8.30am-6pm, Employment Type: Full Time Job Type: Internship Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Support seniors in designing and creating personalised, practical or meaningful projects using digital fabrication technologies - Contribute ideas for projects, exhibitions and community events that showcase seniors' creativity Why Join Us? - Gain hands-on experience in digital fabrication technologies - Make a meaningful social impact by empowering seniors through technology - Develop skills in creativity, communication and community engagement - Be part of an innovative programme that combines technology, creativity and active ageing	
Administrative Associate, operations	- Min O Level, preferably Diploma qualifications 2-3 years of administrative experience - Experience in SAP system is an added advantage - IT savvy and knowledge of G Suite applications. (eg, Google mail, docs, sheets, slides, calendar) - Possess organizational skills and am able to work well under pressure - Ability to maintain confidential information and possess a high level of integrity	- As an Administrative Associate, you will provide administrative support to the Operations Team in areas such as processing invoices, collating reports, etc. Store Management - Support the store team in inventory management of medical and non-medical supplies - Support SAP transactions (i.e. raising contract POs, monitoring scheduling agreement, goods receipt, issue, and any other ad hoc transactions) Security	Working Hours: 5 days/ week, Mon-Fri 8.30am-6pm, Employment Type: Full Time Job Type: Permanent Location: 35 Chai Chee Street (S)468984

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Team player with good interpersonal and negotiating skills - Ability to work independently and deliver under a tight timeline	- Support any fire emergencies and be familiar with the fire alarm protection system. - Support in maintaining the database of residents, visitors, and staff in the visitor management system Administrative - Assist the team with reception, triage duties, and managing inquiry lines as required - Perform all administrative duties assigned by Operations Department - Verify Invoices for the issue of payments - Monitor the schedule of contracts (preventive maintenance) and activate the renewal process when due - Support the Executive / Operations manager in reports and improvement projects - Provide analytical reports on statistics/data collected by the department - Support the team in supplier and vendor management - Maintain staff records in the database for all outsourced service vendors for contact tracing purposes Others - Any other duties as assigned by supervisors	
Associate, Facilities	- At least 1 year of related experience - Good team player - Able to read and write simple English - Able to lift heavy items	- Conduct general repair and maintenance of premises and equipment - Prepare and arrange rooms in the Home for different functions	Working Hours: 5 days/ week, Mon-Fri 8.30am-6pm,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Able to do shift work, inclusive of weekends and public holidays - Experience in SAP system is an added advantage	- Assist in assets movement and labelling of assets - Ensure the key facilities are functional and trigger external maintenance when needed - Report to the Reporting Officer of any equipment malfunction or breakdown - Man the Fire Command Centre, CCTV monitoring system, fire safety alarm system and attend to security issues, eg. activate SCDF when required - Participate as member of the Home's Fire Safety Committee and support Operations to attend to any fire haze - Ensure that safety precautions are taken in the course of work - Assist in inventory management - Any other duties as assigned	Employment Type: Full Time Job Type: Permanent Location: 35 Chai Chee Street (S)468984
Care Associate (PT)	- Hold a minimum GCE N' or O' Level certificate - PSLE education certification would require an additional International English Language Testing System (IELTS) certification - Possess a certificate/ training in healthcare or equivalent - Be able to thrive in a collaborative and dynamic environment - Have a caring, empathetic, and patient personality to form positive relationships with seniors and caregivers	- As a Care Associate, you will be part of an integrated care team that delivers a person-centered care model for our seniors, including persons with dementia. We aim to promote seniors' independence and maintain their cognitive and physical functions, through targeted programmes and personalised care plans, ensuring they lead fulfilling lives. You will need to: - Perform activities for daily living (ADLs), including assistance with personal hygiene, mobility, toileting, diaper changing, and feeding - Monitor seniors' medical and health conditions	Working Hours: Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, - Centre Operating Hours: 7am to 7pm, Employment Type: Part Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Have strong communication and problem-solving skills - Be proficient in Google Suite Applications	- Facilitate small group activities and exercises catered to the seniors' interests - Engage seniors, including those with dementia, in meaningful and stimulating activities that promote mental and emotional well-being. - Perform general housekeeping to maintain the cleanliness and hygiene of the centres - Escort and assist seniors during transportation to and from the care centre ensuring their safety and comfort throughout the journey	Job Type: Contract Location: Islandwide
Care Concierge	- A recognized diploma or degree, - At least two years of work experience, preferably requiring interaction with a diversity of people - Knowledge of geriatrics or experience caring for the elderly (eg; being a caregiver or volunteering) an added advantage - A People-oriented mindset and willing to work the ground	- You will be responsible for assisting with the onboarding of Nursing Home residents and ensuring that they continue to receive the quality of care as described in NTUC Health Care Philosophy and Service Standards. - As a Care Concierge, you will be interacting with residents from all walks of life. Many of them have multiple medical conditions which may affect their behaviour and disposition. - To succeed in this role, you must enjoy interacting with people from diverse backgrounds, be empathetic and be able to appreciate their point of view. - This is not a desk-bound job and will require constantly being on the move. The joys	Working Hours: 5 days/week, Mon-Fri 8.30am-6pm Employment Type: Full Time Job Type: Permanent Location: 6B Jurong West Street 52 (S)649298

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		of the job come in appreciation from residents and their next-of-kin as transitioning to a new living arrangement can be challenging. Not to mention grateful colleagues as your value add to their work and the resident experience! You will need to: • Champion the customer journey experience • Act as the main liaison and single point of contact (Care Concierge) for next-of-kin of our nursing home residents. • Engage caregivers and residents at the pre-admission stage to address any concerns or anxieties and to better understand the specific needs of the resident. • Conduct pre-admission counselling sessions to help caregivers understand the fees, services provided, philosophy of care, living conditions and expectations of residents and next of kin. • Receive the resident on the day of admission, conduct orientation and ensure that the resident settles in well to the new environment. • Actively engage residents and caregivers throughout the period of stay and address any concerns that may arise by working together with the multidisciplinary care team. • Be involved in multidisciplinary discussions as part of patient-centered/directed care planning by providing relevant	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		information of residents' social background, preferences and habits. • Support service quality initiatives • Help to develop and maintain important touchpoints for the resident journey from pre-admission to discharge. • Assist in the measuring and monitoring of customer satisfaction via residents focus groups, periodic audits, residents satisfaction surveys, etc. • Assist the manager in implementation of internal and external service recognition programs and events e.g. annual Service Excellence Award. • Provide inputs during team meetings on service gaps based on the feedback received and propose service initiatives and training programmes for continuous improvements.	
Care Coordinator	• Possess a Diploma in business administration or healthcare related disciplines. • Be proficient in Google Workspace and Microsoft Office applications • Demonstrate good customer service and communication skills, with the ability to engage effectively with both internal and external stakeholder • Be fluent in English and at least one additional local language to	• To provide basic care coordination, discharge planning, monitor/evaluate and education for clients and their families on the services offered by NTUC Health Co-Operative Ltd. You will need to: Information and Referral (I & R) • Manage various referral sources such as emails, phone calls and walk-ins in order to link clients to appropriate services by identifying and accessing their needs.	• Working Hours: 5 days/week, Mon-Fri 8.30am-6pm • Employment Type: Full Time • Job Type: Permanent • Location: Ang Mo Kio Hub

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	communicate effectively with elderly clients and their families • Be a strong team player with the ability to multitask • Enjoy interacting with people and collaborating within teams • Be able to work independently and meet deadlines • Have a passion for community service and a service-oriented mindset	Service Coordination • Administer the coordination of service requested by clients. To ensure proper documentation on the systems and paper filing are completed on a timely basis. Case Management • Conduct regular home visits and telephonic follow-ups on a monthly basis to engage and build rapport with clients and their caregivers, and obtain feedback on the services rendered. • Collaborate with other social and health partners to recommend care programs according to the needs of clients, and assist with appeals submission when applicable. • Work closely with Operations and Nurse Manager on discharging clients from service.	
Centre Director - Nursing Home 🏠	You should have: • At least a Bachelor Degree • At least 3 years or more leadership experience in the healthcare industry It would be great if you have: • Clinical background • Excellent analytical skills, interpersonal and communications skills • Sound knowledge of community resources and long term care services	• The Centre Director is overall responsible for all aspects of the Nursing Home and will oversee the planning and implementation of activities at the Nursing Home in compliance with regulatory requirements and in accordance with established policies and procedures. The incumbent will also drive and lead transformational and quality improvement initiatives including the application of technology to complement and enhance an integrated and seamless journey for the residents.	• Working Hours: 5 days/week, Mon-Fri 8.30am-6pm • Employment Type: Full Time • Job Type: Permanent • Location: 35 Chai Chee Street (S)468984

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Through leading the team, the incumbent will provide project management, operations and administrative oversight on all development and improvement works at the Home. - He/she will work closely with internal / external stakeholders and ensure that operational efficiency and productivity, residential care and safety are in line with Nursing Home's objectives and protocols. - As the incumbent spearheads and co-leads the advancement and transformation of a person centric care delivery journey, he/she would also guide and coach reporting staff in meeting evolving challenges and opportunities as part of their growth and development within the organization. - The scope includes reviewing existing policies, procedures, work instructions, as well as conducting financial and budgetary assessment of assigned projects, for timely status update to Management. Key Responsibilities: 1. Stakeholders and Regulators' Engagement: - Responsible for strengthening the relationships with stakeholders (e.g. MOH, AIC), community care organizations, public health	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		institutions, grassroots organizations, the community at large, and seniors and seniors' next-of-kins 2. Operations: • Responsible for the operations of the Home, including meeting the KPIs set by MOH and AIC • Ensures that services provided are in compliance with policies, service standards and applicable laws and regulations • Ensures that the clinical and business processes are implemented according to statutory requirements and standards • Ensures that the facility and equipment are well-maintained, welfare of seniors a key priority 3. Resource Management: • Leads and coaches staff, as well as attracts and retains qualified staff, to achieve optimal staff strength; facilitates staff development and competencies upgrading, in-house training, and implements new processes, where appropriate 4. Continuous Quality Improvement • Implements continuous quality improvement activities with the operations, clinical and support teams • Directs and participates in the collection and analysis of data to identify opportunities for improvement	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Analyses trends and changing needs of the residents in institutional settings 5. Budgets and Profitability - Works with Finance on the development of an operating and capital budget for the Home - Provide a budget to actual financial statements for management purposes. Prepare interim budgets as required by the Management team - Responsible for managing resources and expenses, ensuring operational sustainability - Provides accurate and complete information needed for the preparation of financial reports as required by law or certification, registration or accreditation status 6. Balanced Scorecard - Responsible for ensuring that the Home meets targets on the Balanced Scorecard - Responsible for ensuring that the information is reported to the Management team	
Community Care Associate	You should: - Have minimum WPLN Level 4 in Reading, Listening, and Speaking, and Level 3 in Writing - Have the ability to thrive in a collaborative and dynamic environment - Be empathetic and form positive relationships with seniors and caregivers	As a Community Care Associate, you are a vital member of a dedicated care team, ensuring that our seniors leave our centres happy and eager to return. Through our person-centered care model, you will promote seniors' independence and stimulate their cognitive and physical functions while attending to their care needs. With support and training	Working Hours: Monday to Friday: 42.5 hrs/week, 8.5 hrs/ day. - Expected shift hours from 7 am to 4.30 pm,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Have strong communication and problem-solving skills - Be proficient in Google Suite Applications It would be great if you: - Possess a Certificate in Healthcare or a related course - Have experience in social services or the healthcare industry - Demonstrate facilitation skills and healthcare knowledge	from our team of professionals, you will continue to grow in your role. We are here to help you grow in your career and achieve your full potential in a nurturing and collaborative environment. You will need to: - Assist in serving pre-packed medication - Assist in client health monitoring and assessment - Aid in meal preparation and serving - Assist in the implementation and monitoring of the Initiate Care Plan (ICP) - Provide dysphagia care and EatSafe protocol - Support clients in distress including persons living with dementia - Assist in the Modified Barthel Index (MBI) assessment - Plan and conduct structured and interactive activities - Perform basic Activities of Daily Living (ADL) - Assist with Passive Range of Motion exercises (PROM) - Implement and support individual therapy - Perform escort duties and build rapport with clients and their family members - Assist in cleaning and disinfecting tasks - Participate in and support centre events	7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, Centre Operating Hours: 7am to 7pm Employment Type: Full Time Job Type: Permanent Location: Islandwide
Community Care Executive 🏠	You should: Possess strong interpersonal and communication skills, both verbal and written.	You will be part of an integrated care team that delivers a person-centred care model for our seniors,	Working Hours: Monday to Friday: 8.30am-6pm,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Hold a Diploma preferably in social service or related discipline. • Be able to work independently and at the same time, be a team player who is able to work cohesively with all levels. • Be proficient in Google Suite Applications. • Possess a growth mindset and embrace continuous learning and development. It would be great if you: • Possess working experience in the hospitality sector or community support. • Have experience managing and leading teams.	including persons with dementia. • Ideally, this person should also be promoting seniors' independence and maintaining their cognitive and physical functions. • You will assist the Community Care Manager (CCM) in ensuring smooth operations of the Senior Day Care Centre (SCC). You will need to: 1. Care Delivery • Supervise and provide support to the direct care team on the delivery of Assisted Daily Living (ADL) tasks • Coordinate and implement senior's individual care plan • Supervise and maintain a safe and clean environment • Conduct regular engagement with seniors to monitor their cognition and functional well-being • Collaborate with healthcare professionals to track and report any concerns or issues • Implement programmes as per guidelines and continually seek feedback to improve their effectiveness • Tailor centre-based programmes, including intergenerational and volunteer programmes while adhering to the approved guidelines • Support the preparation of relevant documentation to assist in incident reporting. 2. Stakeholder Engagement	• Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support Next-of-Kin and Caregiver by providing information and guidance on the client's care. 3. Administration & Operations • Monitor inventory levels and submit inventory requests to Procurement or Facilities. • Liaise with vendors, technicians and facilities management on maintenance of centre amenities, transportation arrangements for clients • Support the trialling and evaluation of new equipment or technology, including gathering feedback from users • Supervise and support the execution of crisis response Standard Operating Procedures (SOPs) by staff • Plan staff roster and manage day-to-day changes. 4. Quality Management • Support the Community Care Manager in preparing and gathering documents for Internal and External Audits. • Supervise and support the execution of new non-clinical SOPs 5. People Management • Supervise the delivery of activities by volunteers. • Gather feedback on volunteers for re-engagement. • Schedule training courses and on-the-job training for staff • Plan and schedule trainings	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Conduct on-job training and assessments	
Community Care Manager 	You should: - Be a Degree holder or equivalent - Possess a minimum of 5 years of managerial experience - Demonstrate the ability to listen and express clearly and concisely - Be proficient in Google Suite and digital tools (WhatsApp, Youtube, Zoom) - Demonstrate adaptive skills such as creativity and adopt new ways of getting things done - Display the ability to lead people and manage clients from diverse background and level - Have a caring, empathetic and patient personality to establish positive relationship with seniors and caregivers - Be proactive and observant in identifying and attending to the needs of seniors and staff It would be great if you: - Possess facilitation skills and knowledge - Have some experience in community and volunteer involvement	Job Role Summary: - You will be responsible for managing and supervising a team of support staff to ensure the smooth operations of the Day Care Centre. Duties include staff management, Client's enquiries, feedbacks and complaints and client's behavior management. You will need to: - Manage daily centre operations - Ensure the smooth management of centre operations e.g. scheduling, documentation, cleanliness of workplace & client safety - Ensure that enrolment targets are met through partnerships and marketing - Lead and supervise care team to deliver care duties - Meet guests and visitors in a friendly and welcoming manner and manage timely follow-up to their queries - Increase productivity through the continual streamlining of processes and workflows - Ensure compliance with International Organization for Standardization (ISO), regulatory and internal audits - Lead the team to build up a credible professional image and positive branding of NTUC Health through positive and professional relationships with clients, caregivers and other stakeholders - Ensure that the team attends continuous internal and	Working Hours: 5 days/ week Mon-Fri 8:30am to 6pm Employment Type: Full Time Job Type: Permanent Location: 141 Jalan Bukit Merah (S)160141

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		external training to upskill their knowledge and skills. • Oversee the centre programme for our seniors • Organise and execute activities that cater to needs and interests of seniors • Train and guide care staff to lead and facilitate small group activities • Promote active engagement and tailor participation of activities to seniors' choices and abilities • Track clients' outcomes and satisfaction • Proactively engage the caregivers of our seniors • Provide regular updates of seniors' medical and health conditions • Communicate the beneficial outcomes of the centre activities and events • Manage feedback and complaints from caregiver • Be responsible for incident management including reporting, timely escalation and timely resolution where possible	
Executive, Programme and Community Partnership 	You should: • Possess a Diploma or Degree in Community Development, Social Work, Gerontology, Events Management, or a related field • Have 1–2 years of experience in programme coordination, events planning, or community engagement	• As an Executive, Programme and Community Partnership, you will support the planning and execution of programmes that promote the well-being and engagement of seniors in our residential care facilities. You will also help cultivate partnerships with community groups, volunteers, schools, and corporate partners to enhance the quality and variety of activities offered to residents. This role plays a vital part in ensuring that	• Working Hours: 5 days/ week Mon-Fri 8:30am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 6B Jurong West Street 52 (S)649298,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Demonstrate strong organisational and communication skills • Be comfortable working with seniors and individuals from diverse backgrounds • Be proactive, resourceful, and a team player • Be proficient in Microsoft Office or G Suite tools for documentation and scheduling It would be great if you: • Have experience working in eldercare, healthcare, or non-profit/community organisations • Are familiar with volunteer coordination and engagement frameworks • Are able to communicate in a local dialect or second language to engage effectively with seniors and caregivers • Have experience managing social events, wellness programmes, or corporate social responsibility (CSR) initiatives	seniors enjoy meaningful experiences that promote active ageing, social connection, and emotional well-being. You will need to: • Assist in the planning, coordination, and implementation of centre-based programmes and events for residents • Liaise with internal teams (nursing, therapy, operations) to ensure programme activities align with residents' care plans • Support the development and maintenance of partnerships with community stakeholders, volunteers, schools, and corporate partners • Coordinate logistics for activities, including sourcing materials, booking venues, and managing schedules • Support volunteer engagement, including recruitment, onboarding, coordination, and appreciation efforts • Collect and document feedback from residents, staff, and partners to evaluate programme impact • Maintain accurate records of participation, donations, volunteer hours, and partnership engagements • Assist in preparing reports, proposals, and documentation for grants or funding where necessary • Represent the organisation during community events or	1 Tampines Street 22 (S)529367

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		partnership meetings as needed Perform any other administrative or coordination duties as assigned by the reporting officer	
Hoem Care - Care Associate (Freelance)	- Have passion in community services and service-oriented. - Have good interpersonal skills. It would be great if you: - Have Certification in Healthcare related courses.	- As a Care Associate (Part-Time), you will provide home-based personal care services that aim to assist clients with their daily activities of living, which will enable them to continue living within the comfort and security of their own home. You will need to: - Companionship and Recreational activities: Chit chat and provide a listening ear to clients. Engage in recreational activities enjoyed by clients e.g. reading the newspaper, playing musical instruments, singing, playing simple card or board games etc. - Medical escort: Assist the senior with walking and boarding the transport vehicle and provide support during medical visits at the clinic/hospital premises. - Errands, grocery shopping and light cooking: Run errands or do grocery shopping with/without the client at markets/shops to buy food, and prepare simple home-cooked meals. - Transferring and positioning: Assist with transferring clients from bed to commode, or wheelchair, or chair and back.	Working Hours: No min. commitment Employment Type: Part Time Job Type: Freelance Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Simple exercises: Conduct simple exercises with the client to maintain their strength and muscle mass. - Showering and toileting: Provide assistance to the toilet and showering (if required). Full body wipe down and changing	
HQ Head, Legal Management 	- At least a Bachelor's degree in Law or a related discipline - More than 10 years' of relevant experience, with a proven track record in legal leadership or senior paralegal - Candidates with experience in the healthcare sector (such as community care, acute care/hospital settings, pharmaceutical, medical products or technology) are advantageous - Demonstrated ability to engage and influence stakeholders, not limiting to senior leadership at Board & Regulatory levels - Excellent analytical, communication, and strategic thinking skills, with the ability to translate complex risks into actionable insights - Strong business acumen and ability to provide practical, solutions-oriented advice	- Reporting to the CEO, this strategic leadership role is responsible for establishing and leading the legal function at NTUC Health. This role provides end-to-end legal, regulatory, and governance support across the organisation, including advising on partnerships, investments, operations, and enterprise risk matters. - Partnering closely with senior leadership, business units and Board committees, you will shape and drive legal strategy across the organisation. This includes delivering practical, business-oriented legal advice to support informed decision-making, strengthen organisational resilience, enhance operational excellence and enable sustainable growth. - This role is ideal for a self-starter who excels in a lean, fast-moving environment, enjoys building structures from the ground up, and takes ownership as the go-to advisor for all legal matters - Key Responsibilities:	Working Hours: 5 days/week, Mon- Fri: 8.30am-6pm Employment Type: Full Time Job Type: Permanent Location: 53 Ang Mo Kio Avenue 3 (S)569933

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		1. Legal Advisory & Governance • Serve as principal legal advisor to Management and the Board, providing guidance on legal, regulatory, governance, and strategic matters, including partnerships, investments, and operations • Ensure organisational compliance with applicable laws and regulations (including healthcare, where relevant), and oversee litigation, disputes, and regulatory matters 2. Contract Management & Review • Lead the end-to-end management of contractual matters, including drafting, reviewing, and negotiating a broad range of agreements and contracts. • Ensure all contracts are commercially sound, legally compliant and aligned with organisational risk appetite and operational needs. 3. Operational Legal Support • Partner closely with business units to enable day-to-day operations by providing practical legal guidance. • Proactively identify potential legal and compliance risks and deliver solution-oriented advice that balances regulatory requirements with business needs. 4. Process Improvement • Design and implement legal processes, templates, and	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		contract management systems to drive greater efficiency and consistency Identify opportunities to streamline workflows and embed best practices that support faster and more effective decision-making.	
HQ Manager, Workplace Safety & Health 	- Bachelor's degree in any discipline. - At least 5 years of relevant Workplace Safety & Health (WSH) experience, preferably within healthcare facilities management. Preferred certifications: - MOM-registered Workplace Safety & Health Officer (WSHO) - SCDF-registered Fire Safety Manager (FSM) - WSQ Advanced Certificate in Workplace Safety & Health (Level 2) - It will be great if you are: - Technical Expertise: strong knowledge of building codes, fire safety, WSH regulations, risk assessment, and compliance management. - Proficient in Google Workspace, Microsoft Office, and Adobe Acrobat; data analytics experience is an advantage. - Leadership & Communication - Self-driven with strong problem-solving, change	- NTUC Health is one of Singapore's largest community health and eldercare providers. We are looking for a strategic, hands-on Workplace Safety & Health Manager. Reporting to the Head of Facilities Management, you will act as the team lead for a two-person unit responsible for building a robust safety culture while driving operational efficiency across our facilities including daycare and senior activity centres, and nursing homes. You will bridge the gap between regulatory compliance and operations, ensuring that as we grow and adopt new technologies, we do so safely, efficiently, and in full compliance with MOH, MOM, and other national standards. Your job scope will cover the following: - Strategic Leadership & Governance - Framework Design: Define and implement the organisation's WSH roadmap and fire safety strategy, ensuring alignment with institutional, cluster, and national goals.	Working Hours: 5 days/week, Mon- Fri: 8.30am-6pm Employment Type: Full Time Job Type: Permanent Location: 53 Ang Mo Kio Avenue 3 (S)569933

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	management, and stakeholder engagement skills. - Excellent communication skills, including reporting, presentations, and regulatory liaison. 4. Organisation & Compliance - Highly organised, able to manage multiple projects and maintain accurate safety documentation. - Proactive and solution-oriented, ensuring WSH compliance and operational efficiency.	Compliance Oversight: Maintain full compliance with WSH Act, Fire Safety regulations, ISO, OHSAS, and BizSafe standards. Manage legal registers, certifications, and authority approvals. Management & Reporting: Lead the WSH committee, serve as the Secretariat for the Safety Council, and present data-driven performance reports to senior management. Team Leadership: Mentor and guide the WSH Specialist to execute day-to-day safety activities, fostering a high-performance team environment. 2. Operational Integration & Project Oversight Project Safety: Provide safety oversight for new center setups, renovations, and maintenance works. Act as the subject matter expert when working with Project Managers and consultants, including managing the Permit-to-Work (PTW) system. Process Alignment: Champion initiatives related to operational alignment, technology adoption, and process efficiency, ensuring safety is integrated into the workflow, not an afterthought. Stakeholder Bridge: Act as the critical link between operations teams and safety requirements, translating complex regulations into	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		actionable site-level procedures. 3. Risk & Incident Management - Advanced Risk Assessment: Lead the identification of physical, chemical, biological, and ergonomic hazards. Prioritise risks and ensure control measures are effective. - Incident Investigation: Conduct thorough investigations into WSH incidents, identify root causes, and liaise with law enforcement or external investigators during major incidents. - Emergency Preparedness: Develop and lead emergency response plans, including organising drills and ensuring centre readiness. 4. Culture & Capability Building - Education & Culture: Develop and deliver engaging WSH training, ""brown bag"" sessions, and promotional campaigns (e.g., posters, EDMs) to institutionalise a safety-first culture. - Advisory Role: Act as the primary advisor to WSH champions and business unit heads, providing the guidance needed to meet company safety goals.	
Intern, Talent Attraction, Campus Recruitment	- Currently pursuing an undergraduate degree or diploma in Human Resources or a related field. - A team player with strong communication	- As a Talent Attraction Intern, you will play a key role in supporting the recruitment and onboarding processes at NTUC Health. - This internship offers hands-on experience in talent	Working Hours: 5 days/week, Mon- Fri: 8.30am-6pm Employment Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	and stakeholder management skills. • Detail-oriented, proactive, and eager to learn. • Proficient in Google Suite applications.	acquisition - focusing on the early careers initiatives(IHL). You may: • Assist in coordinating recruitment activities such as scheduling interviews, liaising with candidates, and supporting hiring managers throughout the selection process. • Support the onboarding process by preparing materials and ensuring a smooth transition for new hires. • Maintain and update HR records, databases, and applicant tracking systems (ATS). • Collaborate with various HR teams on cross-functional and strategic HR projects. • Perform other related tasks as assigned by the supervisor.	Full Time • Job Type: Internship • Location: Islandwide
Intern, Talent Attraction, Data Analytics	• Currently pursuing an undergraduate degree or diploma in Human Resources, Business Analytics, Information Systems, or a related field. • Proficient in SQL and Google Apps Script, with the ability to clean datasets and build dashboards. • Comfortable working with Google Suite applications (e.g., Sheets, Docs, Slides). • A team player with strong communication and stakeholder management skills.	• As a Talent Attraction Intern, you will play a key role in supporting the recruitment and onboarding processes at NTUC Health. This internship offers the opportunity to contribute to data-driven HR initiatives. Key Responsibilities: • Clean, organize, and analyse recruitment and attrition data using SQL and Google Apps Script. • Maintain and update HR records, databases, and applicant tracking systems (ATS). • Develop and maintain a consolidated dashboard to track key talent metrics.	• Working Hours: 5 days/week, Mon- Fri: 8.30am-6pm • Employment Type: Full Time • Job Type: Internship • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Detail-oriented, analytical, proactive, and eager to learn.	- Collaborate with various HR teams on cross-functional projects. - Perform other related tasks as assigned by the supervisor.	
Programme Associate 	- Have a Diploma or Degree from any discipline - Be proficient in Google Suite Applications - Thrive in a collaborative and dynamic environment - Have strong communication and stakeholder management skills - Possess a genuine interest to engage our seniors in the community.	- Our goal is to make our seniors' lives more fulfilling. That is why our community and volunteer activities are at the heart of what we do. Through our Active Ageing Centres, we engage seniors and support them by reaching out to them, understanding their needs, curating programmes that cater to those who are active, and befriending those who are isolated and vulnerable. As a Programme Associate, you play an important role in sharing our goal in the work of the AAC and assisting the Centre-in-charge in fulfilling the objectives of the AAC and meeting the targets set by the management and funders. You shall also look out for vulnerable seniors and support their needs. You will need to: - Promote NTUC Health Active Ageing Centres' eldercare services and programmes - Conduct/support active ageing programmes and encourage active participation with seniors which includes conducting community screening assessments, organising and conducting active ageing programmes - Providing befriending services - Monitoring their vital signs	Working Hours: 5 days/week, Mon- Fri: 8.30am-6pm Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Coordinate care and support services through internal referral or to external agencies - Provide support to seniors at outreach events and programmes. - Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner - May be required to perform additional duties and work over the weekends or after office hours	
Programme Associate (Contract)	- Have a Diploma or Degree from any discipline - Be proficient in Google Suite Applications - Thrive in a collaborative and dynamic environment - Have strong communication and stakeholder management skills - Possess a genuine interest to engage our seniors in the community.	- Our goal is to make our seniors' lives more fulfilling. That is why our community and volunteer activities are at the heart of what we do. Through our Active Ageing Centres, we engage seniors and support them by reaching out to them, understanding their needs, curating programmes that cater to those who are active, and befriending those who are isolated and vulnerable. As a Programme Associate, you play an important role in sharing our goal in the work of the AAC and assisting the Centre-in-charge in fulfilling the objectives of the AAC and meeting the targets set by the management and funders. You shall also look out for vulnerable seniors and support their needs. You will need to: - Promote NTUC Health Active Ageing Centres' eldercare services and programmes	Working Hours: 5 days/week, Mon- Fri: 8.30am-6pm Employment Type: Full Time Job Type: Contract Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Conduct/support active ageing programmes and encourage active participation with seniors which includes conducting community screening assessments, organising and conducting active ageing programmes • Providing befriending services Monitoring their vital signs • Coordinate care and support services through internal referral or to external agencies • Provide support to seniors at outreach events and programmes. • Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner • May be required to perform additional duties and work over the weekends or after office hours	
Y2S (Youth2Senior s) Internship	• Strong interpersonal and communication skills • A service-oriented mindset with a passion for community work • A team-player mindset with the ability to multi-task effectively • A passion for engaging with people and working collaboratively in teams • Patience and dedication to supporting seniors with care and compassion • Good judgment, problem-solving, and decision-making skills	• Conduct/provide support on active ageing programmes • Encourage active participation with seniors • Provide support to seniors at outreach events and programmes • Provide support for outreach efforts to seniors at their homes • Carry out administrative functions such as data entry and record keeping • Conduct/provide support on the creation of social media content regarding Active Ageing Centres • May be required to perform additional duties, work over	• Working Hours: 5 days/week, Mon- Fri: 8.30am-6pm • Employment Type: Full Time • Job Type: Internship • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Independence and accountability, with the ability to meet deadlines - Proficiency in Google Workspace applications	the weekends or after office hours	

#16 Red Alpha Cybersecurity

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
AI Engineer 	No prior experience or degree required Strong aptitude and passion for the relevant field Logical and analytical thinking ability Full-time availability (9am–6pm, Mon–Fri)	- Red Alpha Cybersecurity is hiring AI Engineers who are eager to analyse data, build intelligent systems, and apply AI techniques to real operational challenges through our Digital Specialist Training Programme (DSTP), a structured and fully sponsored pathway. Whether you're starting out or transitioning into tech, Red Alpha guides you through hands-on training in model development, machine learning, and practical AI application, with deployment into meaningful AI or data-focused roles. What You'll Be Doing - Build and fine-tune machine learning models including LLMs, classification, and vision models - Work with foundation models and AI frameworks such as Hugging Face and Ollama - Deploy and serve models using vLLM, Nvidia Triton, NIM, and AWS SageMaker - Design and query databases using SQL, PostgreSQL, and MongoDB	Working Hours: 5 days/ week, 9-6 (training) Client-based (deployment) Employment Type: Full Time Job Type: Permanent Location: 83 Clemenceau Avenue (S)239920

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Perform 1D and 2D data analysis to derive actionable insights - Manage cloud infrastructure on AWS and containerised environments - Apply responsible AI practices and optimise models for production environments - Monitor, integrate, and maintain AI systems across enterprise deployments	
Cybersecurity Engineer 	No prior experience or degree required Strong aptitude and passion for the relevant field Logical and analytical thinking ability Full-time availability (9am–6pm, Mon–Fri)	- Red Alpha Cybersecurity is hiring Cybersecurity Specialists who are eager to launch their career in cybersecurity through our Alpha Specialist Training Programme (ASTP), a structured and fully sponsored pathway. Whether you're a fresh graduate or making a career switch, Red Alpha equips you with practical skills, industry-recognised certifications, and deployment into meaningful cybersecurity roles. What You'll Be Doing - Undergo hands-on training in cyber defence, incident response, threat intelligence, and offensive security - Work across both public and private sector cybersecurity roles upon deployment - Apply skills in penetration testing, threat hunting, security operations, and incident response - Support security engineering, GRC, and SOC functions depending on placement	Working Hours: 5 days/ week, 9-6 (training) Client-based (deployment) Employment Type: Full Time Job Type: Permanent Location: 83 Clemenceau Avenue (S)239920

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Collaborate with teams on security architecture and red team operations - Conduct vulnerability assessments and digital forensics investigations - Perform malware analysis and reverse engineering - Develop and present strategic security reports to stakeholders	
Network Engineer 	No prior experience or degree required Strong aptitude and passion for the relevant field Logical and analytical thinking ability Full-time availability (9am–6pm, Mon–Fri)	- Red Alpha Cybersecurity is hiring Full Stack Infra Engineer who are eager to design, implement, and maintain robust and secure infrastructure across LAN, WAN, and cloud environments. You'll be involved in both project-based work and the daily operations of mission-critical systems, with opportunities to grow into advanced roles across networking, infrastructure, and cybersecurity. What You'll Be Doing - Design, implement, and maintain LAN, WAN, WLAN, VPN, and firewall systems - Configure and deploy network appliances, routers, switches, and load balancers (e.g. Cisco, Fortinet) - Conduct vulnerability assessments and support remediation across network layers - Troubleshoot network performance issues and ensure minimal downtime - Work closely with clients and teams to generate system	Working Hours: 5 days/ week, 9-6 (training) Client-based (deployment) Employment Type: Full Time Job Type: Permanent Location: 83 Clemenceau Avenue (S)239920

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		specs and present architecture solutions - Plan, execute, and monitor IT infrastructure setup and upgrades (on-prem and virtualised) - Manage and maintain Windows, Unix/Linux servers, virtual machines, and databases (e.g. SQL Server, Oracle) - Perform routine preventive maintenance and respond promptly to system alerts and issues - Support operational systems to meet SLA requirements - Participate in change management, disaster recovery, and patch management processes	
Software Engineer 	No prior experience or degree required Strong aptitude and passion for the relevant field Logical and analytical thinking ability Full-time availability (9am–6pm, Mon–Fri)	- Red Alpha Cybersecurity is hiring Software Engineers who are eager to design, build, and test applications through our Digital Specialist Training Programme (DSTP), a structured and fully sponsored pathway. Whether you're a fresh graduate or making a career switch, Red Alpha equips you with practical coding experience, engineering best practices, and industry-relevant skills, with deployment into software development roles. What You'll Be Doing - Develop applications using Java and C++ fundamentals - Build frontend interfaces using HTML, CSS, JavaScript, and React.js - Develop backend services using Python and Node.js	Working Hours: 5 days/ week, 9-6 (training) Client-based (deployment) Employment Type: Full Time Job Type: Permanent Location: 83 Clemenceau Avenue (S)239920

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Write shell scripts and work within Linux environments • Containerise and deploy applications using Docker • Apply secure programming practices across the software development lifecycle • Leverage AI tools to enhance software development workflows • Collaborate with teams on real-world software engineering projects	
Systems Engineer 	• No prior experience or degree required Strong aptitude and passion for the relevant field Logical and analytical thinking ability Full-time availability (9am–6pm, Mon–Fri)	• Red Alpha Cybersecurity is hiring Full Stack Infra Engineer who are eager to design, implement, and maintain robust and secure infrastructure across LAN, WAN, and cloud environments. You'll be involved in both project-based work and the daily operations of mission-critical systems, with opportunities to grow into advanced roles across networking, infrastructure, and cybersecurity. What You'll Be Doing • Design, implement, and maintain LAN, WAN, WLAN, VPN, and firewall systems • Configure and deploy network appliances, routers, switches, and load balancers (e.g. Cisco, Fortinet) • Conduct vulnerability assessments and support remediation across network layers • Troubleshoot network performance issues and ensure minimal downtime	• Working Hours: 5 days/ week, 9-6 (training) Client-based (deployment) • Employment Type: Full Time • Job Type: Permanent • Location: 83 Clemenceau Avenue (S)239920

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Work closely with clients and teams to generate system specs and present architecture solutions • Plan, execute, and monitor IT infrastructure setup and upgrades (on-prem and virtualised) • Manage and maintain Windows, Unix/Linux servers, virtual machines, and databases (e.g. SQL Server, Oracle) • Perform routine preventive maintenance and respond promptly to system alerts and issues • Support operational systems to meet SLA requirements • Participate in change management, disaster recovery, and patch management processes	

#17 SBS Transit

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
[DTL] Assistant Engineer, Rail Power (Power Facility Regulator) 	• Entry level candidates are welcome to apply • Good interpersonal skill • Good planning and writing skills • Resourceful, self-motivated and result-oriented • Good team leader • Able to perform 3 rotating shift work • Able to identify colours	• Regulate the Electrical Power Distribution of DTL HV, LV & DC traction power networks in the operation control center • Monitoring and control of power equipment such as HV equipment, DC traction power equipment and LV equipment in the operation control center • Monitoring and control of ECS equipment such as Tunnel ventilation system, station air-con, mechanical ventilation • Liaise with maintenance team to ensure fast response to	• Employment Type: Full Time • Job Type: Permanent • Location: 91 Sengkang East Avenue (S)545072

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		clear system faults and carry out the repair servicing works • Ensure safety plans are implemented with all safety hazards eliminated • Perform works and documentation in accordance to ISO Quality Standards and quality procedures	
Assistant Engineer (LRT Power) 	• Diploma in Electrical/Electronics Engineering or equivalent from a recognised institution • Higher NITEC or NITEC qualification in Electrical/Electronics Engineering with a minimum 5 years experience as Technical Officer. • Must be prepared to perform duties on shifts	• To perform monitoring and control operations for NEL Power Supply & Environment Control System (ECS) via ISCS in the Operational Control Centre.	• Employment Type: Full Time • Job Type: Permanent • Location: 91 Sengkang East Avenue (S)545072
Assistant Engineer (Maintenance) , Rail Power 	• Entry level candidates are welcome to apply • Good interpersonal skill • Good planning and writing skills • Resourceful, self-motivated and result-oriented • Good team leader • Able to perform 3 rotating shift work • Able to identify colours	• Lead a maintenance team in the operation and maintenance of DTL HV, LV and DC traction power equipment to meet safety, reliability and availability criteria for the MRT system to operate • Maintain the power and electrical systems for the Downtown Line HV, LV and DC traction power network	• Employment Type: Full Time • Job Type: Permanent • Location: 91 Sengkang East Avenue (S)545072
Assistant Station Manager - DTL/NEL	• Minimum 5 credits 'O' Levels • Able to reach the height of 200 cm (DTL) / 207 cm (NEL) with both hands • Willing to perform shift work, including night shift, weekends and Public Holidays	• Assist the duty Station Manager in the efficient and effective operation of the station and in the delivery of a quality customer service. • Handle all problems and matters that may arise in the day-to-day station and train operations. This includes monitoring passenger flow	• Employment Type: Full Time • Job Type: Permanent • Location: 91 Sengkang East Avenue (S)545072

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Minimum 2 years working experience, preferably in the service or retail industry • Required to manually operate station and trainborne equipment • Possess a pleasant disposition and personality • Good interpersonal skills with a passion to work with people • Ability to identify colours	- and exercising appropriate crowd control actions. • Ensure that all passengers comply with the Rapid Transit Systems (RTS) Regulations. • Assist the duty Station Manager in handling incidents. • Ensure the protection of revenue at station, handle all passenger ticketing issues and prepare the required forms related to AFC System. • Man the Passenger Service Centre and manage access to the station during Traffic & non-Traffic hour • Assist the Station Manager to conduct local and on-the-job training to trainee(s). • Manually set routes locally on site, when required in the most safe, efficient and effective manner in accordance with the relevant work instructions and procedures. • Conducts security patrol regularly and work closely with the Transit Guards on matters of security. • Drive and man the Passengers Trains. • Perform the duties of Emergency Train Operator in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures. • Perform any other duties as directed by his/her superior(s).	
Customer Service Officer - DTL/NEL	• Minimum 5 credits 'O' Levels	• Provide advice and assistance to passengers in response to enquires (for example journey	• Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to reach the height of 197cm (NEL) / 200 cm (DTL) with both hands • Willing to perform shift work, including weekends and Public Holidays • Preferably with minimum 2 years' working experience in the service or retail industry • Required to manually operate station and trainborne equipment • Possess a pleasant disposition and personality • Good interpersonal skills with a passion to work with people • Ability to identify colours	routes and times, fare and ticketing issues, travel on other modes of transport & travel directions and use of travel interchanges) • Assist passengers with special needs in boarding/ alighting the trains safely • Observe and take appropriate action against any failure of equipment and irregularities whilst at stations, including requesting assistance from other railway staff • Ensure that all passengers comply with the Rapid Transit Systems (RTS) Regulations • Communicate with OCC and passengers as necessary via train communications equipment • Monitor the performance of the train whilst travelling and take appropriate action against any irregularities, including requesting assistance from other railway staff • Deal with train defects in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures • Maintain validity of track access qualification and comply with competency assessment • Drive the Passenger Trains • Deal with incidents such as Passenger Emergency Communication device being activated, fire on train, detrainment, etc., in the most safe, effective and efficient manner in accordance with	• Job Type: Permanent • Location: 91 Sengkang East Avenue (S)545072

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		the relevant working manuals and procedures - Perform the duties of Emergency Train Operator in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures - Perform other duties as directed by his/ her superiors	
Customer Service Officer - SPLRT	- Minimum 5 credits 'O' Levels - Willing to perform shift work, including weekends and Public Holidays - Preferably with minimum 2 years' working experience in the service or retail industry - Required to manually operate station and trainborne equipment - Possess a pleasant disposition and personality - Good interpersonal skills with a passion to work with people - Ability to identify colours	- Provide advice and assistance to passengers in response to enquires (for example journey routes and times, fare and ticketing issues, travel on other modes of transport & travel directions and use of travel interchanges) - Assist passengers with special needs in boarding / alighting the LRT vehicles safely - Assist passengers with special needs in ticketing problems at LRT stations - Observe and take appropriate action against any failure of equipment and irregularities whilst at stations - Deal with LRT vehicle defects in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures - Perform the duties of Emergency LRT vehicle Operator in the most safe, effective and efficient manner in accordance with the relevant working manuals and procedures	Employment Type: Full Time Job Type: Permanent Location: 91 Sengkang East Avenue (S)545072
DTL Signalling Assistant Engineer 	- Entry level candidates are welcome to apply - Good interpersonal skill	Operate the Mutli-Function vehicle, Inspection trolley and any other measuring tools to produce data, analysis and	Employment Type: Full Time Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good planning and writing skills • Resourceful, self-motivated and result-oriented • Good team leader • Able to perform 3 rotating shift work • Able to identify colours	coordinate with MCAR for rectification.	Permanent • Location: 91 Sengkang East Avenue (S)545072
Service Controller (Bus)	• Relevant working experience in Operations is an advantage	• Work with our specialist team on the Common Fleet Management System (CFMS). • Monitor bus service performance in a real-time environment and take the necessary actions to minimise service delays, using online resources and support systems • Resolve emergencies and restore service disruptions to ensure service reliability of our buses on the roads • Support the team in achieving optimal deployment of buses and Bus Captains	• Employment Type: Full Time • Job Type: Permanent • Location: 91 Sengkang East Avenue (S)545072
Store Supervisor	• Higher NITEC in Engineering • Preferably with at least one year of working experience in fleet assistant or logistic co-ordinator or Engineering • Strong organization and problem solving skills • Self-motivated and result oriented • Good interpersonal and communication skills	• Assist in overseeing SBST commercial vehicles and related assets, ensuring their operations, maintenance, and compliance with internal and external policy requirements • Support sustainability initiatives by implementing waste management strategies (including toxic industrial waste), enhancing energy efficiency, and promoting green procurement.	• Employment Type: Full Time • Job Type: Permanent • Location: 91 Sengkang East Avenue (S)545072
Traffic Controller 	• Degree in any discipline or Diploma with minimum 5 years working experience, preferably in an Operations Control Room environment	• Responsible for monitoring and controlling train operational activities to ensure that safe, efficient and reliable train services are provided at all times by making logical decisions	• Employment Type: Full Time • Job Type: Permanent • Location: 91 Sengkang

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Willing to perform shift work, including night shift, weekends and Public Holidays • Able to operate computer-based control systems • Ability to identify colors	• Account for punctuality of passenger trains as part of service reliability • In event of service delays, degradation or disruptions, introduce necessary adjustments to cope with heightened demands • Execute quick recovery remedies to mitigate such hiccups and resume train service as quickly as possible • Coordinate and mobilize the relevant Engineering and Operations staff to resolve failures or unexpected events in the most expeditious and safe manner • Manage and control Night Possession and Track Access during non-revenue hours in accordance to prescribed rules and procedures	East Avenue (S)545072

#18 Shipping World Logistics

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounting Intern 	• Entry level candidates are welcome to apply • Good interpersonal skill • Good planning and writing skills • Resourceful, self-motivated and result-oriented • Good team leader • Able to perform 3 rotating shift work • Able to identify colours	Company Overview • Shipping World Logistics Pte Ltd is a Singapore-based logistics company providing freight forwarding, transportation, warehousing, and supply chain solutions across the region.\ Position Overview • We are seeking an Accounting Intern to support our Finance and Accounts team. This internship offers practical exposure to accounting processes, financial reporting, billing operations, and business administration within the logistics industry. • Training and guidance will be provided throughout the internship. Key Responsibilities Accounts and Finance Support • Assist with customer invoicing and billing activities • Support accounts receivable and accounts payable processes • Prepare and process invoices and supporting documents • Verify invoice accuracy and maintain proper records • Maintain financial documentation and filing systems Management Reporting Support • Assist in preparing management reports and financial summaries	• Working Hours: 9am to 6pm 6 months Start Date: 11 August 2026 onwards • Employment Type: Full Time • Job Type: Internship • Location: 31 Jurong Port Road (S)619115

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Support the compilation and validation of financial and operational data • Assist with budget tracking and expense monitoring • Support reporting and data analysis activities using Microsoft Excel System Operations • Learn and use the company's freight management system, Fr8Labs • Update billing records, supplier costs, and payment information • Verify operational data against billing records • Maintain data accuracy within the system • Administrative Support • Coordinate with Finance and Operations teams on documentation matters • Follow up on missing supporting documents when required • Assist with month-end closing and reconciliation activities • Support ad-hoc administrative duties assigned by the team What You Will Gain • Practical exposure to accounting and finance operations • Experience using a freight management system • Exposure to financial reporting and business processes • Experience working in the logistics industry • Structured on-the-job training and mentorship	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Air Freight Operations Executive 	• Diploma or Bachelor's degree in Logistics, Supply Chain Management or a related field preferred. • Two to three years of experience in air freight forwarding operations preferred. • Working knowledge of air import and export procedures, permit declarations, documentation and billing. • Dangerous goods handling experience and familiarity with DGR requirements are strong advantages. • Experience handling back-to-back, transshipment or alternative-routing shipments is advantageous. • Ability to source rates and calculate shipment costs accurately. • Proficiency in Microsoft Office, particularly Excel. • Strong communication and interpersonal skills when working with customers, agents and service providers. • Detail-oriented and able to manage multiple time-sensitive shipments in a fast-paced environment. • Proactive, adaptable and able to resolve operational issues independently.	• Availability: Immediate Start What You Will Be Doing Shipment Coordination • Handle end-to-end air import and export shipments across multiple international trade lanes. • Book with airlines and co-loaders and arrange trucking, pickup and delivery, comparing available options based on cost, urgency and transit time. • Arrange back-to-back shipments, transshipments, alternative routings and hand-carry arrangements according to operational requirements. • Manage export cut-offs by ensuring cargo is lodged and accepted by the terminal and that the MAWB is closed on time. • Track shipment progress against schedules and coordinate handovers with internal operations and warehouse teams. Documentation & Compliance • Prepare and check air freight documentation, including MAWBs, HAWBs, cargo manifests, shipping instructions, transport orders and certificates. • Verify weighing slips, commercial invoices and packing lists before processing documents. • Declare import, export, transshipment and hand-carry permits through TradeNet, CCN and airport terminal systems. • Handle dangerous goods cargo declarations, coordinate	• Working Hours: 5 days/week, 9am to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 31 Jurong Port Road (S)619115

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Immediate availability and Singapore citizenship are advantageous.	dangerous goods packing with approved third parties and complete the DGR checklist in accordance with IATA requirements. - Send pre-alerts and distribute and file documents promptly to prevent administrative backlogs. - Maintain accurate and up-to-date shipment, cost and revenue records in the company's systems. - Ensure compliance with customs, aviation and international trade regulations, company protocols and customer-specific SOPs. Customer & Partner Communication - Liaise with customers, airlines, co-loaders, transporters and overseas agents regarding shipment arrangements and issue resolution. - Provide proactive status updates and follow up on outstanding operational matters. - Build and maintain strong working relationships with freight partners and service providers. Billing & Cost Control - Obtain vendor quotations and support pricing requests from the sales team. - Prepare and process shipment billing promptly and verify vendor costs, customer charges and supporting documents before invoicing.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Follow up on billing discrepancies with the relevant parties. - Ensure job costing is complete and accurate so that shipment profitability can be reviewed. - Escalate accounts where operational requirements consistently exceed the services originally quoted. Other Duties - Provide coverage for team members when required and support ad-hoc projects assigned by management.	
Digital Transformation Intern 	- Polytechnic or University student pursuing Computer Science, Information Systems, Engineering, or a related field - Comfortable working with APIs, integrations, or automation tools (Zapier, n8n, or similar); prior exposure to AWS Lambda or Google Apps Script is a plus - Strong problem-solving skills and attention to detail - Willingness to spend time understanding operations before building solutions - Able to commit to a full-time, 6-month internship - Eligible to work in Singapore	- Start Date: Anytime from August 2026 onwards **Position Overview** - We are seeking a Digital Transformation Intern to support our ongoing technology transformation. This is a hands-on role with real ownership, not a shadowing internship — you will work directly on integrations, dashboards, system migration, and automation that the operations team relies on. The internship is structured in two phases: the first builds your understanding of how the business runs, the second is where you apply that to build tools people actually use. A full-time conversion is possible at the end, if it works for both parties. **Key Responsibilities** *Phase 1 (From Q3 2026): Integrations and Visibility*	Working Hours: 6 months Employment Type: Full Time Job Type: Internship Location: 31 Jurong Port Road (S)619115

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Integrate our Freight Management System (Fr8Labs) with TradeWeb to push shipment data directly into permit declaration systems - Scope EDI integration with our overseas agent network - Build KPI dashboards for the shipping departments *Phase 2 (From Q4 2026): WMS Migration and Automation* - Support change management for our Warehouse Management System migration — from discovery through cutover and training - Drive adoption of task and milestone tracking within the FMS - Build agentic workflows on the FMS for the freight departments - Develop automation using Zapier/n8n, AWS Lambda, and Google Apps Script **What You Will Gain** - Direct ownership of integration, automation, and change management projects — not shadowing - Exposure to a live WMS migration from discovery through cutover - Practical experience with FMS platforms, EDI (Electronic Data Interchange), and no-code/low-code automation tools - Insight into how a freight forwarder operates, before being asked to automate it	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Possibility of full-time conversion at the end of the internship	
Senior Freight Operations Executive 	• Diploma/Bachelor's degree in logistics, supply chain management, or a related field (preferred). • 2-3 years of experience in freight forwarding or freight consolidation (preferred). • Proficiency in MS Office (Excel, Word, PowerPoint). • Strong verbal communication and interpersonal skills to build effective relationships with stakeholders. • Attention to detail with the ability to multitask in a fast-paced environment. • A proactive learner with the ability to adapt quickly to new systems and processes. • Immediate availability and Singaporean citizenship are advantageous	Availability: Immediate Start • What You Will Be Doing Operational Management • Supervise and coordinate daily shipping operations to ensure smooth and timely transportation of goods. • Plan and manage consolidation boxes for overseas shipments. • Arrange and coordinate deliveries and pickups with all relevant parties, including logistics and warehouse teams. Documentation & Compliance • Prepare and oversee accurate shipping documentation, including Bills of Lading, Permits, and Certificates of Origin. • Handle and declare all types of import/export permits. • Ensure compliance with international trade regulations, customs requirements, and company protocols. Customer & Stakeholder Communication • Liaise with customers, co-loaders, and overseas agents for shipment arrangements and issue resolution. • Establish and maintain strong relationships with shipping vendors, carriers, and hauliers. Monitoring & Improvement	• Working Hours: 5 days/week, 9am-6pm • Employment Type: Full Time • Job Type: Permanent • Location: 31 Jurong Port Road (S)619115

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Use and oversee systems to monitor shipments, billing, and documentation, ensuring accuracy and prompt updates. - Identify opportunities to optimize shipping efficiency and reduce costs. - Resolve shipping, transportation, or documentation issues to maintain service standards. Other Duties - Provide support for ad-hoc projects or tasks assigned by management.	
Shipping Documentation Intern 	- Polytechnic or University students from Logistics, Business, Supply Chain, or related fields (other disciplines welcome if interested). - Basic knowledge of MS Office (Excel, Word, PowerPoint). - Willingness to learn, ask questions, and take initiative. - Good attention to detail and communication skills. - Able to commit to a 6-month full-time internship. - No prior logistics experience required: training will be provided. - Immediate availability is a plus. Why Join Us? - Real-world logistics exposure (not just admin work)	About the Internship - This internship is ideal for Polytechnic or University students who are curious about logistics, shipping, or supply chain operations. You'll get hands-on exposure to real freight operations while being guided by an experienced team; no prior experience required. - Training will be provided, and you'll learn by doing. What You'll Be Doing Operational Support - Assist the team with shipment bookings and coordination with carriers, agents, and shippers. - Support preparation and checking of shipping documents (e.g. Bills of Lading, invoices, permits) under guidance. - Help prepare pre-alerts and organise shipping paperwork for overseas agents.	Working Hours: 6 months internship (Commencing 10 August 2026) Employment Type: Full Time Job Type: Permanent Location: Singapore

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Supportive team and structured guidance - Strong foundation for a future career in logistics or freight forwarding - Potential consideration for full-time conversion (subject to performance & headcount)	- Support billing checks to ensure shipment details are accurate. Documentation & Tracking - Assist in preparing and verifying Bills of Lading (BL). - Maintain and update shipment records in internal systems. - Support email communication with customers and overseas agents on shipment status. Team & Problem-Solving Support - Help follow up on documentation or booking issues to keep shipments on track. - Provide backup support to teammates during leave or busy periods. - Carry out ad-hoc tasks assigned by the team to support daily operations. What You'll Learn (Learning Outcomes) - By the end of this internship, you will: - Understand the end-to-end shipping workflow (from booking to final delivery). - Gain hands-on experience with shipping documents such as Bills of Lading, invoices, and permits. - Learn how freight forwarders coordinate with carriers, overseas agents, and customers. - Gain exposure to freight forwarding systems and digital tools (e.g. Fr8Labs) used to manage shipments and documentation.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Build professional communication skills through real email and coordination work. • Develop strong attention to detail, time management, and multitasking skills in a fast-paced environment.	

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#19 SIA Engineering Company

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Aircraft Maintenance License Trainee 	• Engineering Degree from recognized university • Polytechnic Diploma (Engineering) - GPA > 3.3 • Recent graduating Polytechnic and University are welcomed • Strong interest in technical role within Aviation industry • Positive and hardworking personality • Must be able to differentiate colors for work purposes • Physically Fit	About the Role • Selected candidates will undergo a structured 44-month training program to qualify for a CAT B License from Civil Aviation Authority of Singapore (CAAS). • On successful completion of training, you will be appointed as a Licensed Aircraft Engineer (LAE) and perform/certify aircraft maintenance task including inspection, repair, modification, and functional tests. • You can look forward to a rewarding career in the aerospace industry with opportunities for overseas postings and career progression. • Outstanding LAEs will have the opportunity to progress to executive and management positions. Training • 1. Classroom lectures at Training Academy inclusive of SAR 66 basic course modules and other associated skills and aircraft systems training with examinations/assessments after each module • 2. Civil Aviation Authority of Singapore (CAAS) examinations applicable for the category of license • 3. On-the-job (practical) training at base and line	• Working Hours: 5 days/ week, 8:30am to 5:30pm, • Employment Type: Full Time • Job Type: Permanent • Location: 31 Airline Road (S)819831

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		maintenance environment, as well as other applicable workshops Obligations 1. Trainees are required to serve employment of 5 years in the Company upon the completion of training 2. If a trainee does not complete the training successfully or does not serve a minimum employment period of 5 years, trainee will have to pay for training costs of up to \$140,000 (liquidated damages)	
Certifying Aircraft Trainee Technician 	- Diploma in Mechanical, Aeronautical, Electrical and other related engineering courses - Strong interest in technical role within Aviation industry - Positive and hardworking personality - Must be able to differentiate colors for work purposes	About The Role - As a Certifying Trainee Technician (CTT) in SIAEC, you will undergo a structured 28-month program to be certified as a CAT A Certifying Technician with SIAEC. Responsibilities - Upon completion, the trainees will be appointed as a Certifying Technician, which permits the holder to issue certificates of release to service following minor scheduled line maintenance and completion of simple tasks in line and base maintenance.	Working Hours: 5 days/ week, 8:30am to 5:30pm, Employment Type: Full Time Job Type: Permanent Location: 31 Airline Road (S)819831

#20 Savills Property Management

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Admin Assistant	- Minimum GCE 'O'/'N' Level - At least 1 year of relevant working	- Issuing of cheques - Prepare cash management form weekly	Working Hours: 5.5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently.	• Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Account officer (PM)	• Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills	• Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submit of GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned	• Working Hours: 5 days/ week, Mon to Fri 0800Hrs - 1700Hr OR 0900Hr to 1800Hrs • Employment Type: Full Time • Job Type: Permanent • Location: 20 Martin Road (S)239070

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Payable Executive	1. Diploma in Accountancy, Finance, or equivalent qualification. 2. Minimum two years of relevant Accounts Payable or finance experience. 3. Good understanding of accounting principles and AP processes. 4. Detail-oriented, proactive, and able to work independently. 5. Ability to work in a fast-paced environment and meet tight deadlines. 6. Proficient in MS Office applications, especially MS Excel. 7. Experience in accounting systems such as Microsoft Dynamics 365 will be advantageous	1. Accounts Payable Operations a. Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. b. Verify accuracy of invoices before posting into the accounting system. c. Prepare payment vouchers and process payments via bank transfer. 2. Vendor Management & Reconciliation a. Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues. b. Perform reconciliation of supplier statements and AP related GL accounts. c. Maintain accurate and updated vendor records in the accounting system. 3. Financial Closing & Reporting a. Support monthly, half-yearly, and year-end closing activities related to Accounts Payable. b. Prepare AP schedules, accruals, and relevant journal entries for financial reporting purposes. c. Prepare supporting schedules and documentation for financial reporting. d. Ensure completeness and accuracy of AP records in compliance with accounting standards. 4. Compliance & Internal Controls	• Working Hours: 5 days/ week, 0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent • Location: 30 Cecil Street (S)049712

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		a. Ensure compliance with company policies, financial procedures, and internal controls. b. Maintain proper audit trails for all AP transactions. c. Assist with external and internal auditors by providing required documents and explanations. 5. Process Improvement & Support a. Assist in improving AP processes and workflow efficiency. b. Identify opportunities for process automation and system enhancements within the finance function. c. Undertake ad-hoc assignments as assigned.	
Admin Assistant / Executive	1. Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management 2. Outgoing and vocal with good communications skill. 3. Excellent client management skills in a corporate environment and a strong team player. 4. Proactive and independent. 5. Familiar with CMMS for work order management; 6. Dynamic and multi-tasking capabilities.	1. Prepare and submit regular facility operation reports to management. 2. Track and report key facility metrics. 3. Maintain incident and service request logs for audit and review purposes. 4. Provide updates on compliance with safety, health, and environmental regulations. 5. Serve as the main point of contact for internal departments regarding facility needs. 6. Coordinate with employees to address workspace concerns and requests. 7. Liaise with building management for shared facility issues and updates. 8. Ensure all stakeholders are informed of facility-related activities and schedules. 9. Manage contracts and service agreements with external vendors	• Working Hours: 5.5 days/ week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs - Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		10. Monitor vendor performance and ensure service delivery meets agreed standards. 11. Schedule and coordinate routine and emergency maintenance with service providers. 12. Review and approve vendor invoices and service reports. 13. Maintain and update facility documentation and records. 14. Coordinate facility access passes, keys, and security systems for staff and visitors. 15. Manage procurement of office and facility supplies. 16. Ensure compliance with administrative policies and procedures. 17. Organize and participate in facility-related meetings with internal teams and external vendors. 18. Record and distribute meeting minutes and action points. 19. Follow up on tasks and resolutions discussed during meetings. 20. Assist in preparing presentation materials for management reviews or planning sessions. 21. Conduct regular facility inspections and audits to identify areas for improvement. 22. Recommend and implement facility upgrades, layout changes, or efficiency improvements. 23. Support sustainability initiatives and cost-saving measures.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		24. Evaluate feedback from users to enhance facility operations and services. 25. Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). 26. Collaborate with finance and operations teams to align facility functions with revenue goals.	
Asst Facilities Manager	- Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; - At least 3 years of relevant experience as a manager in facilities management - Able to lead independently the team of Facilities Management and properties at site with minimum supervision; - Excellent client management skills in a corporate environment and a strong team player. Proactive and independent; Dynamic and multi-tasking capabilities; Familiar with CMMS for work order management; Fire Safety Manager Certificate.	- Proactively engage stakeholders to ensure that on site client's expectations are met - Build and develop effective client /stakeholder relationships across multiple levels of the organization; - On-site key point of contact for Facilities in the client's premises; - Ensure effective communications and reporting to clients' on operation matters; - Evaluate service response time and analyse occupants' service request trends and suggestions; - Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; - Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites - Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level;	Working Hours: 5.5 days/ week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs - Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: Full Time Job Type: Permanent Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Preparing weekly, monthly facilities reports; - Assist the FM to develop and review planned maintenance schedules with maintenance vendors; - Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. - Ensure critical operations and sites are identified across the region. - Establish HSSE plan for the account on site. - Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. - Implement and ensure escalation procedures are in place and observed for incident and problem reporting. - Have good knowledge of statutory legislations and requirements - Managing work orders using a CMMS and analysing maintenance data; - Any other scope and roles as assigned by the reporting manager.	
Business Development Manager/ Assistant Manager	- Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute - At least 3 years of relevant experiences in facilities management and	Business News Sourcing - Source and keep track of incoming business opportunities that are suitable & aligned with business objectives. - Regular engagement with Client and Consultants for potential business opportunities, realizing it from 'News' to 'Tender' to 'Award'.	Working Hours: 5 days/ week, Mon to Fri 0900Hr to 1800Hrs Employment Type: Full Time Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	business development portfolios • Proven capabilities in managing tender costings and submissions within timeline • Strong financial acumen paired with a proactive, can-do attitude • Able to work independently with minimum supervision • Those with Facilities Management operation experiences or equivalent is an added advantage.	• Identify potential business opportunities from market research and analysis. Business Department Duties • Carry out day-to-day Business Department duties such as: • Carry out research & market analysis for business opportunities, competitors and other market trends – discuss and report regularly to Management • Guide business executives on business department duties including checking and managing the timeline of the said works • Manage and regularly discuss timeline of all tasks with GM and ensure timely deliverables. Tender Management & Coordination • Ability to conduct costings proposals for FM tender and RFPs • Check, compile and ensure an adequate overall tender submission • Manage and keep track of all tasks to follow up with each tender, ensuring timely execution • Prepare and deliver tender presentations during tender interviews as well as corporate presentations when necessary.	Permanent • Location: Islandwide
Cleaners	1. Previous experience in commercial, industrial, or janitorial cleaning is preferred. 2. Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. 3. Knowledge of cleaning chemicals, equipment, and safe handling procedures.	1. Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. 2. Clean and sanitize restrooms, break rooms, and common areas. 3. Empty waste bins and dispose of rubbish according to company procedures.	• Working Hours: 5.5 days/ week, Mon to Fri 0900Hr to 1800Hrs • Employment Type: Full Time • Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	4. Ability to work independently and as part of a team.	4. Clean machinery, equipment, and workstations as required. 5. Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. 6. Replenish cleaning supplies, toiletries, and consumables. 7. Follow workplace health, safety, and environmental regulations.	Permanent • Location: Multiple site
Facility Manager	1. Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. 2. At least 5 years of relevant experiences as a manager in Facilities Management 3. Able to lead independently the team of Facilities Management and properties at site with minimum supervision; 4. Excellent client management skills in a corporate environment and a strong team player; 5. Dynamic and multi-tasking capabilities; 6. Familiar with CMMS for work order management; 7. Fire Safety Manager Certificate.	1. To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. 2. To apply for Permit to Work at occupier site. (if applicable) 3. To maintain a Safe Work Environment/Conditions at workplace. 4. To assist on the overall operational effectiveness WSH management at the site as per contract requirements. 5. To conduct weekly random safety inspection as required by Client. 6. To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. 7. To adhere/ implement WSH and all safety regulations in the workplace under WSHA and its applicable subsidiary legislation. 8. Ensure all workers at site always wear the appropriate PPE. 9. Conduct daily toolbox briefing with attendance recorded for the contractors.	• Working Hours: 5.5 days/ week, Mon to Fri 0900Hr to 1800Hrs • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		10. Advise external customers of safety needs when visiting the sites. 11. Attend ad-hoc/ outstanding safety related issues whenever required. 12. Any other duties as assigned by the superiors.	
Facility Officer	1. Diploma in Engineering, Facilities Management or equivalent. 2. No experience are welcome to apply as training will be provided. 3. Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. 4. Meticulous and a good team player.	1. Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. 2. Respond promptly to building issues, equipment malfunctions, and customer complaints. 3. Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. 4. Keep records of on-site maintenance works and manage inventory of spare parts used. 5. Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. 6. Assist in the coordination of installation, renovation, refurbishment and building improvement projects. 7. Assist in tracking utility consumption and identifying anomalies. 8. Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. 9. Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. 10. Conduct site walks and escort term contractors/ external	• Working Hours: 5.5 days/ week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		vendors whilst they are doing routine maintenance works or adhoc replacement works. 11. Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. 12. Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. 13. Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. 14. Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client.	
HR Admin cum Payroll Executive	1. Minimum Diploma / Degree in Business Administration, Human Resources, or Higher Nitec in Business Studies. 2. 2-3 years of relevant HR and payroll experience in Singapore. 3. Proficient in MS Office, especially Excel for payroll reconciliation. 4. Knowledge of Info-Tech payroll software is an advantage. 5. Familiar with Singapore Employment Act, CPF, IRAS, and MOM regulations. 6. Able to communicate in Mandarin to liaise with Mandarin-speaking workers.	Key Responsibilities 1. Payroll & Statutory Compliance. 2. Process monthly full payroll accurately and on time for all employees. 3. Calculate and submit monthly CPF contributions. 4. Prepare and submit IR8A, Appendix 8A/8B, IR21 tax clearance for foreign employees. 5. Process NSmen make-up pay and Government-Paid Leave schemes claims HR Administration 1. Create, update, and maintain employee database and personnel records. 2. Manage MOM work pass applications, renewals, cancellations, and appeals.	• Working Hours: 5 days/ week, 0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	7. Meticulous, well-organized, and able to meet strict payroll deadlines. 8. Strong sense of integrity and ability to handle confidential information. 9. Positive attitude, responsible, and a strong team player.	3. Administer employee compensation, benefits, and e-leave systems. 4. Respond promptly to employee payroll and HR-related queries. 5. Prepare and generate detailed payroll and HR reports for management. 6. Coordinate recruitment activities and interview arrangements. 7. Administer training programs, including funding applications and attendance tracking. 8. Organize and file HR and payroll documents for audit readiness. 9. Assist with MOM surveys and statutory reporting. 10. Perform other HR-related duties as assigned.	
HR Payroll Assistant / Officer (AMS)	1. Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. 2. 1-2 years of relevant payroll experience preferred. 3. Proficient in MS Office applications, especially Excel. 4. Knowledge of Info-Tech payroll software is an advantage. 5. Able to communicate in Mandarin to liaise with Mandarin-speaking workers. 6. Meticulous, well-organized, and able to meet tight deadlines. 7. Strong sense of confidentiality and integrity.	1. Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. 2. Maintain and update employee database and personnel records. 3. Prepare and generate monthly payroll reports and management summaries. 4. Administer e-leave system and track employee leave balances. 5. Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings. 6. Compute and submit monthly CPF contributions; prepare CPF file submissions. 7. Generate and submit monthly workers' data as required by MOM.	• Working Hours: 5 days/ week, 0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	8. Positive attitude, responsible, and a strong team player.	8. Address employee queries and grievances related to payroll and benefits. 9. Manage HR filing and documentation. 10. Support ad-hoc HR payroll projects and related matters.	
Key Account Manager (Cleaning)	1. Minimum 5+ years of experience in operations management within the Cleaning, Facilities Management, or Environmental Services industry, with at least 2 years in a managerial/key account capacity. 2. Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis. 3. Leadership: Strong track record of leading diverse teams and managing multi-site operations. 4. Communication: Exceptional interpersonal, negotiation, and report-writing skills, with the ability to present confidently to senior management and corporate clients. 5. Tech-Savvy: Familiarity with digitized operations management tools, roster scheduling software, or smart cleaning tech is highly advantageous.	Key Responsibilities 1. Client Relationship & Stakeholder Management a. Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. b. Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards. c. Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. 2. Operational Leadership & People Management a. Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. b. Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. c. Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. d. [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for	• Working Hours: 5 days/ week, 0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		site staff to boost productivity and retention. 3. Financial & Administrative Governance a. Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. b. Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. c. Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization. d. Balance high-level operational execution with rigorous administrative compliance. 4. Strategic Value-Adds & Innovation a. Innovation & Automation: Identify opportunities to integrate cleaning technologies, smart cleaning systems, and automation/robotics to optimize manpower and improve efficiency. d. Sustainability & ESG: Align cleaning operations with modern sustainability goals, ensuring the eco-friendly use of chemical consumables, waste reduction practices, and compliance with green standards. e. Proactive Risk Management: Conduct regular operational audits and risk assessments to proactively resolve issues before they impact the client.	
Project Co-ordinator	1. National Certificate in Construction Supervisor or at least equivalent with 5 years of relevant working experience in	1. Oversee and coordinate the work schedule of subcontractors and site operations team	Working Hours: 5.5 days/ week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	the building construction industry 2. Diploma holder in Civil/ Structural/ Mechanical/ Electrical Engineering/ Building Management or at least equivalent with 3 years of relevant working experience in the building construction industry 3. Good communication and written skills	2. Ensure project completion within budget, schedule, and quality standards 3. Prepare and submit material and sample submissions 4. Prepare and submit weekly and monthly progress report to client, stakeholders, and the manager 5. Answer and respond immediately to client, stakeholder and resident feedback 6. Maintain effective communication with clients, consultants, subcontractors, project team members, and other stakeholders 7. Provide updates on project progress 8. Offer technical solutions for any related issues Conduct inspections to guarantee adherence to contract specifications, codes of practice, and safety regulations, liaise with all relevant stakeholders with regards to commencement of works	0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent • Location: North
Project Manager / Engineer (AVMV)	1. Bachelor's Degree or Diploma in Mechanical Engineering, Building Services, or related discipline. 2. At least 2–5 years of relevant experience in HVAC/ACMV/chiller sales or project-based retrofit work. 3. Strong understanding of chilled water systems, chiller plants, HVAC designs,	Sales & Account Management - Prepare quotations for chillers, retrofit works, and related HVAC projects. - Manage a portfolio of key accounts (consultants, main contractors, dealers, end-users) and act as the main customer representative for all matters. - Develop and execute account plans to grow existing customers and open new accounts.	• Working Hours: 5 days/ week, 0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	airside systems, and industry practices. 4. Able to read, analyze, and interpret engineering and mechanical documents (drawings, specifications, instructions, and correspondence). 5. Proficient in defining problems, collecting data, analyzing facts, and drawing valid conclusions. 6. Good knowledge of project sales processes, including tendering, proposal preparation, and contract review. 7. Strong skills in communication, interpersonal relations, negotiation, presentation, and customer-focused solutions. 8. Proficient in MS Excel and PowerPoint; able to adapt quickly to different platforms and multitask effectively. 9. Able to work effectively under pressure, meet tight deadlines, and maintain high attention to detail. 10. Adaptable, willing to learn new technologies, tools, and methods to enhance performance. 11. Experience or knowledge in project management will be an added advantage.	- Ensure consistent follow-up from quotation stage through to sales conversion and project award. - Drive sales growth and overall business development to achieve assigned sales targets. - Build and cultivate strong relationships with HVAC/chiller contractors, project dealers, distributors, and direct customers. - Identify opportunities with existing and new customers and update them on service value-added offerings. - Plan and execute marketing and customer engagement initiatives to support lead generation and branding. - Understand customer and market needs to determine pricing and selling strategies, and provide market/competitive feedback. - Manage accounts receivable within defined credit limits and timelines. Technical & Retrofit (Project-Based Sales) - Perform basic project design, equipment selection, and sizing in accordance with customer specifications and good HVAC practice. - Understand chilled water systems, chiller plants, airside systems, and general HVAC/ACMV scope to bid effectively. - Conduct site surveys, measurements, and attend pre-bid walkthroughs or clarification meetings where required. - Coordinate with internal teams (Technical Support, Operations,	• Location: 54 Senoko Road. (S)758118

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Management) to develop proposals, tender submissions, clarifications, and contractual documents. - Create quotations and follow up specifically for retrofit/service job opportunities (equipment replacement, upgrades, energy improvement). - Develop and track project plans, budgets, and schedules; prepare status reports and ensure delivery within agreed specs, timelines, and cost. - Source, liaise, and negotiate with suppliers and vendors; compile and assess quotations, prepare costing sheets and BOQs. - Research and recommend new chiller and HVAC technologies to enhance solutions and project offerings. Customer Service & After-Sales - Work closely with Technical Support and Operations to provide solutions that meet customer requirements and address technical issues. - Oversee after-sales activities to ensure high customer satisfaction, including coordination of service, rectification, and follow-up. - Organize regular service reviews with customers and internal Ops teams on critical issues and performance. - Resolve complaints by investigating issues with relevant stakeholders and recommending practical solutions. - Maintain accurate documentation and track results for all sales, project, and service activities.	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Compile reports across different segments (sales pipeline, project status, customer feedback) for effective management. Continuous Improvement - Analyze competitors' actions and identify their weaknesses to sharpen sales strategies. - Introduce innovative technological solutions and tools to enhance sales efforts and value propositions. - Engage in continuous learning related to chiller technologies, HVAC trends, and energy-efficient solutions. - Perform other relevant duties as assigned by management.	
Senior Manager / Financial Planning & Analysis	- Degree in Accountancy, Finance, Business or a related discipline. - CA (Singapore), ACCA, CFA or relevant professional qualification preferred. 6 to 10 years of relevant experience in FP&A, management reporting, transaction advisory or audit. - Real estate services, incl. property / facilities management, construction, or related industries preferred. Technical Skills & Attributes - Strong Excel, financial modelling, budgeting and variance analysis skills. - Power BI or similar dashboarding capability preferred; D365	Budgeting, Forecasting & Planning - Lead the annual budgeting and periodic forecasting processes across the Group and business units. - Maintain financial models to support revenue, cost, margin and cashflow projections. - Monitor forecast accuracy, highlight and report key variances and corrective actions. Management Reporting & Business Performance Analysis - Analyse performance against budget, prior year and strategic targets, and prepare reporting packs. - Identify key revenue drivers, cost trends, margin movements, working capital issues and business risks. - Provide concise commentary and insights to support management review and decision-making.	Working Hours: 5 days/ week, 0900hr to 1800hr Employment Type: Full Time Job Type: Permanent Location: North

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	experience would be advantageous. • Strong analytical ability, attention to detail and ability to convert financial data into clear management insights. • Commercially minded, independent and able to challenge assumptions constructively. • Confident communicator who can work with finance, operations and senior stakeholders across the Group.	Finance Business Partnering • Partner with business heads / operational leaders to understand business performance and financial drivers. • Support on contract profitability, margin improvement, pricing, resource deployment, and cost control. • Translate financial results into practical commercial insights for management action. KPI, Dashboard & Performance Frameworks • Develop and maintain Group and business unit KPI dashboards and performance measurement frameworks. • Track financial and operating indicators including revenue, profit margins, DSO, and other relevant measures. Cashflow, Working Capital & Post-Acquisition Monitoring • Support Finance integration and transformation initiatives across the Group, as relevant. • Highlight emerging risks, performance gaps and opportunities for improvement to senior management. • Prepare financial analyses or build financial business cases for management review and approvals.	
Strata Commercial Manager	1. Degree or Diploma in Building/Estate Management or related disciplines 2. At least 3-5 years relevant working experience	1. Manage and maintain commercial property sites as assigned 2. Conduct regular checks and inspection on grounds to ensure property is well-maintained	• Working Hours: 5.5 days/ week, Mon to Fri 0830Hrs - 1730Hr OR

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	3. Knowledge of Building Maintenance and Strata Management Act will be advantageous 4. Good leadership ability with excellent interpersonal and communication skills 5. Outgoing and approachable 6. Possess good customer service skills 7. Good decision-making skills and effective problem solver 8. An eye for details 9. Proficient in MS Office applications	3. Ensure building statutory requirements are complied with 4. Conduct meetings of the management corporation, preparation and record meeting minutes 5. Ensure good record keeping and filing administration 6. Review and recommend replacement/improvement plans for managed sites 7. Provide essential customer service support staff to the tenants and owners 8. Supervise and manage a team of site staff 9. Other job related and ad-hoc duties as assigned	0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Tuas
Strata Residential Executive M&E	1. At least 2 years of M&E experience required 2. Knowledge with Building Maintenance and Strata Management Act will be an added advantage 3. Possess good customer service skills 4. Good decision making skills and effective problem solver 5. Proficient in MS Office applications	1. Manage and maintain property sites as assigned 2. Conduct regular checks and inspection on grounds to ensure property is well maintained 3. Ensure building statutory requirements are complied with 4. Conduct meetings of the management corporation, preparation and record minutes of meetings 5. Ensure good record keeping and filing administration 6. Review and recommend replacement/improvement plans for managed sites 7. Provide essential customer service support to the residents and owners 8. Supervise and manage a team of site staff 9. Other job related and ad hoc duties as assigned	• Working Hours: 5.5 days/ week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Central / East
Strata Residential Manager	1. Degree or Diploma in Building/Estate Management or related discipline	1. Ensure the smooth operations and effective management of properties managed by the Company.	• Working Hours: 5.5 days/ week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	2. At least 3-5 years relevant experience 3. Knowledge with Building Maintenance and Strata Management Act will be an added advantage 4. Those with M&E experience would be advantage 5. Good leadership ability with excellent interpersonal and communication skills 6. Possess good customer service skills 7. Good decision making skills and effective problem solver 8. An eye for details 9. Proficient in MS Office applications	2. Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. 3. Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). 4. Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). 5. Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. 6. Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. 7. Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds.	Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		8. Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government's authorities; d. Preparation of reports for review by Councils / Owners; 9. Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. 10. Handling and keeping records of security pass / car park labels as approved. 11. Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. 12. Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. 13. Any other jobs as and when assigned by the superior.	
Strata Residential Officer / Executive	1. Degree or Diploma in Building/Estate Management or related discipline 2. At least 2 year relevant experience	1. Ensure the smooth operations and effective management of properties managed by the Company. 2. Handle all administration works and correspondence relating to the management of	• Working Hours: 5.5 days/ week, Mon to Fri 0830Hrs - 1730Hr

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	3. Knowledge with Building Maintenance and Strata Management Act will be an added advantage 4. Those with M&E experience would be advantage 5. Good leadership ability with excellent interpersonal and communication skills 6. Possess good customer service skills 7. Good decision making skills and effective problem solver	the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. 3. Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). 4. Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). 5. Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. 6. Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. 7. Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. 8. Attending to daily operation and administrative works:	OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- o Updating the subsidiary proprietors list and change of address; - o Filing of correspondence and follow-up on essential matters; - o Submission of returns when required by various government's authorities; - o Preparation of reports for review by Councils / Owners; 9. Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. 10. Handling and keeping records of security pass / car park labels as approved. 11. Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. 12. Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. 13. Any other jobs as and when assigned by the Manager.	
WSH Officer	1. The WSHO shall have valid registration with relevant WSHO or equivalent qualification approved by MOM, and possess minimum 3 years of practical experience relevant to the work to be performed by the WSHO in	1. Develop, implement, and maintain WSH policies, procedures, and programs aligned with national regulations and best practices. 2. Conduct regular risk assessments, inspections, and safety audits to identify hazards and ensure compliance.	• Working Hours: 5.5 days/ week, Mon to Fri 0830Hrs - 1730Hr OR

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	building construction and works of engineering construction. 2. Any of the Core Team members can be appointed as the WSHO provided that the staff possess the required qualifications of WSHO. Should a Core Team staff be appointed as the WSHO, Permit-to-Work (PTWs) shall not be approved by the same personnel who verified them, and if necessary, the Contractor shall engage a separate WSHO who fulfils the necessary qualifications. 3. The Contractor shall proposed frequency of WSHO site visit prior to the Commencement Date. Thereafter, the WSHO shall inspect the Sites based on the proposed frequency accepted by the Superintending Officer or Employer Representative and provide validation services including advice and recommendations on all workplace safety & health matters, including validate / advise on Site specific risk assessments before Works and Services are carried out, and validate /advise on WSH plans, training and procedures of the Contractor and subcontractors.	3. Investigate accidents, incidents, and near-misses; prepare reports and recommend corrective actions. 4. Provide WSH training and awareness programs for staff, students (where relevant), and contractors. 5. Monitor and maintain records of safety equipment, certifications, and statutory inspections. 6. Collaborate with management to ensure safe project operations, maintenance, and facility usage. 7. Serve as the point of contact for external regulatory bodies and audits. 8. Keep up-to-date with changes in WSH legislation and advise management accordingly.	0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide
Zone Manager	1. Degree holder in Architecture or Engineering or Real Estate or Building/Facilities	Report to the Senior Facilities Manager. Assist SFM and the client on the following:	• Working Hours: 5.5 days/ week,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Management or equivalent with 7 years of relevant working experience;	1. Oversee and manage the day-to-day operations of multiple facilities including office buildings, or other managed spaces within the assigned zone and ensure the efficient operation, maintenance, and safety of the facilities. 2. Manage and mentor facility teams, including executives, supervisors, technical officers, technicians, and support staff, to ensure a cohesive and efficient workforce. Carry out internal inspection weekly. This shall form part of the Key Performance Indicators. 3. Direct and co-ordinate all other matters including monitoring of progress, installation and testing of equipment, technical personnel training, logistic support, documentation preparation and operation start-up. 4. Manage budgets for each facility in the zone, allocating resources effectively to meet maintenance and improvement needs. Assist in the execution of work order and follow up with the service reports when the works are completed and submit the service report to SFM for record. 5. Coordinate with external service providers, contractors, and vendors to ensure service delivery meets quality standards and contractual obligations. Develop and implement preventive maintenance programs, identify repair needs, and ensure timely resolution of facility issues; 6. Ensure compliance with health and safety regulations,	0900 hr to 1800 hr • Employment Type: Full Time • Job Type: Permanent • Location: North

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		implementing measures to mitigate risks and maintain a safe working environment. 7. Implement eco-friendly and sustainable practices, working towards energy efficiency and waste reduction goals. 8. Maintain accurate records, prepare reports, and communicate with senior management regarding the status of facilities and ongoing projects. 9. Analyze facility performance metrics, identify areas for improvement, and develop action plans to enhance operational efficiency. 10. Oversee facility improvement and renovation projects from conception to completion, collaborating with internal teams and external contractors. 11. Ensure that all his technical team and direct contractor appointed by client or Contractor's subcontractors follow QEHS ISO requirements and Statutory. 12. Ensure campus is clean and free from pest. 13. Attend monthly meetings on the FM Operations requirements of this Contract. Assist SFM and client to manage food court operators and ensure premises is well-maintained by operator and meets the requirements in contract not limiting to: Conduct monthly inspection with food court operator. 14. Check and verify service reports submitted by operator as per contract requirements. 15. Conduct spot checks on selling price and report to client	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		on any non-compliance with approved pricelist. 16. Assist SFM and Client to manage the apartment operator and ensure premises is well-maintained by operator and meets the requirements in contract not limiting to: 17. Conduct monthly inspection with apartment operator. 18. Conduct quarterly inspection with apartment operator and Client 19. Check and verify service reports submitted by operator as per contract requirements. 20. Arrange two-monthly apartment operations meeting with operator and Client. 21.Undertake any other related duties stipulated by Client.	

#21 Singapore Marriott Tang Plaza Hotel

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Housekeeping Manager 	- Diploma in Hospitality, Hotel Management, or related field. - At least 1 year in a supervisory role managing - Housekeeping department of the hotel, serviced apartments or resorts. - Great understanding of hotel PMS systems (e.g. Opera) and Knowcross. - Great communication and interpersonal skills. - Strong attention to details (critical for inspections).	- Supports the Executive Housekeeper and/or Assistant Executive Housekeeper in all respects of responsibility for the cleanliness and orderliness of the hotel. - Oversees daily room operations and coordinating with other departments regarding any issues related to room operations. - Handles guest complaints and requests, promptly and efficiently. - Maintains high level of co-operation between departments/ sections of the hotel with the housekeeping department	Working Hours: 5 days/ week, 07:30am to 05:00pm Employment Type: Full Time Job Type: Permanent Location: 320 Orchard Road (S)238865

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Problem-solving and guest handling skills. • Coaching, mentoring, and developing associates • Technical expertise, leadership capabilities, and sharp eye for detail • Time management and ability to work under pressure. • Familiar with housekeeping procedures, chemicals and equipment. • Familiar with room inspection standards and audit requirements. • Inventory and cost control basis. • Willing to work shifts, weekends and public holidays.		
Duty Manager 	• Minimum Diploma in Hospitality Management, Hotel Management, or a related discipline. • Minimum of 3 years of experience in hotel front office operations, guest relations or customer experience management, with at least 2 years in a supervisory or leadership role. • Great understanding and up-to-date knowledge of Singapore's hospitality positioning, landscape and culture, tourism mix, events and culture/customs.	• The Duty Manager is responsible for driving the hotel's Balance Score Card which includes GuestVoice results mainly focusing on Overall Satisfaction, Arrival Experience, Elite appreciation, Staff Service Overall. The Duty Manager is also responsible for driving the contactless mobility index and shall work closely with the Loyalty Manager and At Your Service Manager to ensure the goals are met. The Duty Manager is also the main point of contact for all guests' concerns, feedbacks and incidents and shall determine the situation for further escalation to the respective Departmental Leaders and Management team.	• Working Hours: 5 days/ week, 07:30am to 05:00pm • Employment Type: Full Time • Job Type: Permanent • Location: 320 Orchard Road (S)238865

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Great knowledge of hotel operating systems (including. Opera, Micros, mobile check-in) and MS Office application software. • Excellent guest service, interpersonal and relationship-building skills. • Great verbal and written communication skills to interact effectively with guests, colleagues and stakeholders. • Ability to lead, coach and develop team members. • Great problem-solving, decision-making and conflict resolution skills. • Ability to manage multiple priorities in a fast-paced environment. • Great organisational, planning and time management skills. • Demonstrates professionalism, integrity and sound judgement when handling confidential guest information. • Willingness to work shifts, weekends and public holidays based on operational requirements.		
F&B Reservations Officer 	• Candidate must possess at least a Professional Certificate/NiTEC, any field. • Relevant experience with hotel Rooms/F&B	• Assists the RM in the supervision and control of the food & beverage reservations operational procedures. • This includes preparation of maintaining a complete and	• Working Hours: 5 days/ week, 9:00am to 6:30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	reservations is a big plus. • Fresh graduates are welcome too. • Great customer service, communication, multi-tasking & interpersonal skills. • A great team player. • Able to start work within short notice period.	up to date reservation, diligent follow ups on reservations, assisting with preparation of monthly rosters if require, and monitoring booking demand and trends and ensuring the maximisation of the outlets to maximised the revenue opportunities in all aspects. • Officers promotes outlets through phone contacts and maintains a good relationship with business contacts by assisting in doing eDM blast if required. • Also, to contribute positively to Engagement Survey results by being positively in all aspects of departmental & inter-departmental issues	• Employment Type: Full Time • Job Type: Permanent • Location: 320 Orchard Road (S)238865
Guest Experience Expert (Executive Lounge) 	• Preferably with 'O' level qualification • Able to converse well in English • 1-2 years relevant working experience in ser-vice industry, working experience in hospitality industry an advantage • Good general knowledge about Singapore tour-ism • Good communication and interpersonal skills. • Good knowledge of hotel operating system (e.g. Opera, Micros) and MS Office application soft-ware an advantage • Customer-oriented, pleasant and outgoing per-sonality	• Work closely with the Club Manager to ensure daily operations in Club Lounge are run smoothly. • Ensure all the areas in Club Lounge are covered by sufficient manpower at all times. • Assist to oversee and train all Club Lounge associates to ensure consistency of service rendered to all guests.	• Working Hours: 5 days/ week, 07:30am to 05:00pm • Employment Type: Full Time • Job Type: Permanent • Location: 320 Orchard Road (S)238865

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Careful and be able to handle cash transactions accurately		
Senior Chef de Partie 	- Vocational or professional certification in Culinary Arts preferred - Minimum 4 years culinary experience with at least 1 year in a supervisory role - Strong communication and interpersonal skills. - Proficiency in basic administrative systems. - Able to work rotating shifts and on weekend and public holidays - Possess good interpersonal skills, team player and positive attitude	- The Senior Chef de Partie supports the Outlet Chef in overseeing the daily culinary operations to ensure consistent, high-quality food production and service. - This role plays a key part in upholding the hotel's culinary standards, optimizing kitchen efficiency, and ensuring a safe, well-coordinated working environment for all associates. - The Senior CDP is expected to lead by example, demonstrating technical excellence, strong leadership, and adherence to Marriott brand standards	Working Hours: 5 days/ week, 07:30am to 05:00pm Employment Type: Full Time Job Type: Permanent Location: 320 Orchard Road (S)238865

#22 Tiger Brokers (Singapore)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Investment Representative 	- Recognised university degree or polytechnic diploma in any discipline. - Experience in Investment/Finance industry will be an advantage.	- An Investment Representative, will be at the forefront of the fast-paced and ever-evolving financial landscape. - Build and Grow Client Relationships by actively source and manage a portfolio of new and existing clients, providing expert insights on securities, futures, and other financial instruments. - Execute Trades: Leverage on Tiger Brokers' powerful trading platform, execute and manage orders, ensuring	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 1 Raffles Place (S)048616

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		accuracy, speed, and adherence to risk management protocols. • Market Analysis: Stay on top of global financial markets, providing clients with timely insights, market trends, and market opportunities. • Regulatory Compliance: Maintain the highest ethical standards, ensuring compliance with MAS regulations and company policies.	

#23 UEMS Solutions

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant 	• At least 2 years of admin experience • Team player with good communication and interpersonal skills • Proficient in Microsoft Office applications (Excel, Powerpoint, Word & etc.)	• Performing operation administrative duties support and preparing operation reports for the operation managers/HOD. • Take charge on all reconciliation of attendance in the payroll system. • Responsible for all vendor's billing approval routing and ensure billings are processed accordance. • Responsible to track all departmental follow ups and schedules. • Participate in annual internal audits and safety initiatives organize by the company. • Assist the HOD/ Managers on various claims matters. • Maintaining and upkeeping documents, records and filing according to IMS system • Coordinate full spectrum of HR and payroll duties with	• Working Hours: 5 days/ week Mon-Fri 8:30am to 5:30pm, Sat 8:30am to 12:30pm • Employment Type: Full Time • Job Type: Permanent • Location: 60 Macpherson Road. (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Operations Managers/ Executives/Supervisors. • Handling Office store Management and Inventories (uniforms, stationaries, stocks) • Stand-in as operation role in critical situation or exigency situation • Taking on the secretary role for event preparation; preparing meeting materials, minutes taking and etc. • Attending to any enquiries and escalate to superior when necessary • Coordinating with various departments when necessary • Adhere to any government regulation and company policy such as, but not limited to, accommodation checks and incident reporting • Handles company VIPs visit and coordinate with other department or sites on various visit schedule. To prepare formal internal communication with various stakeholders. • Coordinate executive communications, including taking calls, responding to emails, managing meeting rooms, provide logistical support for all meetings • Any other ad-hoc duties as assigned by direct superior	
Concierge 	• You have good customer service skills and a genuine passion for meeting new people • You project a polished and professional demeanour, leaving a lasting first impression.	• Be the first point of contact for our valued clients, providing exceptional service and personalized attention. • Manage access to all the properties, keeping all security protocols and SOPs in line with directives.	• Working Hours: 5 days/ week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Whether in the driveway, lobby or concierge area, you maintain an elegant presence while offering warm and attentive service. - You possess a keen eye for detail and a talent for anticipating guest preferences, ensuring a truly personalized touch. - You are a problem-solver at heart, adept at resolving tenant concerns efficiently and leveraging feedback to continuously improve service satisfaction. - A local area expert, you can share insightful recommendations on dining, attractions, and sporting events, catering to diverse cultural needs. - You excel in building rapport and fostering strong relationships with tenants, even within a short timeframe. - You're comfortable dealing with different cultural nuances of people from around the world. - You're a team player, always ready to lend a hand with additional duties when needed.	- Coordinate well with other teams and colleagues to ensure a seamless service is provided to each and every client and visitor, regardless of time of day. - Anticipate needs and proactively provide solutions, ensuring a stress-free experience for our clients. - Build meaningful relationships with regular tenants by showing genuine interest and concern, and recording personal guest preferences for a better service experience	Location: 60 Macpherson Road. (S)348615
Executive (Commercial Operations) 	Diploma in Business, Facilities Management, Hospitality, or a related discipline.	Manage daily operations and manpower deployment across assigned commercial sites.	Working Hours: 5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Minimum 2 years of operations, facilities, or manpower management experience. - Good communication and interpersonal skills. - Strong organisational and problem-solving abilities. - Proficient in Microsoft Office applications. - Able to work independently in a fast-paced environment and manage multiple priorities. - Experience in facilities management, cleaning, security, or integrated facilities management will be an advantage.	- Coordinate with clients and internal teams to ensure smooth service delivery. - Monitor staff attendance, performance, productivity, and service standards. - Handle operational issues, customer feedback, and prepare operational reports. - Support recruitment, onboarding, payroll, training, and employee administration. - Ensure compliance with company policies, workplace safety, and contractual requirements.	Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615
Executive (Hospitality Operations) 	- Diploma in Business, Facilities Management, Hospitality, or a related discipline. - Minimum 2 years of operations, facilities, or manpower management experience. - Good communication and interpersonal skills. - Strong organisational and problem-solving abilities. - Proficient in Microsoft Office applications. - Able to work independently in a fast-paced environment and manage multiple priorities. - Experience in facilities management, cleaning, security, or integrated	- Oversee daily operations and manpower deployment to ensure smooth service delivery at the hotel/worksite. - Liaise with clients and internal stakeholders on operational requirements, staffing arrangements, and service standards. - Monitor staff attendance, productivity, performance, and discipline, taking appropriate follow-up actions when required. - Conduct regular staff engagement, daily briefings, and ensure compliance with grooming, safety, and operational standards. - Handle customer feedback, operational issues, and prepare monthly operational reports and budgets.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	facilities management will be an advantage.	- Coordinate recruitment, onboarding, payroll submissions, attendance, overtime, leave, and exit processes with HR. - Ensure employees complete mandatory training and maintain accurate training records. - Maintain staff records, system updates, employee databases, and other administrative documentation. - Organise team engagement activities and support continuous improvement initiatives. - Provide operational support during the absence of the Contract Manager and perform other duties as assigned.	
Executive , Business Development 	- Diploma with at least 5 years of relevant working experience - Strong MS Office and numeracy skills - Fluent written and oral communication skills - Creative and resourceful, with a strong eye for design - Highly self-motivated and results-driven with solid business acumen - Good conceptualisation, planning and organisation skills - Meticulous, detail-oriented, pro-active and possess good relationship building skills	- Support in end-to-end bid process from pre-qualification to award, including delivering winning submissions that are of high quality and accuracy and in compliance with the client requirements - Work together with the manager to proactively generate effective leads to build up a robust sales pipeline and adopt best practices and strategic goals to meet revenue objectives - Engage with clients to understand their needs and build rapport with them - Develop and deliver high standard presentations to clients - Understand contractual terms and conditions to perform effective negotiations	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Identify and build rapport with service partners to ensure good support - Provide clients with clarifications, information and assistance in a prompt and professional manner - Monitor and report the sales pipeline and progress, including tracking and following up closely on leads and opportunities	
Executive , Healthcare Operations 	- At least 2 years of experience in Operations and leading a team - Proficient in Microsoft Office Application for reports and preparation of presentation slides for monthly meeting. - Strong interpersonal skill to interact with all levels of stakeholders such as clients on site, end users, and internal departments. - Able to be a team player to assist the management team on the required inspections and reports. - Self-starter with minimal supervision needed on the operation ground	- Assist Manager in daily operational activities - Conduct daily roll-call and ensure that staff are properly attired and groomed and necessary information cascaded during the roll-call - Supervise and assess the work performance of the staffs in the daily deployment basis, to ensure the service delivery of operational needs is delivered as accordance to the contractual requirement. - Ensure timely completion of all planned work schedules, prepare and maintain records as per standards required by the Company and Customer - Handle feedbacks and complaints and update to the Manager accordingly - Respond to user's request promptly and update when it's completed, escalate to Manager when necessary - Assist in preparation of monthly reports, operating budgets and other relevant reports - Perform any other relevant duties as and when assigned by the Superior	Working Hours: 6 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other relevant duties as and when assigned by the Superior	
Healthcare Attendant		- Accompanies the patient during intra-hospital and inter-hospital transfers when the need arises. - Assist in the transfer of specimens, documents and other material as assigned by the department staff. - Assist in case-notes management for clinic operations. - Assist in the proper storage of CSSD, linen and other supplies as directed. - Assist in preparation, collection, sorting and storage of ward linen. - Assist in collection, segregation and disposal of soiled linen. - Maintain general tidiness and cleanliness of wards, offices and waiting areas. - Assist in transporting equipment / furniture to appropriate department for repair and maintenance. - Assist in preparing and serving diets and beverages to patients. - Perform bed discharge and terminal cleaning procedures when the need arises. - Maintain cleanliness of patient pantry and ensure sufficient kitchen rations. - Comply with hospital infection control guidelines. - Adheres to hospital policies and procedures according to IQEHS requirements.	Working Hours: 6 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Demonstrate proper and economical usage of the consumables and supplies. • Other adhoc duties as assigned	
Housekeeping Specialist		To perform daily housekeeping tasks (changing bedsheets, compound area cleaning, toilet washing, office cleaning, high dusting, surface wiping, floor sweeping and mopping, replenish of consumable items, clearing of rubbish, etc) a) Attend regular roll call meetings to know daily operational deployment. b) Attend in-service training to learn new skills and service knowledge to perform housekeeping services. d) Use various cleaning chemicals and disinfectants on deployed areas. e) Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. f) Ensure the environmental service standards are met. g) Escalate any matter/ feedback to the upline superior when necessary. h) Any other relevant duties as and when assigned by the Supervisor.	• Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 60 Macpherson Road (S)348615
Management Associate (Healthcare – Portering & Environmental Services) 	• Diploma / Degree in Business, Healthcare Management, Engineering, Facilities Management, Environmental Studies, Operations Management, or related disciplines.	• Support daily portering and environmental services, manage manpower, workflows, and ensure service excellence even during peak or disruption periods. • Be part of safety, housekeeping, and infection control audits, support	• Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Internship or project experience in healthcare, facilities, operations, or service industries will be an advantage. • Strong interest in healthcare operations and patient-centric service delivery. • Resilient, adaptable, and able to thrive in a 24/7 operational environment. • Proficient in Microsoft Office, especially Excel and PowerPoint.	• incident investigations, and help foster a strong safety culture. • Work closely with nurses, clinicians, and hospital teams, support service recovery, and turn feedback into action. • Contribute to process improvement, Lean initiatives, digitalisation, and pilot new systems and workflows using data-driven insights. • Support onboarding, training, and competency tracking while engaging frontline teams in continuous improvement.	• Location: 60 Macpherson Road (S)348615
Meal Service Associate	• Minimum N' Level with 3 years of relevant experience in frontline customer service / F&B • Able to read, write and speak English	• Updating patient's meal requirements in the Meal Ordering System • Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service • Preparation and serving of beverages • Serving of adhoc beverages, snacks and supper • General maintenance and stocking of ward pantry (includes wipe down of ward trolleys) • Gather patient feedback and attend to and resolve patients' feedback on meal related issue • May be required to conduct beverage preparation in Central Kitchen • Any other Meal Service Associate related work scope as required by UEMS	• Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 60 Macpherson Road (S)348615
Quality Assurance Assistant 	• Diploma or equivalent qualification in Business, Sustainability, or related fields.	• Maintain, organise, and control QA and ESG documents, records, and databases.	• Working Hours: 5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	2 years of relevant administrative or QA support experience - Basic knowledge of quality management systems (e.g. ISO standards) and/or ESG principles is an advantage. - Strong organisational and documentation skills with attention to detail. - Good communication skills and ability to coordinate across departments. - Self-motivated, systematic, and able to meet deadlines.	- Ensure documents are properly version-controlled, approved, archived, and retrievable. - Support updates to policies, SOPs, manuals, and ESG-related documentation. - Assist in planning and coordinating internal and external audits. - Track audit findings, corrective and preventive actions (CAPA), and follow-up timelines. - Maintain audit logs, reports, and evidence for compliance purposes. - Provide administrative support for QA and ESG initiatives, meetings, and reporting. - Prepare basic reports, dashboards, and summaries for management review. - Coordinate training records, attendance, and compliance documentation. - Support ESG data collection and submission where required.	Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615
Team Leader, Visitor Management Service	- At least 3 years of working experience in frontline customer service with 1 year of experience in team leading - Prior experience in healthcare industry will be an added advantage - Prior experience in team leading	- Oversee the operations for Visitor Management Services - Oversee and monitor performance of staff to ensure service levels are met - Manage resources including manpower, equipment and supplies in daily operation - Handle complaints/ feedback and resolve issues by performing service recovery. To escalate to Superior when need arises - Investigate causes of discrepancies and complaints and to take corrective actions	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Disseminate operational updates/ information to staff promptly and accurately - Conduct on-the-job training and refresher training programs - To perform temperature taking and other data collection as and when required by the Company - To operate and manage work areas required as per the role of a Patient Service Associate in the event of shortage of staff - Any other relevant duties as and when assigned by the Superior	
Training Executive 	- Degree / Diploma in any discipline - Candidates with relevant experience in training, healthcare and as trainer will have an advantage. - Candidates with ACTA / ACLP and/or DACE preferred - Proficiency in Microsoft Office applications especially excel, word and powerpoint. - Independent and ability to work with minimum supervision in fast pace environment. - Proactive and takes initiatives. - Willing to work on weekends if there are any training needs / adhoc training request by clients	- Submit monthly training reports, feedback, assessment and audit reports on time. - Plan and submit monthly training calendar, learning needs analysis, training plan and trainer hours report. - Develop and / or improve training materials in order to better facilitate training, ensuring consistency, quality and up to date. - Review and / or develop any new OJT blueprints with better quality and up to date that meet the requirements of client. - Manage and maintain up to date facility training databases, records and documentation in order to ensure proper tracking and reporting. - Handle facility training administration & coordination, including registration of training courses.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Conduct and facilitate trainings including orientation, On-the-Job (Practical / Hands on) trainings and WSQ Programs. - Conduct and facilitate assigned sites training quality audits, including to support facility audit. - Improvise training and audit processes, documents, and forms for better productivity and efficiency at work. - Assist in the company's continuous improvements and training related areas and its status as a SSG Approved Training Organisation (ATO), ITE audits, and administration if requires.	
Vistor Service Associate	- Minimum N' Level with 3 years of relevant experience in frontline customer service / - Able to read, write and speak English	- Assist visitors & patients with registration (kiosk/AVMS) - Provide directions and general assistance - Manage crowd control at gantry/lobby - Handle basic enquiries and visitor access - Perform simple data entry & system updates - Ensure equipment is working properly - Support safety screening when required - Assist with wheelchair transfers when needed	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615
WSH Lead 	- Diploma in Engineering, preferably Occupational Safety and/or Environmental Health or related fields - Completed the Specialist Diploma in Workplace Safety & Health (Level C) course or the equivalent	To review, implement and maintain the workplace safety and health standards of our premises to ensure compliance to all the regulatory requirements of the WSH Act and its subsidiary legislative requirements.	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Internal Auditor trained in ISO 45001: 2018 2 years of relevant work experience in WSH relating to engineering, facilities management, including WSH programme management in such field. - Good interpersonal and communication skills - Excellent decision, analytical and problem-solving skills and a good team player - Familiar with local regulatory requirements related to workplace safety and health, and all other aspects of safety - Able to work independently under minimum supervision, within a dynamic work environment.	- To perform duties of a WSH executive to support the team in regard to WSH matters to be compliance to the WSH Act and its subsidiary legislative requirements. - Maintain proper safety-related documentation, certificates and other related EHS records as required by the regulatory authorities - To evaluate WSH non-compliance, unsafe work conditions and practices to identify WSH performance gaps (as and when required) - To carry out WSH compliance audit and inspection (as and when required). - To attend, to conduct WSH incident investigations (including non-working hours when required) and to review investigation findings to identify root cause of incident. - To act as covering Secretary of WSH Committee meeting of the workplaces. - To implement, conduct document reviews of WSH Management System (WSHMS), identify areas for improvement in the WSHMS and maintain documentation. - To coordinate and implement WSH programme initiatives. - To develop, prepare and deliver presentations, safety briefings, training materials, circulars, etc. - To support WSH policy and procedure implementation. - To prepare and tabulate monthly reports relating to	Road (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		WSH matters such as statistic update. - To conduct periodic review of incident trends and effectiveness of WSH performance and make recommendations for improvements. - To assist in all administrative works, such as minutes writing relating to safety committee meeting and department's meeting - Any other ad-hoc job assignments by the company.	
Software Engineer (.NET) 	- Diploma in Engineering, preferably Occupational Safety and/or Environmental Health or related fields - Completed the Specialist Diploma in Workplace Safety & Health (Level C) course or the equivalent - Internal Auditor trained in ISO 45001: 2018 2 years of relevant work experience in WSH relating to engineering, facilities management, including WSH programme management in such field. - Good interpersonal and communication skills - Excellent decision, analytical and problem-solving skills and a good team player - Familiar with local regulatory requirements related to workplace safety and health, and	- To review, implement and maintain the workplace safety and health standards of our premises to ensure compliance to all the regulatory requirements of the WSH Act and its subsidiary legislative requirements. - To perform duties of a WSH executive to support the team in regard to WSH matters to be compliance to the WSH Act and its subsidiary legislative requirements. - Maintain proper safety-related documentation, certificates and other related EHS records as required by the regulatory authorities - To evaluate WSH non-compliance, unsafe work conditions and practices to identify WSH performance gaps (as and when required) - To carry out WSH compliance audit and inspection (as and when required). - To attend, to conduct WSH incident investigations (including non-working hours	Working Hours: 5 days/ week Employment Type: Full Time Job Type: Permanent Location: 60 Macpherson Road (S)348615

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	all other aspects of safety • Able to work independently under minimum supervision, within a dynamic work environment.	when required) and to review investigation findings to identify root cause of incident. • To act as covering Secretary of WSH Committee meeting of the workplaces. • To implement, conduct document reviews of WSH Management System (WSHMS), identify areas for improvement in the WSHMS and maintain documentation. • To coordinate and implement WSH programme initiatives. • To develop, prepare and deliver presentations, safety briefings, training materials, circulars, etc. • To support WSH policy and procedure implementation. • To prepare and tabulate monthly reports relating to WSH matters such as statistic update. • To conduct periodic review of incident trends and effectiveness of WSH performance and make recommendations for improvements. • To assist in all administrative works, such as minutes writing relating to safety committee meeting and department's meeting • Any other ad-hoc job assignments by the company.	

#24 West Pharmaceutical Services

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Production Technician (Rotation)	• Able to perform 12 hours shift work. • Able to strictly adhere with all relevant standard operating procedures as per Company policy • Support and contribute to Lean Six Sigma (LSS) programs and activities towards delivery of the set target • Able to comply with the company's safety policy at all times • Able to comply with the company's quality policy at all times • GMP/GDP Compliance and Application for all work processes, Job-related SOI/WIs, as assigned in Learning Management System (LMS) • Demonstrate communication and training skills desired in a role • Able to write and communicate in Basic English. • Must be able to lift heavy objects and/or • Must be able to stand for long hours.	• In this role, you will perform production process to deliver daily target and conduct training to enhance team's competency. • Must be certified in all skillsets in Trimming and Std Fin • Execute production activities according to SOPs (Standard Operating Procedures), safety and quality requirements • Escalate safety hazards and potential safety risks via "See-Do-Say" submissions • Perform quality check and escalate any abnormality findings to Production Lead, Sr. Production Lead, Production Supervisor • Carry out material system transactions accurately • Carry out training activities and work closely with Training Lead in certifying team members • Perform 1st level trouble shooting, follow and execute OCAP (Out of Control Action Plan) procedures effectively • Suggest, participate and support Kaizen projects or any continuous improvement activities in the line • Escalate and provide feedback whenever there is an abnormality occurrence in the line	• Working Hours: 14 Days/Month • Employment Type: Full Time • Job Type: Permanent • Location: 15 Joo Koon Circle, S629046
QC Technician (Rotation)	• Good communication & teamwork skills. • Self-motivated and positive thinking. • Computer literate and good grasp of Microsoft Office.	• This role involves supporting Mill Control, performing In-coming, In-process, and Final AQL inspections to ensure product compliance, providing technical support, and actively engaging in problem-solving and	• Working Hours: 14 Days/Month • Employment Type: Full Time • Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Preferably 2-5 years work experience in QA/QC related activities. • Added advantage with SAP, cGMP, Basic Lean and/or ISO working experience. • Preferably with exposure to medical device, pharmaceutical or related manufacturing environment.	improvement activities to enhance operational efficiency. • Perform uncured and cured elastomer tests per procedure. • Perform auxiliary / component incoming & mold-line in process inspection per procedure. • Perform semi-finish / finished goods inspection (visual / dimensional / document review) per procedure. • Perform incoming raw materials sampling and retain samples retrieval independently at an external warehouse, per procedure. • Ensure all preparations, test assessment, inspection, post activities and retain samples are accurate and adequately documented and controlled (e.g. SAP system, MS Office). • Ensure all related calibration activities are timely and appropriately performed before use. • Highlight daily quality defects & collaborate with production team to trigger early troubleshooting and recovery. • Escalate abnormal trends in product quality to team lead to trigger resolution. • Coordinate daily operational tasks assignment in QC in the absence of Team Lead. • Other duties as assigned by superior.	Permanent • Location: 15 Joo Koon Circle, S629046
Facilities Technician	• Troubleshooting skills in electrical systems and able to understand Electrical SLD.	• Responsible for the operation, maintenance, and troubleshooting of facility systems and utility equipment to ensure continuous and	• Working Hours: 14 Days/Month

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Familiarity with critical utility systems such as PW, WFI, clean steam, and HVAC. • Familiar with safety regulations and permit-to-work systems • Understanding of GMP and regulatory requirements • Able to work in controlled/cleanroom environments • Teamwork and communication skills • Able to work on shifts and respond to emergencies when required. • Preferred EMA Electrical License. • Advantages of Boilerman License.	efficient plant operations, while complying with safety and regulatory requirements. • Perform preventive and corrective maintenance on critical utilities and facility equipment such as chillers, boilers, and air compressor systems. • Carry out hands-on troubleshooting and maintenance of cooling towers, Air Handling Units (AHUs), pumps, and other HVAC systems. • Oversee the Water Treatment Plant operations and ensure all critical parameters are maintained within specified limits, including Purified Water (PW), Water for Injection (WFI), Clean Steam Generation (CSG), and RO systems. • Basic knowledge in HT/LT switchgears, HT transformers, MCCBs, protection relays (ECR/OCR) and Electrical distribution system. • Hands-on experience in control systems like VSD, Soft starters, sensors and temperature controllers. • Maintain accurate documentation, logbooks, SOPs, and maintenance records. • Manage contractors and ensure strict compliance with Workplace Safety and Health (WSH) requirements and permit-to-work systems. • Support energy-saving initiatives, continuous	• Employment Type: Full Time • Job Type: Permanent • Location: 15 Joo Koon Circle, S629046

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		improvement projects and plant shutdown activities.	
Production Team Lead	• Able to strictly adhere with all relevant standard operating procedures as per Company policy • Support and contribute to Lean Six Sigma (LSS) programs and activities towards delivery of the set target • Able to comply with the company's safety policy at all times • Able to comply with the company's quality policy at all times • Demonstrate communication, training and leadership skills desired in a role • Noise level in the work environment is usually light to moderate. Hearing protection is required. • Frequently required to stand for long period of time • Regularly uses hands and fingers to handle and operate machine controls, objects, tools and jigs • Must be able to understand direction and adhere to established procedures • Maybe required to work overtime and/or irregular hours and/or on irregular days to complete assignments and meet business needs	• In this role, you will execute daily production schedule plan to achieve production KPIs. • Must be certified in all 3 levels of products with full skillsets and also must be TWI trained • Execute new or enhanced end to end production process to achieve daily operational effectiveness and efficiency for dedicated departments. • Arrange manpower scheduling and material ordering efficiently in accordance to production schedule plan • Provide periodic output update, report and escalate machine downtime occurrences • Lead and guide the team members in carrying out system transactions for all materials accurately to optimize inventory and minimize production loss • Lead and guide the team members in executing OCAP (Out of Control Action Plan) procedures and follow-up action items needed • Identify training gaps and needs for daily operations plan for training and cross-training plan execution of team members • Lead small group Kaizen project teams and collaborate with Lean Champions to deliver results • Provide support in carrying out some tasks being	• Working Hours: 14 Days/Month • Employment Type: Full Time • Job Type: Permanent • Location: 15 Joo Koon Circle, S629046

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	20/30 Vision minimum, at near and/or far with at least one eye with or without corrective lenses and no color deficiency .	- performed by Sr. Production Lead in his absence - Able to develop training curriculum.	

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Devan Nair Institute for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

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Saturdays: 9am to 1pm
Sundays & Public Holidays: Closed

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

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