

Unlock Your Next Career Opportunity in the Modern Services Industry

06 – 30 June 2025

JOB LISTING BOOKLET



For Physical Job Fairs

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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NTUC's e2i x RecruitSG

NTUC's e2i is collaborating with RecruitSG to bring Modern Services vacancies to jobseekers. RecruitSG is a HR consultancy that supports companies with recruitment, HR automation and solutions. Their mission is to help companies build a winning recruitment strategy and provide expertise to source for the right talents. Roles that are featured in this virtual career fair are in the finance, creative, human resource and ICT industry. Drop your resume with us for an interview opportunity.

Note:

- All applications will be forwarded to the employers if the requirements are met. If you are shortlisted, RecruitSG will contact you directly.
- Positions may be filled at any time during the virtual career fair, which ends on 30 June 2025.
- Kindly customise your resume to the role to showcase your relevant skills and experience.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
1. Account Payable/ Receivables	<ul style="list-style-type: none"> • Diploma/Degree in Accounting, Finance or related field • 2+ years of experience in a similar role • Proficient in accounting software (eg. Xero, QuickBooks) • Strong attention to detail and organization skills • Ability to manage multiple priorities and meet deadlines 	<p>We are seeking a detail-oriented and responsible Accounts Payable/Receivables Executive to manage and monitor the company's financial transactions. The ideal candidate will be responsible for processing payments, managing invoices, reconciling accounts, and ensuring financial records are accurate and up-to-date.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle all aspects of accounts payable and receivable functions. • Process vendor invoices and ensure timely payments. • Prepare monthly reconciliation statements for bank and credit accounts. 	<ul style="list-style-type: none"> • 9am to 6pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintain financial records and documentation. • Monitor aging reports and follow up on outstanding receivables. • Coordinate with vendors and clients to resolve payment discrepancies. • Assist with monthly and year-end closing processes. 	
2. Business Development Executive	<ul style="list-style-type: none"> • Qualifications are not the most important factor here. We welcome 'O' levels, Diplomas and Degree holders. • Finance, Business Administration, or related fields are advantageous. • Insurance agents, property agents, private equity sales, alternative investments sales are welcomed. • If you are totally new, we will train you to equip you with strong financial knowledge relating to banking, financial literacy. 	<ul style="list-style-type: none"> • Manage and maintain accurate records of B2B client interactions, ensuring smooth onboarding and account verification processes. • Coordinate and schedule stakeholder meetings, follow-up calls, and partnership discussions to support funding and loan solutions. • Collaborate with internal sales and lead generation teams to identify qualified prospects and develop tailored proposals. • Deliver professional presentations of mortgage and financing options to external partners, leveraging structured sales scripts and data-driven insights. • Address stakeholder 	<ul style="list-style-type: none"> • 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>enquiries on fund structures, loan products, and service offerings while ensuring regulatory compliance and relationship trust.</p> <ul style="list-style-type: none"> • Drive engagement and conversion by executing targeted outreach strategies and meeting KPIs for client retention and pipeline growth. 	
3. Business Development	<ul style="list-style-type: none"> • Proven experience (2+ years) in business development, sales, or a related role. • Strong client-facing and communication skills with the ability to pitch and present effectively. • Excellent negotiation and relationship management abilities. • Self-motivated, target-oriented, and able to work independently as well as collaboratively. • Proficient in CRM software and MS Office suite." 	<ul style="list-style-type: none"> • Identify and pursue new business opportunities through research, networking, and lead generation. • Develop and maintain strong relationships with existing and prospective clients to understand their needs and provide tailored solutions. • Prepare and deliver compelling sales presentations and proposals to win new clients. • Collaborate closely with marketing, product, and delivery teams to ensure client expectations are met. • Negotiate contracts and close deals that align with company objectives. • Monitor market trends and competitor activities to inform business strategies and identify areas for 	<ul style="list-style-type: none"> • 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>growth.</p> <ul style="list-style-type: none"> Maintain accurate records of sales activities and client interactions using CRM tools. 	
4. Business Development Manager	<ul style="list-style-type: none"> Diploma/Bachelor's degree in Business, Marketing, Communications, or a related field. 2–6 years of business development, sales, or account management experience—preferably within a marketing, digital, or creative agency. Strong understanding of marketing solutions including branding, digital marketing, social media, and content strategy. 	<ul style="list-style-type: none"> Identify and pursue new business opportunities through networking, outbound outreach, inbound leads, and partnerships. Develop and maintain strong client relationships, acting as a trusted advisor to key decision-makers. Lead pitch development and proposals, working closely with strategy, creative, and account management teams to present compelling agency solutions. Conduct market research to stay ahead of industry trends and competitor activities and apply insights to drive business development strategies. Manage the entire sales cycle — from prospecting and lead qualification to negotiation and deal closure. Collaborate cross-functionally with internal teams to ensure alignment and smooth project onboarding for new 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>clients.</p> <ul style="list-style-type: none"> Achieve and exceed sales targets, KPIs, and revenue goals in line with business growth objectives. Maintain a detailed CRM system with accurate pipeline tracking and reporting. 	
5. Compliance Associate	<ul style="list-style-type: none"> At least 2+ years of work experience in AML/CFT compliance or financial crime investigations preferably in Digital Payment Token companies. Knowledge of AML/CFT Compliance, regulations and guidelines (e.g. MAS Payment Services Notices, OFAC Sanctions, FATCA and etc). Proficiency in transaction monitoring systems, name screening software, block chain analytics tools. Certified Anti-Money Laundering Specialist (CAMS), ICA or similar certification is preferred. Excellent analytical, problem-solving, and decision-making skills. Strong written and verbal communication skills. Ability to work independently and 	<p>1. Transaction Monitoring and Analysis:</p> <ul style="list-style-type: none"> Monitor financial transactions to detect suspicious activities, including money laundering, fraud, and terrorist financing. Analyse patterns, trends, and anomalies in customer behaviors to identify potential risks. <p>2. Periodic Review and Trigger Event Review:</p> <ul style="list-style-type: none"> Perform periodic reviews on customers based on their risk ratings Perform trigger event reviews originated from ongoing monitoring Highlight irregularities identified during periodic reviews <p>3. Reporting Support:</p> <ul style="list-style-type: none"> Assist in preparing for regulatory reporting Assist in monthly metrics reporting 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>manage multiple priorities in a fast-paced environment.</p> <ul style="list-style-type: none"> • High level of integrity, meticulous and client focused. • Team player with flexibility and adaptability to change. 		
6. Digital Broadcast Host/Presenter	<ul style="list-style-type: none"> • Passion for Online Engagement: An enthusiastic interest in interacting with online audiences and creating exciting content. • Creative Flair: The ability to generate fresh ideas and bring them to life through your streams and posts. • Charismatic Personality: Confidence and charm to capture and maintain audience attention. • Consistency: A commitment to a regular streaming schedule to grow and engage your audience. • Adaptability: Open to learning and leveraging new tools and trends in live streaming and content creation • Open to Beginners: No prior experience in streaming is necessary—just a willingness to learn and create." 	<ul style="list-style-type: none"> • Live Streaming: Conduct consistent live streams across various platforms to engage, entertain, and build an audience. • Audience Engagement: Interact with viewers through live chats, Q&A sessions, games, and other creative activities to foster a loyal community. • Content Creation: Develop engaging and innovative content ideas that showcase your personality and align with trending topics. • Social Media Activity: Actively post on and manage your social media profiles to increase visibility and connect with your audience. • Community Building: Create a welcoming and vibrant environment that encourages viewer participation and repeat viewership. 	<ul style="list-style-type: none"> • 40hours/month

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Collaboration Opportunities: Optionally, collaborate with brands or campaigns to promote products during streams or online content. • Flexible Work Options: Part-Time or Full-Time: Open to both part-time and full-time arrangements to suit your lifestyle and career goals. • Negotiable Timeslots: Streaming schedules can be tailored to your availability, providing the flexibility to stream at your most convenient times. 	
7. Executive Assistant	<ul style="list-style-type: none"> • Strong organizational and time management skills with the ability to multitask and prioritize effectively. • Excellent written and verbal communication skills. • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook); knowledge of CRM systems is a plus. • Discreet, resourceful, proactive, and able to handle confidential information with integrity." 	<p>Executive Support:</p> <ul style="list-style-type: none"> • Manage calendar appointments, arrange travel itineraries, schedule internal/external meetings, and ensure the Director is well-prepared for engagements. <p>Communication Management:</p> <ul style="list-style-type: none"> • Draft and manage professional correspondence, reports, and presentations. Serve as the first point of contact for internal and external stakeholders. <p>Meeting Coordination & Follow-Up:</p>	<ul style="list-style-type: none"> • 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Prepare meeting agendas, take minutes, and track action items for timely follow-up, ensuring the Director stays aligned with strategic priorities. <p>Project & Task Coordination:</p> <ul style="list-style-type: none"> Assist in coordinating departmental initiatives, compiling data, and supporting key projects and operational activities within the Insurance team. <p>Confidentiality & Discretion:</p> <ul style="list-style-type: none"> Handle sensitive documents and information with the highest level of confidentiality and professionalism. <p>Administrative Excellence:</p> <ul style="list-style-type: none"> Perform general administrative duties such as expense claims, document filing, and handling client servicing requests when required. 	
8. Financial Advisory	<ul style="list-style-type: none"> Diploma or Degree in Finance, Business, Economics, or related field. Strong interpersonal and communication skills with a consultative approach. 	<ul style="list-style-type: none"> Provide personalized financial consultations to individuals and corporate clients. Assess client's needs and recommend suitable insurance, savings, and investment products. 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Driven, self-motivated, and passionate about helping others succeed financially. Prior experience in insurance, financial services, or sales is advantageous but not mandatory (training provided). 	<ul style="list-style-type: none"> Build and maintain long-term relationships through regular reviews and financial updates. Identify new business opportunities through referrals, networking, and prospecting. Stay updated with industry regulations, trends, and product knowledge to maintain compliance and excellence. Collaborate with underwriters, product specialists, and other internal stakeholders to tailor solutions. 	
9. Financial Consultant	<p>Minimum Requirements:</p> <ul style="list-style-type: none"> 21 years old GCE A' Level, Polytechnic Diploma or Higher Keen Interest in Finance & Investments Driven to make an impact in yours and people's lives 	<p>We are looking for driven, responsible individuals to join our team as Financial Consultants. If you have a passion for finance, investments, or helping others achieve financial success, this is your chance to kickstart a meaningful career in the financial industry! Singapore is an ageing population, help families preserve their own wealth while passing it on to the next generations through solutions specially curated by us.</p> <p>Benefits:</p> <ul style="list-style-type: none"> Comprehensive Training & Professional Certification Mentorship from Industry Experts Impactful and Meaningful Outcomes 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Career Advancement Opportunities <p>Job Description:</p> <ul style="list-style-type: none"> Client Relationship Management Personalized Financial Planning Investment Strategy & Portfolio Management Risk Analysis and Wealth Building/Preservation Techniques No prior experience needed – Full training will be provided! Flexible Working Hours; Travelling Required for Client Meetings 	
10. Human Resource Consultant	<ul style="list-style-type: none"> Educational Background: Diploma or Bachelor's degree in Business Administration or Human Resources (fresh diploma/degree candidates are welcome to apply) Keen Eye for Detail: Meticulous attention to detail, ensuring accuracy and thoroughness in reporting. Strong interpersonal skills: Excellent interpersonal and communication skills, fostering robust relationships with clients. Dynamic and Confident 	<ul style="list-style-type: none"> Client Liaison Excellence: Serve as the primary liaison for clients, addressing inquiries and providing expert guidance on various HR-related matters (e.g. HR software for payroll, SME governmental grants, grant submissions) Tailored HR Collaboration: Collaborate closely with clients to comprehend their unique HR requirements, developing tailored solutions aligned with their specific objectives. Seamless Onboarding 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Contributor: Capacity to work independently and collaboratively in a fast-paced, dynamic environment.</p> <ul style="list-style-type: none"> Inquisitive Solution Seeker: Strong analytical and problem-solving aptitude, with a focus on identifying and resolving HR challenges. Experienced HR Operations Professional: Familiarity with HR management software. Willingness to travel to client sites as needed. 	<p>Experience: Facilitate clients' seamless onboarding onto our HR software and HR Shared Services, ensuring a streamlined and effective transition process.</p> <ul style="list-style-type: none"> Compliance Mastery: Stay abreast of the latest HR laws and regulations, offering clients informed advice and guidance on compliance matters. Internal Collaboration Expertise: Collaborate with internal teams to ensure the flawless delivery of HR services, maintaining a client-focused approach throughout. Strategic HR Insights: Deliver comprehensive reports and analyses to clients, highlighting areas for enhancement in their HR operations and providing actionable recommendations for improvement. 	
11. Human Resource Manager	<p>Requirements:</p> <ul style="list-style-type: none"> Degree in Human Resource Management, Business, or related field. 5+ years of HR experience, preferably in a managerial role. Familiar with Singapore labor laws and HR practices. 	<p>Job Description:</p> <ul style="list-style-type: none"> We are seeking an experienced HR Manager to oversee all aspects of human resources practices and processes. This role will support the strategic direction of the company through effective talent acquisition, employee relations, and compliance with local labor laws. 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong interpersonal, communication, and leadership skills. Organized, proactive, and adaptable to a dynamic work environment. 	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> Develop and implement HR strategies, policies, and procedures. Manage recruitment, onboarding, and offboarding processes. Oversee performance management and employee development. Ensure compliance with MOM regulations and employment laws in Singapore. Handle employee grievances and foster a positive workplace culture. Maintain HR records and manage payroll administration in coordination with accounts. 	
12. Management Associate	<ul style="list-style-type: none"> Full certificate in GCE 'A' Level, International Baccalaureate Diploma qualification, diploma awarded by a polytechnic in Singapore or equivalent. Degree holders are preferred. Good knowledge of banking, wealth management & insurance products is an added advantage Excellent customer focused mindset 	<ul style="list-style-type: none"> Performing financial analysis and making strategic recommendations Leading development and preparation of client presentation materials Managing execution from day-to-day activities for your clients' needs 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Personable, sincere, strong integrity & determination At least 21 years old (MAS requirement) Males must have completed National Service 		
13. Marketing Manager	<ul style="list-style-type: none"> Bachelor's degree in Marketing, Business, Communications, or a related field. 5+ years of experience in marketing, with at least 2 years in a managerial capacity. Proven track record in planning and executing successful marketing campaigns. Strong knowledge of digital marketing tools and platforms (Google Analytics, Meta Ads, LinkedIn Ads, HubSpot, etc.). Excellent communication, project management, and leadership skills. 	<ul style="list-style-type: none"> Develop and implement comprehensive marketing strategies across digital, social, content, and offline channels to support business objectives. Manage the end-to-end execution of marketing campaigns, including budget allocation, campaign tracking, and performance reporting. Collaborate with internal teams (e.g., sales, product, creative) and external agencies to create compelling content and marketing assets. Conduct market research and competitor analysis to identify trends, opportunities, and positioning strategies. Oversee digital marketing initiatives including SEO/SEM, email marketing, paid ads, and social media strategy. Analyze marketing metrics and KPIs to 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>evaluate effectiveness and optimize campaign performance.</p> <ul style="list-style-type: none"> • Manage and mentor junior marketing team members or interns, as required. • Plan and coordinate participation in events, trade shows, and promotional activities. • Ensure brand consistency across all marketing channels and communications. 	
14. Operations Executive	<ul style="list-style-type: none"> • Prior military experience preferred (NSF, regulars, or reservists welcome) • Good communication and interpersonal skills • Comfortable with hands-on work in an industrial environment • Physically fit and able to handle routine lifting tasks (e.g., IT equipment) • Responsible, punctual, and able to work independently • Basic proficiency in Microsoft Office (Excel, Word, Outlook) • Experience in logistics, facility ops, or data destruction services • Familiarity with secure data handling protocols 	<ul style="list-style-type: none"> • Schedule and coordinate on-site and off-site service appointments • Respond to customer queries via email and phone professionally and promptly • Support operational logistics, including tracking and documentation • Perform hands-on tasks such as placing storage devices (HDDs, SSDs, tapes) into shredders and degaussers • Ensure proper chain-of-custody and compliance during data destruction processes • Interface with clients and internal stakeholders confidently and clearly • Assist with basic warehouse/field 	<ul style="list-style-type: none"> • 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>operations when required</p> <ul style="list-style-type: none"> • Prepare and maintain service logs, reports, and checklists 	
15. Program and Partnership	<ul style="list-style-type: none"> • Purpose-driven: You are deeply passionate about mental wellness, resilience, and building stronger communities. • Collaborative & proactive: A natural team player with strong initiative, excellent communication skills, and the ability to build trust and rapport with diverse stakeholders. • Experienced in engagement: Background in education, training, corporate partnerships, or non-profit work is a plus—but more importantly, you're committed to making a real difference. 	<ul style="list-style-type: none"> • Create impact through learning: Design, implement, and facilitate workshops, training sessions, and outreach initiatives that foster mental wellness and personal growth. • Build meaningful partnerships: Cultivate and sustain relationships with schools, NGOs, corporates, and community organizations to broaden our reach and deepen our impact. • Own the experience: Oversee the logistics, coordination, and smooth execution of all programs, ensuring each session is impactful and engaging. • Champion engagement: Connect with participants and stakeholders to foster an inclusive, empowering, and supportive environment throughout every initiative. 	<ul style="list-style-type: none"> • 10am to 5pm
16. Project Manager	<ul style="list-style-type: none"> • Prior experience in project management within a marketing, media, or creative agency. 	<ul style="list-style-type: none"> • Manage end-to-end delivery of integrated marketing campaigns, from planning to execution. • Serve as the main 	<ul style="list-style-type: none"> • 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong client-facing skills with the ability to build trust and manage stakeholder expectations. Confident in leading presentations and pitching ideas or proposals to clients. Highly organized with excellent communication, multitasking, and problem-solving abilities. 	<ul style="list-style-type: none"> liaison with clients to ensure alignment with goals and expectations. Coordinate cross-functional teams (creative, media, digital, strategy) to deliver project milestones. Oversee project timelines, budgets, and scopes, ensuring on-time and on-budget execution. Review and ensure quality of all deliverables to meet brand and brief requirements. Support post-campaign analysis, reporting, and identify opportunities for account growth. 	
17. Real Estate Salesperson	<p>Requirements:</p> <ul style="list-style-type: none"> Valid CEA registration and RES certification in Singapore. Prior experience in real estate sales is preferred but not mandatory. Strong negotiation, communication, and interpersonal skills. Self-motivated with a results-oriented approach. Willing to work flexible hours, including weekends." 	<p>Job Description:</p> <ul style="list-style-type: none"> We are looking for motivated and results-driven Real Estate Salespersons to join our dynamic team. You will be responsible for generating leads, conducting property viewings, and closing sales transactions in the residential or commercial property market. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Prospect and follow up with leads to secure listings and client appointments. Conduct market 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>research and advise clients on property value and market trends.</p> <ul style="list-style-type: none"> • Arrange and attend viewings, negotiate offers, and close deals. • Maintain relationships with property owners, buyers, and tenants. • Stay updated on property regulations, government schemes, and transaction processes. 	
18. Recruitment Partner	<ul style="list-style-type: none"> • A proven recruitment professional (internal, freelancer, or headhunter) with a track record of successful placements and strategic talent acquisition. • A visionary thinker who understands that recruitment is not just about filling vacancies but about creating value for both talent and businesses. • An entrepreneurial leader eager to scale new recruitment models, disrupt outdated hiring frameworks, and build a sustainable, high-impact talent ecosystem. • A strategic problem-solver who leverages technology, market insights, and relationship-building to drive recruitment success. 	<ul style="list-style-type: none"> • Design and execute non-traditional recruitment strategies that go beyond transactional hiring. • Establish long-term partnerships with businesses, acting as a strategic advisor rather than just a service provider. • Utilize data-driven approaches, technology, and market intelligence to identify and engage top-tier talent. • Build and cultivate a personal recruitment brand—whether through content, thought leadership, or digital networking." 	<ul style="list-style-type: none"> • 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
19. Social Media Marketing Associate	<p>Requirements:</p> <ul style="list-style-type: none"> • Diploma/Degree in Marketing, Communications, or a related field. • 1–2 years of experience in social media or digital marketing. • Proficient in tools like Canva, Meta Business Suite, and scheduling platforms. • Strong writing skills and visual sense. • Knowledge of the real estate market is a bonus. 	<p>Job Description:</p> <ul style="list-style-type: none"> • We are looking for a creative and digitally savvy Social Media Marketing Associate to manage our online presence and drive engagement through strategic content. The role will involve content creation, campaign planning, and analytics for platforms like Instagram, Facebook, and LinkedIn. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Develop and implement social media strategies aligned with business goals. • Create, schedule, and publish engaging content (posts, reels, stories, etc.). • Monitor social media channels and respond to inquiries or comments. • Analyze social media performance and provide monthly reports. • Collaborate with sales and design teams to promote property listings and events. • Stay up-to-date with current trends, platform updates, and best practices." 	<ul style="list-style-type: none"> • 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
20. Wealth & Relationship Manager	<ul style="list-style-type: none"> Bachelor's degree in Finance, Business, Economics, or related field. Minimum 2–5 years of experience in wealth management, financial advisory, or relationship management. Proven ability to manage and grow a portfolio of affluent/HNW clients. Excellent communication, interpersonal, and consultative selling skills. Strong understanding of financial markets, investment products, and risk profiles. 	<p>Wealth Advisory & Portfolio Management:</p> <ul style="list-style-type: none"> Provide tailored financial advice across investment, insurance, retirement, and estate planning to meet clients' financial goals and risk profiles. <p>Client Relationship Development:</p> <ul style="list-style-type: none"> Build, grow, and maintain trusted relationships with new and existing clients through personalized engagement, regular portfolio reviews, and timely financial updates. <p>Sales & Business Development:</p> <ul style="list-style-type: none"> Prospect new clients through referrals, networking, and lead generation. Identify cross-selling opportunities to offer suitable financial products and services. <p>Client Onboarding & Servicing:</p> <ul style="list-style-type: none"> Guide clients through onboarding, account set-up, and KYC processes while ensuring compliance with internal policies and regulatory requirements. <p>Market Insights & Strategy</p> <ul style="list-style-type: none"> Keep abreast of market 	<ul style="list-style-type: none"> 9am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>developments, economic trends, and product offerings to proactively advise clients on opportunities and risk mitigation.</p> <p>Cross-functional Collaboration</p> <ul style="list-style-type: none">• Work closely with internal departments such as product teams, compliance, underwriting, and investment specialists to deliver optimal client solutions."	

e2i Services: Meet an e2i Career Coach

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

<https://e2i.com.sg/app>



You can also reach us at the following centres (By appointment only):

📍 e2i west

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



Nearest MRT

Jurong East

Operating Hours

Monday - Friday: 9:00am - 5:00pm

Saturdays: 9:00am - 1:00pm (Only virtual
career coaching available)

Sunday & Public Holiday: Closed

General Enquiries

6474 0606

Jobs and Skills Centre

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Locations	Address	Operating Hours* (With effect from 1 September 2023)
Bishan Community Club	Level 1, Reading Room 51 Bishan Street 13, S(579799)	Mondays: Closed Tuesdays to Fridays: 10am to 5.30pm Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Ci Yuan Community Club	Level 4, Multi-Purpose Room 5, 51 Hougang Avenue 9, S(538776)	Mondays, Tuesdays, Thursdays & Fridays: 10am to 5.30pm Wednesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Clementi Community Centre	Room 01-06, 220 Clementi Avenue 4, S(129880)	Mondays, Wednesdays and Fridays: 10am to 5.30pm (Virtual/Phone Coaching) Thursdays: 10am-5.30pm (Face-to-Face Coaching) Tuesdays: Closed Saturdays, Sundays and Public Holidays: Closed
The Frontier Community Club	Level 2 Room 205, 60 Jurong West Central 3, S(648346)	Mondays, Tuesdays, Thursdays & Fridays: 10am to 5.30pm Wednesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Social Service Office @ Bukit Merah	3779 Jalan Bukit Merah, #01-01, S(159462)	Mondays to Fridays: 9am to 5pm Saturdays, Sundays and Public Holidays: Closed
Social Service Office @ Queenstown	40 Margaret Drive, #02-01, S(140040)	Mondays to Fridays: 9am to 5pm Saturdays, Sundays and Public Holidays: Closed

Locations	Address	Operating Hours* (With effect from 1 September 2023)
Teck Ghee Community Club	861 Ang Mo Kio Avenue 10, #02-03, S(569 734)	Mondays, Wednesdays to Fridays: 10am to 5.30pm Tuesdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Toa Payoh West Community Club	Level 3, Music Room 1, 200 Lorong 2 Toa Payoh, S(319642)	Mondays to Thursdays: 10am to 5.30pm Fridays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Yew Tee Community Club	20 Choa Chu Kang St 52, #03-05, S(689286)	Mondays to Wednesdays, Fridays: 10am to 5.30pm Thursdays: Closed Saturdays: 10am to 2pm Sundays and Public Holidays: Closed

The following centres are supported by a job kiosk where you can explore career resources virtually.

Locations	Address	Operating Hours*
Clementi Community Centre ^{KIOSK}	Level 1, 220 Clementi Avenue 4, S(129880)	Mondays to Fridays: 10am to 5.30pm Saturdays: 10am to 2pm Sundays and Public Holidays: Closed
Hong Kah North Community Club ^{KIOSK}	Level 1, 30 Bukit Batok Street 31, S(659440)	
Whampoa Community Club ^{KIOSK}	Level 1, 300 Whampoa Drive, S(327737)	

Locations	Address	Operating Hours*
Yuhua Community Club ^{KIOSK}	Level 1, 90 Boon Lay Way, S(609958)	

NTUC Job Security Council's Telegram Channels

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