

Sembawang West x e2i Skills and Career Fair

11th Sept 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

Participating Companies

[Click on the specific role to view more details]

#1 AcePLP	9
• BIM/CAD Coordinator 	9
• BIM/CAD Engineer (Apprenticeship) 	9
• BIM/CAD Trainer 	10
• IT Executive 	10
#2 ASE Group.....	11
• Assistant Planner / Production Scheduler	11
• Associate Engineer – Test Equipment (WLCSP) 	11
• Associate Engineer - Facilities 	12
• Associate Engineer - IT 	12
• Associate Engineer - Test Equipment 	13
• Associate Engineer – Test Equipment (Backend) 	13
• Associate Engineer - Test Equipment (NPI) 	14
• Associate Engineer - Test Equipment (PM) 	14
• Associate Engineer - Test Maintenance 	15
• Associate Engineer - Test Maintenance (Wafer Sort) 	16
• Associate Engineer - Test/Product 	16
• Engineer - IT 	16
• Engineer - Test / Product 	18
• Engineer - Test Maintenance (Wafer Sort) 	18
• Engineer - Tester Support Group 	19
• ESD Technician 	19
• Industrial Engineer 	20
• Logistics Assistant	20
• NPI Engineer 	21
• NPI Engineer - Test Process (WLCSP) 	21
• Operator.....	22
• Planner	22
• Programmer - IT 	23

Legend:  – PMET Roles

• QA Engineer 	23
• Senior Engineer - Test / Product 	24
• Senior Engineer / Engineer - Facilities 	25
• Technician – Test Maintenance 	25
• Technician – Test Process (Backend) 	25
#3 CBM.....	26
• Accounts Officer 	26
• Admin Executive 	26
• Admin Officer	27
• Area Manager 	28
• Assistant Engineer 	28
• Assistant General Manager 	29
• Assistant Head 	29
• Assistant Projects Manager 	31
• Assistant Sustainability Consultant 	33
• Building Executive 	33
• Building Manager 	34
• Carpark Attendant.....	35
• Complex Manager 	35
• Drafter 	38
• Electrical Engineer 	38
• Environmental Control Coordinator	39
• Facilities Management Executive 	41
• Facilities Manager 	42
• Field Engineer 	44
• Fire Safety Manager 	44
• Foreshore Engineer 	44
• Green Mark Manager 	52
• Instrumentation & Control Engineer 	53
• Lead Technician.....	54
• Licensed Plumber	54
• Operations Manager 	54
• Projects Executive 	55

• Projects Manager 	55
• Property Executive 	56
• Property Manager cum FSM 	57
• Property Officer (ECC) 	60
• Quality Assurance Officer 	60
• Quality Control Officer 	61
• Quality Manager 	62
• Quantity Surveyor 	64
• Response & Service Officer	65
• Technician 	66
#4 Certis Group	66
• Auxiliary Police Officer	66
• Aviation Security Officer	66
• Cash & Valuables Security Officer	67
• Cash Management Officer	67
• Courier Rider	67
• Enforcement Officer	68
• Security Officer	68
#5 Enterprise Promotion Centres	69
• MFC Associate (Mental Health) 	69
• MFC Programme Executive (Eldercare) 	70
• MFC Social Worker (Mental Health) 	72
#6 ISOteam	73
• Admin Assistant	73
• Arborist 	74
• Contract Administrative Assistant(PT)	75
• Contract Manager 	76
• Gardener	77
• Painter	78
• Project Administrator cum Purchaser	78
• Project Engineer 	80
• Project Manager (Landscape) 	81
• Robotics Operator	83

• WSH Coordinator	84
#7 McDonald's Singapore	86
• Evening Crew (FT).....	86
• Restaurant Management Trainee 	87
• Service Crew (FT/PT)	88
#8 Sanmina-Sci Systems Singapore	89
• Customer Service Administrator 	89
• Engineer (Planning / Cad-Cam) 	89
• Engineering Service Technician.....	90
• Environmental Technician.....	90
• Facility Engineer 	90
• Industrial Engineer 	91
• Manufacturing Supervisor 	91
• NPI Engineer 	91
• Planner 	92
• Process Engineer 	92
• QA Engineer 	92
• Quality Technician.....	93
#9 Savills Property Management	93
• Account Admin Assistant	93
• Account officer (PM) 	94
• Account Payable Executive 	94
• Admin Assistant / Executive 	96
• Asst Facilities Manager 	97
• Business Development Manager/ Assistant Manager 	99
• Cleaners.....	100
• Facility Manager 	100
• Facility Officer 	101
• HR Admin cum Payroll Executive 	103
• HR Payroll Assistant / Officer(AMS) 	104
• Key Account Manager (Cleaning) 	104
• Project Co-ordinator 	106
• Project Manager / Engineer (AVMV) 	107

Legend:  – PMET Roles

• Senior Manager / Financial Planning & Analysis 	110
• Strata Commercial Manager 	111
• Strata Residential Executive M&E 	112
• Strata Residential Manager 	112
• Strata Residential Officer / Executive 	114
• WSH Officer 	116
• Zone Manager 	117
#10 Seletar Country Club	120
• Cook	120
• Executive, Membership 	121
• Mechanic	122
• Member Relations Assistant	123
• Senior Greenkeeper	124
#11 STATS ChipPAC	125
• Associate Engineer, Equipment 	125
• Associate Engineer, Process 	126
• Customer Quality Senior Engineer 	126
• Engineer, Industrial Engineering 	128
• Engineer, NPI 	129
• Engineer, Process 	130
• Technical Specialist	131
#12 The Wok People	131
• Admin and Operations Assistant 	131
• Chef (FT/PT) 	132
• Chef Manager 	132
• Cook (FT/PT)	133
• Dishwasher (FT/PT)	133
• Head Chef (FT/PT) 	133
• Kitchen Assistant	134
#13 Ultra Clean Asia Pacific	134
• CNC Machining Engineer 	134
• Expeditor III 	136

• Facility Supervisor 	138
• Material Handler	140
• Quality Inspector	140
• Technician	141
• Technician (Maintenance)	142
#14 WHITE BEEHOON RESTAURANT	143
• 2nd Wok 	143
• 3rd Wok 	144
• 4th Wok (Bee Hoon) 	145
• Cutter	145
• Food Caller	146
• Food Processing Assistant	147
• Head Chef 	147
• Helper (Lower)	148
• Helper (Upper)	148
• Kitchen Assistant (PT Long Term/ 5 or 6 days work)	149
• Marketing Manager 	150
• Oil Wok	150
• Procurement Assistant	151
• Production Team Leader	151
• Service Staff (PT Long Term Contract)	151
• Restaurant Manager 	152
• Retail Executive 	153
• Service Staff	154
• Service Staff (PT)	154
#15 WGT EHR	155
• Electrical Appliance Sales Promoter (Retail)	155
• Engineer/ Technician (Hospitality) 	156
• Event Coordinator 	156
• Facilities Coordinator	157
• Facilities Manager 	158
• Facilities Operations Manager 	159
• Facilities Supervisor 	160

• Facilities Technician (EAST) 	161
• Financial Executive	162
• Green Mark Manager / Energy Management Specialist 	162
• Lead Business Systems Analyst 	163
• Legal Secretary 	164
• Lift Technician/ Engineer 	164
• M&E Technician 	165
• Receptionist	165
• Senior Facility Manager 	166
• Technician (ACMV – Roving) 	167
• Warehouse Picker & Packer (Night Shift)	167
e2i Services	169

#1 AcePLP

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
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 S579700
BIM/CAD Engineer (Apprenticeship) 	- Higher Nitec/Degree in Construction or Engineering related background - No experience required - Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronics,	- Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). - Our programme sets you on the pathway to become an Accredited BIM Professional under the 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	Working Hours: 5.5 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 S579700

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Aeronautical Engineering, etc.	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.	
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 engineering 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 S579700
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	• 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 S579700

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		technical documentation, coordinating with internal stakeholders and external clients for IT solution deployments, and supporting other ad-hoc IT-related tasks.	

#2 ASE Group

The ASE Group is the world's largest provider of independent semiconductor manufacturing services in assembly and test. As a global leader geared towards meeting the industry's ever growing needs for faster, smaller and higher performance chips, the Group develops and offers a wide portfolio of technology and solutions including IC test, program design and supply, wafer level package, flip chip, system-in-package, final test and design manufacturing services.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Planner / Production Scheduler	- Min. GCE O or A level or equivalent - Minimum 3 years of production control experience in manufacturing industries - Prior working experience with semiconductor or electronics industries is advantageous - Able to work 12 hours	- Assist Planners in administrative matters (ESWOR, MTF, SRF, etc.) - Monitor daily production schedule and ensure alignment to planners' plan - Expedite and follow up on lots movement from receiving to shipping to ensure shipments are met - Monitor shipment backlog and highlight any potential missed shipment - Prepare daily report (incoming ship alert, backlog status, etc)	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Associate Engineer – Test Equipment (WLCSP) 	- Diploma in Electronic / Electrical / Mechanical / Mechatronics Engineering or equivalent - Tape and Reel experience in wafer level and knowledge on vision system is preferred	- Responsible for daily operational equipment issues and strategize recovery actions to support production requirement - Perform equipment buy-off and qualification for machine Installation, modification, upgrade and maintenance - Involve in WLCSP process (Taping & Detaping, Wafer	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Possess strong analytical skills and good teamwork • Good communication and interpersonal skills • Able to work 12-hr night shift	Mount, Backgrinding, Laser Grooving, Laser Mark, Dicing, AOI, Die Sort etc) • Monitor and analyse equipment performance and reliability	• Location: 2 Woodlands Loop. (S)738074
Associate Engineer - Facilities 	• NITEC / Diploma in Electrical / Mechanical / Building Facilities / CEE or equivalent with 1 year relevant experience • Entry level candidates are welcome • Working knowledge in cleanroom environment is preferred • Able to work 12-hr rotating shift (8am to 8pm/ 8pm to 8am)	• Conduct routine monitoring and spot checks of all building facilities, such as the central chiller system, cooling towers, pumps, AHU, compressors, BMS, plumbing and electrical systems • Attend to all facility works and M&E installations as well as to co-ordinate with contractors on repair works • Provide support to production and assist in machine installations: power hook-up, CDA, vacuum and process cooling water, exhaust pipe and other set-up in the production floor • Perform in-house servicing of cooling towers, AHU, FCU, FFU, filter cleaning and replacement, strainers and other HVAC equipment	• Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Job Type: Permanent • Location: 2 Woodlands Loop. (S)738074
Associate Engineer - IT 	• Diploma or equivalent in IT or related discipline • Minimum 1 year experience in IT support • Knowledge in Microsoft Office, Outlook, Windows XP/7 • Knowledge in basic LAN/WAN network infrastructure • Strong communication and interpersonal skills	• Setup and troubleshooting of all PC/laptop, printers, print server, Windows XP, Windows 7, RFID scanner, Outlook client, VPN, MS Office, Anti-virus & in-house applications • Managing of IT inventory • Manage IT hardware requests and raise purchase requests when necessary • Prepare proposals and presentations on assigned projects	• Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Job Type: Permanent • Location: 2 Woodlands

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Loop. (S)738074
Associate Engineer - Test Equipment 	- Degree / Diploma in any Engineering field with relevant hands-on experience - Knowledge and experience in handler models (Epson/Hontech-Logic/ATC/SLT/Matrix/MT9510/Castle/Chroma) will be an added advantage - Possess strong mechanical / electronics / electrical knowledge and interest - Effective communication and interpersonal skills - Logical analysis / thinking and possess strong motivation to hone hands-on technical skills	- Manage overall project management on new equipment buyoff, installation and associated activities - Collaborate with internal and external stakeholders for smooth production transfer of equipment to mass production - Collaborate with machine suppliers to drive for equipment efficiency and process improvement - Work closely with PM team in establishment of effective PM system for continuous sustenance of machine and spare inventory - Identify and close gaps between different working level or parties within the company - Develop expertise to improvise the assigned equipment platform, maintain and repair semiconductor process equipment.	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Associate Engineer – Test Equipment (Backend) 	- Degree in Mechanical / Electrical Engineering - Preferably with minimum 1 year relevant experience in semiconductor industry - Knowledge of basic equipment troubleshooting - Good communications and analytical problem solving skills - Entry level candidates are welcome to apply	- Responsible for providing production and engineering support to all backend equipment-related activities - Set up conservations of backend equipment for production utilization - Perform timely set-up, repairs and maintenance of backend equipment such as laser mark, vision scanner and Tape & Reel platform - Troubleshoot equipment-related issues and minimize equipment downtime	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Contract till June 2029 Job Type: Contract Location: 2 Woodlands Loop. (S)738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Perform routine equipment preventive maintenance/ calibration on timely basis - Assist in implementing equipment improvement projects	
Associate Engineer - Test Equipment (NPI) 	- Holds a Diploma or Degree in Mechanical/electronics/ electrical or any Engineering field - Preferably 2 years of experience - Basic knowledge of Microsoft office - Observant , team-player, able to work under minimal guidance - Graduates without any experience are also welcomed to apply	- Responsible for leading smooth production transfers by collaborating effectively with both internal and external stakeholders - Establish and maintain a robust communication system to manage the dynamic priorities inherent in New Product Introduction (NPI) processes - Manage consignment hardware setup, resolve test setup challenges, and oversee tooling and spare parts procurement, including acting as a liaison with suppliers - Ensure supplier compliance with quality standards via product assessments - Develop and maintain documentation for design rules, improvements, and related hardware and software - Collaborate with the engineering and preventive maintenance team for continuous process improvement	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Associate Engineer - Test Equipment (PM) 	- Diploma / Degree in mechanical/electronics/ electrical, or any Engineering field - Preferably minimum 2 years of working experience	- Perform internal/external calibrations and generate verification criteria - Coordinate with planners for efficient handler swaps/releases	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Observant, team player, able to work under minimal supervision • Basic knowledge of Microsoft office • Candidates without experience are welcome to apply	• Track post-release handler performance and maintain detailed records • Develop and refine PM/calibration checklists to minimize machine failures • Manage daily inventory handovers and maintain optimal spare stock levels • Partner with Engineering and NPI teams on workflow and improvement projects • Integrate improvement projects during scheduled PM/calibration • Establish a system for efficient handler release to support 12 by 7 operations • Attend production meetings, troubleshooting machine issues, and develop/distribute “one-point lessons” for line maintenance	Full Time • Job Type: Permanent • Location: 2 Woodlands Loop. (S)738074
Associate Engineer - Test Maintenance 	• Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or equivalent • Specialized knowledge of equipment, testers, handlers, etc is preferred • Possess Trouble shooting skills on equipment maintenance and repair • Possess strong analysis and good teamwork • Good communication and presentation skills • Able to commit to either 12-hr permanent day / night shift	• Responsible for troubleshooting, calibration, repair and maintenance of assigned Testers and Handlers platform • Ensure equipment are in production condition with minimum downtime and running at yield specified • Responsible for tracking, monitoring and reporting daily equipment downtime • Responsible for daily house keeping and any other responsibilities as assigned	• Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Job Type: Permanent • Location: 2 Woodlands Loop. (S)738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Associate Engineer - Test Maintenance (Wafer Sort) 	- Diploma / NITEC in Electronic / Electrical / Mechanical or any Engineering field - Prior experience in semiconductor or manufacturing environment is advantageous - Possesses strong analytical, problem-solving and communication skills - Able to commit to 12-hr day shift - Entry level candidates welcome to apply	- Responsible for troubleshooting, calibration, repair and maintenance of assigned testers and probers platform - Ensure equipment are in production condition with minimum downtime and running at yield specified - Responsible to perform prober preventive maintenance and calibration	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Associate Engineer - Test/Product 	- Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or equivalent with 1 year experience - Entry level candidates welcome to apply - Possess strong technical analysis and excellent teamwork - Able to commit to 12-hr shift	- Provide timely reports on lot performance to internal teams and external customers - Perform basic troubleshooting and provide reports of low yield or failure rates - Disposition of engineering lots in manufacturing line - Support engineering team for various engineering activities such as test program checkout, hardware buy-off, and machine qualification - Participate in daily operations meetings and follow up on production issues - Responsible for daily housekeeping and any other responsibilities as assigned	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Engineer - IT 	- Bachelor's degree in Computer Science/Computer Engineering/Electrical Engineering/Mechanical Engineering. 2 to 8 years of experience in	Equipment Automation Development Design, develop, deploy, and maintain Equipment Automation Programs (EAP) for assembly and test manufacturing equipment.	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	semiconductor manufacturing, factory automation, or industrial automation. • Experience in OSAT, wafer fabrication, electronics manufacturing, or high-volume manufacturing environments preferred. • Strong troubleshooting and analytical skills. • Strong knowledge of equipment automation protocols such as Secs/Gem, Semi E84. • Experience in programming languages such as C#, python, etc.	• Implement equipment integration using industry-standard protocols such as SECS/GEM. • Support equipment recipe download/upload, remote control, and process parameter management. Factory Integration • Integrate new production equipment into the factory automation ecosystem. • Collaborate with equipment vendors to develop and validate automation requirements. • Perform equipment buyoff, qualification, and factory acceptance testing. • Ensure seamless data exchange between equipment and manufacturing systems. Production Support • Provide 24/7 support (on-call when required) for equipment automation issues impacting production. • Troubleshoot communication failures between equipment and host systems. • Perform root cause analysis and implement corrective/preventive actions. • Monitor EAP system health and equipment connectivity status. System Enhancement • Develop automation features to improve productivity, OEE, traceability, and manufacturing efficiency. • Implement smart factory initiatives including	Permanent • Location: 2 Woodlands Loop. (S)738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Automated lot dispatching and Real-time equipment monitoring. - Predictive maintenance data collection. Industry 4.0 initiatives - Support digitalization and manufacturing analytics projects.	
Engineer - Test / Product 	- Bachelor's Degree in Electronics Engineering or related field - Minimum 2 years working experience in similar capacity preferred, fresh graduates are also welcome to apply - Good communication and interpersonal skills. - Excellent project management, analytical and problem-solving skills. - Familiar with SPC and FMEA, proficient in coding using Python and other related languages	- Responsible for new product off-loads and qualification to meet customers' requirements - Work closely with customers to analyze and improve product yield and performance, and optimize the testing process - Implement and maintain test programs/hardware to support product sort and final test operations - Prepare engineering reports and conduct regular technical reviews with customers - Development and transfer of test solutions for both Wafer Sort and Final Test to production sites - Define, document and specific test process / procedures for new products	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Engineer - Test Maintenance (Wafer Sort) 	- Degree or Diploma in any Engineering field or equivalent - Prior experience in troubleshooting equipment, maintenance and repair - Experience in manufacturing environment is an advantage	- Perform troubleshoot, calibration, repair and maintenance of assigned testers and probers platform - Ensure equipment are in optimum production condition, with minimum downtime and running at yield specified - Support new product offload to production and perform	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Analytical, problem-solver with good verbal and written communication skills - Entry level candidates are welcome to apply	- new machine buyoff / evaluation - Initiate improvement project or DOE for process or yield improvement	Loop. (S)738074
Engineer - Tester Support Group 	- Degree / Diploma in any engineering field - Knowledge of equipment, testers, handlers would be advantageous - Prior experience in equipment troubleshoot, maintenance and repair - Semiconductor Programming & Application skills - Good planning & organizing ability and a team player - Familiar with Quality Management – Problem Solving, SPC, DOE, FMEA - Good communication & presentation skills	- Responsible for tester installation, re- configuration, upgrade, repair and debug - Identify and execute continuous improvement to improve test performance and OEE	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
ESD Technician 	- GCE O'Level / Technical School / ITE certification in an Engineering discipline - Able to work independently	- Perform ESD Compliance Verification measurements and effectively troubleshoot any issues found - Conduct routine ESD quality checks on production lines to maintain stringent ESD standards - Promptly report any ESD related problems encountered in the production	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Industrial Engineer 	- Degree in Industrial Engineering, Electrical Engineering, Mechanical Engineering, or any related Engineering discipline - Proficient in Microsoft Office (Word, Excel, PowerPoint) - Strong analytical skills with a flair for numbers and data-driven decision-making - Excellent interpersonal and communication skills, both written and verbal - Ability to adapt to changing environments and manage multiple tasks efficiently - Ability to work well as a team player while being independent and proactive in problem-solving - Positive attitude, growth mindset, and eagerness to learn and develop new skills - Exposure to manufacturing or production environments is a plus - Fresh graduates are welcome to apply	- Conduct time studies to set precise standards for machine capacity and cycle time - Use data analytics platforms to ensure accurate production loading assessments and resource allocation - Collaborate with Operations and Engineering teams to drive OEE improvements - Initiate, analyze, plan, and execute reconfiguration projects to maximize tester utilization - Plan and manage testers and related hardware & software, overseeing transfer in/out activities and ensuring alignment with company goals - Maintain robust spare parts inventory and ensure availability and readiness for production needs	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Logistics Assistant	- Min GCE "N" / "O" levels or certificates in related field with 2 years of relevant working experience - Ability to handle pallet jack equipment	- Receiving of incoming shipment and checking of goods received against documents and condition of goods - Perform breakbulk and data entry, stock-take and Inventory count	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Basic knowledge in Microsoft Word, Excel & Outlook - Understanding of Import permit, Commercial Invoices and packing list - Knowledge of IOR requirement is an advantage - Able to commit to 12-hr night shift	- Load and unload materials and finished products - Comply with safety regulations and security measures for warehouse store - Sort and place items on predetermined trolleys	Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
NPI Engineer 	- Degree in Engineering / Supply Chain with minimum 2 years of experience preferred. - Meticulous in planning, possess strong teamwork and excellent project management and communication skills. - Fresh graduates are welcome to apply.	- Champion New Customer Eco-System Setup, New Device Offload and New Process Flow Setup. - Responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. - Work closely with customer and respective internal teams to ensure the project are in schedule and on track. - Provide regular project statement updates / status reports and present to management. - Manage customer audits and customer visits.	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
NPI Engineer - Test Process (WLCSP) 	- Diploma / Degree in any Engineering Discipline - Working experience in semiconductor assembly manufacturing or process engineering and pre-assembly processes (Backgrind, Laser Marking, Laser Groove, Wafer Dicing) is an advantage - Knowledge in SPC, DOE, FMEA, OCAP, Control	- Responsible for set-up and optimization of new device qualification, engineering lot processing, process data gathering and reporting - Monitor and improve device yield performance and process SPC charts - Investigate and troubleshoot production downtime and quality issues to provide lot disposition on outlier lots	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Plan, WI and Process Specification • Clear and effective communication with customers, suppliers and cross department • Able to multi-task and support ad-hoc projects in process and equipment related activities • Entry level candidates are welcome to apply	• Perform engineering report and documentation such as 8D, DMAIC, FMEA, CP, Process Specification, Work instructions, etc • Implement continuous improvement program (CIP) to support yield and cost improvement, including developing systems for workflow management • Facilitate training of manufacturing personnel on operating procedures and process specification	Loop. (S)738074
Operator	• Completed at least Secondary education • Able to understand and communicate in basic English • Possess basic computer literacy • A team player with a positive attitude and willingness to learn	• Operate machines to test devices to meet the quality and quantity requirements • Follow operational procedures and perform housekeeping	• Working Hours: 3.5 days/week 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Job Type: Permanent • Location: 2 Woodlands Loop. (S)738074
Planner	• Diploma / Degree in Engineering / Supply Chain / Business / Manufacturing or equivalent • Minimum 2 years working experience • Good interpersonal and communication skills • Self-motivated, meticulous and able to work well with teams • Able to work effectively in a dynamic environment	• Responsible for monitoring and managing WIP and customer backlog • Plan daily production schedule for manufacturing execution and work with cross-functional team to meet SOD • Manage customer demand forecast & capacity allocation • Act as customer interface in providing daily operational updates to customers	• Working Hours: 5 days/week, 8am - 5.15pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Woodlands Loop. (S)738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Improve capacity utilization through better device mic management	
Programmer - IT 	- Degree in IT/Computer Science/Engineering or Equivalent Experience with Perl, Python, Java J2EE, or .NET C# - Strong background in OOP, UML, XML and Web Services - Good knowledge in Linux and Visual Basic will be advantageous - Experience in system integration for Tester Advantest V93K & Teradyne UFLEX will be advantageous. - Preferably with relevant working experience in semiconductor environment	- Develop and maintain Production User Interface using Visual Basic - Design, implement, and maintain in-house applications using Java or .NET - Develop Perl/Python/Shell scripts to support customer request/reports/data files - Analyze and decode machine data such as Semiconductor STDF and GPIB messages - Perform user acceptance and integration test with internal MES via webservice - Assist in maintaining existing Manufacturing applications	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
QA Engineer 	- Degree in Electronics or Engineering or related field with relevant experience in electronics / semiconductor / or other manufacturing industry - Entry level candidates are welcome to apply - Basic knowledge in Microsoft Office (Word, Excel, PowerPoint) - Team player with good written / verbal communication and interpersonal skills - Strong sense of urgency with ability to meet deadlines and work independently	- Provide analysis and dispositions on non-conformance products in accordance to requirements - Perform inspection and verification (visually or using measuring tools) on product on hold due to quality issues - Work closely with supervisor & team to monitor project status and closures - Communicate with customers on the status of quality projects assigned to his/her area of responsibility - Prepare regular reports and meet submission deadlines (weekly, monthly) - Actively participate in team projects analysis	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Knowledge in basic manufacturing solving problem tools (8D, FMEA) and statistical tools (SPC) is an advantage - Highly motivated to learn new skills / systems / analytical tools used in manufacturing operations		
Senior Engineer - Test / Product 	- Degree in any engineering field - Good communication and interpersonal skills - At least 5 years relevant experience, preferably in a cleanroom environment - Possess good project management, analytical and problem-solving skills - Ability and passion to work in and foster a teamwork environment - Positive attitude with good communication and interpersonal skills	- Lead and mentor a team of Test/Product Engineers in delivering technical solutions for yield improvement, device offload, and test program development/validation - Oversee setup/hardware correlation and qualification activities - Drive technical solutions for wafer sort and final test processes - Spearhead system algorithm optimization and advanced analytics implementation - Manage cross-functional project timelines with customers and internal stakeholders - Chair Test/Product Engineering meetings and represent the team in customer discussions - Lead continuous improvement initiatives for quality and productivity in Test Operations/QA - Perform additional leadership duties as assigned	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Senior Engineer / Engineer - Facilities 	- Bachelor Degree / Diploma in engineering related discipline - At least 5 years relevant experience, preferably in a cleanroom environment	- Responsible for the operations and general maintenance of the plant, machinery, and associated building facilities - Ensure that the facilities' systems and processes function efficiently and meet the organization such as mechanical, electrical, plumbing, HVAC, and energy management - Troubleshoot equipment/facility breakdown and carry out basic repairs	Working Hours: 5 days/week, 8am - 5.15pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Technician – Test Maintenance 	- Minimum SPM or GCE 'O' Level qualification 1-2 years of relevant technical working experience in equipment maintenance or manufacturing environment - Knowledge and hands-on experience in troubleshooting, maintenance, and repair of equipment - Good communication and presentation skills - Proficient in basic PC and computer applications - A proactive team player with a positive working attitude	- Ensure equipment remains in optimal production condition with minimal downtime and operates within the specified yield targets - Monitor, track, and prepare daily reports on equipment downtime and performance	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Loop. (S)738074
Technician – Test Process (Backend) 	- Higher Nitec or Nitec in any Engineering field - Minimum 3 years working experience preferred	- Verify and analyze hold lot rejects whether valid, invalid and escalate if in doubt or not meeting internal requirements - Ensure smooth release of hold lots to meet shipment	Working Hours: 3.5 days/week, 8am to 8pm / 8pm to 8am Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		through verification, analysis and disposition	Full Time • Job Type: Permanent • Location: 2 Woodlands Loop. (S)738074

#3 CBM

Leading facilities management and integrated services provider in Singapore, offering solutions across property and estate management, engineering services, sustainability initiatives, and smart facilities technologies.

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, 44 hrs/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, 44hrs/week

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.	Employment Type: Full Time 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	Working Hours: 5 days/week, 44hrs/week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any general ad hoc duties	
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 Singaporean/PR only	- 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, 44hrs/week Employment Type: Full Time Job Type: Permanent
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 days/week, 44hrs/ week Employment Type: Full Time Job Type: Permanent

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; - Oversee 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, 44hrs/week Employment Type: Full Time Job Type: Permanent
Assistant Head 	Degree in Facilities Management, Estate Management, Building	Oversee the overall performance of Service teams.	Working Hours: 5 days/week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	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	• Ensure contract compliance and meet or exceed KPIs. • 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.	44hrs/week • Employment Type: Full Time • Job Type: Permanent

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 	- At least 5 years of PM experience in M&E installation. - Strong interpersonal, observation, and reporting skills. - Able to work independently and in a fast-paced. - Willing to work irregular hours or weekends during critical project phases. - Strong coordination, planning, and stakeholder management skills. - Familiar with BMS, project scheduling tools - Good understanding of safety protocols and permit-to-work systems.	- To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. - To support the delivery of projects on time, within budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport. - Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. - Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. - Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. - Oversee installation, commissioning, and testing of Chiller Plants systems. - Ensure proper integration with energy management systems. - Provide support for troubleshooting and issue resolution during execution phases. - Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules).	Working Hours: 44hrs/week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Sustainability Consultant 	• Tertiary education in Environmental Engineering, Sustainability, Building Services or related field. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignment within short notice period.	• 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: 44hrs/week • Employment Type: Full Time • Job Type: Permanent
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: 44hrs/week • Employment Type: Full Time • Job Type: Permanent

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.	
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	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		delivering a status report to assembly point leaders Any other ad-hoc assignments assigned by the Management.	
Carpark Attendant	- Must possess at least Primary/Secondary School/ "O" level - Must able to communicate in English - Able to work shift schedule is preferable - With own transportation is preferable - Able to endure outdoor environment	- Check and ensure the carpark is in operations, report 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	Working Hours: 44 hrs/week Employment Type: Full Time Job Type: Permanent
Complex 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 more than 1000 units. - Good knowledge of BMSMA Act. - Others skill sets - Contract Management skillset is a must; - OverseEs regular building maintenance and repairs;	- 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,	Working Hours: 5.5 days/week, 44hrs/week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E.	solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • 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.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• 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. • 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	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		best interest of the Corporation. Any other duties assigned by the Corporation and management HQ office	
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. - 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.	Working Hours: 5.5 days/week Employment Type: Full Time Job Type: Permanent
Electrical Engineer 	Degree in Electrical Engineering or related discipline. Minimum 5 years of relevant Singapore's Facilities Management and construction experience.	- Supervise and coordinate electrical installation works to ensure quality workmanship and timely project completion. - Monitor site activities to ensure compliance with project specifications, applicable codes, and workplace safety requirements. - Coordinate and liaise with consultants, clients, subcontractors, suppliers, and relevant authorities to facilitate smooth project execution.	Working Hours: 5.5 days/week, 44hrs/week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Review project schedules, monitor work progress, and ensure milestones are achieved within the planned timeline. - Oversee testing, commissioning, inspections, and handover of electrical systems. - Identify, troubleshoot, and resolve technical, design, and site coordination issues promptly. - Prepare and maintain project documentation, including progress reports, inspection records, method statements, and as-built documentation. - Attend site meetings and provide technical support throughout the project lifecycle. - Ensure all works are carried out in accordance with approved drawings, specifications, and statutory requirements. - Assist the Project Manager in project planning, resource coordination, and overall project delivery.	
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.	Working Hours: 5.5 days/week, 44hrs/week Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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); • 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.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• 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 • Minimum 3 years relevant facilities management or maintenance experience. • Experience in building maintenance or IFM environment preferred. • Candidates without Diploma must possess substantial relevant minimum 8 years experiences	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. • 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	• Working Hours: 5.5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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.	
Facilities Manager 	• Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. • Candidate with IT and digital knowledge in built environment will be an advantage. • Good communication (verbal and written) skills and possess strong presentation skills. • Ability to multi-task and manage multiple projects simultaneously. • Problem Solving & Analysis • Passion in promoting digital transformation and technology solutions.	• Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. • Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities. • Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site. • Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. • Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate	• Working Hours: 44 hrs/week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		decisions and report for stakeholders. • Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. • Collaboration & Reporting. Stakeholder Communication with stakeholder. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance. • Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. • Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. • Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems). • To source, evaluating vendors and negotiating contracts to support project implementation. • Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. • Any other assignments as and when directed by the Management.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
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 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	Working Hours: 44hrs/week Employment Type: Full Time Job Type: Permanent
Fire Safety Manager 	- Valid Fire Safety Manager Certificate recognised by SCDF. - Minimum 3 years FSM experience in commercial, institutional, or large occupancy buildings. - Good knowledge of fire safety regulations and systems. - Strong coordination and communication skills.	- 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, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Foreshore Engineer 	The Facility Management Manager's staff managing the	The foreshore operation team is responsible to oversee the foreshore maintenance and	Working Hours: 5 days/week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years.	projects for foreshore facilities including its maintenance contracts, works and services with adequate 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	44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: East

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		behind the structure are adequately protected. • 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	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		follow-up with these recommendations. • 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,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		necessary for the proper maintenance of such Marine 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	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and 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	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		(e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available • 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	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		pontoons and sea-based fencing. • The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with the 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	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 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 	Positive attitude, hardworking with pleasant personality	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,	Working Hours: 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		operational efficiency improvements, and reduction of utility consumption. • Promote green initiatives, recycling programmes, and environmental enhancement efforts within facilities operations. • 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	
Instrumentation & Control Engineer 	• Building And Related Trades Workers, Excluding Electricians	• 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.	• Working Hours: 5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Understanding of HVAC systems and energy efficiency principles.	
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, 44 hrs/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. - Respond to emergency service calls and troubleshoot system issues. - To carry out the necessary plumbing work submission to Authority. - Any other duties as assigned.	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Islandwide
Operations Manager 	Must possess at least GCE 'N' Levels and above	Manage daily security operational activities at assigned project sites	Working Hours: 5.5 days/week, 44 hrs/week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• 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.	• Employment Type: Full Time • Job Type: Permanent • Location: 865 Mountbatten Road. (S)437844
Projects Executive 	• At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required). • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office.	• Manage Chiller Plant upgrading project for a high rise commercial and office building • Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies; • Develop energy and water savings initiatives and plans • Working closely with properties managers to provide accurate and informative reports • Self-driven, resourceful and a good team player • Help evaluate existing buildings for appropriate energy conservation measures. • Understand financial terms, payback, ROI and related energy saving calculations • Any other ad-hoc assignments assigned by the Management.	• Working Hours: 44 hrs/week • Employment Type: Full Time • Job Type: Permanent
Projects Manager 	• Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 years	• Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget.	• Working Hours: 5 days/week, 44 hrs/week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	diploma in Project Management / Facilities Management / Engineering or equivalent Singaporean/PR	• 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.	• Employment Type: Full Time • Job Type: Permanent
Property 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	• Working Hours: 5.5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- 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 - 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.	
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;	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	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- 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	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 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	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 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.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- 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) 	Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience	- To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required - Ensure fortnightly checks are conducted to vacant units - Escalate feedback to OM where necessary - Attending to tenants enquired through emails when required - Facilitating repair, liaise with vendors and contractors where necessary - Report to OM in the event it cannot be rectified within a reasonable time - Obtain quotation for minor repairs - Manage vendors and contractors - Any other ad-hoc assignments assigned by the Management	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent
Quality Assurance Officer 	Possess recognised diploma in Engineering, Facilities or Estates Management or equivalent training in Quality Management System (QMS), ISO requirement 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 onsite core team implements effective quality checks. - Shall be responsible for the 100% site checks and	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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.	
Quality Control Officer 	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 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	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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.	
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. - The candidate shall pass the Quality Management Systems Auditor / Lead Auditor Training Course in ISO or other equivalent certification	- 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 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	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 work orders, whichever is greater. Corrective Actions • Must immediately rectify issues identified through	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		audits or incidents at its own cost. • Measures must be implemented to prevent repeated incidents and improve the QMS continuously.	
Quantity Surveyor 	• Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience	• Support of maintenance and project works function • Advising on procurement strategy • Prepare cost estimate • Endorse and ensure all costing by Contractors is properly checked and endorsed • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims and final account submitted by Contractors • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / ""star rate"" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender document, tender calling, tender evaluation, market survey	• Working Hours: 5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management.	
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	• Working Hours: 5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Adhere to organisational Workplace Safety and Health (WSH) practices	
Technician 	N/O Level / NITEC with 2 years of relevant experience	- Maintenance of facilities and services - Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently - Regular inspection of grounds and facilities to ensure they are in good working order - Attend to breakdown, servicing, repairing and emergency requests - Any work assigned by Superior	Working Hours: 5.5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent

#4 Certis Group

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Auxiliary Police Officer	- Minimum 3 GCE 'N' Levels. Nitec / Higher Nitec / Diploma Holders from local institutions may be considered for direct entry to Corporal / Sergeant rank - Applicants must undergo 9 – 10 weeks of training and be able to pass IPPT - Able to perform 12 hours rotating shift	- Are responsible in maintaining law and order. - Primary duties include deterring and preventing unlawful activities, safeguarding persons and protecting properties from loss and damage. - Secondary duties include crowd and traffic control, perform patrolling, access control or enforcement of security at events.	Working Hours: 5.5 days/ week, 12hrs/ shift Employment Type: Full Time Job Type: Permanent Location: 6 Common wealth Lane S149547
Aviation Security Officer	Entry Requirements - Min 'N' level - Willing to work 12 hour shift	Responsible for conducting security screening checks and ensuring safety of the passengers while maintaining its high security standard	Working Hours: 5.5 days/ week, 12hrs/ shift

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Employment Type: Full Time • Job Type: Permanent • Location: 6 Common wealth Lane S149547
Cash & Valuables Security Officer	• Min 1 'N' Level • Valid Class 3/3A License (Min. 1 year experience)	• Play a critical role in the cash management ecosystem: You will be trained to handle cash replenishment at ATMs and the collection and delivery of cash and valuables to banks and retail stores.	• Working Hours: 5.5 days/ week, 12hrs/ shift • Employment Type: Full Time • Job Type: Permanent • Location: 6 Common wealth Lane S149547
Cash Management Officer	• Minimally 1 O level Credit • Willing to work 12 hours shift • Good attention to detail and sense of responsibility • Physically fit and comfortable handling bulk cash (required to carry up to 12kg load)	• Handling of cash with the aid of cash sorting machine • Moving of cash boxes / cash bags / coin boxes from time to time • Packing of cash into boxes / containers / cartridges • No fronting of customers / clients	• Working Hours: 5.5 days/ week, 12hrs/ shift • Employment Type: Full Time • Job Type: Permanent • Location: 6 Common wealth Lane S149547
Courier Rider	• Min. Secondary Education	• As a Business Logistics Rider, you'll be part of the trusted team that ensures the secure	• Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Valid Class 2B License (Min. 1 year experience) - Willing to work rotating shifts including weekends and public holidays	- and timely transportation of cash and valuables between clients, banks, and operations hubs. - You'll play a vital role in supporting Singapore's financial and retail systems — ensuring every delivery is made safely, on time, and with professionalism.	5.5 days/ week, 12hrs/ shift Employment Type: Full Time Job Type: Permanent Location: 6 Common wealth Lane S149547
Enforcement Officer	- Candidate must possess at least Secondary education - Candidate must possess class 2/2A/2B license - No work experience required as training will be provided	Carry out enforcement duties at public roads according to patrol schedule and attend to public feedback on parking. Enforce against illegal parking, perform checks against unlicensed operator and unlawful activities.	Working Hours: 5.5 days/ week, 12hrs/ shift Employment Type: Full Time Job Type: Permanent Location: 6 Common wealth Lane S149547
Security Officer	- Min education: Secondary 2 - Singaporeans only - Shift work required	The primary job scope includes performing access control duties (to prevent unauthorized entry into the premises), patrolling/clocking and attending to any security related matters.	Working Hours: 5.5 days/ week, 12hrs/ shift Employment Type: Full Time Job Type: Permanent Location: 6 Common wealth Lane S149547

#5 Enterprise Promotion Centres

Enterprise Promotion Centres (EPC), established in 1989, is a company with over three decades of experience in workforce development and transformation. EPC has built a reputation for values-driven partnerships that integrate governance, compliance, and national outreach. Its distinctive approach emphasizes dignity, person–job fit, and sustainable employment pathways, making it a trusted partner for employers, mature workers, and institutions across diverse sectors.

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
MFC Associate (Mental Health) 	Educational Qualification - Diploma in Business Administration, Social Sciences, or related field - Other disciplines may be considered based on relevant experience Relevant Experience - Experience in related field of work would be an advantage - Fresh graduates may welcome to apply Competencies - Detail-oriented and organised - Strong communication and coordination skills - Proficient in Microsoft Office (Word, Excel, PowerPoint) - Able to work independently and collaboratively in a team environment	JOB SUMMARY The Associate provides essential administrative and operational support to the Mental Health team. This role focuses on data management, report preparation, facility coordination, and financial administration to ensure smooth programme delivery and compliance with organisational standards. JOB RESPONSIBILITIES Programme Coordination and Implementation - Perform general administrative duties including documentation, scheduling, and filing - Coordinate facility-related matters such as maintenance requests and space usage - Support procurement processes including sourcing, quotations, and purchase requests - Assist in processing internal budget claims and tracking expenditures Data Collection and Reporting - Collect, compile, and organise programme and case-related data	• Working Hours: 5 days/ week 9am-6pm • Employment Type: Full Time • Job Type: Permanent • Location: 223 Mountbatten Road (S)398008

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Prepare regular reports and presentations for internal and external stakeholders - Ensure data accuracy and timely submission of reports Programme & Team Support - Assist in coordinating internal meetings and team activities - Provide support during community events and outreach programmes as needed - Liaise with internal departments for operational and finance-related matters Ad-hoc Duties Undertake additional responsibilities as assigned to support team and organisational needs	
MFC Programme Executive (Eldercare) 	Educational Qualifications: -Possess Degree in any discipline from an accredited institution Relevant Experience: -Prior experience in events or programmes design, planning and implementation will be an advantage -Working knowledge of social service practices will be an advantage -Fresh graduates are welcome to apply Competencies: -People-oriented, good interpersonal and relationship-building skills -Ability to multi-task and work in a fast-paced and dynamic environment -Enjoy engagement with the seniors	The PROGRAMME EXECUTIVE is responsible for developing, implementing, and evaluating programmes for seniors. He/she enhances program quality, drives participation through executing promotional strategies, and guiding junior staff while resolving operational issues. He/she also supports managerial activities, particularly in the planning and implementation of community partnerships and the consolidation of progress reports. He/she works closely with external stakeholders to develop engaging programmes as well as coordinates relevant trainings. Overall, the Programme Executive plays an active role in implementing work plans and coordinating them with external stakeholders. RESPONSIBILITIES / MAJOR ACTIVITIES:	• Working Hours: 5 days/ week 9am-6pm • Employment Type: Full Time • Job Type: Permanent • Location: 223 Mountbatten Road (S)398008

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	-Physically fit and willing to travel for regular home visits -Proficient in Microsoft Office and comfortable with various IT platforms -Excellent verbal and written communication skills. -Able to speak dialects is an added advantage -Committed and can-do attitude -Team Player	Programme Development and Evaluation -Brainstorm and evaluate the feasibility of programmes and activities for seniors -Develop and implement promotional strategies to drive participation -Document and maintain client records about programmes attended, observations and feedback from clients, caregivers and social service professionals -Review and recommend improvements to programmes, considering upcoming trends to drive participation Programme Implementation -Implement programmes independently -Oversee preparation of logistics for programmes -Liaise with vendors on the programme requirements Buddying and Befriending -Conduct door knocking activities to reach out to seniors who may require Montfort Care's services -Conduct regular home visit and calls to seniors, rendering additional services (e.g., medical escort, programme registration, etc.) as required -Perform basic assessments, collect data and consolidate reports/log sheets Information and Referral -Assist seniors with Information & Referral enquiries, including programme registration -Manage escalated/ complex Information & Referral cases Volunteer Management	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		-Recruit volunteers to support programmes -Train and provide guidance to volunteers -Coordinate with volunteers to implement volunteer-driven engagement activities -Reach out to passive volunteers Community Partnership -Support the planning of community partnership events and roadshows, ensuring active participation and engagement -Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives Fund Management and Reporting -Assist in the preparation of accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) -Track programme expenditure and timeline, ensuring budget and timeline are adhered to Leadership and Management -Provide support and guidance to Programme Associate in terms of workload and administrative issues Ad-hoc Duties -Provide any other support as assigned/required	
MFC Social Worker (Mental Health) 	Educational Qualifications: Possess Degree in Social Work or Degree with a Graduate Diploma in Social Work from an accredited institution Relevant Experience:	The Social Worker (Mental Health) is responsible for facilitating change and improving lives for individuals, families, community facing transitional challenges through the provision of casework and counselling.	• Working Hours: 5 days/ week 9am-6pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	1. Accredited as Registered Social Worker with Singapore Association of Social Workers would be an advantage 2. Prior experience as a social worker would be an advantage Competencies: 1. People-oriented and have good interpersonal skills 2. Excellent oral and written communications skills 3. Analytical ability & problem-solving skills 4. Committed and can-do attitude 5. Effective report writing skills 6. Team Player	RESPONSIBILITIES / MAJOR ACTIVITIES: 1. Conduct casework management, including gathering information, conducting psycho-social assessment, identifying common needs and goals for intervention 2. Provide case work and counselling to persons with mental health conditions, dementia and their caregivers 3. Plan, organise and implement community outreach activities, programmes and group work 4. Perform evaluation and prepare reports for administrative investigation and intervention programmes 5. Provide information and referral services to link clients to appropriate social services 6. Participate in research	Location: 223 Mountbatten Road (S)398008

#6 ISOTeam

ISOTeam Ltd. is a leading Singapore-based provider of integrated solutions for the built environment, specialising in building maintenance, estate upgrading, repairs and redecoration, addition and alteration works, coating and painting, renewable energy, mechanical and electrical engineering, landscaping, interior design, waterproofing, and other specialist services. Established in 1998, ISOTeam is committed to delivering quality, innovation, sustainability, and safety while creating greener, smarter, and more resilient communities for public and private sector clients across Singapore.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant	"O" Level with credits in English and Mathematics or equivalent. - Job holder without the above qualification but with relevant experience would be considered.	- Covered receptionist role if needed. - Sourcing & procurement of insurance policies & bonds for new & extended projects. - Assist in updating the Integrated Management System (IMS) for internal and external audits. - BCA workhead & licenses renewals.	Working Hours: 5 days/ week, 8AM - 5.30PM Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Service oriented and good interpersonal skills. • Good working attitude, self-motivated and able to work independently. • Good communication skills (verbal and written). • PC literate and knowledge in MS Office. • Meticulous and a team-player. • Preferably with at least 1 year in administrative and clerical work in the construction industry or in related field.	• Covered ordering & preparing monthly Fruits Day role if needed. • Update EPO system upon receipt of new Letter of Award and user/s. • Prepare, follow up and update of Deed of Warranty on time. • Assist in SP & EMA licenses application and maintain records. • Maintain, update, monitor and assist in obtaining quotation for project insurances and equipment & machinery insurances, and others insurance. • Maintain, update, monitor and assist in obtaining quotation and claims for work injury compensation and hospital & surgical insurances. • Processing of project insurance claims (injury, damages etc). • Maintain & updating of project master list. • Handle administrative related matters within the Company. • Other duties as assigned.	• Location: 8 Changi North Street 1. (S)498829
Arborist 	• Arborist certification from International Society of Arboriculture (ISA). • Diploma in Horticulture/ Landscape Management or WSQ Advanced Certificate in Landscape Supervision or WSQ Diploma in Landscape Management (Any Landscape Related Course). • Strong in persuasion, Service orientated,	• Plan, develop and implement tree care and plant health care programs. • Schedule tree maintenance programs and perform tree assessment. • Conduct tree inspection and monitor the tree health, stability and safety. • Liaise and coordinate with clients, consultants and contractors on all arboriculture related matter.	• Working Hours: 6 days/ week, 8AM - 6PM • Employment Type: Full Time • Job Type: Permanent • Location: 8 Changi North Street 1. (S)498829

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Client and people management. • Good interpersonal and communication skills. • Proactive and able to take initiative. • Independent, Self-motivated and team player. • Preferably with minimum 3 year of relevant experience in arboriculture management practice.	• Be a lead contact point for any and all matters related to arboriculture. • Advise and attend to tree issues raised by the clients and consultants. • The Arborist must be able to perform tasks after office hours and able to work under stress. • Carrying out Visual Tree Assessment to the trees and submit required periodic VTA reports. • Build and maintain strong, long-lasting relationship and meet client's satisfaction. • Attend meeting with clients, consultants and contractors if any. • The Arborist is also to ensure reasonable productivity and report on work completion. • Prepare and submit tree reports. • Maintain proper documentation for the contract. • Other duties as assigned.	
Contract Administrative Assistant(PT)	• GCE 'O' Level or equivalent. • Job holder without the above qualification but with relevant experience would be considered. • Good communication skills (verbal and written). • Basic knowledge in MS Office. • Willing to learn, neat and tidy. • Positive and good working attitude, self-	• Data entry and document filing. • Carry out administrative duties such as copying, binding, scanning etc. • Write and response email. • Maintain filing system. • Prepare sub-con payment summary and documents needed. • Monitoring workers' particular including their Construction Safety Orientation Course (CSOC), work permit renewal, Primary Care Plan (PCP), CoreTrade registration, etc.	• Working Hours: 3 days/ week, 8AM - 5.30PM • Employment Type: Part Time • Job Type: Permanent • Location: 8 Changi North Street 1. (S)498829

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	motivated and able to work independently. • Good team player. • Preferably with administrative working experience. • Candidate without relevant experience would be considered as training will be provided.	• Monitoring insurance and performance bond for ICP. • Schedule meetings and booking meeting room. • Incoming mail collection and distribution for ICP. • Other duties as assigned.	
Contract Manager 	• Diploma or Bachelor's Degree in Quantity Surveying, Building, Project Management, Construction Management or similar field. • Job holder without the above qualification but with relevant experience would be considered. • Possess knowledge in quantity surveying, contracts administration, and dispute resolution. • Good communication skills (verbal and written). • PC literate and knowledge in MS Office. • Positive and good working attitude, self-motivated and able to work independently. • Possess leadership skill. • At least 5 years' experience in Contracts Administration or Quantity Surveying field.	• Overseeing the measurement and tender documentation processes. • Establishing tender and procurement strategies and advises on relevant contracts for suppliers, specialists and subcontractors. • Reviewing cost estimations and monitors cash flow forecasts. • Endorsing payment responses and final accounts, and establishes policies for payments and post contract administration matters. • Working to mitigate risks and advises on dispute resolution techniques when necessary. • Coordinating with finance department to ensure correct billing and collection of contractual revenues. • Building relationships with customers and liaises with suppliers, specialists and subcontractors to help develop resource plans and monitor costs and profitability of construction works to deliver the project objectives. • Coaching and developing Quantity Surveyors under the team to their full potential.	• Working Hours: 5 days/ week, 8AM - 5.30PM • Employment Type: Full Time • Job Type: Permanent • Location: 8 Changi North Street 1. (S)498829

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Any other duties as assigned by superior.	
Gardener	- Job holder without qualification but with relevant experience would be considered. - Good working attitude and able to work independently. - Good communication skills and good team player. - Good interpersonal skills. - Willingness to learn new skill / knowledge. - Preferably with minimum 1 year of relevant working experiences in related field.	- Assist in the maintenance and development of gardens, landscapes, and outdoor areas. - Plant, cultivate, and maintain trees, shrubs, flowers, and other plants. - Perform regular watering, fertilizing, and pruning of plants to ensure their health and growth. - Weed and remove unwanted plants from gardens and landscapes. - Assist in the installation and maintenance of irrigation systems. - Operate and maintain gardening tools and equipment. - Assist in the construction of garden features such as paths, fences, and retaining walls. - Ensure the cleanliness and tidiness of garden areas. - Assist in the preparation of soil and planting beds. - Assist in the application of pesticides, herbicides, and fertilizers as required. - Provide general support to the gardening team and follow instructions from supervisors. - Perform duties assigned by the Site Personnel and follow given instructions. - Ensure the work area is clean and organized at the end of each day. - Secure all equipment properly at the end of the day.	Working Hours: 6 days/ week, 8AM - 6PM Employment Type: Full Time Job Type: Permanent Location: 8 Changi North Street 1. (S)498829

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Perform any other duties as assigned.	
Painter	- Minimum 'N' Level or equivalent. - Job holder without the above qualification but with relevant experience would be considered. - Good balance and physical strength. - Good in oil and water painting skills. - Attention to details. - Preferably at least 1 year of experience in painting residential and commercial spaces.	- General painting of external and internal surfaces, - Execute pre-painting works including patching, masking of adjacent surfaces. - Prepare the surrounding area by covering exposed objects and surfaces. - Tap off areas as needed. - Clean up supplies and replacing fixtures when project is completed. - Keep workspace clean. - Any other ad-hoc duties as assigned.	Working Hours: 6 days/ week, 8AM - 6PM Employment Type: Full Time Job Type: Permanent Location: 8 Changi North Street 1. (S)498829
Project Administrator cum Purchaser	- Degree or Diploma in project admin/management or certification. - Knowledge of project management methodologies and best practices. - Job holders without the above qualification but with relevant experience would be considered. - Service oriented and good interpersonal skills. - Good working attitude, self-motivated and able to work independently. - Good communication skills (verbal and written). - PC literate and knowledge in MS Office and proficiency in using project management software, and other relevant tools.	- Responsible for providing administrative and logistical support to the project management team. - Assist with coordinating project schedules, managing documentation, and facilitating communication between team members and stakeholders - In charge of all general office administrative work. Serve as the primary point of contact for project team members and external stakeholders, responding to inquiries and routing information as needed. - To manage multiple projects simultaneously, prioritize tasks, and maintain an organized system for project documentation. - Prepare and compile the monthly report, purchaser invoices, project progress claim submission to stakeholders, etc.	Working Hours: 5 days/ week, 8AM – 5.30PM Employment Type: Full Time Job Type: Permanent Location: 8 Changi North Street 1. (S)498829

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Meticulous and a team-player. • Strong organizational and time management skills with the ability to prioritize multiple tasks. • Flexible and adaptable to change project requirements. • Preferably with 2-3 years' working experience in the related field.	• To assist in the procurement and allocation of project resources, including personnel, equipment, and materials, to support workers-well-being/safety/leave / MC/work permit, advancement, etc. • To schedule and coordinate project meetings, prepare agendas, and document meeting minutes. • Monitoring and coordinating day-to-day operations to ensure efficiency and productivity. • Assist with the preparation of project status reports, presentations, and other project-related materials. • Handle and provide administrative duties required by the Client, Site and the Department. • To maintain an organized system for project documentation, including contracts, project plans, meeting minutes, and correspondence. • To communicate effectively with project stakeholders, including team members, clients, and vendors, to ensure that project goals and objectives are understood. • To work collaboratively with project managers, team members, and other stakeholders to achieve project goals. Collaborate with the project management team to identify and implement process improvements that enhance efficiency and productivity.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Project Engineer 	- Degree / Diploma / ITE or Technical Qualification in Electrical Engineering, Civil, Structural, Building, Construction Management or other relevant disciplines. - Possess CSCPM, BCSS and MWAH certifications will be an advantage. - Candidates without the above qualifications but with relevant experience will be considered. - Well-versed in M&E services installation and/or building construction works (if applicable). - Good interpersonal, communication (verbal and written), negotiation and client relationship skills. - Proactive, self-motivated, initiative-driven, able to work independently and as a team player. - Strong people management, service-oriented and problem-solving skills. - PC literate with knowledge of MS Office (Word, Excel, MS Project). - Able to work on construction sites. - Preferably possess a Singapore Class 3 Driving Licence.	- Coordinate project works and manage daily site operations. - Manage, coordinate and supervise workers, sub-contractors, vendors, and relevant parties to ensure proper work execution and good workmanship. - Execute project works according to approved drawings and specifications. - Review drawings, prepare project schedules, monitor work progress and submit progress reports to ensure projects are completed on time and within budget. - Monitor project cost, sub-contractor claims, variation works and material usage. - Prepare material forecasts, technical submissions, method statements, test reports, as-built drawings and project documentation. - Conduct site testing, inspections and arrange project handover upon completion. - Liaise and coordinate with Clients, Consultants, Suppliers, Vendors and all stakeholders on project matters. - Attend site, coordination, safety and project meetings. - Resolve technical issues, inspections, submissions, client feedback and complaints. - Build and maintain strong client and stakeholder relationships. - Ensure Quality Documents, Risk Assessment and WSH requirements are	Working Hours: 6 days/ week, 8AM - 6PM Employment Type: Full Time Job Type: Permanent Location: 8 Changi North Street 1. (S)498829

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Preferably 2–5 years of relevant working experience in the Building Construction Industry, Town Council projects, M&E works, or epoxy/polyurethane resin flooring. • Candidates with no relevant experience but willing to learn and possessing a good working attitude will also be considered.	• implemented and maintained on site. • Maintain proper project documentation and records. • Coordinate with other departments to ensure project efficiency and productivity. • Supervise workers during overtime works when required. • Perform other duties as assigned.	
Project Manager (Landscape) 	• Degree or Diploma in Landscape Architectural /Design/Project Management. • Job holder without the above qualification but with relevant experience would be considered. • Knowledge & experience with horticulture & Arboriculture work. • Project Management/ Plan in detail /encourage people to perform. • Good interpersonal / Communication & writing skills. • Independent & Team player. • Proactive and able to take initiative. • Influence people to achieve/strive for effectiveness/ encourage change. • Facilitate decisions/ align people. • PC literate and knowledgeable in MS	• KPIs: Focus and implement effective strategies, drive project success and contribute significantly to the organisation's overall performance. • Tender (Bidding) & Planning methodology: Lead the tendering process by developing strategic planning methodologies that optimize resource allocation and project timelines, ensuring competitiveness and profitability. • Scope & Time Management: Organize and coordinate complex landscape projects, managing scope creep through effective change control processes. Develop detailed project timelines, allocate resources efficiently, and ensure the timely completion of milestones. • Team Management: Supervise, coach, and mentor landscape project and maintenance teams. Foster a collaborative environment by providing training and support, ensuring that all	• Working Hours: 6 days/ week, 8AM - 6PM • Employment Type: Full Time • Job Type: Permanent • Location: 8 Changi North Street 1. (S)498829

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Office/CAD/PowerPoint/Photoshop/BIM. • Preferably with minimum 5 years of relevant working experiences / knowledges.	team members are equipped to perform at their best. • Quality Management: Implement rigorous quality assurance processes, conducting regular inspections and quality checks to guarantee compliance with industry standards and client expectations. Address any quality issues proactively to maintain project integrity. • Inventory and Supply Management: Oversee inventory levels of landscaping materials, plants, and equipment. Establish robust relationships with suppliers to ensure timely availability and negotiate favorable terms to control costs. • Contracts & cost Management/Claims: Prepare and monitor project budgets, tracking operational expenses meticulously. Identify opportunities for cost savings through value engineering while maintaining quality. Prepare completion photo reports and ensure adherence to schedules using cost-effective methods. • Communication Management: Cultivate and maintain strong relationships with clients, addressing their inquiries and concerns promptly. Ensure that all communications are clear, accurate, and directed to the appropriate stakeholders to facilitate project success. • Procurement of Sub-contractors/Suppliers: Ensure	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		compliance with established Procedures and Quality Management Plans. Manage OSH Management Plans and coordinate the procurement of necessary permits from relevant authorities. • Reporting and Documentation: Maintain up-to-date project documentation, including current drawings and technical coordination. Implement an organized filing system for easy access and reference. • Training and Development: Supervise all construction activities and ensure high standard of workmanship and efficiency. Give directions to all workers, assign work and resources. Ensures record of non-conformances and actions taken. • Human Resources Management: Optimize labor, machinery, and material use, providing regular reports on personnel, costs, and safety to your superiors. Foster a culture of accountability and continuous improvement among team members. • Other duties as assigned: Adapt to the dynamic needs of the organization, taking on additional responsibilities as required to support overall project and company goals	
Robotics Operator	• Nitec, Higher Nitec or Diploma in relevant fields, such as AI, Automation, Robotics, Mechatronics or others related course.	• Lead robotic team of day-to-day operation. • Monitor robotic daily output. • Perform routine servicing, maintenance, software upgrade, and basic	• Working Hours: 6 days/ week, 8AM - 6PM • Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Job holder without the above qualification but with relevant experience would be considered. - Possess knowledge in AI robotics, or autonomous systems related. - Familiarity with robotic operations, automation systems, or construction technology is an advantage. - Preferably with strong problem-solving and troubleshooting skills. - PC literate and knowledge in Microsoft Office. - Good working attitude, self-motivated and able to work independently. - Good in communication skills (verbal and written). - Meticulous and a team-player. - Reliable and responsible. - Preferably with minimum 1-year of relevant working experiences in construction industry. - Candidate with relevant qualifications with internship experience will be considered	troubleshooting of robotic equipment. - Coordinate with main contractors and stakeholders on work schedules. - Maintain site cleanliness and proper housekeeping standards. - Assist in documentation, reporting, and record keeping where required	Full Time Job Type: Permanent Location: 8 Changi North Street 1. (S)498829
WSH Coordinator	Possess valid diploma / degree in WSH (or) Minimum WSQ Advanced Certificate in WSH (Level B).	- Have an understanding of the Company Health, Safety, Environmental and Quality Policies and responsibilities of each grade of personnel. - Ensure the policy is brought to the attention of all the	Working Hours: 6 days/ week, 8AM - 6PM Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Possess valid WAH Assessor or Managing WAH. • Candidates with First Aider / Confined Space Assessor / RM Certifications will be advantages. • Good knowledge of MS office. • Excellent written and verbal communication skills • Preferably with minimum 2-3 years of relevant experiences in WSH / Construction Industry (Full time). • Preferably possess relevant experience in WSH Admin / Coordinator as in construction industry (or) working experience in Repair & Re-Painting Projects with MCST.	employees under your control and ensure that work is carried out in accordance with its requirements. • Review and update the company safety policy and other related duties implemented by the relevant authorities. • To ensure that WSH management system to be update and review and monitor in regular basis. • To develop and implement Risk Management on site (especially for WAH activities) • To conduct weekly / monthly / yearly WSH Inspections, audits to identify and analyze the hazards / non-compliances and other safety issues with immediate action to rectify / resolve on project basis. • Conduct monthly safety training program and emergency evacuation plan and carry out site safety, health and environment programs and procedures. • Assist management & main-con for any accident & incident investigation. • To ensure and liaising with HR / Admin departments to provide information's if needed. • Monitor and implement effectively on the document control for all projects. • Assist management on the new/updated regulations, recommendations regularly and client /consultant requirements on site to improve safety standards on	• Job Type: Permanent • Location: 8 Changi North Street 1. (S)498829

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		company and personnel levels. - Assist management to conduct a monthly EHS meeting and prepare minutes and act as secretary of the WSH committee. - Checking sub-contractors work to ensure compliance with the WSH (Construction) Regulations. - Participate and assist all relevant parties on yearly audit - To ensure all personnel issued with PPE and monitor is free from any damages and maintain a record - Ensure that all rules and regulations as stipulated in the WSH (Construction) Regulations are met. - Ensure that all statutory regulations, company's safety regulations and code of practice are implemented and complied with by all staff. - Conduct regular inspection and audits on the safety provisions and inspect and rectifying any unsafe place of work and unsafe practices. - Perform other duties as assigned.	

#7 McDonald's Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Evening Crew (FT)	No prior experience required; full training will be provided to	As a Service Crew member at McDonald's, you will be responsible for delivering a	Working Hours: 6 days/week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	equip you with the necessary skills. • Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests. • Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours. • Strong communication and interpersonal skills to interact effectively with customers and team members. • Willingness to work on rotating shifts, including weekends and public holidays, as part of restaurant operations. • Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts. • Responsible, punctual, and committed to maintaining high standards of service and cleanliness. • Open to learning and adapting to new procedures, systems, and customer service practices. • A positive attitude and willingness to contribute to a supportive and respectful team culture.	positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. • Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. • You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. • This role requires energy, teamwork, and a commitment to McDonald's service standards.	8 hours, 6pm onwards • Employment Type: Full Time • Job Type: Permanent
Restaurant Management Trainee 	• Nitec, Diploma, or equivalent qualification; fresh graduates are welcome	• As a Restaurant Management Trainee, you will undergo structured training to prepare	• Working Hours: 5 days/ week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Strong interest in restaurant operations and leadership development - Good communication and interpersonal skills to lead and support teams - Willingness to learn and take on challenges in a fast-paced environment - Able to work shifts, weekends, and public holidays - Physically fit to handle operational tasks and long hours - Responsible, punctual, and committed to completing the training program - Positive attitude and desire to grow within the company	for a leadership role in restaurant operations. - You will learn to manage daily activities, lead a team, ensure food quality and safety, and deliver excellent customer service. - The program equips you with the skills to handle staffing, inventory, scheduling, and performance management. - You'll be mentored by experienced managers and gradually take on more responsibilities, with the goal of becoming a certified Restaurant Manager. - This role offers a clear career path and opportunities for advancement within McDonald's.	9 hours rotating shift Employment Type: Full Time Job Type: Permanent
Service Crew (FT/PT)	- No prior experience required; full training will be provided to equip you with the necessary skills. - Friendly, energetic, and customer-focused attitude to create a welcoming experience for all guests. - Ability to work efficiently in a fast-paced, team-oriented environment, especially during peak hours. - Strong communication and interpersonal skills to interact effectively with customers and team members. - Willingness to work on rotating shifts, including	As a Service Crew member at McDonald's, you will be responsible for delivering a positive customer experience through friendly service, accurate order handling, and maintaining a clean and welcoming environment. Your duties include taking orders, preparing food and beverages, handling payments, and ensuring the restaurant operates smoothly during peak hours. You will also assist in maintaining hygiene standards, restocking supplies, and supporting your team to meet daily operational goals. This role requires energy, teamwork, and a commitment to McDonald's service standards.	Working Hours: FT: 6 days/week, 3pm – 11pm PT: 3 days/week, 5pm-10pm Employment Type: Full Time/ Part Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	weekends and public holidays, as part of restaurant operations. - Physically fit to perform basic food preparation tasks and remain standing for extended periods during shifts. - Responsible, punctual, and committed to maintaining high standards of service and cleanliness. - Open to learning and adapting to new procedures, systems, and customer service practices. - A positive attitude and willingness to contribute to a supportive and respectful team culture.		

#8 Sanmina-Sci Systems Singapore

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Service Administrator 	1-2 years of experience in customer service, order processing, or administrative roles	Provide open order report and alert customer actively on shipments and FG.	Working Hours: 5 days/week, 8am to 530pm Employment Type: Full Time Job Type: Permanent Location: 55 Penjuru Road, S609140
Engineer (Planning / Cad-Cam) 	Support Customer Service and Quality Engineers on customer's	To review customers' design and documents (CAD data, drawings, specifications, etc.)	Working Hours: 5 days/week,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	technical requests and inquiries. To provide New Product Introduction (NPI) job attributes and process flow chart and conduct NPI meeting with Engineering, Production and Quality teams.	for better manufacturability and to provide proposals/feedback or seek clarifications from customers. Perform process planning, generate part arrangement, Cam editing instructions and production documents for manufacturing processes.	8am to 530pm Employment Type: Full Time Job Type: Permanent Location: 55 Penjuru Road, S609140
Engineering Service Technician	Knowledge of PLC and equipment control systems.	Ensure all equipment and machines are in good operating condition and to respond to breakdown in a timely manner.	Working Hours: 5 days/week, 8am to 530pm Employment Type: Full Time Job Type: Permanent Location: 55 Penjuru Road, S609140
Environmental Technician	- Possess licence to operate forklift and reach-truck - Know-how in lab analysis and testing	- Monitor production water consumption and waste water generation - Receive incoming chemicals and liaise with contractors on chemical waste disposal	Working Hours: 5 days/week, 8am to 530pm Employment Type: Full Time Job Type: Permanent Location: 55 Penjuru Road, S609140
Facility Engineer 	- Minimum 3 years of experience preferably in manufacturing industries / building management. - Knowledge of SS 638, Code of Practice (COP)	- Oversee all operation and maintenance of the building and M&E infrastructure. - Duties related to licensed electrical works and electrical installations.	Working Hours: 5 days/week, 8am to 530pm Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	for Electrical Installations.	Electrical technical knowledge, licensed electrical worker (LEW) certified by the Energy Market Authority (EMA).	Full Time Job Type: Permanent Location: 55 Penjuru Road, S609140
Industrial Engineer 	- Minimum 1-2 years of working experience in project execution related to engineering, automation, building or process industry. - Able to read and interpret technical drawings, equipment manuals, etc. - Knowledge of Programmable Logic Control (PLC)	- To generate requirements for new automated equipment or improvements of existing handling equipment. - To conduct detail study and prepare layout plan and report on production lines to be modified or automated for quality, productivity and cost improvement.	Working Hours: 5 days/week, 8am to 530pm Employment Type: Full Time Job Type: Permanent Location: 55 Penjuru Road, S609140
Manufacturing Supervisor 	- Good supervisory and communication skills. - Knowledge of manufacturing and testing of PCB is preferable	- To supervise and lead a team of leaders and technicians to achieve the section objectives - To minimize WIP and maximize output within the section, while managing the section's delivery performance.	Working Hours: 5 days/week, 8am to 530pm Employment Type: Full Time Job Type: Permanent Location: 55 Penjuru Road, S609140
NPI Engineer 	- Good in report writing - Good communication skill	- Keep track of and improve the yield of NPI parts by working with customers, product, process and quality engineers. - Evaluate and qualify new materials to meet customers' requirement on electrical performance and thermal reliability of PCB	Working Hours: 5 days/week, 8am to 530pm Employment Type: Full Time Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Location: 55 Penjuru Road, S609140
Planner 	• Ability to prioritize and manage multiple tasks • Problem solving and reporting skills	• Track job status across all processes (e.g., drilling, plating, routing, inspection). • Monitor all WIP (Work-In-Progress) and prioritize based on OTD, customer urgency, and QTA/STD requirements.	• Working Hours: 5 days/week, 8am to 530pm • Employment Type: Full Time • Job Type: Permanent • Location: 55 Penjuru Road, S609140
Process Engineer 	• Must be willing to be posted to China for training for 3-months • Strong interpersonal communication and writing skill.	• Responsible for quality and any discrepancies when arise • Work with different stakeholders (ie. production team and suppliers) to investigate and troubleshoot process related problem	• Working Hours: 5 days/week, 8am to 530pm • Employment Type: Full Time • Job Type: Permanent • Location: 55 Penjuru Road, S609140
QA Engineer 	• Knowledge of tools, concepts and methodologies of QA (ISO 9001, 7 QC tools and etc) • Minimum 2-years experience in manufacturing	• Work with internal team to Identify root cause of issues and develop CAPA. • Manage IPQC Lab and FA/CoC team	• Working Hours: 5 days/week, 8am to 530pm • Employment Type: Full Time • Job Type: Permanent • Location: 55 Penjuru Road, S609140

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Quality Technician	Minimum 2 years calibration of testing equipment experience	Ensure all calibration work instructions are aligned with standard industry calibration method.	Working Hours: 5 days/week, 8am to 530pm Employment Type: Full Time Job Type: Permanent Location: 55 Penjuru Road, S609140

#9 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 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.	- Issuing of cheques - Prepare cash management form weekly - Maintain cash book and petty cash - Keying in General Ledger and Accounts Receivables - Receive payments and issuing of receipts - Provide administrative and front desk support - Attend to residents' and owners' enquiries - Other job related and ad-hoc duties	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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
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
Account Payable Executive 	- Diploma in Accountancy, Finance, or equivalent qualification. - Minimum two years of relevant Accounts Payable or finance experience. - Good understanding of accounting principles and AP processes. - Detail-oriented, proactive, and able to work independently. - Ability to work in a fast-paced environment and meet tight deadlines. - Proficient in MS Office applications, especially MS Excel. - Experience in accounting systems such as Microsoft Dynamics 365 will be advantageous.	Accounts Payable Operations - Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. - Verify accuracy of invoices before posting into the accounting system. - Prepare payment vouchers and process payments via bank transfer. Vendor Management & Reconciliation - Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues. - Perform reconciliation of supplier statements and AP related GL accounts.	Working Hours: 5 days/week, 0900hr to 1800hr Employment Type: Full Time Job Type: Permanent Location: 30 Cecil Street (S)049712

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 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.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant / Executive 	- Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management - Outgoing and vocal with good communications skill. - Excellent client management skills in a corporate environment and a strong team player. - Proactive and independent. - Familiar with CMMS for work order management; - Dynamic and multi-tasking capabilities.	- Prepare and submit regular facility operation reports to management. - Track and report key facility metrics. - Maintain incident and service request logs for audit and review purposes. - Provide updates on compliance with safety, health, and environmental regulations. - Serve as the main point of contact for internal departments regarding facility needs. - Coordinate with employees to address workspace concerns and requests. - Liaise with building management for shared facility issues and updates. - Ensure all stakeholders are informed of facility-related activities and schedules. - Manage contracts and service agreements with external vendors - Monitor vendor performance and ensure service delivery meets agreed standards. - Schedule and coordinate routine and emergency maintenance with service providers. - Review and approve vendor invoices and service reports. - Maintain and update facility documentation and records. - Coordinate facility access passes, keys, and security systems for staff and visitors. - Manage procurement of office and facility supplies. - Ensure compliance with administrative policies and procedures.	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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		17. Organize and participate in facility-related meetings with internal teams and external vendors. 18. Record and distribute meeting minutes and action points. 19. Follow up on tasks and resolutions discussed during meetings. 20. Assist in preparing presentation materials for management reviews or planning sessions. 21. Conduct regular facility inspections and audits to identify areas for improvement. 22. Recommend and implement facility upgrades, layout changes, or efficiency improvements. 23. Support sustainability initiatives and cost-saving measures. 24. Evaluate feedback from users to enhance facility operations and services. 25. Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). 26. Collaborate with finance and operations teams to align facility functions with revenue goals.	
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	• 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;	• Working Hours: 5.5 days/week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	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.	- Ensure effective communications and reporting to clients' on operation matters; - Evaluate service response time and analyse occupants' service request trends and suggestions; - Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; - Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites - Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level; - Preparing weekly, monthly facilities reports; - Assist the FM to develop and review planned maintenance schedules with maintenance vendors; - Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. - Ensure critical operations and sites are identified across the region. - Establish HSSE plan for the account on site. - Assist the FM to ensure disaster recovery and business continuity planning is	0830Hrs to 1230Hrs OR 0900Hr to 1300HRS Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 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.	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'. - 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	Working Hours: 5 days/week, Mon to Fri 0900Hr to 1800Hrs Employment Type: Full Time Job Type: Permanent Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- 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	
Cleaners	- Previous experience in commercial, industrial, or janitorial cleaning is preferred. - Ability to perform physically demanding tasks, including lifting, bending, standing, and walking for extended periods. - Knowledge of cleaning chemicals, equipment, and safe handling procedures. - Ability to work independently and as part of a team.	- Perform daily cleaning of commercial and industrial facilities, including offices, warehouses, workshops, and production areas. - Clean and sanitize restrooms, break rooms, and common areas. - Empty waste bins and dispose of rubbish according to company procedures. - Clean machinery, equipment, and workstations as required. - Operate cleaning equipment such as floor scrubbers, pressure washers, and industrial vacuum cleaners. - Replenish cleaning supplies, toiletries, and consumables. - Follow workplace health, safety, and environmental regulations.	Working Hours: 5.5 days/week, 0900 hr to 1800 hr Employment Type: Full Time Job Type: Permanent Location: Multiple Site
Facility Manager 	- Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. - At least 5 years of relevant experiences as a manager in Facilities Management	- To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. - To apply for Permit to Work at occupier site. (if applicable)	Working Hours: 5 days/week, Mon to Fri 0900Hr to 1800Hrs Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	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.	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. 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.	• Job Type: Permanent • Location: Islandwide
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	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.	• Working Hours: 5.5 days/week, Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. 4. Meticulous and a good team player.	4. Keep records of on-site maintenance works and manage inventory of spare parts used. 5. Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. 6. Assist in the coordination of installation, renovation, refurbishment and building improvement projects. 7. Assist in tracking utility consumption and identifying anomalies. 8. Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. 9. Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. 10. Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance works or adhoc replacement works. 11. Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. 12. Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. 13. Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. 14. Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed	0900Hr to 1300HRS • Employment Type: Full Time • Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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. 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.	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. 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.	• Working Hours: 5 days/week, 0900hr to 1800hr • Employment Type: Full Time • Job Type: Permanent • Location: 13 Kaki Bukit Place (S)416191

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
HR Payroll Assistant / Officer(AMS) 	- Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. 1-2 years of relevant payroll experience preferred. - Proficient in MS Office applications, especially Excel. - Knowledge of Info-Tech payroll software is an advantage. - Able to communicate in Mandarin to liaise with Mandarin-speaking workers. - Meticulous, well-organized, and able to meet tight deadlines. - Strong sense of confidentiality and integrity. - Positive attitude, responsible, and a strong team player.	- Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. - Maintain and update employee database and personnel records. - Prepare and generate monthly payroll reports and management summaries. - Administer e-leave system and track employee leave balances. - Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings. - Compute and submit monthly CPF contributions; prepare CPF file submissions. - Generate and submit monthly workers' data as required by MOM. - Address employee queries and grievances related to payroll and benefits. - Manage HR filing and documentation. - Support ad-hoc HR payroll projects and related matters.	Working Hours: 5 days/week, 0900hr to 1800hr Employment Type: Full Time Job Type: Permanent Location: 13 Kaki Bukit Place (S)416191
Key Account Manager (Cleaning) 	- 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. - Financial Acumen: Proven experience managing profit and loss (P&L), budgeting, and cost-benefit analysis.	Key Responsibilities 1. Client Relationship & Stakeholder Management - Act as the primary point of contact for clients and relevant stakeholders regarding service requests, feedback, and contractual obligations. - Liaise closely with clients to review Service Level Agreements (SLAs), Key Performance Indicators (KPIs), and overall performance standards.	Working Hours: 5 days/week, 0900 hr to 1800 hr Employment Type: Full Time Job Type: Permanent Location:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	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.	c. Build long-term, strategic partnerships with key accounts to maximize client retention and identify upselling opportunities. 2. Operational Leadership & People Management a. Lead, mentor, and manage a team of operations managers, executives, and site supervisors to ensure cohesive and high-performing operations. b. Provide strategic guidance to project staff to help them thoroughly understand contractual requirements and implement mitigation solutions for operational challenges. c. Oversee the development and execution of robust work methodologies, standard operating procedures (SOPs), and comprehensive staff training programs. d. [Value-Add] Drive workforce upskilling initiatives and progressive career mapping for site staff to boost productivity and retention. 3. Financial & Administrative Governance a. Manage project budgets strictly within set constraints while successfully achieving corporate objectives and operational benchmarks. b. Compile and present comprehensive monthly budget monitoring, variance analysis, and financial reports to senior management. c. Oversee the verification and timely submission of all monthly project reports required for billing and revenue realization.	13 Kaki Bukit Place (S)416191

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 	- National Certificate in Construction Supervisor or at least equivalent with 5 years of relevant working experience in the building construction industry - 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 - Good communication and written skills	- Oversee and coordinate the work schedule of subcontractors and site operations team - Ensure project completion within budget, schedule, and quality standards - Prepare and submit material and sample submissions - Prepare and submit weekly and monthly progress report to client, stakeholders, and the manager - Answer and respond immediately to client, stakeholder and resident feedback - Maintain effective communication with clients,	Working Hours: 5.5 days/week, 0900 hr to 1800 hr Employment Type: Full Time Job Type: Permanent Location: North

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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	
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, 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.	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. - 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	• Working Hours: 5 days/week, 0900 hr to 1800 hr • Employment Type: Full Time • Job Type: Permanent • Location: 54 Senoko Road (S)758118

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	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.	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, 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.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- 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. - 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.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
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. - Strong Excel, financial modelling, budgeting and variance analysis skills. - Power BI or similar dashboarding capability preferred; D365 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.	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. 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	Working Hours: 5 days/week, 0900 hr to 1800 hr Employment Type: Full Time Job Type: Permanent Location: North

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- 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 	- Degree or Diploma in Building/Estate Management or related disciplines - At least 3-5 years relevant working experience - Knowledge of Building Maintenance and Strata Management Act will be advantageous - Good leadership ability with excellent interpersonal and communication skills - Outgoing and approachable - Possess good customer service skills - Good decision-making skills and effective problem solver - An eye for details	- Manage and maintain commercial property sites as assigned - Conduct regular checks and inspection on grounds to ensure property is well-maintained - Ensure building statutory requirements are complied with - Conduct meetings of the management corporation, preparation and record meeting minutes - Ensure good record keeping and filing administration - Review and recommend replacement/improvement plans for managed sites - Provide essential customer service support staff to the tenants and owners - Supervise and manage a team of site staff	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: Tuas

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	9. Proficient in MS Office applications	9. Other job related and ad-hoc duties as assigned	
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 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	1. Ensure the smooth operations and effective management of properties managed by the Company. 2. Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. 3. Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room,	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 Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	7. Good decision making skills and effective problem solver 8. An eye for details 9. Proficient in MS Office applications	etc, at respective properties managed by the company). 4. Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). 5. Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. 6. Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. 7. Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. 8. Attending to daily operation and administrative works: a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; c. Submission of returns when required by various government's authorities; d. Preparation of reports for review by Councils / Owners; 9. Assist potential client of new developments in preparation	• Job Type: Permanent • Location: Islandwide

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 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	1. Ensure the smooth operations and effective management of properties managed by the Company. 2. Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. 3. Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). 4. Plans, organise activities and put up decoration during	• 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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). 5. Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. 6. Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. 7. Periodically update the Councils / Owners on the financial status and prepare budgets for both the Management and Sinking Funds. 8. Attending to daily operation and administrative works: - o Updating the subsidiary proprietors list and change of address; - o Filing of correspondence and follow-up on essential matters; - o Submission of returns when required by various government's authorities; - o Preparation of reports for review by Councils / Owners; 9. Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 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	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. 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.	• 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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	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.	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.	
Zone Manager 	Degree holder in Architecture or Engineering or Real Estate or Building/Facilities Management or equivalent with 7 years of relevant working experience	Report to the Senior Facilities Manager. Assist SFM and the client on the following: - 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. - 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.	Working Hours: 5.5 days/week, 0900 hr to 1800 hr Employment Type: Full Time Job Type: Permanent Location: North

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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, 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.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		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 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.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		20. Arrange two-monthly apartment operations meeting with operator and Client. 21. Undertake any other related duties stipulated by Client.	

#10 Seletar Country Club

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cook	- At least 2 Year(s) of working experience in the related field is required for this position. - Required Skill(s): food and hygiene certification, cooking skill, team player	Job Responsibilities include, but not limited to - Perform pre and post kitchen housekeeping chores - Prepare and cook the food items as stated on the Captain order - Replenish the food supplies in the store accordingly to the daily par stock requirements - Prepare the food ingredients, sauces and soups that are necessity items for the daily restaurant operations - Check the bar chillers and fridge and maintain at 1-2 degree Celsius at all times - Inform the service staff on the daily food items availability - Ensure the presentations of the food items are appealing to the members before serving to the table - Maintain a high standard of the kitchen cleanliness before and after the kitchen operations - Notwithstanding the above, you are required to undertake any other responsibilities assigned by the Management or your reporting Supervisor/Manager	Working Hours: 6 days/week, Shift Hours: 7AM-3PM, 9AM-5PM, 11AM-7PM, 12PM-8PM, 2PM-10PM Employment Type: Full Time Job Type: Permanent Location: 101 Seletar Club Road (S)798273

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Executive, Membership 	• Possess at least a relevant diploma or degree and 1 - 3 years of relevant working experience. • Prior experience in customer service, hospitality, or membership management preferred. • Strong written and verbal communication skills with a customer-focused mindset. • Familiar with Microsoft Office (Word, Excel, PowerPoint)	Membership Sales & Relations • Process membership applications, renewals, transfers, resignations, terminations and other membership – related transactions. • Handle membership-related matters including enquiries, feedback, customer service and providing Club tours, ensuring that all membership matters are carried out in compliance with Club's Constitution. • Execute membership campaigns, promotions and events to enhance member experience, satisfaction and loyalty. • Build and maintain strong relationships with existing and prospective members to strengthen member confidence, pride and engagement with the Club. • Generate leads and identify opportunities to increase membership sales and utilisation of Club facilities and services. • Prepare and present membership sales reports, performance analysis and key performance indicators to Management. • Issue monthly statement of accounts (SOA) and reminders to members, including communications, if any. Membership Administration • Maintain accurate and up-to-date membership records and database.	• Working Hours: 5 days/ week, 8.45am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 101 Seletar Club Road (S)798273

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Issue membership cards, car labels and golf tags to members. As well as issuing of monthly birthday cards to members and welcome kit vouchers for new members and member referrers. - Notwithstanding the above, you are expected to carry out other duties as and when directed by Management.	
Mechanic	A team player with strong interpersonal and communications skills and a positive attitude	Job Responsibilities include, but not limited to: - Assists the Senior Mechanic. - Performs work in overhaul and repairs of automotive and other powered equipment. - Assists in electric and gas welding. - Lubricate and service automotive/ turf equipment. - Ensure all workshop equipment and facilities are maintained in good condition. - Maintain cleanliness and orderliness in work area. - Inspect equipment for operating deficiencies and makes routine adjustments as necessary. - Inspect, change and repair tires. - Repairs and adjusts the engine and cutting mechanism on a wide variety of heavy and light equipment. - Troubleshoot cutting unit defect. - Reel and Bedknife grinding and adjustments of cutting height. - Perform automotive-type body repair and painting work.	Working Hours: 5.5 days/week, Monday to Friday: 6am/ 7am to 3pm/4pm *Saturday: Rest day Sunday : 6am to 10am Employment Type: Full Time Job Type: Permanent Location: 101 Seletar Club Road (S)798273

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Enter job details onto job sheets for admin updating (Machine History Filing) - Performs other duties as assigned by the Head of Department. - Notwithstanding the above, you will be expected to undertake other duties as directed by the Superintendent or Golf Manager from time to time	
Member Relations Assistant	- Motivated, team player and passionate individual with a cheerful disposition. - Good communication and interpersonal skill. - Willingness to work weekends and public holidays as part of the job role.	General Duties (Golfing & Sports Complex Changing Rooms) - Issue towels and locker keys, ensuring all items are accounted for and in good condition - Inspect, disinfect, and maintain lockers regularly - Replenish and maintain vanity, toilet, and shower area supplies and amenities, including toiletries, tissue boxes, comb sterilizer machines, hair dryers, lotions, sunscreen, shampoo & shower gel etc - Pack used towels in Laundry Bag for collection - Report maintenance and facility issues promptly to the facilities team and escalate urgent matters when required - Inform the Executive promptly of any incidents, operational issues, member feedback, or matters requiring attention - Coordinate with cleaning staff to ensure timely cleaning and waste disposal - Carry out deep cleaning of lockers and shower dispensers during scheduled Golf closure periods	Working Hours: 6 days/week, Shift Hours: 7 am - 3 pm 2 pm - 10 pm Employment Type: Full Time Job Type: Permanent Location: 101 Seletar Club Road (S)798273

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Maintain high standards of hygiene, cleanliness, and presentation across all facilities Additional Duties for Sports Complex - Operate the Sports Complex counter and provide member/guest assistance - Record towel issuance accurately in the towel management system - Issue RFID tags and locker access for sports facilities users - Handle facility bookings using the computer system - Process billing and payments via the computer system and NETS machine - Ensure accurate recording of transactions and facility usage records	
Senior Greenkeeper	- Motivated, team player and passionate individual with a cheerful disposition. - Good communication and interpersonal skill.. - Willingness to work weekends and public holidays as part of the job role.	Job Responsibilities include, but not limited to - Responsible for the maintenance and repair of the golf course, including greens, tees, fairways and bunkers. - Turf management - Oversee daily maintenance tasks, including mowing (greens, tees, fairways) aeration, top - dressing and fertiliser / pesticide application. - Course set up - Perform daily hole cutting, bunker raking, setting Tee markers and ensuring pristine presentation. - Irrigation/ Watering - Manual hand watering and turning on sprinkler heads.	Working Hours: 5.5 days/week, Mon to Fri: 6am - 3pm Sat: 6am - 10am Employment Type: Full Time Job Type: Permanent Location: 101 Seletar Club Road (S)798273

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Spraying fertilizers, insecticide and herbicides. - Safety and Compliance - Ensure compliance with all pesticides / herbicide application regulations, OSHA safety standard and environmental requirements. - Equipment care - Perform routine inspection and maintenance of turf equipment and sprayers. - Performs works assigned by supervisors. - Performs projects and returfing works delegated by supervisor.	

#11 STATS ChipPAC

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Associate Engineer, Equipment 	- Knowledge of practical applications of concepts, procedures and guidelines to solve complex problems - Knowledge in electronics and mechanical principles and thorough understanding of process technology - Diploma in Electrical / Electronics / Mechanical / Mechatronics Engineering or its equivalent 2 years experience in mass production semiconductor manufacturing environment are preferred	- Responsible for maintenance and repair of Wafer Process related systems such as Endura PVD, next PVD and Descum machine. - Perform set-up and conversion to support production in thin film. Develops creative and innovative solutions to problems with considerable initiative and independent thought. - Acts independently to determine methods and procedures and may provide guidance to less experienced team members - Communicates with engineers, peer specialist or external vendors to resolve problems and to provide advanced training to less	Working Hours: 4 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 5 Yishun Street 23 (S)768442

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Certificate of Electrical/ Electronics/ Mechanical/ Mechatronics Engineering or its equivalent with minimum of 6 years experience in equipment support • Able to work 12 hour rotating shifts	• experienced technical specialists • To identify problems as well as areas for yield and quality improvements and develop methods to improve productivity and reduce manufacturing costs	
Associate Engineer, Process 	• Diploma in Relevant field	• In-charge of photo resist coat, exposure, develop and curing process for PI (e.g. HD4100) and Positive, Negative. • Different photo sensitive material is coated in different machines and different exposure machine types (steppers & aligners). • Setup recipe for new devices. • Process characterization for every new device: coating thickness, exposure recipe and CD after develop. • Working closely with mask designer to continuously update wafer process design rules so to improve process capability and productivity. • Perform continuous improvement activities for top defects, process simplification and throughput improvement. • Monitor process capability in terms of input parameter control and SPC monitoring	• Working Hours: 4 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 5 Yishun Street 23 (S)768442
Customer Quality Senior Engineer 	• Degree, Post Graduate Diploma or Professional Degree in Engineering (Electrical/Electronic) or equivalent. • At least 3 year(s) of working experience in the related field is	• Handle and responds on customer quality issue • Define and implement Quality Assurance strategies for process stability, risk mitigation, and regulatory/customer compliance.	• Working Hours: 5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	required for this position. Experience in communicating with all level of customers will be advantageous	- Conduct process audits and internal layered audits, ensuring timely follow-up, verification, and closure of findings. - Establish and enhance in-process control gates to strengthen risk mitigation. - Train QA operators and engineers on customer-specific requirements, SOPs, and quality standards. - Perform process, product, equipment, and recipe buy-off to ensure readiness and compliance before release. - Conduct audits and ensure compliance with requirements. - Review and approve Statistical Bin Limits (SBL), Statistical Yield Limits (SYL), Out-of-Control (OOC), and Out-of-Spec (OOS) events. - Chair weekly Quality Deep Dive meetings with Operations to review performance, risks, and improvement actions. - Drive defect reduction programs, Quality Control Circles (QCC), and Continuous Improvement Projects (CIP). - Lead and validate 8D, FMEA, and RCA activities, ensuring robust CAPA implementation. - Perform in-line quality audits, SPC monitoring, and process verifications to sustain control. - Prepare, maintain, and ensure compliance of process quality documentation (Control Plans, FMEA, PPAP, APQP, and MSA deliverables).	Permanent Location: 5 Yishun Street 23 (S)768442

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Identify and implement Poka-Yoke solutions and automation in quality checks. - Ensure successful recertification and compliance to ISO 9001, IATF 16949, ISO 27001, ISO 15408 (Common Criteria), and ESD S20.20. - Support customer audits, corporate automotive program requirements, and facilitate internal audits. - Track, monitor, and achieve departmental KPIs, reporting progress to management. - Lead or participate in process improvement initiatives, cross-functional task forces, and CIP reviews. - Develop, maintain, and continuously improve operational specifications. - Review, interpret, and implement customer requirements into internal processes. - Develop and maintain QA databases, digital workflows, and control systems for efficiency and traceability	
Engineer, Industrial Engineering 	- Diploma / Degree in Industrial Engineering/ Computer Science Engineering. - IE experience with Semi-Conductor manufacturing. - Familiar with AutoCAD, Excel, EXCEL VBA, Microsoft Project, database mining would be an added advantage. - Strong verbal and written communication	Capacity planning - Time study, Method Study, track and validate UPH parameter to ensure database is up to date - Maintain capacity database and capacity model to enable accurate assessment - Capacity analysis for Mid Term (6 months forecast) and Long-Term forecast. - Capacity scenario (What If) analysis.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 5 Yishun Street 23 (S)768442

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	skills with basic presentation skills. - Detail oriented with strong organization skills and ability to carry out tasks with minimal supervision. - Good interpersonal skill	- Capital Expenditure (CAPEX) justification and follow up execution plan. - To support Cross functional project. - Man Machine Ratio calculation, validation and time studies. Space and Layout planning - Layout planning using AutoCAD./Shop floor improvement projects. Technical IE - Define / setup / update technical standard such as: equipment - Unit per Hour (UPH) by process, equipment utilization loss elements, direct labor manufacturing specialist MMR (Man Machine Ratio). - Efficiency improvement projects such as: Process rationalization, Waste elimination. Layout optimization - Cost engineering & technical standards - Efficiency investment justification (pre & post calculation). - Productivity improvement / Cost reduction opportunities. - Plant cost reduction computation methodology. Project Management - Drive Operation CIP deliverable to support on the capacity target. - Drive productivity initiative to support on the capacity target	
Engineer, NPI 	Degree in Engineering.	As an NPI Engineer, you will play a key role in managing	Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	(Electrical, Electronics, Mechanical, Mechatronics, or related fields) • 2–5 years of experience in NPI, Program Management, Process engineering or related fields. • Hands-on, analytical, and passionate about problem solving. • Good teamwork, communication, and project management skills. • Comfortable working in a cleanroom and fast-paced production environment.	the NPI pipeline, bringing new products from Concept to Mass Production. Your responsibilities will include: • Lead and drive NPI activities, develop timelines and monitor progress to ensure timely product launches. • Design for Manufacturability (DFM), using Advanced Product Quality Planning (APQP) as the backbone to Minimize Risks, improve Product Quality, and enhance Customer Satisfaction. • Work with internal / external customers to develop essential BOMs, Process flows, Control Plans, FMEAs, Statistical Process Control (SPC), and Quality Control Measures to ensure products meet Customer Requirements. • Identify opportunities for Continuous Improvement, propose and implement changes to enhance efficiency on Quality, Yield and Costs. • Collaborate with cross functional teams to ensure a smooth product launch and successful transition.	5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 5 Yishun Street 23 (S)768442
Engineer, Process 	• Degree in Engineering from recognized University. • Minimum 3 years of process engineering experience, preferably in fast moving semiconductor industry. Otherwise candidates without experience are welcomed to apply as training will be provided.	• To attain the highest quality and productivity through work simplifications and standardization, implementation of best known methods and implement robust system solutions. • Sustain and provide continuous process improvement through planning, evaluating, verifying and executing procedures to	• Working Hours: 5 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 5 Yishun Street 23 (S)768442

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Knowledge in JMP, 8D, FMEA and DOE methodologies will be advantageous. - Independent self starter to drive to meet operation goals. - High level of commitment and passion.	- ensure that products meet all customers' requirements in terms of quantity, yield and cycle time. - Liaise with customers & potential customers on development & improvement of process, material and equipment capabilities. - Ability to lead cross functional teams to drive improvement.	
Technical Specialist	- NITEC in Electrical Engineering (or equivalent technical qualification). - Hands-on experience with semiconductor test equipment (tester platforms, handlers, probers). - Familiarity with troubleshooting and conversion processes in a production environment.	- Setup & Conversion Support: Assist in production line setup and handler/prober conversion activities. - Troubleshooting Support: Provide handler/prober troubleshooting to minimize downtime and ensure smooth operations. - Operational Support: Monitor equipment performance, escalate issues, and guide operators/technicians. - Continuous Improvement: Identify opportunities to enhance reliability, reduce conversion time, and document best practices.	Working Hours: 4 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 5 Yishun Street 23 (S)768442

#12 The Wok People

The Wok People (TWP) provides one-stop employee cafeteria management, serving nutritious home-style local cuisine to thousands island-wide. Our diverse, multi-cultural chefs spice up everyday dining. Founded on "People First," we offer holistic welfare, competitive pay, tailored training, and external growth opportunities.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin and Operations Assistant 	- At least 2 years relevant experience. - Good communication skill, self-driven and good team player - Able to manage stress well	- Maintain sanitation, daily equipment inspections, and fault escalation. - Enforce hygiene, safety, and security protocols. Support food service, client feedback, and log maintenance.	Working Hours: 6 days/week, 8am -5pm Employment Type: Full Time Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Able to multitask, prioritize, and manage time efficiently	• Coordinate training, records, events, needs analysis, surveys, confidential data consolidation, and admin duties.	Permanent • Location: 438A Alexandra Road (S)119967
Chef (FT/PT) 	• At least 5 years of relevant culinary experiences, self-driven and good team player, able to manage stress well, able to multitask, prioritize, and manage time efficiently	• Preparation and cooking of varieties of Western/ Asian/ Muslim cuisine • Good Knowledge on different cooking methods, raw materials and culinary nutrition. • Exercise good cost and inventory management practices and controls • Hygiene and work safety	• Working Hours: 44 hrs/week, 5am -2pm/ 7am-4pm • Employment Type: Full Time/Part Time • Job Type: Permanent • Location: 438A Alexandra Road (S)119967
Chef Manager 	• At least 5 years relevant experience. • Strong interpersonal, communication, and stakeholder reporting skills • Proven team, project, and financial management (budget/cost control) • Proficient in MS Office (Excel, Word, PowerPoint) • Ability to tailor messages to diverse stakeholders	• Formal culinary training with proven food preparation skills, coupled with team management experience in leading, supervising, and supporting staff to achieve shared objectives effectively. • Active certification as an ECC and Hygiene Officer. • Lead F&B team in managing hotel/staff cafeteria operations—cleanliness, organization, staffing, records, rostering, and ad-hoc tasks. • Maintain client/management relationships, handle guest recovery, and ensure service standards • Oversee food cost, menu planning, product development, quality, and HSE/sanitation compliance.	• Working Hours: 44 hrs/week, Mon to Fri: 7am-5pm • Employment Type: Full Time/Part Time • Job Type: Permanent • Location: 438A Alexandra Road (S)119967

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cook (FT/PT)	- At least 3 years of relevant culinary experiences, self-driven and good team player - Able to manage stress well - Able to multitask, prioritize, and manage time efficiently	- Preparation and cooking of varieties of Western/ Asian/ Muslim cuisine - Good Knowledge on different cooking methods, raw materials and culinary nutrition. - Exercise good cost and inventory management practices and controls - Hygiene and work safety	Working Hours: 44 hrs/week, 5am -2pm/ 7am-4pm Employment Type: Full Time/Part Time Job Type: Permanent Location: 438A Alexandra Road (S)119967
Dishwasher (FT/PT)	- Candidates with no prior experience are also welcome to apply, - Self-driven and good team player - Able to manage stress well - Able to multitask, prioritize, and manage time	Dishwashing and General cleaning	Working Hours: 44 hrs/week, 7am to 5pm (Mon to Fri)/ 10am -8pm (6 days) Employment Type: Full Time/Part Time Job Type: Permanent Location: 438A Alexandra Road (S)119967
Head Chef (FT/PT) 	- At least 5 years of relevant culinary experiences, self-driven and good team player - Able to manage stress well - Able to multitask, prioritize, and manage time efficiently	- Food preparation - Supplies/ Stocks control - Customer Service - Hygiene and work safety - Communication - Administration	Working Hours: 44 hrs/week, Mon to Fri: 7am-5pm Employment Type: Full Time/Part Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			• Job Type: Permanent • Location: 438A Alexandra Road (S)119967
Kitchen Assistant	• Candidates with no prior experience are also welcome to apply • Self-driven and good team player • Able to manage stress well • Able to multitask, prioritize, and manage time	• Assist in food preparations • Serve food behind counter in Staff Cafeteria	• Working Hours: 44 hrs/week, 7am -4pm/ 10am -8pm /11am -8pm • Employment Type: Full Time/Part Time • Job Type: Permanent • Location: 438A Alexandra Road (S)119967

#13 Ultra Clean Asia Pacific

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
CNC Machining Engineer 	• Degree in any engineering discipline Preferably Mechanical, Mechatronic. • Knowledge of manufacturing process, fabrication methods and tool & fixture design. • Machining of Stainless Steel & Aluminium. • Familiarity with manufacturing process equipment and quality assurance techniques.	Duties and Responsibilities • Read and create mechanical drawings with 2D / 3D CAD software (Solidworks). • Master CNC Programming and coding (macro program understanding). • Write the Standard Operation Procedure / Work Instructions (SOP / WI). • Train the operators and ensure a sustainable support for production and maintenance.	• Working Hours: 5 days/week, 8.30am – 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Woodlands Sector 1 S738068

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Experience in precision machining of Milling, Lathe and Turn-mill. • Well-versed in relevant software is an advantage (Solidworks & Solidcam). • Working in ISO 9001:2015 environment organizations Experience Requirement: • Minimum 8 years of experience as CNC Engineer Knowledge, Skills and Abilities: • Speaks fluent English, good communication abilities, experience with communicating projects in global company. • Managerial proven experience in machining processes, Tooling, and fixture design, finishing processes as mechanical polishing. • Implementation and monitoring of work routine. • Able to interpret mechanical drawings. • Knowledge on GD&T. • Experience with cad/cam systems. • Experience working with subcontractors and suppliers • Experience in handling CNC machines (3axis,5axis Milling & 4axis Turnmill) • Proficient with G & M - code (Fanuc & Okuma OSP)	• Generate DFMEA for new design • Review periodically Process Failure Mode Effect Analysis (PFMEA) from suppliers • Review supplier capabilities in term of machining and participate in supplier selection • Develop supplier capability to ensure meeting specifications • Working with suppliers on quality excursion and improvement • Identify opportunities for process optimization and continuous improvement • Perform other related duties as required • Maintaining and improving various technology from development stage to mass production, providing solution to the production department. • Designing jig and fixtures for milling, turning machines, surface treatment and final assembly processes. • Engineer have to verify the quality of the items by use of a CMM machine, Surface roughness machine, magnifying microscope and other measuring equipment as needed. • Sustain overall technology quality and initiate improvement activities.	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Proven experience with Cam software, Solid CAM advantage.		
Expeditor III 	Educational/Certification Requirement: - Diploma or equivalent Work Experience: 2-3 years related experience, preferably in a fast-paced manufacturing environment. - At least a year of purchasing or planning experience Work Environment: - Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. - Work is performed primarily in a manufacturing environment.	Duties and Responsibilities: - Work with internal customers in order to coordinate and Drive Deliveries to meet the production schedule. - Strong understanding of production schedules and production process/sequence. - Able to identify when delays to delivery schedule or production impacts and communicate needs to action owners. - Arranges disposition of jobs to meet production schedules. - Compiles and reviews production schedules, reports, and status/location to approach jobs in various stages of WIP. - Able to demonstrate to the customer their understanding through words and drawings. - Be able to work with senior management to create and compile day-to-day job-specific information through the use of detailed drawings, customer-supplied specifications, and customer interaction. - Reports any issues on equipment, tooling, resources, or anything that can affect production flow. - Ability to work in a fast-paced manufacturing environment. - Experienced in product, organizing, integration, and control with respect to production delivery schedules.	Working Hours: 5 days/ week 8.30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Sector 1 S738068

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Knowledge, Skills and Abilities: - Work with internal customers in order to coordinate and Drive Deliveries to meet the production schedule. - Strong understanding of production schedules and production process/sequence. - Able to identify when delays to delivery schedule or production impacts and communicate needs to action owners. - Arranges disposition of jobs to meet production schedules. - Compiles and reviews production schedules, reports, and status/location to approach jobs in various stages of WIP. - Able to demonstrate to the customer their understanding through words and drawings. - Be able to work with senior management to create and compile day-to-day job-specific information through the use of detailed drawings, customer-supplied specifications, and customer interaction. - Reports any issues on equipment, tooling,	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		resources, or anything that can affect production flow. • Ability to work in a fast-paced manufacturing environment. • Experienced in product, organizing, integration, and control with respect to production delivery schedules.	
Facility Supervisor 	Requirement: • Diploma in technical discipline Experience Requirement: • At least 5 years of relevant work experience • Flexibility to work on overtime/stand-by/on-call/holidays when required • Minimum 5 years hand-on maintenance and repairs experience. • Minimum 5 years of relevant experience to operate the wastewater plant. • Mechanical and basic electrical experience is required. • Trouble shooting skill • Positive attitude/teamwork • Attention to detail • Good communication skills • Flexible hours/assignments • Candidates with experience working in chemical/semiconductor related industry will be preferred. • Attention to Detail - Ensuring that one's own	Duties and Responsibilities: • Maintenance and Repair • Oversee and ensure that the facility's infrastructure, equipment, and systems are in good working condition. This includes periodic maintenance, addressing immediate repair needs, and setting up long-term maintenance plans. • Plan and execute preventive maintenance activities such as Waste treatment Plant, Scrubber system, DI System, Dust Collector, Air Compressor and production equipment. • Review and improve operation and maintenance standard operating procedure and risk assessment. • Ensure all equipment in working condition with minimum downtime and regular maintenance is carried out. • Ensure all designated equipment and calibration is up to date. Health and Safety • Implement, monitor, and maintain health and safety standards. This involves conducting regular safety audits and risk assessments,	• Working Hours: 5 days/ week 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Woodlands Sector 1 S738068

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	work and information are complete and accurate, following up with others to ensure that agreements have been fulfilled. • Technical Expertise - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.	ensuring compliance with regulations, and setting up emergency response procedures. • Ensure all the wastewater is treated compliance with sewer discharge limit. • Maintain documentation related to procedure/record in wastewater system, DI system. • Participate and contribute to the respective EHS. • Ensure the housekeeping is implemented Environmental Management • Ensure that facilities comply with environmental laws and regulations. Promote sustainable practices, waste management, energy efficiency, and other eco-friendly initiatives. Security Management • Develop and oversee security protocols to protect the facility, its assets, and its occupants. This can involve coordinating with security personnel, monitoring surveillance systems, and setting up access controls. Vendor and Contract Management • Select, manage, and evaluate vendors and contractors. Ensure that services are rendered per contractual agreements and seek opportunities for better terms or quality of service. Budget Management	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Prepare, allocate, and oversee facility budgets. This includes forecasting expenses, tracking costs, ensuring cost-effective operations, and managing contracts and vendor relationships. Space Management - Optimize the utilization of space. This can involve planning layouts, overseeing relocations or renovations, and ensuring that spaces fulfill their intended function efficiently.	
Material Handler	- Computer literate - Possess forklift license or handle reach truck will be added advantage	- Storekeeping, receiving & put away of material - Maintain and ensure stock room inventory accuracy - Packing & unpacking of material, material handling, picking, audit & transfer System transaction - Handle crating and uncrating of wooden boxes - General store duties including housekeeping - Adhere by the basic safety & 6S requirements in the warehouse area - Perform cycle count	Working Hours: 5 days/ week 8.30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Sector 1 S738068
Quality Inspector	- Some technician coursework/AA degree preferred, welding and/or system integration in a high mix, low volume semiconductor manufacturing environment is a plus - ASQ (American Standard of Quality) certification preferred	- Check documents for accuracy and compliance to requirements - Read and interpret information from engineering drawings, travelers, specifications and other documents to generate a complete and precise inspection report/record. - Audit Quality Control process / programs to ensure compliance to standards	Working Hours: 5 days/ week 8.30am to 5.30pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Inspection(s) could be internal or external (i.e. source inspections) • Interface and provide support to other departments, suppliers and customers on quality related issues as necessary • Develop inspection techniques and train Level 1 inspectors	Sector 1 S738068
Technician	• Able to read and comprehend electrical and mechanical drawings. • Willing to commit to shift patterns (Day and night) and perform overtime when required. • Able to carry heavy loads • Willing to work in a cleanroom environment, including wearing jumpsuits, safety helmets, and safety shoes. • Comfortable working in a rotating shift schedule. • Responsible, self-motivated, and able to interact well with team members. • Basic hands-on experience with assembly, testing, or manufacturing processes is preferred. • Ability to follow standard operating procedures (SOPs), safety guidelines, and quality standards consistently.	• Perform product functional, system, endurance, and leak tests; identify errors and carry out necessary rework. • Diagnose module-level and system-level issues, support corrective actions, and ensure timely resolution. • Report and assist engineers in troubleshooting, root cause analysis (RCA), and line issue investigations. • Collaborate closely with Manufacturing Engineering and QA to address quality concerns and support technical improvements. • Conduct troubleshooting to ensure product readiness and support customer shipment requirements. • Analyse production abnormalities, escalate unresolved issues promptly, and propose corrective measures. • Initiate ideas and participate actively in continuous improvement programs to enhance productivity, quality, and safety. • Provide accurate and complete shift pass-down communication to maintain smooth operations.	• Working Hours: 5 days/ week 8:30am - 5:30pm OR 8:30pm - 5:30am (2-3 months rotation shift) • Employment Type: Full Time • Job Type: Permanent • Location: 2 Woodlands Sector 1 S738068

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Train and guide new operators/technicians under the Buddy System; act as Master Trainer when required. - Maintain proper housekeeping and adhere to cleanroom protocol, EHS guidelines, and manufacturing discipline. - Highlight any problems or abnormalities on the production floor and take immediate containment actions - Report errors in Operating Method Sheets (OMS) and support updates or improvements.	
Technician (Maintenance)	Educational/Certification Requirement: - High School diploma and Institute of Technical Education (ITE) Experience Requirement: - Cleanroom experience - Handles stress - Chemical handling experience - Positive attitude/teamwork - Handle repetitive work - Attention to detail - Good communication skills	Duties and Responsibilities: - This position performs basic cleaning, packing and maintenance activities. This may include initial wiping of parts with various solvents (such as IPA), preparing sample kits, basic scrubbing and detailing of parts with abrasive pads, cleanroom packaging, boxing of parts for shipment, and general area maintenance and housekeeping duties. Updates spreadsheets to capture data. - Participation in Quality Assurance program, safety program and completion of various trainings. Must be able to identify the occurrence of departures from the quality system. - Specialized duties may include correctly masking parts in preparation for bead-blasting activities.	Working Hours: 5 days/ week 8:30am - 5:30pm Employment Type: Full Time Job Type: Permanent Location: 2 Woodlands Sector 1 S738068

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		• Safe use and disposition of hazardous chemicals for cleaning. • Able work at chemical wet bench area and perform manual polishing AL ,SST and ceramic parts. • Perform in process inspection for all customer parts and ensure parts is good condition during cleaning process • Able multiple tasks in workstation and support ad-hoc tasks when request. • Perform good 6S housekeeping condition in workstation and ensure good safety practices are followed • Able to work 12hr rotating/permanent shift with long hour standing and can lift around 20kg part	

#14 WHITE BEEHOON RESTAURANT

Welcome to White Restaurant — home of the Original Sembawang White Beehoon, a beloved Singapore comfort dish since 1999. For over two decades, families have gathered around this signature dish, trusting us to serve flavour, value, and the feeling of home in every bite. Whether you're dining in with loved ones or enjoying quick, convenient delivery, we're here to bring you food that delights, connects, and comforts.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
2nd Wok 🍳	• Relevant wok cooking experience with good knowledge of Chinese cuisine. • Able to work efficiently in a high-volume kitchen.	• Assists the Head Chef in preparing wok dishes, ensuring food quality, consistency, and efficient kitchen operations.	• Working Hours: 6 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 22 Jalan Tampang S758966,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			1 Sengkang Square S545078 , 4 Tampines Central 5 S529510 , 1 Harbourfront Walk S098585 , 30 Sembawang Drive S757713 , 83 Punggol Central S828761 , 78 Airport Boulevard S819666 , 2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103
3rd Wok 	• Basic to intermediate wok cooking experience. • Able to follow recipes and maintain food quality consistently.	• Prepares assigned wok dishes according to recipes while supporting smooth kitchen operations and maintaining food quality standards.	• Working Hours: 6 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713, 83 Punggol Central S828761, 78 Airport Boulevard S819666,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103
4th Wok (Bee Hoon) 	• Experience in preparing bee hoon or similar wok dishes. • Knowledge of food hygiene and kitchen safety practices.	• Specializes in the preparation of bee hoon dishes while maintaining consistency, quality, and food safety standards.	• Working Hours: 6 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713, 83 Punggol Central S828761, 78 Airport Boulevard S819666, 2 Jurong East Street 21 S609601, 252 North Bridge Road S179103
Cutter	• Experience in food preparation and ingredient cutting preferred. • Able to work efficiently while maintaining hygiene standards.	• Prepares and portions meats, vegetables, and ingredients according to production requirements while maintaining hygiene standards.	• Working Hours: 6 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713, 83 Punggol Central S828761, 78 Airport Boulevard S819666, 2 Jurong East Street 21 S609601, 252 North Bridge Road S179103
Food Caller	- Good communication and coordination skills. - Able to multitask and work under pressure with attention to detail.	Coordinates food orders between the kitchen and service team, ensuring accurate, timely, and efficient order fulfilment.	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			83 Punggol Central S828761 , 78 Airport Boulevard S819666 , 2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103
Food Processing Assistant	- No experience required; training provided. - Able to follow food safety procedures and work in a production environment.	Assists in food preparation and processing activities while ensuring compliance with food safety, hygiene, and quality standards.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Admiralty, 8A Admiralty Street S757437
Head Chef 	- Extensive culinary experience with strong leadership skills. - Able to manage kitchen operations, food quality, and food safety standards.	Leads the kitchen operations, oversees food preparation, maintains food quality and safety standards, and manages kitchen staff and productivity.	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			83 Punggol Central S828761 , 78 Airport Boulevard S819666 , 2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103
Helper (Lower)	Physically fit, hardworking, and able to perform general kitchen support duties while maintaining cleanliness.	Supports kitchen operations through washing, preparation work, stock replenishment, and maintaining cleanliness of the work area.	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713, 83 Punggol Central S828761, 78 Airport Boulevard S819666, 2 Jurong East Street 21 S609601, 252 North Bridge Road S179103
Helper (Upper)	Physically fit with a willingness to learn.	Assists the cooking team with ingredient preparation, food assembly, and maintaining	Working Hours: 6 days/week, 44 hrs/week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Able to support kitchen operations in a fast-paced environment.	cleanliness in the cooking area.	Employment Type: Full Time Job Type: Permanent Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713, 83 Punggol Central S828761, 78 Airport Boulevard S819666, 2 Jurong East Street 21 S609601, 252 North Bridge Road S179103
Kitchen Assistant (PT Long Term/ 5 or 6 days work)	- No experience required; training provided. - Physically fit, responsible, and able to commit to a long-term part-time arrangement.	Assists with food preparation, cleaning, ingredient handling, and general kitchen support under a long-term part-time arrangement.	Working Hours: 5 or 6 days/week, Employment Type: Part Time Job Type: Contract Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			1 Harbourfront Walk S098585 , 30 Sembawang Drive S757713 , 83 Punggol Central S828761 , 78 Airport Boulevard S819666 , 2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103
Marketing Manager 	- Degree or Diploma in Marketing or related field with relevant experience. - Strong analytical, communication, project management, and digital marketing skills.	Develops and implements marketing strategies, manages promotional campaigns, strengthens brand presence, and drives customer acquisition and business growth.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 28 Sin Ming Lane S573972
Oil Wok	- Experience operating a frying station preferred. - Able to maintain food quality and follow safety procedures.	Operates the frying station, preparing fried dishes according to company recipes while ensuring food quality and kitchen safety.	Working Hours: 6 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			30 Sembawang Drive S757713 , 83 Punggol Central S828761 , 78 Airport Boulevard S819666 , 2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103
Procurement Assistant	- Diploma or equivalent with basic purchasing or administrative experience. - Good organizational and computer skills.	Supports purchasing activities by sourcing materials, processing purchase orders, coordinating deliveries, and maintaining inventory records.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Admiralty, 8A Admiralty Street S757437
Production Team Leader	- Relevant production or manufacturing experience with supervisory ability. - Strong leadership, planning, and problem-solving skills.	Supervises production staff, coordinates daily production activities, ensures productivity, quality standards, and timely completion of production schedules.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: Admiralty, 8A Admiralty Street S757437
Service Staff (PT Long Term Contract)	- No experience required; training provided. - Positive attitude, customer-oriented, and able to commit to a	Supports daily restaurant operations by providing customer service, serving food and maintaining cleanliness under a long-term part-time arrangement	Working Hours: 5 days/week, 44 hrs/week Employment Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	long-term part-time schedule.		Part Time • Job Type: Contract • Location: 22 Jalan Tampang S758966 , 1 Sengkang Square S545078 , 4 Tampines Central 5 S529510 , 1 Harbourfront Walk S098585 , 30 Sembawang Drive S757713 , 83 Punggol Central S828761 , 78 Airport Boulevard S819666 , 2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103
Restaurant Manager 	• Diploma or equivalent with relevant restaurant management experience. • Strong leadership, communication, problem-solving, and operational management skills.	• Oversees the overall restaurant operations, ensuring excellent customer service, operational efficiency, staff management, and achievement of sales and business objectives.	• Working Hours: 5 or 6 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			1 Harbourfront Walk S098585 , 30 Sembawang Drive S757713 , 83 Punggol Central S828761 , 78 Airport Boulevard S819666 , 2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103
Retail Executive 	Secondary or Diploma qualification with retail or customer service experience. Good communication and sales skills.	Manages retail sales operations, assists customers, maintains product displays, monitors inventory, and achieves sales targets.	Working Hours: 5 days/week, 44 hrs/week Employment Type: Full Time Job Type: Permanent Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713, 83 Punggol Central S828761, 78 Airport Boulevard S819666, 2 Jurong East Street 21 S609601, 252 North Bridge Road S179103

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service Staff	• Secondary education or equivalent. • Friendly, customer-oriented, able to work in a fast-paced environment, and willing to work shifts, weekends, and public holidays.	• Provides excellent customer service by taking orders, serving food and beverages, maintaining cleanliness, and ensuring a pleasant dining experience	• Working Hours: 5 or 6 days/week, 44 hrs/week • Employment Type: Full Time • Job Type: Permanent • Location: 22 Jalan Tampang S758966, 1 Sengkang Square S545078, 4 Tampines Central 5 S529510, 1 Harbourfront Walk S098585, 30 Sembawang Drive S757713, 83 Punggol Central S828761, 78 Airport Boulevard S819666, 2 Jurong East Street 21 S609601, 252 North Bridge Road S179103
Service Staff (PT)	• No experience required; training provided. • Positive attitude, customer-oriented, and able to commit to a long-term part-time schedule.	• Assists with food service, customer interactions, and outlet cleanliness during assigned part-time shifts.	• Working Hours: 5 days/week, 44 hrs/week • Employment Type: Part Time • Job Type: Permanent • Location: 22 Jalan Tampang S758966,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			1 Sengkang Square S545078 , 4 Tampines Central 5 S529510 , 1 Harbourfront Walk S098585 , 30 Sembawang Drive S757713 , 83 Punggol Central S828761 , 78 Airport Boulevard S819666 , 2 Jurong East Street 21 S609601 , 252 North Bridge Road S179103

#15 WGT EHR

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Electrical Appliance Sales Promoter (Retail)	- At least 6 months of experience in sales or promotions, ideally in Home Appliances or Air Conditioning. - Commitment to a 6-day work week, including weekends and public holidays. - Working hours 1pm – 9pm (Break available). - Excellent interpersonal and communication skills with a friendly, approachable demeanor. - Self-driven, proactive, and adaptable to fast-paced environments.	- Actively engage customers, introduce products, and create a positive brand experience. - Conduct interactive product demonstrations and communicate key benefits effectively. - Identify customer needs and recommend tailored solutions for exceptional service. - Maintain attractive product displays to maximize customer interest. - Achieve sales targets using effective strategies and a customer-first approach. - Track daily sales, manage inventory, and report on competitor activities.	Working Hours: 6 days/week, 1pm-9pm Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Well-groomed and professional, commission driven. - Sign on bonus.	Address customer inquiries and feedback professionally and promptly.	
Engineer/ Technician (Hospitality) 	- Minimum certified ITE/Diploma/alternative education in electrical/mechanical engineering - Good interpersonal and communication skills. - Able to work under stress, tight schedule and handle multi tasks. - Able to start work immediately or within short notice period. - Able to work independently and as a team function. - Candidates with hospitality work environment experience is preferred.	- An eye for detail in a hotel's overall functionality and efficiency. - Ensuring all systems, from electrical, mechanical systems, equipment, overall facility to plumbing runs smoothly. - Handyman duties including carrying of heavy equipment, standing and walking for long hours within the hotel premise. - Including preventive maintenance, inspections and troubleshooting and repairs. - Preventive Maintenance: Conducting routine inspections and servicing of HVAC systems, refrigeration, and plumbing to prevent major facility breakdowns. - General Repairs: Fixing faulty electrical fixtures, plumbing leaks, and structural damages in guest rooms and public areas. - Guest & Staff Requests: Promptly responding to maintenance calls from the housekeeping team or direct requests from hotel guests. - Life-Safety Compliance: Testing fire alarms, emergency lighting, and life-safety systems to ensure they meet local building codes and strict safety regulations.	Working Hours: 5 days/ week, Shift hours with allowance. 3 shifts starting from 7am Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585
Event Coordinator 	Minimum 2 years of relevant experience in the events industry	Coordinate on-site event setup, operations, and dismantling.	Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Experience preparing event proposals, quotations, and client presentations. • Good knowledge of event operations, logistics, and project coordination. • Familiarity with technical event setups, including AV, lighting, LED walls, staging, and related event equipment. • Strong command of English, with excellent written and verbal communication skills. • Strong presentation, interpersonal, and organisational skills. • Able to manage multiple projects in a fast-paced environment while meeting deadlines. • Highly proactive, resourceful, and able to take initiative throughout the pre-event, event, and post-event stages. • Willing to work flexible hours, including weekends and public holidays, when required by event schedules.	• Ensure all event deliverables are executed according to schedule and client requirements. • Work closely with internal teams and external vendors to ensure seamless event execution. • Resolve operational issues promptly and efficiently during events.	• Location: 18 Howard Road S369585
Facilities Coordinator	• 'N' Level and above. • At least 1 year of experience in office reception, concierge, or administrative support roles. • Professional attitude with a friendly personality and strong interpersonal skills.	Facilities Management: • Oversee daily operations and maintenance of multiple office locations, ensuring all facilities are in optimal working condition. • Manage vendor relationships and coordinate services, including cleaning, security, and general maintenance.	• Working Hours: 5 days/ week, 8am – 5pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- Proficiency in Microsoft Office Suite. - Excellent communication skills, both written and verbal. - Willingness and ability to travel between different office locations as scheduled.	- Serve as the main liaison for all facility-related matters, ensuring prompt resolution of any issues. - Liaise with external stakeholders as necessary. - Assist in general administrative duties and assist with ad-hoc tasks, urgent work, and special projects. Receptionist Duties: - Greet and welcome guests, visitors, and staff in a professional and friendly manner. - Answer incoming phone calls and direct them to the appropriate person or department. - Handle guest inquiries and provide accurate information about the company, services, and office policies. - Maintain an organized reception area to ensure a professional and inviting first impression. - Manage meeting room schedules and ensure rooms are set up and ready for meetings. - Handle courier deliveries and distribution of mail and parcels.	Location: 18 Howard Road S369585
Facilities Manager 	- At least 3 years of experience in facilities maintenance operations is an advantage - Requires Diploma/ Degree in Engineering, Building, Real Estate, or Facilities Management.	- Plan, execute, and supervise all facilities maintenance, M&E activities. - Manage and oversee building, facilities, and M&E services to ensure efficient operations. - Coordinate and supervise M&E installation and maintenance when required.	Working Hours: 5.5 days/ week, 9am – 6pm Employment Type: Full Time Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Collaborate with clients, subcontractors, and the facilities team to resolve technical issues - Foster strong client relationships and ensure service standards.	Location: 18 Howard Road S369585
Facilities Operations Manager 	- Minimum Diploma in Engineering / Building / Facilities / Estate Management or any relevant disciplines. - Candidate with good relevant experience with diploma education can apply too. - Minimum 3 years in similar position with relevant working experience in handling Government properties or statutory Board, preferred. - To have relevant FM / IFM experience in soft /hard services. - Proven track records of IFM contracts management experience. - Fire Safety Manager, Project Manager Certification of Greenmark Manager will be an added advantage. - Possess analytical and organizational skills with the ability to work independently and willing to go extra mile to reach challenging goals within very tight timelines.	- Oversees the management of all technical personnel, specialists, including direct vendors in all the disciplines within the contractual work scope. - Responsible for planning and implementing preventive maintenance programme for all services and ensure proper contracts administration and management. - Involve with M&E services maintenance and oversee soft services FM with AFM/ FM. - Ensure that all operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. - Ensure all works are carried out in accordance with the schedule planned. - Conduct general inspection to identify services for rectification and oversee team's performance in accordance with contractual work scope and timeline of completion. - Monitor and track all project works and their progress status. - Monitoring of KPIs to ensure compliance with performance framework. - Ensures effective communication within the team and with	Working Hours: 5.5 days/ week, 8.30am – 6pm Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	• Good communication skills in both verbal and written. • Proficiency in MS Office and email. • Ability to work under pressure in a complex environment. • Good Leadership ability	internal/external stakeholders to achieve their assigned KPIs. • Monitor Non-compliance letters and liaise with Contracts Dept for response. • Ensure all personnel in the project obtained clearance, including Vendors / Sub-cons and technicians. • Familiar with Workplace Health and Safety Act and be able to provide advice on Health & Safety matters. • Conduct regular audits to ensure safety procedures on site are in place and working with safety team.	
Facilities Supervisor 	• Minimum Higher Nitec in Mechanical/ Electrical Engineering or Building Services and above. Diploma / Degree in any FM related qualifications. • Minimum 4 years of relevant working experience in the FM industry. • Good technical knowledge in building maintenance, M&E systems (Electrical , ACMV , Chiller, Fire Protection etc). • Good team player and effective communication skills. • Proficient Microsoft Office Application.	• To supervise and coordinate facilities maintenance activities for preventive and corrective maintenance works. To manage the team of technicians and technical officers for smooth M&E work operations. • Liaise, supervise and coordinate with sub-contractors and vendors on projects, maintenance, repair, shut down and overhaul works. • Ensure maintenance or repair works are carried out timely and effectively. • To conduct regular inspections of the building premises, systems and any equipment. Assist in preparing and submission of costing and quotations if required. • To attend and respond to users' requests and feedback on any fault issues and following up with resolution with the team.	• Working Hours: 5.5 days/ week, 9am – 6pm • Employment Type: Full Time • Job Type: Contract • Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		- Perform routine inspection on electrical facilities and services. Attending work orders maintenance of the properties and maintains a proper maintenance checklist. - To assist the safety team with risk assessments in accordance with Workplace Safety and Health policies and practices	
Facilities Technician (EAST) 	- Minimum 2 years and above in Facilities Maintenance or Engineering company - Minimum ITE/ NITEC in Mechanical / Electrical / Building / Facility Management	- Carrying out maintenance, repairing and servicing tasks (Electrical / Aircon / Mechanical / Building / Repairs). - Carry out preventive / breakdown and corrective maintenance of M&E works or Aircon or Building. - To carry out maintenance operations for facilities or buildings, including troubleshooting and repairing mechanical, electrical, and plumbing systems. - Attend to defects and customers' complaints promptly. Respond to any fault reports, client requests, or any breakdowns efficiently. - Performing regular maintenance and repairs on the building facilities or systems to ensure smooth operation. Report faults to supervisor. - Conduct preventive checks and troubleshooting on the M&E systems. - Record or inform supervisor of any faults or issues during routine checking. - Perform any other ad hoc duties assigned	Working Hours: 5.5 days/ week, 12 hours shift work. Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Financial Executive	- Minimum Diploma in Finance / Accounting or related major. - At least 1 year of experience in finance, or a related field. - Knowledge of Accounts Payable (AP), Accounts Receivable (AR), and issuing Purchase Orders (POs). - Proficient in Microsoft Office (Excel, Word) and accounting software. - Detail-oriented, organized, and able to work independently.	- Handle Accounts Payable (AP) and Accounts Receivable (AR) functions, including invoice processing, payment transactions, and reconciliation. - Issue Purchase Orders (POs) and ensure proper documentation and approvals. - Verify and process supplier invoices, ensuring accuracy and timely payment. - Monitor outstanding receivables and follow up on collections. - Assist in monthly financial closing, account reconciliations, and reporting. - Maintain accurate financial records and ensure compliance with company policies and procedures. - Perform any other ad hoc finance and administrative duties as assigned.	Working Hours: 5 days/ week, 8.30am – 5.30pm Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585
Green Mark Manager / Energy Management Specialist 	- Degree in Engineering, Environmental Management, Facilities Management, Sustainability or a related field. - Relevant experience in Green Mark, energy management, sustainability or building facilities management. - Energy Saving / Energy Management certification is required.	- Manage and coordinate Green Mark certification and recertification activities. - Develop and implement energy-saving and sustainability initiatives for building facilities. - Monitor building energy consumption and identify opportunities to improve energy efficiency. - Conduct energy audits and analyze electricity, water and other utility consumption. - Work closely with facilities, engineering and operations teams to implement energy-saving measures. - Prepare reports, documentation and	Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		supporting evidence required for Green Mark certification. - Track energy-saving performance and recommend improvement measures. - Coordinate with consultants, contractors and relevant authorities where required. - Ensure building systems and operations comply with relevant environmental and energy-efficiency requirements. - Promote sustainability awareness and energy conservation practices within the organization.	
Lead Business Systems Analyst 	7+ years Business Analyst, familiarity of Project Management process, Project Management certification highly preferred - Implementation and deployment experience with 2+ yrs ARCHIBUS, Tririga or similar IWMS application (Integrated Workplace Management Software) - Working knowledge of Microsoft Word, Excel, Project, Visio and PowerPoint - Conceptual knowledge of AutoCAD and document management highly preferred - Bachelor/Graduation Degree - APAC hours including Australia/India Time/US/EMEA work time-zone	- Liaison between stakeholders, inclusive of vendors and teams. - Managing processes, planning sessions, decision making. - Work with teams to drive design, review test cases, change request and all other duties pertaining to projects - Educate and train users on system functionality or best practices. - Serve as strategic advisor to external leadership and roadmap. - Mentor, upskill, provide structured coaching and career growth to juniors. - Negotiate alignment between stakeholders importance, resolving conflicts and driving consensus on scope, requirements and timeliness	Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Legal Secretary 	- Approximately 5 years of relevant experience as a Legal Secretary, Litigation Secretary or similar legal support professional within a law firm. - Familiarity with legal documentation, court-related processes, case administration and filing requirements. - Prior experience directly supporting lawyers, senior lawyers and/or partners. - Excellent organisational and time-management skills. - Meticulous attention to detail and accuracy.	- Provide comprehensive secretarial and administrative support to the lawyer. - Prepare, draft, format, proofread and amend legal documents, correspondence, letters and court-related documents. - Open, maintain, organise and close physical and electronic case files. - Maintain accurate records and ensure legal documents and correspondence are properly filed and readily accessible.	Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585
Lift Technician/Engineer 	2 years of experience as a Lift Technician - Candidate must possess at least a Professional Certificate/NITEC, Diploma, - Advanced/Higher/Graduate Diploma, Bachelor's Degree, Post Graduate Diploma, - Professional Degree, any field	- Conduct routine maintenance and inspections of lift and escalators systems to ensure they are in good working condition - Diagnose and repair any mechanical or electrical issues with the systems - Test all safety features and emergency systems to ensure they are working properly - Install, replace or upgrade various components and parts of lift and escalators systems such as control systems, motors, and cables - Keep accurate records of maintenance and repair work done on each system - Troubleshoot and identify the root cause of any issues with the systems and provide recommendations for solutions	Working Hours: 5.5 days/ week, 9am – 6pm Employment Type: Full Time Job Type: Contract Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		Work with other professionals such as engineers to ensure compliance with regulations and safety standards	
M&E Technician 	- Min 2 years' experience in Facilities Maintenance or an Engineering - Min NTC/ITE/NITEC/HIGHER NITEC/VOCATIONAL CERTIFICATE in Mechanical / Air-Con / Electrical / Building / Facility Management or maintenance.	- Perform servicing and maintenance (preventive, breakdown, and corrective) on Electrical, Aircon, Mechanical and Building Systems. - Perform facility and building maintenance operations by troubleshooting and repairing mechanical and electrical systems. - Conduct regular checks on M&E systems to ensure smooth operation. - Record or inform the supervisor of any faults or issues during routine checks. - Attend defects and customer complaints promptly. - Respond efficiently to fault reports, client requests, or breakdowns. - Able to perform any ad hoc duties assigned	Working Hours: 5.5 days/ week, 9am – 6pm Employment Type: Full Time Job Type: Contract Location: 18 Howard Road S369585
Receptionist	- Strong customer service skills with a professional and polished demeanor. - Confident communicator with the ability to interact effectively with stakeholders at all levels. - Excellent multitasking and organizational skills. Minimum N-Level qualification or higher. - At least 1 year of receptionist, front desk, customer service, courier coordination, or	- Manage the reception desk and warmly welcome visitors, directing them appropriately. - Handle incoming and outgoing calls with professionalism and efficiency. - Maintain a clean, organized, and presentable reception area, including displays and reading materials. - Keep accurate records such as telephone logs, call registers, and client contact details. - Provide administrative support and assist with help desk-related duties.	Working Hours: 5 days/ week, 8am-5pm/ 9am – 6pm Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	- administrative experience. - Prior experience handling courier services, shipment coordination, or mailroom operations. - Proficient in Microsoft Office applications. - Able to communicate effectively with stakeholders from diverse backgrounds. - Well-organized, proactive, and able to work independently in a fast-paced environment. - Professional appearance and strong interpersonal skills. - Detail-oriented with a proactive, service-driven mindset. - Prior experience in reception, office administration, or facilities coordination is an advantage.	- Coordinate meeting and conference room bookings, including event arrangements (e.g., flowers, setup). - Manage pantry supplies and ensure stock levels are maintained. - Liaise with vendors and facilities teams to resolve maintenance issues and equipment faults. - Support overall office facilities management to ensure a safe and well-maintained workplace. - Assist in emergency preparedness activities, including fire drills and evacuation procedures. - Contribute to monthly reporting and continuous improvement of reception policies and procedures	
Senior Facility Manager 	- Minimum 8- 10 years' experience in facilities management - Strong technical knowledge of M&E facilities maintenance / building systems, maintenance procedures and regulatory requirements - Degree qualification in facilities management, engineering, building or any relevance	- Manage the daily operations and maintenance of assigned properties, ensuring all facilities and M&E systems and equipment are functioning effectively. - Oversee and manage the team of Engineers, Technical officers, specialists sub-contractors) in all the disciplines within the contractual work scope for smooth operations maintenance. - Oversee both Hard and Soft maintenance Facilities Services, ensure technical	Working Hours: 5.5 days/ week, Shift Schedule Employment Type: Full Time Job Type: Permanent Location: 18 Howard Road S369585

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		maintenance and operational support services to maintain building functionality and service quality. - Responsible for planning and implementing preventive maintenance program for all services and ensure proper contracts administration and management. - Involve with M&E services maintenance and oversee soft services contractors. - Ensure operational issues and emergencies are attended promptly and rectified with minimal inconvenience and disruption. - Monitor and track all maintenance works and their progress status. - Monitoring of KPIs to ensure compliance with performance framework. - Ensure compliance with safety and environmental regulations. - Any other ad-hoc assignments assigned by the Management.	
Technician (ACMV – Roving) 	- At least 1-2 years ACMV experience - Must possess Singapore Class 3 driving license - Comfortable with roving role (multiple locations) - Able to work independently	- Perform maintenance and servicing of ACMV systems across multiple banking sites - Conduct routine inspections and troubleshooting - Carry out preventive maintenance (PPM) - Respond to service requests and attend to breakdowns - Ensure all sites are maintained in good working condition	Working Hours: 5 days/ week Location: 18 Howard Road S369585
Warehouse Picker & Packer (Night Shift)	- Able to work night shifts. - Comfortable with prolonged standing,	Pick and pack customer orders accurately according to picking lists and delivery schedules.	Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	walking, bending, and carrying goods. • Responsible, punctual, and able to work in a fast-paced warehouse environment. • Able to follow work instructions and complete tasks accurately. • Previous experience in warehouse, logistics, or picking and packing is an advantage but not required. • Candidates who can start work immediately will have an added advantage.	• Sort, scan, label, and prepare products for dispatch. • Ensure the correct quantity and quality of goods are packed before shipment. • Receive, check, and replenish stock into designated storage locations. • Load and unload goods when required. • Perform stock counting and assist with inventory checks. • Maintain cleanliness and organization of the warehouse and workstations. • Follow warehouse safety procedures and handle products with care.	• Job Type: Permanent • Location: 18 Howard Road S369585

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Devan Nair Institute for Employment and Employability
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Operating Hours

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

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