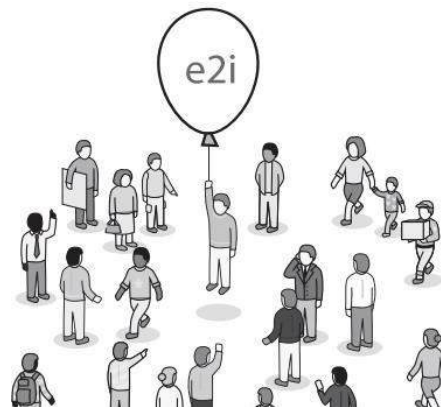


Career Gateway @ ServiceSG Centre One Punggol (28 Feb 26) JOB LISTING BOOKLET
















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]





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#1 MCI



MCI is a recruitment and HR consulting company in Singapore that also offers high-quality outsourcing, human resource, and talent search services.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Logistics Officer 	<ul style="list-style-type: none"> Comfortable to support OT 	<ul style="list-style-type: none"> Liase with clients/ forwarders/warehouse Order processing 	Work Hours: 8.75h
Care Coordinator 	<ul style="list-style-type: none"> Diploma preferred. Qualification in health promotion will have an advantage. Preferably with some working experience in healthcare Good verbal and written communication skills Pleasant disposition and personality Possess good interpersonal skills, a positive attitude towards work and is a team player. Good communication and coordination skills Self-motivated and has interest in patient care. Able to communicate in English and a local language/dialect. Proficient in Microsoft Office including Excel, Words and Power Point Savvy in navigating IT programs 	<ul style="list-style-type: none"> Strategic outcomes and goals include: <ul style="list-style-type: none"> To build relationships with internal (care team) and external stakeholders (patients and caregivers). To contribute to achieving clinical outcomes for preventive health screenings and reduce readmission and escalations to tertiary care, and, to gather social determinants of health pertinent to influencing social and health outcomes in positive ways Leverage on technology to empower patients to improve health literacy and accessibility to resources Responsible for assisting in coordinating and providing patient care activities. This includes the use of IT systems to track, perform and document established clinical indicators and care given to patient. You will perform basic parameter measurements, close preventive screening and vaccination gaps in relation to national programmes/initiatives. You will also provide basic health education to improve patients' knowledge on 	Working Days: 5 days Work Hours: 830AM - 6PM, SAT 830AM - 1PM

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		lifestyle management, social and physical activities through social prescribing, the use of health monitoring devices (e.g. home blood pressure, glucose and weight monitoring, as well as advise patients on vaccination requirements.	
Customer Service Officer 		<ul style="list-style-type: none"> logistics admin duties 	Work Hours: 8.5h
Staff Nurse 	<ul style="list-style-type: none"> Valid SNB 	<ul style="list-style-type: none"> Perform nursing duties 	Working Days: 5 days a week including weekends Work Hours: 2 to 3 shifts
Management Associate 	<ul style="list-style-type: none"> Keen in F&B industry <p>Selling Point: no bond AWS Meal Provided Annual Increment</p>	<ul style="list-style-type: none"> Trained to be a outlet manager Provide excellence customer service 	Work Hours: 8 Hr
Non Destructive Testing Inspector (NDT) 	<ul style="list-style-type: none"> Applicants must be able to meet near vision (either one Tumbling E, 20/25 Snellen, Jaeger No. 1) & color perception requirements. Knowledge and experience in chemical/mechanical cleaning preferred. 	<ul style="list-style-type: none"> Technician is require to perform visual and NDT inspection. Perform manual/mechanical/chemical cleaning. Must be able to interpret results and generate reports on findings Must be able to work closely in accordance with Standard Operating Procedures, Data cards, Engine Manual, process controls to achieve the highest quality of work. Assist team to manage production per daily operational requirement 	Working Days: (4-2-4-2) shift Work Hours: morning- 630am-415pm afternoon- 4pm-1.45am

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Tasks mentioned above will not be suitable for candidate with medical history related to skin problem, asthma, joint pain, arthralgia & bone fracture etc.</p>	
<p>Management Trainee (New Brand) </p>	<ul style="list-style-type: none"> • Selling Point: Quarterly bonus, meals provided, sign on joining bonus \$1000 and every month we have performance reward \$100 	<ul style="list-style-type: none"> • Set up cutlery, crockery and glassware on table and replace soiled tableware and service items to prepare the table for the next customers • Serve food and beverages to ensure all dishes match the order ticket to the corresponding tables • Operate Point of Sales (POS) Systems when managing beverage order • Provide go-the-extra-mile service to create a positive customer experience • Maintain hygiene, safety, and standards, follow the organization’s personal, food and beverage hygiene standards • Assist in opening, operating, and closing of shifts and execute daily operational tasks according to staff roster • Suggest areas and execute continuous improvement activities within work area 	<p>10am -10pm</p>
<p>Pharmacist </p>	<ul style="list-style-type: none"> • Candidate with inpatient experience. 	<ul style="list-style-type: none"> • Provide general clinical pharmacy services in direct patient care settings independently or in collaboration with a multidisciplinary health care team to promote wellness and optimize medication therapy outcomes for patients with a broad range of disease 	<p>Work Hours: 5 days a week including weekends</p> <p>Working Days: 2 to 3 shifts, 8hrs per shifts</p>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>states.</p> <ul style="list-style-type: none"> • Provide pharmaceutical care to defined standards and assure the quality use of medicines. • Provide education and training to trainees, pharmacy students, support staff and the public. • Provide guidance to trainees, pharmacy students and support staff and supervise their professional training and development. • Initiate and/or participate in clinical research independently or in collaboration with other health care disciplines, and publish abstracts and/or scientific papers in peer reviewed journals. • Primary Responsibilities and Duties (90%) • Clinical Practice • Provide general clinical pharmacy services in assigned patient care area/service. • Participate within a multidisciplinary health care team to ensure optimization of medication therapy and outcomes for patients. • Identify and define patient-specific medical problems, recommend, implement and manage patient pharmacotherapy, review, counsel, dispense and/or supply medications as needed, provide ongoing monitoring and adjustment of patient's drug therapy, resolve and/or prevent patient's drug-related 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>problems in accordance with departmental policies and procedures, work and/or consult with other health care providers to improve patient outcomes.</p> <ul style="list-style-type: none"> • Promote and monitor for adherence to prescribing guidelines or drug use protocols. • Provide professional advice and evidence-based drug information to patients, pharmacy students and the health care team. • Work with patients, caregivers and other health care providers to ensure safe, cost-effective, timely distribution and quality use of medication that will best meet the patient's needs, achieve desired patient outcomes and assure continuity of services. • Communicate with patients and/or caregivers on a group or individual basis to ensure understanding of prescribed drugs, to resolve or prevent drug-related problems and to assure optimal patient cooperation in drug therapy. • Document clinical activities as defined in the competency development framework and/or department guidelines. • Serve on departmental clinical practice committees and/or other relevant committees as assigned. • Provide educational programs and training to trainees, pharmacy students, support staff and the public. 	



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Contribute to the development or publication of high quality patient education materials. • Provide guidance to trainees, pharmacy students and support staff and supervise their professional training and development. • Contribute to the development and implementation of pharmacy professional standards, competency framework and/or assessments for pre-registration pharmacists at departmental level. • Participate in and contribute to continuing professional development • Secondary Responsibilities and Duties (10%) • Contribute to the review and evaluation of services, policies and processes; and contribute to the implementation of medication safety and quality improvements initiatives to ensure optimal outcomes at institution level. • Participate, supervise and/or coordinate pharmacy activities relevant to clinical work • Any other duties or responsibilities as assigned. 	
<p>Senior/ Radiographer </p>	<ul style="list-style-type: none"> • Experience in MRI, CT, mammographer/ breast imaging • Must be willing to work 3 rotating shifts • Preferred Singaporean • Allied Health Professions Council (AHPC) registration 	<ul style="list-style-type: none"> • As a Senior / Radiographer, you are responsible for supervising, coaching and training radiographers and other staff members to render high quality imaging services. • You may also be responsible for the routine management 	<p>Work Hours: Morning: 8am end between 4pm to 6pm Afternoon: start between 11am to 1pm and end between 7pm to 9pm *Night: 8pm to</p>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Recognised Degree or Diploma in Diagnostic Radiography • 5 years specialised experience in Mammography / Breast Imaging / Ultrasound / CT / MRI / Interventional Radiology preferred. • Exhibit strong leadership potential. • Compassionate and good patient care • Good interpersonal, verbal and written communication skills • Customer and service oriented • Computer skills in word processing, spreadsheet and presentation software 	<p>and administration of a modality/section within the department.</p> <ul style="list-style-type: none"> • Job Responsibilities Primary Responsibilities (80%) • Perform clinical duties in general radiography and at least one advanced imaging modality (CT / MRI / Ultrasound / Mammography / Breast Imaging / Interventional Radiology) • Administer contrast media for radiological examinations, where required • Oversee the smooth operations within his/her section of specialised area and ensure proper usage and care of equipment of the section at all times • Ensure quality assurance programmes are implemented and observed as well as initiate system improvement within the section • Adhere to safe work practices especially in radiation safety and infection control • Conduct training and coaching of radiographers • Render prompt and courteous service delivery to external and internal customers • Handle difficult situations like patients' complaints and queries within the department / section promptly and effectively • Ensure efficient patient turnaround time per examination • Plan, organise and prioritise assigned tasks such that all 	<p>8am / 9pm to 9am</p> <p>Working Days: 5 days' workweek (including weekends and PH)</p>


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>are completed effectively and on time</p> <ul style="list-style-type: none"> • Motivate and counsel team members on personal and work related issues. • Build upon their strengths and help improve their weaknesses for desired results • Secondary Responsibilities (20%) • Maintain and upkeep a section with efficient work performance • Collate and prepare statistical data of the section • Ensure physical environment and ambience of work place adheres to corporate standards • Perform any other duties as assigned by reporting officer/ HOD 	
<p>Sales Assistant / Photographer </p>	<ul style="list-style-type: none"> • 3 months contract 	<ul style="list-style-type: none"> • Encourage and provide advice to guests on how to pose for photographs • Process and compile the finished products for sale • Handle cashiering duties • Prepare the site for daily operations • Initiate guest interaction and deliver tip top service • Counting of wastage photos • Sell packages based on site requirement. • Any other ad hoc duties 	
<p>Senior Logistics Officer </p>	<ul style="list-style-type: none"> • AWS, OT payable 	<ul style="list-style-type: none"> • Understand and comply to all related operating processes. • Co-ordinate and liaise with customers/ transporter on day-to-day issues • Order planning to meet customer’s shipment delivery 	<p>Working Days: Monday - Friday</p> <p>Work Hours: 8am - 545pm / 11pm - 8.45pm (can choose)</p>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>/ collection requirements.</p> <ul style="list-style-type: none"> • Prepare data collection and submit accurate reports when required. • Perform cycle count administration. • Ensure all incoming (including exchange and returns) and outgoing shipments are completed in a timely and orderly manner. • Ensure all shipment documentation are accurate and submitted timely. • Perform process improvement initiatives and implementation. • Report to the Executive on all receiving non-conformances. • Comfortable with lifting ~15-20kg goods when required. • Schedule outbound and inbound shipments. • Provide input and complete freight bills. • Assist with the communications with carriers when issues arise. • Make recommendations regarding transportation, routing, carrier selection and assist to meet customer requirements. • Other duties as assigned. 	
<p>Vehicle Technician (1 Year Contract) </p>	<ul style="list-style-type: none"> • Class 2 or 3 License • Nitec or Higher Nitec in Engineering / Preferable automotive engineering • Prior experience in vehicle accessory installation and wiring, is an advantage. 	<ul style="list-style-type: none"> • Installation Services • Check LTA microsite to confirm motorist eligibility. • Handle migration and new vehicle installations. • Perform on-site or in-house installation and removal of IU/OBU devices. • Troubleshooting / Replacement Services 	<p>Work Hours: Monday-Friday 8am - 5pm, Saturday 8am - 12pm</p>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possession of Class 2 or 3 driving licence is preferred. • Possession of own transport is preferred. 	<ul style="list-style-type: none"> • Diagnose and troubleshoot issues for eligible motorists. • Clearly explain identified issues and proposed resolutions to motorists. • Perform installation and removal of IU/OBU devices as per LTA’s guidelines. • Commission and decommission devices as per LTA’s guidelines. • Administrative Duties • Submit all required reports accurately and on time. • Keep detailed records of daily tasks and issues handled. • Ensure a clean, organized and safe work environment. • Maintain proper accounting of inventory. 	
<p>Executive Assistant (For Hospital) </p>	<ul style="list-style-type: none"> • Possess at least Diploma in related fields. • Has relevant experience in administrative tasks, customer service, managing/coordinating with stakeholders. • Preferably from government, healthcare or hospitality background. • Possesses minimally a Diploma education qualification. • Preferably at least 1-2 years of experience in healthcare/hospitality/government industry with administrative or customer service experience. • Proficient in Microsoft Outlook, Word and Excel. 	<ul style="list-style-type: none"> • Job Description The shortlisted candidate is to ensure timely completion of medical reports and the medical information is released in accordance with the hospital policy. • Duties and Responsibilities Register and process medical report requests, including cashier function for medical report payment. • Handle all email, phone and mail enquiries pertaining to medical reports. • Follow-up with doctors on incomplete medical report requests. • Execute administrative duties pertaining to all medical report requests. • Manage and resolve urgent and/or difficult cases to ensure that medical reports reach requestor within the 	<p>Work Hours: Office Hours Working Days: Mon to Fri</p>

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Service oriented and customer focused. • Positive working attitude, team player and willing to learn. 	<p>stipulated timeline.</p> <ul style="list-style-type: none"> • Retrieve medical records to facilitate report writing and/or records duplication requests from law firms and government agencies. • Conduct quality check on medical report before release. • Any adhoc assignment as assigned by the supervisor. 	

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#2 UEMS

UEMS is a leading integrated solutions provider committed to redefining environments from healthcare and education to commercial and hospitality spaces. Through smart systems, skilled teams, and a deep sense of purpose, we deliver service that empowers people.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Healthcare Attendant	<ul style="list-style-type: none"> • No experience required. 5 work day including weekends 	<ul style="list-style-type: none"> • Orientate patients to assigned beds/facilities. • Answer patient's calls and relay patient's requests to department-in-charge. • Attend to patient's basic needs e.g. toilet baths, bed sponging, serving of meals and drinks, feeding. • Conduct bedpan/urinal rounds; change patient's diapers. • Walk patients to toilet and assist them in toilets. Monitor restless patients and ensure that they are safe and comfortable. • Chaperone female patients where required. • Clean spillages, discharges, and vomit bowls, urinals as and when needed. 	7am to 3pm 9am to 5pm 1pm to 9pm 3pm to 11pm 9pm to 7am (Rotating shift by roster)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintain the tidiness and cleanliness of beds, lockers and non-patient rooms (e.g. store room). • Assist in inventory of linen and department items (e.g. flasks, pillows, bedpans). • Any other relevant duties as and when assigned by the Superior. 	
Patient Service Associate	<ul style="list-style-type: none"> • Minimum N' Level with relevant frontline customer service experience. • Able to read, write and speak English • 5 work day including weekends 	<ul style="list-style-type: none"> • Perform visitor registration, concierge services and information counter services. • Handle complaints/ feedback and resolve issues by performing service recovery. • To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. • Assist in kiosk registration, queue management, entry and exit access via gantries. • Attend to patients/ visitors' enquiries and feedback. • Provide wayfinding and wheelchair assistance. 	07:30 am to 5:00 pm, 08:00 am to 5:30 pm, 11:30 am to 9:00 pm, 1:00pm to 10:00pm
Housekeeping Team Leader / Supervisor	<ul style="list-style-type: none"> • Minimum N' Level. 	<ul style="list-style-type: none"> • Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas. • Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. • Handle feedbacks and complaints, respond to customer's request promptly. • To escalate to Superior when necessary. • Maintain and ensure that all equipment clean, well 	44 hours

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		labelled and in good working conditions. <ul style="list-style-type: none"> • Oversee the planning and scheduling of the Housekeepers. • Any other relevant duties as and when assigned by the Superior. 	
Room Attendant	<ul style="list-style-type: none"> • No experience required. 	<ul style="list-style-type: none"> • Performing in daily cleaning of the guest room, common areas, and replenishment of amenities. • Ensuring cleanliness of the guest rooms and the common area must meet the standard requirement by Management. • To carry out other duties as assigned by the housekeeping supervisor or the Management. • Handle housekeeping requests by guests. To check and deliver the guest’s laundry to the guest room daily. • Able to handle all kinds of chemicals required for cleaning duties • Undertake any other ad hoc duties as and when assigned by the superior. 	7:00 am to 4:00 pm 9:00am to 6:00 pm 2:00 pm to 11:00 pm 10:00 pm to 7:00 am
Public Area Cleaners	<ul style="list-style-type: none"> • No experience required for this role. 	<ul style="list-style-type: none"> • Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times. • Maintain cleanliness of walls, floors, doors and table tops as and when necessary, in the lobby area at all times. • Empty and clear trash bins in public areas. • Maintain furniture and equipment in a serviceable condition and report any 	7:00 am to 4:00 pm 9:00am to 6:00 pm 2:00 pm to 11:00 pm 10:00 pm to 7:00 am

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		defects immediately to the superior. <ul style="list-style-type: none"> • Handle all lost and found properties by following the correct procedure. • Carry out any projects and assignments as directed by the Superior. 	
Meal Service Associate	<ul style="list-style-type: none"> • Minimum N' Level with relevant frontline customer service experience. • Able to read, write and speak English 	<ul style="list-style-type: none"> • Updating patient's meal requirements in meal ordering system. • Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service. • Preparation and serving of beverages. • Serving of adhoc beverages, snacks and supper. • General maintenance and stocking of ward pantry (includes wipe down of ward trolleys). • Gather patient feedback and attend to and resolve patients' feedback on meal related issue. • May be required to conduct beverage preparation in Central Kitchen. • Any other Meal Service Associate related work scope as required. 	645am to 315pm 1230pm to 9pm
Housekeepers	<ul style="list-style-type: none"> • No experience required. 	<ul style="list-style-type: none"> • Attend regular roll call meetings to know daily operational deployment. • Attend in-service training to learn new skills and service knowledge to perform housekeeping services. • Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical 	44 hours

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>surgical areas, medical center, administration offices, laboratory areas, waiting compound areas and public restrooms).</p> <ul style="list-style-type: none"> • Use various cleaning chemicals and disinfectants on deployed areas. • Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. • Ensure the environmental service standards are met. Escalate any matter/ feedback to the upline superior when necessary. • Undertake any other ad hoc duties as and when assigned by the superior. 	
<p>Healthcare Porters</p>	<ul style="list-style-type: none"> • Able to know how to use mobile applications to attain job assignments by the controller. • Able to communicate in English 	<ul style="list-style-type: none"> • Attend regular roll call meetings to know daily operational deployment. • Attend in-service training to learn new skills and service knowledge to perform portering services. • Carry out portering duties which include but are not limited to the following: <ul style="list-style-type: none"> a)With the help of ward staff, assist in transporting and transferring patients on trolley to the wards and to other hospitals, where required. b)With the help of ward staff, assist in receiving and transferring patients from and to the ambulance, where required. c)With the help of ward staff, assist fall risk patients on and off wheelchairs. 	<p>44 hours</p>

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		d)Send patients to ancillary departments for treatment / examination. e)Accompany patients to allied health departments for treatment/examination, where required. f)Send and collect equipment/specimens/blood/ x-rays films/case records from allied health/ancillary departments. g)Any other relevant duties as and when assigned by the Superior.	

e2i Services

e2i Services

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- SkillsFuture Advice


Meet an e2i Career Coach

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



Discover our Services at a Centre Near You

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

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

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

Singapore 018989

📍 **e2i Career Centre (OTH)**

ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

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