

e2i Skills & Career Fair @ Ulu Pandan

18 July 2025

JOB LISTING BOOKLET






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

About e2i (Employment and Employability Institute)

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




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#1 FairPrice Group

FairPrice Group was established in 2019 through the formation of four entities comprising NTUC FairPrice, NTUC Foodfare, Kopitiam, and NTUC Link, with the purpose of making life better for all and to fulfil a vision of being a leader in everything food. FairPrice Group looks to optimise the resources of all four social enterprises and leverage their respective strengths to put customers first, provide better value for all and to make everything about food easy.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Automation Technician 	<ul style="list-style-type: none"> • Minimum Diploma in Electrical/Mechanical or Nitec with 3-5 years working experience in warehouse automation • Can communication in English orally, written is a plus • Strong knowledge of automation systems, including PLC (Programmable Logic Controller), HMI (Human-Machine Interfaces), SCADA (Supervisory Control and Data Acquisition), and robotic systems is a plus • Proficient in reading and interpreting electrical and mechanical schematics, diagrams, and technical documentation 	<ul style="list-style-type: none"> • The role which is part of the Supply Chain department will be responsible for maintaining and improving existing automation capabilities to ensure FFDC's continued operation. • The Automation Maintenance Technician is responsible for performing regular maintenance, troubleshooting, and repair of all automation systems and equipment. • The role requires a solid understanding of automated systems, mechanical and electrical repair, and the ability to solve technical issues to ensure efficient operation. • Carry out routine maintenance and inspections of automation systems and equipment to ensure optimal operation. • Identify, diagnose, and repair equipment and system malfunctions. • Assist in the installation and testing of new automation equipment. • Maintain records of regular maintenance and repair work. • Collaborate with engineering and production teams to identify issues and implement solutions. • Adhere to safety and quality regulations at all times. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week including weekends and PHs • Rotating Shifts: 7:30am - 5.03pm ; 10.30am - 8.03pm ; 1:30 pm - 11.03 pm • Employment Type: Full Time • Job Type: Permanent • Location: NA

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Train other team members on automation system operation as required. • Assist in developing maintenance procedures and ensure implementation. • Keep up-to-date with advancements in automation systems and new technologies. 	
Bartender	<ul style="list-style-type: none"> • Diploma in any discipline with at least 2 years of relevant work experience in service/ retail industry • Great passion for the service/ retail industry • Service-oriented and hands-on person • Able to carry heavy load of 10KG and climb ladders for stock replenishment • Able to work on rotating shifts & 6 days/week (including weekends and public holidays) 	<ul style="list-style-type: none"> • To provide an excellent guest drink experience to customers based on their preference and able to create classic and innovative drinks that exceeds customers' needs and expectations. • He/She is expected to: Responsible for preparing alcoholic or non-alcoholic beverages for bar patrons • Interact with customers, take orders and serve snacks and drinks • Assess bar customers' needs and preference and make recommendations • Knowledge in mixing, garnishing and serving drinks • Prepare cocktails, accept payments from customers, clean glasses, bar utensils and balance cash receipts to record sales • Plan and present bar menu • Check customers' identification and confirm that it meets with legal drinking age • Restock and replenish bar inventory and supplies • Ability to keep bar organized, stocked and clean • Stay guest focused and nurture an excellent guest experience • Ensure standards for quality, customer service, health and safety are met as well as 	<ul style="list-style-type: none"> • Working Hours: 6 days/week (including weekends and public holidays); 8 hours 20 minutes per shift • Employment Type: Full Time • Job Type: Permanent • Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		compliance with various government legislation (NEA, AVA, SCDF etc.)	
FairPrice - Retail Assistant (Picking)	<ul style="list-style-type: none"> • Basic written and verbal communication skills in English • Basic IT proficiency in using smartphones • Able to carry loads of about 15kg 	<ul style="list-style-type: none"> • Picking groceries products in supermarket stores • Packing groceries products into bags/boxes • Preparing orders for delivery • Replenishing of products on shelves • Ensure orders picked are in good condition in terms of packaging, expiry dates, freshness etc. • Ensure sufficient level of care and attention is given throughout the fulfilment process • Any other ad hoc duties assigned 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week including weekends and public holidays; 8 hours 20 minutes per shift • Employment Type: Full Time • Job Type: Permanent • Location: NA
FairPrice - Retail Assistant (Picking) Part time	<ul style="list-style-type: none"> • Basic written and verbal communication skills in English • Basic IT proficiency in using smartphones • Able to carry loads of about 15kg 	<ul style="list-style-type: none"> • Picking groceries products in supermarket stores • Packing groceries products into bags/boxes • Preparing orders for delivery • Replenishing of products on shelves • Ensure orders picked are in good condition in terms of packaging, expiry dates, freshness etc. • Ensure sufficient level of care and attention is given throughout the fulfilment process • Any other ad hoc duties assigned 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week including weekends and public holidays; Minimum 6 hours per shift • Employment Type: Part Time • Job Type: Permanent • Location: NA
FairPrice - Retail Assistant / Cashier	<ul style="list-style-type: none"> • Able to read and understand product labels • Able to carry heavy load of 10KG and climb ladders for stock replenishment 	<ul style="list-style-type: none"> • Retail Assistant is responsible for stacking, displaying & replenishment of products on the shelves, as well as monitoring expiry dates & shelf lives of products. • Required to assist in loading & unloading of goods, maintain 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week including weekends and public holidays;

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player 	<ul style="list-style-type: none"> • neat & systematic storing of products & perform daily housekeeping. • Expected to provide prompt, helpful & courteous service to customers at all times. • Cashier is responsible for operating the POS cash register, handle various types of payments & perform packing for customer purchases. • required to provide prompt, helpful & courteous service to customers at all times. • Expected to perform stacking, display & replenishment of products on the shelves when required. 	<ul style="list-style-type: none"> • 8 hour 20 minutes per shift • Rotating shifts: 7am - 3.20pm & 3pm - 11.20pm • Employment Type: Full Time • Job Type: Permanent • Location: NA
FairPrice - Retail Assistant / Cashier (Part Time)	<ul style="list-style-type: none"> • Able to read and understand product labels • Able to carry heavy load of 10KG and climb ladders for stock replenishment • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player 	<ul style="list-style-type: none"> • Retail Assistant is responsible for stacking, displaying & replenishment of products on the shelves, as well as monitoring expiry dates & shelf lives of products. • Required to assist in loading & unloading of goods, maintain neat & systematic storing of products & perform daily housekeeping. • Expected to provide prompt, helpful & courteous service to customers at all times. • Cashier is responsible for operating the POS cash register, handle various types of payments & perform packing for customer purchases. • Required to provide prompt, helpful & courteous service to customers at all times. • Expected to perform stacking, display & replenishment of products on the shelves when required. 	<ul style="list-style-type: none"> • Working Hours: 4 days/ week including weekends and public holidays; 8 hour 20 minutes per shift • Rotating shifts: 7am - 3.20pm & 3pm - 11.20pm • Employment Type: Part Time • Job Type: Permanent • Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Foodfare - Cook	<ul style="list-style-type: none"> • Able to carry 10kg-15kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player 	<ul style="list-style-type: none"> • Assist Sous Chef/ Junior Sous Chef with the kitchen work. • Preparation and cooking food according to assigned menus. • Sorting, storing and distributing ingredients. • Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times. • Any other job duties as assigned by the superior. • Area cleaning. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week including weekends and public holidays ; 10 hour per shift • Rotating shifts: 7am - 3pm; 2pm - 10pm; 3pm-11pm (depend on the foodcourt/ coffee shop/ hawker) • Employment Type: Full Time • Job Type: Permanent • Location: NA
Foodfare - Cook (Part-Time)	<ul style="list-style-type: none"> • Able to carry 7kg-10kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player 	<ul style="list-style-type: none"> • Assist Sous Chef/ Junior Sous Chef with the kitchen work. • Preparation and cooking food according to assigned menus. • Sorting, storing and distributing ingredients. • Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times. • Any other job duties as assigned by the superior. • Area cleaning. 	<ul style="list-style-type: none"> • Working Hours: 4 days/ week including weekends and public holidays; 10 hour per shift • Rotating shifts: 7am -3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/ coffee shop/ hawker- 5/6hrs/day)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Employment Type: Part Time • Job Type: Permanent • Location: NA
Foodfare - Kitchen Assistant	<ul style="list-style-type: none"> • Able to carry 10kg-15kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player 	<ul style="list-style-type: none"> • Preparation of raw materials for cooking. • Portioning of cooked food. • Packing of food. • Assist with drinks preparation if necessary. • General house keeping duties to maintain work place cleanliness. • Any other duties assigned by supervisor. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week including weekends and public holidays; 8 hour per shift • Rotating shifts: 7am -3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/ coffee shop/ hawker) • Employment Type: Full Time • Job Type: Permanent • Location: NA
Heavenly Wang - Service Crew		Basic Food Preparation and Service <ul style="list-style-type: none"> • Greet customers with a smile and provide excellent customer service • Prepare food according to specifications and required standards • Know the menu and promotions very well, upselling products actively • Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week 8 hours per shift • Employment Type: Full Time • Job Type: Permanent • Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform duties with speed and accuracy <p>Food Safety, Hygiene and Safe Work Environment</p> <ul style="list-style-type: none"> Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p>Expected Work Behavior</p> <ul style="list-style-type: none"> Collaborative and teamwork-oriented 	
Kopitiam – Outlet Executive		<ul style="list-style-type: none"> Direct and manage retail stalls according to company SOPs and regulatory requirements Mentor and supervise service staff on food handling, service conduct, and compliance to standards Required to prepare meals such as toast making and hot foods based on the company's SOPs. Preparation of hot and cold beverages from scratch and premix. Advice on operational needs and service consistency Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability Monitor sales and provide monthly sales reports with recommendations for business reviews with management 	<ul style="list-style-type: none"> Working Hours: 6 days/ week, 8 hours per shift Employment Type: Full Time Job Type: Permanent Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Handle cashiering duties, customers' complaints and operational issues Other work scope as required by business needs 	
Kopitiam - Service Crew (Culinary)- Chou Chou You Yu	<ul style="list-style-type: none"> Able to carry 7kg-10kg Able to work rotating shifts & 6 days/week (including weekends & PH) Service-oriented and a team player 	<ul style="list-style-type: none"> Prepare basic, washing, peeling, chopping and cutting raw items Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan Ensure the food quality standard meets expectations consistently. Prepare sufficiently before peak periods such as right stock levels. Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices Rearrange walk chiller and freezer raw materials based on FIFO Conduct pre-cooking checks on raw materials and label the dates accordingly Collect and test food samples Ensure the kitchen surrounding areas are cleaned properly Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. Good personal hygiene and grooming. Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. 	<ul style="list-style-type: none"> Working Hours: 6 days/ week including weekends and public holidays, 8 hours per shift Rotating shifts: 7am -3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/ coffee shop/ hawker) Employment Type: Full Time Job Type: Permanent Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Track, record and replenish inventory as needed Suggest improvement activities across workstations Other work scope as required by business needs 	
Kopitiam - Service Crew (Culinary)- Flint (Western)	<ul style="list-style-type: none"> Able to carry 7kg-10kg Able to work rotating shifts & 6 days/week (including weekends & PH) Service-oriented and a team player 	<ul style="list-style-type: none"> Prepare basic, washing, peeling, chopping and cutting raw items Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan Ensure the food quality standard meets expectations consistently. Prepare sufficiently before peak periods such as right stock levels. Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices Rearrange walk chiller and freezer raw materials based on FIFO Conduct pre-cooking checks on raw materials and label the dates accordingly Collect and test food samples Ensure the kitchen surrounding areas are cleaned properly Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. Good personal hygiene and grooming. Maintain a sanitary and clean work station and adhere strictly 	<ul style="list-style-type: none"> Working Hours: 6 days/ week including weekends and public holidays ; 8 hours per shift Rotating shifts: 7am - 3pm; 2pm - 10pm; 3pm- 11pm (depend on the foodcourt/ coffee shop/ hawker) Employment Type: Full Time Job Type: Permanent Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		to food safety & hygiene practices. <ul style="list-style-type: none"> Track, record and replenish inventory as needed Suggest improvement activities across workstations Other work scope as required by business needs 	
Kopitiam - Service Crew (Culinary)- Kokoro Kiosuku (Mapletree Business City)	<ul style="list-style-type: none"> Minimum 1 year experience 	Food Preparation <ul style="list-style-type: none"> Prepare food ingredients & meals as directed Perform frying, braising and blanching of food ingredients Observe strictly & to enforce food safety & hygiene practices Set-up relevant stations for service hours Communicate with expeditor/cashier on finished product Able to work independently during preparation hours Quality Assurance <ul style="list-style-type: none"> Adhere to prescribe menu & serving guidelines such as food portioning & presentation Ensure the food quality standard for dine-in, delivery and take-away (or pick-up) are consistent and of the highest serving quality Adhere strictly to food safety & hygiene practices and support kitchen equipment cleaning and maintenance Service <ul style="list-style-type: none"> Take food orders from customers accurately and with a positive attitude Key in customer's orders Good knowledge of the menu, with the ability to make suggestions 	<ul style="list-style-type: none"> Working Hours: 5 days/ week; 10 hours per shift Employment Type: Full Time Job Type: Permanent Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure customer receives their meals and take action to correct any issues Collect payments or proceeds from customers <p>Others</p> <ul style="list-style-type: none"> Operate mobile devices like 3rd party delivery platform gadget (e.g. FoodPanda, GrabFood, Deliveroo) Assist in monthly stock take 	
Kopitiam - Service Crew (Culinary)-Pin Wei	<ul style="list-style-type: none"> Able to carry 7kg-10kg Able to work rotating shifts & 6 days/week (including weekends & PH) Service-oriented and a team player 	<ul style="list-style-type: none"> Prepare basic, washing, peeling, chopping and cutting raw items Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan Ensure the food quality standard meets expectations consistently. Prepare sufficiently before peak periods such as right stock levels. Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices Rearrange walk chiller and freezer raw materials based on FIFO Conduct pre-cooking checks on raw materials and label the dates accordingly Collect and test food samples Ensure the kitchen surrounding areas are cleaned properly Deliver high standards of Customer Service during order 	<ul style="list-style-type: none"> Working Hours: 6 days/ week including weekends and public holidays ; 8 hours per shift Rotating shifts: 7am -3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/ coffee shop/ hawker) Employment Type: Full Time Job Type: Permanent Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		taking, cashiering, food presenting etc. <ul style="list-style-type: none"> • Good personal hygiene and grooming. • Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. • Track, record and replenish inventory as needed • Suggest improvement activities across workstations • Other work scope as required by business needs 	
Kopitiam - Service Crew (Culinary)- Western Confirm + Chop	<ul style="list-style-type: none"> • Able to carry 7kg-10kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player 	<ul style="list-style-type: none"> • Prepare basic, washing, peeling, chopping and cutting raw items • Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan • Ensure the food quality standard meets expectations consistently. • Prepare sufficiently before peak periods such as right stock levels. • Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company • Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices • Rearrange walk chiller and freezer raw materials based on FIFO • Conduct pre-cooking checks on raw materials and label the dates accordingly • Collect and test food samples • Ensure the kitchen surrounding areas are cleaned properly 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week including weekends and public holidays ; 8 hours per shift • Rotating shifts: 7am -3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/ coffee shop/ hawker) • Employment Type: Full Time • Job Type: Permanent • Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. • Good personal hygiene and grooming. • Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. • Track, record and replenish inventory as needed • Suggest improvement activities across workstations • Other work scope as required by business needs 	
Kopitiam - Service Crew (Culinary)- Xiang Chi Mian	<ul style="list-style-type: none"> • Able to carry 7kg-10kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player 	<ul style="list-style-type: none"> • Prepare basic, washing, peeling, chopping and cutting raw items • Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan • Ensure the food quality standard meets expectations consistently. • Prepare sufficiently before peak periods such as right stock levels. • Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company • Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices • Rearrange walk chiller and freezer raw materials based on FIFO • Conduct pre-cooking checks on raw materials and label the dates accordingly • Collect and test food samples 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week including weekends and public holidays, 8 hours per shift • Rotating shifts: 7am -3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/ coffee shop/ hawker) • Employment Type: Full Time • Job Type: Permanent • Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure the kitchen surrounding areas are cleaned properly Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. Good personal hygiene and grooming. Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. Track, record and replenish inventory as needed Suggest improvement activities across workstations Other work scope as required by business needs 	
Kopitiam - Service Crew	<ul style="list-style-type: none"> Able to carry 7kg-10kg Able to work rotating shifts & 6 days/week (including weekends & PH) Service-oriented and a team player 	<ul style="list-style-type: none"> Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) Ensure the food quality standard meets expectations consistently Prepare sufficiently before peak periods such as right stock levels for food and beverages Deliver high standards of Customer Service during order taking, cashiering, food presenting etc Serve customers with a smile Good personal hygiene and grooming Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices 	<ul style="list-style-type: none"> Working Hours: 6 days/ week including weekends and public holidays, 8 hours per shift Rotating shifts; 7am -3pm; 2pm -10pm; 3pm-11pm (depend on the foodcourt/ coffee shop/ hawker) Employment Type: Full Time Job Type: Permanent Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kopitiam - Service Crew (Part Time)	<ul style="list-style-type: none"> • Able to carry 7kg-10kg • Able to work rotating shifts & 6 days/week (including weekends & PH) • Service-oriented and a team player 	<ul style="list-style-type: none"> • Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) • Ensure the food quality standard meets expectations consistently • Prepare sufficiently before peak periods such as right stock levels for food and beverages • Deliver high standards of Customer Service during order taking, cashiering, food presenting etc • Serve customers with a smile • Good personal hygiene and grooming • Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week including weekends and public holidays , 5-6 hours per shift • Employment Type: Part Time • Job Type: Permanent • Location: NA
Production Operator	<ul style="list-style-type: none"> • Service-oriented, team player with ability to read and communicate in simple English • Attentive to details • Able to work in cold environment • Able to lift a single carton weight of about 12kg without assistance • Willing to work on weekends and public holidays • Able to work on 6 days, rotating shifts 	<ul style="list-style-type: none"> • Understand various size of poultry and fish/seafood for packaging. • Check product quality and specification for packaging • Decorate and display variety of poultry and fish/seafood for packaging. • Understand various size of packaging tray. • To pack variety of poultry and fish/seafood product. • To ensure complying packaging standard. • Understand various type of poultry and fish/seafood name. • Understand various type of poultry and fish/seafood code (PLU) • Understand to operate auto pricing machine. • Prepare delivery basket for distribution. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8 hours 20 minutes per shift • Rotating Shift: 8am-4.20pm and 12pm-8.20pm (subjected to changes based on operational needs) • Employment Type: Full Time • Job Type: Permanent • Location: 7 Sunview Rd,


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare and arrange stock for distribution. • Perform various cleaning action in production area Washing, Mopping, Sweeping, Cleaning 	Singapore 627618
Retail Supervisor	<ul style="list-style-type: none"> • Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years of relevant experience • Independent and team player with good leadership skills • Service-oriented and hands-on person • Able to work on 6 days, rotating shifts 	<ul style="list-style-type: none"> • Responsible for sales and profits for your dry department • The job tasks include inventory management, maintaining housekeeping and merchandising standards as well as product planning and allocation according to sales and customer demands • Supervise and train a team of Retail Assistants in ensuring the smooth running of daily operations 	<ul style="list-style-type: none"> • Working Hours: 6 days/week, 8 hours 20 minutes per shift • Rotating shift; 8am-4.20pm and 12pm-8.20pm (subjected to changes based on operational needs) • Employment Type: Full Time • Job Type: Permanent • Location: NA
Skilled Cutter	<ul style="list-style-type: none"> • Ability to read and understand product labels • Service-oriented and a team player • Able to carry heavy load of 10KG and climb ladders for stock replenishment • Able to work under cold temperature • Have to handle raw meat including pork • Comfortable interacting with customers 	<ul style="list-style-type: none"> • Responsible for cutting pork, meat, fish, seafood and handling merchandise of meat and seafood items. • Required to monitor and maintain freshness and quality of items, as well as perform housekeeping and ensure cleanliness of your work area in accordance to safety procedures and standards of hygiene. • Ad-hoc duties will be given as well. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 8 hours 20 minutes per shift • Employment Type: Full Time • Job Type: Permanent • Location: NA

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Storekeeper	<ul style="list-style-type: none"> Minimum Secondary/ GCE 'N' / 'O' level with basic computer knowledge Service-oriented, team player with working experience in warehousing functions will be an advantage Ability to speak and write English 6 days work week (Including weekends and Public Holidays) 	<ul style="list-style-type: none"> Responsible to ensure proper receiving and issuance of goods Perform record-keeping, stock movement control and assist in the return of damaged goods - Ensure cleanliness and perform housekeeping of the store area Ensure safe practices and orderliness of the store area Train and supervise storehands if required Other duties as assigned 	<ul style="list-style-type: none"> Working Hours: 6 days/ week (Including weekends and Public Holidays), Fixed shift (7-3.20 pm/ 8-4.20 pm) Employment Type: Full Time Job Type: Permanent Location: NA

#2 Far East Hospitality


Far East Hospitality is an international hospitality owner and operator with a diverse portfolio of ten unique and complementary brands of hotels, serviced residences and apartment hotels, including Oasia, Quincy, Rendezvous, Village, Far East Collection, A by Adina, Adina Hotels, Vibe Hotels, Travelodge Hotels and Collection by TFE Hotels.

Far East Hospitality owns more than ten hospitality assets and operates a combined portfolio of over 16,500 rooms under its management across close to 100 hotels and serviced residences in ten countries - Australia, Austria, Denmark, Germany, Hungary, Japan, Malaysia, New Zealand, Singapore and Switzerland, with more in its development pipeline.


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant / Sales Manager 	<ul style="list-style-type: none"> Diploma in Sales and Marketing At least 1 year of relevant experience Excellent communication, interpersonal, networking and organisational skills Strong negotiation and presentation skills 	<ul style="list-style-type: none"> Exemplify professionalism through proper grooming, conduct, and effective presentation of hotel product and services. Engage in day-to-day sales activities, including telemarketing, sales calls, hotel visits, virtual presentations, and entertainment. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, 40 hr/ week Employment Type: Full Time Job Type: Permanent Location: Central, 6, Eu

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Able to work well under pressure in a fast paced environment 	<ul style="list-style-type: none"> Demonstrate proficiency in the sales process, building rapport, asking open questions, following up, managing expectations, addressing conflicts, overcoming objections, closing deals and obtaining post-feedback. Identify and pursue new sales leads and prospects to grow account/ client base. Nurture and strengthen relationships with existing clients to foster loyalty. Promptly handle leads, inquiries and provide suitable solutions to clients. Utilize various company systems and sales tools diligently including property management systems, customer relationship management systems, and booker loyalty. Collaborate with the Operations team to ensure exceptional guest experiences. Collaborate with Revenue Management team to optimize hotel / serviced residence rates. Attend client events and provide assistance as needed. Ensure timely responses and communication with clients. Gather and provide publicly available market 	Tong Sen Street, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>information to stay informed.</p> <ul style="list-style-type: none"> • Regularly update superiors and the team on activities and market information. • Achieve monthly sales targets to meet overall cluster budget. • Promote and enroll clients in the booker loyalty program. • Regularly review the account portfolio, analyzing the performance of each account, and presenting action plans to management. • Adhere to statutory regulations and internal guidelines/ SOPs. • Follow up with clients whose payments are outstanding and long overdue. • Participate in adhoc or promotional client and hotel/ serviced residence activities. • Assume any other assigned duties by superiors diligently and professionally. 	
Assistant Housekeeper	<ul style="list-style-type: none"> • O-Level or equivalent • At least 2 years of supervisory experience in Hotel Housekeeping • Proactive, meticulous and able to perform strenuous activities and handle heavy load 	<ul style="list-style-type: none"> • Ensure guest rooms and public areas are maintained in accordance with policies, standards and guidelines • Inspect assigned areas regularly to ensure furnishing, facilities and equipment are cleaned and maintained • Take charge of assigned areas and ensure housekeeping services are in line with the established standards 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Central, 6, Eu Tong Sen


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct random checks on service areas • Ensure trolleys are replenished and properly parked at designated areas • Perform Room Attendant assignments (i.e.. completion of rooms cleaning and allocation of extra duties) • Ensure work orders and requests are carried out promptly and efficiently • Investigate and follow up on feedback regarding housekeeping services 	Street, Singapore 059817
Assistant Housekeeping Supervisor	<ul style="list-style-type: none"> • O-Level or equivalent • At least 2 years of supervisory experience in Hotel Housekeeping • Proactive, meticulous and able to perform strenuous activities and handle heavy load 	<ul style="list-style-type: none"> • Ensure guest rooms and public areas are maintained in accordance with policies, standards and guidelines • Inspect assigned areas regularly to ensure furnishing, facilities and equipment are cleaned and maintained • Take charge of assigned areas and ensure housekeeping services are in line with the established standards • Conduct random checks on service areas • Ensure trolleys are replenished and properly parked at designated areas • Perform Room Attendant assignments (i.e.. completion of rooms cleaning and allocation of extra duties) • Ensure work orders and requests are carried out promptly and efficiently • Investigate and follow up on feedback regarding housekeeping services 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Central, 6, Eu Tong Sen Street, Singapore 059817
Duty Manager / Senior Duty Manager 	<ul style="list-style-type: none"> • Minimum a Diploma holder with at least 5 years' experience in a similar capacity. 	<ul style="list-style-type: none"> • Responsible for ensuring the proper, efficient, and profitable functioning of the Hotel. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44hr/ week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Demonstrate strong business acumen, effective leadership skills, and a proven track record of driving results with teams. 	<ul style="list-style-type: none"> Supervise sections in the Front Office, including reception, cashier, telephone, reservation, and baggage services. Monitor staff members' conduct and job performance and to project a positive corporate image to guests. Provide prompt, courteous, and efficient service to guests and handle guest complaints with tact and diplomacy. Assist in guest check-ins and check-outs. Assist in inspecting rooms assigned to VIPs before their arrival, escort VIPs to their rooms and ensure complimentary amenities are provided. Inform relevant departments about VIPs' arrival. Check the Logbook for messages and follow up actions at the beginning of each shift. Issue keys to authorized personnel only and initiate correspondence regarding enquiries, reservations, and complaints. Monitor housekeeping discrepancy reports and take corrective actions when necessary. Handle security-related matters, such as directing guests reporting incidents or theft and addressing guest conduct issues with the Security Department. Maintain the cash float amount according to expected occupancy. Authorize rate and room changes, paid outs, cash 	<ul style="list-style-type: none"> Employment Type: Full Time Job Type: Permanent Location: Central, 6, Eu Tong Sen Street, Singapore 059817



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>advances, and acceptance of cheques following procedures and credit policies.</p> <ul style="list-style-type: none"> • Take charge of training all reception staff members, include planning, organizing and conducting on-the-job training. • Conduct spot checks on outlets in the absence of the Outlet Manager. • Monitor room inventory closely to maximize room utilization and generate higher revenue. Collaborate with Sales to optimize revenue and occupancy from group allotments. • Take on the responsibility of evacuating staff members and guests during a fire in the absence of the Safety & Fire Manager. Attend CERT training as required by law and regulations. 	
Duty Technician 	<ul style="list-style-type: none"> • NITEC in Mechanical or Electrical Engineering or equivalent • Versatile and able to do carpentry works • Able to do shift work 	<ul style="list-style-type: none"> • Carry out preventive and corrective maintenance for the assigned properties • Ensure smooth running of all building Mechanical and Electrical services • Ensure all equipment are maintained and operated according to instruction • Carry out preventive maintenance of the equipment in accordance with Preventive Maintenance Schedule • Inspect the premises daily, perform building round checklist recording and replace defective parts • Attend to all work orders issued by the tenants and management 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Central, 6, Eu Tong Sen Street, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Attend to emergency breakdown according to duty roster Ensure compliance to building and fire safety rules and regulations Manage and coordinate term contract servicing Record and monitor utilities consumption of the property Update the stock quantity of the maintenance materials regularly To be a member of the Company Emergency Response Team (CERT) 	
Guest Service Officer (Islandwide)	<ul style="list-style-type: none"> O-Level or equivalent. Willing to perform rotating shifts. At least 1 year of relevant experience Positive attitude with outgoing personality and good communication skills. Experience in hospitality and knowledge of HMS will be advantageous. 	<ul style="list-style-type: none"> Work closely with the Residence Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. Handle cashiering functions and adhere to the residence's Standard Policies & Procedures. Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude. Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary. Write glitch reports when required. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: Central, 6, Eu Tong Sen Street, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensure guest room security, emergency, and fire procedures are followed. Encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use. Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication. Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard. 	
Housekeeping Assistant	<ul style="list-style-type: none"> Minimum 1 year of relevant experience Able to perform rotating shifts and 6 days work week Able to work under pressure and detail oriented Able to converse in Basic English for effective communication between guests and colleagues 	<ul style="list-style-type: none"> Answer and log down all information from incoming calls, ensure the messages are passed through accordingly and requests are followed up. Update and maintain the daily attendance records, all Housekeeping files and records. Handle all issues concerning Lost & Found; receiving, recording, storage, claiming and clearing. Operate the Property Management System (PMS). Keep track of all special requests, VIP arrivals and in-house rooms and communicate with Room Attendants, Housekeeping Supervisors and Assistant Housekeepers. Control and operate the Communication system for all Housekeeping staff. 	<ul style="list-style-type: none"> Working Hours: 6 days/ week, 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: Central, 6, Eu Tong Sen Street, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Input and follow up on all work orders with the Engineering Department or Maintenance Supervisor. Keep and maintain cleanliness and tidiness of the Housekeeping Office. Raise purchase requests for Housekeeping operations. Clear all outdated reports in the office on a monthly basis based on the hotel standards for record-keeping. Ensure adequate stock of all used forms in housekeeping. 	
Porter	<ul style="list-style-type: none"> O-Level or equivalent. Willing to perform rotating shifts. Positive attitude with outgoing personality and good communication skills. Experience in hospitality and knowledge of HMS will be advantageous. 	<ul style="list-style-type: none"> Work closely with the Residence Manager & Deputy Residence Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries. Collaborate closely with Front Office Cashier on guests' arrival and departure. Establish contacts with house guests/long-staying guests and offer assistance when needed. Conduct courtesy calls to guests. Stay well-versed and updated on all tourist-related information. Maintain and manage stock of promotional materials for daily operations. Undertake any other duties assigned by superiors diligently and professionally. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: Central, 6, Eu Tong Sen Street, Singapore 059817
Reservation Sales Executive 	<ul style="list-style-type: none"> Minimum Diploma in any field. Knowledge in Property Management System will be an advantage. 	<ul style="list-style-type: none"> Handle reservations received via all channels timely and accurately according to SOPs. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, 44 hr/week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in MS Office, email system, reservations system will be an advantage. • Display high level of customer service. • Possess strong communication and administration skills. • Able to adapt in a fast-paced environment. • Able to work independently as well as a team. • Able to work shifts, including weekends and public holidays (off-in-lieu if work on Public Holidays). 	<ul style="list-style-type: none"> • Liaise with bookers and hotels/sales to ensure smooth pre-arrival experience. • Maintain up-to-date information of all promotions and hotels information. • Maximize opportunities through upselling techniques. • Ensure proper filing and recording of all correspondences. • Compliance with department's related policies and procedures. • Supports management as and when required. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Woodlands Square, Singapore 737715
Room Attendant	<ul style="list-style-type: none"> • Able to perform rotating shifts and 6 days work week • Minimum 1 year of relevant experience • Able to work under pressure and detail oriented • Able to converse in Basic English for effective communication between guests and colleagues 	<ul style="list-style-type: none"> • Clean and maintain guest room, carpet, flooring, wallpapers, furniture and bathrooms daily. Clean and make up rooms and bathrooms according to Hotel's standards and procedures • Conduct duties in courteous, safe and efficient manner, in accordance with hotel and government's policies and procedures, ensuring that the highest level of service and communication is maintained • Equip trolley with adequate supplies and keeps trolley/pantry neat and tidy at all times • Cover laundry duty. Collect and deliver guest laundry, counting soil linen and distribute clean linen • Report suspicious persons or actions, DND rooms according to procedures. Report room 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Central, 6, Eu Tong Sen Street, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>discrepancy accurately and follow standard procedure</p> <ul style="list-style-type: none"> • Cleaning of public areas within hotel premises. Carry out special project and tasks such as shampooing of carpets and taking stock 	
Senior/Guest Service Assistant (Islandwide) 	<ul style="list-style-type: none"> • Minimum completion of PSLE or its equivalent. • Minimum 1 year of relevant experience • Willing to work rotating shifts. • Positive attitude with an outgoing personality and good communication skills. • Preferred experience in the hospitality industry, along with familiarity of the Opera system. 	<ul style="list-style-type: none"> • Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries. • Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure. • Establish contacts with house guests/ long-staying guests and offer assistance when needed. • Conduct courtesy calls to guests. • Stay well-versed and updated on all tourist-related information. • Maintain and manage stock of promotional materials for daily operations. • Undertake any other duties assigned by superiors diligently and professionally. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Central, 6, Eu Tong Sen Street, Singapore 059817
Senior/Guest Service Executive (Islandwide) 	<ul style="list-style-type: none"> • Minimum Diploma in Hospitality • Minimum 1 year of relevant experience • Able to perform rotating shifts. • Positive attitude and outgoing personality and good public relations skills. • Previous experience in hospitality and Opera 	<ul style="list-style-type: none"> • Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. • Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Central, 6, Eu Tong Sen Street,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	knowledge will be advantageous.	<ul style="list-style-type: none"> • Handle cashiering functions and adhere to the residence's Standard Policies & Procedure. • Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude. • Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible. • Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary. • Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (EI-Safe) while adhering to related policies & procedures. • Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel. • Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming. 	Singapore 059817
Tea Master	<ul style="list-style-type: none"> • Able to perform rotating shifts, including 	<ul style="list-style-type: none"> • Perform the tea ceremony at the Lobby. This includes the offering of towels, brewing, 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	weekends and public holiday <ul style="list-style-type: none"> • Able to stand for long hours • Customer service oriented 	and serving hot or cold Chinese tea to the guests. (Training will be provided) <ul style="list-style-type: none"> • Collect and clean used trays and cups, empty trash, and wash the equipment and utensils. • Maintain a clean and well-stocked workspace at all times. • Must be able to explain the significance of the tea ceremony and the tea leaves characteristics and wellness benefits. • Ensure that all company tea service standards and sequences of service are being followed and adhered to. • Promote the sale of tea and other merchandise at the Lobby. • Act as a Lobby Ambassador to assist and to engage with the guests when required • Manage inventory and replenish items in the merchandise shelf or behind the counter. • Assist in contacting the vendor to purchase items required for the tea ceremony. • Report maintenance needs and ensures that all equipment is in proper condition and meets the safety standards. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: 10 Cross Street 048417

#3 Fei Siong Fast Food


In 2022 Fei Siong Group inked an exclusive Franchise deal to develop and run Popeyed Singapore. This agreement marks Fei Siong Group first venture into the fried chicken quick service restaurant industry.

Serving delicious and flavorful fried chicken, using only fresh chicken marinated in 12 hours in bold spices, then hand battered and breaded to perfection, we believe in Popeyes ethos, to serve delicious fried chicken to everyone

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Commis Chef (Batter fryer)	<ul style="list-style-type: none"> • With or Without Experience • Proactive in learning • Good Communication Skills • Able to work under pressure • Need to work on weekends, PH, Shift Work • Rotating Shift(AM/PM /Overnight Shift Available) 	<ul style="list-style-type: none"> • Prep chicken for batter frying according to our SOP • Master the art of batter frying our chicken, ensuring perfect golden brown color and crispy texture. • Carefully received and pack fried chicken pieces into chiller, maintaining First-In-First-Out(FIFO) practices. • Follow all Standard Operating Procedure(SOP) • To ensure safety and consistency. • Maintains the highest quality standard for our delicious fried chicken • Uphold strict food hygiene regulations in the kitchen 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Island wide
Commis Crew	<ul style="list-style-type: none"> • With or without experience are welcome (training will be provided) • Proactive in learning • Good communication skills • Able to work under pressure • Need to work on weekends / Public Holidays / Shift Work • Rotating shifts (Restaurant Operating Hours) 	<ul style="list-style-type: none"> • Ensure chicken & fry station products are prepared and cooked according to SOP to ensure the highest standards • Receive and arrange food ingredients into the Chiller/Freezer/Cold room/Freezer room/Storeroom using FEFO method • Prepare food according to Standard Operating Procedures (SOP), ensuring the highest standards • Ensure best quality of food • Ensure no expired products are present in the kitchen at all times • Ensure tiptop food hygiene standards • Ensure cleanliness of the batter 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Island wide

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	AM/PM/ Overnight shift available	fry station and kitchen area <ul style="list-style-type: none"> Ensure that chicken & food are of the best quality to deliver the best guest experience Adhere to brand operations standards 	
Guest Experience Crew	<ul style="list-style-type: none"> No prior experience required (training will be provided). Good communication and interpersonal skills. Ability to work in a fast-paced environment. Willingness to work flexible shifts, including weekends and holidays. Team player with a positive attitude. 	<ul style="list-style-type: none"> Greet and assist customers in a friendly and professional manner. Take customer orders accurately and efficiently. Prepare and serve food and beverages according to company standards. Handle cash and process payments using the POS system. Maintain cleanliness in the dining, kitchen, and counter areas. Ensure compliance with food safety and hygiene regulations. Assist in restocking and inventory management. Work as a team to ensure smooth and efficient restaurant operations. Address customer concerns and escalate issues when necessary. 	<ul style="list-style-type: none"> Working Hours: 6 days/ week, 44hr/ week Employment Type: Full Time Job Type: Permanent Location: Island wide
Guest Experience Manager 	<ul style="list-style-type: none"> With or Without Experience Proactive in learning Good Communication Skills Able to work under pressure Need to work on weekends, PH, Shift Work Rotating Shift(AM/PM /Overnight Shift Available Engage with guest in a friendly, professional service-oriented 	<ul style="list-style-type: none"> Guest Engagement Self-Ordering Kiosk Management Guest engagement to gather feedback Guest Service Recovery Flyer Distribution Ensuring cleanliness of Lobby Area Explanation of Menu to Guest Service Duties Support Cashier at times Other Ad Hoc Duties when needed 	<ul style="list-style-type: none"> Working Hours: 6 days/ week, 44hr/ week Employment Type: Full Time Job Type: Permanent Location: Island wide


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	demeanor. <ul style="list-style-type: none"> • Strong Interpersonal Skills and acts as • a face of the company or brand 		
Restaurant Management Trainee (RMIT) 	<ul style="list-style-type: none"> • Minimum Diploma or equivalent • Good written, verbal and interpersonal skills • Good Leadership skill organizational and planning abilities • Motivated, result oriented and fast learner • A positive attitude, and willingness to learn • Willingness to work longer than required if needed • Ability to engage in physical activities which requires long hours of standing during work shift 	Operational Leadership and Training: <ul style="list-style-type: none"> • Co-lead operations team to ensure quality • Assurance and customer satisfaction, completing • Assigned task, rotating positions to gain comprehensive • Knowledge of restaurant operations • and supervising staff to achieve expected • Performance and productivity Financial Management and Compliance: <ul style="list-style-type: none"> • Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents. Team Development and Customer Service: <ul style="list-style-type: none"> • Lead and develop employees to achieve optimal work performance, while also creating a memorable brand experience for guests through prompt service and quality products, and obtaining and acting on customer feedback. Communication and Shift Management: <ul style="list-style-type: none"> • Act as a liaison between operations staff and management, coordinating daily operations, cash control, and shift management, including traveling to different outlets as required to support operational needs. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Island wide


#4 Jurong Port

Jurong Port (JP) is a world-class multipurpose port operator serving as Singapore's premier gateway for general and bulk cargo. Its port operating expertise includes efficient handling of general, bulk, and containerised cargo at JP Homeport, management and operations of the Tuas Offshore Marine Centre, Lighter Terminals in Penjuru and Marina South as well as overseas ports in China and Indonesia.


JP also owns and operates two of the most modern tank storage terminals in Singapore - Jurong Port Tank Terminals (JPTT) and Jurong Port Universal Terminal (JPUT). With a combined storage capacity of almost three million cubic meter, JP is the largest independent oil storage terminal operator in Singapore. JPUT, in particular, supports approximately 30% of Singapore's annual bunkering volume, reinforcing the nation's position as the top bunkering hub in the world.

JP caters to regional and domestic markets across diverse industry supply chains which include construction, shipbuilding, offshore, transport, logistics, energy, and manufacturing industries. JP's local and overseas terminals handled a total of about 70 million tons of general and bulk cargo and more than half a million TEUs in 2022.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Assistant Manager, Ops Safety 	<ul style="list-style-type: none"> Minimum Diploma in Electrical / Mechanical Engineering / Occupational Health and Safety, or a related discipline. Possesses relevant professional safety certification such as NEBOSH, IOSH, or OSHA. Strong team player with excellent communication and interpersonal skills. 	<ul style="list-style-type: none"> Develop new and review existing SWPs (Safe Work Procedures) to assess effectiveness, clarity and compliance with safety regulations and standards. Collaborate with engineers to gather insights for improvement of SWP. Develop new and review existing RAs (Risk Assessments) to evaluate its comprehensiveness, accuracy and effectiveness in identifying and mitigating potential risks. Collaborate with risk management teams to gather insights for improvement of RA. Communicate implemented RA and SWP to affected employees. Assess and evaluate worksite conditions of various PTW (Permit to Work) applications 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, <u>Mon to Thurs:</u> 08:30am to 6pm <u>Fri:</u> 08:30am to 5:30pm Employment Type: Full Time Location: 37 Jurong Port Road, Singapore 619110


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> Detail-oriented with a proactive approach in identifying, addressing and mitigating safety risks. Promoting a safety culture and influencing team behavior. Proficient in IT tools (Microsoft Word, Excel, Powerpoint) Critical thinking and decision making during emergency situations. 	<p>(i.e. hot work, confined space, work-at-height and lifting) prior to approval by the authorised party.</p> <ul style="list-style-type: none"> Identify and eliminate (or minimize) potential hazards of worksite and communicate hazards involved to the affected workers. Communicate hazards to workers and ensure their safety during high-risk tasks. Conduct routine safety inspections of workplace equipment, tools, and procedures to ensure compliance with safety standards. Identify unsafe acts and conditions, document findings and ensure corrective actions are taken. Educate employees on safe work practices and workplace hazards. Establish standardised operations safety procedures, processes and workflows in compliance with applicable safety laws, standards and regulations. Monitor changes in legislation and update procedures or processes accordingly. Communicate implemented procedures and processes to affected employees. Ensure all employees understand and adhere to these procedures and processes. 	
Finance Manager (6 - 12 Months Contract) 	<ul style="list-style-type: none"> Bachelor's degree in finance, Accounting, Business Administration, or a related field or relevant professional certification (e.g., CFA, CPA) is 	<p>Long-Range Planning</p> <ul style="list-style-type: none"> Collaborate with cross-functional teams to co-develop and implement a long-range planning template utilizing the Adaptive Workday tool, ensuring alignment with corporate objectives. <p>Support Policy Formulation</p> <ul style="list-style-type: none"> Assist in the formulation and 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, <u>Mon to Thurs:</u> 08:30am to 6pm <u>Fri:</u> 08:30am to 5:30pm


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>preferred.</p> <ul style="list-style-type: none"> • Minimum 15 years of experience in financial planning and analysis, with a focus on long-range planning and budgeting. • Proficiency in using Adaptive Workday or similar financial planning tools; experience in implementing such tools is a plus. • Strong knowledge of financial policies and procedures, with experience in policy formulation. • Excellent analytical skills with the ability to interpret complex financial data and provide strategic insights. • Strong communication and interpersonal skills, with the ability to collaborate effectively across departments. • High attention to detail and organizational skills, with the ability to manage multiple priorities 	<p>enhancement of financial policies and procedures, ensuring they are in line with industry best practices.</p> <p>Segmental Reporting</p> <ul style="list-style-type: none"> • Support the development and maintenance of a segmental reporting structure, ensuring accurate financial reporting and analysis that aligns with business strategies. <p>Collaboration</p> <ul style="list-style-type: none"> • Work closely with various departments to gather necessary data for budgeting and forecasting, fostering a collaborative environment for financial planning. 	<ul style="list-style-type: none"> • Employment Type: Contract • Location: 37 Jurong Port Road, Singapore 619110


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>in a fast-paced environment.</p> <ul style="list-style-type: none"> • Candidates with less relevant experience will be considered for other open positions within the company 		
Manager, Facilities Management 	<ul style="list-style-type: none"> • Bachelor's Degree in Engineering (Mechanical / Electrical) or Facilities Management, with certification as Senior Fire Safety Manager/Fire Safety Manager is preferred. • 5-8 years of working experience in similar capacity including managing projects valued at \$10 million or more. • Experience in Greenmark application and sustainability project management will be an added advantage. • Service-oriented, self-driven, and able to work under pressure. 	<ul style="list-style-type: none"> • Planning of maintenance regime and ad hoc maintenance for Jurong Port's civil and structural facilities. • Review of various infrastructure components their condition, impact on operations and need for maintenance. • Review of past records for maintenance and propose new approaches/technology to maintenance or repair of infrastructure. • Monitoring and auditing the contractors on the work done based on the Operational Maintenance Manual of all JP's critical civil and structural facilities. • Planning and allocate resources to execute maintenance works and monitor progress of work by appointed contractors. • Command and control of FM team and appointed contractor to carry out maintenance activities. • Analyse challenges and provide technical instruction for work for FM team and contractors. • Project execution including putting up Board papers, presentation decks, Purchase Request, justifications, confirm goods receipt in procurement system, write specs and technical requirements, evaluate vendors technical competency for projects above \$5 mil in value. • Support the planning, execution 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon to Thurs: 08:30am to 6pm Fri: 08:30am to 5:30pm • Employment Type: Full Time • Location: 37 Jurong Port Road, Singapore 619110

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>and provision for overall water grid demands for current and future needs.</p> <ul style="list-style-type: none"> • Manage budget (planning and control) for maintenance, repair and upgrade of existing JP's premises' civil and structural facilities. • Strategize procurement approach for FMC (experience with Integrated Facility Management companies), preparing tender specifications and reviewing tender documentation. • Be a champion in leading green practice and promote sustainability in operations and maintenance of facilities, including energy conservation programs and waste management. 	
Mobile Crane Operator	<ul style="list-style-type: none"> • Mobile crane license (mandatory, pre-requisite) • Minimum 2 years of experience operating mobile crane will be preferred. Candidates with no experience are welcome to apply. • Comfortable working in an IT-enabled environment (use of gadgets, iPad, etc) • Able to perform shift work (8/12 hours) • A good team player • Able to adapt in a fast paced environment 	<ul style="list-style-type: none"> • Operate Mobile crane for the handling of ship supplies & provisions from shore to boat and/or vice versa • To handle cargos efficiently and in full compliance with safety and regulatory requirements • Coordinate between boat crew members as well as external contractors for cargo handling • Report technical fault or and safety/security infringements 	<ul style="list-style-type: none"> • Working Hours: 3.5 days/ week, 12 hours per shift Day shift: 7am to 8pm Night shift: 7pm to 8am • Employment Type: Full Time • Location: Marina South Wharves, 71 Marina Coastal Drive Singapore 018946


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Operations Specialist	<ul style="list-style-type: none"> • Minimum ITE educational qualification. • Strong knowledge of port operations, cargo handling, and vessel operations would be an added advantage. • Candidates with no prior experience are welcome to apply. • Proficient in computer skills and basic software applications. • Possession of a valid Class 3 Driving License. • Possession of relevant safety certificates would be preferable. • WSQ Supervise Safe Lifting Operations • WSQ Perform Rigger & Signalman Tasks • WSQ Respond to Fire & HazMat Emergency • Occupational First Aid • Manage/Perform Work at Height • Willingness to work in 12-hour shift duties. • Ability to work independently, prioritise tasks effectively, and 	<p>Operational Responsibilities:</p> <ul style="list-style-type: none"> • Monitor port operations and enforce cargo processes to ensure vessel productivity and optimal resource allocation, achieving recommended cargo handling productivity rates. • Communicate, control, and troubleshoot all port operations flow and issues within the assigned sector. • Liaise with vessel crew regarding safety and operational matters related to the vessel. • Conduct checks and facilitate the handover/takeover of the wharf between stevedore companies and relevant departments. • Maintain accurate and up-to-date records/documents across multiple platforms pertaining to the overall cargo operations of the vessel. • Promptly communicate and update information related to vessel activities, including operational progress and any disruptions or stoppages. • Communicate with stevedore vessel checkers and foremen's gang regarding any matters related to cargo operations. <p>Safety Responsibilities:</p> <ul style="list-style-type: none"> • Oversee cargo handling operations and ensure compliance with safety requirements. • Conduct thorough checks on gang workers' passes and verify the validity of equipment certificates. • Review submitted checklists to confirm accurate completion and documentation of necessary safety procedures, equipment checks, and protocols. • Review Method Statements, Risk Assessments, and Lifting Plans to ensure alignment with 	<ul style="list-style-type: none"> • Working Hours: 4 days/ week, 12 hour per shift Day Shift: 7am - 8pm Night Shift: 7pm - 8am • Employment Type: Full Time • Job Type: Permanent Location: 37 Jurong Port Road, Singapore 619110


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	adapt to changing priorities in a dynamic environment.	<p>safety requirements.</p> <ul style="list-style-type: none"> Conduct incident investigations and prepare reports on accidents, near-miss incidents, and safety violations. Maintain accurate records of safety inspections, incidents, and corrective actions taken. <p>Other Responsibilities:</p> <ul style="list-style-type: none"> Perform other administrative duties and handle ad-hoc tasks as instructed by supervisors. Stay updated on industry best practices, emerging trends, and safety guidelines while proactively incorporating them into daily operations. 	
Port Operations Executive, West Gate Operations 	<ul style="list-style-type: none"> GCE "O" Level, NITEC in port operations or related fields 2 years' experience in logistics operations would be an added advantage Able to adapt in a fluid and challenging environment Able to perform 12-hour shift work Computer literate Strong team player, and experience in port operations Good team player, and communication skill 	<p>Gate Operations Management</p> <ul style="list-style-type: none"> Ensure container and vehicle physical attributes tally with the system declaration before submitting the transaction after mandatory checks have been performed as per Standard Operations Procedure (SOP) Monitor traffic using closed circuit tv and open additional lanes whenever necessary. Achieve average processing time of 60 seconds per vehicle at in and out lanes. Check with driver (taking delivery of container) via intercom that he has reported to ICA Jurong Scanning Station for scanning before exiting Jurong Port Ensure smooth traffic Compliance to Safe Work Procedure (SWP) and Risk Assessment (RA) <p>Gate System Management</p> <ul style="list-style-type: none"> Read and attend to all errors and warning messages prompted by AGS, EIM and JPOL accordingly as per SOP Ensure driver collects TID and EIR slips from smart pass kiosk. 	<ul style="list-style-type: none"> Working Hours: 3.5 days/ week, 12 hours per shift Day shift: 7am to 8pm Night shift: 7pm to 8am Employment Type: Full Time Location: 37 Jurong Port Road, Singapore 619110

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		Support Gate IC whenever necessary <ul style="list-style-type: none"> Perform other duties whenever Gate IC is engaged with other duties. E.g. provision of weighing service, counter documentation duties, IMS-ITH, etc 	
Senior Executive, GC Commercial 	<ul style="list-style-type: none"> Bachelor's Degree or Diploma in Logistics, Maritime Studies, Business, Finance, or a related field. Proactive team player with a strong sense of urgency and excellent communication skills. Ability to work effectively in a dynamic, fast-paced environment with multiple priorities. Positive mindset with a focus on execution, standardization, and continuous improvement. Passionate about driving positive change across internal and external stakeholders, with the ambition to grow within the company. Strong analytical skills, with the ability to interpret data, develop insights, and 	Client Management <ul style="list-style-type: none"> Respond to client queries post-operations and generate cost summaries to capture actual deployments and that allows customer to have overview of total project costing Ensure accurate and timely billings of jobs to customer Address customer concerns and disputes through collaboration with operations, serving as the primary point of contact for all billing inquiries Internal Collaboration <ul style="list-style-type: none"> Collaborate with internal departments like digital team to improve billing efficiency and accuracy, enhancing operational competency and turn-around to customers Collaborating with finance on account management matters, accruals, aging AR matters and budget analysis of financial data to identify trends and potential areas for improvement Work closely to represent contracts, billing and payment department to the customers so that commercial operations can run smoothly in compliance with SOPs Establish training materials to effectively allow cross-training within department on activities Assist with all other commercial matters as required by the management 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, Mon to Thurs: 08:30am to 6pm Fri: 08:30am to 5:30pm Employment Type: Full Time Location: 37 Jurong Port Road, Singapore 619110

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	understand broad business concepts. <ul style="list-style-type: none"> Familiarity with billing systems, financial processes, and basic accounting principles is a plus. 		
Service Delivery Senior Specialist 	<ul style="list-style-type: none"> Degree in computer science, computer engineering or information technology Good understanding of ITIL methodologies related to AMS such as incidents, problems and change management. ITIL certification would be an advantage. Minimum 5 years in application maintenance and support, and vendor management Minimum 2 years of project management. Knowledge of the following skillset: <ol style="list-style-type: none"> Unix, Redhat scripting Programming language Java 8 and above Knowledge of middleware 	Application Maintenance and Support (AMS) Management <ol style="list-style-type: none"> Vendor management <ol style="list-style-type: none"> Assist Application Support Manager in all aspect of AMS. Work closely with vendor and various teams across organisation to onboard the vendor. Work with vendors based on contractual obligations to ensure SLA are met, resolve issues in a timely manner to minimise downtime and disruption to the business. Review vendors deliverables including classification of Change requests, Service requests, incident reports, monthly resource utilization reports, etc. Ensure monthly reports are submitted by vendors on timely manner and review their performances, prepare monthly service reports to the management. Ensure vendors adhere to processes and perform incident, release and change management. End User Management <ol style="list-style-type: none"> Work with applications users by answering their enquiries, understand the business requirements and prioritise issue and change requests. 	<ul style="list-style-type: none"> Working Hours: 3 days/ week, Mon to Thurs: 08:30am to 6pm Fri: 08:30am to 5:30pm Employment Type: Full Time Job Type: Permanent Location: 37 Jurong Port Road, Singapore 619110

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	e.g. Weblogic, Tomcat, SpringBoot d) Automation tools e) Build tools : Maven, Jenkins f) Databases : Oracle, MSSQL, SQL skills g) SDLC methodology : Waterfall, Agile	3. Contract management a. Monitor and track AMS contracts to ensure that applications are maintained and supported without any disruption. 4. Support procedure and standardization a. Work with Application Support Manager to execute the support procedure and standardization. b. Perform checks and compliances to Organisation's Standard Operating Procedures related to maintenance scope. 5. Project Management a. Manage and work with vendor or inhouse team to deliver change requests and enhancements to applications in timely manners. Business as Usual (BAU) Scope 1. Drives continued cost reductions and efficiencies across the portfolios supported by means of Root Cause Analysis reviews, Knowledge management, Performance tuning, and user training. 2. Understanding of business processes across applications and perform periodic review on knowledge based to ensure essential details are captured by AMS. 3. Providing essential support to applications which are not under the management of AMS. 4. Participate in DR exercises at organisational level. What we are looking for 1. Good communication skills to	

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>communicate with technical and non-technical stakeholders to understand their requirements and resolve issues.</p> <ol style="list-style-type: none"> 2. Possess strong analytical skills. 3. Preferably with experience in logistic or port operation industry. 4. Display proactive and positive attitude. 5. Ability to manage collaboration and work closely within multi-culture environment" 	
Tech Solutions Specialist 	<ul style="list-style-type: none"> • Bachelor's Degree in Computer Science, Engineering, or related field. • Minimum 4 years of professional experience in full-stack software development. <p>Proven experience in:</p> <ul style="list-style-type: none"> • Designing standalone application systems. • Developing modern frontend interfaces using Angular or ReactJS. • Implementing backend services with Spring Boot in a microservices architecture. • Developing and managing SQL databases. • Building and deploying apps using Docker or similar containerization tools. • Developing 	<p>Overview:</p> <ul style="list-style-type: none"> • We are seeking a Tech Solutions Specialist with a strong foundation in both frontend and backend technologies to design and deliver application solutions that support operational systems. • This role requires hands-on development experience and the ability to provide technical leadership on small to mid-size projects such as logistics tracking systems and resource management platforms. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Lead the technical design and architecture of standalone systems across the application layer, including mobile apps. • Develop robust solutions using modern frontend frameworks (e.g. Angular, ReactJS) and backend technologies (e.g. Spring Boot microservices). • Build and maintain SQL-based databases, ensuring optimal data management and query performance. • Apply containerization techniques (e.g. Docker) for consistent deployment and scalability. • Implement standard DevOps practices, including CI/CD pipelines and infrastructure automation. • Manage source code using Git 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon to Thurs: 08:30am to 6pm Fri: 08:30am to 5:30pm • Employment Type: Full Time • Job Type: Permanent • Location: 37 Jurong Port Road, Singapore 619110



Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>mobile applications (native or hybrid).</p> <ul style="list-style-type: none"> • Familiarity with: • Java EE and enterprise system development. • DevOps toolchains and practices. • Source control using Git and branching strategies such as Git Flow. • Ability to analyze and critique third-party/vendor code to identify and resolve defects and vulnerabilities. <p>Nice to Have:</p> <ul style="list-style-type: none"> • Experience with equipment or logistics-related systems. • Exposure to agile or iterative development methodologies. 	<p>and apply industry-standard branching strategies.</p> <ul style="list-style-type: none"> • Conduct code reviews to ensure high-quality vendor deliverables — focusing on code correctness, performance tuning, and security vulnerabilities. • Contribute to or lead the development of mobile applications, ensuring responsive and user-friendly design. • Collaborate with cross-functional teams to ensure solutions meet business and operational requirements. 	
Workplace, Safety & Health Officer 	<ul style="list-style-type: none"> • Min Diploma in Health, Safety and Environmental or related discipline. • Registered WSHO and FSM. Registered ECO (Specific) will be an added advantage. • At least 5 years as registered WSHO with relevant hands-on experience such as port 	<p>Jurong Port's multipurpose port operating expertise includes efficient handling of general, bulk and containerized cargo, management and operations of the Tuas Offshore Marine Centre, and Lighter Terminals in Penjuru and Marina South. Besides Singapore, Jurong Port is involved in overseas joint ventures in China and Indonesia. In 2016, Jurong Port's local and overseas terminals handled close to 35 million tons of general and bulk cargo, and 560,000 TEUs of container cargo.</p> <p>The Job</p> <ul style="list-style-type: none"> • Responsible for port safety 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Mon to Thurs: 08:30am to 6pm Fri: 08:30am to 5:30pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>operations, logistics, construction, shipyard etc.</p> <ul style="list-style-type: none"> • Experience as Supervisory or Managerial position will be an added advantage. • Expert level on relevant legislations/standards. Must demonstrate practical applications. • Min. ISO 45001 certified internal auditor. • Experience in project management. • Self-starter, take initiatives to deliver high standard and quality of works. • Ability to work with diverse group of people i.e., ops, tech, contractors. • Proficient in Microsoft Office. • Excellent analytical and problem-solving skills. • Possess good oral communication and interpersonal skills. • Good verbal and written of English language. • Organized and 	<p>standards.</p> <ul style="list-style-type: none"> • Establish and manage WSH targets. • Develop and execute programmes/projects to drive proactive safety culture. • Monitor and evaluate effectiveness of programmes/projects. • Upkeep WSH Management Systems to align with JP context and requirements. • Track progress, provide timely updates of targets, programmes and projects. • Any other duties as assigned. 	<ul style="list-style-type: none"> • Location: 37 Jurong Port Road, Singapore 619110


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	details oriented. <ul style="list-style-type: none"> Valid Singapore's class 3 driver license 		


#5 Mr Bean

Founded in 1995, Mr Bean is the leading chain soya bean food & beverage retailer in Singapore today. With more than 60 stores in Singapore & Asia, Mr Bean offers a variety of soya bean drinks and snacks. Young and old can enjoy refreshing ice blended flavoured soya drinks, ice-creams, pastries and more.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> Minimum 3 years' experience as a store-in-charge or 1 year as an area-in-charge in management of Food and Service Operations 	<ul style="list-style-type: none"> To provide leadership, coaching, consulting and support Assistant Operation Manager's direction to the assigned 6 to 8 stores, in order to maximize the long-term sales and profit potential. Builds a positive business relationship with Store-In-Charge and Team. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 8.30am-6pm Employment Type: Full Time Job Type: Permanent Location: Shun Li Industrial Complex, 705 Sims Drive, Singapore 387384
Management Associate 	<ul style="list-style-type: none"> A Diploma/Degree in Hospitality Management or a related field (or equivalent work experience). Minimum 1 to 2 years of working experiences in F&B Industry Working Days: 6 Working Days per week 	1. Training and Development: <ul style="list-style-type: none"> Participate in a comprehensive training program to understand all areas of F&B operations, including customer service, food and beverage service, and financial management. Rotate through various F&B departments (e.g., kitchen, front-of-house, beverage services, etc.) to gain a well-rounded understanding of the business. Learn key leadership and 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 8.30am-6pm Employment Type: Full Time Job Type: Permanent Location: Shun Li Industrial

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Need to rotate among store during training period • Excellent communication, analytical, and organizational skills. • Ability to work in a fast-paced environment, multitask, and manage priorities effectively. • Flexibility to work various shifts, including nights, weekends, and holidays. 	<p>management skills needed to eventually lead teams and oversee operational goals.</p> <p>2. Operational Support:</p> <ul style="list-style-type: none"> • Assist the F&B team with daily operations such as order-taking, food and beverage service, and guest relations. • Support inventory management by helping with stock checks, ordering supplies, and monitoring waste to ensure cost control. • Ensure cleanliness, safety, and hygiene standards are consistently met across all areas. <p>3. Sales Performance and P&L Analysis:</p> <ul style="list-style-type: none"> • Review and analyze daily, weekly, and monthly sales reports to track performance against budgeted targets. • Monitor sales trends and identify opportunities for improving sales and maximizing revenue. • Collaborate with the F&B team to develop and implement strategies to increase sales, improve service quality, and enhance customer satisfaction. • Assist in reviewing and understanding Profit & Loss (P&L) statements to evaluate departmental financial performance and identify areas for cost optimization. • Support in controlling costs related to labor, food, and beverage to maximize profitability. <p>4. Customer Service Excellence:</p> <ul style="list-style-type: none"> • Provide exceptional customer service and address any concerns or complaints in a professional and timely manner. 	Complex, 705 Sims Drive, Singapore 387384


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Ensure high levels of guest satisfaction by actively engaging with guests and exceeding their expectations. <p>5. Team Collaboration:</p> <ul style="list-style-type: none"> Work closely with F&B staff and management to ensure smooth operations across all service areas. Learn how to effectively manage and motivate teams to deliver optimal performance. <p>6. Health & Safety Compliance:</p> <ul style="list-style-type: none"> Ensure adherence to health and safety standards, including food safety regulations, cleanliness protocols, and emergency procedures. Participate in regular training on safety and health regulations." 	
Operation Manager 	<ul style="list-style-type: none"> At least Diploma in Business Management or any related fields. Minimum 8 years' experience in F&B operations with at least 3 years' experience in leading at least a market chain outlets as Operations General Manager or equivalent 	<ul style="list-style-type: none"> Analyse data relationships, patterns and trends to gain important insights and make informed decisions. Develop and maintain business continuity strategies, policies and guidelines. Establish business continuity processes. Provide leadership during crisis situations. Direct negotiation policy and develop negotiation limits. Facilitate innovation and lead managers to manage change. Establish and maintain strategic business partner relationships. Resolve conflicts with stakeholders 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 8.30am-6pm Employment Type: Full Time Job Type: Permanent Location: Shun Li Industrial Complex, 705 Sims Drive, Singapore 387384
Service Crew	<ul style="list-style-type: none"> Minimum 1 year experience in F&B 	<ul style="list-style-type: none"> Perform Order taking, Cashiering, Promote Target Items, assemble and present orders. Perform cleaning, sweeping, mopping, washing and weekly housekeeping duties. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week, 8.30am-6pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
			<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Shun Li Industrial Complex, 705 Sims Drive, Singapore 387384
Store Manager 	<ul style="list-style-type: none"> • Minimum 1 year experience as a store-in-charge in management of Food and Service Operations 	<ul style="list-style-type: none"> • Provide leadership, coaching, consulting to the assigned 1 to 3 stores in delivering excellent service and quality to meet customers' satisfactions. • Support superior in contributing positive business results to the area 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 8.30am-6pm • Employment Type: Full Time • Job Type: Permanent • Location: Shun Li Industrial Complex, 705 Sims Drive, Singapore 387384


#6 National Dental Centre Singapore

National Dental Centre Singapore (NDCS) is the largest specialty referral centre for oral healthcare. It comprises of multi-disciplinary teams, leads in the training of dental professionals in Singapore and support advancements in dentistry research.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Patient Service Associate - Operations (SOC)	<ul style="list-style-type: none"> • Diploma in any discipline/ GCE 'A' Level/ 'O' Level / Higher NITEC in Service Skills • Able to multi-task 	As a Patient Service Associate at the SOC, you will be delivering administrative support and contributing towards a seamless care delivery journey for patients at NDCS.	<ul style="list-style-type: none"> • Clinic Operating Hours: Monday to Thursday

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	and work in a fast-paced and dynamic environment <ul style="list-style-type: none"> • A team player with good interpersonal communication skills • Meticulous and adaptable • Preferably 2 years' experience in frontline customer service • Proficiency in Microsoft application • Entry level entry-level candidates are welcome to apply 	You are responsible for providing administrative services to our patients including, but not limited to <ul style="list-style-type: none"> • Delivering an excellent patient experience • Assisting patients with registration and providing comprehensive explanations on what to expect during their care journey at NDCS • Scheduling of appointments • Collection of payments • Conducting financial counselling 	(8.00am to 5.30pm) Friday (8.00am to 5 pm) Working hours: <ul style="list-style-type: none"> • PSA are on staggered working hours and may be rostered to start work from 7:00am, 5 days/ week • Employment Type: Full Time • Job Type: Contract • Location: 5 Second Hospital Ave, Singapore 168938
Facilities Management Engineer (2-Year Contract) 	<ul style="list-style-type: none"> • Bachelor's degree in Facilities Management, Engineering, Construction Management, or a related field. • At least 5 years of experience in project management, specifically overseeing large-scale FM projects. • Proficient understanding of building systems (HVAC, electrical, plumbing, etc.) • Knowledge of 	The job holder shall be responsible to ensure that all Facilities and Engineering aspects of the new National Dental Centre Singapore (currently under constructions) meets the operational and design requirement. Responsibilities: <ul style="list-style-type: none"> • Develop and implement project plans, timelines, budgets, and preparation for RFP/Tenders. • Coordinate with internal stakeholders, external contractors, project consultant and main contractor. • Ensure FME system complies with relevant local regulations and standards. • Attends meetings/discussion in relation to project matters. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, Monday to Thursday: 8.30 am to 6 pm Friday: 8.30 am to 5.30 pm 5 days/ week • Employment Type: Full Time • Job Type: Contract • Location: 5 Second Hospital Ave,

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>building codes, health and safety regulations, and environmental standards.</p> <ul style="list-style-type: none"> • Familiarity with sustainability practices and green building principles. • Experience with Computer-Aided Facility Management (CAFM) systems. • Proficiency in project management software will be an added advantage. • Excellent leadership, team management abilities and strong communication skills, both written and verbal. • Analytical, problem-solving capabilities, negotiation, and conflict resolution skills. • Understanding of financial management and budgeting in FM projects. • Knowledge of contract management and vendor relations. • Ability to read and interpret 	<ul style="list-style-type: none"> • Oversee risk management and quality assurance. • Oversees move and relocation of FME items. • Support testing and commissioning. • Serves as liaison officer during project defect liability period. • Report project progress to senior management, project manager and Commission Secretariat team. • Other duties as assigned by the supervisor. 	<p>Singapore 168938</p>

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	architectural and engineering drawings.		
Patient Service Associate Executive (Listing)	<ul style="list-style-type: none"> Diploma in any discipline. Possesses GCE, GCE 'A' / 'N' / 'O' level, Higher/ NITEC with at least 7 years of relevant experience preferred Possess good interpersonal skills to communicate constructively with colleagues, patients and visitors. Able to exhibit initiative, a present disposition, demonstrate an ability to work independently, and manifest good team-spirit qualities. 	<ul style="list-style-type: none"> Lists patient for surgery under local anaesthetic and general anaesthetic. Coordinates surgical operation lists at various hospital and National Dental Centre Singapore (NDCS), provides financial counselling to patients undergoing surgery, arranges appointment for medically compromised patients to be seen at Specialist Outpatient clinic in Singapore General Hospital (SGH). <p>Job Responsibilities</p> <ul style="list-style-type: none"> Provide support to the Executive / Manager on the day-to-day operation of pre-surgery and listing which includes financial counselling, fasting instruction, appointment scheduling and rescheduling. Coordinate and liaise with clinics across various hospitals on the surgical operation list, including pre-operation evaluations, pre-admission testing and data collection. Adhere to policy and procedures Assist in system enhancement and projects UAT Support in complaints handling and investigation. Guide and supervise junior staff. 	<ul style="list-style-type: none"> Clinic Operating Hours: Monday to Thursday (8.00am to 5.30pm) Friday (8.00am to 5 pm) <p>Working hours:</p> <ul style="list-style-type: none"> PSA are on staggered working hours and may be rostered to start work from 7:00am, 5 days/ week <ul style="list-style-type: none"> Employment Type: Full Time Job Type: Contract Location: 5 Second Hospital Ave, Singapore 168938
Senior/ Assistant Engineer, Biomedical Engineering (2-Year Contract) 	<ul style="list-style-type: none"> Diploma in Biomedical, Electronic, or Electrical Engineering, or related field NITEC/Higher NITEC with at least 4 years of relevant working experience Relevant 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Provide technical support in commissioning and decommissioning of medical equipment Conduct initial troubleshooting of equipment faults and liaise with vendors for repairs Oversee preventive maintenance schedules, coordinating with vendors and performing in-house maintenance work 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, Monday to Thursday: 8.30 am to 6 pm Friday: 8.30 am to 5.30 pm, 5 days/ week

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> experience in the healthcare industry will be advantageous Good interpersonal and communication skills Proficient in Microsoft Office applications 	<ul style="list-style-type: none"> Monitor and manage inventory of spare parts for technical support Organise training sessions for staff on the proper use and care of equipment Perform other duties and tasks as assigned by BME Engineer 	<ul style="list-style-type: none"> Employment Type: Full Time Job Type: Contract Location: 5 Second Hospital Ave, Singapore 168938

#7 Novotel Singapore on Stevens | Mercure Singapore on Stevens

Novotel Singapore on Stevens and Mercure Singapore on Stevens are committed to attracting, recruiting and retaining diverse talents from all walks of life. At Novotel Singapore on Stevens and Mercure Singapore on Stevens, we value and celebrate diversity, provide pay equity and equal opportunities for promotion, training and development programmes. We pride ourselves in creating and sustaining an inclusive and equitable working and learning environment for all.

Located along the arterial road that leads to Singapore's iconic Orchard Road sits a stunning new lifestyle hub – the 254-room Novotel Singapore on Stevens and 518-room Mercure Singapore on Stevens, along with an eclectic array of F&B outlets.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Bellman	<ul style="list-style-type: none"> Ability to speak other languages and basic understanding of local languages will be an advantage Good communication and customer contact skills Ability to multi-task, work well in stressful & high-pressure situations 	<ul style="list-style-type: none"> Timely delivery of guests' luggage, messages and any other items for delivery within the property Personalize guests' orientation of their room in a professional, friendly and engaging way Maintain a presence in the lobby as an ambassador of the property and brand, offering exceptional service to the guests Service focused personality is essential; customer related experience is an asset Ability to work well under pressure in a fast-paced environment 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, 44 hr/ week Employment Type: Full Time Job Type: Permanent Location: Novotel Singapore Stevens, 28 Stevens Road Singapore 257878

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • A team player & builder • A motivator & self-starter • Well-presented and professionally groomed at all times 	<ul style="list-style-type: none"> • Excellent communication skills and a professional presentation • Ability to work cohesively with fellow colleagues as part of a team • Perform other reasonable duties assigned by the Management. 	
Food & Beverage Waiter	<ul style="list-style-type: none"> • Well groomed at all times; have a valid good hygiene certificate 	<ul style="list-style-type: none"> • Perform opening/closing side duties as assigned and set all tables according to standards and procedures • Deliver F&B services in accordance to departmental standards and procedures • Check on table setting, cleanliness and side station preparation as per work station assigned prior to the start of operation • Greet all patrons warmly upon arrival at the door and escort them to the table • Ensure that all food & beverage are served according to service standard • Apply necessary precautions with regards to the hotel food safety and hygiene standards (HACCP) • Pick up and serve food and beverage orders. Ensure that food and beverage are served promptly to the guests once they are ready, such that they arrive at the patrons' table at the correct temperature • Try to remember individual patron's names and their preferences to extend a personalized service • Up-sell and promote food and beverage offers at every available opportunity in order to maximize sales revenue. Cross sell other dining venue when outlet is full • Thank all patrons for patronizing the outlet upon their departure • Clear and tidy up tables after 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Novotel Singapore Stevens, 28 Stevens Road Singapore 257878

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>the departure of the patrons as quickly as possible to the stewarding area</p> <ul style="list-style-type: none"> • Collect food and beverage supply requisition, ensure that the stock collected is as per requisition • Report any complaints, incidents or other irregularities to management • Assist other Food & Beverage outlets with their operations during peak times or when required 	
Safety & Security Officer	<ul style="list-style-type: none"> • Secondary / High school education • Certificates in National Skills Recognition System, CPR, First Aid Management and Basic Fire Fighting • Good reading, writing and oral proficiency in English language • No criminal record • Strong leadership, interpersonal and training skills • Good communication skills • Honest with a high level of integrity • Ability to remain calm and react fast to situations • Results and service oriented with an eye for details • Ability to multi-task, work well in stressful & high- 	<ul style="list-style-type: none"> • Assist with duties at the following Duty Posts: • Security Control Room Duty; • Lobby Duty; • Loading Bay; • Patrolling or Observation Duty; • Back of House • Or at any position where operations in Security field will benefit • Ensure that all security systems function smoothly. Initiate immediate corrective action when fault is detected • Assist Management, employees and guests in every way that is consistent with the protection and prevention objectives • Coordinate with various departments and government agencies on routine matters and during emergency • Monitor back of house areas with particular attention to unauthorized entry and exit points • Maintains records in respective Log Books for future reference • Keep Manager or Crisis Management Team informed on the latest development of situation in a crisis • Conduct inventory on keys, passes, walkie-talkies, pagers and all other accountable stock • Perform other reasonable duties assigned by the assigned by the 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Novotel Singapore Stevens, 28 Stevens Road Singapore 257878

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	pressure situations <ul style="list-style-type: none"> • A team player & builder • A motivator & self-starter • Well-presented and professionally groomed at all times 	Management	
Junior Housekeeping Supervisor	<ul style="list-style-type: none"> • Meticulous 	<ul style="list-style-type: none"> • Conduct daily briefings with staff at floor level. • Manage and supervise all tasks of his/her team. • Clean and ensure cleanliness of guest rooms, guest room balconies, guest corridors, linen rooms and housekeeping pantries according to standards and procedures set. • Maintain a section floor report and conduct regular room checklists. • Record room status in allocated section accurately. • Perform other reasonable duties assigned by the assigned by the Management 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hr/ week • Employment Type: Full Time • Job Type: Permanent • Location: Novotel Singapore Stevens, 28 Stevens Road Singapore 257878

#8 Sodexo Singapore

Novotel Singapore on Stevens and Mercure Singapore on Stevens are committed to attracting, recruiting and retaining diverse talents from all walks of life. At Novotel Singapore on Stevens and Mercure Singapore on Stevens, we value and celebrate diversity, provide pay equity and equal opportunities for promotion, training and development programmes. We pride ourselves in creating and sustaining an inclusive and equitable working and learning environment for all.

Located along the arterial road that leads to Singapore's iconic Orchard Road sits a stunning new lifestyle hub – the 254-room Novotel Singapore on Stevens and 518-room Mercure Singapore on Stevens, along with an eclectic array of F&B outlets.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Barista	<ul style="list-style-type: none"> • Possess at least 1 year experience in similar capacity. • Excellent customer service, interpersonal and communication skills. Able to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. 	<ul style="list-style-type: none"> • Determine customer coffee desires; presenting and explaining the coffee drink menu; follow drink recipes and preparation techniques for coffee drinks; replenishing coffee bean supply. • Sells and serves baked goods and miscellaneous food items to customers in a courteous and friendly manner. • Educate on whole bean knowledge, coffee blends, tea products, bakery items, coffee brewing, and blended products. • Safely handles all hot and cold drinks during preparation. • Maintain the highest quality, consistent product standards. • Follows all Company drink recipes and procedure. • Ensure that all of the following is ready for service 15 minutes before meal times in terms of food served according to the menu planned, food garnishing, counter temperature, food displays, serving gears, merchandising posters, and price tags. • Ensure that all food counters and displays are clean and tidy at all times. • Ensure that all customers are served promptly and duly. • Ensure that food served during meal times are prepared and dished out accordance to the hygiene and safety regulations required by corporate standards and governmental regulations. • Serve food in the assigned plates or holding receptacles in the portions approved by the client to customers during meal times. • Attend weekly service meetings to improve and enhance service level. • Handle customer's feedback duly and ensure that all actions 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hr/ week; 7am-4pm • Employment Type: Full Time • Job Type: Permanent • Location: 223 Mountbatten Road 398008

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>taken are reported to the Unit Manager after each meal.</p> <ul style="list-style-type: none"> • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times. • Perform all other duties as and when assigned by Superior 	
Catering Assistant Cum Cashier	<ul style="list-style-type: none"> • Minimum 2-3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work 	<ul style="list-style-type: none"> • Establish and collect cash/coupon transaction for each sale by ringing into the Point of Sales machine. • Maintain and upkeep the POS machines and report any fault or discrepancies in the machine's performance. • Handle customers' feedback duly and ensure that all actions taken are reported to the Senior Cashier after each meal. • Prepare coffee and tea in urns provided for food service during all meals. • Ensure the continuous supply of beverage (hot/cold), drinking cups and stirrers at the beverage counters and display chillers. • Assist in month-end stock taking and closing of inventory. • Responsible and accountable for the float and cash collection of daily sales transactions at the end of the day. • Responsible for the end of day transaction report to the Unit Manager. • Ensure that the front of house including walls, floors, dining facilities (tables and chairs), counters, display chillers, beverage counters, check-out points are clean and tidy. • Attend weekly service meetings to improve and enhance service level. • Ensure that all of the following 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hr/ week; 7am-4pm • Employment Type: Full Time • Job Type: Permanent • Location: 223 Mountbatten Road 398008


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>within the framework of the company's objectives.</p> <ul style="list-style-type: none"> Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism 	<p>is ready for service at 15 minutes before meal times in terms of food served according to the menu planned, food garnishing, counter temperature, food displays, serving gears, merchandising posters, and price tags.</p> <ul style="list-style-type: none"> Ensure that all food counters and displays are clean and tidy at all times. Ensure that all customers are served promptly and duly. Ensure that all areas around food counters are clean and spotless including floors, walls, counters and equipment. Ensure that food served during meal times are prepared and dished out according to the hygiene and safety regulations required by corporate standards and governmental regulations. Serve food in the assigned plates or holding receptacles in the portions approved by the client to customers during meal times. Handle customers' feedback duly and ensure that all actions taken are reported to the Unit Manager after each meal. Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times. Perform all other duties as and when assigned 	
Chef De Partie	<ul style="list-style-type: none"> Minimum 3-5 years' experience in similar capacity with or without qualification. Communication Skills (verbal and written) – ability 	<ul style="list-style-type: none"> Ensure that all kitchen areas are clean and sanitized including food processing equipment, cooking utensils and other light equipment. Cook and prepare assigned dishes for serving according to the menu (main and special/ promotion dishes). 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, 44 hr/ week; 7am-4pm Employment Type: Full Time

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>to convey meaning and obtain understanding.</p> <ul style="list-style-type: none"> Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objective. 	<ul style="list-style-type: none"> Ensure that all food are processed according to the corporate and government regulatory control in hygiene and sanitation standards. Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. Assist in planning of menus and recipes with the Unit Manager and Sous Chef. Attend weekly service meetings to improve and enhance service level. Recording temperature for all refrigerators and Daily Cooking core temperature. Responsible to ensure that all menu items are available in service areas throughout service times. Responsible to oversee other kitchen personnel and kitchen areas on occasions when Junior Sous Chef or Sous Chef is not available. Performs any other duties as directed by the Sous Chef and Unit Manager 	<ul style="list-style-type: none"> Job Type: Permanent Location: 223 Mountbatten Road 398008
Cook	<ul style="list-style-type: none"> Minimum 3 years' experience in similar capacity with or without qualification. Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. Organizational Skills – ability to group work in 	<ul style="list-style-type: none"> Ensure that all kitchen areas are clean and sanitized including food processing equipment, cooking utensils and other light equipment. Cook and prepare assigned dishes for serving according to the menu (main and special/ promotion dishes). Ensure that all food are processed according to the corporate and government regulatory control in hygiene and sanitation standards. Ensure the safe operation of all cleaning equipment and report to the management of any 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, 44 hr/ week; 7am-4pm Employment Type: Full Time Job Type: Permanent Location: 223 Mountbatten Road 398008

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>relation to the work being done, prioritizing and scheduling an even workflow.</p> <ul style="list-style-type: none"> • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism 	<p>faulty equipment.</p> <ul style="list-style-type: none"> • Assist in planning of menus and recipes with the Unit Manager and Sous Chef. Attend weekly service meetings to improve and enhance service level. • Recording temperature for all refrigerators and Daily Cooking core temperature. • Responsible to ensure that all menu items are available in service areas throughout service times. • Responsible to oversee other kitchen personnel and kitchen areas on occasions when Junior Sous Chef or Sous Chef is not available. • Performs any other duties as directed by the Sous Chef and Unit Manager 	
Dishwasher	<ul style="list-style-type: none"> • Minimum 1-year experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing 	<ul style="list-style-type: none"> • Manage and maintain food service clearing system so that it works effectively during meal times. • Ensure that all soiled wares are collected duly, cleaned, washed and sanitized for use in all other department. • Ensure that all equipment and facility in the dishwashing department is managed effectively by proper usage and maintenance. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44 hr/ week; 7am-4pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>and scheduling an even workflow.</p> <ul style="list-style-type: none"> • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that individual programs work within the framework of the company's objectives. • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. 	<ul style="list-style-type: none"> • Perform duties to keep all areas of the dishwashing area clean and sanitized including floors, walls, dishwashing machines and equipment, storage equipment/ shelves and other light equipment. • Remove food wastes from waste receptacles thereafter clean and sanitize bins. • Ensure that all work is carried out safely according to industrial safety requirement regulated in-house and governmental regulations. • Responsible for all use and security of cleaning chemicals used in the catering facility and to wear the uniform that is provided and to maintain a neat and professional appearance at all times. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Attend weekly service meetings to improve and enhance service level. • Performs any other duties as directed by the Head Chef. 	<ul style="list-style-type: none"> • Location: 223 Mountbatten Road 398008
Food Service Ambassador	<ul style="list-style-type: none"> • 2 to 5 years of relevant working experience preferably in customer service/service industry. • Able to work independently and enjoy working closely with all levels of staff to achieve positive outcomes. 	<ul style="list-style-type: none"> • To be responsible for the meal service for the patients including meal order taking, meal service and tray clearance • To liaise with various departments such as dietetics and kitchen to ensure accurate patient meal service • To follow the procedures related to control room pertaining to meal service • To provide excellent customer service to the patients in the wards. • To ensure a good relation with the patients and make sure their concerns are taken care of. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, 44hr / week; 7am-3pm / 1pm-9pm • Employment Type: Full Time • Job Type: Permanent • Location: 100 Bukit Timah Road,

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Service oriented and customer focused. • Sharp, analytical and self-motivated. • Good communication and interpersonal skills. • Able to work independently as well as in a team with minimal supervision. 	<ul style="list-style-type: none"> • To attend to all patients complaints and feedbacks within a short period of time. • To achieve the standard set in the KPI for his/her department. • To attend trainings in relation to the job and train new joiners in whichever area that has been identified. • To carry out the orientation training for new staff in customer service as well as using the EMOS system. • To carry out all other administrative and operational related duties assignment assigned by superior and the Management 	Singapore 229899
Kitchen Assistant	<ul style="list-style-type: none"> • Minimum 2-3 years' experience in similar capacity with or without qualification. • Communication Skills (verbal and written) – ability to convey meaning and obtain understanding. • Organizational Skills – ability to group work in relation to the work being done, prioritizing and scheduling an even workflow. • People Skills – ability to effectively relate to customers and others in all organizational levels, being sensitive to their needs. • Conceptual Skills – ability to see entire program objective ensuring that 	<ul style="list-style-type: none"> • Perform duties to keep all areas of the kitchen clean and sanitized including floors, walls, drains, food processing equipment, cooking utensils and other light equipment daily and periodically. • Remove food wastes from waste receptacles thereafter clean and sanitize bins. • To assist in daily food preparation assigned by the Head Chef. • Ensure that all food are processed according to the corporate and government regulatory control in hygiene and sanitation standards. • Ensure the safe operation of all cleaning equipment and report to the management of any faulty equipment. • Attend weekly service meetings to improve and enhance service level. • Responsible to wear the uniform that is provided and to maintain a neat and professional appearance at all times. • Performs any other duties as directed by the Head Chef" 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44hr / week; 7am-4pm • Employment Type: Full Time • Job Type: Permanent • Location: 223 Mountbatten Road 398008

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>individual programs work within the framework of the company's objectives.</p> <ul style="list-style-type: none"> • Customer Relations – ability to relate to customers with an attitude of friendliness while conveying confidence in the company's professionalism. 		
Technician 	<ul style="list-style-type: none"> • Minimum 2 year of relevant experience • Understand contract deliverables and obligations. • Prioritize tasks so that the most important work gets accomplished. • Proactive in looking for value-add opportunities. • On time and accurate updating Client and Site Manager. • Be professional in communicating with Clients. Always keep Site FM informed. • Maintain a good relation with Client. • A good team player at site and Sodexo office. • Maintain records of inventory of consumable and raise request when stock is low. 	<ul style="list-style-type: none"> • To perform Scheduled Preventive and Reactive Maintenance on the Air con systems installed in the site facility and any other building related maintenance to ensure smooth functioning of installations. • To perform general mechanical, electrical (light fittings interior & exterior), Fire System, Plumbing (including drainage) and general building maintenance works and other duties as assigned. • To perform daily checks to ensure all the equipment and facility are in good condition. • To manage and coordinate site activities (contractors) for ongoing projects and oversee daily activities of site staff. • Planned preventative maintenance schedules are completed on time and in a professional manner, recorded and issued to the client each month. • Investigate, analyze and evaluate the causes of building defects e.g. air conditioning plant breakdown, water seepage, etc. Reactive maintenance is completed as per SLA's and has been duly authorized by the relevant Client Representative. Service 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 44hr / week; 8am-5pm • Employment Type: Full Time • Job Type: Permanent • Location: 223 Mountbatten Road 398008

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> Assist in preparation of the FM monthly report via the collecting & summarizing of data. Keep Site FM informed of any issues, incidents and any other matters that needs his attention. Responsible and adherence to all Safety, Health and Environment Procedures and Reporting. Any other ad-hoc projects as assigned by Management. 	<p>reports are filled in by the service representative, signed for accuracy by the onsite client staff and issued as supporting documentation when invoiced.</p> <ul style="list-style-type: none"> Ensure all statutory and government rules and regulations are being adhered to within the scope of work being undertaken. To understand contractual obligations and meet customer expectations under the agreement. On a daily or as needs basis, report to the Site Facility Manager and discuss works completed or in-progress. Ensure indoor air quality basic, fire safety certification, fire alarm monitoring and servicing, dry risers, water hose reels and fire extinguishers maintenance and testing. Maintain green certification parameters in order to renew the green certification (level gold plus). Removal of furniture or equipment within the Campus when required. Ensure compliance to Safety, Health & Environment Procedures and Reporting. 	

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📍 **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

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