

PLQ Career Marketplace: Prepare | Pivot | Progress

20-21 June 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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(Participating for 4 days, 18-21 June)

#1 Griffin HR Consultancy



Griffin HR Consultancy offers a comprehensive range of human resources services, including Permanent, Temporary, Head Hunting, and Contract Staffing. In addition to these core offerings, we specialize in Recruitment Process Outsourcing (RPO), Business Process Outsourcing (BPO), and Payroll Services.

Our goal is to provide businesses with strategic, end-to-end workforce solutions that are specifically tailored to meet their unique needs.

With a commitment to excellence and a focus on flexibility, we take the time to understand both our clients' goals and candidates' career goals. This allows us to deliver custom solutions that enhance productivity, drive business growth, and ensure the right fit for every position.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Outlet Manager 	<ul style="list-style-type: none"> Has working experience in Retail/ F&B Sales environment. Has minimally 1-2 years' experience in a managerial role. Able to work on weekends/ public holidays and rotating shifts. Knowledge in bakery operations and food safety standards is a plus. 	<ul style="list-style-type: none"> Assist in bakery operations such as inventory management, staff rostering, etc. Train new staff and provide support to them to ensure performance and productivity. Address and resolve customers' complaints as well as monitor customers' feedback and implement improvements. Manage opening and closing of POS and cash flow. Maintain outlet cleanliness and workplace safety. 	10 hours 37 Chin Bee Crescent, (S)619903
Business Development Executive 	<ul style="list-style-type: none"> Minimum 1 year of relevant experience in sales or business development. Strong Communicator that is comfortable with cold-calling. Applicants with no experience are welcome to apply as training will be provided. 	<ul style="list-style-type: none"> Identify and pursue potential business opportunities through market research, networking and cold-calling. Promote recruitment solutions to corporate clients and handle negotiations whenever need to. Foster and sustain strong connections with both new and existing clients by understanding their hiring needs. Collaborate with recruitment team to ensure service quality and placement success. Deliver consistent updates to management on sales performance, pipeline development, client insights, and revenue targets. 	8 hours 1 North Bridge Road, (S)179094

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Factory Manager 	<ul style="list-style-type: none"> • Minimum 2 years of experience in factory or production management. • Minimum Diploma in Engineering, Manufacturing or relevant. • Has knowledge of health, safety and compliance standards. • Familiar with production machinery and processes. • Strong leadership and problem-solving skills. 	<ul style="list-style-type: none"> • Oversee daily factory operations and meet production targets. • Lead and manage supervisors, technicians, and operators. • Plan and monitor production schedules for maximum efficiency. • Ensure quality standards and safety protocols are followed. • Coordinate with logistics, procurement, and quality assurance teams. • Schedule and supervise machinery maintenance. • Monitor stock levels of materials and finished goods. • Identify and implement process improvements. • Prepare reports on performance, output, and costs. • Lead and manage supervisors, technicians, and operators. 	<p>8 hours</p> <p>20 Cecil Street, (S)049705</p>
Maintenance Technician	<ul style="list-style-type: none"> • Minimum Nitec in Electronic/ Mechanical Engineering or relevant. • Possess Class 2 License and has access to a Motorbike for travelling. • Able to perform manual tasks. • Has basic knowledge in electrical/ mechanical/ building systems maintenance. • Prior experience in preventive maintenance/ lift industry is a plus. 	<ul style="list-style-type: none"> • Perform preventive maintenance according to schedule. • Maintain proper use of maintenance tools and ensure compliance with safety procedures and policies. • Maintain accurate records of all work performed for audit purposes. • Assist in investigation on damages and accidents and follow up on quality defects. • Maintain professional conduct and report to superiors accordingly. 	<p>8 hours</p> <p>10 Toh Guan Road, (S)608597</p>
Maintenance Support Officer 	<ul style="list-style-type: none"> • Minimum Diploma in Electrical/ Mechanical Engineering or relevant. • Has good communication and interpersonal skills. • Basic knowledge of preventive and corrective maintenance practices is a plus. • Awareness of safety regulations and 	<ul style="list-style-type: none"> • Provide technical assistance and coordinate preventive maintenance activities. • Maintain accurate reports on maintenance activities. • Liaise with equipment owners and other inter-company departments on maintenance issues. • Prepare and monitor work procedures, technical check-sheets and quotations for parts and works. 	<p>8 hours</p> <p>10 Toh Guan Road, (S)608597</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	environmental policies is a plus.	<ul style="list-style-type: none"> Supervise technicians and ensure compliance with environmental policies and safety standards. 	
Project & Logistics Assistant 	<ul style="list-style-type: none"> Minimum Diploma in Electrical/ Mechanical Engineering or Supply Chain Management. Familiar with SAP HANA, Oracle ERP and data tools (e.g. Power BI and Tableau) is a plus. Possess strong knowledge of supply chain, projects. 1 year contract role. 	<ul style="list-style-type: none"> Plan, track and report monthly project delivery schedules for assigned markets. Coordinate and liaise with internal teams for project specifications, approvals and to monitor parts delivery, resolve shortages and manage local inventory/ CKD part. Provide input to design schedules and document projects. Participate in quality and environmental audits, ensuring compliance with ISO 9001:2015 and ISO 14000 standards. Provide support on improvement in operations and project deliveries. 	8 hours 10 Toh Guan Road, (S)608597
QA Service Technician	<ul style="list-style-type: none"> Minimum Nitec in Electronic/ Mechanical Engineering or relevant. Possess Class 2 License and has access to a Motorbike for travelling. Prior experience in lift/ building maintenance is a plus. Triple-E Certification is a plus. 	<ul style="list-style-type: none"> Assist superior on technical and departmental matters. Conduct inspections on all equipment under maintenance contracts. Respond to breakdowns and investigate technical failures. Plan and implement performance improvement measures. Perform and document calibration duties. 	8 hours
Recruitment Consultant	<ul style="list-style-type: none"> Minimum 1-year relevant experience in hiring practices. Self-driven to overachieve targets/ deadlines. Possess CEI certification will be highly advantageous Applicants with no experience are welcome to apply as training will be provided. 	<ul style="list-style-type: none"> Collaborate with account managers to understand job requirements and ideal candidate profiles. Perform candidate pre-screenings to evaluate candidates' suitability against job requirements and alignment with client needs. Evaluate effectiveness of recruitment process and continuously refine strategies to increase fulfillment rates. Ensure all recruitment processes comply with applicable employment laws, regulations, and internal company policies. 	8 hours 1 North Bridge Road, (S)179094
Revenue Recovery Executive 	<ul style="list-style-type: none"> Minimum Diploma or relevant. Proficient in Microsoft Word, Power Point and Excel is a plus. 	<ul style="list-style-type: none"> Follow up with customers on outstanding payments and escalate issues with letters when needed. Compile monthly reports, prepare meeting minutes and maintain records of all payment documents 	8 hours 10 Toh Guan Road, (S)608597


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Prior experience in customer service or sales support role is a plus. 	<ul style="list-style-type: none"> Submit invoices and other required documents upon request to facilitate timely payments Liaise with internal departments to resolve issues and ensure smooth collection process Perform general administrative duties and ensure confidentiality 	
Sales Consultant (Fashion & Tailoring)	<ul style="list-style-type: none"> Minimum 6 months experience in sales or related industry (bridal/menswear). Proficient in English and Mandarin to effectively communicate with Chinese-speaking clients. Able to commit to work on Saturdays (half day). Good sense of fashion style is a plus. 	<ul style="list-style-type: none"> Engage with walk-in customers and build rapport to sell services and products. Stay up to date on sales trends to master product offerings. Update and follow up on customers/orders and ensure timely fulfillment to maintain client satisfaction. Achieve sales targets and perform basic housekeeping duties. 	9.5 hours 20 Cecil Street, (S)049705


#2 MCI Career Services

With over 19 years in the industry, MCI is a leading recruitment and outsourcing provider in Singapore. Our team of 100+ professionals leverages an extensive network to recruit top talent across diverse sectors. We have successfully placed over 30,000 candidates and served more than 1,000 clients. At MCI, we don't just fill positions – we elevate businesses by connecting them with the right individuals. We promise to deliver only the best services, as we are not here just to help but to make companies interesting!



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Clinic Manager 	<ul style="list-style-type: none"> Minimum 2 years' experience in operation of a GP clinic in leadership role. Ability to lead a team of full-time and part-time clinic assistants. Strong communication skills and positive attitude. Willingness to travel between clinics. Able to adapt quickly to dynamic and fluid 	<ul style="list-style-type: none"> Lead a team of Clinic Executives to ensure efficient and proper operations at our GP clinic. Ensure excellent service for our patients through leadership by example. Regularly train and ensure service proficiency amongst the Clinic Executive team. Ensure consistency of protocols including registration of patients, queue management, dispensing of medications, invoicing and collection of payment, submission of claims, 	2 shifts, 6 days, 44 hours Location: East


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>situations and environment.</p> <ul style="list-style-type: none"> Familiarity with claims and/or usage of Plato CMS an advantage. 	<p>management of drug inventory and general housekeeping.</p> <ul style="list-style-type: none"> Perform duties of regular clinic assistants, including registration, dispensing, collection of payment, claim submission, chaperone, clinical procedures. Manage medication, consumables and equipment including ordering, stock taking, and general housekeeping. Manage rosters for Clinic Executives and Doctors. Ensure compliance with MOH and PHMC guidelines. Oversee performance of clinic in consultation with senior management. Perform and support in any other duties as assigned. 	
Customer Relations Manager 	<ul style="list-style-type: none"> Minimum 1 year of customer service experience, preferably in the sustainability or agriculture industry. Strong communication and interpersonal skills, ability to build connections and partnerships to deliver results. Ability to thrive in a fast-paced and ambiguous start-up environment. Ability to work independently and in a team environment. Proficient in Microsoft Office. Read and write in English and Mandarin to communicate with customers. Experience in project management is a plus. Diploma in Business Administration or related field. 	<p>Singrass builds sustainable, green, and ecological indoor spaces to improve mental and physical well-being. We are committed to providing green and innovative technological solutions to construct a harmonious urban ecosystem and contribute towards the SG Green Plan 2030 and Singapore's "30 by 30" vision for food production.</p> <ul style="list-style-type: none"> Will be responsible for the acquisition of new clients, developing and maintaining relationships with customers. Ensuring customer satisfaction and resolving customer complaints. Will be required to act as a representative of Singrass at industry trade shows, conferences and events, and be required to speak at such events when required. Will also be responsible for managing customer data and coordinating with other departments to provide optimal customer service. 	<p>Office hours</p> <p>Location: East</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Essential Service Technician	<ul style="list-style-type: none"> Nitec 	<ul style="list-style-type: none"> Manage Main Stock, check and update stock list. Sending / Collecting tools within plant. Engine Receiving for input, unload engine, unzip bag, transfer engine, arrange bag and send for inspection and park engine stand. Moving Engine stand to external warehouse storage. Sending and collecting serviceable parts and new parts for build. Maintain and update location plan of all chemical cabinets location. Maintain and update inventory list for chemical cabinets. Maintain Engine Yard 5S to operating rules. 	Shift: 6.30am-4.15pm. 4pm - 1.45am. Location: East
HR & Admin Coordinator 	<ul style="list-style-type: none"> Working knowledge of the English Language, both in the written and oral aspect. Good numerical skills. Well-groomed with a pleasant disposition. A team player with a good attitude and interpersonal skills. Excellent communication skills and able to provide good customer service. Proficient in Microsoft Office especially Power Point, Excel, Word and IT savvy. 	Receptionist Duties: <ul style="list-style-type: none"> Answer phone calls and direct calls to appropriate parties. Be the first line of contact for external visitors and determine the type of access for the visitors, including directing visitors to the respective Satair employees. Sort, distribute and open all non-confidential mails for the respective departments. Record all outgoing mails, parcels, documents. Read and analyze incoming mails, faxes and reports to determine their significance and plan their distribution. Sort and email invoices to customers. Order and post calendars, greeting cards, name cards etc. Manage door access cards for the facility, including issuance and collection and photo taking of new employees. Conduct periodic inspection of office facility and submit quarterly reports including on the spot reports of repair/maintenance needs to respective vendor and relevant process owners. Visitor screening. Office Administrative Duties <ul style="list-style-type: none"> Ensure an adequate supply of office materials including stationery and 	Office hours Location: East

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>office supplies according to the general procurement process.</p> <ul style="list-style-type: none"> Billing and Invoicing: Prepare and issue Purchase order, process payments, and maintain accurate financial records for all HR & Admin related items. HR Coordination Duties. Provide travel advisories. Any other administrative duties as and when assigned. 	
Logistics Officer	<ul style="list-style-type: none"> 1-3 years' experience Higher Nitec/ Diploma 	<ul style="list-style-type: none"> Manage and coordinate the entire shipment process for customers. Attend to customers' enquiries/ complaints. Ensure Export / Import operations run smoothly. 	<p>8.75 hours</p> <p>Location: East</p>
Manufacturing Operator	<ul style="list-style-type: none"> Minimum Primary education. Experience in manufacturing preferred. Able to follow basic job instructions. Good eyesight. Able to stand for long hours. Fit to work and carry heavy weight. Basic understanding of English preferred. Minimum commitment period: 3 months and above (possibility extendable). 	<ul style="list-style-type: none"> Check assemblies of electronic components/parts. Picking & Packing. Sort/test of components/parts. Assemble according to instructions given. Housekeep work stations. Report any problem to the line leader supervisor. Any other ad-hoc duties as assigned by superior. <p>Remark: During PI (stocktake), likely in June no work assigned. Early release is given during fasting period however the pay will be still paying full day shift till 5.50pm.</p>	<p>Day Shift: Monday to Friday from 8.20am to 5.50pm</p> <p>Night Shift: Monday to Thursday from 5.50pm to 5.50am.</p> <p>Location: East</p>
Production Planner 	<ul style="list-style-type: none"> Minimum 2 years of relevant work experience in electronics manufacturing industry. Able to communicate and work closely with internal customers, buyer and sub-contractors. Experience with ERP system. Diploma in Manufacturing/ 	<ul style="list-style-type: none"> Plan materials requirement according to production schedule and to ensure optimal inventory levels. Monitor production schedule to meet delivery requirements. Work closely with Testing team and arrange production staff to work according to schedule. 	<p>Office hours</p> <p>Location: North- East</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Production/ Electronics Engineering.		
Senior Cell Leader 	<ul style="list-style-type: none"> At least 5 to 7 years of production/operations experience in a manufacturing environment. At least 3 years' experience in a supervisory capacity managing a team of technicians. Strong leadership skills and ability to communicate effectively with support groups and other departments. 	<ul style="list-style-type: none"> Lead and motivate production team engaged in machining/assembly of precision and complex parts to meet schedules for the various operations supporting customer requirements. Lead and support employee development through selection/talent acquisition, performance management, training/development and coaching/mentoring of cell associates in alignment with business goals and objectives. Recognizes and rewards employees for their efforts to drive results. Maintain a safe, organised and clean work environment by setting and driving 6S standard. Manage daily production, capacity planning and machine optimisation. Support and participate in Lean/Kaizen initiatives. Communicate, coordinate and interface with other cells for parts process flow & resolving problems in timely manner. Proper and accurate updating of ERP system (SyteLine). Responsible for respective consumable spending, delivery metrics, capacity planning, risk assessment, Total Productive Maintenance (TPM), and Overall Equipment Efficiency (OEE). Conduct routine cell and toolbox meetings with effectively. Responsible for maintaining a motivated and disciplined workforce and promote a positive working environment to improve employee morale. Provide direction and guidance to cell associates and their activities for assigned area/shift. Coordinate with cross functional teams in resolution of any issue that may impact production/quality. Identify opportunities for production efficiency improvement and reduction in waste. 	Office hours Location: East


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Build partnership and work collaboratively with others to meet shared goals and objectives. Build strong-identity teams that apply their diverse skills and perspectives to achieve common goals, for example clear, concise and professional in communication, listening with interest with what others have to say. Responsible for management and resolution of Cell associates' grievances and disciplinary issues in a timely, fair and consistent manner. Manage attendance, leave schedule, overtime and conduct annual performance review for cell associates. Organize and schedule overtime to ensure that it is within the statutory limit. Perform related duties as assigned. 	
Site Supervisor 	<ul style="list-style-type: none"> Higher NITEC or equivalent is required. Minimum 3 years of relevant experience in a similar field. Valid LEW certification is preferred. Basic knowledge relating to Electrical and Instrument equipment is required. Good reading, writing and verbal communication skills are required. Technical report writing techniques. Able to read the schematic diagrams. Willing to work at island wide customer sites. 	<ul style="list-style-type: none"> Create solutions to complex technical problems in a variety of Industries. Do field / bench Calibration and collect data. Calculate calibration range, mA, required output and accuracy before doing calibration and record the result during calibration. Inspect products and process for flaws and identify areas of improvement. Arrange to calibrate Master test equipment in due time. Analyze and compile technical and statistical information and prepare report. 	Office hours Location: East
Stamping Process Engineer 	<ul style="list-style-type: none"> Possess a Diploma in Mechanical / Production or NTC II in tool and die making. 	<ul style="list-style-type: none"> Analyze, troubleshoot and resolve stamping related problems systematically to achieve productivity, quality and cost targets. 	Office hours Location: East


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> For diploma holders: Minimum of 5 years' experience in high-speed stamping environment. For NTC II holders: Minimum of 15 years' experience in die maintenance and stamping. Taking initiative and contributing innovative ideas are advantageous to this position. Good analytical skills and time management capability. Able to read and interpret die and part drawing. Possess good knowledge in metal forming and die making / die maintenance. Able to work under tight schedule. Able to plan work systematically. Able to analyze problem for solution with minimum effort and time. Experience in running mass production of precision parts is advantageous. Good interpersonal and communication ability. Pleasant personality and a team player Leadership. 	<ul style="list-style-type: none"> Assist in stamping tool design reviews for new product development. Work closely with the Production Team to achieve set goals and targets. Establish process capability, optimum parameter setting, mill cost, Bill of Material (BOM) and work instruction for dies and processes. Identify / propose cost reduction program / upgrading to achieve quality and competitive cost to meet present and future stamping requirements. Provide technical guidance / training to Toolmakers / Production Technicians to ensure effective operations of the area. Train and lead a team of Toolmakers and Production Technicians. Work to comply with safety requirements and maintain safe working habits. 	
Storekeeper	<ul style="list-style-type: none"> 1-3 years' experience 	<ul style="list-style-type: none"> General warehouse duties 	8.5 hours Location: East
Test Engineer 	<ul style="list-style-type: none"> Nitec & above qualification in 	<ul style="list-style-type: none"> Assist engineer to carry out all the Test related activities, to support & 	12hrs shift (rotating between

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	engineering with at least 1-3 years of working experience in testing and debug environment. <ul style="list-style-type: none"> • Good team player. • Ability to work with Peers, engineers, and superiors. • Able to multi-task & work under pressure. • Perform shift work. • Good understanding of test methods and concepts. • Knowledge of programming and debugging skills. 	implement different product configuration setup. <ul style="list-style-type: none"> • To test, analyze and perform troubleshooting on product failures and work closely with process and test engineers on yield improvement. • Participate in the Kaizen activities. • To update test tracking records. • To prepare and update. • To provide training over W/I to New Hiring. • To support the NPI Process and production runs. • Participate in ISO activities (implementation & maintain). 	afternoon & night) Location: East
Trainee Technician	<ul style="list-style-type: none"> • Nitec/ Higher Nitec/ Diploma holders. 	<ul style="list-style-type: none"> • Perform troubleshooting, repair, and overhaul of aircraft engines. • Dismantle aircraft engines. • Testing and maintenance of engine equipment. • Perform simple operational checks on aircraft system. 	Shift: 6.30am-4.15pm. 4pm - 1.45am Location: East
Warehouse Assistant	<ul style="list-style-type: none"> • Minimum secondary level. • At least 1 year working experience in related field. • Able to read, write, speak basic English and possess basic Mathematical skill. • Basic computer literacy is advantageous. • Able to handle 10 to 20kgs of load. • Physically fit. • Minimum commitment period: 3 months and above (possibility extendable). 	<ul style="list-style-type: none"> • Facilitate the daily operation of the warehouse. • Issue and collect production materials timely. • Perform daily check and count for stock accuracy. • Ensure well maintenance and good housekeeping within the warehouse. • Stock up and label all goods correctly. • Receive goods and pack accordingly. • Report immediately of any parts/stock defects or discrepancy in quantity. • Observe all safety rules and compliance with all procedures. • Any general ad-hoc duties as assigned by superior. <p>Remark: During PI (stocktake), likely in June no work assigned. Early release is given during fasting period however the pay will be still paying full day shift till 5.50pm.</p>	Day Shift: Monday to Friday from 8.20am to 5.50pm. Night Shift: Monday to Thursday from 5.50pm to 5.50am. Location: East

#3 Ya Kun Kaya Toast

From its humble beginnings as a modest coffee stall in the 1940s, the name of Ya Kun has become synonymous with unparalleled kaya toast and irresistibly fragrant coffee and tea, enjoyed amidst a cosy atmosphere.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> Proven experience managing multiple F&B outlets with strong operational knowledge. Excellent leadership and team management skills. Willingness to travel between outlets and work flexible hours, including weekends. 	<ul style="list-style-type: none"> Oversee daily operations of multiple F&B outlets to ensure quality, efficiency, and compliance with hygiene standards. Lead and train staff to achieve service excellence and meet sales targets. Manage customer complaints and feedback to ensure prompt resolution and satisfaction. Monitor budgets and implement strategies to optimize cost control and profitability. Collaborate with management and provide performance reports to support business goals. 	6 Day work week (44 hours) Islandwide
Junior Graphic Designer 	<ul style="list-style-type: none"> Collaborate with Marketing to create engaging campaign and event content. Proofread to ensure accuracy and quality. Assist in producing company materials and campaign photoshoots. Ensure designs align with corporate identity consistently. Maintain and organize records of all design work. Manage multiple projects efficiently in a fast-paced environment. Perform additional tasks as assigned. 	<ul style="list-style-type: none"> Collaborate with Marketing to create engaging campaign and event content. Proofread to ensure accuracy and quality. Assist in producing company materials and campaign photoshoots. Ensure designs align with corporate identity consistently. Maintain and organize records of all design work. Manage multiple projects efficiently in a fast-paced environment. Perform additional tasks as assigned. 	Mon - Fri Office Hours The Alexcier -237 Alexandra Road, (S)159929
Outlet Trainee Manager	<ul style="list-style-type: none"> No experience required – training provided. Willing to handle hot food/equipment and rotate across all stations. Team player with a positive attitude and good customer service mindset. Able to work 6 Days work week. 	<ul style="list-style-type: none"> Operate POS system, handle payments, and prepare eggs/beverages/toasts per SOP. Prepare food and desserts according to SOP, ensuring quality, hygiene, and food safety. Greet and serve customers, handle feedback positively, and maintain cleanliness. 	6 Day work week (44 hours) Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Manage inventory, and assist in all outlet duties. Support team members and perform other ad-hoc tasks as needed. Supervise staff, manage outlet operations, stock, and scheduling. 	
Pastry Cook	<ul style="list-style-type: none"> At least 1 year' experience in pastry production or similar capacity and relevant experience preferred. Physical fit. Heavy items to carry daily. Able to work in a fast-paced environment and multitask. Must be able to communicate in Mandarin as need to work with mandarin speaking only colleagues/ suppliers. Highly motivated and able to work independently and a good team player. Product knowledge on baking and pastry making in fundamental technique. 	<ul style="list-style-type: none"> Assist daily production to meet outlet orders. Ensure strict adherence to AVA food hygiene and safety regulations. Check item quality, store properly, and minimize wastage. Control inventory and report stock levels, mise-en-place schedule, and maintenance issues to Pastry Chef. Collaborate with colleagues for smooth operations. 	6 Day work week (44 hours) 8A Admiralty Street, (S)757437
Procurement Manager 	<ul style="list-style-type: none"> A minimum of a Degree in a relevant field. Prior experience in procurement, inventory, logistics and vendor management is preferred. Possess strong negotiation, communication and interpersonal skills. Analytical with attention to details and problem-solving ability. Able to multitask, work under pressure and meet deadlines. Proficient in Microsoft Office. 5 days' work in office. 	<ul style="list-style-type: none"> Negotiate favorable terms for materials, supplies, and services from local and international suppliers. Maintain strong relationships with key suppliers and ensure smooth delivery and service levels. Evaluate and select suppliers based on performance, quality, pricing, timelines, and support. Collaborate with departments to manage inventory and maintain optimal stock levels. Oversee retail product development and sales across B2B and B2B2C channels. Coordinate with internal teams to address operational challenges and improve processes. Support management with ad hoc tasks, special projects, reports, and new initiatives. 	Mon - Fri Office Hours The Alexcier -237 Alexandra Road, (S)159929

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Production General Worker	<ul style="list-style-type: none"> Physical stamina Attention to detail Teamwork and adaptability to operate machinery Ensure quality and safety in a fast-paced environment problem-solving Multitasking Machine operation Inventory management 	<ul style="list-style-type: none"> Handling production equipment (e.g. operation, maintenance). Assembling and inspecting machinery parts. Monitoring product shipment. 	<p>Compressed work schedule</p> <p>8A Admiralty Street, (S)757437</p>
Senior Executive, Business Development (Leasing) 	<ul style="list-style-type: none"> Sales and Negotiation Skills Market Research and Analysis Strategic Planning Relationship Building and Networking Project Management 	<ul style="list-style-type: none"> Conduct market research on new product developments, trends, differentiation, and competition to support innovation. Assist in product sourcing for testing and feedback. Collaborate with stakeholders on product roadmap, strategy, and implementation. Support product reviews, marketing initiatives, and campaign inputs. Ensure KPI achievement and resolve implementation challenges. 	<p>Mon - Fri Office Hours</p> <p>The Alexcier -237 Alexandra Road, (S)159929</p>
Service Crew (Full-time/ Part-time)	<ul style="list-style-type: none"> Physically fit. No experience is required but must have positive attitude and be prepared to work hard. Customer-centric, service-oriented and a team player. Able to commence work at short notice will be an advantage. 	<ul style="list-style-type: none"> Operate outlet stations & prepare food/beverages. Toasting, brewing, cooking, cashier duties & general cleaning. Ensure compliance with NEA safety & hygiene standards. Deliver great customer service & maintain product quality. Support the team with other tasks as assigned. 	<p>Full-time: Rotating Shift - 6 Day work week (44 hours)</p> <p>Part-time: Flexible Schedule</p> <p>Islandwide</p>

(Participating for 2 days, 20-21 June)

#1 Certis Cisco

Certis is a leading outsourced services partner that designs, builds and operates multi-disciplinary smart security and integrated services. Our multi-service offerings leverage our strong heritage in security, and are augmented by applied AI solutions. These solutions are part of our comprehensive technology development and systems integration capabilities that are fully cyber secure by design.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Auxiliary Police Officer	<ul style="list-style-type: none"> N level / WPLN4 	<ul style="list-style-type: none"> Responsible in maintaining law and order. Primary duties include deterring and preventing unlawful activities, safeguarding persons and protecting properties from loss and damage. Secondary duties include crowd and traffic control, perform patrolling, access control or enforcement of security at events. 	12 hours 6 Commonwealth Lane, (S)149547
Aviation Security Officer	<ul style="list-style-type: none"> O level / WPLN5 	<ul style="list-style-type: none"> Responsible for conducting security screening checks and ensuring safety of the passengers while maintaining its high security standard. 	12 hours 6 Commonwealth Lane, (S)149547
Cash & Valuables Security Officer	<ul style="list-style-type: none"> Secondary / WPLN3 	<ul style="list-style-type: none"> Play a critical role in the cash management ecosystem: You will be trained to handle cash replenishment at ATMs and the collection and delivery of cash and valuables to banks and retail stores. 	12 hours 6 Commonwealth Lane, (S)149547
Cash Management Officer	<ul style="list-style-type: none"> Secondary / WPLN3 	<ul style="list-style-type: none"> Handling of cash with the aid of cash sorting machine. Moving of cash boxes / cash bags / coin boxes from time to time. Packing of cash into boxes / containers / cartridges. No fronting of customers / clients. 	12 hours 6 Commonwealth Lane, (S)149547
Enforcement Officer	<ul style="list-style-type: none"> Secondary / WPLN3 	<ul style="list-style-type: none"> Carry out enforcement duties at public roads according to patrol schedule and attend to public feedback on parking. Enforce against illegal parking, perform checks against unlicensed operator and unlawful activities. 	12 hours 6 Commonwealth Lane, (S)149547
Security Officer	<ul style="list-style-type: none"> Secondary / WPLN3 	<ul style="list-style-type: none"> The primary job scope includes performing access control duties (to prevent unauthorized entry into the premises), patrolling/clocking and attending to any security related matters. 	12 hours 6 Commonwealth Lane, (S)149547



#2 Enterprise Promotion Centres (EPC)


EPC works with industry partners to: promote growth and capability development, plan and help implement organisation and workforce transformation, provide business facilitation and management services, help businesses level up their future-ready workforce for the new economy.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Enrolled Nurse (Renal Dialysis) 	<ul style="list-style-type: none"> • Candidate must possess at least a NITEC in Nursing. • At least 1 year of relevant working experience in a dialysis centre. • Valid registration with Singapore Nursing Board. • 6-day work week (including weekends and Public Holidays). 	<ul style="list-style-type: none"> • Participate in the assessment, implementation and evaluation of quality dialysis outcome. • Perform Hemodialysis cannulation and treatment for patients according to the standards practice and guideline. • Carry out Hemodialysis treatment and venipuncture on arterio-venous fistula, arterio-venous graft and temporary catheter prescribed for patient according to the expected standards of practice and guidelines. • Demonstrate and maintain good interpersonal skills with colleagues, patients and public. • Provide diet education and care of the vascular access to patient and family. • Work in collaboration with Staff Nurse to prioritize and organize care to meet the dialysis adequacy and rehabilitative needs of the patients. • Assist the doctor and nursing staff during Hemodialysis treatment and examination review of the patient. • Provides orientation, guidance, mentoring and coaching to new and less experienced staff. • Collect water sampling for water culture to maintain safe water standard guideline. • Review new inpatient and outpatient latest virology blood result from admission office. 	6:30am-3pm, 2.30pm-11pm
Network Consulting Engineer 	<ul style="list-style-type: none"> • Cisco Catalyst, Cisco Nexus, Cisco ASA, Firepower, IOS, and ISR Routers • NGFW with Fortinet, Palo Alto, or Checkpoint Firewall • WAN & Routing (OSPF, EIGRP, IS-IS, BGP) 	<ul style="list-style-type: none"> • Engage customers and vendors to deliver a fit-for-purpose and future-proof solution design that meet their business objectives, adhering to project delivery framework and vendors' product lifecycle. • Develop and implement infrastructure projects adhering to project scope of work, timeline, budget, with quality. 	9am-6pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Switching Technologies (STP, VLAN, VXLAN) Network Authentication (ISE, 802.1x, Radius, Active Directory, Posture, Profiling) Network Design QoS Wireless Technologies (WLC, WLM, 802.11ac, WMM, PEAP, TLS, Site Survey) AI/ML delivered Assurance with Catalyst Center Network performance measurement and monitoring such as Cisco Prime, Solarwinds, MRTG, PRTG System experience includes: Linux/Unix Microsoft Windows Active Directory, DNS, DHCP, and MS Server Virtualization (VMWare, Hyper-V) Cloud experience with AWS, Azure or GCP will be an added advantage. 	<ul style="list-style-type: none"> Develop concise project documentation such as Low-Level Design, Migration/Implementation MoP, User Acceptance Test, User Guide documents. Assist Sales or Solution Architect to provide technical specifications, Scope of Work, effort estimation in responding to customer's request or RFP process. Act as solution expert to support issue resolutions for project issue escalation that impacting deliverables, quality, or timeline. Provide technical expertise to other team members, as well as with other avodaq teams in Singapore and globally. Keep up to date with the latest technology products in network infrastructure, to provide high-quality support in current and future services. 	
Senior Occupational Therapist 	<ul style="list-style-type: none"> Minimum a recognised degree in Occupational Therapy. Obtained Full Registration with AHPC. Possess relevant years of clinical practice experience. A team player with good interpersonal and communication skills. Possess analytical and problem-solving skills. 	<ul style="list-style-type: none"> Outgoing and flexible individuals with proven experience of working in the area of adult rehabilitation. Prepare our patients for community integration through carefully designed activities and processes. Demonstrate sound assessment, clinical reasoning and complex discharge planning skills. Providing home assessment and advice on home modifications. 	8:30am-6pm
Senior Physiotherapist 	<ul style="list-style-type: none"> Minimum a degree in Physiotherapy. Obtained Full Registration with AHPC. Possess relevant years of clinical practice experience. A team player with good interpersonal and communication skills. Possess analytical and problem-solving skills. 	<ul style="list-style-type: none"> Outgoing and flexible individuals with proven experience of working in the area of adult rehabilitation. Demonstrate sound assessment, clinical reasoning and complex discharge planning skills. 	8:30am-6pm


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Engineer 	Technical Skills: <ul style="list-style-type: none"> • Cisco IOS, Cisco Router, Cisco Catalyst, Cisco ASA/ Firepower, Cisco ISE, DNAC • Meraki Switches, Access Point, and Firewalls • Fortinet Firewalls • Palo Alto Firewalls • Routing (RIP, OSPF, EIGRP) • Switching (VLAN, VTP, 802.1Q) • Network Security • Existing CCNA certification or higher or ability to re-qualify within three months. • At least basic familiarity with ITIL processes. • Ideally, 2-5 years' experience as field or system or service engineer, specifically for network and voice projects. 	<ul style="list-style-type: none"> • Receive, resolve and respond to support requests by our customers as first-level support. • Coordinate hardware and software delivery schedules. • Escalate customer support requests to second-level support as needed. • Active monitoring and maintenance of customer systems, including routing and switching, unified communication and security components. • Operations support for unified communication systems. • Responsibility for the adherence to Service Level Agreements. • Coordination of staff to resolve support requests at customer sites as required. • Operation of ticketing and support systems. 	9am-6pm
Social Work Associate/ Executive 	<ul style="list-style-type: none"> • Entry Level (Social Work Associate) - At least a Diploma from an accredited institution • Executive (Social Work Executive) - Bachelor's Degree or equivalent • Prior experience working with vulnerable populations, such as children, youth, or families an advantage. • Strong communication and interpersonal skills. • Ability to work with diverse populations and cultures. • Empathy, compassion, and a strong commitment to social work values. • Meticulous and have the ability to multi-task. • Proficient in Microsoft Office. • Good verbal and written communication skills. • Committed and Can-Do Attitude. • Team Player. • Compassionate and Empathetic: Ability to provide 	<p>The Social Work Associate/Executive works in varied practice contexts where he/she offers support in welfare, case co-ordination and renders supportive counselling to the community. SWA/E works with Social Workers to ensure clients are well-served and programmes are executed, and objectives are met.</p> <ul style="list-style-type: none"> • Assist in coordinating casework, groupwork and community development activities and programmes, supporting community events and performing administrative functions. • Support the planning and implementation of programmes at the centre. • Assist in providing interventions and evaluations for programmes conducted. • Support community outreach activities and group work. 	9am-6pm


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	emotional support and guidance to clients. <ul style="list-style-type: none"> • Strong Problem-Solving Skills: Ability to think critically and develop creative solutions. • Adaptable and Flexible: Ability to adapt to changing client needs and priorities. 		
Software Consultant 	<ul style="list-style-type: none"> • Having past Coding or Technical Implementation experience in the DevOps, Observability and Cloud space. • Experience in Presales is a plus but not mandatory. • Having strong presentation skills. • Experience in Dynatrace, ThousandEyes, AppDynamics, Splunk, or LaunchDarkly. 	<ul style="list-style-type: none"> • Specializing in Presales responsibilities with a focus on DevOps, Observability and Cloud technologies. • Collaborating with both the Sales and Implementation team. • Hold a relationship with external customer technical stakeholders. • You are responsible for demonstrating the technical and business value of solutions to clients. • Design solutions that address our clients' requirements. • Sizing up the Bill of Materials and crafting out the Scope of Work for projects. • Assisting in the preparation for Project Submissions including Tenders and Requests for Proposals (RFP). • Be a team player and assist other members of the Software Team when there is a shortfall in Resources. 	9am-6pm


#3 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. • Able to work well under pressure in a fast-paced environment. 	<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. • 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 experience. • 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 information to stay informed. • 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. 	40 hours 6 Eu Tong Sen Street, Clarke Quay Central, (S)059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
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. 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. 	44 hours 6 Eu Tong Sen Street, Clarke Quay Central, (S)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. 	44 hours 6 Eu Tong Sen Street, Clarke Quay Central, (S)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. Demonstrate strong business acumen, effective leadership skills, and a proven track record of driving results with teams. 	<ul style="list-style-type: none"> Responsible for ensuring the proper, efficient, and profitable functioning of the Hotel. 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. 	44 hours 6 Eu Tong Sen Street, Clarke Quay Central, (S)059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> 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 advances, and acceptance of cheques following procedures and credit policies. 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. 	44 hours 6 Eu Tong Sen Street, Clarke Quay Central, (S)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 with 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	<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 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. 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. 	44 hours Islandwide
Housekeeping Assistant	<ul style="list-style-type: none"> Able to perform rotating shifts and 6-days work week. Able to work under pressure and detail oriented. 	<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. 	44 hours 6 Eu Tong Sen Street, Clarke Quay

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Able to converse in Basic English for effective communication between guests and colleagues. Minimum 1 year of relevant experience. 	<ul style="list-style-type: none"> 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. 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. 	Central, (S)059817
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 the stock of promotional materials for daily operations. Undertake any other duties assigned by superiors diligently and professionally. 	44 hours 6 Eu Tong Sen Street, Clarke Quay Central, (S)059817
Reservation Sales Executive 	<ul style="list-style-type: none"> Minimum Diploma in any field. Knowledge in Property Management System will be an advantage. Proficient in MS Office, email 	<ul style="list-style-type: none"> Handle reservations received via all channels timely and accurately according to SOPs. 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. 	44 hours 12 Woodlands Square, (S)737715


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>system, and reservations system will be an advantage.</p> <ul style="list-style-type: none"> • 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"> • Ensure proper filing and recording of all correspondences. • Compliance with department's related policies and procedures. • Supports management as and when required. 	
Room Attendant	<ul style="list-style-type: none"> • 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. • Minimum 1 year of relevant experience. 	<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 keep 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 discrepancy accurately and follow standard procedure. • Cleaning of public areas within hotel premises. Carry out special project and tasks such as shampooing of carpets and taking stock. 	<p>44 hours</p> <p>6 Eu Tong Sen Street, Clarke Quay Central, (S)059817</p>
Senior/ Guest Service Assistant	<ul style="list-style-type: none"> • Minimum completion of PSLE or its equivalent. • Willing to work rotating shifts. 	<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. 	<p>44 hours</p> <p>Islandwide</p>


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> 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"> 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 the stock of promotional materials for daily operations. Undertake any other duties assigned by superiors diligently and professionally. 	
Senior/ Guest Service Executive 	<ul style="list-style-type: none"> Minimum Diploma in Hospitality Able to perform rotating shifts. Positive attitude and outgoing personality and good public relations skills. Previous experience in hospitality and Opera knowledge will be advantageous. 	<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. 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. 	44 hours Islandwide
Tea Master	<ul style="list-style-type: none"> Able to perform rotating shifts, 	<ul style="list-style-type: none"> Perform the tea ceremony at the Lobby. This includes the offering of towels, brewing, and 	44 hours


Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	including weekends and public holiday. <ul style="list-style-type: none"> • Able to stand for long hours. • Customer service oriented. 	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. 	10 Cross Street, (S)048417

#4 HRnetGroup

Headquartered in Singapore where it was founded in 1992, HRnetGroup started off as a 4-person team. Today, with over 900 consultants spread across 18 Asian cities, we are definitively; the leading recruitment and staffing firm in Asia.



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Executive 	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/ Diploma/ Degree, Finance/ Accountancy or equivalent. • At least 3 year(s) of working experience in the related field is required for this position. • Candidates must have experience handling multi-currencies and accounting for exchange conversions. • Proficiency in common ERP software and desktop applications, including Microsoft Office. 	<ul style="list-style-type: none"> • Full Sets of Accounts & Interco Reconciliation. 	Mon-Fri 8.30am-6pm (1hr unpaid break)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Client Relations Manager - Business Development 	<ul style="list-style-type: none"> Minimum Diploma and above. Has prior experience in Business Development/ Account Management/ Customer Service. 	<ul style="list-style-type: none"> Identify and research opportunities in new and existing markets. Develop and implement strategies to attract and onboard clients. Pitch business proposition to businesses. Establish and maintain strong relationships with clients. Manage client's accounts effectively. Consistently achieve quarterly and annual targets. Collaborate with internal stakeholders. Contribute to the development of strategic initiative and growth plans. 	Mon-Fri 9am-6pm (1hr unpaid break)
Corporate Secretariat Admin	<ul style="list-style-type: none"> Must have experience in admin support with corporate sector. 	Admin Support: <ul style="list-style-type: none"> Handle general office administration (emails, calls, filing, scheduling). Organize meetings, book venues, and prepare agendas/minutes. Assist with travel arrangements, expense claims, and logistics. Corporate Secretariat: <ul style="list-style-type: none"> To provide corporate secretarial related services (e.g., incorporation of company, change of company officers and share transfers). Handling submission of ACRA transactions. Preparing Directors/Shareholders resolutions, Extraordinary/ Annual General Meetings Minutes, relevant statutory forms and other related documents for on-going corporate secretarial matters. 	Mon-Fri 9am-6pm (1hr unpaid break) 28 Biopolis Road, (S)138568
Paramedics	<ul style="list-style-type: none"> Recognised Paramedic Certificate from SMTI/Civil Defense Academy, Higher NITEC in Paramedicine, Diploma/Advanced Diploma in Paramedicine, or other recognized qualifications. 	<ul style="list-style-type: none"> Respond rapidly to emergency calls and provide on-site medical assistance. Assess patient condition and determine appropriate treatment or interventions. 	5-6 days, 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Minimum 1-2 years of relevant experience. 	<ul style="list-style-type: none"> Administer first aid, CPR, oxygen therapy, defibrillation, IVs, and medication as needed. Safely transport patients to hospitals or medical facilities while monitoring vital signs. Operate and maintain emergency medical equipment and ambulances. Document patient condition, treatment given, and other relevant details accurately. Communicate effectively with hospital staff and emergency responders. Follow protocols and comply with national and organizational medical guidelines. Reassure patients and family members during high-stress situations. Participate in training drills, certification renewals, and continuing education. 	
Resident Technical Officer 	<ul style="list-style-type: none"> Diploma in Mechanical Engineering discipline from any of the recognized Polytechnics in Singapore. Trained and equipped with valid certification for Supervise Construction Work in WSH (Workplace Safety and Health) conducted by Ministry of Manpower's Accredited Training Providers. The RTO shall have 5 to 10 years of experience as a RTO, of which at least two (2) years shall be in supervision of works involving installation and T&C for chilled water plant and distribution pipework. Willing to carry out night/ weekend works where needed. 	<ul style="list-style-type: none"> To familiarize with District Cooling System (DCS), design concept, drawings & documents, scope of work together with the appointed project engineers. To familiarize with site and DCS Pipeline proposed route. To assist with checking method statement, shop drawings and submission documents of DCS Pipeline contractor and Mechanical, Electrical & Plumbing (MEP) contractor based on contract document and document submission from suppliers. 	Mon 8:30am – 5:30pm, Tue – Fri 8:30am – 4:30pm, Sat 8:30am – 5:30pm

#5 HSBC Life

HSBC Life is a leading financial agency dedicated to providing exceptional financial planning services. As a team of passionate financial planners, investment advisors, and wealth management experts, we work collectively to empower our clients to achieve their financial goals. Our diverse backgrounds and expertise allow us to offer comprehensive solutions tailored to the specific needs of each client. At Fort Financial, we are driven by a shared commitment to excellence and a genuine desire to make a positive impact on our clients' financial well-being.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Agency Development Manager 	<ul style="list-style-type: none"> • Diploma/Degree holder in any discipline. • Strong communication and interpersonal skills. • Self-motivated, proactive, and results-driven. • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • The ADM is a representative who refers candidates to the unit manager. Helps the unit manager and learns on the job before being a manager. • Personal production • Growing the client base • Referring new candidates to the unit manager <p>Besides the functions listed under role of FP, an ADM performs these additional functions :</p> <ul style="list-style-type: none"> • Refers potential candidates to unit manager or director. • Develops an operation, marketing and action plan to refer candidates for recruitment. • Does a marketing and business plan to grow the business. • Helps supervisor administer and manage the business. This does not include coaching and Joint fieldworks which must be done by the direct supervisor. • Helps the director or manager to meet the organisation sales and recruitment targets. • Provides guidance to new FPs that were referred to the manager or director. • Keeps up to date and applies company, industry and regulatory guidelines. • Be familiar with HSBC code of conduct and act accordingly. 	9.30am-5.30pm Islandwide
Financial Services Manager 	<ul style="list-style-type: none"> • Diploma/Degree holder in any discipline. • Strong communication and interpersonal skills. • Self-motivated, proactive, and results-driven. 	<ul style="list-style-type: none"> • Recruit FPs. • Manage and supervise FPs. • Do personal sales. • Develop a client base. • Recruit, coach, develop and monitor a team of up to 15 FPs who are compliant, 	9.30am-5.30pm 298 Tiong Bahru Rd, #20-01


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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ability to work independently and as part of a team. 	productive and achieve their sales targets and persistency.	Central Plaza, (S)168730

#6 McDonald's Singapore

McDonald's Singapore opened its first restaurant in 1979. Today, we have over 150 McDonald's restaurants across the island serving 7 million customers monthly with over 11000 employees.

At McDonald's, we know that our people are our most valuable resource. We invest in their growth and job satisfaction and provide learning and development opportunities for every single employee who walks through our doors. Our renowned training and coaching practices mean they develop skills and attitudes that last a lifetime. And as our people grow in their jobs, they also gain experience and opportunities for leadership and management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Management Trainee 	<ul style="list-style-type: none"> A Degree, Diploma, Higher Nitec or Nitec in any discipline High energy and a strong passion for delighting customers Drive and resourcefulness to deliver results Strong management skills with the ability to lead and motivate a team Able to work shifts, weekends and public holidays (5-day work week) 	<ul style="list-style-type: none"> Shape the future of McDonald's Master million-dollar budgeting, cost management, and inventory planning Plan and execute sales building activities Take charge of Quality, Service, and Cleanliness assurance within the restaurant operations Supervise store operations, cash control, and shift management Manage a high-performance team and develop their talents Drive recruitment, training, and marketing campaigns 	Shift Rotation Islandwide
Service crew (Full-time/ Part-time)	<ul style="list-style-type: none"> No Experience Needed 	<ul style="list-style-type: none"> Be part of a friendly service team Greet and serve customers in a fast and friendly manner Learn about food preparation and customer service Ensure that the restaurant is clean 	Full-Time/ Part-Time Islandwide



#7 Raffles Hotel Singapore



Raffles Hotel Singapore is one of the few remaining great 19th century hotels in the world, perfectly preserved both inside and out, giving it an intoxicating blend of luxury, history and classic colonial design. Its distinctive architecture, legendary heritage and iconic service


continue to enthrall visitors where suites, social spaces, award-winning restaurants and bars are presented for discerning travellers. No visit to Singapore is complete without a stay here, where the grand historic hotel exudes old-world grandeur infused with the unique charm of the city state.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Associate Sommelier 	<ul style="list-style-type: none"> • Certificate or diploma in Hospitality or related field. • Experience in Wine (e.g. Wine making, wine sales, Master court sommelier, WSET Level 2 etc.). • 1 year in a wine service position, or similar operations. • Has Service or Retail experience. • Possesses Wine, beverage and food knowledge through professional or personal interests (personal interest/ professional). 	<ul style="list-style-type: none"> • Delivers Friendly and Efficient Wine Service. • Serves wine in efficient manner (in the right condition; glassware, temperature etc). • Assists Sommelier in offering wine options, offers wine advice and takes orders. • Offers aperitif, upsell wine by the glass and bottle, offers after meal service. • Is well presented and adheres to hotel's grooming standard. • Greets and farewells guests in a friendly, courteous manner. • Focuses on the Guest Dining Experience. • Uses guest names when it's appropriate. • Adjusts service to meet guests' special requests and provides personalised service. • Uses a Heartist® approach – makes the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong. • Looks for ways to upsell and add value (e.g. suggesting another glass of wine, when first glass emptied). • Works as Part of the F&B Service Team • Accuracy in wine order taking. • Timeliness in pick-up and delivery of wine and beverages. • Efficiency of work in setting up the mise-en-place; picking up wine stock from store according to par stock, wine cellars arrangement, wine requisition according to needs and completing daily wine reports 	Rotating shifts 1 Beach Road, (S)189673


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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Cleanliness and work safety in wine and service areas. 	
Bellman	<ul style="list-style-type: none"> Possesses strong interpersonal skills. Ascertains and addresses guest/colleague needs. Focuses on service with an eye for detail and an approachable attitude. Works well under pressure, analyzes and resolves problems, and exercises good judgment and with a high degree of professionalism. Prioritises and organises work assignments. Self-motivates and shows good initiative in a dynamic environment. Ensures security and confidentiality of guest and hotel information. 	<ul style="list-style-type: none"> The position is responsible to supervise and handle all portorage tasks in a detailed and timely manner as well as to participate in creating experiential and memorable Raffles Hotel Singapore experiences for residents. 	Rotating shifts 1 Beach Road, (S)189673
Chef de Partie 	<ul style="list-style-type: none"> Minimum of 3 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant. Proficient in written and conversational English. Good interpersonal skills with ability to communicate with all levels of colleagues. Service oriented with an eye for details. 	<ul style="list-style-type: none"> The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues. 	Rotating shifts 1 Beach Road, (S)189673
Events Manager/ Assistant Events Manager 	<ul style="list-style-type: none"> Diploma/ Degree in Hotel/ Hospitality Management. Minimum of 3 years of sales experience in hotel, preferably luxury hotel in Singapore. Minimum of 2 years of experience in similar capacity Work experience in a Luxury Hotel or Luxury Brand is an advantage. Strong working knowledge of Microsoft Outlook, Microsoft Office and Opera will be an advantage. 	<ul style="list-style-type: none"> The Assistant/ Events Manager (Events & Conference Services) is responsible for working to achieve the strategic goals of the hotel, specifically in banquet sales. Sales segments can be sub-categorized into corporate and weddings. He/ she will also support and service group files handed over from sales. This position is also responsible to follow through on all 	Office hours 1 Beach Road, (S)189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		matters pertaining to events and functions in the hotel.	
Food & Beverage Marketing Communications Executive 	<ul style="list-style-type: none"> • Minimum Diploma holder or above/ equivalent. • Minimum of 1 year of relevant experience in Marketing Communications/ Public Relations. Experience in hospitality industry is an advantage. Fresh graduates are welcome. • Strong working knowledge of Microsoft Outlook and Microsoft Office. • Basic working knowledge of Adobe software. Proficiency in Adobe Photoshop is an advantage. Proficiency in simple video editing is an advantage. • Oral fluency in English and Mandarin with written excellence in English. Ability to speak other languages and/or basic understanding of other languages is an advantage. 	<ul style="list-style-type: none"> • The Food & Beverage Marketing Communications Executive supports the development of all hotel Food and Beverage collaterals, including supporting public relation programmes and advertising artwork. • It also serves to provide coordination support for hotel events as well as facilitate administration matters for the Marketing Communications department. 	Office hours 1 Beach Road, (S)189673
Food & Beverage Sales Executive 	<ul style="list-style-type: none"> • Minimum Diploma or equivalent. • Minimum of 1-2 years of relevant experience in the hotel industry preferably in Singapore. • Strong working knowledge of Microsoft Office. 	<ul style="list-style-type: none"> • Perform general office duties such as filing, sending emails and making bookings. • Prepare sales related documents throughout the sales process (e.g. proposals, contracts) • Gather materials and assemble information for inquiries about our F&B Outlets. • Answer guests questions about property facilities/services • Serve as point of contact for clients and communicate with them by phone and email to respond to questions and requests. • Maintains adequate stock of all sales materials as suited to required quantities. • Organises and coordinate meetings, conferences and travel arrangements. <p>Ad-Hoc Projects Champion</p>	Office hours 1 Beach Road, (S)189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assists and supports in ad-hoc projects assigned by respective F&B Sales team leaders. <p>Involvement in Wider Job Function Actions/ Relationships</p> <ul style="list-style-type: none"> Participates in training activities to improve knowledge and skills. Follows guidelines provided in employee handbook. Understands emergency procedures, health and safety requirements. Maintains collaborative working relationships with colleagues, supervisors and managers. Contributes to the hotel's Corporate Social Responsibility and sustainability efforts. Upholds the Accor Values in the work nature, increasing stakeholders' interest. Performs any other duties and responsibilities that may be assigned. 	
Food and Beverage Service Associate	<ul style="list-style-type: none"> Retail or guest interaction experience. Interpersonal skills – communicates easily/openly with integrity towards own action. Communication skills in English spoken/written. Reliable and consistent. Well-groomed. Can work as part of a team. 	<ul style="list-style-type: none"> The Food and Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations. 	Rotating shifts 1 Beach Road, (S)189673
Food and Beverage Service Executive 	<ul style="list-style-type: none"> Minimum 2 years' experience in an international class restaurant. At least 1 year relevant experience in a similar capacity an advantage. Working knowledge of Microsoft Office. Interpersonal skills – communicates easily/ openly with integrity towards own action. Communication skills in English spoken/ written. Reliable and consistent. 	<ul style="list-style-type: none"> The Food and Beverage Service Executive supervises the team by proactive, interactive and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their dining experience. He/she assists the management in supervising the overall operation and service standards of the restaurant to 	Rotating shifts 1 Beach Road, (S)189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Well-groomed. 	<ul style="list-style-type: none"> meet and exceed guest's dining experience expectations. 	
Housekeeping Attendant	<ul style="list-style-type: none"> English-written and spoken is ideal but not necessary. Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures. Service oriented with an eye for details. Ability to work efficiently and independently under pressure in a dynamic environment. Flexible and able to embrace and respond to change effectively. Self-motivated and energetic. 	<ul style="list-style-type: none"> The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections. 	Rotating shifts 1 Beach Road, (S)189673
Housekeeping Supervisor	<ul style="list-style-type: none"> Minimum 2 years in housekeeping position, minimum 1 year as Supervisor. Housekeeping / Supervisory experience in luxury hotel / resort. Certified Trainer or On Job Trainer. Good technical skills for Housekeeping. Supervisory and leadership skills – collaborative, enabling, and entrepreneurial. Confident and good interpersonal skills to handles all levels of communication to colleagues and guests. Well-verse in OPERA. Able to solve problems / make decisions within scope. Attention to details especially on cleanliness and setup presentation. Able to work independently, reliable and self-directed. 	<ul style="list-style-type: none"> The position is responsible for ensuring the ongoing impeccable cleanliness and organisation of public spaces and facilities in accordance with established standards of the hotel. He/she needs to maintain the impeccable cleanliness in his/her area of responsibility as per hotel standards related to the nightly deep cleaning by outside companies as per contractual agreement in public spaces and back-of-house areas. 	Rotating shifts 1 Beach Road, (S)189673
Lobby Ambassador (Front Office)	<ul style="list-style-type: none"> Minimum 1 to 3 years relevant experience. Excellent communication skills in English and ability to communicate in a second language. Possesses strong interpersonal skills. Contributes in the team, work punctually and effectively. Ascertains and addresses guest/ colleague needs. 	<ul style="list-style-type: none"> The Lobby Ambassador is responsible in managing various aspects of the Lobby operation in the delivery of the Raffles Hotel Singapore's service experience throughout the entire guest journey. 	Rotating shifts 1 Beach Road, (S)189673



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Motivates individuals and creates and maintains a cohesive team. • Focuses on service with an eye for detail and an approachable attitude. • Works well under pressure, analyzes and resolves problems, and exercises good judgment. • Prioritises and organises work assignments and work effectively. • Self-motivates and shows good initiative in a dynamic environment. • Ensures security and confidentiality of guest and hotel information. 		
Raffles Butler 	<ul style="list-style-type: none"> • Diploma or Degree from School for Tourism and Hotel Management. • Minimum 2 years' relevant experience. • Excellent communication skills in English and ability to speak other language and/ or basic understanding of other languages an advantage. 	<ul style="list-style-type: none"> • The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience. • This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements. • The Butler will strive to listen attentively, observe the little details, and personalise interactions with the aim to anticipate and be intuitive of residents' needs and wants. • An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas. 	Rotating shifts 1 Beach Road, (S)189673
Raffles Service Executive/ Agent	<ul style="list-style-type: none"> • Minimum tertiary education or equivalent. • Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management. • Minimum 1 year of relevant experience in the hotel industry. 	<ul style="list-style-type: none"> • The Raffles Service Agent / Executive delivers friendly and professional service that meets guest's reservation experience expectations prior to their arrival. 	Rotating shifts 1 Beach Road, (S)189673
Resident Bartender	<ul style="list-style-type: none"> • Knowledge of classic/international cocktails, spirits and hospitality. • Proficient in Microsoft Office and basic POS management. • Previous relevant bar experience with similar standing or profile as bartender. 	<ul style="list-style-type: none"> • The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. • He/she engages with our guests during their visit, receives and serves orders and 	Rotating shifts 1 Beach Road, (S)189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks. • Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan. • Highly organised with strong analytical and communication skills. 	delivers accordance to Raffles Hotel Singapore service standards.	
Retail Operations Executive	<ul style="list-style-type: none"> • Ability to speak Japanese will be an advantage. • Interpersonal skills well developed with guests, employees, and management. • Ability to work independently, effectively, reliable and self-directed. • Good presentation and influencing skills. • Multicultural awareness and able to work with people from diverse cultures. • Flexible and able to embrace and respond to change effectively. • Ability to work independently and has good initiative under dynamic environment. • Self-motivated and energetic, confidently able to resolve problems and make decisions. 	<ul style="list-style-type: none"> • The position is responsible for ensuring high level of guest satisfaction and ensuring good customer feedback and response to customers' queries in a timely manner. • Reaching out and liaison with tour agencies and the increase the sales tickets and meeting the monthly sales target. 	Rotating shifts 1 Beach Road, (S)189673
Senior/ Facilities Technician 	<ul style="list-style-type: none"> • Knowledge of classic/international cocktails, spirits and hospitality. • Proficient in Microsoft Office and basic POS management. • Previous relevant bar experience with similar standing or profile as bartender. • Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks. • Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan. • Highly organised with strong analytical and communication skills. 	<ul style="list-style-type: none"> • The Senior / Facilities Technician is responsible for daily engineering sections to support the hotel operations. 	Rotating shifts 1 Beach Road, (S)189673
Spa Attendant	<ul style="list-style-type: none"> • Ability to provide legible communication. 	<ul style="list-style-type: none"> • Taking guidance and instruction from the Senior Spa Attendant, the Spa Attendant 	Rotating shifts

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Minimum one year experience in customer service, hospitality or the spa industry. Good interpersonal and communication skills. 	<p>is responsible for the hygiene, cleanliness and sanitisation of the spa and gym.</p> <ul style="list-style-type: none"> They are required to orientate guests with the spa facilities, greeting guests as they enter the facilities and providing personal guest service. The Spa Attendant is also responsible for keeping the lounges, lockers and other guest areas neat, clean and well stocked with all amenities. 	1 Beach Road, (S)189673

#8 Shake Shack Singapore


At Shake Shack, our mission is to Stand For Something Good in all that we do. You'll learn lifelong skills and be empowered to make a positive impact—on our business, restaurants, and communities—all at one of the fastest-growing hospitality brands in the world. From our teams to our neighborhoods, we're committed to always doing the right thing.



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Manager-in-Training 	<ul style="list-style-type: none"> Relevant experience in F&B or qualification in F&B, Culinary, Retail or Hospitality. Passion for the F&B and service industry. Positive attitude and a team player. 	<ul style="list-style-type: none"> Manager-in-Training will go through a 3-months' structured training in both Front & Back of House before being certified as a Manager. 	<p>Shift hours</p> <p>Company address: 51 Cuppage Rd #04-06, (S)229469</p>
Restaurant Manager 	<ul style="list-style-type: none"> Minimum 3 years of experience in similar capacity in the F&B industry. Positive individual with strong communication, interpersonal and leadership skills. 	<ul style="list-style-type: none"> Lead the day-to-day operational and financial excellence by exercising great leadership and decision-making that supports operational standards and the culture. Assumes full responsibility for the restaurant P&L management by following cash control/security procedures; maintaining inventory, managing labor, and applying financial report analysis to enhance restaurant results. Manage the assigned Shack operational and manpower planning. Oversee employees related matters including performance management, 	<p>Shift hours</p> <p>Company address: 51 Cuppage Rd #04-06, (S)229469</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		training and development, compensation and disciplinary matters. <ul style="list-style-type: none"> Provides coaching and feedback to team on stations, products, processes and policies. Enforces compliance of government regulations, food safety, operations and company's policies and procedures across shifts. Ensure overall brand image is maintained and well represented. Identifies and implements strategies to market the restaurant and promote restaurant involvement in the community. Work closely with management team to identify and to solve various operational issues for growth sustainability. Work closely with all other departments to maximize experience and profitability of Shake Shack. 	
Team Member (Full-time / Part-time)	<ul style="list-style-type: none"> No experience required as training will be provided. Passion for the F&B and hospitality industry. Positive attitude and a team player. 	<ul style="list-style-type: none"> Preparation of food in compliance with health and safety standards. General cleaning and maintenance of kitchen equipment. Ensuring smooth daily operations. Assist in inventory management. 	Shift hours Company address: 51 Cuppage Rd #04-06, (S)229469

#9 Yusen Logistics (Singapore)

Yusen Logistics is working to become the world's preferred supply chain logistics company. Our complete offer is designed to forge better connections between businesses, customers and communities – through innovative supply chain management, freight forwarding, warehousing and distribution services. As a company we're dedicated to a culture of continuous improvement, ensuring everyone who works with us is committed, connected and creative in making us the world's preferred choice.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Air Export Customer Service Executive 	<ul style="list-style-type: none"> Able to work shift. Good understanding of Incoterms 2010. Self-discipline, initiative, responsible and independent in a fast-paced environment. 	<ul style="list-style-type: none"> Execute shipment booking from Shipper. Booking of flights with procurement team. Basic knowledge on cargo commodity as per IATA rules and regulation. Maintain good relationships with both internal and external stakeholders. 	Mon - 08:30 am to 06:00 pm, Tue to Fri - 08:30 am to 06:15 pm 119 Airport Cargo Road,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> At least - 2 to 3 years of experience in Airfreight and familiar with export process. 	<ul style="list-style-type: none"> Track and monitor shipments status and inform customers accordingly. Maintain good relationships with both internal and external stakeholders. Handle all customers' enquiries timely and effectively. Work closely with internal section customer service and load planning team meet customers requirements. Ensure compliance with customers Standard Operating Procedures. Ensure all data are updated correctly in system. Work with billing team to close off jobs and issue invoice. Take lead in operational issue resolutions. Implement improvements to enhance service capability within the team. All other ad-hoc work instructions from Supervisor / Manager. 	Changi Cargo Agents Megaplex 1, (S)819454
Air Import Customer Service Executive 	<ul style="list-style-type: none"> 1 year in Airfreight and familiar with import process. Competent in Microsoft Outlook, Excel and Word. Well-organized on planning work tasks and meticulous on handling shipment documentations. 	<ul style="list-style-type: none"> Monitoring pre-alert documents from Origin offices or sales support. Track and monitor flight arrivals and update customers. Handle survey shipments with Operations & customers. Ensure compliance with customer's SOP. Interface with multiple parties including customer, warehouse, service provider. 	Mon - Fri - 8:30am - 5:30pm, Sat - 8:30am - 12:45pm 119 Airport Cargo Road, Changi Cargo Agents Megaplex 1, (S)819454
Sales Support Senior Executive 	<ul style="list-style-type: none"> Team player with positive working attitude and strong customer focus. 2 to 3 years with freight forwarding knowledge in similar capacity. Proficient in Excel is a plus. 	<ul style="list-style-type: none"> Supporting local and key accounts Liaise and coordinate with Yusen global offices/agents with regards to sales-related enquiries and routing orders received. Provide in-house support to the Sales Personnel in handling sales quotations, RFIs, SOPs, RFQs and enquiries pertaining to targeted and current accounts. Follow-up on client quotations and enquiries within stipulated time period Generate weekly/monthly reports for customers, in accordance to their requested format. Follow up on clients' outstanding payment in terms of escalations, invoice 	8:30am - 06:00pm 2 Changi South Avenue 2, (S)486354

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>verification issues and handle rate disputes.</p> <ul style="list-style-type: none"> • Maintain customer tariffs in server. • Manage FMC filing and rates maintenance for accounts with which we are the Business Owner. • Arrange credit facility approval on behalf of Sales Personnel for new clients. • Follow up and arrange triangle shipment billing instructions with respective business units. • Facilitate Sales Personnel in the preparation of periodic business reviews. • Perform other job duties as requested by the Immediate Superior / HOD. 	

e2i Services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Meet an e2i Career Coach

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

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



Discover our Services at a Centre Near You

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

Operating Hours

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

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

📍 **e2i Career Centre (OTH)**
ServiceSG Centre
Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

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NTUC Job Security Council's Telegram Channels

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