

e2i Skills and Career Fair @ Pek Kio

25th April 2026

JOB LISTING BOOKLET



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




















About e2i (Employment and Employability Institute)

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




























Legend:  – PMET Roles  - Fresh Graduates/ Entry Level

Participating Companies

[Click on the specific role to view more details]

#1 Amara Hotels & Resorts.....	6
• Assistant Housekeeper.....	6
• Assistant Restaurant Manager 	6
• Banquet Operations Manager 	6
• Guest Service Executive  	7
• Guest Service Manager 	7
• M&E Technician 	7
• Public Attendant	8
• Restaurant Executive 	8
• Restaurant Manager 	8
• Senior Room Attendant	9
• Senior Security Officer	9
• Senior/ Security Officer	9
• Store cum Receiving Officer	10
• Waiter/ Waitress	10
#2 CBM.....	11
• Account Manager 	11
• Accounts Executive 	12
• Area Manager 	12
• Assistant Building Manager 	13
• Assistant Business Development Executive/ Manager 	14
• Assistant Contract Executive 	15
• Assistant Engineer 	16
• Assistant Head 	16
• Assistant Projects Manager 	17
• Assistant Property Manager 	19
• Assistant Quantity Surveyor  	20
• Assistant Sustainability Consultant 	21
• Assistant Technical Executive  	21











Legend:  – PMET Roles  - Fresh Graduates/ Entry Level

- Building Inspector  22
- Building Manager  24
- Carpark Attendant..... 25
- Complex Manager  25
- Condominium Manager  28
- Customer Service Officer 31
- Drafter..... 31
- Electrical Engineer  32
- Facilities Engineer  32
- Facilities Manager  33
- Field Engineer  35
- Instrumentation & Control Engineer  35
- Maintenance Officer  36
- Operations Executive  36
- Projects Executive  37
- Projects Manager  38
- Property Executive  39
- Property Officer  40
- Quantity Surveyor  40
- Senior Operations Manager  41
- Senior Property Manager  42
- Senior Software Engineer  43
- System Engineer  44
- Technical Executive  45
- Technical Officer  46
- Technician  47
- #3 ISS Facility Services..... 49**
- Ambulance Driver 49
- Emergency Medical Technician   49
- Engineers  49
- General/ Restroom Cleaner 51
- Housekeeping Supervisor..... 51
- Patient Transfer Porter  52

Legend:  – PMET Roles  - Fresh Graduates/ Entry Level

- Porter Operations Co-ordinator ★ 53
- Service Ambassador 📁 ★ 55
- Technician 📁 56
- #4 Jollibee Singapore 58**
- Crew Leader 58
- Service / Kitchen Crew ★ 58
- #5 Little Farms 60**
- Barista 60
- Chef de Partie 60
- Cook 60
- Retail Associate ★ 61
- Team Leader 61
- #6 Longbridge Singapore 62**
- Business Solutions Manager - Wealth Management 📁 62
- Senior Compliance Manager - Wealth Management 📁 62
- Structured Product Specialist 📁 64
- Wealth Management - Head of Portfolio Management 📁 65
- #7 NTUC Health Co-Operative 67**
- Care Associate, Home Care (PT) ★ 67
- Care Associate, Senior Day Care (PT) ★ 68
- Community Care Associate, Senior Day Care ★ 69
- Community Care Executive, Senior Day Care 📁 70
- Operations Associate 72
- Programme Associate ★ 73
- Programme Associate (Fun with Friends) * 74
- Programme Executive (Fun with Friends) *, Senior Day Care 📁 75
- #8 OCS Group (S) Facility Services 78**
- Cleaners 78
- Handyman 78
- Landscape Technicians / Workers 📁 ★ 78
- Operations Manager 📁 78
- Pest Control Technicians / Drivers 📁 79

Legend: 📁 – PMET Roles ★ - Fresh Graduates/ Entry Level

- Supervisor  79
- Technicians  80
- #9 Red Alpha Cybersecurity..... 81**
- Cybersecurity Specialist   81
- Full Stack Infra Engineer   82
- Software Engineer   83
- #10 WSH Experts..... 85**
- Airport Baggage Handler  85
- Call Centre Operator 85
- Class 3 Driver 85
- Class 4 Driver 85
- Cleaners..... 86
- Enforcement Officer..... 86
- Resident Technical Officer (RTO) - Civil & Structure   87
- Service Ambassador 87
- Warden (PT) 87
- e2i Services..... 88**


#1 Amara Hotels & Resorts



Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nestled within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Housekeeper	<ul style="list-style-type: none"> • Guest oriented and detailed focused. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Assist housekeeping in overseeing daily housekeeping operations. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Assistant Restaurant Manager 	<ul style="list-style-type: none"> • Good communications and interpersonal skills 	<ul style="list-style-type: none"> • Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Banquet Operations Manager 	<ul style="list-style-type: none"> • Minimum 3 years of F&B experience with strong background in banquet operations. • Service orientated with an eye for details. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Oversee and manage the hosting of banquets to provide excellent guest's experience. • Ensure daily administration and operations requirements of the banquet department. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Guest Service Executive  	<ul style="list-style-type: none"> • Experience in customer service preferred 	<ul style="list-style-type: none"> • Greet guests warmly and perform registration procedures. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location(s): 1 Larkhill Road (S)099394 165 Tanjong Pagar Road (S)088539
Guest Service Manager 	<ul style="list-style-type: none"> • Minimum 3 years of experience in similar capacity 	<ul style="list-style-type: none"> • Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests, ensuring pleasant and enjoyable experiences 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
M&E Technician 	<ul style="list-style-type: none"> • Skilled and knowledgeable in M&E maintenance and is able to troubleshoot M&E 	<ul style="list-style-type: none"> • Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539
Public Attendant	<ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Maintain cleanliness of the resort in accordance with procedures & guidelines. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Restaurant Executive 	<ul style="list-style-type: none"> • Service-oriented with excellent interpersonal and communication skills. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Assist in supervision of daily operations of the outlet. • Establish rapport with guests to ensure service excellence. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Restaurant Manager 	<ul style="list-style-type: none"> • Minimum 3 years' experience in F&B. • Strong communication, problem solving and people skills. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Location: 165 Tanjong Pagar Road (S)088539
Senior Room Attendant	<ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Maintain cleanliness of the guest rooms in accordance with procedures & guidelines. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Senior Security Officer	<ul style="list-style-type: none"> • Experience as a security in hotel. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Senior/ Security Officer	<ul style="list-style-type: none"> • Minimum 1 year of experience 	<ul style="list-style-type: none"> • Ensure security policies and procedures are carried out. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Pagar Road (S)088539
Store cum Receiving Officer	<ul style="list-style-type: none"> • Able to carry heavy goods as and when required. 	<ul style="list-style-type: none"> • Ensure that all goods/merchandises received or rejected goods/merchandises are properly documented and accounted for. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Larkhill Road (S)099394
Waiter/ Waitress	<ul style="list-style-type: none"> • At least 1 Year(s) of working experience in the related field is required for this position. • Able to work on shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Provide friendly, excellent and professional service to all guests. • Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests. • Possess knowledge to upsell, well-versed in all aspects of the menu. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week rotating shifts • Employment Type: Full Time • Job Type: Permanent • Location: 165 Tanjong Pagar Road (S)088539


#2 CBM

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Manager 	<ul style="list-style-type: none"> • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experience in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually • Oversee contractor on/off boarding, induction and adherence to standards • Monitor planned preventive maintenance in line with regulations. • Supervise minor repairs and ensure timely, safe and budgeted service delivery. • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures • Manage financial targets, expenses and budgets including raising Change Requests. • Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Report incidents and implement emergency escalation processes. Cultivate teamwork, collaboration and personal development within the team. Manage workload, resourcing and succession planning Any other ad-hoc works assignment by the management. 	
Accounts Executive 	<ul style="list-style-type: none"> Requirements: Minimum NITEC or other relevant qualification Preferably with at least one year accounting experience. Must be able to adapt to dynamic & fast-paced environment. Must be meticulous & able to work independently. Proficient in Microsoft excel preferred Knowledge and experience with Microsoft Dynamics (Navision) will be an added advantage. 	<ul style="list-style-type: none"> Handle day-to-day finance AR operation including preparing AR invoices, Credit memos and key in receipts from customers. Issue official receipt and bank in cash received when necessary. Generate monthly statement of accounts and follow up on outstanding receivables for SBU / Management meetings. Prepare AR journal entries for month end closing Prepare and reconcile Balance Sheet schedules on monthly basis Follow up with Operations on unbilled revenue Handle queries from customers and internal staff on outstanding matters. Assist in liaising and resolving with tax agent/auditor on tax/audit issues. Other ad-hoc finance reports/duties assigned by superiors 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East
Area Manager 	<ul style="list-style-type: none"> Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & 	<ul style="list-style-type: none"> Oversee and manage the performance delivery of facility management service at respective zones Provide leadership and guidance to a team of 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Facilities Management/ Estate Management/ Engineering or Equivalent <ul style="list-style-type: none"> • Singaporean/ PR only 	Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings <ul style="list-style-type: none"> • Identify and troubleshoot problems and provide professional advice to the team • Develop standard operation procedure and internal workflow to maintain smooth operation at sites • Manage relation to client/ authorities, being the liaising point of contact • Oversee area budgeting and expenses • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: HQ
Assistant Building Manager 	<ul style="list-style-type: none"> • Degree in mechanical/ electrical engineering with min 4 years' relevant work experience in building mechanical and electrical services. • Fully certified as a Singapore Certified Energy Manager (SCEM). • Singapore Citizen or PR. 	<ul style="list-style-type: none"> • Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relations with client/authorities/ tenants • Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building conditions, 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders <ul style="list-style-type: none"> Any other ad-hoc assignments assigned by the Management. 	
Assistant Business Development Executive/ Manager 	<ul style="list-style-type: none"> Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute At least 5 years of relevant experience in facilities management and business development portfolios Able to work independently with minimum supervision Able to conduct market outreach and marketing Proactive and independent Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities Tender Management – to conduct the entire process of tender administrations and tender submission management To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions To conduct corporate presentations to potential clients, guests and for tender interviews To manage the transition of secured projects including deployment to site operations, mobilisation of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		recommending and implementing solutions, and contract management <ul style="list-style-type: none"> • To prepare reports and minutes for Single Business Unit/Management Meeting To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses • To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document • To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan • Any other scope and roles assigned by the immediate Superior 	
Assistant Contract Executive 	<ul style="list-style-type: none"> • Diploma in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. 	<ul style="list-style-type: none"> • Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client’s requirements and undertaking feasibility studies • Performing value management and cost control • Advising on procurement strategy • Identifying, analysing and developing responses to commercial risks • Providing advice on contractual claims • Prepare tender documents, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Central

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		preparing and analysing costing in detailed reports <ul style="list-style-type: none"> • Administer term contractors A&A works • Valuing completed work and arranging payments • Understanding the implications of health and safety regulations • Any other ad-hoc assignments assigned by the Management. 	
Assistant Engineer 	<ul style="list-style-type: none"> • Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. • 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems. 	<ul style="list-style-type: none"> • Assist in performing Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. • Any other duties as and when assigned by management 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ
Assistant Head 	<ul style="list-style-type: none"> • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experience in facilities management and business development portfolios • Able to work independently with minimum supervision 	<ul style="list-style-type: none"> • Oversee the overall performance of Service teams. • Ensure contract compliance and meet or exceed KPIs. • Identify lapses and formulate action plans for improvement • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Leads to develop and execute strategic business plans 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • Cultivate teamwork, collaboration and personal development within the team. • Attending operation meetings and discussion with clients • Maintain data integrity in management systems • Uphold safety protocols and crisis management procedures • Enforce compliance with Health, Safety, Environmental and Risk Management policies. Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovative solutions to improve efficiency and productivity • Any other ad-hoc works assignment by the management. 	
<p>Assistant Projects Manager </p>	<ul style="list-style-type: none"> • At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. 	<ul style="list-style-type: none"> • To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. 	<p>budget, and in accordance with safety and quality standards—particularly in live, high-security environments at site, Changi Airport.</p> <ul style="list-style-type: none"> • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules). • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with 	<ul style="list-style-type: none"> • Job Type: Permanent • Location: East




Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		oversight from the Project Manager. <ul style="list-style-type: none"> • Maintain project documentation including work schedules, material submissions, inspection checklists, and as-built drawings. • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management. 	
Assistant Property Manager 	<ul style="list-style-type: none"> • Degree in Facilities Management/ Building/ Engineering from recognised institutions with minimum 5 years of relevant experience and must have a proven management track record. • Possess FSM Cert, CERT trained & First Aid trained. 	<ul style="list-style-type: none"> • Planning and managing the resources to run the day-to-day FM operations. • Carry out site inspections. • Planning and execution of all M&E periodic preventive maintenance, repair and replacement programmes. • Putting in place a safety plan for the Property. • Checking and endorsing of all reports/schedules/programs prepared by his site 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		teams/sub-contractors including Mapletree’s appointed contractors. <ul style="list-style-type: none"> • Ensuring that all statutory requirements are complied with. • Overseeing calling of quotations as well as evaluating the quotations and recommendation for acceptance. • Plan for monthly/quarterly/yearly periodic inspection and ensure staff carry out inspection as per schedule. • Any other ad-hoc assignments assigned by the Management. 	
Assistant Quantity Surveyor  	<ul style="list-style-type: none"> • Diploma/degree in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. • Fresh graduates may apply. 	<ul style="list-style-type: none"> • Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client’s requirements and undertaking feasibility studies • Performing value management and cost control • Advising on procurement strategy • Identifying, analysing and developing responses to commercial risks • Providing advice on contractual claims • Prepare tender documents, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Administer term contractors A&A works 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Central

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Valuing completed work and arranging payments Understanding the implications of health and safety regulations Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Sustainability Consultant </p>	<ul style="list-style-type: none"> Tertiary education in Environmental Engineering, Sustainability, Building Services or related fields. Minimum 2 years post graduate relevant working experience. Possess strong initiative and good analytical skills. A committed and responsible team player with pleasant personality, independent and resourceful. Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. Able to communicate and present fluently. Traveling for overseas assignments within short notice period. 	<ul style="list-style-type: none"> Conducting Green certifications and sustainability audits. Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. Recommending sound policies towards energy conservation and sustainability operations Managing customer relations. Preparing audit report and presenting findings and solutions to Customers. Project management for improvement initiatives Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> Working Hours: 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: HQ
<p>Assistant Technical Executive  </p>	<ul style="list-style-type: none"> Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. Fresh graduates may apply. 	<p>Assist and report directly to Deputy Building Manager (DBM) in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> Oversee the facilities management within the premises Compiling the monthly utilities report and tabulations Monthly M&E reports 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Singaporean/PR. 	<ul style="list-style-type: none"> • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly meetings with clients & prepare the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to client’s feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect work carried out are proper and in satisfaction • Liaising and managing contractors <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned tasks • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Location: Central
<p>Building Inspector </p>	<ul style="list-style-type: none"> • Must be Singaporean / PR • Diploma in Building/ Real Estate from 	<ul style="list-style-type: none"> • To carry out Land and Building inspection under European Standard NEN 2767 Physical Condition Assessment. 	<ul style="list-style-type: none"> • Working Hours:


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Singapore/Ngee Ann Polytechnic</p> <ul style="list-style-type: none"> • At least 2 years of experience in facilities management. • Candidates with Specialist Certificate in Building Condition Assessment (European Standard NEN 2767) will be an advantage 	<ul style="list-style-type: none"> • Cover the condition assessment of physical spaces such as external areas (e.g. roads, turf, fenceline, streetlights, fenders), building envelope, roofs and internal areas, covering all rooms (including service rooms, server rooms and roofs). • Shall provide a condition Grading for the overall condition of buildings • Identify if any defects occurred due to a lack of maintenance. • Recommend prioritisation of defects based on safety and condition assessment. • Assess the condition of the building's facility and propose recommendations if there is a need for upgrade, refresh, replacement or corrective maintenance action. • Inspect buildings and properties on the aspects of general safety, health and cleanliness, so as to ensure that they are properly maintained and used to acceptable standards • Verify the buildings on the ground against the Estates records and highlight discrepancies, if any. • Upon completion of the inspection, to submit reports to the Authority for certification of works and payment. • To ensure that all submissions or reports are clear, concise and written in proper and simple English. • Required to submit an interim report to the Authority within 	<p>5 day / week, 44 hrs / week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: HQ

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>a week of the debrief for them to carry out rectification of the defects.</p> <ul style="list-style-type: none"> • Report shall be prepared sufficiently comprehensive and detailed as to allow the Authority and their representative to determine further action to be taken • Assist in all operation & maintenance concerns • Interfacing with the clients all matters • Attend meetings with clients & prepare the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to client’s feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractors and client. • Provide costing and proposals for ad-hoc works/projects, if necessary • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Planning and review overall schedule • Any other ad-hoc assignments assigned by the Management. 	
<p>Building Manager </p>	<ul style="list-style-type: none"> • Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. • Possesses FSM/ WSH/ GMFM or relevant certificates is preferred. 	<ul style="list-style-type: none"> • Oversee and manage Facility Management Services at building(s) that he/she is assigned to • Manage term contractors/ specialist contractors to ensure smooth operation of buildings • Manage relations with client/authorities/ tenants 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building conditions, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Location: East
<p>Carpark Attendant</p>	<ul style="list-style-type: none"> • Must possess at least Primary/Secondary School/ "O" level • Must be able to communicate in English • Able to work shift schedule is preferable • With own transportation is preferable • Able to endure outdoor environment 	<ul style="list-style-type: none"> • Check and ensure the carpark is in operation, report accordingly if there are any abnormalities • Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) • Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) • Ensure the cleanliness of the parking systems and carpark environment • Any other ad-hoc assignments assigned by the Management 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ
<p>Complex Manager </p>	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services 	<ul style="list-style-type: none"> • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day /

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Engineering or equivalent.</p> <ul style="list-style-type: none"> • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Others skill sets • Contract Management skillset is a must • Oversees regular building maintenance and repairs • Maintaining and updating Standard Operation procedures • Monitoring of maintenance budget • Coordinate council meetings and AGM • Dispute management • Knowledge of BMSMA is mandatory • Knowledge of Electrical and M&E. 	<ul style="list-style-type: none"> • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matters pertaining to the Corporation and its property. <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, 	<p>week, 44 hrs / week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: HQ

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>renovation, re-decorations, maintenance works and other outgoing or recurrent expenditures, properly incurred on behalf of the Corporation.</p> <ul style="list-style-type: none"> • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the closing of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislation, standards, and requirements governing the maintenance and management of the buildings. 	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office 	
<p>Condominium Manager </p>	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 900 units. • Good knowledge of BMSMA Act. 	<p>ADMINISTRATIVE FUNCTIONS</p> <ul style="list-style-type: none"> • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: North

Click Here for Table of Content



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>it may deem desirable or necessary to carry out its duties.</p> <ul style="list-style-type: none"> • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matters pertaining to the Corporation and its property. <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditures, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the closing of each calendar month. 	

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislation, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff, including their performance, behaviour and attitude in the best interest of the Corporation. • Any other duties assigned by the Corporation. 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Customer Service Officer	<ul style="list-style-type: none"> At least GCE 'O' Levels or equivalent 2 years of working experience in the customer service or Control Centre roles is preferred Excellent customer service and communication skills Proficient in Microsoft Office tools (Excel and Word) 	<ul style="list-style-type: none"> Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) Identifies and executes appropriate solutions to address customer queries, feedback and requests Coordinate and activate the relevant parties to ensure callers are assisted to meet the expected services standards Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices 	<ul style="list-style-type: none"> Working Hours: 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East
Drafter	<ul style="list-style-type: none"> Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools. 	<ul style="list-style-type: none"> Prepare detailed drawings and plans based on designs from architects, engineers, or project managers. Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. Review and update drawings to comply with building codes, safety standards, and project specifications. Collaborate with architects, engineers, and other team 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: East

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		members to resolve design or technical issues. <ul style="list-style-type: none"> • Maintain organized records of drawings and revisions. • Coordination drawings for on-site use. • Any other ad-hoc assignments assigned by the Management. 	
Electrical Engineer 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or related electrical engineering qualification with at least 3 years of experience in related field & local experience 	<ul style="list-style-type: none"> • Attend project meetings, site meetings & site inspections. • Review of drawings and technical submissions. • Testing and commissioning of electrical and mechanical systems. • Plan, forecast and track sub-contractors' work progress, provide weekly scheduling and conduct daily coordination meetings to ensure project target timeline are met by sub-contractors, including logistic arrangement for daily operation needs. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East
Facilities Engineer 	<ul style="list-style-type: none"> • Diploma or Degree in Mechanical, Electrical, Mechatronics, or Facilities Engineering. • 3–5 years of relevant experience in facilities or maintenance. • Strong technical knowledge of HVAC, electrical, plumbing, and fire protection systems. • Hands-on approach with good troubleshooting skills. • Good communication and coordination skills to work with internal teams and external vendors. 	<ul style="list-style-type: none"> • Oversee daily operations and maintenance of M&E systems (HVAC, electrical, plumbing, fire protection, etc.) within the premises • Carry out hands-on troubleshooting and repair works when required. • Monitor performance and reliability of equipment and take corrective actions to reduce downtime. • Scheduling and monitor preventive maintenance (PM) programs. • Ensure maintenance records, checklists, and service reports are properly updated. • Coordinate with contractors and vendors for servicing, 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: South

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work on standby or during weekends if required. 	<ul style="list-style-type: none"> • calibration, and statutory inspections. • Support the Facilities Manager in upgrading, installation, and improvement projects. • Provide technical inputs and assist in supervision of contractors during project work. • Ensure all facilities comply with regulatory requirements. • Supervise and guide maintenance technician in daily work assignments. • Work closely with internal and external teams to support operational needs. • Report any major issues, incidents, or improvement needs to the Facilities Manager. • Any other ad hoc task 	
<p>Facilities Manager </p>	<ul style="list-style-type: none"> • Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, Green FM, Engineering or Building Services. • Candidate with IT and digital knowledge in built environment will be an advantage. • Good communication (verbal and written) skills and possess strong presentation skills. • Ability to multi-task and manage multiple projects simultaneously. • Problem Solving & Analysis • Passion in promoting digital transformation and technology solutions. 	<ul style="list-style-type: none"> • Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. • Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditure and identifying cost-saving opportunities. • Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc. on site. • Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders. • Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. • Collaboration & Reporting. Stakeholder Communication with stakeholders. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance. • Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. • Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. • Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems). • To source, evaluating vendors and negotiating contracts to support project implementation. • Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. 	


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Field Engineer </p>	<ul style="list-style-type: none"> • Major in Electronic, Electrical or Engineering • ITE or Diploma and above 	<ul style="list-style-type: none"> • Any other assignments as and when directed by the Management. • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customers and sub-contractors on site to ensure project requirements are met. • Provide on-site installation, validation and commissioning of equipment • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. • Undertake any other duties and responsibilities as assigned by management, other ad-hoc duties when assigned 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ
<p>Instrumentation & Control Engineer </p>	<ul style="list-style-type: none"> • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. 	<ul style="list-style-type: none"> • Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies • Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. • Conduct energy audits and performance assessments. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Understanding of HVAC systems and energy efficiency principles. 	<ul style="list-style-type: none"> Perform system commissioning, testing, and validation. Integrate smart meters, sensors, and automation technologies. Monitor system performance and recommend continuous improvements. Ensure compliance with energy efficiency standards and local regulations. Prepare technical reports, documentation, and cost-benefit analyses. Strong communication and teamwork skills. Problem-solving mindset and willingness to learn. Any other duties as and when assigned by management. 	
<p>Maintenance Officer </p>	<ul style="list-style-type: none"> Diploma/Degree with at least 5 years relevant working experience 	<ul style="list-style-type: none"> To manage tenant's fit-out/ reinstatement work and conduct timely handovers or takeover of units when required Ensure fortnightly checks are conducted to vacant units Escalate feedback to OM where necessary Attending to tenants enquired through emails when required Facilitating repair, liaising with vendors and contractors where necessary Report to OM in the event it cannot be rectified within a reasonable time Obtain quotation for minor repairs Manage vendors and contractors 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Central
<p>Operations Executive </p>	<ul style="list-style-type: none"> Must possess at least GCE 'O' Levels and above 	<ul style="list-style-type: none"> Running the day-to-day operations to achieve the goals and objectives of departments set 	<ul style="list-style-type: none"> Working Hours: 44 hrs / week


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in Microsoft Office tools (Excel, Words, Power Point) • 2 years of working experience in operational roles is preferred • With own transportation is preferable 	<ul style="list-style-type: none"> • Attends to client’s feedback or requests on all operational and carpark matters • Preparing and furnishing reports to clients according to contractual requirements with approval • Implements carpark in project stage with liaising with all relevant parties including submission of applications • Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients • Coordinate with contractor for carpark defects rectification and housekeeping • Planning of day-to-day manpower deployment • Conduct sites audit/ inspection on EPS to ensure system functionalities • Cascading organizational Workplace Safety and Health (WSH) practices • Making sure that all company policies and procedures are followed by employees at all times • Supports the Manager to ensure that effective controls are in place on day-to-day operational requirements 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: East
<p>Projects Executive </p>	<ul style="list-style-type: none"> • At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required). • Strong interpersonal, observation, and reporting skills. 	<ul style="list-style-type: none"> • Manage Chiller Plant upgrading project for a high rise commercial and office building • Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies. • Develop energy and water savings initiatives and plans 	<ul style="list-style-type: none"> • Working Hours: 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office. 	<ul style="list-style-type: none"> • Working closely with properties managers to provide accurate and informative reports • Self-driven, resourceful and a good team player • Help evaluate existing buildings for appropriate energy conservation measures. • Understand financial terms, payback, ROI and related energy saving calculations • Any other ad-hoc assignments assigned by the Management. 	
<p>Projects Manager </p>	<ul style="list-style-type: none"> • Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent • Singaporean/PR 	<ul style="list-style-type: none"> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client’s expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. 	
<p>Property Executive </p>	<ul style="list-style-type: none"> • Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. 	<ul style="list-style-type: none"> • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary • Providing updates on ad-hoc and outstanding issues • Attending to clients' feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Inspect work carried out are proper and in satisfaction • Liaising and managing contractors • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staff. 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: Central


Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Property Officer </p>	<ul style="list-style-type: none"> Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience 	<ul style="list-style-type: none"> Any other ad-hoc assignments assigned by the Management. To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required Ensure fortnightly checks are conducted to vacant units Escalate feedback to OM where necessary Attending to tenants enquired through emails when required Facilitating repair, liaising with vendors and contractors where necessary Report to OM in the event it cannot be rectified within a reasonable time Obtain quotation for minor repairs Manage vendors and contractors Any other ad-hoc assignments assigned by the Management 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Central
<p>Quantity Surveyor </p>	<ul style="list-style-type: none"> Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from a recognized institute with minimum 5 years relevant experience. Singaporean/PR 	<ul style="list-style-type: none"> Support of maintenance and project works function Advising on procurement strategy Prepare cost estimate Endorse and ensure all costing by Contractors is properly checked and endorsed Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. Prepare and recommend monthly progress payment claims, and final account submitted by Contractors Evaluate and carry out joint measurements with Contractors (e-PO, Final BQ, etc.) 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: Central

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Administer Contractors work - check & verify quotations / "star rate" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender documents, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deemed necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works • Any other ad-hoc assignments assigned by the Management. 	
<p>Senior Operations Manager </p>	<ul style="list-style-type: none"> • Degree in Engineering / Building/ Facilities/ Estate Management or relevant disciplines with proven management 	<ul style="list-style-type: none"> • Oversee the overall performance of Service teams within the contract. • Responsible for manpower resource planning, budget 	<ul style="list-style-type: none"> • Working Hours: 5.5 day /

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	background and managed est. 20,000 sqm in the past 5 yrs. <ul style="list-style-type: none"> Min. 8 years of relevant experience. 	management, and ensuring compliance to maintain a safe working environment. <ul style="list-style-type: none"> Ensure contract compliance and meet or exceed KPIs. Foster a culture of service excellence and continuous improvement Monitor and update account processes and procedures Collaborate with Site Lead to develop and execute strategic business plans Maintain data integrity in management systems Deliver contractual and ad-hoc reports punctually Support engineering during planned or unplanned power shutdowns. Uphold safety protocols and crisis management procedures Oversee supply chain delivery, ensuring service quality Ensure accurate and timely financial reporting and billing Manage staff performance, development and recruitment Enforce compliance with Health, Safety, Environmental and Risk Management policies. Cultivate teamwork, collaboration and personal development within the team. Manage workload, resourcing and succession planning Any other ad-hoc works assignment by the management. 	week, 44 hrs / week <ul style="list-style-type: none"> Employment Type: Full Time Job Type: Permanent Location: West
Senior Property Manager 	<ul style="list-style-type: none"> Candidate must possess at least a diploma in Estate Management, Building Services 	<ul style="list-style-type: none"> Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, 	<ul style="list-style-type: none"> Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Engineering or equivalent.</p> <ul style="list-style-type: none"> • Minimum 5 years of MCST experience for Diploma holders and have experience in handling more than 500 units. • Good knowledge of BMSMA Act. 	<p>Landscape, Cleaning and Security</p> <ul style="list-style-type: none"> • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner • Promote good relations with our staff, contractors and management • Ensure renewal of Managing Agent service contract • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures • Conduct monthly council meeting and Annual General Meeting • Oversee preparation of annual budget and implement cost saving measures • Provide timely guidance and advice for Site Team under his/her charge • Any other ad-hoc assignments assigned by the Management 	<p>5 day / week, 44 hrs / week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: East
Senior Software Engineer 	<ul style="list-style-type: none"> • At least a Diploma's in computer science, Engineering, or a related field • At least 3 years of experience in software development support or 	<ul style="list-style-type: none"> • Execute full software development life cycle (SDLC). • Design and development of application solutions in various programming languages and frameworks. (Laravel, Django) 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type:


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> application support experience. • Experience with a CI/CD tool • Experience in memory caching techniques and tools. • Experience with cloud services such as AWS, Azure, GCP • Experience with scripting languages (e.g., Python, Bash) • Experience with containerization & orchestration systems like Kubernetes & Docker. 	<ul style="list-style-type: none"> • Create flowcharts, layouts and documentation to identify requirements and solutions. • Develop and maintain a high standard of code quality, documentation, and system reliability. • Write clean, maintainable, and efficient code in various backend languages such as PHP, Python/Java. • Prioritise security best practices in all aspects of development and data handling. • Collaborate with cross-functional teams to deliver high-quality software solutions. • Provide technical support to users and liaise with development teams for maintenance and updates required. • Any other ad-hoc as assigned by Management 	<p>Full Time</p> <ul style="list-style-type: none"> • Job Type: Permanent • Location: East
<p>System Engineer </p>	<ul style="list-style-type: none"> • Minimum requirements for Education: At least Diploma and Bachelor's Degree in engineering, Computer Science or Information Technology. • At least 1 years' experience in system implementation, maintenance and technical support. • At least 1 years' experience on multi-OS platform installation such as LINUX and Windows Servers. • Knowledgeable in administrating and 	<ul style="list-style-type: none"> • Configuration system and support of Car parking Systems. • Perform system testing, problem analysis, troubleshooting and to draw conclusions to the service/project/ software team. • Prepare procedures, user documentation, operation manual, test procedures and test reports. • Provide support during system testing and live system. • Work with users to understand their problems or new requirements • Other duties as assigned. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	maintaining SQL Database. <ul style="list-style-type: none"> • Knowledgeable in administrating and maintaining virtualise environment. • Good understanding of Linux networking and security. • Experience in maintaining servers, storage and PC servers. • Knowledgeable of troubleshooting and debugging live software systems. 		
Technical Executive 	<ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. • Posses WSHO/FSM or other relevant certificates. 	<p>Assist and report directly to Building Manager (DBM) in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly meetings with clients & prepare the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to clients' feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> • Provide costing and proposals for ad-hoc works/projects 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time • Job Type: Permanent • Location: East

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Evaluate the quotations submitted by contractor and provide a formal quotation to the client Inspect works carried out are proper and in satisfaction Liaising and managing contractors <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> Provide guidance, training and supervision to technical staff to ensure proper execution of assigned tasks Planning of maintenance schedule Review and planning monthly maintenance schedule Oversee all work is carried out timely and smoothly by the staff. Any other ad-hoc assignments assigned by the Management. 	
<p>Technical Officer </p>	<ul style="list-style-type: none"> Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including M&E and AV system. First Aid Course (CPR + AED) certified Experienced in operating and basic troubleshooting of meeting rooms AV equipment Competency in basic troubleshooting of 	<ul style="list-style-type: none"> Daily routine Inspections of the premises to check for abnormality and defects Support to cover reception service whenever receptionist is absent General handyman works inclusive of changing of light bulbs and minor repair of lock sets, door closer, etc. (replacement parts are not included) Setting up, testing of Meeting room (Testing of AV system) Escort client’s contractors as and when required Any other ad-hoc assignments assigned by the Management. <p>Assist and report directly to Facility Executive in all operation & maintenance concerns:</p>	<ul style="list-style-type: none"> Working Hours: 5 day / week, 44 hrs / week Employment Type: Full Time Job Type: Permanent Location: HQ

Click Here for Table of Content




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	electrical power trip & ACMV issues	<ul style="list-style-type: none"> • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Prepare Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly/ad-hoc meetings with clients & stakeholders • Providing updates on ad-hoc and outstanding issues • Attending to client/User feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractor and client. <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and satisfactory • Liaising and managing contractors • Inspect and check on site that works orders have been carried out accordingly 	
Technician 	<ul style="list-style-type: none"> • N/O Level / NITEC with 2 years of relevant experience 	<ul style="list-style-type: none"> • Maintenance of facilities and services • Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently 	<ul style="list-style-type: none"> • Working Hours: 5.5 day / week, 44 hrs / week • Employment Type: Full Time

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Regular inspection of grounds and facilities to ensure they are in good working order • Attend to breakdown, servicing, repairing and emergency requests • Any work assigned by Superior 	<ul style="list-style-type: none"> • Job Type: Permanent • Location: HQ

Click Here for Table of Content

#3 ISS Facility Services

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Ambulance Driver	<ul style="list-style-type: none"> • Able to communicate with English speaking user/ customer. • Possess Class 3 driving licence • Training will be provided • Able to work on rotating Day & Night shift as per roster • Able to work on rest day when needed though not frequent • Will be required to work over-time 	<ul style="list-style-type: none"> • Drive SGH Ambulance or Van as per task assigned. • Always drive safely. • Ensures the comfort and safety of all patients and staff. • Assist staff in transferring patient by stretcher, ensure proper transfer and lifting techniques are practiced during patient transfer. • Transport items - Document / Equipment / Preservatives / Blood / Specimen within SGH or outside of the campus. • Standby at A&E for any Code Blue activation or patient transfer to other hospital. • Responds to hospital or Civil Emergency (CE) activations • Ensures that fuel in the ambulance is sufficient for daily operations and the cleanliness of the interior/ exterior of the ambulance is maintained 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 0730 - 1430/ 1430 - 2130/ 2130 - 0730 • Employment Type: Full Time • Location: 1 Habourfront Place (S)098633
Emergency Medical Technician  	<ul style="list-style-type: none"> • Valid EMERGENCY MEDICAL TECHNICIAN (EMT) certification is compulsory* • Training will be provided. • Good Communication & Interpersonal skills. • Will be required to work over-time. 	<ul style="list-style-type: none"> • Move SGH patients between facilities on SGH campus, ambulance service does not cater to members of public. • Provide cardiopulmonary resuscitation (CPR) or bandaging wounds. • Ensure the medical equipment & supplies are valid and functional for daily operations. • Assist nurses or doctors in EAS. • Maintain a safe, clean, and well-stocked environment for patients. 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 7AM - 4PM 1PM - 10PM • Employment Type: Full Time • Location: 1 Habourfront Place (S)098633
Engineers 	<ul style="list-style-type: none"> • Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, 	<ul style="list-style-type: none"> • To supervise the supervisor and technician, lead and manage the day-to-day 	<ul style="list-style-type: none"> • Working Hours:

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Building Services Estates Management) with minimum three (3) years' experience in supervision works.</p> <ul style="list-style-type: none"> • Minimum of ten (10) years working experience. • Must be mature and self-motivated. • Able to work on rotating shifts and/or 5.5 days' work week. • Able to work overtime due to operational requirements • Willing to work in hospital environment. 	<p>operations and provide best practices in engineering maintenance so as to achieve a safer environment for patients, staff and visitors.</p> <ul style="list-style-type: none"> • To manage the team consisting of technicians, supervisors in the respective satellite areas or Central Operations to carry out daily front-end engineering maintenance works and ensure excellence in operational support to the various specialist clinics, wards, operating theatres, retail shops, back of house etc. • To manage the customers and end users' relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract. • Strategize, plan and implement all business processes and procedures aligning with the operational requirements. • To work closely with the client to identify areas of opportunities to improve the facilities and generate additional revenue by securing additional work. • To obtain quotation from sub-contractor and process purchase order for all repair works and work with all sub-contractors to perform repair works to maintain the facilities within the constantly improving expectations of the client. 	<p>6 days / week</p> <p>7.30am - 4pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: 1 Harbourfront Place (S)098633

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To plan the resources available to align with the operational requirements for fix it and programmed maintenance. Managing all minor repairs and fix it work within the budget. 	
<p>General/ Restroom Cleaner</p>	<ul style="list-style-type: none"> Able to work in shift patterns, including weekends and public holidays Positive working attitude, reliable, and punctual. Experience in cleaning is a bonus but not required 	<ul style="list-style-type: none"> Perform daily cleaning tasks including sweeping, mopping, vacuuming Maintain cleanliness of washroom Empty trash bins Replenish consumables (toilet paper, soap, hand towels, etc.). Monitor cleanliness of assigned areas and report defects or hazards to supervisors. Follow safety and hygiene protocols 	<ul style="list-style-type: none"> Working Hours: 6 days / week 7.30am - 4pm Employment Type: Full Time Location: 1 Habourfront Place (S)098633
<p>Housekeeping Supervisor</p>	<ul style="list-style-type: none"> Min. GCE "O" Level & Above At least 2-3 years of relevant experience in related industry will be an added advantage Good organisational skills and meticulous with details Team player with high degree of initiative and able to work independently Good interpersonal skills with the ability to communicate well at all levels 	<ul style="list-style-type: none"> Provide high standard of hygiene and cleanliness within the customer premises. Practice good service acts by greeting others, smiling and saying thank you (GST) to customers and colleagues. Conduct daily inspections and take immediate corrective measures to improve below-standard performance. Provide adequate training and coach staff to meet the required contractual standards. Perform cleaning duties in assigned areas and cover manpower whenever required (e.g. staff on leave/MC/absent). 	<ul style="list-style-type: none"> Working Hours: 6 days / week 8am - 5pm Employment Type: Full Time Location: 1 Habourfront Place (S)098633

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Undertake any duties/projects as assigned by the Superior. 	
<p>Patient Transfer Porter ★</p>	<ul style="list-style-type: none"> Flexible Shift (Day/Night) Basic IT knowledge is required to handle e-systems, computers, smartphones Able to handle difficult customers Candidates who have similar prior experience will be considered for the Senior Patient Transfer Porter role 	<ul style="list-style-type: none"> Deliver high-quality portering services within the hospital. Safely and professionally transport patients, medical records, specimens, equipment, medications, and blood products to and from wards, clinics, departments, and external centres. Lead and supervise a team of porters, ensuring proper grooming, motivation, discipline, and ongoing training. Regularly engage with users to gather feedback and communicate concerns to supervisors for follow-up. Respond promptly to internal and external enquiries, providing accurate information or assistance as needed. Manage incoming requests via hotline and e-porter system, assigning tasks accordingly. Ensure all equipment and mobile devices are well-maintained and promptly report any malfunctions. Prepare and maintain staff rosters, attendance records, and required reports. Collect and verify medical certificates, leave applications, and other related documents before submission. Maintain cleanliness and tidiness of the workplace and shared work areas. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 1PM - 10PM Employment Type: Full Time Location: 1 Harbourfront Place (S)098633



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Monitor health, safety, and environmental practices; report incidents immediately, conduct investigations, and draft incident reports as required. • Respond to hospital or civil emergency activations (e.g. call tree, decontamination stations, Kingfisher activation) during and outside of working hours as needed. 	
<p>Portering Operations Co-ordinator ★</p>	<ul style="list-style-type: none"> • Candidate should possess at least an ITE Cert, Diploma, any field • At least 1 year(s) of working experience in the related field is required for this position. Without experience are welcome to apply • Training will be provided • Basic IT knowledge is required to handle e-systems, computers, smartphones • Willing to work in Hospital environment • Preferably Non-Executives specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc.), or Healthcare (Medical Support, Assistant or equivalent) • Able to work overtime (only when required) 	<ul style="list-style-type: none"> • Projects a professional image at all times. • Delivers quality portering services to patients and staff in the hospital. • Provides portering services which include but not limited to patients, medical records, specimen, equipment, medication and blood products to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner. • Assists in the reception of patients by provision of wheelchairs/trolleys and their transfer from ambulance and to ensure proper transfer and lifting techniques are practiced when transferring patients. • Maintains proper filling system for purpose of submission of daily tasks. • Leads a team of porters and ensures supervision, grooming, motivation, discipline, and training to the team. • Conducts training, provides guidance and coach staff to raise competency level. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week (Follow roster for the off day and rest day) 9am to 7pm / 12pm to 10pm/ 10pm to 8am • Employment Type: Full Time • Location: 1 Harbourfront Place (S)098633


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Disseminate information where necessary and provide feedback to supervisor on cases of interest. • Engages users on a periodic basis, updates supervisors on their concerns and addresses them. • Attends to inquiries from internal staff / external persons immediately and gives appropriate advice if applicable. • Manning telephone hotlines, receives requests from users via e-porter system and assigns tasks to staff. • Reports any faults in the e-porter system and furnish suggestions to improve system performance. • Ensures that the equipment / mobile devices are in good working conditions at all times and report any defects. • Prepares and maintains daily roster, daily attendance, and periodic reports. • Collects and consolidates all medical certificate submission, leave application forms, and ensures that all documents are in order prior to submission. • Ensures tidiness and cleanliness of workplace and / or shared areas of work with other staff. • Monitors all Health, Safety & Environmental procedures and practices, reports incidents to supervisor immediately whenever an incident happens, conducts investigations on such 	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>matters, and drafts incident reports.</p> <ul style="list-style-type: none"> • Responds to hospital or civil emergency activations (e.g. call tree, hospital decontamination station, Kingfisher activation, etc.) while on duty or/and off duty (standby). • Undertakes any other duties/ activities/ projects, etc. as and when instructed by the supervisor or management. 	
<p>Service Ambassador  </p>	<ul style="list-style-type: none"> • Qualifications in Hospitality, Communications, related field. • Prior experience in customer service or front-line roles preferred. • Strong communication, interpersonal and problem-solving skills. • Ability to manage challenging situations with empathy, tact, and professionalism. • Detail-oriented with strong organizational and follow-up skills. 	<ul style="list-style-type: none"> • Deliver exceptional customer service and a transformational service experience across various stages. • Provide consistent, accurate, and timely responses to enquiries. • Handle and resolve service enquiries with professionalism, empathy and efficiency. • Process and track service requests, ensuring timely follow-up and closure. • Manage customer feedback and complaints in accordance with established protocols. • Execute effective service recovery actions to address concerns and restore service trust when required. • Maintain accurate and up-to-date records of all service interactions in • Collaborate with internal teams and departments to ensure smooth communication and resolution of service issues. • Uphold organizational standards and service quality 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 8am - 5.30pm / 8.30am - 6pm • Employment Type: Full Time • Location: 1 Harbourfront Place (S)098633

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Technician </p>	<ul style="list-style-type: none"> • Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year’s working experience • Willing to learn attitude. • Able to work overtime due to operational requirements • Willing to work in healthcare environment. 	<p>benchmarks in all interactions.</p> <ul style="list-style-type: none"> • Carry out repairs and troubleshooting of back-end engineering maintenance works and ensure excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems • To be responsible for all deliverables required in the agreement • To align with the overall client’s expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix, it and programmed maintenance within the framework of the allocated resources. • Managing all minor repairs and fix it work. • Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS’s integrated service model to be productive, efficient and effective. • Manage relationship with all specialist's sub-con and contractors appointed by the hospital to achieve the 	<ul style="list-style-type: none"> • Working Hours: 6 days / week 7.30am - 4pm • Employment Type: Full Time • Location: 1 Habourfront Place (S)098633

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		required KPI, client's expectations and deliverables.	

[Click Here for Table of Content](#)

#4 Jollibee Singapore

Famous Fried Chicken Brand with growing presence in Singapore! Origin from Philippines, Jollibee is a bustling network of more than 800 restaurants worldwide that adheres to the highest standards of food quality, service and cleanliness for more than 35 years.

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Crew Leader	<ul style="list-style-type: none"> Physically Fit 	<ul style="list-style-type: none"> Food preparation. Operate kitchen equipment such as Grill, Fryer etc. Maintain cleanliness of kitchen at all times and assist in any ad-hoc duties assigned. Assist in managing the operation of the kitchen. Ensure the food hygiene standards. Deliver excellent customer service to all customers. Ensure that all customers' orders are properly keyed into the POS accurately. Cashiering duties. Maintain cleanliness and hygiene of the store at all times. Assist Restaurant Managers in ensuring smooth daily operations. Assist in supervising Crews 	<ul style="list-style-type: none"> Working Hours: 5 day / week 44 hrs / week Employment Type: Full Time Location: 10 Eunos Road (S)408600
Service / Kitchen Crew ★	<ul style="list-style-type: none"> Physically Fit 	<p>Kitchen Crew:</p> <ul style="list-style-type: none"> Food preparation. Operate kitchen equipment such as Grill, Fryer and etc. Maintain cleanliness of kitchen at all times and assist in any ad-hoc duties assigned. Assist in managing the operation of the kitchen. Ensure the food hygiene standards. <p>Service Crew:</p> <ul style="list-style-type: none"> Deliver excellent customer service to all customers. Ensure that all customers' orders are properly keyed into the POS accurately. 	<ul style="list-style-type: none"> Working Hours: 5.5 day / week 44 hrs / week Employment Type: Full Time Location: 10 Eunos Road (S)408600

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none">• Cashiering duties.• Maintain cleanliness and hygiene of the store at all times.• Assist Restaurant Managers in ensuring smooth daily operations.	

[Click Here for Table of Content](#)

#5 Little Farms

Little Farms is Singapore's friendly neighbourhood market and cafe, specialising in the highest quality and freshest all-natural and organic produce, meats, seafood, dairy and grocery. Its carefully curated range of fresh produce, all-natural grocery and dairy products, high welfare meat and plant-based options are all procured from trusted, ethical sources.

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Barista	<ul style="list-style-type: none"> • 1 year of F&B service crew experience. • Basic knowledge of beverages. • Able to converse fluently in English as customers are mainly English speaking. 	<ul style="list-style-type: none"> • Taking food/drink orders from customers, as well as presenting a pleasant demeanor. • Promoting and upselling food specials to customers. • Preparing drinks i.e. coffee, tea and juices. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 7am to 4pm, 12pm - 9pm. • Employment Type: Full Time • Location: 491B River Valley Road, Valley Point (S)248373
Chef de Partie	<ul style="list-style-type: none"> • 2 years of professional cooking experience. • Able to stand for long durations. • Able to carry 10kg weight. 	<ul style="list-style-type: none"> • Assist kitchen team in preparing healthy and delicious food for customers. • Providing guidance to junior staff in the kitchen. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 7am to 4pm, 12pm - 9pm. • Employment Type: Full Time • Location: 491B River Valley Road, Valley Point (S)248373
Cook	<ul style="list-style-type: none"> • 1 year of professional cooking experience. • Able to stand for long durations. • Able to carry 10kg weight. 	<ul style="list-style-type: none"> • Assist kitchen team in preparing healthy and delicious food for customers. • Providing guidance to junior staff in the kitchen. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 7am to 4pm, 12pm - 9pm.

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • Employment Type: Full Time • Location: 491B River Valley Road, Valley Point (S)248373
Retail Associate ★	<ul style="list-style-type: none"> • Basic knowledge of grocery stores. • Able to carry 5-7kgs of food product. • Able to work fast paced environment. • Able to stand for long durations. • Able to speak and understand English fluently. 	<ul style="list-style-type: none"> • Stocking shelves and produce. • Processing customer payment. • Provide direction and recommendation of food products to customers. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 7am to 4pm, 12pm - 9pm. • Employment Type: Full Time • Location: 491B River Valley Road, Valley Point (S)248373
Team Leader	<ul style="list-style-type: none"> • 1 year of F&B service crew experience. • Able to converse fluently in English as customers are mainly English speaking. 	<ul style="list-style-type: none"> • Taking food/drink orders from customers, as well as presenting a pleasant demeanor. • Promoting and upselling food specials to customers. 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 7am to 4pm, 12pm - 9pm. • Employment Type: Full Time • Location: 491B River Valley Road, Valley Point (S)248373


#6 Longbridge Singapore

Click Here for Table of Content


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Business Solutions Manager - Wealth Management 	<ul style="list-style-type: none"> The ideal candidate should hold a Bachelor’s degree in Business, Finance, or a related discipline, with 1–3 years of experience in wealth management, brokerage, fintech, financial services, or the technology industry. They should have experience working on product, technology, or system implementation projects and possess strong analytical skills, with the ability to handle calculations, apply logical thinking, and perform data validation effectively. Experience coordinating with external vendors or partners is preferred, along with good communication and stakeholder management skills. The candidate should also be fluent in both Chinese and English to effectively collaborate with Product and Engineering teams in the Greater China region. 	<ul style="list-style-type: none"> The role will be responsible for consolidating business and operational requirements from Wealth Management stakeholders and acting as the primary point of contact between the business, Product & Technology teams, and external vendors or partners. The individual will lead external project coordination, managing scope, timelines, and delivery alignment to ensure successful implementation. They will collaborate closely with Product & Technology teams to automate incentive workflows and calculations, translating incentive schemes and business rules into clear system requirements for implementation and automation. The role will also support user acceptance testing (UAT), business sign-off, and post-implementation refinements. In addition, the candidate will track project progress, proactively identify and flag risks or dependencies, and manage incentive calculation and reporting during the initial phase while transitioning processes toward system-based automation. 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 40 hrs / week Employment Type: Full Time Location: 12 Marina View (S)018961
Senior Compliance Manager - Wealth Management 	<ul style="list-style-type: none"> The ideal candidate should have 5–10 years of compliance experience in fund management, wealth 	<ul style="list-style-type: none"> The role will act as a key person supporting the Monetary Authority of Singapore (MAS) fund management licence 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 40 hrs / week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>management, digital advisory, or fintech.</p> <ul style="list-style-type: none"> • They should possess hands-on experience with Monetary Authority of Singapore (MAS) licensing, particularly in fund management and/or digital advisory. • A strong understanding of robo-advisory and digital advisory regulatory frameworks is essential, including areas such as suitability requirements, algorithm governance, and client disclosure obligations. • The candidate should also have good knowledge of MAS Technology Risk Management (TRM) Guidelines, outsourcing regulations, and digital platform control requirements. • In addition, they must demonstrate solid familiarity with the Singapore regulatory regime, including the Securities and Futures Act (SFA), Financial Advisers Act (FAA), and relevant MAS Notices and Guidelines. • This role requires the ability to work cross-functionally with investment, technology, operations, and senior management teams to ensure effective compliance oversight 	<p>application by coordinating regulatory submissions and preparing the necessary policies, procedures, and communications with MAS.</p> <ul style="list-style-type: none"> • The individual will establish and maintain compliance frameworks covering fund management, wealth management, and robo-advisory businesses. • They will provide compliance oversight for robo-advisory and digital advisory services, including client profiling, suitability assessments, portfolio construction governance, client disclosures, and ongoing monitoring. • The role will ensure adherence to Singapore regulatory requirements, including the Securities and Futures Act (SFA), Financial Advisers Act (FAA) (where applicable), and relevant MAS Notices, Guidelines, and Circulars. • In addition, the candidate will oversee technology risk management and collaborate with technology and operations teams to ensure compliance with MAS Technology Risk Management Guidelines, outsourcing requirements, and data protection standards. • The position will also involve conducting compliance risk assessments, monitoring activities, and internal reviews across both traditional and digital investment services, supporting new product 	<ul style="list-style-type: none"> • Employment Type: Full Time • Location: 12 Marina View (S)018961

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>and regulatory adherence.</p>	<p>launches, system implementations, and enhancements from a regulatory perspective, as well as providing compliance training and guidance to business, investment, and technology teams.</p>	
<p>Structured Product Specialist </p>	<ul style="list-style-type: none"> • The ideal candidate should hold a Bachelor’s or Master’s degree in Finance, Economics, Engineering, or a related discipline, with professional qualifications such as CFA or FRM preferred. • They should have a minimum of five years of experience in structured products, investment advisory, or related roles within private banking, wealth management, or investment banking. • The candidate should possess a deep understanding of structured products, including equity-linked, interest rate-linked, fund-linked, and hybrid structures, as well as familiarity with the front-to-back operational processes involved in structured products. • A strong track record in product structuring, investment idea generation, or strategy development is important. 	<ul style="list-style-type: none"> • The role will focus on product ideation, structuring, automation, and operational oversight of structured products. • The candidate will generate bespoke trade and investment ideas aligned with different client risk profiles, investment objectives, and market views, while developing a structured approach to idea generation that combines quantitative insights, market analysis, and behavioral understanding. • They will liaise with product providers and counterparties to structure and price customized products. • In addition, the role will involve collaborating with IT and Product teams to automate the investment idea generation process by incorporating data analytics and rule-based investment logic, as well as defining system requirements and business logic to scale personalized product ideation and improve time-to-market. • The individual will also manage the operational lifecycle of structured products, including product setup, documentation, execution coordination, and 	<ul style="list-style-type: none"> • Working Hours: 5 day / week, 40 hrs / week • Employment Type: Full Time • Location: 12 Marina View (S)018961

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> The role requires an innovative mindset with a strong interest in technology, automation, and digital product design, and experience collaborating with technology or analytics teams to automate investment processes would be a strong advantage. In addition, the candidate should demonstrate excellent analytical and quantitative skills, along with strong communication and presentation abilities to clearly articulate investment ideas and market rationale. 	<ul style="list-style-type: none"> post-trade monitoring, ensuring that all product operations comply with internal controls, risk management standards, and regulatory requirements. Working closely with Operations and Compliance teams, the candidate will help streamline processes and ensure operational excellence. Furthermore, the role includes contributing to thought leadership by producing market insights, articulating the logic behind investment ideas to build proprietary intellectual capital, collaborating with the Content Strategist to publish articles, reports, videos, and other thought pieces, and representing the firm’s structured product capabilities in internal and external forums when required. 	
<p>Wealth Management - Head of Portfolio Management</p> 	<ul style="list-style-type: none"> The ideal candidate should have more than 10 years of portfolio management experience in asset management, wealth management, or digital investment platforms. They should demonstrate proven expertise in quantitative or systematic portfolio construction, along with direct exposure to robo-advisory or automated investment solutions. A strong understanding of asset allocation, 	<ul style="list-style-type: none"> The role will be responsible for designing and managing multi-asset and model portfolios across discretionary, advisory, and robo-advisory mandates. The individual will apply quantitative and data-driven methods to asset allocation, portfolio optimization, rebalancing, and risk management. They will also lead or contribute to the development of robo-advisory investment strategies, including risk profiling methodologies, portfolio 	<ul style="list-style-type: none"> Working Hours: 5 day / week, 40 hrs / week Employment Type: Full Time Location: 12 Marina View (S)018961

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>portfolio theory, and risk management is essential for the role.</p> <ul style="list-style-type: none"> • The candidate should hold a Bachelor's degree in a relevant field, with professional qualifications such as the CFA or equivalent certification preferred. • In addition, proficiency in both Chinese and English is desirable to effectively interact with clients, partners, and internal stakeholders across different geographies. 	<p>construction logic, and automation rules.</p> <ul style="list-style-type: none"> • In addition, the role involves monitoring portfolio performance and risk metrics to ensure alignment with investment objectives and guidelines, while supporting investment governance processes, including reporting and investment committee activities. 	

[Click Here for Table of Content](#)

#7 NTUC Health Co-Operative

NTUC Health is an NTUC enterprise that provides a comprehensive and integrated suite of quality and affordable health and eldercare services to meet the growing needs of families and their dependents. Building on close to three decades of experience and expertise, NTUC Health is among the largest providers of active ageing, senior day care, nursing home, and home personal care services in Singapore. We also serve vulnerable seniors, and a sheltered senior group home. In addition, we run a family medicine clinic.

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Care Associate, Home Care (PT) ★</p>	<ul style="list-style-type: none"> • Have passion in community services and service-oriented. • Have good interpersonal skills. • Have Certification in Healthcare related courses. 	<p>Companionship and recreational activities:</p> <ul style="list-style-type: none"> • Chit chat and provide a listening ear to clients. • Engage in recreational activities enjoyed by clients e.g. reading the newspaper, playing musical instruments, singing, playing simple card or board games etc. <p>Medical escort:</p> <ul style="list-style-type: none"> • Assist the senior with walking and boarding the transport vehicle and provide support during medical visits at the clinic/hospital premises. <p>Errands, grocery shopping and light cooking:</p> <ul style="list-style-type: none"> • Run errands or do grocery shopping with/without the client at markets/shops to buy food and prepare simple home-cooked meals. <p>Transferring and positioning:</p> <ul style="list-style-type: none"> • Assist with transferring clients from bed to commode, or wheelchair, or chair and back. <p>Simple exercises:</p> <ul style="list-style-type: none"> • Conduct simple exercises with the client to maintain their strength and muscle mass. <p>Showering and toileting:</p> <ul style="list-style-type: none"> • Provide assistance to the toilet and showering (if required). • Full body wipe down and changing diapers. 	<ul style="list-style-type: none"> • Employment Type: Part-Time • Location: NA


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Care Associate, Senior Day Care (PT) ★</p>	<ul style="list-style-type: none"> • GCE N' or O' Level • PSLE education certification would require an additional International English Language Testing System (IELTS) certification • Certificate/ training in healthcare or equivalent • Thrive in a collaborative and dynamic environment • Have a caring, empathetic, and patient personality to form positive relationships with seniors and caregivers • Have strong communication and problem-solving skills • Be proficient in Google Suite Applications 	<p>You will provide assistance to clients at their homes with their daily activities of living. You can choose any of these simple duties to help out with:</p> <p>Companionship and recreational activities:</p> <ul style="list-style-type: none"> • Chit chat and provide a listening ear to clients. • Engage in recreational activities enjoyed by clients e.g. reading the newspaper, playing musical instruments, singing, playing simple card or board games etc. <p>Medical escort:</p> <ul style="list-style-type: none"> • Assist the senior with walking and boarding the transport vehicle and provide support during medical visits at the clinic/hospital premises. <p>Light housekeeping:</p> <ul style="list-style-type: none"> • Ensure client's living spaces (bedroom, living room, toilet, hallways) are clean, dry, and safe. <p>Errands, grocery shopping and light cooking:</p> <ul style="list-style-type: none"> • Run errands or do grocery shopping with/without the client at markets/shops to buy food and prepare simple home-cooked meals. <p>Transferring and positioning:</p> <ul style="list-style-type: none"> • Assist with transferring clients from bed to commode, or wheelchair, or chair and back. <p>• Simple exercises:</p> <ul style="list-style-type: none"> • Conduct simple exercises with the client to maintain their strength and muscle mass. <p>Showering and toileting:</p> <ul style="list-style-type: none"> • Provide assistance to the toilet and showering (if required). 	<ul style="list-style-type: none"> • Working Hours: 15-30 hours • Employment Type: Part-Time • Location: NA

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Community Care Associate, Senior Day Care ★</p>	<ul style="list-style-type: none"> • Certificate in Healthcare or equivalent course or • C6 pass at GCE N' Level in any 1 subject • WPLN 4 (Reading, Listening, Speaking) and WPLN 3 (Writing) • Some experience in social service or the healthcare industry would be an advantage • Facilitation skills and healthcare knowledge would be an advantage • Thrive in a collaborative and dynamic environment • Be empathetic and form positive relationships with seniors and caregivers • Have strong communication and problem-solving skills • Be proficient in Google Suite Applications 	<ul style="list-style-type: none"> • Full body wipe down and changing diapers. • As a Community Care Associate, you contribute directly to our seniors' everyday happiness and quality of life. • You are an integral part of a motivated care team that ensures our seniors leave our centres happy and look forward to returning everyday. • You do this through our person-centred care model that encourages our seniors' independence and stimulates their cognitive and physical functions, whilst also looking after their care needs. • You will continue to grow in your role with support and training from our dedicated team of professionals. <p>You will assist in the day-to-day operations of the centre by carrying out the following duties:</p> <p>Clinical Skills</p> <ul style="list-style-type: none"> • Assist in serving & witness pre-packed medication / apply to prescribe a topical medication • Assist in client health monitoring & assessment • Assist in the implementation of an Initiate Care Plan (ICP) • Monitor & provide feedback on ICP activities • Provide Dysphagia care & Eatsafe protocol • Support client on distressed <p>Functional Skills</p> <ul style="list-style-type: none"> • Assist in Modified Barthel Index (MBI) assessment • Plan & conduct activities 	<ul style="list-style-type: none"> • Working Hours: 5 days / week <p>Expected shift hours from 7am - 4.30pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, 9.30 am to 7 pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: NA

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct structured and interactive activities • Perform Basic Activities of Daily Living (ADL) • Assist with Passive Range of motion exercises (PROM) • Assist with and implement individual therapy <p>Operational Skills</p> <ul style="list-style-type: none"> • Perform escort duties & build rapport with residents and their family members • Response to service challenges • Manage workplace challenges with resilience (relationship & emotional support) 	
<p>Community Care Executive, Senior Day Care </p>	<ul style="list-style-type: none"> • Minimally a Diploma preferably in social service or related discipline. • Experience managing and leading teams will be an added advantage • Possess strong interpersonal and communication skills, both verbal and written. • Be able to work independently and at the same time, be a team player who is able to work cohesively with all levels. • Be proficient in Google Suite Applications. • Possess a growth mindset and embrace continuous learning and development. 	<ul style="list-style-type: none"> • You will be part of an integrated care team that delivers a person-centered care model for our seniors, including people with dementia. • Ideally, this person should also promote seniors' independence and maintain their cognitive and physical functions. • You will assist the Community Care Manager (CCM) in ensuring smooth operation of the Senior Day Care Centre (SCC). <p>Care Delivery</p> <ul style="list-style-type: none"> • Supervise and provide support to the direct care team on the delivery of Assisted Daily Living (ADL) tasks • Coordinate and implement senior's individual care plan • Supervise and maintain a safe and clean environment • Conduct regular engagement with seniors to monitor their 	<ul style="list-style-type: none"> • Working Hours: 5 days / week <p>Expected shift hours from 7am - 4.30pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, 9.30 am to 7 pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: NA

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>cognition and functional well-being</p> <ul style="list-style-type: none"> • Collaborate with healthcare professionals to track and report any concerns or issues • Implement programmes as per guidelines and continually seek feedback to improve their effectiveness • Tailor centre-based programmes, including intergenerational and volunteer programmes while adhering to the approved guidelines • Support the preparation of relevant documentation to assist in incident reporting. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Support Next-of-Kin and Caregiver by providing information and guidance on the client's care. <p>Administration & Operations</p> <ul style="list-style-type: none"> • Maintenance of centre amenities. • Transportation arrangements for clients • Monitor inventory levels and submit inventory requests to Procurement or Facilities. • Liaise with vendors, technicians and facilities management on • Support the trialing and evaluation of new equipment or technology, including gathering feedback from users • Supervise and support the execution of crisis response Standard Operating Procedures (SOPs) by staff • Plan staff roster and manage day-to-day changes. <p>Quality Management</p>	

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support the Community Care Manager in preparing and gathering documents for Internal and External Audits. • Supervise and support the execution of new non-clinical SOPs <p>People Management</p> <ul style="list-style-type: none"> • Supervise the delivery of activities by volunteers. • Gather feedback on volunteers for re-engagement. • Schedule training courses and on-the-job training for staff • Plan and schedule training • Conduct on-the-job training and assessments 	
<p>Operations Associate</p>	<ul style="list-style-type: none"> • At least 1 year of related experience • Good team player • Able to read and write simple English • Able to lift heavy items • Able to do shift work, inclusive of weekends and public holidays 	<ul style="list-style-type: none"> • You are responsible for the general maintenance of the home. • Ensuring home's equipment, gadgets and instruments are maintained at optimal functioning level at all times. • Duties include maintaining a safe environment within the home such as managing visitors' entrance and departure, ensuring safe and smooth traffic flow. • Conduct general repair and maintenance of premises and equipment • Prepare and arrange rooms in the Home for different functions • Assist in assets movement and labelling of assets • Ensure the key facilities are functional and trigger external maintenance when needed Report to the Reporting Officer of any equipment malfunction or breakdown 	<ul style="list-style-type: none"> • Working Hours: 5 days / week Shiftwork, inclusive of weekends and public holidays • Employment Type: Full Time • Location: NA


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in inventory management Man the Fire Command Centre, CCTV monitoring system, fire safety alarm system and attend to security issues, e.g. activate SCDF when required Participate as member of the Home's Fire Safety Committee and support Operations to attend to any fire haze Ensure that safety precautions are taken in the course of work Any other duties as assigned 	
<p>Programme Associate ★</p>	<ul style="list-style-type: none"> Diploma or Degree from any discipline Proficient in Google Suite Applications Thrive in a collaborative and dynamic environment Have strong communication and stakeholder management skills Genuine interest to engage our seniors in the community 	<ul style="list-style-type: none"> As a Programme Associate, you play an important role in sharing our goal in the work of the AAC and assisting the Centre-in-charge in fulfilling the objectives of the AAC and meeting the targets set by the management and funders. You shall also look out for vulnerable seniors and support their needs. <p><u>You will need to:</u></p> <ul style="list-style-type: none"> Promote NTUC Health Active Ageing Centres' eldercare services and programmes Conduct/support active ageing programmes and encourage active participation with seniors which includes conducting community screening assessments, organising and conducting active ageing programmes Providing befriending services Monitoring their vital signs Coordinate care and support services through internal referral or to external agencies 	<ul style="list-style-type: none"> Working Hours: 5 days / week Monday - Friday 8:30am to 6pm Employment Type: Full Time Location: NA

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide support to seniors at outreach events and programmes • Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner • May be required to perform additional duties and work over the weekends or after office hours 	
<p>Programme Associate (Fun with Friends) *</p>	<ul style="list-style-type: none"> • Be comfortable in facilitating group sessions and programme • Be empathetic and form positive relationships with people with dementia and caregivers • Thrive in a collaborative and dynamic environment • Be proficient in English and Mandarin. The ability to converse in dialects will be an added advantage. • Be proficient in Google Suite Applications/MS Office 	<ul style="list-style-type: none"> • As a Programme Associate, you play an important role in sharing our goal in the work of the AAC and assisting the Centre-in-charge in fulfilling the objectives of the AAC and meeting the targets set by the management and funders. • You shall also look out for vulnerable seniors and support their needs. <p><u>You will need to:</u></p> <ul style="list-style-type: none"> • Promote NTUC Health Active Ageing Centres' eldercare services and programmes • Conduct/support active ageing programmes and encourage active participation with seniors which includes conducting community screening assessments, organising and conducting active ageing programmes • Providing befriending services Monitoring their vital signs • Coordinate care and support services through internal referral or to external agencies • Provide support to seniors at outreach events and programmes 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.30am to 6pm • Employment Type: Full Time • Job Type: Contract • Location: NA

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner • May be required to perform additional duties and work over the weekends or after office hours 	
<p>Programme Executive (Fun with Friends) *, Senior Day Care </p>	<ul style="list-style-type: none"> • Candidates who possess a Diploma in social service or a related discipline • Candidates who possess working experience in eldercare, health care, and therapy-related areas possess an added advantage • Be skilled in facilitating group sessions and programme • Be empathetic and form positive relationships with people with dementia and caregivers • Thrive in a collaborative and dynamic environment • Demonstrate strong interpersonal and problem-solving skills Be proficient in English and Mandarin. The ability to converse in dialects will be an added advantage. • Be proficient in Google Suite Applications/MS Office 	<ul style="list-style-type: none"> • As a Programme Executive for our Fun with Friends Programme, you are a dedicated care team that delivers a person-centred care model for our seniors, including people with dementia. • We aim to promote seniors' independence and maintain their cognitive and physical functions through multi-modality group programmes, ensuring they lead fulfilling lives. • With support and training from our team of professionals, you will continue to grow in your role. • We are here to help you grow in your career and achieve your full potential in a nurturing and collaborative environment. <p><u>You will need to:</u></p> <ul style="list-style-type: none"> • Plan and facilitate various multi-modality group activities for people with dementia; including exercise sessions, meal preparation groups, cognitive games, music and art-related activities • Manage clients with different mental and physical conditions and behaviour of 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.30am to 6pm • Employment Type: Full Time • Job Type: Contract • Location: NA

Click Here for Table of Content




Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>concerns relating to dementia and assist in the monitoring of client's health status</p> <ul style="list-style-type: none"> • Assist in client's care including providing necessary assistance for transfers, toileting and functional mobility • Administer assessment to clients and caregivers, perform data collection and entry • Provide timely updates to family/NOK of client's engagement and progress in the programme • Provide customer support to customers, partners and other external stakeholders, which includes but not limited to enquiries, enrolment, service coordination and feedback • Support and conduct training for community care associates and volunteers and assist in supervising community care associates in ensuring the smooth running of the programme • Administrative tasks such as managing client's database, assisting with procurement-related matters, transport claims, monitoring and tracking budgeting and expense records, and planning staff coverage and roster • Provide basic housekeeping of the programme premises • Ensure timely and effective communication between internal and external stakeholders (e.g. therapist, exercise trainers and activities 	

[Click Here for Table of Content](#)



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>facilitators, programme team, volunteers and vendors) in designing and running collaborative programmes</p> <ul style="list-style-type: none"> • Prepare timely reports to the management and funders of the programme and assist with internal and external audits to ensure the programme meets the service model requirement • Assist in outreach and networking events to promote the program, generate new interest and recruit new client 	

#8 OCS Group (S) Facility Services


Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaners	<ul style="list-style-type: none"> Primary Education / Speaks and understand basic English and local language 	<ul style="list-style-type: none"> Providing Cleaning Services 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 7am to 4pm / 8am to 5pm, shift duties Employment Type: Full Time Location: Various Locations
Handyman	<ul style="list-style-type: none"> Secondary Education with technical background 	<ul style="list-style-type: none"> Fixing of minor issues, like changing of light bulbs. Maintenance of the building area. Able to manage various tasks on a daily basis to ensure great customer service. To run the operations smoothly. Identify and report the defects of the building. Aircon checking as well as the toilet defects. Event Set ups. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 8am to 5pm Employment Type: Full Time Location: Various Locations
Landscape Technicians / Workers  	<ul style="list-style-type: none"> No experience welcome to apply 	<ul style="list-style-type: none"> Perform routine and ad hoc landscape scope of work. Maintain plants, grass cutting, tree pruning. 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week 8am to 5pm Employment Type: Full Time Location: Various Locations
Operations Manager 	<ul style="list-style-type: none"> Diploma / Degree in Mechanical, Electrical, Building Services 	<ul style="list-style-type: none"> Oversee the daily operations, maintenance, and 	<ul style="list-style-type: none"> Working Hours:

Click Here for Table of Content



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Engineering, or Facilities Management.</p> <ul style="list-style-type: none"> • Minimum 5–8 years of experience in facilities management or engineering services, with at least 3 years in a managerial or supervisory role. • Strong knowledge of building systems (ACMV, electrical, plumbing, fire protection, BMS) or building fabric management. • Proven experience in vendor/service partner management, budgeting, and operational planning. • Familiarity with CMMS, ISO standards, and statutory/mandatory maintenance requirements. • CFME certification or relevant engineering licences will be an added advantage. 	<p>performance of multiple facilities.</p> <ul style="list-style-type: none"> • Lead and mentor facility managers, engineers, and technical teams to deliver top-tier service. • Manage service partners to ensure they meet safety, quality, and contractual standards. • Plan preventive and corrective maintenance programs that enhance reliability and cost efficiency. • Ensure compliance with WSH, ISO, and statutory requirements. • Build trusted relationships with clients, consultants, and key stakeholders. • Manage budgets, variation works and support new business opportunities. 	<p>5 days / week 9am to 6pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Various Locations
<p>Pest Control Technicians / Drivers </p>	<ul style="list-style-type: none"> • NEA Lic in pest management. • PSLE and above 	<ul style="list-style-type: none"> • Pest Management, • Detect Pest, • Conduct routine checks of search and destroy, • take necessary actions to eliminate pest, • handle customer relations, • work as team. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 8am to 5pm • Employment Type: Full Time • Location: Various Locations
<p>Supervisor </p>	<ul style="list-style-type: none"> • Education with relevant WSQ Cleaning Supervisory Certificates 	<ul style="list-style-type: none"> • Cleaning equipment, chemicals and materials necessary for the daily cleaning operations. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week

Click Here for Table of Content



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Able to supervise and handle a pool of cleaners. • Meet up with clients and attend to their queries. • Able to cover the cleaners during their absence. • Other assigned duties by the Operation Managers. 	<p>7am to 4pm / 8am to 5pm, shift duties</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Location: Various Locations
<p>Technicians </p>	<ul style="list-style-type: none"> • NITEC / Higher NITEC / Diploma in Electrical, Mechanical, or Building Services Engineering. • Minimum 2 years of experience in facilities or building maintenance. • Knowledge of building systems (electrical, mechanical, plumbing, ACMV, fire systems). • Familiarity with CMMS / work order systems preferred. • Class 3 driving license (advantage). • Engineering license certification or CFME certifications (advantage) 	<ul style="list-style-type: none"> • Responsible for performing preventive, corrective, and breakdown maintenance of building systems and facilities to ensure safe, reliable, and efficient operations. • The Technician supports the daily upkeep of M&E systems, attends to service requests, and upholds service quality standards in accordance with contractual, regulatory, and safety requirements. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 8am to 5pm • Employment Type: Full Time • Location: Various Locations

#9 Red Alpha Cybersecurity



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Cybersecurity Specialist</p> <p> </p>	<ul style="list-style-type: none"> No prior IT or cybersecurity background is needed. A strong interest in technology and digital security Problem-solving mindset and resilience Eagerness to learn and adapt Good communication and teamwork skills All selected candidates will undergo a 20-week, fully sponsored on-the-job-training with allowance, before being deployed full-time for 3 years. 	<ul style="list-style-type: none"> Join us as a Cybersecurity Specialist through our Alpha Specialist Training Programme (ASTP), a structured and fully sponsored pathway designed to launch your career in cybersecurity. Whether you're a fresh graduate or making a career switch, Red Alpha equips you with practical skills, industry-recognised certifications, and a guaranteed deployment into meaningful cybersecurity roles. <p>About the Programme</p> <ul style="list-style-type: none"> You'll undergo hands-on, in-person training guided by industry experts. The training covers areas such as cyber defence, incident response, threat intelligence, and offensive security, preparing you for real-world scenarios and roles across both public and private sectors. <p>Potential Roles You May Be Deployed Into</p> <ul style="list-style-type: none"> After completing the programme, you may be deployed into one of many cybersecurity roles, depending on your aptitude, interest, and hiring partner needs. These include (but are not limited to): <ul style="list-style-type: none"> Cybersecurity Analyst Incident Responder Cyber Threat Intelligence Analyst Penetration Tester Cybersecurity Engineer or Architect 	<ul style="list-style-type: none"> Working Hours: 5 days / week 9am – 6pm Employment Type: Contract Location: 83 Clemenceau Avenue (S)239920

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> ○ Cybersecurity Solutions Specialist <p>What You'll Be Doing</p> <ul style="list-style-type: none"> ● Learn how to detect, respond to, and prevent cybersecurity threats ● Gain hands-on experience with tools like Splunk, Wireshark, Metasploit, Sysinternals Suite, and more ● Understand frameworks like MITRE ATT&CK, OWASP Top 10, and NIST ● Work on simulations and real-world case studies under expert guidance ● Prepare for certifications such as GCIH and OSCP ● Receive ongoing mentorship and career support 	
<p>Full Stack Infra Engineer  </p>	<p>Preferred Technical Skills (not mandatory)</p> <ul style="list-style-type: none"> ● CCNA certification is required; CCNP is a strong advantage ● Familiarity with Microsoft Windows Server, Linux/Unix OS, and VM environments ● Basic database knowledge (e.g. SQL Server, Oracle) ● Hands-on experience with networking devices (e.g. Cisco routers/switches, firewalls, VPNs) ● Understanding of system hardening, patching, and ITIL-based operations ● Exposure to security appliances and tools for vulnerability scanning and network monitoring <p>Mindset We Look For</p>	<ul style="list-style-type: none"> ● Red Alpha Cybersecurity is hiring Full Stack Infra Engineer who are eager to design, implement, and maintain robust and secure infrastructure across LAN, WAN, and cloud environments. ● You'll be involved in both project-based work and the daily operations of mission-critical systems, with opportunities to grow into advanced roles across networking, infrastructure, and cybersecurity. <p>What You'll Be Doing</p> <ul style="list-style-type: none"> ● Design, implement, and maintain LAN, WAN, WLAN, VPN, and firewall systems ● Configure and deploy network appliances, routers, switches, and load balancers (e.g. Cisco, Fortinet) ● Conduct vulnerability assessments and support 	<ul style="list-style-type: none"> ● Working Hours: 5 days / week 9am – 6pm ● Employment Type: Contract ● Location: 83 Clemenceau Avenue (S)239920

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Problem-solver with strong analytical and troubleshooting skills • Detail-oriented and self-motivated • Strong communication and teamwork abilities • Ability to stay up to date with evolving infrastructure and security technologies • All selected candidates will undergo a 10-week, fully sponsored on-the-job-training with allowance, before being deployed full-time for 3 years. 	<ul style="list-style-type: none"> remediation across network layers • Troubleshoot network performance issues and ensure minimal downtime • Work closely with clients and teams to generate system specs and present architecture solutions • Plan, execute, and monitor IT infrastructure setup and upgrades (on-prem and virtualised) • Manage and maintain Windows, Unix/Linux servers, virtual machines, and databases (e.g. SQL Server, Oracle) • Perform routine preventive maintenance and respond promptly to system alerts and issues • Support operational systems to meet SLA requirements • Participate in change management, disaster recovery, and patch management processes 	
<p>Software Engineer  </p>	<p>Preferred Technical Skills (not mandatory)</p> <ul style="list-style-type: none"> • Proficient in JavaScript, Java, Python, C++, C#, or Rust • Comfortable using frameworks like React, Angular, Vue.js, Next.js, Express.js, FastAPI, Spring Boot • Familiar with SQL and NoSQL databases: MSSQL, PostgreSQL, MongoDB • Understanding of REST APIs and/or GraphQL 	<ul style="list-style-type: none"> • Red Alpha Cybersecurity is looking for passionate Software Engineers who want to build end-to-end applications, solve real-world problems, and work across the full stack. • You'll be part of a team developing scalable, secure, and user-centric systems in a fast-paced tech environment. <p>What You'll Be Doing</p> <ul style="list-style-type: none"> • Design, develop, and maintain full-stack web applications using modern frameworks • Collaborate with other developers, engineers, and stakeholders to define 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 9am – 6pm • Employment Type: Contract • Location: 83 Clemenceau Avenue (S)239920

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of Git and version control best practices • Exposure to Agile development methodology and CI/CD tools • Familiar with containerisation (e.g., Docker), and platforms like OpenShift is a bonus <p>Mindset We Look For</p> <ul style="list-style-type: none"> • Proactive problem-solver with strong attention to detail • Fast learner with the ability to pick up new languages, tools, or frameworks quickly • Strong teamwork, communication, and collaboration skills • Enthusiasm for building high-quality, impactful software solutions • All selected candidates will undergo a 10-week, fully sponsored on-job-training with allowance, before being deployed full-time for 3 years. 	<p>technical specifications and deliver software features</p> <ul style="list-style-type: none"> • Build scalable APIs and backend services using technologies such as Node.js, Python, Java, or C# • Develop interactive front-end interfaces using React, Vue, Angular, or similar frameworks • Manage databases and optimize queries across SQL and NoSQL platforms (e.g., MongoDB, PostgreSQL, MSSQL) • Participate in the full software development lifecycle including design, testing, documentation, and deployment • Debug and troubleshoot issues across the front-end and back-end • Contribute to continuous improvement through code reviews, agile practices, and DevSecOps workflows • Keep up with evolving tech trends and bring new ideas to the team 	

#10 WSH Experts



Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Airport Baggage Handler ★	<ul style="list-style-type: none"> Able to work weekends 	<ul style="list-style-type: none"> Safely load and unload passengers' baggage from aircraft cargo holds, baggage carts, and conveyor belts etc. 	<ul style="list-style-type: none"> Working Hours: 4 days / week 4pm to 2am Employment Type: Full Time Location: Eastvale, Pasir Ris (S)081943
Call Centre Operator	<ul style="list-style-type: none"> Able to do shift work 	<ul style="list-style-type: none"> To manage feedback received on alleged TCASA offences via specific hotlines and email addresses etc. 	<ul style="list-style-type: none"> Working Hours: 4 days / week 10am to 10pm Employment Type: Full Time Location: 8 Cleantech Loop (S)637145
Class 3 Driver	<ul style="list-style-type: none"> Able to do shift work 	<ul style="list-style-type: none"> Drive the provided Baggage tractor or lorry inside the Terminals Need to drive the truck to transfer the Baggage for the Transit Flight between the Terminals Proper Handover of vehicles 	<ul style="list-style-type: none"> Working Hours: 4 days / week 8am to 8pm Location: 60 Airport Boulevard (S)819643
Class 4 Driver	<ul style="list-style-type: none"> Able to do shift work 	<ul style="list-style-type: none"> Drive and operate the Molly Buses to and from designated destinations punctually and according to the daily schedule specified by the NLB. Drive the Molly buses back to Assigned Parking Location at the end of the day and ensure proper parking at designated parking area at all times. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 6pm to 2am Employment Type: Full Time Location: NA

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Safely and securely lock the Molly Buses when they are not in use. • General Library Operations Support • Conduct Routine check on the Buses • Maintain Log Book • Daily Up to 3 Sites per day • Molly buses are currently parked at Jurong Regional located at 21 Jurong East central 1 	
<p>Cleaners</p>	<ul style="list-style-type: none"> • Able to do shift work 	<ul style="list-style-type: none"> • Maintain the general cleanliness of the school and equipment • Assist in performing security-related duties • Assist in providing logistical support for all school-based activities/ functions till end, including transporting and arrangement of furniture and equipment • Assist in the daily operations of the school such as accompanying vendors or term contractors to ensure that work/services are delivered • Any other duties as assigned by the school 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 10am to 12.30am • Employment Type: Full Time • Location: NA
<p>Enforcement Officer</p>	<ul style="list-style-type: none"> • Able to do shift work 	<ul style="list-style-type: none"> • Attend to feedback/ complaints/ tip offs on Tobacco related offences and work assigned by the Authority • Conducting observations, patrols and Enforcement activities • Conducting raids and operations under appropriate supervision of the Authority officers. • Other consecutive documentation works related 	<ul style="list-style-type: none"> • Working Hours: 4 days / week 10am to 10pm/ 10pm to 10am • Employment Type: Full Time • Location: 8 Cleantech Loop (S)637145

Click Here for Table of Content

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		to the job assigned and other jobs instructed by the authority	
Resident Technical Officer (RTO) - Civil & Structure  	<ul style="list-style-type: none"> Diploma in Civil & Structural Engineering or equivalent from Singapore Polytechnic or other tertiary institutions of equivalent standing. The candidate must be a registered Resident Technical Officer with BCA. Registered Resident Technical Officer (RTO) certification. At least few years site supervisory experience in reclamation related projects or marine related working experience may also be considered on a case-by-case. Experience preferred 	<ul style="list-style-type: none"> Digital sample collection inspection and approval. To supervise the execution of the works and maintain quality control and ensure that the works are carried out in accordance with the Contract. Specifications, Drawings, all other contract documents, site instruction, approved contractor's method statement, working procedures, relevant Building Control Acts and Regulations and requirements or regulations imposed by the relevant Authorities. 	<ul style="list-style-type: none"> Working Hours: Shift Work: 3 day work / 2 day Off (8am - 8pm / 8pm - 8am) Employment Type: Full Time Location: 60 Airport Boulevard (S)819643
Service Ambassador	<ul style="list-style-type: none"> Able to do shift work 	<ul style="list-style-type: none"> Provide directional guidance to visitors Assist with the use of self-help kiosks and Address queries related to cremation and ash collection 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8am - 3pm / 3pm - 9pm Employment Type: Full Time Location: NA
Warden (PT)	<ul style="list-style-type: none"> Able to work weekends 	<ul style="list-style-type: none"> Opening & closing the sports facility Gate @ School Checking registered player entry Take the meter reading before and after the session Ensure the cleanliness after dismissal 	<ul style="list-style-type: none"> Working Hours: 2 days / week 3pm - 9pm, 9am - 9pm Employment Type: Full Time Location: NA

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

Operating Hours

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

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

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

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