

e2i x Ulu Pandan Skills & Career Fair

27 Mar 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.

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#1 Educare Human Capital

Educare Human Capital Pte Ltd (EHC) was set up in 2004, as a company of the Singapore Teachers' Union's co-operative, to pilot the Teacher-Assistant scheme. In August 2019, EHC became a member under the 1Summit Global Pte Ltd and Ascendo Group, while remaining associated with Educare Co-operative. EHC specialises in recruitment, deployment, placement of employees, payroll process outsourcing, HR Management System (HRMS) and HR advisory.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Admin Assistant 	<ul style="list-style-type: none"> Relevant Diploma/Degree and/or previous job-related working experience Motivated, goal-oriented with strong communication skills Meticulous and able to multi-task Good coordination and problem-solving skills Proficient in Microsoft Office Highly independent in performing job tasks required and able to exercise good judgment and discretion in managing situations 	<ul style="list-style-type: none"> Attend to telephone calls, email and walk-in enquiries Attend to Course Registration for walk-in customers Prepare documents for upcoming courses (WSQ) Other duties will be assigned by Reporting Manager 	<ul style="list-style-type: none"> Working Hours: 6 days / week 45 hr / week Employment Type: Full Time Job Type: Permanent Location: Mountbatten
Admin Cum Receptionist	<ul style="list-style-type: none"> Certificate in Office Skills, Certificate in Business Skills (Accounting), NITEC in Office Skills, NITEC in Service Skills (Office), Higher NITEC in Business Studies (Administration), or a minimum of three GCE O-Level passes in English, Mathematics, and ESS, or equivalent subjects including numeracy. A minimum of two years of relevant working experience in customer 	<ul style="list-style-type: none"> This role involves providing frontline customer service by handling enquiries via phone and in person and rendering assistance to students and staff. Responsibilities include managing and compiling data, drafting simple correspondence, collecting and verifying documents, and carrying out general office administrative duties. The position also supports ad-hoc logistics and operational needs, as well as other general duties or projects assigned by the school. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	service and general administration is required. <ul style="list-style-type: none"> Proficiency in Microsoft Word, Excel, and PowerPoint is expected, and basic knowledge of first aid would be an added advantage. 		
Campus Facilities & Estate Senior/ Executive 	<ul style="list-style-type: none"> Possess a Diploma in any discipline (those without diploma but with relevant experience and expertise can also apply) Candidates who have at least 5 years of working experience preferably in marketing / logistics / estate management Minimum 3 years of supervisory experience Good organizing abilities, interpersonal and communication skills 	<ul style="list-style-type: none"> Manage booking and scheduling of shared facilities (auditorium, sports hall, pool, courts, etc.) for internal and external users. Source and coordinate external events, including logistics and payment matters. Oversee campus cleanliness and supervise cleaning staff. Liaise with contractors on maintenance and improvement works. Monitor budget, income and expenditure, and provide updates to management. Support workplace safety and perform Safe Management duties when required. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG
Discipline Aide	<ul style="list-style-type: none"> GCE 'O' Level qualification or equivalent work experience and be able to connect with students and maintain good rapport. Proficiency in Microsoft Office, particularly Word and Excel, and the ability to manage online school data management tools are required. The role calls for strong attention to detail, the ability to multitask 	<ul style="list-style-type: none"> The role involves coordinating and supervising after-school detention sessions to ensure consistent enforcement and follow-up with students, maintaining detention records, and communicating with form teachers. It includes managing the Student Management Centre operations by handling student attendance, late-coming records, and student inquiries. The candidate will collaborate with the Student Management Team on case 	<ul style="list-style-type: none"> Working Hours: 5 days / week 45 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>effectively, a keen willingness to learn, and the ability to work well as a team player.</p>	<p>management, monitoring disciplinary measures, following up on student behavior, and assisting with home visits and liaising with authorities.</p> <ul style="list-style-type: none"> Additional duties include maintaining school security and discipline through regular patrols and visitor management, supporting examination and sports events, monitoring after-school programmes for at-risk students, and managing data and records related to student conduct and attendance. 	
<p>Graphic Designer</p>	<ul style="list-style-type: none"> At least 2 years of experience with a strong portfolio demonstrating skills in both print and digital design, including layout, typography, and photo/video editing. The role requires the ability to create engaging video content and simple motion graphics for social media, strong illustration skills with a definable style adaptable to the school’s needs, and meticulous attention to detail to work within an existing brand identity using provided logos, colour palettes, and fonts consistently. Excellent communication skills are essential to understand 	<ul style="list-style-type: none"> The role involves creating on-brand visual, digital, print, and multimedia materials for the school. Responsibilities include designing publications and website visuals, producing video and social media content, developing branding and promotional materials, and creating custom illustrations. Deliverables include print-ready files, high-resolution digital assets, complete source files, edited videos with project files, and original illustration files. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>requirements, present concepts, and incorporate feedback effectively.</p> <ul style="list-style-type: none"> • Experience in designing media assets and collaterals such as website graphics, slides, and images, as well as prior experience working in a school environment, is preferred. 		
ICT Executive 	<ul style="list-style-type: none"> • Min. Diploma in Information Technology or an equivalent qualification, with at least two years of relevant experience, including experience working in an iPad PDLP computing school environment. • The role requires a team-oriented individual with a positive attitude, a willingness to learn, and the ability to work effectively in a fast-paced setting. • Key skills include proficiency in ICT systems, software, and hardware, the setup, operation, and maintenance of audio-visual systems, strong troubleshooting abilities, and effective communication skills in English and the relevant Mother Tongue. 	<ul style="list-style-type: none"> • The role provides comprehensive ICT and AV support while upholding the school's mission and ethos. • Key responsibilities include supporting ICT initiatives, delivering technical helpdesk services, managing user accounts and digital platforms, and maintaining ICT and AV equipment. • The position also involves procurement support, asset management, device loans and insurance handling, event recording, and AV setup for school activities, along with other duties assigned by school leadership. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 40 hr / week • Employment Type: Full Time • Job Type: Contract • Location: All regions in SG
ICT Trainer 	<ul style="list-style-type: none"> • Minimum Diploma in Infocomm and Technology, 	<ul style="list-style-type: none"> • The ICT Trainer will design and deliver an ICT training programme aligned with MOE 	<ul style="list-style-type: none"> • Working Hours: 5 days / week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	Multimedia, Graphic Design, or a related field, and have a minimum of three years' experience conducting similar ICT-related programmes in Singapore primary schools.	<p>Digital Literacy, working closely with the ICT HOD and other department heads.</p> <ul style="list-style-type: none"> Responsibilities include coordinating training schedules, developing teaching resources, supporting ICT competitions, and assisting with ICT-related tasks beyond training hours. The role also involves updating the school website and managing photography and videography for school events and classroom observations, with proficiency in editing tools and equipment handling required. 	<p>40 hr / week</p> <ul style="list-style-type: none"> Employment Type: Full Time Job Type: Contract Location: All regions in SG
Operations Associate	<ul style="list-style-type: none"> Minimum of NITEC certification or an equivalent qualification and have at least two years of experience in operations or facilities management. Proficiency in Microsoft Office Suite is also required. 	<ul style="list-style-type: none"> The role encompasses facilities, cleaning, events, and operational management. Responsibilities include overseeing school facility maintenance and upgrades, coordinating contractors, supervising cleaning staff and ensuring hygiene standards, planning and executing logistics for school events, and assisting in workflow coordination and process improvement to support smooth school operations. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG
Operations Support Officer 	<ul style="list-style-type: none"> At least Primary School education or an equivalent qualification and preferably have prior experience working in a school environment. The ability to understand and converse in simple English, and the ability to follow verbal and 	<ul style="list-style-type: none"> The role ensures the smooth day-to-day operation of the school, maintaining systems, resources, and equipment. Key responsibilities include opening and closing college venues and classrooms, managing traffic and school gates, arming and disarming the security system, performing cleaning duties, and providing logistical support for school events, 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>written instructions accurately.</p>	<p>functions, and examinations, including moving furniture.</p> <ul style="list-style-type: none"> The position also involves supervising contractors working on campus, performing gate duties during peak periods, and carrying out other aspects of estate management or assigned tasks as required. 	
<p>People & Operations Executive (HR) </p>	<ul style="list-style-type: none"> Diploma or Degree in Human Resource Management, Business Administration, or related discipline Minimum 3 years of experience in HR and/or operations Prior experience as an HR Generalist or in HR administration is advantageous Good understanding of local employment laws and HR best practices Strong communication, organisational, and multitasking skills Comfortable working in a fast-paced environment 	<ul style="list-style-type: none"> Manage end-to-end recruitment activities including job postings, interview coordination, and onboarding Support employee lifecycle matters such as confirmation, offboarding, and HR documentation Assist in employee engagement initiatives and workplace culture programmes Coordinate performance management processes and support KPI tracking Support training and development programmes and cross-functional initiatives Administer compensation, benefits, payroll input, and office administration matters Ensure HR policies and practices comply with local employment regulations Handle employee relations matter and respond to HR-related queries Prepare HR and operational reports (e.g. headcount, hiring, turnover) Support process improvements to enhance operational efficiency 	<ul style="list-style-type: none"> Working Hours: 5 days / week 45 hr / week Employment Type: Full Time Job Type: Permanent Location: Tanjong Pagar

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Printing Admin Assistant	<ul style="list-style-type: none"> The candidate should have at least two years of experience in administrative work, with prior experience in school administration preferred. Proficiency in Microsoft Office applications is required, along with effective communication skills. 	<ul style="list-style-type: none"> The role involves performing general administrative duties including typing, printing, filing, and issuing items within the school. The candidate will handle general inquiries via telephone and in-person, manage data entry tasks, assist with event logistics, and carry out any other administrative responsibilities as assigned. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG
Research Assistant 	<ul style="list-style-type: none"> At least a Bachelor’s degree in Psychology, Education, Special Education, or an equivalent qualification. Min with three or more years of experience conducting literature reviews and research in the fields of psychology, education, or special education. 	<ul style="list-style-type: none"> The role supports a SPED research study by assisting with the implementation and evaluation of teaching and learning syllabuses. Responsibilities include collecting, analysing, and evaluating research data, supporting syllabus implementation in SPED schools, and conducting literature reviews to inform and strengthen implementation efforts. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG
Science Lab Assistant/ Tech 	<ul style="list-style-type: none"> At least an ‘N’ or ‘O’ Level qualification. The role requires good interpersonal skills and a meticulous, organised approach to work. Applicants with a minimum of two years of experience working in a science laboratory are preferred. 	<ul style="list-style-type: none"> The role involves setting up and cleaning science laboratories before and after experiments or activities, ensuring the safe-keeping and proper maintenance of science apparatus and equipment, and conducting stock takes of laboratory resources. Responsibilities include assisting with the replacement of broken apparatus and the replenishment of perishable materials, supporting staff in science-related activities or programmes, and performing 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Senior Executive (Finance) </p>	<ul style="list-style-type: none"> • Diploma / Degree in Accounting, Finance, or related discipline • Prior experience in finance operations, donations accounting, or public / non-profit sector preferred • Familiarity with ERP systems (e.g. NetSuite), TenderBoard, and DBS IDEAL is an advantage • Strong attention to detail, good organisational skills, and ability to meet deadlines • Good communication and stakeholder management skills 	<p>any other school duties as required.</p> <ul style="list-style-type: none"> • Assist in raising and processing invoices via TenderBoard • Coordinate with outsourced accounting vendors to support month-end and year-end closing • Review payment documents to ensure accuracy and compliance with internal policies • Handle GST and withholding tax checks and support timely IRAS submissions • Process and monitor budget transfers in NetSuite in line with approved budgets • Prepare quarterly budget-to-actual variance reports with clear explanations • Support annual budget planning and consolidation exercises • Assist in internal and external audits, including preparation of schedules and documents • Manage donation receipts and support compliance with IPC and IRAS requirements • Support Finance Committee meetings, including paper preparation, minutes, and follow-ups • Contribute to process improvements, system enhancements, and finance-related projects • Perform other ad-hoc finance duties as required 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 45 hr / week • Employment Type: Full Time • Job Type: Permanent • Location: Near City Hall MRT
<p>Special Education Needs (SEN) Officer</p>	<ul style="list-style-type: none"> • Diploma in Special Education and have at least three years of relevant working experience in MOE 	<ul style="list-style-type: none"> • Provide support to students with special needs through implementation of Individual Education Plans (IEPs), in-class 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 45 hr / week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>mainstream schools supporting students with or suspected of special educational needs (SEN).</p> <ul style="list-style-type: none"> In addition, the candidate should have a minimum of three years of experience conducting School-based Dyslexia Remediation (SDR). 	<p>assistance, and withdrawal interventions.</p> <ul style="list-style-type: none"> Collaborate with teachers, parents, and external professionals to address learning and behavioral needs. Develop teaching resources, facilitate skills training, support peer interactions, maintain student records, and monitor progress to enhance students' academic, social, and emotional development. 	<ul style="list-style-type: none"> Employment Type: Full Time Job Type: Contract Location: All regions in SG
<p>Support Services for the Care Corner (School Sector) </p>	<ul style="list-style-type: none"> Minimum of GCE 'O' or 'N' Level qualification and hold a basic first aid certification. At least three years of relevant experience in handling children is required, along with good telephone skills. 	<ul style="list-style-type: none"> The role involves providing support in both student care and administrative tasks. The successful candidate will man the school's care corner during school hours, perform basic first aid such as cleaning minor wounds and applying bandages, and assist with administrative duties after school dismissal. In addition, the candidate will carry out any other administrative tasks as assigned by the school. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 45 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG
<p>Supporting Teachers (Food Laboratory) </p>	<ul style="list-style-type: none"> At least 1 to 2 years of experience working in a secondary school, preferably assisting teachers with the preparation of food for lessons. Experience in Food Handling, and able to work both independently and collaboratively in a team. With valid Food Hygiene Cert 	<ul style="list-style-type: none"> The role supports food safety, kitchen maintenance, and lesson preparation in the school's food laboratories. Key responsibilities include assisting teachers with food preparation and cooking, cleaning and resetting kitchen areas, managing inventory of food and supplies, supervising students during cooking activities, reporting safety issues or student misconduct, tracking assets, and performing other assigned duties to ensure smooth and 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		safe operation of the food labs.	
Teacher Aide 	<ul style="list-style-type: none"> • Minimum of GCE 'O' Level with a pass in English and have at least two years of experience in administrative work. • Experience in event management and prior work experience in an educational institution are preferred. • Applicants with a valid First Aid certification with CPR and AED will have an advantage. • Proficiency in written and spoken English, Microsoft Office applications, and basic digital tools such as Google Sheets is required. • The role calls for strong organisational, communication, and interpersonal skills, the ability to work independently as well as collaboratively in a team, and a resourceful, proactive approach with the ability to multitask effectively in a dynamic school environment. 	<ul style="list-style-type: none"> • Key responsibilities include supporting the planning and execution of school events such as camps, celebrations, learning journeys, and enrichment programmes, including vendor coordination, procurement, logistics arrangements, and the preparation of event materials and schedules. • The role also involves assisting teachers with learning materials, classroom displays, and interactive teaching aids, as well as providing administrative support, maintaining records and inventories, and carrying out additional duties as required to ensure the smooth day-to-day operations of the school. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 40 hr / week • Employment Type: Full Time • Job Type: Contract • Location: All regions in SG
Temp Programme Administrator (6 months contract) 	<ul style="list-style-type: none"> • Diploma or equivalent qualification in a relevant field such as education or arts management • Strong organisational and time management skills • Good written, communication and interpersonal skills 	<ul style="list-style-type: none"> • Assist in the coordination and facilitation of school programmes (including pre-visit and post-visit) and public programmes • Be equipped with good product knowledge of the available school and public programmes • Communicate clearly and professionally with key 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 45 hr / week • Employment Type: Full Time • Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Confidence in speaking to people, including hosting teachers and interacting with children and caregivers during programmes Able to exercise good judgement, remain calm, and adapt in high-volume or fast-paced environments Proficient in Microsoft office suite (Word, Excel, PowerPoint) Able to work independently and collaboratively as a team player Prior experience in programme administration, education, or museum related work would be an advantage. 	<ul style="list-style-type: none"> stakeholders, including educators, museum docents, partners, students, and caregivers, addressing enquiries and supporting programme delivery Coordinate logistics needed for school and public programmes, including venue booking, preparation of programme materials, setting up of programme venue, and stock taking Maintain accurate administrative records and documentation for school and public programmes, including attendance tracking and tabulation of survey feedback tabulation Carry out other programme-related administrative or operational duties as required 	<ul style="list-style-type: none"> Location: Near City Hall MRT
Youth Worker 	<ul style="list-style-type: none"> Degree in counselling or an equivalent qualification and possess experience in counselling or working with adolescents and teenagers. 	<ul style="list-style-type: none"> The role supports the planning, delivery, and supervision of the After-School Engagement (ASE) / GEAR-Up programme. Responsibilities include engaging and mentoring students, designing and running termly and holiday programmes, monitoring attendance, safety, and well-being, and collaborating with teachers to motivate students and develop skills and values. The role also requires clear communication, adherence to school rules, ethical conduct, and providing an end-of-year programme review. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 40 hr / week Employment Type: Full Time Job Type: Contract Location: All regions in SG

#2 EM Services

A joint venture between the Housing & Development Board and Keppel Land Limited, EM Services came into existence in 1988 and today, is one of Singapore's largest estate and property management company with a suite of services across residential, commercial & industrial properties and also student accommodation.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Contract Officer / Manager 	<ul style="list-style-type: none"> Recognised university degree in Estate Management / Building or recognised qualifications Good experience in maintenance contracts Good Team player Good problem solver 	<ul style="list-style-type: none"> Check and ensure accuracy of project cost estimates and specifications for all Cyclical, Additions & Alterations and Improvement Works Prepare, call and administer the various tenders for the routine maintenance work, services and supplies Provide advice on the selection of suitable contractors / specialists for routine maintenance works, services and supplies Monitor maintenance budget and prepare progress payments to ensure cash flow projections are met and payments are promptly made to contractors / suppliers 	<ul style="list-style-type: none"> Working Hours: 5 days/ week 8am to 5pm Employment Type: Full Time Job Type: Permanent Location: 201 Kim Tian Road, Singapore 160201
Customer Relations Assistant	<ul style="list-style-type: none"> NITEC/Higher NITEC One year of customer support experience Ability to multi-task effectively 	<ul style="list-style-type: none"> Handle resident enquiries and feedback through phone, email, and walk-ins while performing general administrative duties and case follow-ups. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week 8am to 5pm Employment Type: Full Time Job Type: Permanent Location: 201 Kim Tian Road, Singapore 160201
Customer Service Officer 	<ul style="list-style-type: none"> Minimally Diploma graduate or equivalent 	<ul style="list-style-type: none"> Handle calls and emails promptly by providing accurate and timely 	<ul style="list-style-type: none"> Working Hours: 5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>or Experience work under Call agents</p> <ul style="list-style-type: none"> • Able to communicate fluently in English and at least one other language to attend to non-English speaking customers • Prior experience in a call centre environment is preferred • Candidates with prior customer service experience in other businesses and operations may be considered as well • Possesses a customer service mind set and is able to empathise with customers and quickly grasp the issues they're facing • Curious and excited by the challenge of solving both simple and difficult problems for customers • *Candidates who are open to perform rotating shift work is preferred (Daily shift Allowance is payable) 	<p>information, alternatives and solutions to customers on relevant products and services</p> <ul style="list-style-type: none"> • Respond to customers' queries and concerns with the aim of achieving first call resolution satisfactorily • Depending on the projects assigned, candidates may be required to perform cross selling and upselling of products and services to existing customers and prospects 	<p>8.30am to 6pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Contract • Location: 18 Jalan Kilang Timor, Singapore 159309
<p>Finance & Admin Manager </p>	<ul style="list-style-type: none"> • Degree in Accounting/ACCA, minimum 3 years' experience in accounting and related areas (internal control, governance, risk management, audit), strong analytical skills, and ability to work under stress. 	<ul style="list-style-type: none"> • Oversee finance operations including income verification, arrears management, budgeting, reconciliation of accounts, preparation of financial statements, and supervision of Finance & Admin Assistants. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 8am to 5pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
			Singapore 160201
Internal Audit Assistant Manager - Construction Related Audits 	<ul style="list-style-type: none"> • A good Diploma in Structural & Civil Engineering/Building/Quantity Surveying/Estate Management/Construction Management or equivalent from a recognised polytechnic or relevant professional qualification. • Relevant experience of at least 3 years in construction management with exposure in handling projects covering work relating to technical appraisals, cost estimates, site checks and quantity measurement. • Proficiency in Microsoft Office applications (i.e. Word, Excel and Powerpoint). Knowledge in data analytics tools will be an advantage. • Good organisational and interpersonal skills with ability to interact effectively with multi-disciplinary colleagues at all levels • Strong problem solving and analytical skills with high attention to details. • Ability to exercise objective judgement with strong logical and critical thinking skills. 	<ul style="list-style-type: none"> • Gather and analyse information required for the planning of each audit assignment. • Assist in the design of audit program (including audit procedures and audit tests) of each audit assignment. • Based on the approved audit program, perform internal audit work (including follow-up of past audit issues) and gather evidence in accordance with the internal audit standards. • Audit work includes evaluation of technical appraisals of the project and cost estimates, site check to ascertain that work done on site comply with drawings and specifications, verification of accurate payment for work done based on measurement of quantity and correct rates being applied. • Evaluate the effectiveness and efficiency of business processes (including internal controls and risk management) and ensure compliance with regulatory requirements and Company's policies and procedures for construction-related operations. • Document accurate audit work performed and audit result in a clear and organised manner, supported by audit evidence (such as comprehensive site photo) for review by Team leader. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 8am to 5pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road, Singapore 160201

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Resolve review notes and apply learning to future assignments.</p> <ul style="list-style-type: none"> Identify, develop and draft comprehensive audit observations (including root causes and risks) on weaknesses in control environment, and make value-added recommendations for process improvements. At the end of fieldwork review, assists Team Leader in conducting closing meetings to communicate draft audit findings to management. Assist Team Leader in finalizing the audit findings, recommendations and reports, and collate management responses and action plans to mitigate risk. Track issues identified by Internal Audit and external auditors and monitor implementation progress of management action plans. Conduct validation review on management remediation actions to address control deficiencies. Assist in developing Annual Internal Audit Plan using a risk-based approach. Assist in the preparation of deliverables such as audit reports and presentation materials to Management and Audit Committee. 	
<p>Internal Audit Manager / Senior Manager (Business Audits) </p>	<ul style="list-style-type: none"> Degree in Accountancy/ACCA or professional CA qualification with CIA certification. 	<ul style="list-style-type: none"> Manage end-to-end audit cycle for multiple audit assignments, including outsourced auditors for complex audit projects. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week 8.30am to 6pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • CISA or CFE certification would be an advantage. • At least 6 years of experience in internal audit, preferably in construction or engineering services industry with exposure in Big 4 accounting firms. • Proficiency in the use of data analytics tools (e.g. ACL, IDEA, Power BI, tableau, etc.). • Self-driven individual who is adaptable to changing priorities and different challenges and thrives in a fast paced and dynamic environment. • Good interpersonal and collaborative skills with ability to exercise objective judgement. • Ability to influence and interact with confidence and develop trusted relationships with key stakeholders, management and multi-disciplinary staff across different levels. • Strong communication (verbal and written) and good report writing and presentation skills with strong problem-solving and logical thinking skills. • Meticulous and resourceful with high level of commitment and initiative. • Possess the passion to lead by example with 	<ul style="list-style-type: none"> • Lead the planning of assigned internal audit project and design audit program and audit tests to ascertain the state of internal controls and compliance with corporate policies, guidelines and regulatory requirements. • Provide guidance to the audit team to conduct review of key internal control procedures, risk and control matrix including data analytics, and complete the audit project in a timely manner while maintaining audit quality to provide independent assurance. • Ensure proper audit evidence is obtained, and audit documentation is carried out in accordance with internal audit standards. • Evaluate the adequacy and effectiveness of business process to identify key risk areas and gaps / weaknesses/deficiencies in internal control and non-compliance with policies and procedures and regulatory requirements. • Recommend business focused solutions to mitigate risks, improve internal controls, risk management and governance processes, and enhance the effectiveness and efficiency of operations. • Maintain proper documentation of findings and follow up closely with the business units to ensure prompt and substantive resolutions of audit issue for 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road, Singapore 160201

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>strong organisational and critical thinking skills.</p> <ul style="list-style-type: none"> • Ability to work effectively as a team player/leader, with excellent analytical and the requisite managerial skills to manage detailed/technical work without losing sight of 'big picture' issues. • Maintain high level of integrity and professional standards with continuous professional development. 	<p>reporting to the Audit Committee.</p> <ul style="list-style-type: none"> • Ensure concise and comprehensive audit reports are submitted for review and conduct presentation to the Management, the Audit Committee and the Board of Directors. 	
<p>Project Executive (Civil Structural) </p>	<ul style="list-style-type: none"> • Diploma in Building / Quantity Surveying / Construction Management / Civil Engineering / NCCS or related • Candidate with Resident Technical Officer Certification preferred • Min. 2 years of related working experience 	<ul style="list-style-type: none"> • Carry out site supervision in compliance with contracts specifications and drawings for Addition & Alteration, Repair & Redecoration and Reroofing Works. • Handle contract administration duties pertaining to projects supervised. 	<ul style="list-style-type: none"> • Working Hours: 5.25 days/ week 8am to 5pm • Employment Type: Full Time • Job Type: Contract • Location: 201 Kim Tian Road, Singapore 160201
<p>Project Manager (Civil Structural) </p>	<ul style="list-style-type: none"> • Has relevant tertiary or professional qualifications or Diploma in Building/ Quantity Surveying / Building Management & Maintenance / Construction Management / Structural & Civil Engineering • Preferably with at least 2 years of relevant 	<ul style="list-style-type: none"> • Conduct feasibility study and site survey to determine the scope of the project • Oversee tender management including preparing tender documents, conducting tender / quotation / pre-qualification exercises, evaluate tenders and recommend selection of contractors 	<ul style="list-style-type: none"> • Working Hours: 5 day / week 8am to 5pm • Employment Type: Full Time • Job Type: Contract • Location: 201 Kim Tian Road,

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experience in handling building/ maintenance related projects from inception to completion</p> <ul style="list-style-type: none"> • Have a good understanding of WSHA • Proficient in Microsoft Word, Excel, Powerpoint and Microsoft Project • Has effective communication & negotiation skills • Able to multitask and manage time efficiently 	<ul style="list-style-type: none"> • Lead the project team in the execution of Repairs & Redecoration, reroofing and Additions & Alterations projects • Carry out periodic site inspections • Oversee budget & cost control for projects • Manage of Contractors & Consultants • Other duties as assigned from time to time 	<p>Singapore 160201</p>
<p>Project Manager (Engineering) </p>	<ul style="list-style-type: none"> • Candidate must possess at least a Bachelor's Degree, Professional Degree, Engineering (Civil), Engineering (Mechanical / Electrical / Electronics/ Mechatronics), Project Management or equivalent. • At least 3 year(s) of working experience in the related field is required for this position. • WSQ Manage Workplace Safety and Health in Construction Sites (CSCPM) or Construction Safety Course for Project Managers – CSCPM Certification • Proficient in Microsoft Word, Excel, PowerPoint and Microsoft Project • Has effective communication (written and verbal) & negotiation skills 	<ul style="list-style-type: none"> • Responsible for all activities on the project, the field team and people on site ensuring that quality and safety standards are not compromised. • Projects must be delivered on time, oversee budget and cost control and in accordance with the contract scopes and specifications. • To prepare and submit progress reports, progress claims, safety reports, materials to purchase and ad-hoc reports for projects. • Liaison will be required with the clients and consultants for design and with management team, supply chain and vendors, suppliers, sub-contractors and internal support functions. • Coordination and liaise with Architects/ Consultants / Main Contractors / Vendors / Sub-Contractors / Clients and Authorities. • The candidate will be fully accountable for the overall financial result of each project 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 8am to 5pm • Employment Type: Full Time • Job Type: Permanent • Location: 18 Jalan Kilang Timor, Singapore 159309

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to multitask and manage time efficiently • Able to perform under pressure in a fast-paced environment • Good team player and able to work independently with minimum supervision • Desire to learn and possess positive attitude with results 	<p>and will be expected to regularly monitor and review progress against plan and where necessary to take action to mitigate on overspending in costs.</p> <ul style="list-style-type: none"> • Lead the project team in the execution of projects. • Project planning and resource allocation. • Conduct site survey (pre-commencement, post project etc.). • Documentation and effective communication with external parties and internal departments (approval of drawings, samples, schedule, delays, technical clarifications, EOT, etc.). • To attend site meetings with customers and vendors. • Other duties as assigned from time to time. 	
<p>Property Manager </p>	<ul style="list-style-type: none"> • Degree in Building Services / Facilities Management / Real Estate Business or other building related degree • Entry level candidates with relevant qualifications welcome to apply • Candidates with more years of relevant position will be considered for a senior role • Must be a team player with high integrity, leadership, problem solving and interpersonal skills • Able to work under pressure and tight deadlines 	<ul style="list-style-type: none"> • Oversee the team in management and maintenance of buildings and common properties. • Administer tenancy/ lease related matters. • Managing yearly budgets and doing presentations • Work closely with councilors, residents, grassroots organisations and relevant government agencies. 	<ul style="list-style-type: none"> • Working Hours: 5.25 days/ week 8am to 5pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road, Singapore 160201

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Property Officer </p>	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NITEC, Diploma, Advanced/Higher/ Graduate Diploma, Property Development/Real Estate Management or equivalent • Diploma in Building / Facilities Management / Real Estate Business / Intelligent building • Non-Diploma holders are required to have at least 3 years' experience in Facilities Management (minimally Nitec) • Entry-level candidates with relevant Diploma are welcome to apply • Able to work under pressure and willing to do overtime 	<ul style="list-style-type: none"> • Carry out estate inspection, identify building defects and supervise maintenance and improvement works. • Attend to residents/tenants' enquiries, monitor contractors' performance and manage arrear cases. • Working with grassroots leaders on maintenance issues and to organize activities • Any ad hoc duties as assigned by the supervisor 	<ul style="list-style-type: none"> • Working Hours: 5.25 days/ week 8am to 5pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road, Singapore 160201
<p>Public Relations Manager / Executive </p>	<ul style="list-style-type: none"> • Diploma / Degree in Mass Communications / Digital Media Production / Marketing or other equivalent educational qualifications • Good knowledge in sustainability & green practices is a plus • Good copywriting skills with strong command of written and spoken English • Fluent in a 2nd language • Knowledge of design and editing software (e.g. Canva / Photoshop / Illustrator / InDesign / Premiere Pro / iMovie) 	<ul style="list-style-type: none"> • Support the Strategic Communications & Public Relations Team to develop communications content and publicity deliverables • Work with community partners and other government agencies to curate content and organise community outreach initiatives • Support the curation and management of content for social media and estate publicity • Support digital media productions and webinars for townhall meetings • Track daily news outlets 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 8am to 5pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road, Singapore 160201

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of photography and videography • Good understanding of SEO/SEM, digital marketing tools and social media platforms • Good understanding of social media trends and current affairs • A good team player 	<ul style="list-style-type: none"> • Attend to feedback and incidents, when necessary 	
Senior Finance Admin Assistant	<ul style="list-style-type: none"> • Nitec/Higher Nitec/Diploma in Accounting • Have positive working attitude, proactive and meticulous • Proficient in Microsoft Office (Word and Excel) • Good communication and interpersonal skills • Minimum 1 year of relevant accounting work experience preferred • Half working Saturday once every 3 weeks 	<ul style="list-style-type: none"> • Perform counter duties on rotation basis (e.g. collection of payments, attending to resident enquiries, etc.) • Perform accounting duties such as bank reconciliation, A/R, A/P, invoicing, data entry, invoicing, etc. • Handle general administrative duties • Assist in preparing monthly reports, perform day-end closing, prepare payment vouchers & reminder notices 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 8am to 5pm • Employment Type: Full Time • Job Type: Permanent • Location: 201 Kim Tian Road, Singapore 160201

#3 Exceltec Property Management

Incorporated in 1997, Exceltec is an established property and facilities management company providing one-stop property solutions in Singapore. These solutions cater to commercial, retail and industrial sectors and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up its ranking in the SME 1000. The ranking helps in credibility building, raising visibility, benchmarking, and employee motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Assistant/ Officer (MCST)	<p>Education</p> <ul style="list-style-type: none"> • "N" & "O" Levels/NITEC/Higher NITEC/WSQ Diploma in real estate management, business administration, or a related field. <p>Certification</p> <ul style="list-style-type: none"> • Relevant certifications from institutions like SISV, BCA, or equivalent will have an added advantage. <p>Experience</p> <ul style="list-style-type: none"> • Minimum one (1) year experience in property management, particularly in instrata-living contexts. <p>Legal Knowledge</p> <ul style="list-style-type: none"> • Familiarity with regulations governing MCSTs, e.g. BMSMA. <p>Computer Literacy</p> <ul style="list-style-type: none"> • Basic competency in Microsoft Office Suite. Familiarity with property management software is a plus. Suite. Familiarity with property management software is a plus. 	<ul style="list-style-type: none"> • The MCST Admin Officer is responsible for providing comprehensive administrative support to the MCST Property Management team. • This role ensures the smooth and efficient operation of administrative functions within the management office, supporting the team in delivering exceptional service to residents and stakeholders. • The MCST Admin Officer plays a key role in maintaining accurate records, facilitating communication, and coordinating various activities that contribute to the effective management of strata-titled properties. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Executive (IFM) 	<ul style="list-style-type: none"> • GCE O Level / A Level / Nitec / Higher Nitec / Diploma in Business Admin, Accounting, or related fields. • Basic finance/accounting knowledge (e.g., invoices, quotations, cost checking). • 1–3 years of admin experience preferred; FM/IFM experience is a plus. • Strong attention to detail, accurate data handling, and good organisational skills. • Proficient in MS Office (Excel/Word) and comfortable with digital systems. • Good communication skills and a positive, service oriented attitude. 	<p>About the Role</p> <ul style="list-style-type: none"> • As part of the Integrated Engineering Facilities Management (IFM) team, you will handle documentation, reporting, and administrative coordination for day-to-day FM operations. You will support the Facilities Manager (FM), Assistant Facilities Managers (AFMs), and Facilities Management Executives (FMEs) in ensuring smooth operations across multiple sites. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Maintain and update FM records, reports, and documentation (CMMS, shared folders). • Prepare basic reports, meeting minutes, correspondence, and administrative paperwork. • Assist with consolidation and checking of weekly/monthly operational data. • Handle procurement and finance related tasks such as quotation processing, invoice verification, PR/PO creation, and cost tracking. • Liaise with vendors and subcontractors for document submissions and scheduling. • Coordinate meetings, logistics, and communication with schools and internal teams. • Support audit preparations, evidence collation, and compliance documentation. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601
Assistant Facilities Manager (IFM – Multi-Site) 	<ul style="list-style-type: none"> • Diploma/Degree in Facilities Management / Building Services / M&E Engineering or related. 	<p>About the Role</p> <ul style="list-style-type: none"> • We are hiring an Assistant Facilities Manager (AFM) to support delivery of an 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • 5–8 years relevant FM/IFM experience (institutional / campus / large-site preferred). • At least 2 years’ people/team leadership experience. • Strong stakeholder management, reporting discipline, and contractor control. • Comfortable with CMMS/Helpdesk systems and site documentation. • Willing to support standby / after-hours work when required. 	<p>Integrated Facilities Management (IFM) contract across multiple institutional sites. You will lead and supervise Facilities Management Executives (FMEs), drive service recovery, ensure compliance, and manage operational reporting.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Supervise, coach and manage FMEs across assigned sites, plan coverage and continuity support. • Oversee day-to-day operations and ensure KPIs / service level standards are met. • Handle escalations, stakeholder issues and complex operational matters. • Consolidate and validate reports; analyse trends and implement corrective actions. • Ensure statutory/safety compliance (BCA / SCDF / NEA / EMA / WSH), support audits and close-out. • Ensure strong governance and data quality in CMMS/Helpdesk systems (work orders, evidence, closures). • Supervise subcontractors/vendors to ensure safety, quality and timelines. • Support ad-hoc works, reinstatement/rectification and improvement projects with minimal disruption. 	<p>9am to 6pm, 9am to 1pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Assistant Operation Manager – Environmental Cleaning Services </p>	<ul style="list-style-type: none"> • 5 years of experience in the relevant industry will have an added advantage. • Good communication skills, both written and spoken. • Team player, able to work independently with minimal supervision. • Diploma in Building/Property Management or equivalent 	<ul style="list-style-type: none"> • The cleaning operations manager is responsible for managing the organisation's cleaning operations. • This includes overseeing the management of resources on project sites, directing and monitoring business operations, developing operation plans, managing service contracts and incidents, and communicating with stakeholders and clients to ensure quality work. • They are also required to carry out capability development activities and any other operational requirements as directed by the management. • They work in an office and perform site visits when necessary. • As part of their operational duties, they build relationships with relevant stakeholders and clients. • They are organised, responsive, approachable, resourceful, and service-oriented leaders who can multitask and manage operations effectively. <p><u>Critical Work Function/Key Tasks</u> Manage cleaning services</p> <ul style="list-style-type: none"> • Develop and review operation plans to improve work procedures and quality service delivery. • Facilitate budget planning for cleaning operations. • Ensure teams adhere to safety measures during cleaning operations. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Manage cleaning operations and liaise with clients to ensure quality service delivery. • Evaluate relevant data to propose recommendations for cleaning process improvement. • Implement strategic plans to improve relationships with clients. <p>Manage Incidents</p> <ul style="list-style-type: none"> • Make critical decisions to resolve major incidents and emergencies. • Analyse and manage major incidents and emergencies in collaboration with relevant persons. • Manage and report incident and emergency investigations. • Review incident and emergency reports. <p>Manage inventory, equipment and maintenance schedule</p> <ul style="list-style-type: none"> • Ensure sufficient stock of materials and equipment supplies. • Plan and select appropriate equipment and/or technologies and supplies for project sites. • Evaluate the identified and recommended equipment and/or technologies suitable for business operations. • Oversee the control and allocation of resources to project sites. <p>Managing Cleaning Teams</p> <ul style="list-style-type: none"> • Manage the planning of work schedules and deployment of manpower. • Manage the capability development of staff. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Develop plans to promote good teamwork in alignment with organisational core values. <p>Managing Contracts</p> <ul style="list-style-type: none"> • Manage internal and external parties during contract development to analyse and solidify an overall contract strategy. • Oversee the preparation of tender specifications and quotations for cleaning operations. • Manage negotiating terms, conditions and pricing and ensure they are accurately executed and satisfied. • Review guidelines on contractual clauses to mitigate contract conflicts. • Manage existing and contract conflicts. • Analyse potential contract risks arising from contract changes. • Manage actions with internal procurement and legal teams if required. 	
<p>Assistant Quantity Surveyor </p>	<ul style="list-style-type: none"> • Degree / Diploma in Building / Quantity Surveying. • At least 3 years of working experience in building/ quantity surveying experience. • Pro-active attitude. • Fresh graduates are welcome to apply. 	<ul style="list-style-type: none"> • Responsible for quantity take-off and cost estimation. • Preparation of tender submission with specific deadline. • Source, negotiate and award of contracts to vendors. • Responsible for material order processing and cost control. • Evaluate and process vendors claims. • Prepare progress claims for submission in timely manner. • Finalise project accounts with clients and vendors. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other duties as assigned by Contracts Director / Manager. Experience in pre & post contract-administration. Prepare cost submission / pricing / quantity take off / cost evaluation. Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines. Able to carry out procurement and cost management processes. Source for subcontractors and suppliers. 	
<p>AV & Event Manager </p>	<p>Qualifications</p> <ul style="list-style-type: none"> Diploma or Degree in Audio-Visual Technology, Electrical/Electronic Engineering, Media Technology, Information Technology, Broadcast/Media Production, or an equivalent technical discipline. Candidates with strong practical AV/event leadership experience may be considered in lieu of degree requirements. <p>Experience</p> <ul style="list-style-type: none"> Minimum 5 years of relevant experience in AV, event operations, and logistics support (preferably in multi-venue environments such as campuses, convention facilities, or public venues). 	<p>Job Purpose</p> <ul style="list-style-type: none"> The AV & Events Manager leads the end-to-end delivery of audio visual and event operations across campus venues and teaching spaces. The role governs AV systems lifecycle (from cost estimation and procurement to asset management, preventive maintenance, and disposal), coordinates event/exam setups and ensures operational readiness and service excellence through a trained, well rostered team and managed vendor ecosystem. Where applicable, the environment leverages IP based AV infrastructure and centralised control/monitoring platforms (e.g., Extron GVE; WolfVision vSolution Link Pro). <p>Key Responsibilities</p> <p>1. AV & Event Operations</p>	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proven experience managing IP-based AV technologies and modern AV systems. <p>Technical Competencies</p> <ul style="list-style-type: none"> Strong working knowledge of audio-visual systems, sound systems, lighting systems, and event/exam venue setups. Familiarity or hands-on experience with centralised AV control/monitoring and asset management systems (e.g., Extron, Wolfvision or equivalent). Ability to troubleshoot AV issues under time pressure and coordinate vendor support when needed. <p>Core Skills</p> <ul style="list-style-type: none"> Strong planning, coordination, and stakeholder management skills. Good documentation discipline (maintenance logs, inventory records, monthly reporting). People leadership skills to manage technicians and train ad-hoc crews. Cost estimation and procurement capability (evaluation, vendor coordination, scheduling). <p>Work Schedule & Conditions</p> <ul style="list-style-type: none"> Standard hours with extended/split shifts, 	<ul style="list-style-type: none"> Plan, coordinate, set up, operate, monitor, and troubleshoot Audio-Visual, Sound, and Lighting systems for on-site events/exams; manage feedback during live operations, including emergency breakdown response and immediate rectification. Conduct venue readiness checks (sound, lighting, projection, control) to ensure “event/exam-ready” state at least one day in advance; where setup time is constrained, establish N-2 readiness as the benchmark. Maintain high standards of show control, recording/streaming (where applicable), and live mix quality; drive post-event reviews for continual improvement. <p>2. Centralised Control & Systems Operations</p> <ul style="list-style-type: none"> Oversee and continually uplift team proficiency on the site’s AV Asset Management & Centralised Control & Monitoring System; ensure healthy system baselines, alarms triage, and remote support response. <p>3. Asset, Inventory & Logistics Governance</p> <ul style="list-style-type: none"> Own the AV equipment & store inventory (loaning processes, chain-of-custody, storage, and safekeeping). Ensure accurate point-to-point transfer controls, loss prevention, and timely return/turnaround of loaned assets aligned to the 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>evenings, weekends, and public holidays as events/exams require; on call/standby rotations for critical coverage.</p> <ul style="list-style-type: none"> Physical activity includes lifting, rigging assistance, and frequent movements across campus venues. 	<p>Equipment & Store Inventory Listing.</p> <p>4. Preventive Maintenance & Repairs</p> <ul style="list-style-type: none"> Develop and manage the quarterly preventive maintenance plan for all equipment; publish the maintenance timetable to the SO for review and approval before execution. Issue monthly maintenance reports (equipment serviced, faults, corrective actions, parts used). Maintain comprehensive checklists and service/repair records; escalate vendor repairs and warranty claims effectively. <p>5. Procurement, Budgeting & Costing</p> <ul style="list-style-type: none"> Perform cost estimation, options analysis and manage procurement (sourcing, technical evaluation, vendor management) of AV systems, parts and services, in line with client requirements and procurement policy. <p>6. Team Leadership & Training</p> <ul style="list-style-type: none"> Lead, roster and develop an AV & Events team (including supervisors/technicians) for multi-venue concurrency; manage standby coverage during events/exams and coordinate cross-deployment. Train and certify ad-hoc AV technicians engaged for sound/lighting operations; implement skill matrices and SOPs to standardise delivery. <p>7. Stakeholder & Vendor Management</p>	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work closely with client stakeholders, faculty/event owners, facilities teams, external contractors and suppliers for setup and dismantling; ensure method statements and risk controls are adhered to. • Provide clear timelines, technical riders, and house rules; drive accountability for handovers/ handbacks. <p>8. Documentation, Compliance & Disposal Governance</p> <ul style="list-style-type: none"> • Uphold proper documentation: job logs, incident records, inventory movements, PM checklists, service dockets, and training attendance. • Govern asset disposal strictly under SO instruction; proceed only with approved asset disposal forms—no disposal without approval; ensure controlled removal and auditable records. <p>9. EHS, Quality & Policy Adherence</p> <ul style="list-style-type: none"> • Enforce Workplace Safety & Health (WSH) requirements (lifting, working-at-height, lasers/pyro if applicable), electrical safety, and lock-out/tag-out practices; comply with client/Company AUP/handbook and site procedures. • Ensure work practices, job ads and hiring support comply with MOM/TAFEP guidelines when coordinating ad-hoc manpower. <p>10. Other Duties</p> <ul style="list-style-type: none"> • Ad hoc duties when required 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaning Crew	<ul style="list-style-type: none"> No formal qualification, required 	<ul style="list-style-type: none"> General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and fixtures. Emptying waste bins. Washing and drying windows 	<ul style="list-style-type: none"> Working Hours: 5-6 days / week 9am to 6pm, 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601
Cleaning Supervisor	<ul style="list-style-type: none"> 2 years' experience in relevant industry will have an added advantage. Good communication skills, both written and spoken. Team player, able to work independently with minimal supervision. 	<ul style="list-style-type: none"> Check equipment condition. Monitor the Service team. Coordinate and liaise with clients at work site. Facilitate effective communication and engagement at the workplace. Handle complaints and feedback from clients. Handle reassignment of tasks when needed. Identify training needs for all soft-skill staff. Inspect work done daily. Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications. Monitor cleaning material stock level and re-order materials, if required. Provide help and guidance to immediate reports. Submit report, if required. Any other ad hoc duties as and when required. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Condominium / Building / Complex Manager (MCST) </p>	<p>Education:</p> <ul style="list-style-type: none"> Diploma/Degree in real estate management, business administration, or a related field. <p>Certification:</p> <ul style="list-style-type: none"> Relevant certifications from institutions like SISV, BCA, or equivalent. <p>Experience:</p> <ul style="list-style-type: none"> Experience in property management, particularly in strata-living contexts. Minimum five (5) years of experience. <p>Legal Knowledge:</p> <ul style="list-style-type: none"> Familiarity with regulations governing MCSTs, e.g. BMSMA. <p>Computer Literacy:</p> <ul style="list-style-type: none"> Competence in property management software and office applications. 	<ul style="list-style-type: none"> Maintenance and Repairs: Manage the upkeep of the building, including common areas, facilities, and landscaping, ensuring that all areas are safe and well-maintained. Budget Management: Prepare and manage the annual budget for building operations, including maintenance and repairs, and ensure financial efficiency. Stakeholder Relations: Serve as the main point of contact for stakeholders, addressing their concerns and coordinating with the MCST council on issues affecting the community. Contract Management: Negotiate and oversee contracts with vendors for services such as security, cleaning, and landscaping. Compliance: Ensure the building operations comply with local laws and regulations, including safety standards and building codes. Emergency Management: Develop and implement emergency procedures and promptly manage and respond to emergencies. Meeting Coordination: Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601

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<p>Facilities & Front Desk Coordinator</p>	<ul style="list-style-type: none"> • Minimum N/O Levels, NITEC/Higher NITEC, Diploma or equivalent; relevant experience is an advantage. • Experience in reception, customer service, service desk/helpdesk, call centre, or workplace operations preferred. • Comfortable with basic systems (email, MS Office/Google Workspace; ticketing tools a plus). • Strong service mindset with good communication and interpersonal skills. • Calm under pressure with attention to detail; able to follow SOPs and security protocols. • Able to commit to 12-hour rotating shift work reliably. • Work pass holders welcome (subject to prevailing regulations and eligibility). <p>Preferred (Nice to Have)</p> <ul style="list-style-type: none"> • Familiarity with meeting room AV/VC (Teams/Zoom rooms), printers, and access/visitor management systems. • Experience coordinating vendors and handling facilities/service requests. • Ability to communicate in English and at least one other language is an advantage. 	<ul style="list-style-type: none"> • Front Desk & Service Desk Associate (12-Hour Rotating Shift) • Work Arrangement: 12-hour rotating shifts (including weekends/public holidays as rostered) <p>About the Role</p> <ul style="list-style-type: none"> • We are looking for a professional and service-oriented Front Desk & Service Desk Associate to support daily operations at a client site in the one-north area. • You will be the first point of contact for visitors and staff, providing front-of-house reception services and service desk support (administrative), ensuring a smooth and positive workplace experience. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Front Desk / Reception Services • Manage the reception counter and provide a warm, professional welcome to visitors and stakeholders. • Handle visitor registration, verification, and access procedures in accordance with site policies. • Answer incoming calls, general enquiries, and email requests; route/escalate appropriately. • Support meeting room coordination (e.g., bookings, directions, and basic set-up requests as required). • Maintain reception area readiness (signage, forms, supplies) and uphold professional standards. <p>Working Hours / Shift Pattern</p>	<ul style="list-style-type: none"> • Working Hours: 12-hour rotating shift (including weekends) • Employment Type: Full Time • Job Type: Permanent • Location: One-north

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		<ul style="list-style-type: none"> 12-hour rotating shifts, rostered based on operational requirements (e.g., day/night rotation). Includes weekends and public holidays as required. Shift allowance/OT (if applicable) will be shared during the hiring process. 	
<p>Facilities Helpdesk Coordinator (8 hrs shift)</p> 	<ul style="list-style-type: none"> Prior experience in helpdesk, customer service, or facilities coordination roles is preferred. Good communication and interpersonal skills, with the ability to handle inquiries professionally. Able to multitask, stay organised, and manage follow-ups effectively. Basic knowledge of building services or facilities operations is an advantage. Familiarity with CMMS or other ticketing systems is a plus. 	<ul style="list-style-type: none"> We are seeking a responsible and service-oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations. This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Operate the facilities helpdesk to receive, log, track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms. Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors. Provide regular updates and closure on feedback to users, ensuring clear communication on actions taken and resolution timelines. Manage requests and responses related to: General services and event support Faults, complaints, and maintenance related issues 	<ul style="list-style-type: none"> Working Hours: 5 days/ week 8 hrs rotating Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Temporary service adjustments • Emergency incidents and alarm monitoring • Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms. • Categorise and prioritise feedback based on service level agreements and urgency. • Prepare and submit monthly reports on service requests, complaints, incidents, and resolutions. 	
<p>Facilities Management Executive </p>	<ul style="list-style-type: none"> • Diploma or equivalent in Facilities Management, Building Services, Mechanical/ Electrical Engineering, or a related field. • 3 years of relevant facilities/building management experience preferred (commercial building exposure is a plus). • Working knowledge of Singapore regulatory and compliance requirements (BCA, SCDF, NEA, WSH; familiarity with Fire Code and BMSMA is advantageous). • Experience coordinating contractors and overseeing onsite works safely and effectively. • Able to read and interpret basic technical drawings, checklists, and maintenance reports. 	<ul style="list-style-type: none"> • We are seeking a Facilities Management Executive to support the effective daily operations, maintenance, and compliance of our building facilities in accordance with Singapore’s regulatory requirements and service standards. • This role works closely with internal stakeholders and external service providers to ensure a safe, functional, and customer-focused environment for all building users. <p>Key Responsibilities</p> <p>1) Daily Operations</p> <ul style="list-style-type: none"> • Support day-to-day facilities operations and coordinate with internal teams and service providers. • Ensure essential building systems (M&E, fire protection systems, lifts, water supply, etc.) operate efficiently and reliably. <p>2) Inspections & Compliance</p>	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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	<ul style="list-style-type: none"> • Familiarity with FM software/CMMS and systems such as BMS and fire alarm panels is an advantage. • Strong communication skills, attention to detail, and a service-oriented mindset. • Comfortable responding to urgent issues and participating in emergency preparedness activities. 	<ul style="list-style-type: none"> • Conduct regular inspections of premises, M&E systems, common areas, landscaping, and car parks. • Identify and report defects, safety hazards, and non-compliance issues. • Ensure works comply with relevant requirements and guidelines, including BCA, SCDF, NEA, Fire Code, BMSMA, and WSH standards. <p>3) Maintenance Planning</p> <ul style="list-style-type: none"> • Assist with planning and scheduling preventive, corrective, and ad hoc maintenance works. • Monitor and support rectification of issues relating to HVAC, electrical systems, plumbing, and civil/structural maintenance. <p>4) Contractor & Vendor Management</p> <ul style="list-style-type: none"> • Supervise contractors/vendors onsite to ensure service quality, safe work practices, and timely delivery. • Review work permits, risk assessments, and method statements prior to work commencement. <p>5) Fit Out & Project Monitoring</p> <ul style="list-style-type: none"> • Monitor tenancy fit-out activities to ensure compliance with building guidelines and safety requirements. • Coordinate with stakeholders on renovation, A&A, and improvement works. <p>6) Records & Systems Management</p> <ul style="list-style-type: none"> • Maintain accurate maintenance records, asset registers, stock inventory, and 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>permits using FM systems/CMMS.</p> <ul style="list-style-type: none"> Support operations involving BMS, fire alarm panels, and other critical systems, including incident response and escalation. <p>7) Support Services Oversight (Soft Services)</p> <ul style="list-style-type: none"> Oversee cleaning, security, landscaping, pest control, and car park operations. Conduct periodic vendor performance reviews to ensure SLAs are met. <p>8) Emergency Response</p> <ul style="list-style-type: none"> Serve as a first responder during building emergencies, supporting evacuations and fire alarm activations. Participate in emergency preparedness drills, audits, and SCDF-related requirements. <p>9) Other Duties</p> <ul style="list-style-type: none"> Carry out additional tasks assigned by the Facilities Manager/Account Manager as needed. 	
<p>Facilities Manager (SFSM) </p>	<ul style="list-style-type: none"> Minimum 5 years of relevant experience, preferably in a higher-learning institute or campus environment. Mandatory: Valid Senior Fire Safety Manager (SFSM) certification. Diploma/Degree in Facilities Management, Engineering, Building Services or related fields. Strong knowledge of building systems, fire safety regulations and FM operations. 	<ul style="list-style-type: none"> We are seeking an experienced Facilities Manager cum Senior Fire Safety Manager (SFSM) to oversee the full spectrum of facilities, maintenance, safety, and fire protection operations across our campus. This role is ideal for candidates who thrive in a higher-learning environment, ensuring that campus users — students, staff, and visitors— enjoy a safe, efficient, and well-maintained environment. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601

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	<ul style="list-style-type: none"> • Experience in vendor management, contract administration and FM digital systems (e.g., CMMS). • Strong communication, analytical, stakeholder management and problem-solving skills. • Able to lead teams, handle emergencies and manage multiple priorities. 	<p>Facilities Management</p> <ul style="list-style-type: none"> • Oversee preventive, corrective and reactive maintenance for building systems and infrastructure. • Develop and implement FM SOPs, maintenance plans, audits, and incident response procedures. • Optimise use of space, assets, resources, and utilities to support operational efficiency. • Conduct regular site inspections to ensure quality, compliance and seamless daily operations. <p>Vendor & Contract Management</p> <ul style="list-style-type: none"> • Manage service providers to ensure quality performance and compliance with SLAs. • Review quotations, tenders, maintenance contracts and procurement requirements. • Monitor contract performance, cost control and budget adherence. <p>Fire Safety Management (SFSM Duties)</p> <ul style="list-style-type: none"> • Lead the organisation’s fire safety strategy in accordance with SCDF requirements. • Oversee fire protection systems, Fire Certificate renewal, equipment readiness and maintenance. • Conduct risk assessments, hazard identification, CERT equipment management and emergency drills. • Ensure campus-wide adherence to fire safety regulations and best practices. • Compliance, Safety & Environmental Standards 	

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure compliance with SCDF, MOM, WSH, QEMS and internal standards. • Prepare safety, environmental and incident reports; conduct investigations when required. • Promote sustainability initiatives and smart FM solutions. <p>Stakeholder Engagement</p> <ul style="list-style-type: none"> • Liaise closely with school departments, management, contractors, and external agencies. • Provide timely response to feedback, incidents, and operational requests. <p>Team Leadership</p> <ul style="list-style-type: none"> • Lead and develop facilities teams, ensuring adequate manpower, training and performance. • Encourage continuous improvement, innovation and service excellence. 	
<p>Facilities Officer </p>	<ul style="list-style-type: none"> • Min Nitec in Electrical/Mechanical Engineering with 1 years' experience. 	<p>The duties of the Facility Officer shall include but not limited to the following:</p> <ol style="list-style-type: none"> 1. Working in a team to manage daily works. 2. Involve in inspection of horticultural works, upgrading building projects and building maintenance issues. 3. Liaising with contractors and attending to improvement works and feedback from the customers. 4. In addition, you are required to participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers. 5. Perform routine daily inspections around the building 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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		<p>and surrounding areas to check for building defects, safety issues and non-compliance of building regulations.</p> <p>6. Plan and schedule preventive maintenance and identify improvement works.</p> <p>7. Supervise the contractor's work.</p> <p>8. Update maintenance records and stock inventory in the system.</p> <p>9. Attend to tenants' requests, feedback and complaints.</p> <p>10. Monitor tenancy fit-out and building improvement works.</p> <p>11. Response/Operate the fire alarm system.</p> <p>12. Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations.</p> <p>13. Any other duties as assigned</p>	
General Cleaner (SG Enable)	<ul style="list-style-type: none"> No formal qualification, required 	<ul style="list-style-type: none"> General cleaning duties. Vacuuming, sweeping, and mopping floors of various types. Dusting ceilings, light fittings, countertops, and loose furniture. Scrubbing and sanitizing toilets, sinks and fixtures. Emptying waste bins. Washing and drying windows 	<ul style="list-style-type: none"> Working Hours: 5-6 days / week 9am to 6pm, 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601
Infrastructure End Point Specialist 	<ul style="list-style-type: none"> Diploma in Information Technology or related field, or equivalent work experience. 2+ years of experience in IT endpoint 	<ul style="list-style-type: none"> The Infrastructure Endpoint Specialist is responsible for designing, implementing, managing, and supporting the company's endpoint devices and underlying infrastructure. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm

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	<p>management or infrastructure support.</p> <ul style="list-style-type: none"> • Hands-on experience with endpoint management platforms (e.g., Microsoft Intune, SCCM, Jamf). • Strong knowledge of Windows and macOS administration and deployment. • Familiarity with endpoint security technologies and best practices (e.g., antivirus/EDR, device encryption). • Experience with automation and scripting languages (PowerShell, Python, Bash). • Strong problem-solving, troubleshooting, and root cause analysis skills. • Excellent communication and collaboration abilities. • Ability to work independently and as part of a team, occasionally outside regular working hours. • Relevant certifications (e.g., CompTIA Security+, Microsoft 365, CISSP) are a plus. <p>Preferred Experience</p> <ul style="list-style-type: none"> • Exposure to cloud-based endpoint management solutions (e.g., Microsoft 365, Azure AD) 	<ul style="list-style-type: none"> • This role ensures seamless operation, security, and compliance of endpoints—including desktops, laptops, mobile devices, and virtual machines—across Windows, macOS, and other platforms, working in close coordination with security, IT, and business teams. <p>Key Responsibilities</p> <p>Endpoint Administration:</p> <ul style="list-style-type: none"> • Manage and maintain endpoint devices (Windows, macOS, iOS, Android), ensuring optimal performance and security compliance • Oversee deployment, configuration, updates, and patch management using tools such as Microsoft Intune, Jamf, SCCM, or similar platforms. <p>Security & Compliance:</p> <ul style="list-style-type: none"> • Implement and monitor endpoint security controls, including endpoint detection and response (EDR), antivirus, and device encryption solutions. • Enforce security policies and ensure compliance with organizational and regulatory requirements. <p>Incident & Problem Management:</p> <ul style="list-style-type: none"> • Troubleshoot endpoint issues, respond to incidents, and resolve escalated tickets related to endpoint devices. • Conduct root cause analysis and implement preventative solutions when necessary. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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	<ul style="list-style-type: none"> • Experience managing endpoint environments (100+ devices) • Prior involvement in endpoint security incident response and remediation. 	<p>Automation & Process Improvement:</p> <ul style="list-style-type: none"> • Develop and implement automation scripts for deployment and configuration tasks (e.g., using PowerShell, Python). • Continuously improve endpoint management processes, workflows, and documentation. <p>Collaboration:</p> <ul style="list-style-type: none"> • Work with infrastructure architects to ensure endpoint solutions integrate with infrastructure, security policies, and standards. • Engage vendors for solution evaluation, upgrades, and technical support as required. <p>Asset & Configuration Management:</p> <ul style="list-style-type: none"> • Maintain up-to-date inventory and documentation of all endpoints and their configurations. • Support software license management, device disposals, and lifecycle tracking. <p>Training & Support:</p> <ul style="list-style-type: none"> • Deliver training and support to end-users on endpoint-related topics. • Provide technical escalation and guidance to other IT team members. 	
<p>Junior AV & Event Technical Officer </p>	<ul style="list-style-type: none"> • NITEC, Higher NITEC, or Diploma in AV Technology, IT, or related fields. • 1–2 years of experience in AV/event support preferred (internships) 	<ul style="list-style-type: none"> • We are looking for a motivated and hands on Junior AV & Event Officer to support the setup, operation, and maintenance of audiovisual (AV) systems for events, meetings, and campus activities. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type:

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	<ul style="list-style-type: none"> or part-time roles count). • Basic understanding of AV systems and willingness to learn. • Good communication and teamwork skills. • Physically fit and able to work flexible hours, including weekends and evenings. 	<ul style="list-style-type: none"> • This is an excellent opportunity for someone early in their career to gain practical experience in AV technology and event logistics. <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in setting up AV equipment for events, meetings, and training sessions. • Operate basic AV systems including microphones, projectors, and video conferencing tools. • Support preventive maintenance and basic troubleshooting of AV equipment. • Help manage AV inventory and ensure equipment is stored and handled properly. • Provide on-site support during live events and assist with logistics. • Work closely with senior AV officers and vendors to ensure smooth event execution. 	<p>Full Time</p> <ul style="list-style-type: none"> • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601
<p>MCST Admin & Account (Jnr)</p>	<ul style="list-style-type: none"> • Candidate must possess at least a GCE 'O' Level / Nitec / higher Nitec in Business Administration, Accountancy or equivalent. • At least 1-2 years of working experience in related field is preferable. • Able to multi-task and work under pressure with sometimes tight reporting timelines. • Proficient in MS Office, especially Excel and 	<ul style="list-style-type: none"> • General billing to send to sub-proprietors and relevant parties within the stipulated timeline. • Timely update of receipts to send monthly statements and reminders to sub proprietor within deadlines. • Matching and verification of invoices. • Payment functions including preparation of cheques for payment and dispatch of cheques. • Prepare Section 47(1)(c) certificate, maintain MC strata roll and sub proprietor 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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	<p>other related IT programs.</p> <ul style="list-style-type: none"> • Willingness to learn with a pleasant disposition. • A team player who is meticulous, self-motivated, independent with a strong sense of responsibility. 	<p>record, assist in producing attendance list and voting list for AGM.</p> <ul style="list-style-type: none"> • Support audit preparations, evidence collation, and compliance documentation for year-end audit. • To undertake banking-related matters and other ad hoc duties assigned 	
<p>Operation Executive (Jnr) – Environmental Cleaning Services </p>	<ul style="list-style-type: none"> • 2 years of experience in the relevant industry will have an added advantage. • Good communication skills, both written and spoken. • Team player, able to work independently with minimal supervision. • Diploma in Building/Property Management or equivalent 	<p>Job Purpose/Key Responsibilities</p> <ul style="list-style-type: none"> • The Cleaning Operations Executive assists with managing cleaning operation duties as directed by the manager. • This includes managing resources, work procedures, service contracts, and work incidents. • They are also required to implement and recommend operation plans to improve the organisation's work processes and service quality. • They work in an office and perform site visits when necessary. • As part of their operational duties, they are expected to communicate with relevant stakeholders and clients. • They are organised, responsive, approachable, able to multi-task and capable of interacting with stakeholders. <p>Critical Work Function / Key Tasks</p> <p>Manage cleaning services</p> <ul style="list-style-type: none"> • Assist in budget planning for cleaning operations. • Coordinate with supervisor and client to ensure quality service delivery. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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		<ul style="list-style-type: none"> • Review daily cleaning job reports for submission to management. • Assist in developing and reviewing operation plans to improve work procedures and quality service delivery. • Compile and analyse relevant data to propose recommendations for cleaning process improvement. • Ensure cleaning teams adhere to safety measures during cleaning operations. <p>Manage Incidents</p> <ul style="list-style-type: none"> • Guide teams to respond to major incidents and emergencies. • Report and update on major incidents and emergencies to the management. <p>Manage inventory, equipment and maintenance schedule</p> <ul style="list-style-type: none"> • Maintain stock of supplies of materials and equipment. • Identify and recommend suitable equipment and/or technologies to improve cleaning operations. • Allocate equipment and/or technologies and supplies to project sites. • Implement maintenance schedules for tools and equipment. <p>Managing Cleaning Teams</p> <ul style="list-style-type: none"> • Facilitate effective work processes. • Facilitate the capability development of staff. • Facilitate planning of work schedules and deployment of manpower. 	

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		<p>Managing Contracts</p> <ul style="list-style-type: none"> • Ensure contractual payments are followed up. • Liaise between internal and external parties to analyse and solidify an overall contract strategy. • Interpret tender specifications and prepare quotations for cleaning operations. • Report potential risks on contractual changes to the management. • Assist in resolving existing contract conflicts. • Raise requests for purchases as required within agreed limits. • Ensure that budget guidelines set are followed and deviation to these should be communicated with explanations. • Assist in negotiating terms, conditions and pricing and ensure they are accurately executed and satisfied. • Ad hoc duties may be required on an as-needed basis. 	
<p>Part-Time Facilities Helpdesk Coordinator</p>	<p>Preferred competencies and qualifications</p> <ul style="list-style-type: none"> • Prior experience in helpdesk, customer service, or facilities coordination roles • Ability to communicate professionally and handle inquiries with good interpersonal skills • Capability to multitask, stay organised, and manage follow-ups effectively 	<p>Job Summary</p> <ul style="list-style-type: none"> • We are seeking a responsible and service-oriented Facilities Helpdesk Coordinator to manage feedback, service requests, and incident reports related to building and facilities operations. This role acts as the first point of contact for users, ensuring timely coordination with the relevant teams to address and resolve issues effectively. <p>Responsibilities</p> <ul style="list-style-type: none"> • Operate the facilities helpdesk to receive, log, 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Part-Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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	<ul style="list-style-type: none"> • Basic knowledge of building services or facilities operations • Familiarity with CMMS or other ticketing systems <p>Work Schedule Flexibility:</p> <ul style="list-style-type: none"> • We understand the importance of work-life balance and offer flexibility for this role. • Candidates who prefer part-time arrangements, night shifts (6PM to 11PM), or are only available on weekends are welcome to apply. • We are open and adaptable to accommodating different schedules. 	<ul style="list-style-type: none"> track, and manage all user feedback, service requests, and issues via phone, email, WhatsApp, Telegram, chatbot, or other platforms • Route urgent issues such as faults, defects, breakdowns, and emergencies to the appropriate maintenance staff or contractors for prompt resolution • Provide regular updates and closure notifications to users on feedback, clearly communicating actions taken and resolution timelines • Manage requests and responses related to general services, event support, faults, complaints, maintenance issues, temporary service adjustments, emergency incidents, and alarm monitoring • Maintain accurate records of all reported issues in the Computerised Maintenance Management System (CMMS) or equivalent platforms to ensure data integrity • Categorise and prioritise feedback based on service level agreements and urgency to support effective issue resolution • Prepare and submit monthly reports summarising service requests, complaints, incidents, and resolutions to inform management decisions 	
<p>Property Executive (MCST) </p>	<p>Education:</p> <ul style="list-style-type: none"> • Diploma/WSQ Diploma in real estate management, business 	<ul style="list-style-type: none"> • The Building/Property Executive oversees and enhances the management of residential or commercial 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week

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	<p>administration, or a related field.</p> <p>Certification:</p> <ul style="list-style-type: none"> • Relevant certifications from institutions like SISV, BCA, or equivalent. <p>Experience:</p> <ul style="list-style-type: none"> • Experience in property management, particularly in strata-living contexts. <p>Legal Knowledge:</p> <ul style="list-style-type: none"> • Familiarity with regulations governing MCSTs, e.g. BMSMA. <p>Computer Literacy:</p> <ul style="list-style-type: none"> • Competence in property management software and office applications. 	<p>properties governed by a strata title.</p> <ul style="list-style-type: none"> • These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Strategic Management: Overseeing, developing, and implementing property management strategies to enhance asset value. • Operational Leadership: Leading the property management team, including Property Officers and other staff, in day-to-day operations. • Stakeholder Relations: Building and maintaining relationships with key stakeholders, including property owners, tenants, and service providers. • Financial Oversight: Managing budgets, financial planning, and reporting for the property. • Contract Administration: Overseeing the negotiation and management of contracts with external vendors. • Compliance and Risk Management: Ensuring all property operations comply with local regulations and standards and managing risks associated with property management. • Ad hoc duties may be required on an as-needed basis. 	<p>9am to 6pm, 9am to 1pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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<p>Property Officer (MCST) </p>	<p>Education:</p> <ul style="list-style-type: none"> Diploma/WSQ Diploma in real estate management, business administration, or a related field. <p>Certification:</p> <ul style="list-style-type: none"> Relevant certifications from institutions like SISV, BCA, or equivalent. <p>Experience:</p> <ul style="list-style-type: none"> Experience in property management, particularly in strata-living contexts. <p>Legal Knowledge:</p> <ul style="list-style-type: none"> Familiarity with regulations governing MCSTs, e.g. BMSMA. <p>Computer Literacy:</p> <ul style="list-style-type: none"> Competence in property management software and office applications. 	<ul style="list-style-type: none"> The Property Officer's focus is on ensuring the smooth operation of the property, improving resident satisfaction, and maintaining property value. These responsibilities are crucial for the efficient management and operation of the properties under the MCST, contributing to a positive living or working environment for all residents and owners. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> Maintenance and Upkeep: Ensuring regular maintenance and repair of communal facilities. Financial Management: Assisting in budget preparation, managing expenditures, and overseeing service charge collections. Regulatory Compliance: Ensuring the property complies with local building codes, safety regulations, and environmental laws. Communication and Coordination: Acting as a liaison between the Management Corporation, residents, and other stakeholders. Contract Management: Negotiating and managing contracts with various service providers. Record Keeping: Maintaining accurate records of all management activities, including financial transactions and maintenance logs. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Emergency Response: Coordinating with emergency services and implementing procedures during emergencies. • Ad hoc duties may be required on an as-needed basis. 	
<p>Quantity Surveyor </p>	<ul style="list-style-type: none"> • Degree / Diploma in Building / Quantity Surveying. • At least 3 years of working experience in building/ quantity surveying experience. • Pro-active attitude 	<ul style="list-style-type: none"> • Responsible for quantity take-off and cost estimation. • Preparation of tender submission with specific deadline. • Source, negotiate and award of contracts to vendors. • Responsible for material order processing and cost control. • Evaluate and process vendors claims. • Prepare progress claims for submission in timely manner. • Finalise project accounts with clients and vendors. • Any other duties as assigned by Contracts Director / Manager. • Experience in pre & post contract-administration. • Prepare cost submission / pricing / quantity take off / cost evaluation. • Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player & able to meet tight deadlines. • Able to carry out procurement and cost management processes. • Source for subcontractors and suppliers. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601
<p>Senior Facilities Manager (IFM) </p>	<ul style="list-style-type: none"> • Minimum 5 years of experience in a senior facilities management role, with proven 	<ul style="list-style-type: none"> • We are looking for a highly experienced and proactive Senior Facilities Manager to lead and oversee all aspects 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experience managing large-scale properties.</p> <ul style="list-style-type: none"> • Valid Fire Safety Manager (FSM) certification with at least 3 years of FSM experience (if required). • Experience in the successful handover of at least two new developments in the last 5 years. • At least 3 years of experience providing integrated facilities management services to Government Procurement Entities (GPEs) is preferred. • Strong leadership, communication, and stakeholder management skills. • Proficient in FM software and reporting tools. 	<p>of facilities management operations.</p> <ul style="list-style-type: none"> • This role involves managing a team, coordinating with client representatives and contractors, ensuring regulatory compliance, and driving service excellence across assigned properties. • The ideal candidate will bring strong leadership, technical knowledge, and stakeholder management skills to ensure smooth daily operations and long-term asset performance. <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Lead and manage all facilities management functions, including maintenance, inspections, safety, and tenant services. • Liaise with client representatives on outstanding works, defect rectification, and maintenance schedules using appropriate software/tools. • Supervise emergency repairs, breakdowns, and provide technical guidance to teams and subcontractors. • Oversee Permit-to-Work (PTW) processes and ensure compliance with statutory and workplace safety regulations. • Conduct regular statutory and compliance inspections (e.g., fire safety, structural) and ensure timely submission of reports. • Manage workplace health and safety, including review of risk assessments and conducting spot checks. 	<p>9am to 6pm, 9am to 1pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Oversee operational reporting, including monthly progress reports, certification of completed works, and variation orders. Handle complex customer service and tenant-related issues professionally and efficiently. Support contract administration and operational budgeting as required. Guide junior staff and contractors to maintain high service delivery standards. Represent the client in key discussions and manage high-level operational decisions. 	
<p>Software Engineer (IoT) </p>	<ul style="list-style-type: none"> Bachelor / Master's Degree in Computer Science, Electrical Engineering, or related field Good electronics background and familiar with embedded system programming in C, C++, and Python language, Good experience on setting up Arduino IDE for sensor testing, Good understanding on IoT data formatting, generation, management, and processing, Comfortable working with Git for version control, Self-motivated, problem-solver and ability to work independently and as a member of a team. 	<ul style="list-style-type: none"> We are looking for a highly motivated candidate with strong interest in working with IoT and facilities management systems. We are developing new IoT solutions for smart facility management applications. The team is exploring new frontiers and developing applications around cutting edge IoT technologies. The role encompasses using C, C++, and Python programming for the sensor node, LoRa gateway, and fabrication of Internet of Things (IoT) devices. This role will work with existing developers on maintaining existing IoT devices & systems and developing new IoT hardware, devices, and systems. Candidates with similar skills are welcome to apply. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm Employment Type: Full Time Job Type: Permanent Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>System Administrator </p>	<ul style="list-style-type: none"> • Degree/Diploma in Computer Science/Information Technology. • Basic knowledge of computer networks/infrastructure • Strong analytical and problem-solving skills. • Good understanding and possess troubleshooting know-how on IT infrastructure and software. • Able to handle sensitive information confidentially. • Minimum 2 years of experience in a similar field. • Strong knowledge of MS 365 and Azure. 	<ul style="list-style-type: none"> • Shortlisted candidates will be contacted for an interview. <p>System Maintenance and Configuration:</p> <ul style="list-style-type: none"> • Install, configure, and maintain hardware and software for the organization’s infrastructure. • Monitor system performance to ensure everything runs smoothly and securely. • Regularly update systems to provide necessary patches and upgrades. <p>Network Management:</p> <ul style="list-style-type: none"> • Manage network servers and technology tools. • Set up user accounts and workstations. • Monitor network performance and integrity. <p>Security:</p> <ul style="list-style-type: none"> • Ensure security through access controls, backups, and firewalls. • Frequently review security protocols and make adjustments as needed. • Respond to and resolve help desk requests. <p>Data Management:</p> <ul style="list-style-type: none"> • Oversee data storage solutions and database systems. • Ensure data recovery and backup procedures are in place and functioning correctly. • Manage and store backups. <p>Troubleshooting and Support:</p> <ul style="list-style-type: none"> • Troubleshoot issues and outages. • Upgrade systems with new releases and models. • Provide technical support and training to other employees. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Documentation and Policy Development:</p> <ul style="list-style-type: none"> • Develop expertise to train staff on new technologies. • Build an internal wiki with technical documentation, manuals, and IT policies. • Document system performance and plan for future upgrades. <p>Collaboration and Communication:</p> <ul style="list-style-type: none"> • Work closely with IT project managers and other technical staff. • Collaborate with other departments to understand their technical needs and implement IT solutions. • Report regularly on operation status. 	
<p>Team Manager (MCST) </p>	<p>Education:</p> <ul style="list-style-type: none"> • Bachelor’s degree in Property Management, Real Estate, Business Administration, or related field. <p>Certification:</p> <ul style="list-style-type: none"> • Relevant certifications from institutions like SISV, BCA, or equivalent. <p>Experience:</p> <ul style="list-style-type: none"> • Experience in property management, particularly in strata-living contexts. • Minimum six (6) – eight (8) years of experience with demonstrable success in a leadership role. <p>Computer Literacy:</p> <ul style="list-style-type: none"> • Proficiency in property management software and office productivity tools. 	<ul style="list-style-type: none"> • The Property/Team Manager (HQ) Senior Manager Associate Director is pivotal in ensuring the strata-titled property's smooth operation and financial health. • This role demands proactive leadership in managing daily operations, strategic planning, and delivering business results that enhance property value and owner satisfaction. <p>Key Responsibilities: Leadership and Team Management:</p> <ul style="list-style-type: none"> • Lead and develop a high-performing property management team, setting clear objectives that align with business goals. • Foster a collaborative environment that encourages innovation and efficiency. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Operations Management:</p> <ul style="list-style-type: none"> • Ensure operational excellence across all aspects of property management, including maintenance, security, and vendor contracts. • Drive initiatives that enhance property functionality and resident satisfaction. <p>Financial Management and Business Results:</p> <ul style="list-style-type: none"> • Develop and rigorously manage the property’s budget, optimising costs, and maximising financial performance. • Deliver financial targets, report on financial outcomes, and adjust strategies to meet financial goals. <p>Stakeholders Relations:</p> <ul style="list-style-type: none"> • Build strong relationships with stakeholders, enhancing community engagement and addressing issues that impact satisfaction and retention. • Ensure high service standards are maintained, directly influencing stakeholders' reviews and reputation management. <p>Compliance and Regulatory Adherence:</p> <ul style="list-style-type: none"> • Ensure all property activities comply with relevant laws and regulations, mitigating risks and avoiding potential liabilities. • Maintain readiness for audits and ensure compliance with all documentation practices. <p>Strategic Planning and Execution:</p> <ul style="list-style-type: none"> • Work with the MCST council to develop long-term strategies that improve 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>property valuation and operational efficiency.</p> <ul style="list-style-type: none"> • Lead sustainability initiatives to position the property as eco-friendly and cost-efficient. <p>Meeting Coordination:</p> <ul style="list-style-type: none"> • Organize and facilitate the Annual General Meeting (AGM) and monthly council meetings. • Prepare agendas, reports, and minutes for meetings, ensuring timely distribution and follow-up on action items. • Ad hoc duties may be required on an as-needed basis. 	
<p>Technician (Roving Supervisor - FM) </p>	<ul style="list-style-type: none"> • Min. Higher Nitec or Diploma in Facilities Management related • Prior experience in the facilities maintenance field with a minimum of 3 or more years’ related job experience with basic carpentry, electrical, plumbing, overseeing capital improvement projects, and leading a team. • Valid Driving License, own reliable vehicle preferred 	<p>Job Description</p> <ul style="list-style-type: none"> • Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations. • Maintain and ensure efficient operation of properties/facilities • Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility • Excellent Customer Service and good communication skills. • Site-to-Site Travel required <p>Key Responsibilities</p> <p>1. Maintenance and Repairs</p> <ul style="list-style-type: none"> • Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. • Troubleshoot and diagnose equipment and system issues, including appliances where applicable. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Execute repairs and replacements while adhering to safety standards 2. Preventive Maintenance • Develop and implement comprehensive maintenance schedules. • Conduct regular equipment inspections and address potential issues. 3. Equipment Operation • Monitor critical systems like HVAC, fire detection, and security • Respond promptly to alarms and alerts for safety 4. Documentation • Maintain accurate records of maintenance activities and logs • Create detailed reports on completed tasks 5. Vendor Management Coordinate with external service providers and evaluate their work 6. Emergency Response • Maintain accurate records of maintenance activities and logs • On-call coverage for emergencies after office hours, weekends, and holidays 7. Energy Efficiency • Identify opportunities for energy-saving initiatives 8. Health and Safety • Adhere to safety guidelines and report hazards promptly 	
<p>Technology & Innovation Executive </p>	<ul style="list-style-type: none"> • Minimum ITE (NITEC/Higher NITEC) or Polytechnic diploma in IT, Electronics, or Engineering • Familiarity with Electronics and (Arduino 	<p>Job Description:</p> <ul style="list-style-type: none"> • We are seeking a hands-on, motivated individual with a strong interest in electronics and Internet of Things (IoT) technologies to join our 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>OR Arduino IDE OR Microcontroller)</p> <ul style="list-style-type: none"> • Basic understanding of programming and computer systems • Knowledge of Python is a plus • Comfortable with on-site installation work (including wiring, soldering, and equipment setup) • Self-motivated, problem solver, able to work independently and in a team <p>Experience/Skills:</p> <ul style="list-style-type: none"> • Hands-on electronics assembly, soldering, and fault diagnosis • Arduino/ Microcontroller and Electronics 	<p>Technology & Innovation team.</p> <ul style="list-style-type: none"> • You will be involved in the installation, configuration, and deployment of electronic and IoT systems for smart facility management applications. • This is a practical, field-based role that will also provide opportunities to learn and contribute to the design, development, and testing of IoT solutions. <p>Primary Duties:</p> <ul style="list-style-type: none"> • Plan and carry out installation, wiring, and setup of IoT/electronic systems • Execute on-site fabrication, assembly, and deployment of equipment • Assist in hardware and software testing, troubleshooting, and maintenance • Support project development activities, including prototype building and field trials • Provide basic IT administration and system configuration support 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21, Singapore 609601
<p>Workplace Safety & Health Officer (WSHO) </p>	<ul style="list-style-type: none"> • Advanced Diploma / Post Diploma in Building, Property / Facilities Management • Minimum 1 year of relevant experience • WSHO need to be registered with MOM 	<ul style="list-style-type: none"> • The WSHO shall be competent in carrying out their duty of ensuring the safety and health of the persons employed on the contract and all client-appointed sub-contractors and their workmen. • The WSHO shall carry out their duties as stipulated in the Workplace Safety & Health (General Provision) and Workplace Safety & Health (Workplace Safety & Health Coordinator) 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week 9am to 6pm, 9am to 1pm • Employment Type: Full Time • Job Type: Permanent • Location: 2 Jurong East Street 21,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>Regulations and the Workplace Safety & Health Act.</p> <ul style="list-style-type: none"> • The WSHO shall conduct regular safety and health committee meetings with the working team and lead a committee on incident management systems with the safety professionals of the respective tenants of the Property. • The WSHO shall also develop and plan the property's safety and health program, including training, tenant briefings, SOPs, etc. • The WSHO shall be responsible for correct and safe practices and for inculcating safety awareness for all levels of workmen on the Property. The WSHC shall develop a Safety Register and Risk Assessment file and ensure they are up to date and regularly updated. They shall prepare and submit to the client a monthly safety report based on the client's SO's requirements at the same time as the monthly progress report. • The safety report shall contain the particulars stipulated in Workplace Safety & Health (General Provision) & Workplace Safety & Health (Workplace Safety & Health Coordinators) Regulations and the Workplace Safety & Health Act. 	<p>Singapore 609601</p>

#4 Kidibliss

Kidibliss is Singapore's leading Corporate & Personal Childminding Service Provider, providing On-demand Infant Care, Childcare and Student Care Services, Corporate Childminding Services, ECDA Infant Childminding Services, Advance Nanny Care Services, Home Tuition, Home Piano/Keyboard Lessons and other kid-related services which are made available for Parents, Expatriates, Tourists, Corporates and Public Organisations.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Infant Childminder – Infant Care Teacher (WFH)	<ul style="list-style-type: none"> Applicants must be medically fit to care for up to three children at any one time. Preference will be given to individuals with at least two years of experience caring for children aged 0 to 3 years. Candidates should be able to provide a safe and child-friendly home environment. The role is suitable for individuals who are not engaged in other forms of employment, except for home-based work, and is especially appropriate for active stay-at-home mothers. A minimum of GCE "O" Level or secondary school qualifications is required. Candidates with infant care certification and child first aid certification will be highly preferred. Applicants must reside in a minimum three-room flat to comfortably accommodate up to three infants. 	<ul style="list-style-type: none"> As a home-based Infant Childminder, the individual plays an essential role in delivering high-quality care to infants enrolled in the programme. The Infant Childminder is responsible for ensuring the safety, well-being, and holistic development of each infant under their supervision. This role requires a nurturing, attentive, and responsible individual who is passionate about working with young children. In this position, the Infant Childminder provides attentive and responsive care within a home setting, creating a safe and stimulating environment that supports each infant's physical, cognitive, and social-emotional development. They adhere to all health and safety regulations, including proper hygiene practices and safe sleep guidelines. The Infant Childminder engages infants in age-appropriate activities that encourage sensory exploration, language development, and motor skills growth. Maintaining open and consistent communication 	<ul style="list-style-type: none"> Working Hours: 5 days/ week 7am to 7pm Employment Type: Full Time Location: North Bridge Road, Singapore 179098

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Before accepting any placements, Infant Childminders (ICMs) are required to complete the Child First Aid Course, Food Safety Course, and Basic Infant Care Course (for those without an Infant Care certificate). All three courses may be fully funded using SkillsFuture Credits. • In addition, ICMs are required to undergo the Pre-Employment Check-up for Childcare under SATA, at an estimated cost of \$60 to \$80, which will be self-funded. 	<p>with parents regarding their child's daily activities, feeding, and sleeping routines is essential.</p> <ul style="list-style-type: none"> • They also respond promptly and sensitively to each infant's needs, including feeding, diapering, and providing comfort as required. 	
L1/L2 Preschool Relief Teacher	<ul style="list-style-type: none"> • Applicants of all ages are welcome and should be willing to travel to assigned workplaces across Singapore. • Candidates must be certified by ECDA or provide a Letter of Notification from ECDA, with qualifications such as a Diploma in Child Psychology and Early Education, Diploma in Early Childhood Education, Diploma in Early Childhood Studies, WSQ Professional Diploma in Early Childhood Care & Education, Certificate in Early Childhood Care & Education, or Higher Nitec in Early Childhood Education. 	<ul style="list-style-type: none"> • Kidibliss is looking for individuals to join their on-demand kids care team, supporting families by creating a safe, happy, and fun environment for children above 18 months. • The team works collaboratively to ensure that every child in their care enjoys enriching experiences and feels secure and well looked after. • Team members conduct engaging, age-appropriate programmes for infants and children, while consistently providing safe and high-quality care. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 9am to 1pm or 12-7pm • Employment Type: Part-Time • Location: North Bridge Road, Singapore 179098

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Nanny or Babysitter (24h)	<ul style="list-style-type: none"> Applicants must be medically fit to care for up to three children at any one time. Preference will be given to individuals with experience caring for children aged 0 to 6 years old. Candidates are required to provide a child-safe home environment, including the installation of window grilles or limiters throughout the house. The role is suitable for individuals who are not engaged in other employment, except for home-based work, and is particularly appropriate for active stay-at-home mothers or grandmothers. A minimum of GCE "N" Level qualifications is required. Applicants must be able to commit to caring for the child if selected and should be capable of maintaining proper records and documentation for the children under their care. 	<ul style="list-style-type: none"> A nanny is required to provide short-term care on a 24-hour basis, seven days a week, including Public Holidays, within the comfort of their own home. The care period may range from one to six months. The nanny will be responsible for up to two children, aged from newborn to 12 years and above. The position offers a minimum earning of \$60 per day for at least one child, based on 30 to 31 days in a calendar month. In addition, a daily budget of \$20 per child will be provided to cover the children's expenses. 	<ul style="list-style-type: none"> Working Hours: 24 hours 7 days/ week Employment Type: Full Time Location: North Bridge Road, Singapore 179098
Student Care Teacher 	<ul style="list-style-type: none"> Applicants should have a minimum of three GCE 'O' Level passes, including English, or a Higher NITEC Certificate. A Diploma in Community and Social Service, Early 	<ul style="list-style-type: none"> The role involves providing academic guidance, care, and supervision to children as they complete homework, spelling tasks, and participate in centre programmes. Additionally, the candidate will be responsible for achieving the educational 	<ul style="list-style-type: none"> Working Hours: 5 days/ week 10am to 7pm or 11.30am to 6.30pm or 1pm to 7pm

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Childhood, Education, Healthcare, or a WSQ Certificate in Student Care is an added advantage.</p> <ul style="list-style-type: none"> • Candidates should have a strong passion for mentoring, guiding, and supervising children in MOE Primary Schools, with a long-term career commitment in this field. • They should be capable of working proactively in a dynamic environment, and familiarity with the local educational system and culture is beneficial. 	goals and enrolment targets of Learning Studio Educare.	<ul style="list-style-type: none"> • Employment Type: Full Time • Location: North Bridge Road, Singapore 179098

#5 Maersk

LF Logistics is part of A.P. Moller – Maersk, an integrated container logistics company working to connect and simplify its customers' supply chains. As the logistics partner of choice for major local and multinational companies, LF Logistics offers a suite of integrated logistics and supply chain management services in the Fast Moving Consumer Goods, Food & Beverage, Footwear & Apparel and Retail sectors. Through its comprehensive distribution network in Asia, LF Logistics collaborates closely with over 400 brand owners and retailers to provide tailor-made warehousing and transport management solutions. Through its global freight forwarding presence, LF Logistics connects origins and destinations with flexibility, timeliness and responsiveness. Today, with the increasing importance of e-commerce and cross border trades, LF Logistics provides a total omnichannel-fulfilment solution and operates major regional hubs and consolidation centres to optimise inventory flow and ensure quick response.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
ASRS Engineer (Shift) 	<ul style="list-style-type: none"> • High school diploma or equivalent; additional technical training or certification in warehouse operations, 	<ul style="list-style-type: none"> • Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week Shift 1- 08:00am- 05:30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>material handling, or ASRS operation is a plus.</p> <ul style="list-style-type: none"> • Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred. • Basic understanding of warehouse operations, inventory management principles, and supply chain logistics. • Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring. • Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions. • Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members. • Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for extended periods. • Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required. 	<p>storing goods in designated locations.</p> <ul style="list-style-type: none"> • Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment. • Diagnose and troubleshoot mechanical, electrical, and software issues affecting ASRS equipment performance, using diagnostic tools, schematics, and technical manuals. • Conduct repairs and replacements of defective components or parts, such as motors, sensors, actuators, bearings, and PLC modules, to restore equipment functionality. • Coordinate with equipment vendors or service providers for technical support, spare parts procurement, and warranty/contract repairs as needed. • Assist Maintenance Team in implementing software updates, firmware upgrades, and system modifications to enhance ASRS performance, reliability, and safety. • Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions. • Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HMI). • Ensure compliance with safety regulations and company policies by following 	<p>Shift 2- 12:30pm-10:00pm Shift 3- 08:30pm-06:00am</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 10 Bulim Avenue, Singapore 648165

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>proper lockout/tagout procedures, wearing appropriate personal protective equipment (PPE), and adhering to safety protocols during maintenance activities.</p> <ul style="list-style-type: none"> • Document maintenance activities, repair logs, equipment histories, and spare parts inventory using computerized maintenance management systems (CMMS) or other digital record-keeping tools. • Provide training and technical support to operators and maintenance personnel on ASRS operation, troubleshooting techniques, and safety procedures. • Participate in cross-functional teams for system upgrades, capacity expansion projects, or process improvements related to ASRS operations. • Shift schedule planning, arrangement, and execution. • Managing inventory accuracy, stock replenishment, and space utilization within the warehouse or distribution center environment. • This role involves coordinating with various teams to ensure timely inventory transactions, cycle counts, and adjustments to maintain optimal inventory levels. 	
<p>ASRS Technician (Shift) </p>	<ul style="list-style-type: none"> • High school diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus. 	<ul style="list-style-type: none"> • Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week Shift 1- 08:00am-05:30pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred. • Basic understanding of warehouse operations, inventory management principles, and supply chain logistics. • Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring. • Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions. • Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members. • Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for extended periods. • Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required. 	<ul style="list-style-type: none"> storing goods in designated locations. • Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment. • Diagnose and troubleshoot mechanical, electrical, and software issues affecting ASRS equipment performance, using diagnostic tools, schematics, and technical manuals. • Conduct repairs and replacements of defective components or parts, such as motors, sensors, actuators, bearings, and PLC modules, to restore equipment functionality. • Coordinate with equipment vendors or service providers for technical support, spare parts procurement, and warranty/contract repairs as needed. • Assist Maintenance Team in implementing software updates, firmware upgrades, and system modifications to enhance ASRS performance, reliability, and safety. • Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions. • Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HMI). • Ensure compliance with safety regulations and company policies by following 	<ul style="list-style-type: none"> Shift 2- 12:30pm-10:00pm Shift 3- 08:30pm-06:00am • Employment Type: Full Time • Job Type: Permanent • Location: 10 Bulim Avenue, Singapore 648165

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>proper lockout/tagout procedures, wearing appropriate personal protective equipment (PPE), and adhering to safety protocols during maintenance activities.</p> <ul style="list-style-type: none"> • Document maintenance activities, repair logs, equipment histories, and spare parts inventory using computerized maintenance management systems (CMMS) or other digital record-keeping tools. • Provide training and technical support to operators and maintenance personnel on ASRS operation, troubleshooting techniques, and safety procedures. • Participate in cross-functional teams for system upgrades, capacity expansion projects, or process improvements related to ASRS operations. • Shift schedule planning, arrangement, and execution. • Managing inventory accuracy, stock replenishment, and space utilization within the warehouse or distribution center environment. • This role involves coordinating with various teams to ensure timely inventory transactions, cycle counts, and adjustments to maintain optimal inventory levels. 	
<p>Delivery Attendant</p>	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time 	<ul style="list-style-type: none"> • Assist driver to collect/deliver a variety of items (various weight & size ready to ship) • Able to load items into van/truck independently • Collection of goods from different customer 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 7.30am - 4pm • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • warehouses prepared for delivery • Loading and unloading of goods using pallet jacks to/from van/truck to warehouse • Able to perform handover of delivery shipment to receiver through document and cargo verification, • Any other ad-hoc duties as assigned by managers or supervisors 	<ul style="list-style-type: none"> • Job Type: Permanent • Location: 10 Bulim Avenue, Singapore 648165
<p>Facility Technician </p>	<ul style="list-style-type: none"> • Minimum Secondary Levels / ITE with Facility Management experience and M&E exposures. • Proficiency in MS Office. • Physically fit; this job may require carrying heavy items. • Hands-on experience in maintenance, troubleshooting and repair of M&E systems and MHE. • Maintain safety, health and operational quality standards • Willingness to work in an oil and grease environment. • Willing to work overtime whenever required • Good attendance and attitude • Teamwork orientated, committed and ethical behavior personality. • Strong communication and coordination skills • Possess with forklift license and Fire Safety relevant experiences 	<ul style="list-style-type: none"> • Conduct routine checks to ensure smooth operation of facility equipment and systems (ACMV, electrical, fire protection, plumbing, sanitary, BMS, etc.). • Perform scheduled and unscheduled maintenance, inspection, troubleshooting and repairs on material handling equipment (MHE), machinery, equipment and all associated to building services. • Conduct general building facility repairs, including electrical, plumbing, painting, and landscaping. • Supervise and coordinate with vendors, external service providers for services maintenance and repairs. • Support other departments with facility-related needs and maintenance services. • Maintain good communication, work with team members and supervisors in coordinating facilities maintenance operations. • Providing updates and following up on outstanding 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 8.30am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 10 Bulim Avenue, Singapore 648165

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	will be an added advantage <ul style="list-style-type: none"> • Ability to read and interpret technical diagrams and site plans an added advantage. 	repairs and maintenance tasks. <ul style="list-style-type: none"> • Maintain accurate records of services, maintenance activities, reports, and inventory. • Respond to emergency repairs and breakdowns, including after-hours support. • Perform any other ad-hoc tasks as assigned by supervisor and management. 	
Logistics Coordinator 	<ul style="list-style-type: none"> • Diploma/Degree in Business Studies/Administration/Management, Logistics/Transportation or equivalent • At least 2 years of relevant working experience in the logistics industry • Computer proficiency (MS Office – Word, Excel and Outlook) & Warehouse Management System (WMS) • Good verbal and written communication skills, including ability to effectively communicate with internal and external customers • Must be able to work as part of a team in a fast-paced and pressured environment • Positive Attitude and Good Team Player 	<ul style="list-style-type: none"> • Liaise closely with customers and operations team on order fulfillment, inventory & shipment related activities • Working closely with operations team to provide information/ feedback to customers on operational issues and coordinate with customers to resolve all issues • Generate KPIs and transactional reports to internal and external customers on a timely basis • Verify vendor invoices and liaise with vendors for any discrepancies • Monitor the usage of warehouse supplies and raise POs for replenishment • Coordinate the urgent order fulfillment with customers, operations and transporter • Ensure the accuracy and timely update of system transactions • Perform other required duties or tasks when assigned • Maintain compliance with all company policies and procedures 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 8.30am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 10 Bulim Avenue, Singapore 648165
Prime Mover Driver	<ul style="list-style-type: none"> • MUST possess Class 4 Driving License 	<ul style="list-style-type: none"> • Collection, delivery, shifting of containers 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • At least 1 year of delivery experience • Detailed and task oriented • Hardworking, Polite, Good attitude and committed to work • Familiar with Singapore roads / PSA 	<ul style="list-style-type: none"> • To ensure that containers are loaded in a safe and secure manner on the trailer • Retrieve shipments from clearance agents at port, conduct custom clearance of shipments, scan and send shipments back to distribution centres • Compliance to all regulations or company procedures strictly. • Carry out daily checks to ensure vehicle's road worthiness before use and maintain vehicle and report any faults immediately to the supervisor for rectifications. • Other duties as assigned by Transport Supervisor/ Manager 	<p>8.30am - 6pm</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 10 Bulim Avenue, Singapore 648165
<p>Warehouse Assistant (with or without forklift)</p>	<ul style="list-style-type: none"> • Minimum Primary/Secondary School/O Level • Physically fit and able to carry up to 25kg from time to time • Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) • Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> • Perform pick and pack of goods • Loading and unloading from container and loose shipment. • Segregation of stock base on item and put away • Pick the order by using RDT scanner and scan pack through WMS system • Report any product damage, take photos and document, move to designated stocking location • To support general warehouse operations • Practice good handling and usage of all Material-handling equipment (MHE) for warehouse • Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 8.30am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: 10 Bulim Avenue, Singapore 648165

#6 Ng Teng Fong General Hospital

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Care Support Associate	<ul style="list-style-type: none"> • Minimum GCE 'N' Level or equivalent or • WSQ Higher Certificate in Healthcare Support (Nursing) • Service-oriented, pleasant and possess good communication skills • Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> • Attend to hygiene needs of patients who require assistance or are bedbound • Oral feed patients who require assistance with oral feeding • Monitor patients' vital signs • Collect body fluid samples for investigations from stable patients • Perform Oro-pharyngeal suctioning • Perform 12-lead ECG • Perform capillary blood glucose monitoring • Assist nurses in resuscitative situations • Deliver care to patients with tubes, catheters and restraints • Comply with infection control practices when attending to patients • Transport discharged patients on wheelchair to the taxi stand or to designated transport as assigned • Fetch 'stable' ambulant patients or patients on wheelchair to other departments or for tests and investigations • Maintain tidiness of ward, drug fridge, clean utility, disposal room, equipment and trolleys at all times or assigned 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 3 Rotating Shifts • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21, Singapore 609606
F&B Assistant	<ul style="list-style-type: none"> • Minimum Primary School qualification • Possess certification in Basic Food Hygiene 	<p>Meal summaries</p> <ul style="list-style-type: none"> • To generate daily meals summaries EMOS and handed over to each kitchen section 	<ul style="list-style-type: none"> • Working Hours: Staggered working hours:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work in cold room environment • Good knowledge in food production and preparation 	<p>for preparation / cooking / dishing / tray assembly etc.</p> <p>Patients' menu order chits</p> <ul style="list-style-type: none"> • To generate patients' menu chits from EMOS <p>Answering phone calls</p> <ul style="list-style-type: none"> • To take in any phone calls enquires <p>Daily reports</p> <ul style="list-style-type: none"> • To maintain a daily report of events and complaints, also noting what action was taken. <p>Managing of Food Trolley docking system</p> <ul style="list-style-type: none"> • To be alert on each meal time by monitoring the Food trolley docking system. To alert IFS Supervisor/Executive if any Food trolleys are not dock • Perform other related duties as directed by Supervisor • To follow all instructions given by Supervisor 	<p>Start Time of Earliest Shift: 530am End time of Latest Shift: 7pm. No fixed day for off day.</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East Street 21, Singapore 609606
<p>Kitchen Assistant</p>	<ul style="list-style-type: none"> • Minimum Primary School qualification • Possess certification in Basic Food Hygiene • Able to work in cold room environment • Good knowledge in food production and preparation 	<p>Preparation work before dishing & tray assembly</p> <ul style="list-style-type: none"> • To carry out smooth dishing and tray assembly process by checking and preparing all the necessary items in advance such as food items to dish, number of casseroles, ladle, plated casseroles, rays, pre-packed cutleries etc. <p>Dishing operation</p> <ul style="list-style-type: none"> • Dishing of food activities are carried out in accordance to instruction given such as recording of temperature before and after dishing, complete each dishing session with the given time frame etc <p>Tray assembly operation</p> <ul style="list-style-type: none"> • To ensure tray assembly of food activities are carried out 	<ul style="list-style-type: none"> • Working Hours: Staggered working hours: Start Time of Earliest Shift: 530am End time of Latest Shift: 7pm. No fixed day for off day. • Employment Type: Full Time • Job Type: Permanent • Location: 1 Jurong East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>in accordance to instruction given such as recording of temperature before and after tray assembly, complete each tray assembly session with the given time frame</p> <ul style="list-style-type: none"> • To ensure the activities are in accordance to best hygiene practice • To strictly practice food hygiene according to ISO2200 and MUIS standards • To keep records for all dishing and tray assembly • To ensure all data for all dishing are well recorded at before and after each dishing and tray assembly session • To always keep the area in charge clean and tidy • To clean up working areas after each dishing session • Perform other related duties as directed by Supervisor • To follow all instructions given by Supervisor 	<p>Street 21, Singapore 609606</p>
<p>Patient Service Associate (Emergency Department)</p>	<ul style="list-style-type: none"> • Minimum GCE N Levels with 1 year of working experience in customer service • Excellent interpersonal and communication skills, able to work with all levels and staff • Strong passion to serve patients • Willing to work morning, afternoon and overnight shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Register patients via phone and upfront enquiries • Collect payment/ deposits and provide Financial Counselling for admissions and discharges • Liaise closely with Bed Management Unit for acquisition of beds for Emergency Medicine Department's (EMD) patients • Obtain Specialist Outpatient Clinic (SOC) appointments for Emergency Medicine Department's (EMD) patients • Sort documents in preparation for dispatch to Medical Records Office (MRO) 	<ul style="list-style-type: none"> • Working Hours: 3 shifts 40 hours per week; 8am to 4.15pm / 1pm to 9.15pm / 9pm to 8.15am. 2 AM; 1 PM; 1 Rest Day; 1 PM; 2 Night Shifts • Employment Type: Full Time • Job Type: Contract • Location: 1 Jurong East Street 21,

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Extend excellent customer service to patients and their relatives Replenish inventory when stock is low 	<p>Singapore 609606</p>
<p>Patient Service Associate (Inpatient Operations – Ward)</p>	<ul style="list-style-type: none"> Minimum GCE ‘N’ Levels with 1 year of working experience in customer service Excellent interpersonal and communication skills, able to work with all levels of staff Strong passion to serve patients Willing to work 2 rotating shifts (9am to 6pm / 11am to 8pm), including weekends and public holidays with 2 days off per week 	<ul style="list-style-type: none"> Assist in the collection of payment for discharging patients Conduct financial counselling for inpatient stay/charges Perform discharging procedures for patients Obtain follow up appointment for Inpatient patients Help in additional responsibilities as assigned by supervisors 	<ul style="list-style-type: none"> Working Hours: 2 shifts 40 hours per week; 9am to 6pm / 11am to 8pm 1 Weekday Off and 1 Weekend Off. Weekends and PH: 9am to 6pm Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21, Singapore 609606
<p>Patient Service Associate (Specialist Outpatient Clinics)</p>	<ul style="list-style-type: none"> Minimum GCE O Level Preferably 1-year experience in customer-related / front desk service Entry level candidates are welcome to apply Working knowledge on computers Good interpersonal and communication skills, able to work with all levels of staff Strong organizational skills 	<ul style="list-style-type: none"> Register patients for visits to Specialist Outpatient Clinic Schedule appointments and assist patients to coordinate multiple appointments Perform billing processes, including payment collection, manage cash float and encourage patients to sign up for cashless payment Provide financial counselling, explain charges and assist patients with various finance schemes available 	<ul style="list-style-type: none"> Working Hours: 42 hours per week; Staggered clinic hours. Earliest start time 7.30am, latest end time 7.30pm Employment Type: Full Time Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Strong passion to serve patients 	<ul style="list-style-type: none"> Assist doctor during consultation i.e. chaperone, translation, et cetera Prepare patients for physical examination and take patient's height and weight Support doctors in teleconsultation i.e. equipment set up, coordinate with patients, etc. 	<ul style="list-style-type: none"> Location: 1 Jurong East Street 21, Singapore 609606
Security Officer	<ul style="list-style-type: none"> Minimum GCE 'N' Level with at least 3 years' relevant experience Willing to work on 2 and 3 rotating shifts including weekends and public holidays Possess valid security license registered with Police Licensing & Regulatory Department (PLRD) 	<ul style="list-style-type: none"> Check on all security-related equipment before and after shift, and during regular patrol and assist to incident location immediately and render assistance to staff Investigate any case brought to attention and interview relevant parties and alert any fire safety hazards and flag up any hazards immediately Facilitate with mortuary transfer procedures within the hospital Ad-hoc duties assigned by the Reporting Officer 	<ul style="list-style-type: none"> Working Hours: 42 hours per week; Staggered clinic hours. Earliest start time 7.30am, latest end time 7.30pm 1 or 2 half Saturdays per month. Employment Type: Full Time Job Type: Contract Location: 1 Jurong East Street 21, Singapore 609606
Ward Service Associate	<ul style="list-style-type: none"> Has a passion for healthcare Min GCE N level or its equivalent Experience in Food & Beverages will be an advantage. Candidates who do not have the relevant experience but have a passion for the healthcare industry are welcome to apply 	<ul style="list-style-type: none"> Provide excellent customer service to the patients Serving of food and drinks to patients and clearing it once patients have finished their meals Checking food served against patient meal orders Assist in inventory management Maintain a high standard of cleanliness in and around 	<ul style="list-style-type: none"> Working Hours: Staggered working hours: 7am - 4:30pm 10:30am - 8pm Employment Type: Full Time Job Type: Contract

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess excellent customer service with a can-do attitude • Self-motivated, independent, proactive and ability to work cohesively with fellow team members as part of a team • Basic computer literacy • Able to work on staggered working hours with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs from 7am – 4.30pm from 10:30am – 8.00pm • Able to work on public holidays 	<p>workstations and strictly abide with health/sanitation regulations</p> <ul style="list-style-type: none"> • Assist nurses to meet patient's nutritional needs • Maintains levels of confidentiality and discretion of the patients. • Any other ad-hoc duties as assigned by Manager 	<ul style="list-style-type: none"> • Location: 1 Jurong East Street 21, Singapore 609606

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#7 SASCO Senior Citizens' Home

SASCO Senior Citizens' Home is a social service programme initiative by SASCO LTD. It was set up on 21 January 1981 at the void deck of a HDB block in Telok Blangah to provide lodging and care for the destitute elderly regardless of race, language or religion. We were registered with the Commissioner of Charities in the same year.

We are also affiliated to the National Council of Social Service (NCSS) and a member of the NCSS Charitable Fund. When it was first set up, the Home took in 10 residents from the now defunct Woodstock Home. The intake soon expanded, with the Home in Telok Blangah consistently running at the full capacity of 20 residents. SASCO Home's Sheltered Home facility has since moved to Hong San (Evergreen Place), where we are able to accommodate up to 102 seniors, while the Telok Blangah facility has been converted to a Day Care Centre.

Besides lodging and personal care, the Sheltered Home provides a range of organised activities for our residents. These include karaoke sessions, board games, art and craft, and other group activities. To meet the residents' rehabilitative needs, professional physiotherapy sessions are conducted at least twice weekly. Spiritual needs are also not forgotten, and there is a private prayer room for residents of all religions to use. Basic recreational resources such as television sets, reading materials and board games are also available.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Manager, Community Care Integration 	<ul style="list-style-type: none"> Bachelor's degree in healthcare management, gerontology, or a related field. 3 - 4 years of community care experience. Familiarity with community care delivery models and eldercare services. Working knowledge of performance indicators, reporting requirements, and healthcare regulations. Strong coordination, communication, and stakeholder management skills. Organised, proactive, and solution-oriented, with the ability to 	<ul style="list-style-type: none"> Support collaboration among SCC, AAC, HPC+, and HT providers to facilitate smooth ICCP service delivery. Assist in organising and coordinating ICCP partners' leadership and operational meetings. Follow up on agreed action items to support effective delivery of the four core eldercare services in the sub-region. Support the timely compilation and submission of progress reports and claims to MOH and AIC. Serve as a key point of contact for ICCP-related operational and administrative matters. Support service improvement initiatives by identifying 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am – 5.30pm Employment Type: Full Time Location: 274B Compassvale Bow, Singapore 542274

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	balance operational and strategic priorities.	operational gaps and improvement opportunities. <ul style="list-style-type: none"> Undertake other duties as required to support the ICCP function. 	
Dementia Practitioner 	<ul style="list-style-type: none"> Registered Nurse, registered Occupational Therapist or accredited Social Worker OR, A degree in Psychology, Counselling, Gerontology or Sociology, Trained in dementia practice and has at least 3 years' working experience in dementia care, preferably in an eldercare setting, Passionate about dementia care, Good oral, written and interpersonal communications skills 	<ul style="list-style-type: none"> Assist with the implementation of the new dementia care model prescribed by the dementia consultant, including development of new SOPs, changes to the care environment, staff training, day-to-day support to staff post-implementation, Assist with the review of the new care model's implementation and conducting the fine tuning thereafter, Liaise with dementia consultants for advice and support post-implementation, Keep updated on new knowledge and practices in dementia care and help to introduce relevant new practices and interventions into the organisation, Other additional duties as assigned by Head, Centre Management. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am – 5.30pm Employment Type: Full Time Location: 30 Telok Blangah Rise, Singapore 090030
Programme Executive 	<ul style="list-style-type: none"> Possess a diploma or higher (no preferred specialisation), IT savvy and proficient in Microsoft office applications, Knowledge of programme design, implementation, and evaluation, Strong interpersonal and communication skills, 	<ul style="list-style-type: none"> Facilitate Active Ageing Programmes (AAPs) and engage seniors via calls and visits to participate in the activities. Attendance should be registered in the system with every engagement conducted. Take charge of Community Screening (CS), ensuring seniors' needs are screened and particulars registered and updated. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 8.30am – 5.30pm Employment Type: Full Time Location: 274B Compassvale Bow, Singapore 542274

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to work independently and as part of a team, and to manage multiple tasks and priorities, • Preferably with relevant experience in working with elderly clients in the community setting and healthcare or social service sector, • Fresh university/ polytechnic graduates are welcome. 	<ul style="list-style-type: none"> • Seniors’ needs should be rescreened upon discharge from the hospital or renewed every 2 years. • Ensure Befriending and Buddying seniors are engaged in AAPs on a monthly basis. • Assist seniors in any Information and Referral requests and log in the requests in the system. • Collaborate with grassroots, partners and vendors on AAPs and events. • Collaborate with grassroots, partners and vendors on AAPs and events. 	
<p>Senior Social Worker </p>	<ul style="list-style-type: none"> • Degree in Social Work recognised by the Singapore Association of Social Workers (SASW). • RSW is a requirement. • Minimum 5 years of social work practice experience. • Proven experience in providing clinical supervision to social workers. • Experience in complex casework, risk management, and multi-stakeholder collaboration. • Experience in complex casework, risk management, and multi-stakeholder collaboration. • Strong clinical judgement and ethical reasoning. • Ability to anchor, influence, and support 	<p>1. Cluster Clinical Leadership & Anchoring</p> <ul style="list-style-type: none"> • Act as a practice lead and anchor for the Cluster (Telok Blangah, West Coast and/or Jurong West), providing clinical direction and consultation to social workers across centres. • He or she will be required to also take on some cases. • Support alignment of practice standards, intervention approaches, documentation quality, and ethical decision-making across the cluster. • Serve as escalation point for high-risk, complex, and ethically challenging cases. <p>2. Clinical Supervision</p> <ul style="list-style-type: none"> • Provide regular, structured clinical supervision to social workers/social work associates, in line with professional standards and agency requirements. • Guide supervises in: 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.30am – 5.30pm • Employment Type: Full Time • Location: 30 Telok Blangah Rise, Singapore 090030

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>practice across multiple centres.</p> <ul style="list-style-type: none"> Confident administrative and organizational skills to streamline SOPs and champion projects. 	<ul style="list-style-type: none"> Case formulation and intervention planning Risk assessment and management Ethical practice and professional boundaries Reflective practice and use of self. Maintain supervision records and contribute to staff competency development and performance reviews where required. <p>3. Practice Quality</p> <ul style="list-style-type: none"> Lead case discussions, case conferences, group work and multidisciplinary collaborations with internal and external stakeholders. <p>4. Practice Governance & Quality Assurance</p> <ul style="list-style-type: none"> Ensure compliance with agency policies, professional codes of ethics, and regulatory requirements. Ensure compliance with agency policies, professional codes of ethics, and regulatory requirements. Contribute to the development, refinement, and implementation of SOPs, workflows, and practice guidelines across the cluster. <p>5. Staff Development & Capability Building</p> <ul style="list-style-type: none"> Mentor and coach junior and mid-level social workers. Identify training needs and contribute to practice-based learning initiatives, case reviews, and reflective practice sessions. Support onboarding and capability building of new staff within the cluster. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Staff Nurse 	<ul style="list-style-type: none"> • Diploma or degree in nursing, • Registered with SNB, • 3 years clinical experience in eldercare sector will be advantage, • Dynamic team player with good interpersonal communication and presentation skills 	<ul style="list-style-type: none"> • Deliver client-centric and compassionate in nursing care according to clients’ needs and conditions. • Monitor, assess and evaluate client’s condition to implement a care plan. • Perform clinical procedure (e.g. NGT insertion, catheterization etc.) as and when required. • Observe and assess the health of the clients, monitor vitals and reactions to treatment and medications; look for changes in behavior and condition. • Follow up the ensure continuity of clients care plan. Travel to sites / centres 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 8.30am – 5.30pm • Employment Type: Full Time • Location: 337 Bukit Batok Street 34, Singapore 650337

#8 Watami Food Service Singapore

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo.

To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Dishwasher	<ul style="list-style-type: none"> Applicants will help keep the kitchen running smoothly by cleaning dishes, utensils, and kitchen equipment, taking out trash, and placing dishes back to original locations. No experience needed, just a strong work ethic, good attitude, and the ability to handle a fast-paced environment. Applicants should be comfortable standing for long hours and working shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery. Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations. Cleaning machines and appliances used in kitchen, such as pots, and pans etc. Taking out the trash. Supporting other restaurant staff members by assisting with other tasks, as needed. 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Locations: 1 Pasir Ris Close (S)519599, The Star Vista (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826
Kitchen Crew	<ul style="list-style-type: none"> We are looking for a hardworking and dependable kitchen crew member to join our Japanese restaurant. Main tasks will include basic food preparation, keeping the kitchen 	<ul style="list-style-type: none"> Preparing and cooking food orders for all customers according to Watami’s service standard and procedures. Preparation work of Kitchen opening and closing operation hours. Maintain quality, service & cleanliness at all times 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44 hrs / week Employment Type: Full Time Locations: 1 Pasir Ris

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>clean and organized, and cooking.</p> <ul style="list-style-type: none"> • Basic F&B kitchen experience will be a plus point. • No need for fancy experience, just a good attitude, willingness to learn, and ability to work well under pressure. • If applicants enjoy working in a fast-paced kitchen and have an interest in Japanese food, that is a big plus. • Applicants will need to be okay with shifts, including weekends and holidays. • Teamwork and hygiene are super important in this role. 	<p>according to Watami's standards.</p> <ul style="list-style-type: none"> • Food production: make sure the end product and the cooking process conforms to Watami's standard and procedures, and at the same time has good sense of preventing and recording of losses. 	<p>Close (S)519599, The Star Vista (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826</p>
<p>Management Trainee </p>	<ul style="list-style-type: none"> • We are looking for a motivated and hands-on Management Trainee to join our Japanese restaurant team. • This role is perfect for someone who is eager to learn all aspects of restaurant operations, from front-of-house service to kitchen workflow and team management. • Applicants do not need years of experience, but you should have a strong interest in F&B, a willingness to take on challenges, and a positive, team-first attitude. • As a trainee, applicants will be guided by 	<ul style="list-style-type: none"> • Provide service to all customers according to Watami's service standard and procedures. • Responsible for the preparation work of Hall opening and closing operation hours. • Maintain quality, service & cleanliness at all times according to Watami's standards • Able to handle all stations at an independent level. • Other leader and manager job scope. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 50 hrs / week • Employment Type: Full Time • Locations: 1 Pasir Ris Close (S)519599, The Star Vista (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>experienced managers and gradually take on more responsibility.</p> <ul style="list-style-type: none"> • Applicants must be open to shift work, including weekends and public holidays, and willing to work hard to grow into a leadership role. 		<p>Lake Road (S)729826</p>
Service Crew	<ul style="list-style-type: none"> • We are looking for a friendly and reliable F&B service crew member to join our Japanese restaurant team. • Applicants who enjoy working with people, have a positive attitude, and are willing to learn. • Experience in food service is a plus, but not a must. • We will provide training and guidance. • Job scope includes helping with taking orders, serving food, keeping the place clean, and making sure our guests have a great dining experience. • A basic interest in Japanese food and culture is a bonus. • Applicants should be alright with shift work, including weekends and public holidays. 	<ul style="list-style-type: none"> • Provide service to all customers according to Watami's service standard and procedures. • Responsible for the preparation work of Hall opening and closing operation hours. • Maintain quality, service & cleanliness at all times according to Watami's standards. • Promote Watami Japanese dining culture and introduce the specific dining manner of certain cuisine. • Any other job-related duties requested from senior staff. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44 hrs / week • Employment Type: Full Time • Locations: 1 Pasir Ris Close (S)519599, The Star Vista (S)138617, 201 Victoria Street (S)188067, 11 Bidadari Park Drive (S)367803, 9 Bishan Place (S)579837, 2 Orchard Turn (S)238801, 80 Mandai Lake Road (S)729826

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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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