

e2i Skills & Career Fair @ Yew Tee

[02 April 2024]

JOB LISTING BOOKLET



As part of our effort to save the environment,
please return this booklet at the exit after you
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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 Alps Pte Ltd

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive/Seni or Executive (Procurement)	<ul style="list-style-type: none"> Degree, preferably in business related discipline Good verbal and written communication skills Proficient in MS office and Excel. Advanced analytical and negotiation skills Familiarization with SAP would be an added advantage. Positive working attitude, willingness to learn and thrives in a team environment 	<ul style="list-style-type: none"> Plan, strategize, analyze and implement sourcing strategy in category sourcing and supplier initiatives and be accountable for the outcomes. Ensure the entire procurement cycle processes are in compliance with ALPS' procurement policies. Partner internal users to procure goods and/or services in a timely, effective, and compliant manner. Manage vendors to ensure quality, pricing and delivery objectives are met. Add value through proper negotiation, product standardization and/or innovative ways of sourcing. Monitor and establish contracts on time to ensure continuous supply of products. and/or services Actively solicit internal users' feedback, address issues, and seek continuous improvement. Partake in any process improvement project as assigned by supervisor. Any other duties assigned by supervisor 	<ul style="list-style-type: none"> 5 days' work week. 8.30am to 6pm (Mon-Thurs) 8.30am to 5.30pm (Fri) 167 Jalan Bukit Merah Singapore 150167
Supply Chain Associate Executive/Seni or Associate Executive	<ul style="list-style-type: none"> Work in a team to support the receiving of deliveries, putting away storage supplies, picking of supplies for distribution and processing of condemn return items from users. Ensure supplies are fulfilled in hospital and perform daily 	<ul style="list-style-type: none"> Diploma / Advanced / Higher / Graduate Diploma in Supply Chain or related discipline with at least 2 years of relevant experience 	<ul style="list-style-type: none"> 5 days' work week. 8.30am to 6pm (Mon-Thurs) 8.30am to 5.30pm (Fri) 167 Jalan Bukit Merah Singapore 150167

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	housekeeping for the inventories. <ul style="list-style-type: none"> • Generate reports for inventory related information. • Monitor and review trends, participate in inventory management for the department /hospital. • Perform accurate count during cycle count and stock take. • Assist in administrative and operational needs for day to day running of store activities. 		

#2 CK TANG

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Associate	<ul style="list-style-type: none"> • Minimum 'N' Level • Prior experience in retail will be an advantage. • Cheerful personality and well-groomed. Positive attitude and willingness to learn. • Ability to work in a fast-paced environment. • 5-day work week. Able to work retail hours, weekends, and public holidays. 	<ul style="list-style-type: none"> • To provide information such as the unique selling points and features and benefits of the merchandise to customers and assist them in their shopping needs in a courteous and professional manner. • To provide up-to-date and accurate information to customers on Tangs' policies, procedures, services, and promotions and to address customers' queries and feedback in an efficient and effective manner. • To adhere to Tangs Service Standards when attending to customers. • To perform the physical count of merchandise inventory and 	<ul style="list-style-type: none"> • 5 days' work week • 2 days - 8.5hrs • 3 days – 9hrs • 310 Orchard Road Singapore 238864 • 1 Harbour front Walk #01-91 Vivo City Singapore 098585

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>to inform the Supervisor of any discrepancies, defective, broken or markdown items.</p> <ul style="list-style-type: none"> • To manage the replenishment, transfer or return of merchandise. • To conduct routine checks on merchandise displays and arrangement, fixtures, and sales area to ensure the adherence to the housekeeping standards. • To perform other duties like requisition of signage, gift-wrapping, follow-up on alterations, repairs, reservations, deliveries etc. • Handle cashiering duties. • Any other duties which may be assigned by your immediate supervisor/manager from time to time. • To perform other duties like requisition of signage, gift-wrapping, follow-up on alterations, repairs, reservations, deliveries etc. • Handle cashiering duties. • Any other duties which may be assigned by your immediate supervisor/manager from time to time. 	
Driver cum Distribution Assistant	<ul style="list-style-type: none"> • Minimum 'O Level • Able to work under pressure and multi-tasking. • Process good interpersonal and communication skills and initiative. • Independent and able to work in a fast-paced environment. • 5-day work week. 	<ul style="list-style-type: none"> • To ensure accountability of in-store, E-commerce orders and commercial/non-commercial inventory within working compound • To ensure traceability of in/outbound movement, handover process of in-store, E-commerce orders and commercial/non-commercial inventory • Responsible in resolving discrepancies, disputes in 	<ul style="list-style-type: none"> • 5 days' work week • 2 days - 8.5hrs • 3 days – 9hrs • 310 Orchard Road Singapore 238864 • 1 Harbour front Walk #01-91 Vivo City Singapore 098585

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work retail hours, weekends, and public holidays. • Possess valid Class 3 license 	<p>regard to in-store, E-commerce orders and commercial/non-commercial inventory within stipulated timelines.</p> <ul style="list-style-type: none"> • Responsible for all parcel and fixtures movement deliveries, collections, internal transfer in a safe and professional manner • Responsible for the operational readiness (e.g. administrative and condition) of vehicle at all times • To ensure parcels are packed accurately accordingly to the order packing slip and handover to 3PL delivery partner in a timely manner. • Any other duties which may be assigned by your immediate supervisor/manager from time to time. 	
Customer Service Associate	<ul style="list-style-type: none"> • Minimum 'O' Level • Prior experience in Customer Service will be an advantage. • Cheerful personality and well-groomed • Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment. • Able to work retail hours, weekends, and public holidays. • 5-days work week 	<ul style="list-style-type: none"> • To achieve high quality of customer satisfactory standard at all times • To ensure operational readiness of Customer Service Counter, Telephone System and Loyalty Management on a day-to-day basis • Handle customers' queries and feedback (walk-in, phone call or written) • Review, investigate and follow-up on complaints/cases received. • Provide accurate and up-to-date information to customers on TANGS policies, procedures, birthday treats, services, and promotions. Accurate tracking and reporting whenever 	<ul style="list-style-type: none"> • 5 days' work week • 2 days - 8.5hrs • 3 days – 9hrs • 310 Orchard Road Singapore 238864 • 1 Harbour front Walk #01-91 Vivo City Singapore 098585

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>necessary for information of such are required.</p> <ul style="list-style-type: none"> • Issue TANGS gift vouchers/cards to customers according to client's requirement for corporate redemption programmed or walk-in sales. • Support loyalty card member queries and database management. • Provide administrative support e.g. handle administration for customer loyalty card programmed gift vouchers scheme and corporate sales. • Handle timely data-entry and rebates adjustments for TANGS Fashion Lifestyle memberships. • Handle GST refunds, processing of TANGS cards speedily etc. • Provide cashiering support especially during store events, peak periods & whenever necessary. • To perform Operator's duties as per duty roster planned • To render support to Click & Collect in services such as processing tangs.com orders, gift wrapping, sale of greeting cards, whenever situation arises. • To be able to perform Customer Service duties at TANGS at Tang Plaza & TANGS at Vivo City • Maintain good housekeeping of Customer Service Counter, Back of House & operator's room. • Part of the respond team to customer_service@tang.com 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other duties assigned by your immediate supervisor/manager. 	
Order Fulfilment Assistant	<ul style="list-style-type: none"> Minimum 'O' Level Prior experience in Customer Service will be an advantage. Cheerful personality and well-groomed Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment. Able to work retail hours, weekends, and public holidays. 5-days work week Minimum 'O' Level Prior experience in Customer Service will be an advantage. Cheerful personality and well-groomed Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment. Able to work retail hours, weekends, and public holidays. 5-days work week. 	<ul style="list-style-type: none"> To assist Operations Manager in overseeing the operations of Tangs.com After-Sales-Services counter and online customer related matters on a day-to-day basis, which includes handling of challenging situations and cases not limiting to complaints, disputes arising through phone call, email, social media platform. Provide logistical and administration support to e-Store Fulfillment in rewards, redemption campaigns, customer loyalty programmed, e-gift vouchers and conceptualized promotional events on tangs.com. Provide cashiering support to the team whenever necessary. To ensure all customer-related matters, which includes complaints, disputes and enquiries, are attended to and address according to the company's requirements. Responsible for investigating the cause and provide solutions to customer related matters handled within stipulated timeline. Review of After-Sales-Services policies and processes from time-to-time, to ensure Service Excellence and high customer satisfactory level achieved in sustainable manner. Responsible to prepare and conduct relevant Service 	<ul style="list-style-type: none"> 5 days' work week 2 days - 8.5hrs 3 days – 9hrs 310 Orchard Road Singapore 238864

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Quality training and briefing to the team in order high service excellence to be achieved in a sustainable manner.</p> <ul style="list-style-type: none"> • Responsible for department duty rostering which includes creative deployment, to achieve manpower optimization and operational readiness of department on a day-to-day basis. • To ensure proper housekeeping of workstation, documentation and maintenance of devices/equipment are carried out on a day-to-day basis. • To render assistance/fulfill any ad hoc assignment assigned by the management when needs arise. 	
Customer Service Associate (After-Sales-Service)	<ul style="list-style-type: none"> • Minimum 'O' Level • Prior experience in Customer Service will be an advantage. • Cheerful personality and well-groomed • Maintain a positive attitude and focus on customer satisfaction in a fast-paced environment. • Able to work retail hours, weekends, and public holidays. • 5-days work week. 	<ul style="list-style-type: none"> • To assist Operations Manager in overseeing the operations of Tangs.com After-Sales-Services counter and online customer related matters on a day-to-day basis, which includes handling of challenging situations and cases not limiting to complaints, disputes arising through phone call, email, social media platform. • Provide logistical and administration support to e-Store Fulfillment in rewards, redemption campaigns, customer loyalty programmed, e-gift vouchers and conceptualized promotional events on tangs.com. • Provide cashiering support to the team whenever necessary. 	<ul style="list-style-type: none"> • 5 days' work week • 2 days - 8.5hrs • 3 days – 9hrs • 310 Orchard Road Singapore 238864

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To ensure all customer-related matters, which includes complaints, disputes and enquiries, are attended to and address according to the company's requirements. Responsible for investigating the cause and provide solutions to customer related matters handled within stipulated timeline. Review of After-Sales-Services policies and processes from time-to-time, to ensure Service Excellence and high customer satisfactory level achieved in sustainable manner. Responsible to prepare and conduct relevant Service Quality training and briefing to the team in order high service excellence to be achieved in a sustainable manner. Responsible for department duty rostering which includes creative deployment, to achieve manpower optimization and operational readiness of department on a day-to-day basis. To ensure proper housekeeping of workstation, documentation and maintenance of devices/equipment are carried out on a day-to-day basis. To render assistance/fulfill any ad hoc assignment assigned by the management when needs arise. 	

#3 Four Points By Sheraton

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
F&B Executive	<ul style="list-style-type: none"> Great communication skills. Able to articulate well. Sound knowledge of our menu. 	<ul style="list-style-type: none"> To oversee the service of all food & beverage in outlets with the assistance and direction of the Managers and to provide constant feedback to the Manager regarding outlet's operations to ensure continual improvement. To assist the Managers in providing the highest standard of F&B quality in line with Four Points by Sheraton Singapore, Riverview F&B standards for the brand. 	<ul style="list-style-type: none"> 5 days' work week 44 hours per week 382 Havelock Road Singapore 169629
Loss Prevention Officer	<ul style="list-style-type: none"> Great awareness skills. Observant. Able to detect any signs of intrusion. 	<ul style="list-style-type: none"> To provide surveillance over life and property by patrolling premises and checking movement of people /goods. Patrol the hotel building to prevent and detect signs of intrusion and ensure security of offices, outlets, and function rooms. Respond to alarms and investigate disturbances. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of hotel. Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. 	<ul style="list-style-type: none"> 5 days' work week 44 hours per week 382 Havelock Road Singapore 169629
Housekeeping Steward	<ul style="list-style-type: none"> Attention to details. Meticulous. Good organization skills. 	<ul style="list-style-type: none"> Rooms - Responsible for keeping guestrooms and surrounding areas in a clean, orderly, and well-maintained condition. Linen - Check and issue all hotel linen according to the guidelines established by the Hotel. Perform thorough cleaning of vacated rooms, making sure that all conveniences are in working order, reporting malfunctions, and replacing equipment or supplies. 	<ul style="list-style-type: none"> 5 days' work week 44 hours per week 382 Havelock Road Singapore 169629

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Prepare and arrange Steward/Stewardess' cart items neatly daily before cleaning and making up rooms. Responsible for cleanliness and orderliness of assigned guestrooms, work areas, corridor, and carts. Maintain all equipment in good working condition (supplies cart, linen cart, and vacuum machine). 	
Telephone Operator	<ul style="list-style-type: none"> Good communications skills Able to articulate well. Customer oriented focused Able to convey messages accurately 	<ul style="list-style-type: none"> Speaks clearly, distinctly, and with a friendly, courteous tone. Uses listening skills to put callers at ease and obtains accurate, complete information. Answer incoming calls and directs them to guest rooms through the telephone console or to hotel associates or departments accurately. 	<ul style="list-style-type: none"> 5 days' work week 44 hours per week 382 Havelock Road Singapore 169629

#4 Harilela Hotels Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Indian Cook	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Ability to follow all sanitation procedures. Ability to work in a team and have a positive attitude. Working long hours under stress. 	<ul style="list-style-type: none"> Cook at Indian Restaurant. Able to prepare authentic North and South Indian cuisine. Fulfill any other Ad hoc duties as assigned. 	<ul style="list-style-type: none"> 5 days' work week 5:00am-11:00pm (9.5hrs inclusive 45mins break) 60 Airport Boulevard Singapore 819643
Chinese Cook	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Ability to follow all sanitation procedures. Ability to work in a team and have a positive attitude. Working long hours under stress. 	<ul style="list-style-type: none"> Working in the Chinese Restaurant. Will be responsible for providing a pleasurable dining experience for customers by preparing high quality food. Attend to detail and presentation of each order. Fulfill any other Ad hoc duties as assigned. 	<ul style="list-style-type: none"> 5 days' work week 5:00am-12:00MN (9.5hrs inclusive 45mins) Changi Airport Terminal 1, Airport Boulevard 80, Singapore 819642

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> 10 Airport Boulevard Singapore 819665
Waiter / Waitress	<ul style="list-style-type: none"> Able to work on weekends and public holidays. Have a positive attitude. Working long hours under stress. Have a friendly and patient personality. They must make quick decisions and have great interpersonal skills. Attention to detail and excellent multitasking skills are important. 	<ul style="list-style-type: none"> The duties and responsibilities of a Waiter/Waitress include welcoming and seating guests, taking guest orders, communicating them effectively to the kitchen and in addition, memorizing the menu and offering recommendations to upsell appetizers, desserts, or drinks. 	<ul style="list-style-type: none"> 5 days' work week 5:00am-12:00MN (9.5hrs inclusive 45mins) Changi Airport Terminal 1, Airport Boulevard 80, Singapore 819642 10 Airport Boulevard Singapore 819665
Lounge Attendant	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Have a positive attitude. Working long hours under stress. Have a friendly and patient personality. 	<ul style="list-style-type: none"> Keeping the dining area and buffet area clean. Make sure food are top-up always. Clear tables after Guests leave. Responsible to bring the used plates and cutlery to the kitchen to wash. Demonstrates skills, knowledge, and experience in a customer service-oriented environment. Handle general requests from guests. Interact with guests to create a memorable experience. Fulfill any other Ad hoc duties as assigned. 	<ul style="list-style-type: none"> 5 days work week 24hrs Operation (9.5hrs inclusive 45mins break) Changi Airport Terminal 3, 65 Airport Boulevard Singapore 819663 Changi Airport Terminal 2, Airport Boulevard,60 Singapore 819643
Shower Room Attendant	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Have a positive attitude. Working long hours under stress. Have a friendly and patient personality. 	<ul style="list-style-type: none"> Keeping the nap room and shower room clean. Demonstrates skills, knowledge, and experience in a customer service-oriented environment. Handle general requests from guests. Interact with guests to create a memorable experience. 	<ul style="list-style-type: none"> 5 days' work week 24hrs Operation (9.5hrs inclusive 45mins break) Changi Airport Terminal 3, 65 Airport Boulevard Singapore 819663 Changi Airport Terminal 2, Airport Boulevard,60 Singapore 819643
Housekeeping Attendant	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Have a positive attitude. Working long hours 	<ul style="list-style-type: none"> Rooms cleaning, bed changing, clean toilet. Provide a comfortable room to the Guests. 	<ul style="list-style-type: none"> 5 days' work week 24hrs Operation (9.5hrs inclusive 45mins break) Changi Airport Terminal 3, 65

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	under stress. Have a friendly and patient personality.		Airport Boulevard Singapore 819663 <ul style="list-style-type: none"> Changi Airport Terminal 2, Airport Boulevard,60 Singapore 819643
Front Office Assistant	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Have a positive attitude. Working long hours under stress. Have a friendly and patient personality. 	<ul style="list-style-type: none"> Check-in and checkout of Guests. Demonstrates skills, knowledge, and experience in a customer service-oriented environment. Handle general requests from guests. Interact with guests to create a memorable experience. 	<ul style="list-style-type: none"> 5 days' work week 24hrs Operation (9.5hrs inclusive 45mins break) Changi Airport Terminal 3, 65 Airport Boulevard Singapore 819663 Changi Airport Terminal 2, Airport Boulevard,60 Singapore 819643
Guest Service Officer	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Have a positive attitude. Working long hours under stress. Have a friendly and patient personality. 	<ul style="list-style-type: none"> Check-in and checkout of Guests. Demonstrates skills, knowledge, and experience in a customer service - oriented environment. Handle general requests from guests. Interact with guests to create a memorable experience. 	<ul style="list-style-type: none"> 5 days' work week 24hrs Operation (9.5hrs inclusive 45mins break) Changi Airport Terminal 3, 65 Airport Boulevard Singapore 819663 Changi Airport Terminal 2, Airport Boulevard,60 Singapore 819643
Beautician	<ul style="list-style-type: none"> Have the skill to put clients at ease. Be sensitive and understanding towards customers' needs. The ability to work well with your hands for giving treatments. Excellent verbal communication skills to explain treatments. To be thorough and pay attention to detail. 	<ul style="list-style-type: none"> Skin care therapies and managing client appointments. Be well-versed in beauty treatments, including makeup, facials, manicures, and pedicures. 	<ul style="list-style-type: none"> 5 days' work week 11:00am-21:00pm (9.5hrs inclusive 45mins break) Changi Airport Terminal 2, Airport Boulevard,60 Singapore 819643
Dishwasher	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Have a positive attitude. 	<ul style="list-style-type: none"> To ensure that the kitchen stays clean and organized. To load and unload dishes from dish machine, wash all pans or utensils that come into contact 	<ul style="list-style-type: none"> 5 days' work week 11:00am-23:00pm (2hours break) Changi Airport Terminal 2,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Working long hours under stress. Ability to stand for long hours. Have a friendly and patient personality.	with food, and scraping identifiers off everything. <ul style="list-style-type: none"> Fulfill any other Ad hoc duties as assigned. 	Airport Boulevard,60 Singapore 819643
Handyman	<ul style="list-style-type: none"> Able to work on weekends and public holidays. Have a positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> Duties include repairing plumbing systems, fixing equipment or tools and testing various tasks at interior or exterior of company premises. Repair and replace general hardware. Troubleshoot general problems. Keep our facilities in perfect condition by doing various odd jobs. Fulfill any other Ad hoc duties as assigned. 	<ul style="list-style-type: none"> 5 days' work week (9.5hrs inclusive 45mins break) Changi Airport Terminal 3, 65 Airport Boulevard Singapore 819663
Housekeeping Attendant Supervisor	<ul style="list-style-type: none"> Able to work on weekends and public holidays. Have a positive attitude. Able to work as a team and independently in a fast-paced environment. 	<ul style="list-style-type: none"> Perform a thorough cleaning of guestrooms, replacing all linen and towels in the room. Vacuuming and dusting, replacing supplies, and thorough bathroom cleaning. Notify the Housekeeping management of any maintenance or repair that needs to be done. Respond to guests' requests and be able to communicate with them. Maintain positive guest relations and always ensure guest satisfaction. Assist Housekeeping Manager Fulfill any other Ad hoc duties as assigned. 	<ul style="list-style-type: none"> 5 days' work week 24hrs Operation (9.5hrs inclusive 45mins break) Changi Airport Terminal 2, Airport Boulevard,60 Singapore 819643
Restaurant Manager	<ul style="list-style-type: none"> Restaurant Management Customer Relationships Food Quality Workplace safety Coaching and Leadership Able to work on weekends and public holidays. Have a positive attitude. Able to work as a team and independently in a 	<ul style="list-style-type: none"> The person is responsible for carrying out various duties to ensure that customers receive excellent service. He is responsible for maintaining profits from food and drink. Excellent communication and customer service skills, maintaining a clean environment, and making effective decisions when needed. Duties include knowing the different functions associated 	<ul style="list-style-type: none"> 5 days' work week 5am-12am (9.5hrs inclusive 45mins break) 10 Airport Boulevard Singapore 819665

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	fast-paced environment.	with food and beverages, supervising staff, rostering, and planning various functions inside the restaurant. <ul style="list-style-type: none"> Oversees the entire operations of a restaurant. 	
Cook (Working in Lounge)	<ul style="list-style-type: none"> Able to work independently. Able to work on weekends and public holidays. Ability to follow all sanitation procedures. Ability to work in a team and have a positive attitude. Working long hours under stress. 	<ul style="list-style-type: none"> Will be responsible for providing a pleasurable dining experience for customers by preparing high quality food. Attend to details and presentation of each order. Fulfill any other Ad hoc duties as assigned. 	<ul style="list-style-type: none"> 5 days' work week 5am-12am (9.5hrs inclusive 45mins break) Changi Airport Terminal 3, 65 Airport Boulevard Singapore 819663 Changi Airport Terminal 2, Airport Boulevard, 60 Singapore 819643

#5 Katoen Natie

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operation Assistant	<ul style="list-style-type: none"> NITEC holders are welcome to apply. Able to handle products of 25kgs. Possess a valid forklift license. To commit 12-hours rotating shift work Perform work under hot and humid environment. Working location is at Jurong Island (Company transportation is provided) 	<ul style="list-style-type: none"> Able to operate a forklift independently. Assist in the warehouse and packaging operations. Handling different products with different product characteristics Observing safety and achieving productivity target Ensures all orders are handled promptly and accurately. Managing data by using tablet 	<ul style="list-style-type: none"> 4 days' work week 8am to 8pm 8pm to 8am 1 Banyan Place Jurong Island Singapore 627841
Forklift Driver	<ul style="list-style-type: none"> NITEC holders are welcome to apply. Able to handle products of 25kgs. Possess a valid forklift license. To commit 12-hours rotating shift work 	<ul style="list-style-type: none"> Able to operate a forklift independently. Assist in the warehouse and packaging operations. Handling different products with different product characteristics Observing safety and achieving productivity target 	<ul style="list-style-type: none"> 4 days' work week 8am to 8pm 8pm to 8am 1 Banyan Place Jurong Island Singapore 627841

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Perform work under hot and humid environment. Working location is at Jurong Island (Company transportation is provided) 	<ul style="list-style-type: none"> Ensures all orders are handled promptly and accurately. Managing data by using tablet 	
Towhead Driver	<ul style="list-style-type: none"> NITEC holders are welcome to apply. Able to perform under hot and humid environment. Comfortable to climb up and down the vehicle several times during work 	<ul style="list-style-type: none"> Shifting products from location. Handling packaging and warehouse operations 	<ul style="list-style-type: none"> 4 days' work week 8am to 8pm 8pm to 8am 1 Banyan Place Jurong Island Singapore 627841
Operations Coordinator	<ul style="list-style-type: none"> GCE 'O' level holder Min 2 years' experience in inventory control Effectively bilingual Proficient in Microsoft Office, SAP, and WMS system Good communication skills Must be able to work on Sat, Sun, and Public Holiday, when required 	<ul style="list-style-type: none"> Inventory control and system. Ensure stock accuracy and update into SAP system. Keep track of inventory movement and allocation of bin space for storing goods Perform quarterly stock take exercise. Managing scrap products Production write on for goods received. Monitor and process inbound and outbound orders. Prepare permits and TDB form, when required. 	<ul style="list-style-type: none"> 5 days' work week 8 am to 5.45 pm 1 Banyan Place Jurong Island Singapore 627841
IT System Administrator	<ul style="list-style-type: none"> Minimum Diploma in Information Technology Preferably, IT-Certification in Microsoft Tools At least 1 year of technical knowledge on Microsoft Tools Customer service experience and Logistics Business Knowledge is an advantage. 	<ul style="list-style-type: none"> Take an aggressive approach in proactively supporting all staff in the base location, collaborating with IT Organization to ensure that staff is operating effectively from an IT support standpoint. Work closely with Service Desk to expedite technical problem resolutions, address users' queries and follow-throughs. Partner with Local IT Project Team in providing infrastructure service, new customer startups, internal project including technical investigation and documentation, testing and execution, etc. 	<ul style="list-style-type: none"> 5 days' work week 8 am to 5.45 pm 1 Banyan Place Jurong Island Singapore 627841
HSEQ Executive	<ul style="list-style-type: none"> Minimum of 3 years of relevant experience in 	<ul style="list-style-type: none"> Participating and abiding by all HSSEQ policy, procedures, and 	<ul style="list-style-type: none"> 5 days' work week 8 am to 5.45 pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	a logistics, manufacturing, petrochemical and/or industrial environment	<p>rules to ensure that the workplace is a safe environment and services are delivered to client's requirements.</p> <ul style="list-style-type: none"> • Implementation of effective safety management system, preventive measures as well as risk management to ensure safe working environment. • Administration and record keeping e.g. MOC, DCN, reports, audits, inspections, licenses etc. • Maintaining HSSEQ statistics and generate monthly reports to Management and Client upon request. • Executing required controls mandated by the management system. 	<ul style="list-style-type: none"> • 1 Banyan Place Jurong Island Singapore 627841

#6 Ntuc HealthCare

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Community Care Associate, Nursing Home	<ul style="list-style-type: none"> • Certificate/ training in healthcare preferred. • Relevant working experience, preferably in social service sector or healthcare industry an advantage • Able to work well in a team environment, caring and have a passion to serve the elderly. • Computer literate and proficient in MS Office 	<ul style="list-style-type: none"> • This is a new role which encompasses nursing and therapy support duties for Care Associates, training will be provided. • Essential duties and responsibilities • Support senior for basic activities of daily living (BADL), including assistance with personal hygiene seniors' mobility and transfers, toileting, diaper changing and showering • Monitor health status and vital signs of seniors. • Curate and facilitate programmed catered to seniors (e.g. activities could include baking, art and craft, exercise and cognitively stimulating games), including seniors with dementia and mental health issues. 	<ul style="list-style-type: none"> • 5 days' work week • AM - 7.30am to 4.30pm • PM - 12.30pm to 9.30pm • 55 Ubi Ave 1 Singapore 408935

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Supervise and assist elderly when practicing exercises and functional activities. Carry out duties / procedures as assigned by nurses. Perform general housekeeping to maintain cleanliness. Perform Nasogastric (NGT) tube feeding for seniors. Administer subcutaneous insulin injections. Perform Basic Wound care (Stage 1) Serve pre-packed medication, assist with eye-drops, and apply prescribed topical medication as instructed by nursing staff. Assist in mobility assessments. Other duties as assigned 	
Part Time Care Associate	<ul style="list-style-type: none"> No experience needed; training will be provided. Proactive Good team player who is caring and with a passion to serve seniors. Able to speak one or more dialects is an advantage 	<ul style="list-style-type: none"> The incumbent is expected to participate in activities and function in accordance to the Senior Care Center. Assist in day-to-day operations of the center. Attend to the needs of the elderly, guide / supervise, or take the initiative to engage them during activities. Participate and assist in daily functions and tasks required at the center, such as meals preparation / distribution and transport escort. Assist seniors in meeting their basic hygiene needs and to perform their Activities of Daily Living (ADLs) in a safe and comfortable manner. Such ADLs include eating, mobility and transfer, toileting and diaper changing. Guide, Supervise and initiate to engage seniors during activities. Ensure that the center cleanliness and hygiene are well maintained. No experience needed training will be provided. Proactive Good team player who is caring and with a passion to serve seniors. 	<ul style="list-style-type: none"> 5 days' work week Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, and 9.30 am to 7 pm 55 Ubi Ave 1 Singapore 408935

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Able to speak one or more dialects is an advantage 	
Community Care Associate	<ul style="list-style-type: none"> • Nitec / Diploma / Certificate in Healthcare or equivalent course • Some experience in social service or the healthcare industry would be an advantage. • Facilitation skills and healthcare knowledge would be an advantage 	<ul style="list-style-type: none"> • As a Community Care Associate, you contribute directly to our seniors' everyday happiness and quality of life. You are an integral part of a motivated care team that ensures our seniors leave our centers happy and look forward to returning every day. You do this through our person-centered care model that encourages our seniors' independence and stimulates their cognitive and physical functions, whilst also looking after their care needs. You will continue to grow in your role with support and training from our dedicated team of professionals. • You will assist in the day-to-day operations of the center by carrying out the following duties: <ul style="list-style-type: none"> • Clinical Skills • Assist in serving & witness pre-packed medication / apply to prescribe a topical medication. • Assist in client health monitoring & assessment. • Assist in the implementation of an Initiate Care Plan (ICP) • Monitor & provide feedback on ICP activities. • Provide Dysphagia care & Eat safe protocol. • Support client on distressed. • Functional Skills • Assist in Modified Barthel Index (MBI) assessment. • Plan & conduct activities. • Conduct structured and interactive activities. • Perform Basic Activities of Daily Living (ADL) • Assist with Passive Range of motion exercises (PROM) • Assist with and implement individual therapy. • Operational Skills 	<ul style="list-style-type: none"> • 5 days' work week • Expected shift hours from 7 am to 4.30 pm, 7.30 am to 5 pm, 8 am to 5.30 pm, 8.30 am to 6 pm, 9 am to 6.30 pm, • and 9.30 am to 7 pm • 55 Ubi Ave 1 Singapore 408935

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform escort duties & build rapport with residents and their family members. Response to service challenges Manage workplace challenges with resilience (relationship & emotional support) 	
Program Associate/Senior or programmed Associate	<ul style="list-style-type: none"> Minimum GCE 'A' level or Diploma. Fresh graduates will be considered. Candidates with GCE 'O' level with some working experience will be considered. Proficient in Google Suite Applications. Able to work independently and at the same time work well as a team player. Genuine interest to engage our seniors in the community. Possess good interpersonal and communication skills. Pleasant, proactive and highly accountable for the work assigned. 	<ul style="list-style-type: none"> The duties of a Program Associate are as follows. Promote NTUC Health Active Ageing Centers' eldercare services and programmed. Conduct/support active ageing programs and encourage active participation with seniors. The services include conducting community screening assessments, organizing and conducting active ageing programs, provide befriending services (conducting home visits) and monitoring their vital signs. Where required, coordinate care and support services through internal referral or to external agencies. Provide support to seniors at outreach events and programs. Carry out administrative functions such as data entry, record keeping and report submissions in a prompt and accurate manner. May be required to perform additional duties and work over the weekends or after office hours. Senior PA Planning and Operations Promote NTUC Health Eldercare services and programs. Develop and implement outreach plans to engage and profile seniors for appropriate follow-up actions. Plan, implement and manage the active ageing programs and activities for seniors which are age-friendly and culturally appropriate, and within budget. 	<ul style="list-style-type: none"> 5 days' work week 8.30am - 6pm 55 Ubi Ave 1 Singapore 408935

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Collect regular feedback from befrienders on vulnerable seniors' conditions and engage appropriate community partners to address those issues Plan marketing activities and develop publicity materials with the support of the Corporate Communication representative. Partnerships Develop the network and collaborate with community partners and national bodies, for example, RHS, grassroots, social service agencies, NAC, Sports, etc. on suitable programs and activities for seniors. Empower and develop active seniors to serve other vulnerable seniors in the community. Attend networking sessions and management meetings as required. Administrative work Ensure accurate record keeping and report submissions in a prompt and timely fashion. Support necessary evaluation and all critical reporting processes for the management and funders of the programmer. Supervisory role Support CIC/Cluster Manager in recruiting, training and supervising staff, Micro jobbers, and volunteers to assist with the work of AAC. May require to perform additional duties as requested 	
Operations Associate	<ul style="list-style-type: none"> Minimum 1 years of relevant experience Knowledge of SAP is an advantage. 	<ul style="list-style-type: none"> Store Manage day to day operations in inventory management e.g. receiving of stocks, weekly distribution of supplies to wards. Assets management and labeling of assets. Update on stock level and replenishment where required. 	<ul style="list-style-type: none"> 6 days' work week 8am-3pm 1pm-8pm 55 Ubi Ave 1 Singapore 408935

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Improving productivity standards Issuance and receiving of stocks. Create Purchase Requisition and receive Purchasing Order Ensure orders are met and deliveries are carried out in a timely manner. Any other duties assigned. Facilities Conduct general repair and maintenance of premises and equipment. Prepare and arrange rooms in the Home for different functions Assist in assets movement and labelling of assets. Ensure the key facilities are functional and trigger external maintenance when needed Report to the Reporting Officer of any equipment malfunction or breakdown. Assist in inventory management. Man, the Fire Command Centre, CCTV monitoring system, fire safety alarm system and attend to security issues, e.g. activate SCDF when required. Participate as member of the Home's Fire Safety Committee and support Operations to attend to any fire hazard. 	

#7 Raffles Hotel Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Assistant (Accounts Receivable and Credit)	<ul style="list-style-type: none"> Basic Accounting knowledge or Certificate in Accounting/LCCI/Diploma Proficiency in Microsoft Excel 	<ul style="list-style-type: none"> The position is responsible for ensuring that accurate processing and reconciliation on the credit card payments and adjustment into Property Management System (PMS) and to assist Credit Manager in maintaining the proper accounts 	<ul style="list-style-type: none"> 5 days' work week 44 hours work week. 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		receivable procedures within the hotel in accordance with local and corporate policies and procedures.	
Raffles Service Agent (Reservations)	<ul style="list-style-type: none"> • Minimum tertiary education or equivalent. • Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management. • Minimum 1 year of relevant experience in the hotel industry. 	<ul style="list-style-type: none"> • Ensures smooth operation of Raffles Service department by attending to incoming calls, fax and emails that are pertaining to room reservation. • Obtains all the necessary information to complete a room reservation in the Opera system, i.e. stay dates, flight details, rates, special requests and reservation notes. • Completes the reservation process by combining all reservation details (including any Food and Beverage or Spa arrangements) and sending a confirmation to the guest. 	<ul style="list-style-type: none"> • 5 days' work week • Rotating Shift • 1 Beach Road Singapore 189673
Rooms Executive	<ul style="list-style-type: none"> • Minimum Nitec education. • Minimum 1 year secretarial or coordinator experience preferably in hospitality or related field. • Excellent communication skills in English and ability to communicate in a second language. 	<ul style="list-style-type: none"> • The position is responsible for coordinating and administrating among rooms division team and correspondence with internal and external stakeholders, organization of the divisional workflow, follow-through on pending projects. He/she is to be a part of various aspect of operation in the delivery of the Raffles Singapore service experience throughout the entire guest journey. 	<ul style="list-style-type: none"> • 5 days' work week • 44 hours work week. • 1 Beach Road Singapore 189673
Raffles Butler	<ul style="list-style-type: none"> • Diploma or Degree from School for Tourism and Hotel Management. • Minimum 2 years' relevant experience. • Excellent communication skills in English and ability to speak other language and / or basic understanding of other languages an advantage. 	<ul style="list-style-type: none"> • The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience. This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements. The Butler will strive to listen attentively, observe the little details, and personalize interactions with the aim to anticipate and be intuitive of residents' needs and wants. An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas. 	<ul style="list-style-type: none"> • 5 days' work week • Rotating Shift • 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Concierge Agent	<ul style="list-style-type: none"> Diploma or Degree from School for Tourism and Hotel Management. Minimum 2 years' relevant experience. Excellent communication skills in English and ability to speak other language and / or basic understanding of other languages an advantage. 	<ul style="list-style-type: none"> The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience. This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements. The Butler will strive to listen attentively, observe the little details, and personalize interactions with the aim to anticipate and be intuitive of residents' needs and wants. An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Porter (Bell Person)	<ul style="list-style-type: none"> Minimum of 1 years of relevant experience in the hotel industry. Focuses on service with an eye for detail and an approachable attitude. 	<ul style="list-style-type: none"> Supervises and participates in the activities of the personnel in charge of handling and safe keeping of all incoming, outgoing, and stored baggage. Welcomes all residents and guests, promotes inter-hotel sales and in-house facilities, and provides directions and suggestions to the hotel surrounding areas. Supports and assists the Doorman and Reception teams during every resident arrival and departure. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Lobby Manager (Duty Manager)	<ul style="list-style-type: none"> Diploma or Degree from preferably hospitality or related field. Minimum 5 years' relevant experience with at least 2 years at a management level. Excellent communication skills in English and ability to communicate in a second language. 	<ul style="list-style-type: none"> Ensures guests receive a warm and personalized arrival and departure experience – based on and seamless flow of processes including supporting Lobby Ambassadors for check-in, check-out, and cashiering duties. Ensures guests receive the experience as detailed in brand Standard Operation Procedure (SOP), Raffles Hotel Singapore Local Standard Operation Procedure (LSOP) as well as Leading Quality Assurance (LQA) standards and aim to achieve the scores and goals set by management. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensures the smooth running of the hotel operation by performing all tasks in adherence with the code of ethics as issued by Raffles Hotel Singapore. 	
Lobby Ambassador	<ul style="list-style-type: none"> Diploma and Degree from preferably hospitality or related field. Minimum 1 to 3 years' relevant experience. Excellent communication skills in English and ability to communicate in a second language. 	<ul style="list-style-type: none"> Delivers the Raffles Hotel Singapore guest experience through a seamless flow of processes and in close cooperation with the Raffles Butler. Provides a first-class arrival experience for all residents including a seamless and personalized check-in experience. Closely assists the F&B team in welcoming and accommodating/seating restaurant patrons. Ensures the smooth running of the Lobby operation by performing all tasks in adherence with the code of ethics as issued by Raffles Hotel Singapore. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Housekeeping Administrator	<ul style="list-style-type: none"> Post-Secondary Education. Good command of written and spoken English. Good computer skills. 	<ul style="list-style-type: none"> The Housekeeping Administrator is responsible for coordinating housekeeping department's back-end operations by ensuring ongoing exchange and follow-up of information and requests between residents and guests, colleagues, and other departments. The Housekeeping Coordinator carries the responsibilities of managing FCS, lost and found records and clear documentation at the storage areas along with other administrative duties wherever deemed necessary. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Spa Therapist	<ul style="list-style-type: none"> Attains international certification such as CIBTAC, CIDESCO, ITEC, WSQ Diploma. 1 - 3 years previous experience in a Spa, Private Practice, Doctor's Office, 	<ul style="list-style-type: none"> The Spa Therapist is responsible for retailing and delivering a variety of spa and aesthetic products and services such as body treatments, massages, facials, waxing, manicure /pedicure in a safe and professional manner. The Spa Therapist will maintain the 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Chiropractor's Office or any combination. <ul style="list-style-type: none"> Ability to communicate in English. 	equipment, inventory of products, treatment tools and supplies, acknowledging and responding to relevant guest queries, needs and expectations.	
Spa Concierge	<ul style="list-style-type: none"> Attained Nitec certificate or higher. Ability to pleasantly communicate in English. Ability to promote Spa products and services. Ability to focus attention on guests needs, remaining calm and courteous. 	<ul style="list-style-type: none"> The Receptionist/Concierge is responsible for the good management of the appointment bookings, whilst supporting the collection of data and consolidation of reports. He/she is responsible for generating sales opportunities through a variety of techniques, develops and attains guest experience in the Spa and sells products and services offered by the spa. He/she is expected to maintain guests' confidentiality and adhere to the PDPA (Personal Data Protection Act) policy. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Assistant Boutique Manager	<ul style="list-style-type: none"> Minimum NITEC or Diploma in Retail/related field. Minimum of 3 years of relevant experience in the Retail industry and 1 year in supervisory role. Inventory control. P.O.S system knowledge (Micros 9700 (or local equivalent)). 	<ul style="list-style-type: none"> The Assistant Boutique Manager is to assist in managing the day-to-day business of the retail shop, achieving all performance targets and goals as well as by leading the team to ensure high level of guest satisfaction, maximizing margins. Assist to develop merchandise to optimize profitability, develop innovative ideas, plans, and assist to maintain statistical and financial reports. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Security Officer	<ul style="list-style-type: none"> Must be a registered Security Officer with Police Licensing & Regulatory Department (PLRD) and holds a valid Security License issued by PLRD. Certified in First Aid, CPR and AED. Certified CERT member as per Singapore Civic Defense Force (SCDF) guidelines under High Risks Installation (HRI) Tier 1 	<ul style="list-style-type: none"> Verifies all visitors, guests and contractors of their visit and issue pass to them after verifications. Records and issues departmental keys to the colleagues after verification. - Acknowledges and records when the keys are returned. Reports and documents all incidents in the Security Management Occurrence log. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Minimum of 2 years of relevant experience in the hotel industry. Outgoing personality and able to remain calm under duress. Willing to acquire new knowledge and experience. 		
Executive Sous Chef	<ul style="list-style-type: none"> Minimum Professional Certificate in a Culinary-related field. Minimum of 4 years of relevant experience in the Food & Beverage industry in a similar position, preferably in a reputable establishment or celebrity chef restaurant. Proficient in written and conversational English. Prior work experience in Asia, Singapore or Southeast Asia is preferred. Accustomed to and comfortable with media exposure. Detailed knowledge of Asian cuisine. Familiar with local requirements and sanitation regulations. Technical knowledge and job skills training related to all Chinese food served at the hotel and the effective use of provided materials. 	<ul style="list-style-type: none"> The position is responsible for supervising the overall culinary operation and hygiene standards of the assigned outlet and to maintain high standards of quality of food offering. Main responsibilities will include, but are not limited to, maximizing revenue, achieving targets such as P&L budget, and forecast, adhering to HACCP standards, food quality and guest satisfaction. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Senior/ Sous Chef	<ul style="list-style-type: none"> Professional Certificate in a Culinary-related field or equivalent. Minimum 4 years of relevant experience in the Food & Beverage industry (hotel and free-standing 	<ul style="list-style-type: none"> The Senior/Sous Chef supports the Chef de Cuisine as the culinary ambassador of the restaurant, lending the venue personality and soul. The position is responsible for the supervision of the overall culinary operation and for 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant.</p> <ul style="list-style-type: none"> • Proficient in written and conversational English and an additional language will be an advantage. • Prior work experience in Asia, Singapore or Southeast Asia preferred. • - Accustomed to and comfortable with media exposure. • Detailed knowledge of Southeast Asian cuisine. 	<p>achieving and maintaining the highest standards of food quality and guest satisfaction.</p>	
Chef de Partie	<ul style="list-style-type: none"> • Minimum Professional Certificate in a Culinary-related field. • Minimum of 3 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant. • Proficient in written and conversational English. 	<ul style="list-style-type: none"> • The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues. 	<ul style="list-style-type: none"> • 5 days' work week • Rotating Shift • 1 Beach Road Singapore 189673
Chef de Partie	<ul style="list-style-type: none"> • Minimum Professional Certificate in a Culinary-related field . • Minimum of 3 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant. 	<ul style="list-style-type: none"> • The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues. 	<ul style="list-style-type: none"> • 5 days' work week • Rotating Shift • 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Proficient in written and conversational English. 		
Commis, Bakery	<ul style="list-style-type: none"> Minimum Professional Certificate in a Culinary-related field. Minimum of 2 years of relevant experience in the Food & Beverage industry (hotel and free-standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant. A39 Proficient in written and conversational English. 	<ul style="list-style-type: none"> The position is responsible for achieving and maintaining the highest standards of food preparation quality and guest satisfaction. Main responsibilities include, but not limited to quality and cost control whilst upholding high levels of hygiene and sanitation. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Assistant Executive Steward	<ul style="list-style-type: none"> Minimum Secondary and above education with some computer knowledge. Minimum 1 to 3 years of relevant experience in the hotel industry or a similar establishment. Certificate for Basic Hygiene Course or related field. Certified Trainer or on Job Trainer. Occupational First Aid Course. 	<ul style="list-style-type: none"> The position assists the Executive Steward to manage the team, to be responsible for maintaining the cleanliness and quality of all F&B and Kitchen equipment and all pantry and kitchen area, so that all guests will have a safe and wonderful dining experience, ensures that kitchen hygiene and safety standards are met, through active supervision of the Steward Supervisor, Steward Attendant and Night Kitchen Cleaner. The Assistant Executive Steward must have the perseverance to lead the team to achieve high standards within the work area and to work closely with the Executive Steward so as to lead the team towards the same direction. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Stewarding Supervisor	<ul style="list-style-type: none"> Minimum Secondary Education or higher. Minimum of 1-3 years of relevant experience in the hotel industry or a similar establishment. Certificate for Basic Hygiene Course or related field. 	<ul style="list-style-type: none"> The Stewarding Supervisor is responsible for maintaining the cleanliness and quality of all F&B and kitchen equipment and areas so that all guests will enjoy a safe and wonderful dining experience and kitchen hygiene standards are met, through active supervision of the Steward Attendant and with 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Certified Trainer or on Job Trainer. • Occupational First Aid Course. 	the commitment to complete the job well.	
Assistant Manager	<ul style="list-style-type: none"> • Degree/diploma in Food & Beverage/Hospitality Management or minimum of 4 years of relevant experience in the hotel and bar environment, minimum of 2 year in similar position. • Strong working knowledge of Microsoft Office. • Oral and written fluency in English and an additional language. 	<ul style="list-style-type: none"> • This position assists the restaurant manager to supervise the overall operation and service standards of the outlet to meet and exceeds guest's dining experience expectations. • Main responsibilities include, but are not limited to, assisting the Restaurant manager in creating a Food and Beverage destination within Raffles Hotel Singapore, maximizing revenues, achieving financial and quality targets, marketing, confirming required staffing levels, conducting training and development of team members. 	<ul style="list-style-type: none"> • 5 days' work week • Rotating Shift • 1 Beach Road Singapore 189673
Mixologist	<ul style="list-style-type: none"> • At least 1 year of experience in craft cocktail programs. • At least 2 years of supervisory experience with similar standing or profile. • In-depth knowledge of classic/international cocktails, spirits, and hospitality. • Proficient in Microsoft Office and basic POS management. • Previous relevant bar experience with a similar standing or profile in a supervisory role. • Passionate in beverages and cocktail making. • Strong knowledge of different beverages and techniques. • Possesses good computer skills (incl. Microsoft Excel in a business environment) and shows the ability 	<ul style="list-style-type: none"> • The Mixologist is the backbone of the bar operation. They will lead the outlet's personality and soul. The Mixologist is to assist the Head Bartender where needed in all aspects of the operation. The Mixologist will supervise team members through proactive, interactive and reactive leadership, allowing each member of the team to feel confident and satisfy our guests during their experience. 	<ul style="list-style-type: none"> • 5 days' work week • Rotating Shift • 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	to learn new programs and systems quickly.		
Resident Bartender	<ul style="list-style-type: none"> At least 1 year of relevant bar experience with similar standing or profile. Knowledge of classic/international cocktails, spirits and hospitality. Proficient in Microsoft Office and basic POS management. Previous relevant bar experience with similar standing or profile as bartender. Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks. Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan. Certified with valid National Environment Agency (Singapore) Basic Food Hygiene Handler. Highly organized with strong analytical and communication skills. Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside and outside the hotel. 	<ul style="list-style-type: none"> The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. He/she engages with our guests during their visit, receives and serves orders and delivers accordance to Raffles Hotel Singapore service standards. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Food and Beverage Service Executive	<ul style="list-style-type: none"> Certificate or diploma in hospitality or related field. Minimum 2 years' experience in an international class restaurant. 	<ul style="list-style-type: none"> The Food and Beverage Service Executive supervises the team by proactive, interactive, and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> At least 1-year relevant experience in a similar capacity an advantage. Additional improvement programs in Food & Beverage an advantage. Working knowledge of Microsoft Office. 	dining experience. He/she assists the management in supervising the overall operation and service standards of the restaurant to meet and exceed guest's dining experience expectations.	
Food and Beverage Service Associate	<ul style="list-style-type: none"> Certificate or diploma in hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style. Retail or guest interaction experience. Food and/or beverage knowledge (personal interest/professional). 	<ul style="list-style-type: none"> The Food and Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673
Engineer	<ul style="list-style-type: none"> Tertiary education in a related Engineering discipline. Minimum of 5 years of relevant experience in the hotel industry. 	<ul style="list-style-type: none"> The position is responsible for the daily operations of the different sections within the Engineering department. 	<ul style="list-style-type: none"> 5 days' work week 44 hours per week 1 Beach Road Singapore 189673
Senior / Facilities Technician	<ul style="list-style-type: none"> Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing. Minimum of 1 year of relevant experience. Good working knowledge of Microsoft Office. 	<ul style="list-style-type: none"> Operates the equipment to deliver a comfortable room temperature to hotel areas. Operates the equipment to deliver clean water to the respective services in the hotel. Operates the equipment to deliver hot water to the respective services in the hotel as required. Operates the equipment to deliver clear and sharp images from the television and satellites equipment to hotel guest suites as required. Operates the equipment to deliver audio visual support to the hotel event as required. Assists and supports the emergency operations team during an emergency and a crisis in a timely and efficient manner. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Facilities Technician - Carpenter	<ul style="list-style-type: none"> Proven experience as carpenter Hands-on experience in working with carpentry materials. Excellent understanding of carpentry techniques and methods of installation and construction Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.) Ability to read technical documents and drawings. Willingness to follow safety guidelines at all times. Good knowledge of English Good understanding of basic math Good physical condition and endurance Related or relevant carpentry training/certification preferred. 	<ul style="list-style-type: none"> To cut, fabricate and install wooden and other structures according to specifications. Reads blueprints, drawings, and sketches to fully grasp requirement. Takes measurements and calculate the size and amount of material needed. Cut, shape and smooth lumber and other materials (e.g. fiberglass) according to measurements. Builds window frames, doors, staircases, and frame buildings by using raw materials or pre-constructed items. Lays out floorings, roofing or drywalls ensuring they are level and compatible. Carves and assembles furniture, cabinets, shelves, and other items and install them where designated. Builds scaffolding and other construction structures. Rectifies equipment and facilities breakdown as required. Responds to requests relating to carpentry issues from hotel patrons in a timely and efficient manner. Replaces faulty components / parts as required. 	<ul style="list-style-type: none"> 5 days' work week Rotating Shift 1 Beach Road Singapore 189673

#8 SINOPAC PTE LTD

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive (Sales Support)	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Responsible for the preparation of sales contract and shipping documents. Responsible for order processing and coordinate shipment delivery. Data entry, filing and other general admin duties. generate sales and other report 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Need to liaise with Sales teams in various countries on sales / orders processing. Any other assignment as directed by immediate supervisor. Candidate must possess at least Diploma in any field. Required language(s) Mandarin, English (to liaise with Mandarin speaking associates) At least 1 Year(s) of working experience in the related field is required for this position. Required Skill(s) MS office and SAP. Preferably Junior Executive specialized in Customer Service or equivalent. 	
Maintenance Technician	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Carry out trouble-shooting and corrective maintenance. Carry out installation of fixtures or replacement works as required. Conduct regular inspections and ensure building, fixtures, and furnishing defects are rectified in a timely manner. Hand-on skill for benchwork. Welding certificate & experience in pump maintenance will be an added advantage. Confined space and scissors lift certificate will be an added advantage 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363
Automation Engineer	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Handle all auto control related jobs, (e.g. PLC, DCS and SCADA) Establishing accounting and technology archives, write and revise related safety procedures. Handle maintenance contractors, quotes, register and update contract management system. Prepare and maintain spare parts ledger, dynamic updates, account was consistent. Complete temporary work assigned by supervisor / management. 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform routine functional inspection, trouble shooting, repair and preventive maintenance. 	
IT Administrator	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Responsible for daily IT operations and end-user desktop support Manage related IT assets inventory control Administration, Management supervision of All Servers & Network Infrastructure (hardware, OS, Networks, Inhouse/Non-Inhouse applications, DC related procurement, backup maintaining). Develop, document & maintain best practices & processes and procedures related to all aspects of IT Infrastructure & Reporting capabilities. Develop and maintain disaster recovery plans. Support applications integrated with ERP system (SAP) Ensure and enforce company's IT security policy. Any other ad-hoc duties assigned. 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363
Production Technician	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Start up and shut down processing equipment. Prepare and assemble materials. Set up and operate production equipment in accordance with current good manufacturing practices and standard operating procedures. Monitor and adjust production processes or equipment for quality and productivity. 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363
Lab Technician	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Analyze sample of Lubricant oil and grease. Manage lab equipment (cleaning\calibration etc) Manage test data with Lab Information Management System (LIMS) Pilot blend. Sample prepared and send out. 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Lab QA	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Maintain LIMS (Laboratory Information Management System) and support system enhancements. To maintain quality system as per ISO 17025 requirement. Ensure work compliance to ISO 17025 requirements. COA management. Troubleshoot instrument error, investigate root cause of lab and provide instrument abnormality corrective and improvement actions. Calibration and operation of lubricant analytical instruments. Pilot scale blending. 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363
Executive (Procurement)	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Carrying out all procurement processes including generating of Purchase Orders and Contracts Sourcing of products Plan and manage inventory level of stocks. Manage product allocation within the group. Monitor supplier's performance on quality, cost and delivery. Build and maintain good relationship with current and new suppliers B5 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363
QA Engineer	<ul style="list-style-type: none"> Able to work well independently as well as in a team. 	<ul style="list-style-type: none"> Developing and implementing quality standards Developing and implementing quality management systems (QMS). Organizing internal audit based on QMS standards (such as ISO9001, IATF16949, vda6.3) and supplier audits. Determining quality metrics, monitoring and analyzing the performance. Inspecting and testing products, raw materials and processes to ensure quality specifications are met. Collaborating with different departments to develop and implement controls and improvements. 	<ul style="list-style-type: none"> 5 days' work week 40 hours per week 150 Tuas South Ave 5 Singapore 637363

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensuring that workflows, processes, and products comply with QMS requirements and customers' expectations. Investigating and troubleshooting product or production issues. Developing corrective actions, solutions, and improvements. Reviewing codes, specifications, and processes. Formulation and Process Optimization. 	

#9 Thy Hwa Kwan Moral Charities

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Executive, Finance (HQ)	<ul style="list-style-type: none"> Minimum Diploma in Accountancy, or equivalent with at least 5 years of relevant working experience on hands-on exposure Knowledge and experience in using and managing Microsoft Dynamics Business Central is essential. Demonstrate good skills, knowledge and understanding of Microsoft Office products. Ability to work under pressure associated with monthly, quarterly, annual closing of accounts and financial audits. The ability to liaise with and work across departments is essential. Highly motivated and able to work independently is essential. 	<ul style="list-style-type: none"> Handle organization's GLs & month-end closing, preparation and updating of consolidated schedules, including management accounts. Handles funding receivables and/or grants management Review Services' and prepare HQ's accounting entries. Responsible for monthly intra-company transactions and reconciliations Computes quarterly GST for submission to IRAS. Handle and liaise with external and internal auditors. Review, liaise and communicate with the different Services/departments on accounting requirements. Responsible for record keeping e.g. funding agreements, contracts, tenancy agreements and etc Handles ROU accounting Handles Fixed Assets Attend to ad-hoc tasks and projects assigned from time to time. 	<ul style="list-style-type: none"> 5 days work week Monday to Thur - 830am to 6pm Friday - 830am to 530pm 1 North Bridge Road Singapore 179094

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Team player with good interpersonal and communication skills 		
Senior/Executive, IT Project Management	<ul style="list-style-type: none"> Bachelor's degree in computer science, Information Technology, Business Administration, or related field. Proven experience as an IT Project Lead, or similar role. Strong understanding of project management methodologies, tools, and techniques. Strong leadership, communication, and interpersonal skills. Ability to effectively manage multiple projects simultaneously in a fast-paced environment. Strong problem-solving and decision-making abilities. Experience with business process modelling, industry methods for process improvement, organizational design, or performance optimization in healthcare or social services related business is an added advantage. Good knowledge of Microsoft products (MS Dynamics 365, Teams, SharePoint, MS 365 Enterprise Productivity Tools) and Cloud Services (Azure and AWS) is an added advantage. 	<ul style="list-style-type: none"> We are seeking an experienced IT Project Management Executive to join our Digital Innovation and Technology (DIT) team. The ideal candidate will be responsible for managing and executing IT projects from initiation to completion, ensuring that they are delivered on time, within scope, and within budget. The IT Project Executive will work closely with cross-functional teams to define project requirements, develop project plans, allocate resources, track progress, and communicate with stakeholders. Responsibilities Lead and manage IT projects through the entire project lifecycle, including planning, execution, monitoring, and closure. Define project scope, objectives, deliverables, and timelines in collaboration with stakeholders. Develop detailed project plans, schedules, and budgets to effectively manage resources and mitigate risks. Coordinate and allocate resources, including team members, vendors, and equipment, to ensure successful project execution. Monitor project progress, track milestones, and manage changes to scope, schedule, and budget as necessary. Identify and mitigate project risks and issues to minimize disruptions and delays. Communicate project status, updates, and key decisions to stakeholders, including 	<ul style="list-style-type: none"> 5 days' work week Monday to Thursday - 830am to 6pm Friday - 830am to 530pm 1 North Bridge Road Singapore 179094

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Project Management Professional (PMP), Certification in IT Project Management (CITPM) or other relevant certifications are a plus. Analytical mind, able to see the interconnections between system solutions and business needs. Systematic approach in handling ambiguous or complex issues, and actively discusses own's perspectives to arrive at effective and usable solutions. 	<p>executives, sponsors, and team members.</p> <ul style="list-style-type: none"> Foster collaboration and teamwork among cross-functional teams to achieve project goals and deliverables. Conduct post-project reviews and evaluations to identify lessons learned and opportunities for improvement. Stay current with industry trends, best practices, and emerging technologies in project management and IT. Support Project Manager in governance of project management framework through audits. 	
Senior/Executive, Infrastructure	<ul style="list-style-type: none"> Diploma/Degree in construction related field. Candidate with professional qualifications recognized by Professional Engineer Board or Building and Constructions Authority will be an advantage. Minimum 3 years relevant working experience in commercial renovation project management Proven track record of successful commercial renovation project implementation Conversant with construction terms, scheduling, planning concepts and contractual documents. Team player with strong organizational and interpersonal skills 	<ul style="list-style-type: none"> Infrastructure and Renovation Project Management Collaborate with internal stakeholders on all infrastructural and renovation projects. Manage and schedule Cyclical Maintenance (CM), A&A, setting up/fitting out of THKMC Centers/Homes and other construction projects of THKMC properties. Coordinate with Project Consultants to ensure all projects are completed on time, within budget and with good quality. Ensure compliance with all Government policies and internal THKMC procurement & financial procedures. Coordinate with Homes and Centers with funding agencies (MSF, MOH & ECDA) on the following: <ul style="list-style-type: none"> Funding Assessment Funding Approval Funding Agreement Claim Documentation Claim Funding 	<ul style="list-style-type: none"> 5 days work week Monday to Thur - 830am to 6pm Friday - 830am to 530pm 1 North Bridge Road Singapore 179094

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good written, verbal communication and negotiation skills • Proficient in Microsoft Office Words, Excel, and PowerPoint 	<ul style="list-style-type: none"> • Coordinate with Project Consultants and Centre-in Charges in • Project Specifications (Scope of Work and Space Budget planning) • Project Timeline (from Project Initiation to Work Completion) • Costing and Budgeting • Authority Submission works • Tender Exercise • Main Contractor shortlisting and subsequent work process monitoring. • Contract management (eg Tender Documents, Shop Drawings, Performance Bond) • DLP management • Regularly monitor and report projects status to management • Conduct project post implementation analysis and present recommendations to management. • Facility Management at HQ • Coordinate safety inspection. • Execute maintenance and repair works on the infrastructure and facilities of THKMC HQ properties to ensure that they are well maintained and kept in a state of good, safe, and serviceable condition. • Other Assignments • Member of organizing committees at HQ and Organization levels. • HQ Assistant Safe Management Officer 	
Senior Executive, Compliance (6-month Contract)	<ul style="list-style-type: none"> • Good degree in accounting with minimum 4 years of audit/risk management experience in Big 4 accounting firms and/or internal audit of MNCs. 	<ul style="list-style-type: none"> • Internal Audit Coordination and Support (90%) • Gather data and information required for the planning of each audit assignment. • Perform audit work in accordance with (but not limited to) the audit program within the timeline and budget assigned. 	<ul style="list-style-type: none"> • 5 days' work week • Monday to Thur - 830am to 6pm • Friday - 830am to 530pm • 1 North Bridge Road Singapore 179094

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Exposure to risk management, IT audits, and data analytics would be an added advantage. Strong command of MS Office (Word, Excel, PowerPoint) is essential. A good knowledge of PDPA, Workplace Safety & Health legislation and other relevant regulations relating to Compliance would be a bonus. Meticulous, analytical with strong logical thinking skills. Interpersonal and stakeholder management skills Strong planning, problem solving and analytical skills with an innovative mindset, with ability to assess and evaluate risks. High level of self-management and ability to work under tight timelines. 	<ul style="list-style-type: none"> Carry out preliminary planning, establish direction for audits and perform risk-based audits, evaluating the adequacy and effectiveness of systems of internal controls of the Group businesses, Design and regularly review internal audit plans and programs, ensuring the audits address relevant areas of identified risks. Agree and monitor all audit action plans with internal stakeholders to implement all audit recommendations. Follow up on the implementation of audit recommendations and provide progress report to Management. Possessing useful professional experience in IT general controls and data analytics to complement internal controls and risk experience would be an added advantage. Provide advice and training (where necessary) to THKMC staff on internal control procedures. Undertake ad-hoc or special reviews which include investigations. General (10%) Perform any ad hoc duties as assigned. 	
Driver	<ul style="list-style-type: none"> GCE 'N'/'O' Level or Nitec/Higher Nitec Tech-Savvy (Computer/Tablet Literate) Good interpersonal and communication skills Vocational License 	<ul style="list-style-type: none"> Assist clients in boarding/alighting from the vehicle (bus) in line with clients' needs, operating wheelchair lift or other mobility devices where necessary. Administer safety procedures for clients before and during transportation to ensure safe and secure bus environment. Provide quality interaction/transport experiences to clients. 	<ul style="list-style-type: none"> 6 days' work week (4 WD, 1 WE, 8-5pm) Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Escort clients to and from the vehicle, clients' doorsteps, and/or throughout clients' appointments depending on services requirements. Provide escort and/or transport services for seniors from their residence to hospitals for medical appointments (i.e. setting of payment, scheduling of future appointments, collection of medicine at pharmacy) Promote safety and comfort for seniors by interacting with them while waiting for transport during appointments (i.e. handling wheelchair) Provide social monitoring and follow escalation protocol. Able to multi-task and is focused in coordinating the tasks on hand to ensure deliverables are met to client satisfaction. 	
Programmed Executive	<ul style="list-style-type: none"> Polytechnic Diploma in any Discipline WSQ Diploma/ Advanced Diploma in Social Services 	<ul style="list-style-type: none"> Programmed Planning and Implementation Develop and implement Outreach plan/follow-up visits to seniors in the identified blocks. Develop and implement annual calendar plan of social and health activities for seniors. Ensure that the programs and activities meet the performance indicators and operating guidelines issued by MOH, AIC, or MSF via their reporting systems, administration of the Client Satisfaction Questionnaire (CSQ), half-yearly report on the programs and services, outcome management framework, etc. Initiate and update annually case record files for every elderly household in the identified blocks and capture 	<ul style="list-style-type: none"> 5.5 days' work week Monday to Thur - 830am to 6pm Friday - 830am to 530pm Alternate Saturdays - 830am to 1230pm (depending on the needs) Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>the social and health needs of the seniors.</p> <ul style="list-style-type: none"> • Conduct needs assessment survey. • Establish and motivate seniors to run mutual help groups. • Ensure that the activities and programmes of the SAC/AAC promote a community climate of multi-racial tolerance, harmony and co-operation among residents. • To conduct regular outreach to the seniors in identified HDB blocks/Private residences with the aim of registering all seniors within its service boundary and carry out regular visits to vulnerable and socially isolated seniors to monitor their well-being. • Network with other agencies to establish additional avenues of help for the welfare of the seniors. • Volunteer Development • Establish networks with local community-based services/resources, such as grassroots, social services, corporate organizations and schools, to engage volunteers to help run or assist in the programs, start income generating activities, conduct outreach efforts, etc. to match the needs of the seniors. • Recruit, interview and screen potential volunteers. • Provide and coordinate orientation of volunteers to their assigned role and the mission and objectives of the SAC/AAC. • Place volunteers to suitable positions and areas of need, such as administration of CSQ etc. • Supervise and support volunteers. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Establish a system of recognition for the volunteers. Review and evaluate the volunteer programmed to ensure relevance and to meet future needs. Serve as the key communication link between the SAC/AAC and its volunteers. 	
Procurement Executive	<ul style="list-style-type: none"> At least 2 years of relevant experience. A team player with good interpersonal and organization skills Outstanding verbal, written, and interpersonal communication skills. Ability to multi-tasks under tight time frames with minimum supervision Strong attention to detail and can work efficiently and accurately. 	<ul style="list-style-type: none"> Facilitate quotations and maintain vendor relationships, ensuring seamless contract start-ups and renewals. Negotiate favorable terms and conditions with suppliers, securing beneficial agreements for the company. Handle central procurement requests for essential items like corporate apparel, name cards, stamps, and letterheads. Engage with both new and existing vendors, facilitating smooth purchase procedures. Oversee office supply requisitions, including consumables, stationery, furniture, and printed materials. Assist in procuring IT hardware and software for divisional needs. Monitor and track expenditures related to procurement activities, ensuring financial compliance and resource optimization. Coordinate with relevant centrists determine inventory needs. Participate in cost-benefit analyses procurement decisions. Any other duties assigned by Management. 	<ul style="list-style-type: none"> 5 days' work week Monday to Thur - 830am to 6pm Friday - 830am to 530pm Island Wide
Early Intervention Teacher	<ul style="list-style-type: none"> Degree or Diploma in Early Childhood Teaching/ 	<ul style="list-style-type: none"> Class Engagement Plan, prepare and carry out an effective routine-based intervention programme for 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri: 8am - 5pm / 9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Early Intervention/ Special Education</p> <ul style="list-style-type: none"> • 1 to 3 years' experience working with families and children 	<p>the class to meet every child's IEP.</p> <ul style="list-style-type: none"> • Work towards functional outcomes of the child through child engagement, embedding of naturalistic strategies, differentiation of prompts, behavioral intervention techniques. • Carry out recommended therapeutic strategies as part of the transdisciplinary team. • Prepare age-appropriate teaching resources based on children's interest. • Maintain a respectful learning environment for the children with the practice of positive discipline by treating all children with dignity and respect and allow for individual differences. • Be familiar with and adhere to the programmed policies, health and safety regulations and emergency procedures and be ready to implement these if necessary. • Working in Teams • Supervise and be responsible for Assistant Teachers and Teacher Aides under their respective grouping. • Mentor Assistant Teachers and Teacher Aides in the areas of classroom management, basic teaching strategies, and behavioral intervention techniques. • Meeting with Assistant Teachers and Teacher Aides regularly for allocation of roles in the classroom, brainstorming, planning and preparation of activities and resources. • Conduct annual performance appraisals for their Teacher Aides • Participate actively in cluster discussions. 	<ul style="list-style-type: none"> • Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Be involved in at least two event planning. • Buddy new teachers • Conduct sharing sessions to share the knowledge acquired during external training. • Management of Processes • Maintain timely submission and updates of all required teaching-related documentation. • Conduct both home and school visits based on needs. • Conduct parents-teachers' meetings, pre-cases, and case conferences. 	
Teacher Aide	<ul style="list-style-type: none"> • GCE N / O / A Level / NITEC / Higher NITEC in non-related discipline • Experience working with young children preferred, fresh graduates are welcome to apply. • Patience, and passionate to work with children. • Good communication skills, team player and pro-active 	<ul style="list-style-type: none"> • Assist Lead Teacher in classroom and engagement of children. • Conduct small group activities when required e.g. routines such as Circle Time • Assist Lead Teacher in carrying out therapeutic interventions as instructed. • Ensure that students are well supervised during contact time in the center. • Brainstorm and plan activities to support students' learning. • Preparing teaching resources • Support students' toileting needs. • Receive and discharge the students before and after classes. • Take class attendance and compute attendance summary. • Conduct health and temperature checks. • Maintain a clean, tidy, safe, and conducive learning environment. • Maintain good communication with parents. • Assist in filing of documents. • Attend transdisciplinary team meetings, workshops, in-service training and sharing sessions. 	<ul style="list-style-type: none"> • 5 days' work week • Mon - Wed & Fri: 8am - 6pm / Thurs: 8am - 12pm / 2pm - 6pm • Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other duties as assigned. 	
Assistant Teacher	<ul style="list-style-type: none"> Non-related Diploma in any discipline Mature, independent, creative, flexible thinking and able to motivate children. Good people skills Able to work independently. Has strong understanding of diverse cultures and races. Has patience, love, passion & commitment in the education of & nurturing young children and empowering the families? Valid First Aid Certificate Keen to develop professionally 	<ul style="list-style-type: none"> Assist Lead Teachers to Co-teach an effective education program for the class to meet every child's IEP. Brainstorm and plan activities to support students learning. Prepare teaching resources. Ensure students are well supervised during contact time in the center /classroom. Manage students' behavior. Carry out recommended therapeutic interventions. Receive and discharge the students before and after class. Maintain a clean, tidy, safe, and conducive learning environment e.g. tidying up the classroom after class. Supervise the Teacher Aides under their charge. Attend workshops and in-service training. Maintain good communication with parents and make each parent feel at ease with/ at the programmed. 	<ul style="list-style-type: none"> 5 days' work week Mon - Wed & Fri: 8am - 6pm / Thurs: 8am - 12pm / 2pm - 6pm Island Wide
Social Worker	<ul style="list-style-type: none"> Degree in Social Work 	<ul style="list-style-type: none"> Assessing the need for care and protection of individuals or families, ensuring that individuals or families receive the necessary support and protection, assisting in the implementation of policies that aim to safeguard the vulnerable and uplift communities 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri: 8.30 to 6pm Island Wide
Counsellor	<ul style="list-style-type: none"> Master's in counselling 	<ul style="list-style-type: none"> Provide support to clients experiencing emotional difficulties by helping them identify and work through their issues through means of facilitation, to enable clients to reach their own resolutions and develop strategies to address and remedy their issues. 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri: 8.30 to 6pm Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Behavioral Interventionist	<ul style="list-style-type: none"> Comfortable with shift work Work location available: Chai Chee 	<ul style="list-style-type: none"> As a Behavior Interventionist, you will assist and execute behavior intervention plans for the residents. You are one of the first responders to residents with intellectual and/or other disabilities who exhibit challenging behavior's or experience emotional meltdowns. This role requires good communications skills and teamwork. You will work as part of a multi-disciplinary team in developing and carrying out Individual Care Plans (ICPs) of residents. Responsibilities Provide behavioral knowledge services to residential homes and day activity centers. Develop and review Standard Operating Procedures (SOP) of client care and management. Conduct research. Observe behavioral issues. Create and execute behavior improvement plans. Monitor residents' progress. Keep statistical records. Skills & Competencies Behavioral assessment, formulation, and intervention Stakeholder management Trends evaluation and application Communication Interpersonal Skills Sense Making Service Orientation 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri: 8.30 to 5.30pm 2 Chai Chee Lane Singapore 469030
Assistant/Senior Social Worker	<ul style="list-style-type: none"> At least two years' experience working in the social service sector, preferably with clients with disability, neurocognitive and/or mental health issues (For Assistant Senior Social Worker) At least two years' supervisory 	<ul style="list-style-type: none"> Clinical Aspects Provide social work services, including casework management, groupwork, counselling, home/site visits, and conduct assessment interviews on clients and their family members. Develop, implement, and review individualized care plans with the multi-disciplinary team. 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri: 8.30 to 5.30pm Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>experience in the social service sector (For Senior Social Worker)</p> <ul style="list-style-type: none"> • Good teamwork and interpersonal skills with the ability to work in a multidisciplinary team; and a high level of integrity 	<ul style="list-style-type: none"> • Conduct comprehensive assessments of client care and financial needs and submit NMTS and MFEC applications as required. • Manage emergency response and crisis management with regards to clients' behavior management with the multi-disciplinary team • Work with the team to manage crisis placements by Child Protective Services or Adult Protective Services • Provide caregiver support and organize relevant caregiver's engagement sessions. Build good rapport with relevant stakeholders and external agencies to mobilize resources to meet the client's needs. • Manage complex cases such as clients with a history of trauma or abuse. • Oversee the development, implementation, and review of individualized care plans with the multi-disciplinary team. • Provide supervision, guidance and coaching to supervisees • Meet with supervisees on a regular basis and participates in supervision and performance evaluation. • Process and Resources Aspects • Maintain accurate and timely updates of case recordings, client profiles and other related case work management processes. • Adhere to the standard operating procedures and casework practices. • Maintain and compile statistics for reporting, funding or audit purposes. • Ensure the smooth running of all related processes for casework management. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Enforce and maintain consistent processes and practices for social work team. Develop, review, and implement new improved processes and systems for the social work team. Ensure the timely submission of statistical reports by the Home to Government agencies for management reporting, funding or audit purposes. Ensure the timely submission of monthly case notes, timely development and review of individualized care plans, timely application, and renewal of NMTS, and MFEC 	
Art Therapist	<ul style="list-style-type: none"> Registration with relevant professional body or the Art Therapy Association Able to work well with other professionals as part of a multi-disciplinary team. Good interpersonal and communication skills Teamwork and passion to serve the intellectual disabilities 	<ul style="list-style-type: none"> As an Art Therapist, you will be a part of a multi-disciplinary team in the rehabilitation and habilitation of residents and clients with intellectual disabilities and co-morbidities. You seek to establish a connection with residents/clients in the pursuit of therapeutic goals based on the resident/client's behavioral profile. The aim is to help residents express emotion and express thoughts using arts as a medium. You work with residents and clients either in groups or on a one-to-one basis. Assess the resident/client's needs and strengths. Assessing the behaviors of the resident/client Plan, conduct, review and assess therapy sessions to monitor effectiveness and to aid the planning of subsequent sessions. Provide quality and professional art therapy services through individual and group art therapy sessions. Set relevant and appropriate goals for clients (where applicable) 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri: 8.30 to 5.30pm 7 Sembawang Walk Singapore 756977

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work independently with good interpersonal and communication skills. • Encourage residents/clients to take part in the session. • Encourage residents/clients to use a range of accessible art materials and their own creativity to express themselves. • Help residents/clients to explore the world of art through different art mediums. • Support residents/clients' creative development and facilitate positive changes in their behavior and well-being. • Help residents/clients to develop an increased self-awareness. • Write and maintain case notes and reports. • Maintain art therapy space and materials. 	
Operations Executive	<ul style="list-style-type: none"> • Comfortable working with adults with multiple disabilities • Comfortable with shift work 	<ul style="list-style-type: none"> • As an Operations Executive, you are required to ensure the welfare, safety, and care of our clients; maintenance of the building and equipment; inventory of all equipment and furniture of the Homes and handling complaints from clients. • Responsibilities • Carry out routine surveillance check. • Supervision of resident meals • Facilitate volunteers and family visitations. • Enforce Safe Management Measures • Checking and reviewing of CCTV • De-escalate residents' conflicts and aggression. • Receiving of donations in kind • Procurement of supplies • Inventory & Asset list tagging. • Contract and Vendor Management 	<ul style="list-style-type: none"> • 5 days' work week • Mon - Fri: • 8.30 to 5.30pm • Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Risk Management • Emergency Planning for the Home • Business Continuity Planning for the Home • BizSafe training for staff • Briefing and training for staff • SOP writing. • Fire safety equipment checking. • Implementing Technology 	
Programmed Executive	<ul style="list-style-type: none"> • Relevant experience in the fields of Special Education, Counselling or Care services with exposure to persons with ASD is an added advantage. • Passion to help and nurture clients with special needs as well as to maximize their talents and potential. • Able to work independently as well as a team player. • Self-motivated and keen to develop professionally. • Desire to learn about the culture of ASD and patience to guide persons with ASD. 	<ul style="list-style-type: none"> • The Program Executive is responsible for the designing, implementing, and ensuring smooth execution of programs and activities appropriate to engage varying groups of clients. The Program Executive is the liaison with stakeholders including caregivers, volunteers, and service providers. • Understand the physical and psycho-social needs of each client with autism spectrum disorder (ASD) and Intellectual Disability (ID). • Plan and evaluate both long- and short-range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy. • Maintain and develop a proper system of administration of client's Individual Care plan (ICP), attendance, training program records and other administrative records. • Prepare and submit ICPs, Progress Reports, Lesson Plans, and Incident Reports to the Centre Managers. • Maintain client records with proper filing of client's medical issues, incidents, and development. • Maintain confidentiality of clients and residents' personal data as according to the 	<ul style="list-style-type: none"> • 5 days' work week • Mon - Fri: • 8.30 to 5.30pm • Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Personal Data Protection Act (PDPA). <ul style="list-style-type: none"> • Report any suspect abuse to Centre Manager. • Arrange a classroom environment in accordance to program goals and philosophy. • Ensure the safety and security of the clients. • Maintain a safe and healthy environment by ensuring hygiene and cleanliness of the center and clients. 	
Assistant Superintendent	<ul style="list-style-type: none"> • Good understanding of the vision and daily operations are essential skills for this position. • Strong interpersonal skills, to develop positive relationships with the employees, residents, and caregivers. • Experienced people manager, skilled in coaching and leading a diverse team. • Demonstrate creativity in problem definitions, trends, and solutions. • Proven ability to develop and review relevant policies and procedures. 	<ul style="list-style-type: none"> • An Assistant Superintendent assists to oversee the operations of residential care facility under the Adults Disability Division. The areas in which the Assistant Superintendent is involved include the supervision of: <ul style="list-style-type: none"> • Residents' and clients' management, including admission, intake and discharge, assessment and evaluation, program review and incident reporting. • People management • Facility and environmental management. • Duties and responsibilities • The position of the Assistant Superintendent is a managerial and leadership role. The core role and responsibilities of the Assistant Superintendent include the following: <ul style="list-style-type: none"> • People Management • Assist to oversee and ensure continuity and sustainability of services through recruiting, selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees. • Communicate job expectations and redesign to meet changing needs of clients and residents. • Assist to oversee development and management of 	<ul style="list-style-type: none"> • 5 days' work week • Mon - Fri: • 8.30 to 5.30pm • 20 Jalan Eunus Singapore 419494

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>professional and administrative staff.</p> <ul style="list-style-type: none"> • Select and use advanced analytics, problem solving and communication skills to work with the different levels of staff members. • Employ management skills that facilitate collaborative relationships within the operations and other disciplines within the division. • Negotiate and resolve conflict. • Support the planning, monitoring, appraising, and reviewing of workload and staff performance; and • Enforce policies and procedures in accordance to SOP and/ or HR policies. • Management Objectives • Contribute knowledge and information and make recommendations to strategic plans and timely reviewing of milestones. • Support the liaising with MSF, MOH, BOV and other agencies to enhance THKMC's professionalism and reputation. • Support the implementation of production, productivity, quality, and service standards. • Assist in the completion of audits and licensing requirements. • Resolve day-to-day problems. • Assist in the review and recommendation to implement policies, processes, and procedures for Homes in a residential setting and community-based programs to ensure operational continuity and sustainability; and • Support in establishing strong relationships with volunteers and community partners. • Well-being of residents, clients, and caregivers: 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Effective Facility Management • Assist to oversee the running, maintenance and upgrading of physical facilities and amenities. • Assist to oversee the development and recommend improvements to Management Committee (MC) and to work closely with THKMC HQ on upgrading of facilities and programs. • Assist to oversee the running of kitchen in compliance with NEA's guidelines on food safety and hygiene, meal delivery and hospital escort services to meet the needs of the clients and • Assist to oversee the cleanliness and hygiene standards within all facilities in accordance with NEA's guidelines. • Effective Client's Management • Meet the needs of the residents / clients and caregivers, regularly participate in the multidisciplinary discussions and Individual Care / Training Plans, at least 30% of residents / clients. Direct engagement with residents / clients and caregivers to ensure satisfaction of our services. • Assist to review, enhance, develop, and implement policies for the resolution of residents / clients, and caregivers' issues and problems; and • Ensure compliance in managing stakeholders' requirements and licensing requirements to meet acceptable standards and achieve set objectives. 	
IT Project Coordinator	<ul style="list-style-type: none"> • Proven experience in IT support, project 	<ul style="list-style-type: none"> • The IT Project Coordinator plays a crucial role in facilitating effective 	<ul style="list-style-type: none"> • 5 days' work week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>management, or a similar role.</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills. • Ability to understand and translate business needs into technical requirements. • Problem-solving and troubleshooting skills. • Organizational and multitasking abilities. 	<p>communication between the IT department and various business units within the organization. This position is responsible for understanding the technology needs of different departments, conveying those needs to the IT department, and assisting in the resolution of IT-related issues. The IT Project Coordinator acts as a bridge to ensure seamless collaboration and integration of IT services across the organization.</p> <ul style="list-style-type: none"> • Key Responsibilities • Communication Facilitation • Facilitate communication between the IT department and other business units. • Serve as a point of contact for IT-related queries and concerns from different departments. • Organize regular meetings or forums to enhance cross-departmental communication. • Needs Assessment • Collaborate with business units to understand their specific technology needs and requirements. • Translate business requirements into clear and actionable items for the IT department. • Work with IT teams to ensure a thorough understanding of business processes and objectives. • Issue Resolution • Assist in the resolution of IT service issues encountered by other departments. • Collaborate with IT support teams to address and troubleshoot problems promptly. • Provide timely updates to relevant stakeholders during issue resolution processes. 	<ul style="list-style-type: none"> • Mon - Fri: • 8.30 to 5.30pm • Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Relationship Building Establish and maintain positive relationships with key stakeholders in different business units. Act as a liaison to build trust and understanding between IT and non-IT departments. Gather feedback from business units to identify areas for improvement and optimization. Documentation Maintain documentation related to communication protocols, business requirements, and issue resolution processes. Ensure that relevant information is documented and accessible to both IT and business teams. 	
Staff Nurse	<ul style="list-style-type: none"> Preferably candidate with at least 6 years of working experience Comfortable working with children and adults with multiple disabilities Able to perform rotating shift. Work location: Chai Chee / Sembawang/ Eunus 	<ul style="list-style-type: none"> Give nursing care, including medication, treatment and dealing with emergencies as well as supervision of the personal hygiene of the residents. Teach, guide, and discipline the residents. Ensure the general cleanliness of the premises. Ensure that the treatment room, sickbay, time out room and nurse's station are kept clean and tidy. Duties Managing and planning roster for staff. Screen, treat and provide nursing care to sick residents. Attend/carry out routine procedures for all new admissions and residents returned from absconding. Refer sick residents for medical examination by the doctor. Arrange the appointment cards and transport of residents attending 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri 8.30 to 5.30pm Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>appointments at hospitals and polyclinics.</p> <ul style="list-style-type: none"> Follow-up on residents who have been referred to hospitals. Update the residents' medical cards daily e.g. diagnosis, treatment, transfer, appointments, and discharges from hospitals. Serve medication to residents and supervise residents at mealtimes. Give first-aid treatment for emergency cases. Refer ill residents to hospital in the absence of the doctor. Supervise and mentor new Staff Nurses, Senior Enrolled Nurses, and Enrolled Nurses Supervise the needs of residents who are attending morning school or going to work. Carry out necessary investigation arising from any incident that had taken place in the Home and update the Superintendent and Manager. Order and maintain supplies and equipment. Perform any other duties as may be assigned by the Superintendent from time to time. 	
Programmed Assistant	<ul style="list-style-type: none"> Experience in training and working with people with special needs will be an advantage. Good communication and interpersonal skills Motivated and good team player committed to the nurturing of adults with autism 	<ul style="list-style-type: none"> Document and maintain records of clients' learning and development. Identify new teaching and learning approaches based on observations Implement appropriate teaching and caregiving methods based on emerging sector trends, technologies, and tools. Implement classroom management strategies. Implement developmentally appropriate teaching, learning and caregiving activities 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri 8.30 to 5.30pm Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>aligned to the relevant program frameworks.</p> <ul style="list-style-type: none"> • Attend to clients' needs in their activities of daily living. • Identify areas for improvements for routine caregiving. • Perform basic and planned care interventions. • Coordinate activities with families and community stakeholders. • Engage with caregivers to facilitate the continuity of care and learning between home and Centre. • Foster relationships with families to facilitate the continuity of care and learning between home and Centre. • Implement Centre, caregiver and community initiatives and programs. • Co-develop appropriate teaching and caregiving methods based on emerging sector trends, technologies, and tools. • Enhance the learning environment with developmentally appropriate learning materials and resources. • Identify areas of improvements for caregiver and community initiatives and programs • Participate in professional development and service quality improvement activities. • Participate in quality improvement audits and activities. • Maintain inventories and equipment for center's programs. • Apply the health, safety, and hygiene practices in accordance with standards and procedures. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Comply with infection prevention and control practices in performing client care activities. Maintain cleanliness and safety of classrooms and common center facilities. Demonstrate behavior that is aligned with the Organization's vision, mission, and values. Identify areas for personal development to improve work performance. 	
Assistant Manager/ Manager (Finance)	<ul style="list-style-type: none"> Good knowledge of Microsoft Business Central 365 software A team player, good interpersonal and communication skills Self-driven, able to work under pressure and meet deadlines. Meticulous and organized 	<ul style="list-style-type: none"> Perform full spectrum of accounting functions. Work with Divisional Director and Finance at Headquarters to ensure compliance with accounting standards and financial policies. Prepare monthly and quarterly reporting to Finance Committee and finance analysis. Set up and maintain Microsoft Business Central 365 system for division. Perform internal audit in line with policies e.g. fee collection, cash on hand etc. Liaise with internal and external auditors. Support internal departments on finance processes e.g. teaching, therapy, social work. Review Purchase Requisitions and generate Payment Vouchers, Receipt Vouchers and Journal Vouchers Manage cash flow. Manage donor funds. Other duties as assigned 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri: 8.30 to 5.30pm 20 Jalan Eunos Singapore 419494
Admin Assistant	<ul style="list-style-type: none"> Nitec 	<ul style="list-style-type: none"> Provides administrative support to the social work and psychological teams. Provides administrative support and applying for means-test, financial assistance, MFEC and CHAS, NRIC change of address, GST vouchers and other 	<ul style="list-style-type: none"> 5 days' work week Mon - Fri 8.30 to 5.30pm Island Wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>government payouts, and coordinate communications with caregivers related to such matters.</p> <ul style="list-style-type: none"> • Provides administrative support for booking and managing visits, outings and home leave for residents. • Coordinates messages (verbal and text) among school/student care/work and care staff • Attends routine enquiries from visitors and caregivers. • Manages urgent transport requests eg when resident is sick and requiring urgent transport back to the Home. • Maintains residents' records and case files. • Manages residents' device usage system. • Assist to track submissions of residents' CAF-Rs assessments and ICPs. 	

#10 Yoshinoya

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew	<ul style="list-style-type: none"> • Greet and bid farewell to customers when they step into the outlet. • Collect soiled dishes from the tables and send to kitchen when customer vacant. • Able to operate the dishwasher machine without any supervision. • Perform washing of the soiled dishes/cutlery/pan /pot in the kitchen. • Attend to customers' enquiries promptly. 	<ul style="list-style-type: none"> • Customer service, clearing soiled dishes, performing dishwashing duties, wash and cooked rice, general housekeeping of outlet cleanliness and tidiness 	<ul style="list-style-type: none"> • 6 days' work week • 44 hours per week • 60 Paya Lebar Road, Paya Lebar Square #06-13 Singapore 409051

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to washed and cooked rice with our machine without any supervision. • Perform simple food preparation by the request from the outlet manager. • Attend to superior's instruction and requests promptly. • Replenish daily condiments, cutlery carriers when running low. • Ensure kitchen area is safe and hygiene to work at. 		
Kitchen Crew	<ul style="list-style-type: none"> • Able to carry out morning opening and night closing (food cooking and preparation. • Able to understand the customer's order and prepare accordingly with speed and accuracy. • Prepare, cook, and served food abiding company's SOP and SFA requirements. Strictly comply to all food station SOPs (to prevent wastage/unknown loss). • Replenish foods ingredients and condiments when running low. • Able to operate kitchen's machinery (Rice cooker, Inductor cooker, noodle boiler etc.) with min supervision. • Able to tally and check during receiving of stock from supplier. 	<ul style="list-style-type: none"> • Ensure Dishwasher machine, Rice washing machine and Rice cooking machine is safe and in good working condition. 	<ul style="list-style-type: none"> • 6 days' work week • 44 hours per week • 60 Paya Lebar Road, Paya Lebar Square #06-13 Singapore 409051

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Ensure all products is kept in proper location, container, and storage with lid cover. (e.g. beef, frozen food, disposable), Storage is arranged in FIFO method. Attend to superior's instruction and requests promptly. Ensure kitchen area is safe and hygiene to work at. 		
Supervisor	<ul style="list-style-type: none"> Able to handle and operate the cashier POS, cards and delivery terminal with speed and accuracy. Collection, Telly, and safe keep (deposit into bank's ATM or outlet's safe) the daily cash take in. Ensure tally of daily EOD document and submission. Able to execute morning opening and night closing (food cooking and preparation) with min supervision. Ensure all products stored in good working condition are fridges with properly covered container (e.g. cakes, disposable) , Storage is in FIFO method. Able to do purchasing and ordering of stock for the outlet operation needs. Able to check and perform goods receiving and rejecting. Manage and provide coaching for service and kitchen crew on their designated job scope. (Cashier role, Kitchen role etc.). 	<ul style="list-style-type: none"> Customer service, performing cashiering duties, performing kitchen duties, junior management duties. 	<ul style="list-style-type: none"> 6 days' work week 44 hours per week 60 Paya Lebar Road, Paya Lebar Square #06-13 Singapore 409051

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to plan schedule and effective implementing of working shift for service and kitchen crews. • Ensure outlet and staffs compliance with regulation (SFA licensing) and Company's SOP. • Ensure the kitchen's workplace is properly sanitized, safe and in good working condition. • Ensure all food packaging is packed properly and in the right order for in-house customers and delivery partners. • Ensure the dining floor area is clean and tidy. Chairs and tables are properly sanitized after each customer vacant. 		
1st or 2nd Restaurant in-charge	<ul style="list-style-type: none"> • Able to provide coaching and following SOP for Cashiering for POS / Opening, closing and recording of the day sales taking. • Kitchen operation - Opening and closing procedures. • Floor operation - Opening and closing procedures. • Manage online sales - appeal of missing items, operate delivery status etc. • Attending to Dine in / Takeaway customer enquiries and complaints. • Able to plan daily budget target, regular follow up and update 	<ul style="list-style-type: none"> • Ensure smooth operation flow for the outlet: • Met monthly sales budget by HQ. • Manage outlet labor cost accordingly to budget (Full time and part time AL / RPHO / OT pay / PT pay) • Control Stock inventory / purchasing according to budget. • Manage Outlet Operation cost - Utilities cost / equipment repair cost. • Ensure 95% passing rate for monthly QSC evaluation. 	<ul style="list-style-type: none"> • 6 days' work week • 44 hours per week • 60 Paya Lebar Road, Paya Lebar Square #06-13 Singapore 409051

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>on sales achievement to meet HQ budget.</p> <ul style="list-style-type: none"> • Able to control outlet purchasing and ordering of stock to meet HQ budget. Knowledge on outlet fast and slow-moving items. • Manage and provide coaching for supervisor, service and kitchen crew on their designated job scope and job's SOP (Cashier role, Kitchen role etc.). • Able to manage outlet schedule and manpower cost to meet HQ budget. • Able to perform simple interviews for junior staff positions. 6. Ensure outlet and staffs compliance with regulation (SFA licensing) and Company's monthly QSC evaluation. • Ensure the floor and kitchen's work place is properly sanitised, safe and in good working condition. 		

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e2i west

Devan Nair Institute of Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607



e2i central

HDB Hub Bizthree
490 Lorong 6 Toa Payoh #07-11
(Lift Lobby 1) Singapore 310490



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