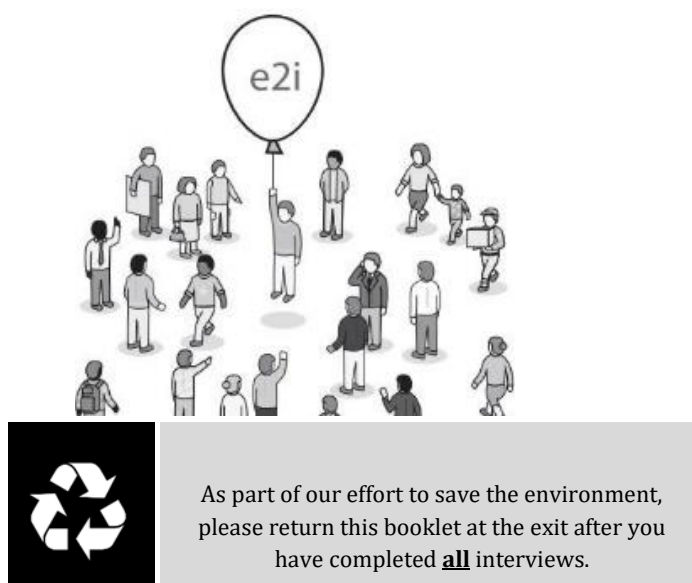


e2i Hotel Industry Career Fair @ Tampines Central CC (Our Tampines Hub) 6 September 2024

JOB LISTING BOOKLET



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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Far East Hospitality Management Singapore

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

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Housekeeper (Quincy House Singapore)	<ul style="list-style-type: none"> • O-Level or equivalent • At least 2 years of supervisory experience in Hotel Housekeeping • Proactive, meticulous and able to perform strenuous activities and handle heavy load 	<ul style="list-style-type: none"> • Supervise the duties of supervisors and room attendants (RAs), and to ensure that they carry out an orderly housekeeping work and maintain the general cleanliness of the apartments and common areas in accordance with the standard work requirements • Monitor the works of supervisors to ensure they carry out thorough checks on the condition of fixtures and fittings and building components within apartments prior to check-in and after check-out, and initiate action on any defective or missing items for replacement • Attend to complaints and requests from tenants expeditiously, ensuring good customer service at all times • Monitor staff working schedules to ensure adequate manning, supplies, and equipment for staff to carry out their duties • Ensure show flats are set up and inspected by the supervisor and touch-up by RAs daily and they are in tip-top condition • Ensure there are sufficient well-maintained stand-by apartments for emergency room move or temporary stay. Situations may include but not limited to air-conditioner breakdown, water leakage, power failure, etc. • Identify apartments for CARE Program. To ensure that the apartments meet refurbished 	<ul style="list-style-type: none"> • 40 hours per week • 17 Holland Dr, Singapore 271017

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>standard during handover. Deep cleaning by RAs to be carried out to ensure the apartment is refreshed and thoroughly cleaned. To give timely feedback to Front Office and Engineering if the works produced do not meet requirements.</p> <ul style="list-style-type: none"> • Ensure supervisors coordinate and plan the work schedules for houseman in an effective and productive manner • Prepare and maintain inventory list of all assets within each assigned apartment, including all additions and disposals of such assets • Ensure that joint inspections are carried out with prospective tenants concerned during check-in and check-out to verify the status of items within apartments which are likely to give rise to disputes • Work closely with supervisors to provide services to guests and respond efficiently and tactfully to complaints, requests, and enquiries • Update daily VIP, MOD, complimentary stay, and special requests to team and ensure that they are followed up • Liaise closely with Front Office on guests' departure to ensure cleaning allocation is maximized • Establish contacts with house guests/long staying guests and render assistance when necessary • Handle laundry discrepancies with laundry vendor and follow-up with the relevant departments in a timely manner • Requisite and keep stock of promotional materials for daily operations • Recommend solutions for operational problems in work schedules, personnel utilization, and other non-scheduled jobs 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Recommend procedures and policies for housekeeping operations to keep abreast of current standards and procedures Train employees in proper housekeeping procedures and appropriate performance of duties Evaluate and make recommendations concerning cleaning products and equipment, order and maintain sufficient inventory of housekeeping supplies and equipment Perform other related duties which may be assigned to you by the management from time to time. You may also be assigned to other projects at the discretion of the management Undertake duties assigned by his/her superiors diligently and professionally 	
Assistant Manager, Front Office (Duty Manager) (Islandwide)	<ul style="list-style-type: none"> Minimum a Diploma holder with at least 5 years' experience in a similar capacity Demonstrate strong business acumen, effective leadership skills, and a proven track record of driving results with teams 	<ul style="list-style-type: none"> Responsible for ensuring the proper, efficient, and profitable functioning of the hotel Supervise sections in the Front Office, including reception, cashier, telephone, reservation, and baggage services. Monitor staff members' conduct and job performance and project a positive corporate image to guests Provide prompt, courteous, and efficient service to guests and handle guest complaints with tact and diplomacy. Assist in guest check-ins and check-outs. Assist in inspecting rooms assigned to VIPs before their arrival, escort VIPs to their rooms and ensure complimentary amenities are provided. Inform relevant departments about VIPs' arrival. Check the Logbook for messages and follow up actions at the beginning of each shift. Issue keys to authorized personnel 	<ul style="list-style-type: none"> 44 hours per work 6 Eu Tong Sen St, #04-28 Clarke Quay Central, The Central, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>only and initiate correspondence regarding enquiries, reservations, and complaints. Monitor housekeeping discrepancy reports and take corrective actions when necessary.</p> <ul style="list-style-type: none"> • Handle security-related matters, such as directing guests reporting incidents or theft and addressing guest conduct issues with the Security Department • Maintain the cash float amount according to expected occupancy. Authorize rate and room changes, paid outs, cash advances, and acceptance of cheques following procedures and credit policies. • Take charge of training all reception staff members, including planning, organizing and conducting on-the-job training • Conduct spot checks on outlets in the absence of the Outlet Manager • Monitor room inventory closely to maximize room utilization and generate higher revenue. Collaborate with Sales to optimize revenue and occupancy from group allotments. • Take on the responsibility of evacuating staff members and guests during a fire in the absence of the Safety & Fire Manager. Attend CERT training as required by law and regulations. 	
Guest Service Assistant (Bellman) (Quincy House Singapore)	<ul style="list-style-type: none"> • O-Level or equivalent • Willing to perform rotating shifts • Positive attitude with outgoing personality and good communication skills • Experience in hospitality and knowledge of HMS will be advantageous 	<ul style="list-style-type: none"> • Work closely with the Residence Manager & Deputy Residence Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries • Collaborate closely with Front Office Cashier on guests' arrival and departure 	<ul style="list-style-type: none"> • 44 hours per week • 17 Holland Dr, Singapore 271017

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Establish contacts with house guests/long-staying guests and offer assistance when needed Conduct courtesy calls to guests Stay well-versed and updated on all tourist-related information Maintain and manage stock of promotional materials for daily operations Undertake any other duties assigned by superiors diligently and professionally 	
Guest Service Officer (Islandwide)	<ul style="list-style-type: none"> O-Level or equivalent Willing to perform rotating shifts Positive attitude with outgoing personality and good communication skills Experience in hospitality and knowledge of HMS will be advantageous 	<ul style="list-style-type: none"> Work closely with the Residence Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. Handle cashiering functions and adhere to the residence's Standard Policies & Procedures Maintain good guest relations with in-house guests at all times. Project a courteous and hospitable attitude. Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary. Write glitch reports when required. Ensure guest room security, emergency, and fire procedures are followed. Encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use. Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous 	<ul style="list-style-type: none"> 44 hours per week 6 Eu Tong Sen St, #04-28 Clarke Quay Central, The Central, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>working relationship with all hotel personnel, ensuring effective communication.</p> <ul style="list-style-type: none"> • Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard. 	
Reservation Sales Executive	<ul style="list-style-type: none"> • Minimum Diploma in any field • Knowledge in Property Management System will be an advantage • Proficient in MS Office, email system, reservations system will be an advantage • Display high level of customer service • Possess strong communication and administration skills • Able to adapt in a fast-paced environment • Able to work independently as well as a team • Able to work shifts, including weekends and public holidays (off-in-lieu if work on Public Holidays) 	<ul style="list-style-type: none"> • Handle reservations received via all channels timely and accurately according to SOPs • Liaise with bookers and hotels/sales to ensure smooth pre-arrival experience • Maintain up-to-date information of all promotions and hotels information • Maximize opportunities through upselling techniques • Ensure proper filing and recording of all correspondences • Compliance with department's related policies and procedures • Supports management as and when required 	<ul style="list-style-type: none"> • 44 hours per week • Postal Code 737715
Senior/ Guest Service Assistant (Islandwide)	<ul style="list-style-type: none"> • Minimum completion of PSLE or its equivalent • Willing to work rotating shifts • Positive attitude with an outgoing personality and good communication skills. • Preferred experience in the hospitality industry, along with familiarity of the Opera system 	<ul style="list-style-type: none"> • Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries • Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure • Establish contacts with house guests/long-staying guests and offer assistance when needed • Conduct courtesy calls to guests • Stay well-versed and updated on all tourist-related information • Maintain and manage stock of promotional materials for daily operations 	<ul style="list-style-type: none"> • 44 hours per week • 6 Eu Tong Sen St, #04-28 Clarke Quay Central, The Central, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Undertake any other duties assigned by superiors diligently and professionally 	
Senior/ Guest Service Executive (Islandwide)	<ul style="list-style-type: none"> Minimum Diploma in Hospitality Able to perform rotating shifts Positive attitude and outgoing personality and good public relations skills Previous experience in hospitality and Opera knowledge will be advantageous 	<ul style="list-style-type: none"> Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries. Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings. Handle cashiering functions and adhere to the residence's Standard Policies & Procedure Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary. Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (El-Safe) while adhering to related policies & procedures Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel. Maintain a well-groomed appearance and a tidy work 	<ul style="list-style-type: none"> 44 hours per week 6 Eu Tong Sen St, #04-28 Clarke Quay Central, The Central, Singapore 059817

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		area, upholding the highest standard of personal grooming	

Grand Hyatt Singapore

We care for people so that they can be their best, and it is our natural propensity to care that differentiates us as the Hyatt family. At Grand Hyatt Singapore, the commitment to care is extended to all stakeholders, including communities, guests, and most importantly our team members. Care is at the heart of our business, and it's this distinct guest experience that makes Hyatt one of the world's best hospitality brands and one of the world's best place to work. Make a difference in the lives around you, and join a company that values respect, integrity, empathy, inclusion, wellbeing, and experimentation.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Laundry Supervisor	<ul style="list-style-type: none"> • Good communication and customer relations skills • Able to perform duty on weekends and public holidays • Prior supervisory experience in the hotel industry will be an advantage 	<ul style="list-style-type: none"> • You will be responsible for assisting with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. • The Assistant Laundry Supervisor is responsible to contribute to the smooth and efficient running of the Laundry Department. 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Assistant Manager - Le Prestige Singapore	<ul style="list-style-type: none"> • Minimum 3 years of experience as an assistant manager in a similar leadership role in the hospitality industry 	<ul style="list-style-type: none"> • Oversee the daily operations of the front-of-house, ensuring a smooth and efficient service 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Bartender	<ul style="list-style-type: none"> • Minimum 2 years work experience as a Bartender in a bar, hotel or restaurant • Have an eye for detail and understanding of drink mixing tools and techniques • Knowledgeable about cocktails, mocktails, liquors and spirits, beers and wines • Possesses Strong Money-Handling Skills • Available to work nights, weekends, and holidays 	<ul style="list-style-type: none"> • You will be responsible for assisting the Bar Manager in delivering efficient and quality service to guests according to Hyatt's standards. • The Bartender will be responsible for taking and fulfilling beverage orders, maintaining positive guest interactions and performing beverage inventories. 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bartender/ Mixologist - Le Pristine	<ul style="list-style-type: none"> Minimum 2 years' experience in a similar position 	<ul style="list-style-type: none"> For this restaurant, we can use your positive energy, vibrant personality and work ethic. Sergio's philosophy is that eating at Le Pristine should be a celebration. Preparing our Le Pristine cocktails and various Classic cocktails behind the bar will be your main task. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Captain	<ul style="list-style-type: none"> Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management Minimum 2 years work experience in hotel operations Good customer service, communications and interpersonal skills are a must 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of service to your customers. The Captain is responsible for serving Food & Beverage to guests in the assigned place of work, providing a courteous, professional, efficient and flexible service in order to maximize guest satisfaction. The Captain is also responsible for overseeing work stations in the assigned Place of Work. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Chef (Indian/Malay Cuisine)	<ul style="list-style-type: none"> Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi/Commis in a hotel or large restaurant with good standards Able to cook and prepare Indian/Malay cuisine Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate 	<ul style="list-style-type: none"> You will be responsible for assisting with the efficient running of the department in accordance with the hotel's standards and financial goals. The Chef (Indian/Malay Cuisine) is responsible to assist the Sous Chef/Chef de Cuisine in managing the assigned kitchen operation in accordance with the hotel's standards and financial goals, ensuring maximum guest satisfaction, and contributing to the overall success of the restaurant. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Chef de Partie - Italian Restaurant	<ul style="list-style-type: none"> Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi/Commis in a hotel or large restaurant with good standards Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate 	<ul style="list-style-type: none"> You will be responsible to supervise the assigned station/section of the outlet kitchen, contributing to the overall success of the restaurant, in accordance with the hotel's standards and financial goals. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef de Partie - Le Pristine Singapore	<ul style="list-style-type: none"> Minimum 2 years' experience in a similar position 	<ul style="list-style-type: none"> As Chef de Partie, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Chef de Partie - Poolside Restaurant	<ul style="list-style-type: none"> Minimum 2 years work experience as Chef de Partie or 3 to 4 years as Demi/Commis in a hotel or large restaurant with good standards Possess Food & Beverage Safety and Hygiene Policies and Procedures Certificate 	<ul style="list-style-type: none"> As a Chef de Partie - Poolside Restaurant, you will be responsible to supervise the assigned station/section of the outlet kitchen, contributing to the overall success of the restaurant, in accordance with the hotel's standards and financial goals. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Commis Chef - Italian Restaurant	<ul style="list-style-type: none"> Secondary school qualification 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of service to your customers. The Commis Chef - Italian Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Commis Chef - Le Pristine Singapore	<ul style="list-style-type: none"> Minimum 1 year of experience in a similar position 	<ul style="list-style-type: none"> As Commis Chef, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Commis Chef - Poolside Restaurant	<ul style="list-style-type: none"> Secondary school qualification 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of service to your customers. The Commis Chef - Poolside Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Demi Chef - Italian Restaurant	<ul style="list-style-type: none"> Secondary school qualification 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of service to your customers. The Demi Chef - Italian Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Demi Chef - Le Pristine Singapore	<ul style="list-style-type: none"> Minimum 1 year of experience in a similar position 	<ul style="list-style-type: none"> As Demi Chef, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Demi Chef - Poolside Restaurant	<ul style="list-style-type: none"> Secondary school qualification 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of service to your customers. The Demi Chef - Poolside Restaurant is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel's standards. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Engineering Assistant Manager (Shift Operations)	<ul style="list-style-type: none"> Possess an Engineering Diploma/ Degree in Electrical/ Mechanical/ Facility Management or equivalent Competence in financial planning and contract management Good working knowledge of MS Word, Excel, Powerpoint Possess good creative-thinking and problem-solving skills Results-driven individual capable of effective people 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of service to your customers. The Assistant Engineer is responsible to assist in the smooth and efficient running of the Engineering Department in support of all other operating departments. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>management, quality control and projects delivery on-time within budget in a fast-paced environment</p> <ul style="list-style-type: none"> • Pro-active, independent and able to work with minimum supervision • General knowledge of all facility and building systems including HVAC, power distribution, fire protection system, plumbing and building maintenance • Able to perform duty on weekends and public holidays • Prior experience in the hotel industry will be an advantage • Applicants from the building and engineering industries are welcome to apply 		
Event Planning Manager	<ul style="list-style-type: none"> • Ideally with a university degree or diploma in Hospitality or Tourism management • Minimum 2 years work experience as Catering/ Event Manager or Convention Services Manager • Good operational, administrative and interpersonal skills are a must 	<ul style="list-style-type: none"> • You will be responsible for the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. • The Event Planning Manager is responsible to assist the Director of Events in the implementation of all Policies & Procedures specific to Event Sales and Convention Service. 	<ul style="list-style-type: none"> • 8:30am to 6:15pm • 10 Scotts Rd, Singapore 228211
Event Sales Executive/ Manager	<ul style="list-style-type: none"> • Ideally with a relevant degree or diploma in Hospitality or Tourism management • Minimum 2 years work experience as Event/ Catering/ Sales Manager or Executive. Candidates with more years of relevant work experience may be considered for Senior 	<ul style="list-style-type: none"> • You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. • The Event Sales Executive/ Manager is responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets. 	<ul style="list-style-type: none"> • 8:30am to 6:15pm • 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Event Sales Manager role.</p> <ul style="list-style-type: none"> • Good problem solving, administrative and interpersonal skills are a must 		
Event Sales Manager - Weddings	<ul style="list-style-type: none"> • Ideally with a relevant degree or diploma in Hospitality or Tourism management • Minimum 2 years work experience as Wedding Sales Manager • Good problem solving, administrative and interpersonal skills are a must 	<ul style="list-style-type: none"> • You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. • The Event Sales Manager - Weddings is responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets. 	<ul style="list-style-type: none"> • 8:30am to 6:15pm • 10 Scotts Rd, Singapore 228211
Food & Beverage Team Leader	<ul style="list-style-type: none"> • Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management • Minimum 3 years work experience hotel operations • Good problem solving, administrative and interpersonal skills are a must 	<ul style="list-style-type: none"> • You will be responsible for assisting with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. • The Team Leader - Outlet is responsible to assist the Outlet Manager in ensuring that the outlet is managed efficiently according to the established concept statement, providing courteous, professional, efficient and flexible service at all times. 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Garment Cleaner	<ul style="list-style-type: none"> • Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> • You will be responsible for assisting with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest and owner expectations. • The Garment Cleaner is responsible to contribute to the smooth and efficient running of the Laundry Department. 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Guest Service Officer - Guest Service Centre (Telephone Operator)	<ul style="list-style-type: none"> • Possess minimum GCE "O" levels • Candidates with Diploma/ Degree in Hospitality/ Tourism Management or 	<ul style="list-style-type: none"> • You will be responsible for providing an excellent and consistent level of service to your customers. • The Guest Service Officer (Telephone Operator) is responsible to attend to both 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	equivalent will be preferred <ul style="list-style-type: none"> • Minimum 6 months' work experience in hotel operations • Possess good customer relations, communications and interpersonal skills • Able to work night shifts, weekends and public holidays 	internal and external calls, conduct trouble-shooting and direct guest requests to relevant department.	
Host - Front Office/ Grand Club	<ul style="list-style-type: none"> • Possess minimum GCE "O" levels • Candidates with Diploma/ Degree in Hospitality/ Tourism Management or equivalent will be preferred • Minimum 6 months' work experience in hotel operations. • Possess good customer relations, communications and interpersonal skills 	<ul style="list-style-type: none"> • You will be responsible for providing an excellent and consistent level of service to your customers. • The Host is responsible to contribute to the smooth and efficient running of the Front Office within the Rooms Division. 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Host - Guest Experience	<ul style="list-style-type: none"> • Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> • You will be responsible for providing an excellent and consistent level of service to your customers as well as assisting the daily shift operations in line with brand standards. • The Host - Guest Experience is responsible to contribute to the smooth and efficient running of the Guest Experience team within the Rooms Division, including the Concierge and Belldesk team. 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Host/ Hostess - Le Pristine Singapore	<ul style="list-style-type: none"> • Familiar with reservation management systems (e.g., Table Check, Table Solutions, OpenTable) 	<ul style="list-style-type: none"> • Greet guests warmly as they enter the restaurant • Manage reservations and waitlists using the restaurant's reservation system • Escort guests to their tables, providing menus and informing them of the day's specials 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Housekeeping Attendant	<ul style="list-style-type: none"> • Possess GCE 'N' level and above 	<ul style="list-style-type: none"> • You will be responsible for providing an excellent and 	<ul style="list-style-type: none"> • Rotating Shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Pleasant disposition, well-groom, enthusiastic and energetic Able to work shifts, weekends and public holidays 	<p>consistent level of service to your customers.</p> <ul style="list-style-type: none"> The Housekeeping Attendant is responsible for conducting cleaning duties in the assigned place of work and provide a courteous, professional, efficient and flexible service to your customers. The Housekeeping Attendant is responsible to ensure the cleanliness of the hotel's guest rooms and floors, corridors and surrounding back areas. 	<ul style="list-style-type: none"> 10 Scotts Rd, Singapore 228211
Housekeeping Supervisor	<ul style="list-style-type: none"> Possess minimum GCE "O" Levels Minimum 2 years' experience in hotel operations in similar capacity Possess good problem solving, administrative and interpersonal skills 	<ul style="list-style-type: none"> You will be responsible for assisting the efficient running of the department in line with Hyatt brand standards, whilst meeting guest and owner expectations. The Housekeeping Supervisor is responsible to assist to manage all functions related to the cleanliness of the hotel's guest rooms and public area. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Information Systems Coordinator	<ul style="list-style-type: none"> Ideally with a diploma or certificate in Information Systems and/or Computer Programming Networking experience would be an advantage Experience with Property Management System/ Point of Sales would be an advantage Minimum 2 years work experience as Information Systems Coordinator in an operation with advanced technology Good attitude, problem solving, administrative and interpersonal skills are a must 	<ul style="list-style-type: none"> You will be responsible for assisting with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Information Systems Coordinator is responsible for assisting in the smooth and efficient running of the Information Systems Department. 	<ul style="list-style-type: none"> 8:30am to 6:15pm 10 Scotts Rd, Singapore 228211
Laundry Operator	<ul style="list-style-type: none"> Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> You will be responsible for assisting with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>standards, whilst meeting employee, guest and owner expectations.</p> <ul style="list-style-type: none"> The Laundry Operator is responsible to contribute to the smooth and efficient running of the Laundry Department. 	
Materials Clerk (Receiving)	<ul style="list-style-type: none"> Minimum 'N'/'O' level/ ITE qualification Basic knowledge in Purchasing is preferred Basic computer skills particularly in the use of MS Office 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of administrative support to your customers. The Materials Clerk is responsible for receiving materials and supplies from vendors, ensuring the smooth operation and efficient running of the receiving function while meeting department's objectives. 	<ul style="list-style-type: none"> 8:30am to 6:15pm 10 Scotts Rd, Singapore 228211
Pastry Chef	<ul style="list-style-type: none"> Minimum 2 years work experience as Pastry Chef, or Assistant Pastry Chef in a hotel or large restaurant with good standards; preferably with experience in luxury international brands Ideally with an apprenticeship or professional diploma in Food Production with pastry specialisation Good practical, operational and administrative skills with a flair for creativity are a must 	<ul style="list-style-type: none"> You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Pastry Chef is responsible to manage the Pastry Kitchen as a successful independent profit center, ensuring maximum guest satisfaction, through planning, organizing, directing, and controlling the Kitchen operation and administration. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Sales Executive	<ul style="list-style-type: none"> Ideally with a relevant degree or diploma in Hospitality or Tourism management Minimum 2 years' work experience as Sales Executive in hotel operations. Candidates with more years of relevant work experience may be considered for Senior Sales Manager role. 	<ul style="list-style-type: none"> You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Sales Executive is responsible to act as a sales specialist and be responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets. 	<ul style="list-style-type: none"> 8:30am to 6:15pm 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Good problem solving, administrative and interpersonal skills are a must 		
Sales Manager	<ul style="list-style-type: none"> Minimum 2 years work experience as Sales Manager or Sales Executive 	<ul style="list-style-type: none"> You will be responsible for assisting with the efficient running of the department in line with brand standards, whilst meeting associate, guest and owner expectations. The Sales Manager - Corporate/ MICE is responsible to act as a sales specialist and be responsible to ensure the related revenue is maximised in the most profitable way in line with the agreed targets. 	<ul style="list-style-type: none"> 8:30am to 6:15pm 10 Scotts Rd, Singapore 228211
Spa Attendant	<ul style="list-style-type: none"> Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of service for your guests. The Spa Attendant is responsible to ensure the overall cleanliness of the Spa and to ensure maximum efficiency, safety and uncompromised attention to our guests or club members. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Spa Receptionist	<ul style="list-style-type: none"> Possess GCE 'O' level qualification and above At least 6 months of prior experience in similar capacity in a spa environment Pleasant disposition and well-groomed Good command of spoken and written English Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> You will be responsible for providing an excellent and consistent level of service to your customers. The Receptionist is responsible to ensure the smooth and efficient running of the reception within Damai. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211
Team Leader - Engineering	<ul style="list-style-type: none"> Minimum 3 years of relevant working experience in related field is preferred Qualification in Electrical/ Mechanical Engineering and/or Building Management/ Facility Management 	<ul style="list-style-type: none"> You will be responsible to complete all maintenance works/ requests and preventive maintenance tasks timely and according to the established schedule and ensure high quality of finishing work; and report any abnormal conditions noticed with safety related equipment or installation. 	<ul style="list-style-type: none"> Rotating Shift 10 Scotts Rd, Singapore 228211

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good team player, ability to work with minimal supervision • Able to work on rotating shifts, weekends and public holiday 		
Team Leader - Front Office/ Grand Club	<ul style="list-style-type: none"> • Candidates with Diploma/ Degree in Hospitality/ Tourism Management or equivalent will be preferred • Minimum 2 years work experience in hotel operations • Possess good customer relations, communications and interpersonal skills • Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> • You will be responsible for assisting with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest and owner expectations. • The Team Leader - Front Office / Grand Club is responsible to assist to ensure the smooth and efficient running of the Front Office within the Rooms Division. 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Waiter/ Waitress	<ul style="list-style-type: none"> • Ideally with GCE 'O' Level • Minimum 6 months' work experience • Good customer service, communications and interpersonal skills are a must 	<ul style="list-style-type: none"> • You will be responsible for providing an excellent and consistent level of service to guests. • The Waiter/ Waitress is responsible to serve Food & Beverage to guests in the assigned Place of Work. • Attend to guests' enquiries, taking necessary actions to anticipate their needs and ensure that they have a positive dining experience by exceeding their expectations • Provide a courteous, professional, efficient and flexible service in order to maximize guest satisfaction 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211
Waiter/ Waitress - Le Pristine Singapore	<ul style="list-style-type: none"> • Minimum 2 years' experience in a similar position 	<ul style="list-style-type: none"> • For this new restaurant, we can use your positive energy, vibrant personality and work ethic. Sergio's philosophy is that eating at Le Pristine should be a celebration. 	<ul style="list-style-type: none"> • Rotating Shift • 10 Scotts Rd, Singapore 228211

Harilela Hospitality

Harilela Hospitality Pte Ltd was established in Singapore in 1980 and is part of the Harilela group. The Harilela group is a Hong Kong-based private company with extensive experience in hotel development and management. Since 1995, Harilela has successfully developed the transit business managed by Ambassador Hotel Services at Changi Airport, delivering an increasingly sophisticated service to Changi's growing passenger base. During this period, Harilela Hospitality has also expanded its business opening several successful Hotels, Lounges, and F&B operations.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
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 as a team and have a positive attitude • Working long hours under stress 	<ul style="list-style-type: none"> • Prepare foods to menu specifications and standardized recipes • Maintain fresh appearance and up to picture-perfect quality of all buffet items • Maintain knowledge of foods with common allergens • Answer customer questions regarding all food 	<ul style="list-style-type: none"> • 10-hours shift • 60 Airport Boulevard, Singapore Changi Airport Terminal 2, Singapore 819643
Front Office Assistant	<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 as a team and have a positive attitude • Working long hours under stress 	<ul style="list-style-type: none"> • Check-in and check-out of guests • Demonstrates skills, knowledge and experience in customer service-oriented environment • Handle general request from guests • Interact with guests to create a memorable experience 	<ul style="list-style-type: none"> • 7am - 3pm • 3pm - 11pm • 11pm - 7am • 60 Airport Boulevard, Singapore Changi Airport Terminal 2, 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 • Work long hours under stress • Have a friendly and patient personality 	<ul style="list-style-type: none"> • Check-in and check-out of guests • Demonstrates skills, knowledge and experience in customer service-oriented environment • Handle general request from guests • Interact with guests to create a memorable experience 	<ul style="list-style-type: none"> • 7am - 3pm • 3pm - 11pm • 11pm - 7am • 60 Airport Boulevard, Singapore Changi Airport Terminal 2, 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 	<ul style="list-style-type: none"> • Keeping the nap room and shower room clean • Demonstrates skills, knowledge and experience in customer service-oriented environment • Handle general request from guests 	<ul style="list-style-type: none"> • 7am - 3pm • 3pm - 11pm • 11pm - 7am • 60 Airport Boulevard, Singapore Changi Airport Terminal

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Work long hours under stress • Have a friendly and patient personality 	<ul style="list-style-type: none"> • Interact with guests to create a memorable experience 	2, Singapore 819643
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 as a team and have positive attitude • Work 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"> • 10-hours shift • 60 Airport Boulevard, Singapore Changi Airport Terminal 2, Singapore 819643
Lounge Attendant	<ul style="list-style-type: none"> • Able to work independently • Able to work on weekends and public holidays • Have a positive attitude • Work long hours under stress • Have a friendly and patient personality 	<ul style="list-style-type: none"> • Keeping the dining, buffet, nap rooms, and shower rooms clean • Make sure food is top-up always • Clear tables after guests leave • Responsible for bringing 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 	<ul style="list-style-type: none"> • 7am - 3pm • 3pm - 11pm • 11pm - 7am • 60 Airport Boulevard, Singapore Changi Airport Terminal 2, Singapore 819643
Waiter/ Waitress	<ul style="list-style-type: none"> • Able to work on weekends and public holidays • Have a positive attitude • Work long hours under stress • Have a friendly and patient personality • Able to 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. • Memorizing the menu, and upsell appetizers, desserts, or drinks. 	<ul style="list-style-type: none"> • 10-hours shift • 60 Airport Boulevard, Singapore Changi Airport Terminal 2, Singapore 819643

Paradox Singapore Merchant Court

Paradox Singapore is an urban resort that offers guests a sophisticated yet playful blend of traditional refinement and modern elegance. Located in the vibrant river district of Clarke Quay, the

hotel is perfect for those looking for a stylish home base during business travel, or a quiet sanctuary to relax and unwind. Our comfortable rooms and spacious suites feature picturesque views of the city's skyline and are equipped with thoughtful amenities for laid-back style without any fuss.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Purchasing Manager	<ul style="list-style-type: none"> • Proficiency with Microsoft Office and Purchasing system • Strong working knowledge on Negotiation and Purchasing Policies • Meticulous with good analytical and problem-solving skills • Excellent team player, able to work well under pressure independently and within tight deadlines 	<ul style="list-style-type: none"> • Collaborate with other departments and colleagues to plan and detail their respective purchasing needs • Manage the inventory and warehousing activities by effectively forecasting demands, stock levels, reorder points and resources capacity ensuring product availability • Work out strategy to reduce out of stock situation and contingency plan • Coordinate with Department concerned on need to reorder based on adequacy of present stocks, experienced lead times and other prevailing situations • Review pricing and process daily perishables and general supplies • Ensure approved purchase requisitions are timely with the creation of Purchase Orders for all supplies • Reconcile Purchase Orders and Invoices to ensure prices and quantities are correct with suppliers • Obtain the best value product at the lowest market price consistent with established quality standards and delivery schedules • Source for suppliers for purchase requests that is new • Obtain 3 competitive quotes for the lowest market price from the suppliers • Preparing comparative analysis of suppliers' prices, quantities, and quality. To tabulate quotations and come up with price comparison across suppliers. To negotiate the best price for the hotel. • Evaluate supplier performance based on quality standards, delivery time and prices. To 	<ul style="list-style-type: none"> • 8.30 am - 5.30 pm • 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>ensure all the criteria are met according to the company's requirements and expectations.</p> <ul style="list-style-type: none"> • Response to feedback/ complaints e.g. items delivered is unsatisfactory • Attend personally to or supervise the proper handling of purchasing problems such as non-availability of standard items, late deliveries, poor services, sudden price increases, etc. • Keep track of price movements, note that suppliers offering lowest prices and inform departments concerned of price increases, receive additional or changes in instructions or specifications • When placing orders with suppliers, ensure that bids are for the specified merchandise. If yields differ, the lowest price may not be the best to buy. • Confer with present and prospective suppliers concerning new products, substitute discounts, reciprocal business, or package deals etc. for the Hotel and to discuss with Departments concerned • Provide the superior with comparative analysis of the tender prices of the perishable items • Implement control over purchasing to ensure that locally available food items purchased are for daily needs and the quality of food is optimum for the intended use and that the lowest available price in the market is paid for merchandise of the desired quality. To guard against excessive quantities of supplies being purchased (unless items need to be imported from overseas). • Creation of article codes, price codes and vendor details are updated in the system 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Sending out the Corrective Action Report (CAR) immediately to suppliers should a complaint be raised by Food Safety • Maintain files of catalogues and descriptive literature on all Hotel equipment and supplies and quotations/competitive bids from all suppliers • Be familiar with import procedures and documentation and approvals that may be required from local government • Ensures Suppliers are Food Safety compliances, SFA approved Vendors that met the grade criteria • Ensures all licenses and certificates are approved by authorities are valid • Ensure that all Paradox's control procedures pertaining to Purchasing are strictly complied with • Any other ad-hoc duties as and when assigned by the Management 	
Commis Cook	<ul style="list-style-type: none"> • Knowledge of Food Safety Regulations • Previous Kitchen experience in high volume, fast paced environment will be advantage • Ability to multitask and prioritize tasks • Ability to work flexible hours, beyond working hours and on weekends • Ability to work independently and as part of a team 	<ul style="list-style-type: none"> • Measure meal components accurately for Section Chef • Ensure that daily food preparations meet outlined recipes including portion size, quantity, and quality • Prepare, plating and presenting culinary/ pastry items as directed by the Section Chef • Receiving deliveries and verifying that all ordered items are received and are good quality • Taking inventory of supplies and notifying superiors when stock is low • Disposing of expired and spoiled food items stored in stock rooms, refrigerators, and freezers • Cleaning and ensuring that all the workstations are organized and properly sanitized 	<ul style="list-style-type: none"> • 44 hours per week • 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Perform daily and weekly tasks, such as temperature checks, food labeling and dating, and proper storage as per requirement Identify and address any hazards or defects in the kitchen or equipment, and promptly report any issues to the Section Chef Familiarize with the opening and closing procedures of the kitchen and perform them on a rotational basis Adhere to the hotel's Food Safety and Health & Safety policies Develop a thorough understanding of hygiene control and the chemicals used in the workplace Attend all required training sessions Maintain good working relationships with your own colleagues and all other departments Any other ad-hoc duties as and when assigned by the Management 	
Demi Chef	<ul style="list-style-type: none"> Experience in Western Banquet/ Pastry, Baking and making Petit Fours/ using wok to prepare Asian Cuisine/ choosing, preparing, and presenting cold foods, such as salads, cold soups, meats, and cheeses Possess Food Hygiene Certificate Knowledge of Food Safety Regulations Good interpersonal and problem-solving skills Good organization and time management skills Ability to work well under pressure and 	<ul style="list-style-type: none"> Monitor the quality of ingredients and cooked dishes / pastry meet the hotel's standards Assist in managing kitchen inventory by keeping track of ingredients, ordering supplies, and minimising food wastage. Conduct quality checks on raw materials in assigned areas, ensuring proper storage, handling, and usage Assist in training within department and to attend training sessions when requested Keep the respective Kitchen In-Charge informed about all aspects of the assigned section Complete Mise en Place according to standard operating procedures and meet with the 	<ul style="list-style-type: none"> 44 hours per week 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>independently in a fast-paced environment</p> <ul style="list-style-type: none"> • Ability to work flexible hours, beyond working hours and on weekends 	<p>Respective Kitchen in Charge daily to plan food and beverage activities</p> <ul style="list-style-type: none"> • Assist in other food production areas as needed • Maintain good working relationships with your own colleagues and all other departments • Participate in serving guests during outside catering events as assigned • Coordinate with the stewarding department to address daily operational needs and maintain cleanliness standards • Any other ad-hoc duties as and when assigned by the Management 	
F&B Ambassador	<ul style="list-style-type: none"> • Excellent teamwork skills and ability to communicate clearly with guests and managers • Courteous and attentive to guests • Ability to multi-task in a fast-paced environment • Able to work different shifts, including weekends and public holidays 	<ul style="list-style-type: none"> • Assist Captain during operation hours and ensure good teamwork • Takeover duties from previous shift and handover properly to the next shift before signing off • Assist to seat and serve all guests effectively • To set all different meal periods and able to turnover effectively for the next meal period • Attend daily roll calls/ briefings and follow up with any necessary follow ups • Maintain cleanliness of service area, collect requisitions, study, and evaluate procedures and suggest improvements to Superior • To manage a station or assist a captain in running a station efficiently and effectively • Present the F&B menu and upsell • Check food quality and temperature before serving and report any problems immediately • Correct any discrepancies immediately after receiving notification and inform superior 	<ul style="list-style-type: none"> • 44 hours per week • 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintain inventory of garnishes, condiments, and supplies. • Perform daily cash handling and point-of-sale functions if required • To perform any other duties that may be assigned by the Management 	
F&B Captain	<ul style="list-style-type: none"> • Knowledge of Food & Beverage, restaurant management software, POS will be at advantage • Proficiency in Microsoft Office • Excellent team leader with the capability of performing multiple tasks at hand with minimal supervision • Good interpersonal skills and customer oriented • Flexibility to work different shifts, including weekends and public holidays 	<ul style="list-style-type: none"> • Greet and welcome guests promptly in a warm and friendly manner • Attend to phone calls using appropriate telephone etiquette • Upsell, promote, and ensure that the guest is enjoying their dining experience • Ensure guests are serviced within the specified time • Set tables according to the type of event and service standards • Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen • Check with guests to ensure satisfaction with each food course and beverage • Check the accuracy of bill/ checks before presenting to customer or processing the payment • Responsible for clearing, collecting, and returning food and beverage items to the proper area • Perform shift closing on the Point of sales terminal and tally cash and credit card settlements if required. • Complete the daily responsibilities that are set for each shift and closing duties • Ensure the cleanliness and organization of work areas, chinaware, silverware, glassware, and that the whole restaurant is always kept presentable • Conduct routine inspection of all outlet equipment to assure all are in proper working condition 	<ul style="list-style-type: none"> • 44 hours per week • 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and prepare a list of equipment in need of repair and maintenance</p> <ul style="list-style-type: none"> • Conduct monthly inventory checks on all operating equipment and supplies • Escalate guests complain to superior if unable to conduct service recovery • Assist in training, motivating, directing, and supervising the work performance of the employees in the F&B operations • To perform any other duties that may be assigned by the Management 	
Guest Services Executive/ Agent	<ul style="list-style-type: none"> • Preferably with booking system & Opera PMS experience • Proficiency in Microsoft Office • Strong communication, analytical and leadership skills • Attention to details • Customer Service Oriented • Ability to work in a fast-paced environment • Team player who can work independently • Flexibility to work different shifts, including weekends and public holidays 	<ul style="list-style-type: none"> • In charge of the Front Desk operation for the entire shift and ensure all task on the same shift are to be completed on time and follow the quality standard • To check and ensure the Front Desk is fully equipment with all stationary and report any equipment malfunction to the respective department and Duty Manager • To always maintain a friendly and professional image and smile under all circumstances • To provide courteous service to the guests and respond promptly and tactfully to the guests' complaints, requests, and enquiries • To listen attentively to the guests' requests and enquires • Ensure all arrival and departure VIPs and Suite guests are taken care of, e.g. rooms are readily available with amenities and cards, welcome and escort guests to room, courtesy call 30 minutes after rooming, and one day before departure, etc. • Night shift to submit request if any reordering is required for next month 	<ul style="list-style-type: none"> • 44 hours per week • 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To ensure close co-ordination with all other team members from Concierge and Bell Desk, Front Office, Security, and all other hotel departments especially with regards to Guest Service Requirements To maintain and update guest records and preferences in the Opera system In charge of the arrival and departure of any group activities Consult or inform departments concerned regarding guest feedback and follow up with actions required Follow up with departments concerned and confirm that the task has been completed within the time range communicated To conduct daily briefing and updating of hotel information To assist concierge/ bell service during the same shift for guest request To ensure there are sufficient key cards at check in Kiosk and report to Duty Manager if any machine was not logged in or functioning. To report to Duty Manager for any non-functioning kiosk equipment. To assist Executive Lounge and Telephone Operator when needed (after training) To ensure all traces left for the current shift have been resolved and attended to To perform any other duties that may be assigned by the Management <p>Main Responsibilities at Switchboard:</p> <ul style="list-style-type: none"> Address incoming and outgoing calls Taking messages for in-house guests and internal guests Programming of wake-up calls Giving a reminder wake up calls 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Sending jobs request from in-house guests and internal department • Taking reservations for F&B and update in booking system • Managing the main email address and response accordingly • Taking booking for the Spa • Handling of emergencies such as fire alarm, guest trap in the lift, calling for doctor, calling for ambulance etc. • Checking on the television channels • To perform any other duties that may be assigned by the Management <p>Main Responsibilities at Executive Lounge:</p> <ul style="list-style-type: none"> • To ensure daily assignment of Executive Floor guest rooms • To prepare and update daily records for Lounge • To maintain and count stock for Lounge equipment • To order daily food/ beverage items • To collect item from hotel store • To assist delivery of VIP guest room amenities • To provide quality service to guests while they are in the lounge • To check guest satisfaction for all guests at Lounge • To perform any other duties that may be assigned by the Management 	
Housekeeping Attendant	<ul style="list-style-type: none"> • Knowledge of handling industrial cleaning equipment, cleaning chemicals, proper storage, and disposal methods • Ability to work independently and as part of a team • Good time management skills, 	<ul style="list-style-type: none"> • Respond to guest requests and inquiries promptly, providing exceptional customer service • Attend to a wide range of guest requests, including but not limited to extra beds, baby cribs, towels, and bathroom and bedroom amenities • Assist the housekeeping team by providing support as required. This may involve tasks such as 	<ul style="list-style-type: none"> • 44 hours per week • 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>detail orientated and interpersonal skills</p> <ul style="list-style-type: none"> • Flexibility to work different shifts, including weekends and public holidays • Able to meet minimum target of cleaning the room = 18 throughout the shift • Comfortable in standing & walking throughout the shift due to job nature • Keen to learn required technologies/ systems as per job requirement 	<p>moving beds and furniture, delivering non-feather bedding, or assisting with hanging curtains.</p> <ul style="list-style-type: none"> • Handle guest laundry pick-up and delivery requests efficiently • Perform housekeeping duties, including cleaning guestrooms, bathrooms, and public areas • Change bed linens, replace towels, and replenish guest amenities • Vacuum, sweep, mop, and dust assigned areas • Ensure proper recording of daily guest loan items list and runner job list • Manage the inventory of linen room, ensure proper stock levels, and organize regular inventory checks to maintain adequate supplies • Prepare stock with necessary cleaning supplies to top up trolley • Ensure the cleanliness and organization of all areas, maintaining a tidy and sanitary environment • Report to Superior when stocks reach minimum and defects for ordering purposes • Record all maintenance and cleaning into daily checklist accordingly and accurately • Utilize the internal system to receive and complete tasks, ensuring accuracy and timely completion • To attend any meetings requested or training courses where necessary • To perform any other duties that may be assigned by the Management 	
Laundry Attendant	<ul style="list-style-type: none"> • Knowledge of chemical supplies and the ability to operate cleaning equipment 	<ul style="list-style-type: none"> • Travel to Guest Room to pick up the clothing that needs service • Count items and give the guest a completed receipt. Mark guest clothing for identification. 	<ul style="list-style-type: none"> • 44 hours per week • 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Detail orientated, team player and able to multi-task • Flexibility to work different shifts, including weekends and public holidays • Comfortable in standing & walking throughout the shift due to job nature • Able to understand and write English to handle guest request • Keen to learn required technologies/ systems as per job requirement 	<ul style="list-style-type: none"> • Ensure the name and room number is on the guest laundry/ dry cleaning slip before removal from room • Sort guest items for appropriate action (washing, dry cleaning, pressing or repair) and processes the clothing on the correct equipment, using the appropriate temperature and chemicals. Once processed, folds, or hangs the clothing as desired. Deliver clothing to guests within the stipulated time. • Comply, whenever possible, with all guest requests • Remove all spots and stains from garments when possible • Read all clothing labels before processing • Examine all clothing, record defects and report to the superior before processing • Check all pockets for items and ornaments left by guest or employee and return them in an envelope to the guest or employee • Sort employee uniforms for appropriate action (washing, dry cleaning, pressing or repair). Once processed, hang, and transport clean uniforms to the uniform room. • Operate and maintain washer, dryer, dry cleaning machine, presser, and iron • Ensure all chemicals and operating supplies are well stocked and in good condition • Report to Superior when stocks reach minimum or faulty equipment for ordering purposes • Maintain the laundry room in a neat and orderly manner • Utilize the internal system to receive and complete tasks, ensuring accuracy and timely completion 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To attend any meetings requested or training courses where necessary To perform any other duties that may be assigned by the Management 	
Linen Room Attendant	<ul style="list-style-type: none"> Detail orientated, able to multi-task and work independently Flexibility to work different shifts, including weekends and public holidays Comfortable in handling heavy item like carrying extra bed/ baby cot upon guest request Comfortable in standing/ walking/ climbing ladder for retrieving items at the top/ fitting of curtain etc. throughout the shift due to job nature Able to understand and write English to handle guest request Keen to learn required technologies/ systems as per job requirement 	<ul style="list-style-type: none"> Perform sorting, counting, and recording of all items to ensure sufficient stock level Count, send out dirty linen to the laundry and receipt of linen from the Laundry Ensure all expiry dates are monitored, and stocks are used on a first-in- first out basis Keep and maintain special linens (baby essentials, special pillows, spare duvet inserts and blankets) Handle check-in of deliveries and put them in the correct location in the linen room Ensure that all linen trolleys, cupboards, and all items pertaining to guest service are stocked as required Always provide guests with requested service Assist in the moving of furniture, beds and baby cots as required Perform re-hooking and hanging of all types of curtains in the guestrooms Ensure proper recording of daily guest loan items list and runner job list Collect and send all used cutlery for washing and replenishing them on the floors Conduct periodically check on the condition of all items in linen room Maintain periodic cleaning duties and related checklists as and when required Cleaning and maintenance of the linen room Report to Superior when stocks reach minimum and defects for ordering purposes 	<ul style="list-style-type: none"> 44 hours per week 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Utilize the internal system to receive and complete tasks, ensuring accuracy and timely completion To attend any meetings requested or training courses where necessary To perform any other duties that may be assigned by the Management 	
Senior Dishwasher	<ul style="list-style-type: none"> Knowledge and proficiency in operating industrial dishwashers and kitchen equipment will be an advantage Ability to work cohesively with fellow colleagues as part of a team Ability to work well under pressure in a fast-paced environment Flexibility to work on weekends, holidays, and extended hours as needed 	<ul style="list-style-type: none"> Control inventory of cleaning product, reorder as necessary Clean and sanitize all kitchen equipment, utensils, and surfaces, ensuring compliance with health and safety standards Operate dishwashing machines, ensuring dishes, glassware, silverware, and utensils are cleaned efficiently and are streak-free Wash, wipe, sort, stack dishes, and load/ unload the dishwasher Clean, sanitize, and close workstations. Ensure floors are always dry and clean Manage waste disposal and recycling, following environmental sustainability practices Conduct regular inspections of the kitchen and equipment to identify any repairs or replacements needed Coordinate with the front of house staff to ensure smooth operation and timely turnover of kitchenware and dining utensils Maintain the cleanliness of kitchen storage areas, chiller, and freezer Adhere to safety protocols to avoid chemical-related incidents which includes safe storage and disposal of hazardous substances 	<ul style="list-style-type: none"> 44 hours per week 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To perform any other duties that may be assigned by the Management 	
Senior Security Officer	<ul style="list-style-type: none"> Obtain Senior Security Officer in security identification card/ PLRD Experienced in CPR and AED, First Aid, firefighting, and crowd control Proficiency in Microsoft Office Basic investigative skills Good report writing skills Good Communication Skills Able to accept working shift duty, on PH and weekend 	<ul style="list-style-type: none"> To ensure compliance of Hotel Security Policies and Procedures To keep abreast of developments related to security within the hotel and community To have a clear understanding of current and amended laws, employee's handbook and all new policies and procedures which may be issued from time to time by the management To take an active role in the implementation of the hotel's fire plan including use of fire extinguishers and firefighting peripherals, rendering first aid and duties as member of CERT To conduct briefings for each shift, covering security information, important events or any other matter arising To manage and assume full responsibility for the department in the absence of the Security Supervisor/ Assistant Security Manager To document all incidents occurring in the hotel in connection with crime, subversions, potential liabilities, and insurance requirements To control the keys, lock system, alarm system and fire protection system To make recommendations to the superiors on security related matters To respond properly in any hotel emergency or safety situation To observe the grooming policy as laid out in the employee's handbook, as well as those set out by the department To cooperate efficiently with all departments within the hotel directly or indirectly involved with the Security Department 	<ul style="list-style-type: none"> 44 hours per week 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure all matters are reported to Superior • To perform any other duties that may be assigned by the Management 	
Senior Technician	<ul style="list-style-type: none"> • Service-oriented • Team player and able to work independently • Sense of urgency and ability to set priorities • Ability to communicate with all levels of colleagues 	<ul style="list-style-type: none"> • To escort and supervise contractors • To carry out improvement, maintenance and repair work on all building services and equipment according to the standards and requirements • To assist in firefighting and emergency evacuation • To assist in handling all emergencies • To perform daily startup, shutdown and inspection of building services and equipment according to the standards and requirements • To update daily on communication book and maintenance log • To attend to complaints from hotel guests and other departments • To take daily, weekly & monthly utilities readings • To complete the work order forms/ tasks request via Stayplease App • Tracking of inventory/ stocks for Minibar, In-room Safe, TVs, bulbs, etc. • Upkeeping of Recycling Corner & Food Waste Machine • Responsible for training of new team members • Take charge of the Operation Shift team • To attend to shift technician on their problems/ issues that cannot be resolved • To highlight to the reporting line on the request for external vendors • To ensure together with shift technician to carry out daily routine inspections to all plants 	<ul style="list-style-type: none"> • 44 hours per week • 20 Merchant Rd, Singapore 058281

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To take instructions from TO/ Engineer on the contractor's servicing/ repairs To take up internal minor preventive maintenance for rooms & public areas To perform any other duties that may be assigned by the Management 	

PARKROYAL COLLECTION Pickering, Singapore

Designed by WOHA, PARKROYAL COLLECTION Pickering is an iconic eco-friendly hotel in Singapore, with a stunning 'hotel-in-a-garden' concept that incorporates energy-saving features and seamlessly blends cutting edge environmentally - friendly practices and technologies throughout the building. Awarded 'World's Leading Green City Hotel' in the prestigious World Travel Awards, the hotel positions Singapore as a world leader of green high-rise developments.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Chief Engineer	<ul style="list-style-type: none"> Degree in Engineering or Diploma in Hotel & Leisure Facilities Management, or any other combination of education, training, or experience that provides the necessary knowledge, skills, and abilities to perform the job Minimum of 5 years with advanced knowledge of building management/ engineering experience in international five-star hotels Hands on experience on troubleshoot HVAC operations, repair and maintenance; electrical controls and equipment maintenance, mechanical applications and building management system etc. 	<ul style="list-style-type: none"> The Assistant Chief Engineer supports the Chief Engineer in maintaining overall maintenance operations of entire hotel facility, including guest rooms, all mechanical, electrical, H.V.A.C. systems, fire protection system, kitchen equipments, emergency power system, sewage system and related equipment in accordance with guest service, preventive maintenance and energy conservation standards and programs. Ensure the upkeep of guest and service areas to maintain them in proper working order and appearance, this position must be able to work independently as well as with others. <p>Responsibilities</p> <ul style="list-style-type: none"> Implements and maintains preventive maintenance and energy conservation programs for guest rooms, public areas, back-of-house, mechanical equipment, building systems, etc. 	<ul style="list-style-type: none"> 9.5 hours 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong understanding of building life safety system and energy management systems • Strong knowledge and hands on experience on troubleshoots commercial kitchen equipment and meat processing equipment • Strong leadership qualities • Flexible and able to adapt to fast-paced environment • Strong team player • Innovative and resourceful • High levels of flexibility, adaptability and ability 	<ul style="list-style-type: none"> • Ensures compliance with international standards, local regulations, and other environmental considerations including but not limited to workplace safety and security practices • Implements hotel maintenance procedures and conducts training to achieve property maintenance and guest service objectives • Manages departmental operations and capital projects to achieve budgeted goals • Supervises all senior technicians, technicians and craft men to ensure high quality preventive, corrective and guest demand maintenance services are provided • Supervises all Team Leaders, Senior Technicians and Technicians to ensure high quality preventive, corrective and guest demand maintenance services are provided • Reports any faults and renders assistance as and when required by department head/ hotel management and takes on any responsibilities and tasks as assigned by supervisor and hotel management • Conducts walk through and visually assesses the safe and efficient maintenance and operation of the physical aspects of the hotel, including guest rooms, public areas, all mechanical, electrical, H.V.A.C. systems and any other related equipment • Assists on routine preventive maintenance of equipment under the direction of Chief Engineer. This includes guest rooms, public areas, meeting rooms, ballrooms, outlets and back of house, laundry & kitchen equipment, heating, and air handling units, ice machines, fire 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>extinguishers, fire equipment and plumbing etc. These are performed as required by the manufacturer and in accordance with the warranty specifications.</p> <ul style="list-style-type: none"> • Champions work order assignment program for to complete work orders. Prioritizes and completes work orders in a timely manner. Monitors all deficiencies. Communicates to the requesting party upon completion when needed. • Carries out inspection of guest rooms after Preventive Maintenance. Reviews any problems with the Preventive Maintenance team and recheck room/ suite before releasing to Housekeeping/ Front Office. • Assists in developing, implement and manage emergency programs for the operation and maintenance of all equipment and physical structures in compliance with corporate standards, local, state and national codes and regulations to protect the asset, guests and associates, to ensure optimum operations, minimize expenses and maximize customer satisfaction • Responsible for the short- and long-term planning and day-to-day operations of the Engineering Department • Reports to Chief Engineer, on a regular basis, regarding the specific and overall condition of the building structures, guest areas, service areas, related systems and equipment offering prudent and cost-effective proposals for maintaining the same. Reviews reports and initiates appropriate actions to carry out maintenance work effectively and efficiently. • Ensures maintenance of swimming pool, water features 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>and spa are done according to manufacturer specifications; PPHG standards and local Health Department Regulations</p> <ul style="list-style-type: none"> • Promptly responds to guest requests in a friendly manner and follow up to ensure highest quality of service to guest satisfaction at all times • Responsible for any other tasks assigned by Chief Engineer or Director of Operations 	
Assistant Restaurant Manager	<ul style="list-style-type: none"> • Minimum 5 years of relevant food and beverage service and 3 years of supervisory experience. • Diploma/ Degree in Hospitality Management • Good leadership, coaching and managerial skills • Excellent interpersonal and people management abilities to develop an effective and motivated team to create memorable experience for all guests with exceptional service 	<ul style="list-style-type: none"> • To assist the Restaurant Manager in efficiently administering and organizing the restaurant into a profitable center and increasing revenue • To lead and supervise a shift which includes inspecting table and work area layouts and settings, ensuring service quality and any other hygiene matters • To ensure that miss en place/ side station is all set up with food items, non-food items such as crockery and chinaware before the shift commences • To involve and lead the learning & development aspect for the team • To take up any other tasks as assigned by the manager or management team 	<ul style="list-style-type: none"> • 9.5 hours • 3 Upper Pickering Street, Singapore 058289
Bartender	<ul style="list-style-type: none"> • At least 1 year of experience in a recognized hotel/ bar establishment/ independent restaurant • Min 'O' Levels, Diploma in hospitality, Degree in any discipline is an advantage • Good knowledge of food, wine & bar • High level of adaptability and flexibility • Proficient in spoken & written English 	<ul style="list-style-type: none"> • Have the flair and innovation to create new beverage concoctions • Complete work & side duties, opening & closing tasks for an effective restaurant & bar operation • Ensure that all reservations are correctly taken and sets the table according to the guests' request • Understand requirements and procedures for all meal periods to meet demand and maximize revenue and profit • Anticipate and meet unexpected wishes and requirements of every guest 	<ul style="list-style-type: none"> • 9.5 hours • 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to perform rotating shift, including weekends and public holidays 	<ul style="list-style-type: none"> • Perform other ad-hoc duties assigned to by the Restaurant Manager 	
Club Lounge Agent	<ul style="list-style-type: none"> • 1 to 3 years of work experience in a similar capacity; relevant experience in a 5-star hotel is preferred • GCE N/O Levels or fresh graduates in Hospitality/ Tourism Management • Intermediate computer literacy and knowledge of Microsoft Office applications • Excellent communication and interpersonal skills (spoken, written and electronic) • Demonstrate independence, responsibility and accountability • Able to work rotating shifts including public holidays and weekends • Basic computer skills, including Microsoft Office 	<ul style="list-style-type: none"> • Set up and maintain the Executive Lounge during breakfast buffet, afternoon tea and evening cocktail hours • Ensure that all foods and drinks are properly served while maintaining high standards of cleanliness and sanitation • Ensure that the Executive Lounge is properly maintained at all times • Report and ownership of lounge's fixtures, wares to ensure tiptop operating condition • Report and follow up on any malfunction equipment • Manage sufficient and timely requisition of F&B; administrative; operating equipment/ fixtures to ensure the lounge is well stocked at all times • Handle guest feedback and requests • Maintain good guest relations with all guests at all times • Knowledge of the daily VIP and lobby movements and requests • Responsible for the Guest Experience • Process all guest check-ins by confirming reservations, assigning rooms, and issuing and activating room keys • Coordinate with housekeeping to track the readiness of rooms for check-in • Process all types of payment such as room charges, cash, checks, debit, or credit • Process all check-outs including resolving any late and disputed charges • Complete designated cashier and closing reports in the computer system 	<ul style="list-style-type: none"> • 12 hours • 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist the Club Manager in managing and training the team members 	
Front Office Agent	<ul style="list-style-type: none"> 1 to 3 years of work experience in a similar capacity; relevant experience in a 5-star hotel is preferred GCE N/ O Levels or fresh graduates in Hospitality/ Tourism Management Intermediate computer literacy and knowledge of Microsoft Office applications Excellent communication and interpersonal skills (spoken, written and electronic) Demonstrate independence, responsibility and accountability Able to work rotating shifts including public holidays and weekends Basic computer skills, including Microsoft Office 	<ul style="list-style-type: none"> Process all guest check-ins by confirming reservations, assigning rooms, and issuing and activating room keys Process all types of payment such as room charges, cash, checks, debit, or credit Process all check-outs including resolving any late and disputed charges Answer, record, and process all guest calls, messages, requests, questions, or concerns courteously and professionally Coordinate with Housekeeping to track the readiness of rooms for check-in Supply guests with directions and information regarding the property Complete designated cashier and closing reports in the computer system Balance and drop receipts according to accounting specifications Perform other reasonable job duties as requested by superior 	<ul style="list-style-type: none"> 12 hours 3 Upper Pickering Street, Singapore 058289
Front Office Team Leader	<ul style="list-style-type: none"> Minimum of 2 years of experience as a Guest Service Agent with good knowledge of Opera system Minimum GCE 'O' or 'N' level and some supervisory skills High level of flexibility and adaptability Basic English language proficiency Able to work on rotating shifts, weekends and Public Holidays 	<ul style="list-style-type: none"> Assist the Front Office Manager in supervising and controlling the Front Desk operations and carry out all guest service duties Ensure there is sufficient stock of Front Desk supplies on a weekly basis Help in Room Controlling and assigning of rooms for day arrival as per guest preferences Coordinate with Housekeeping to ensure rooms block are clean for groups check-in Perform duties of Hotel Ambassadors whenever needed such as assisting in checking in and out Be able to conduct daily briefings and/or training when needed to Hotel Ambassadors 	<ul style="list-style-type: none"> 12 hours 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Be aware of all VIP arrivals and departures, especially corporate guests To undertake any other reasonable assignment by the Front Office Manager, as and when required" 	
Housekeeping Laundry Attendant	<ul style="list-style-type: none"> Have at least 1 year of prior experience in similar capacity in hotel setting is preferred Customer Service focus High level of flexibility and adaptability Strong Team Player Physical fit as the nature of the job requires to handle heavy load and pushing of laundry trolley 	<ul style="list-style-type: none"> The Laundry Attendant plays a pivotal role in ensuring a seamless and sustainable laundry operation at our hotel, upholding the highest standards of service in accordance with our policies and procedures. As part of the latest trends in the hotel industry, the incumbent will contribute to our commitment to sustainability by integrating eco-friendly practices into their daily tasks. <p>Responsibilities:</p> <ul style="list-style-type: none"> Embrace sustainability in laundry operations by sorting items based on color, fabric type, and washing instructions to maximize energy efficiency and minimize environmental impact Demonstrate proficiency in operating various laundry equipment, incorporating eco-friendly practices to enhance the quality of the finished product while reducing resource consumption Monitor linen and uniform inventory levels with a sustainability mindset, ensuring responsible use of resources, restocking, and implementing eco-conscious ordering practices Maintain high standards of cleanliness and quality through eco-friendly laundry practices, inspecting items for defects, damage, or irregularities, ensuring only properly cleaned and pressed items are returned to guests Adhere to safety and hygiene protocols with an emphasis on 	<ul style="list-style-type: none"> 9.5 hours 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>sustainability, using protective gear and eco-friendly cleaning agents to maintain a clean and environmentally conscious working environment</p> <ul style="list-style-type: none"> • Interact with guests to address specific requests or concerns related to laundry services, showcasing excellent customer service skills with a commitment to meeting guest expectations while promoting sustainable practices • Collaborate with housekeeping and other departments to coordinate the timely delivery of clean linens and uniforms, emphasizing the importance of sustainable practices throughout the process • Play a role in training new staff members on sustainable laundry procedures, equipment operation, and quality standards, aligning with the hotel's commitment to eco-friendly practices • Efficiently collect and issue uniforms and linen, incorporating sustainability practices in every aspect of the process • Maintain cleanliness and organization in storage and distribution areas, promoting a sustainable and eco-friendly work environment • Report any linen and uniform shortages or discrepancies promptly, emphasizing the importance of sustainability in resource management • Demonstrate familiarity with all equipment within the laundry room, ensuring work practices align with the Workplace Health & Safety Act and incorporating sustainability practices • Pick up/deliver laundry/valet from/to guest rooms with a focus on minimizing environmental impact 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Maintain the uniform conveyor system in good working condition, incorporating sustainable maintenance practices Perform unexpected duties as requested, including spill cleaning, with a commitment to sustainable solutions. Fulfill additional duties as necessary and assigned by the Executive Housekeeper, integrating sustainability into all aspects of the role 	
Housekeeping Team Leader	<ul style="list-style-type: none"> Minimum N or O level qualifications Minimum two years' experience in a similar role in the 5-star hotel A proven track record of maintaining superior standards of hotel cleanliness in a previous position or hotel Able to work on rotating shift, public holidays and/or weekends Meticulous and has an eye for details 	<ul style="list-style-type: none"> Verify room status on morning report; report discrepancy of rooms; prioritize and update status of checkout rooms Prepare and distribute assignment sheets to assigned staff and review priorities Ensure that cleanliness and condition of each area meets designated standards. Directly contact respective personnel and relay any deficiencies to be corrected. Inspect supply levels, cleanliness and organization of floor closets Assign designated personnel to rectify any deficiencies Monitor and handle guest complaints by following the instant pacification procedures and ensuring guest satisfaction Carry out other tasks as assigned by the supervisor 	<ul style="list-style-type: none"> 9.5 hours 3 Upper Pickering Street, Singapore 058289
Pastry Chef de Partie	<ul style="list-style-type: none"> 1-2 years of working experience in a similar capacity in hospitality industry Diploma, Certificate in Culinary or its equivalent Strong team player with great passion in pastry Attention to details Proficient in English language 	<ul style="list-style-type: none"> To create optimum customer satisfaction by providing the highest standard of food quality and presentation according to hotel procedures. Strive to exceed guest expectation and bring the culinary team to greater heights. Always act in a professional manner using the company's Mission, Purpose and Values. <p>Responsibilities</p>	<ul style="list-style-type: none"> 9.5 hours 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Execute and oversee the preparation of various pastries, desserts, and baked goods according to standardized recipes. Ensure high-quality presentation and taste of all pastry items. • Contribute to the development and improvement of pastry recipes. Stay updated on industry trends and incorporate innovative ideas into the dessert menu. • Maintain high standards of food quality, consistency, and hygiene. Conduct regular inspections to ensure that all pastry products meet the established standards. • Supervise and coordinate the work of the pastry team. Provide guidance and training to junior pastry chefs and assistants. • Monitor and manage inventory levels of pastry ingredients. Place orders for supplies to ensure the availability of necessary ingredients. • Oversee the proper use and maintenance of pastry equipment. Report any malfunctioning equipment and coordinate repairs or replacements. • Ensure that all food safety and sanitation standards are strictly followed. Implement and enforce proper hygiene practices within the pastry department. • Coordinate with other kitchen departments to ensure smooth overall kitchen operations. Communicate effectively with the culinary team to synchronize efforts. • Collaborate with front-of-house staff to address customer inquiries and special requests. Be prepared to discuss and 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>recommend pastry items to customers.</p> <ul style="list-style-type: none"> • Ensure compliance with local health and safety regulations and food handling guidelines • Stay informed about new techniques, ingredients, and trends in the pastry and baking industry. Attend workshops or training sessions to enhance skills and knowledge. • Maintain high personal hygiene, dress, uniform, and body language standards, representing the hotel professionally in all situations 	
Pastry Demi Chef	<ul style="list-style-type: none"> • Minimum 2 years of experience in bakery & pastry field, preferably with hotel experience • Certificate in Patisserie • Ability to work independently, as well as in a team 	<ul style="list-style-type: none"> • Follow established recipes and guidelines to prepare a variety of pastries, desserts, and baked goods. Ensure accurate measurements and adherence to quality standards. • Operate baking equipment such as ovens, mixers, and pastry tools. Monitor baking times and temperatures to achieve desired results. • Prepare and measure ingredients before starting the baking process. Handle and store ingredients properly to maintain freshness and quality. • Collaborate with senior chefs to contribute ideas for new pastry items and desserts. Assist in the development of seasonal or special menu items. • Pay attention to the visual appeal of pastries, ensuring they are presented attractively. Use creative techniques for decorating and garnishing desserts. • Maintain high standards of quality for all pastry items. Conduct taste tests and inspections to ensure consistency and flavor. • Adhere to food safety and sanitation guidelines. Keep the workstation clean and organized. 	<ul style="list-style-type: none"> • 9.5 hours • 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist in managing inventory levels of pastry ingredients. Report any shortages or expired products to the appropriate authority. Work closely with other kitchen staff and chefs to coordinate the timing of pastry production with other menu items. Communicate effectively within the kitchen team. Learn from and assist senior experienced chefs in the kitchen. Stay updated on new techniques and trends in pastry and baking. Collaborate with front-of-house staff to address customer inquiries or special requests. Receive and incorporate feedback to improve pastry offerings. Keep the assigned section clean, organized, and well-stocked. Adhere to food safety and sanitation standards to maintain a hygienic working environment. Maintains high personal hygiene, dress, uniform, and body language standards, representing the hotel professionally in all situations. 	
Rooms Division Administrator	<ul style="list-style-type: none"> Minimum 1 year experience as coordinator/ administrator role in a hotel or travel industry Minimum diploma holder in hotel accommodation Good command of written and spoken English and Chinese as the role may require communication with Chinese-speaking associates and/or guest Fully conversant with PC software and Microsoft applications Good telephone manner, interpersonal 	<ul style="list-style-type: none"> Performs all duties as listed in the Task list and as determined by the Rooms Division Manager and in accordance to PPHG guidelines Supports company's philosophy and company culture on a daily basis to ensure guest satisfaction and the achievement of our mission statement Maintains complete knowledge of all hotel features/ services, hours of operations, hotel restaurant food concepts, menu price range, dress code and ambience Maintains complete knowledge of hotel room types, number/ names, layout appointments, 	<ul style="list-style-type: none"> 9.5 hours 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>skill, independent and flexible</p> <ul style="list-style-type: none"> • Able to work under pressure and ambiguity • Highly systematic, detail-minded, able to prioritize and handle multiple tasks 	<p>amenities and locations, this includes all hotel room rates, special packages and promotions</p> <ul style="list-style-type: none"> • Ensures complete knowledge of scheduled hotel's activities, names and locations of functions/ events • Co-ordinates and follows-up on any requirements/ correspondences from AGC i.e. carpark rental/ coupons requirements; function rooms requests • Be familiar with the décor, amenities and technology of guest rooms and suites • Accommodates all guest requests in an accurate and efficient manner • Demonstrates teamwork by cooperating and assisting co-workers as needed • Responsible for drafting letters, replying simple guests' comments, keeping and maintaining records • Provides full spectrum of secretarial and office administrative support to Rooms Division Manager • Takes minutes of attended meetings and prepares daily correspondences • Prepares and maintains files, reports, letters, memorandums and other relevant business documentations • Handles travel and hotel arrangements, daily incoming calls, schedules and controls meetings; organizes local and regional meetings and conference • Manages the housekeeping and maintenance of Back-of-House areas of the Front Office and all areas under the Rooms' jurisdiction including Spa and Retail 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Ensures that all Back-Of-House equipment are well maintained and in working order Assists the Front Office management whenever required – including handling guests' requests, suppliers and other required coordination Performs duties as assigned, always presenting oneself as an asset to the hotel and encourages others to do the same Perform other job-related duties or as designated by the Rooms Division Manager Manages and handles all areas of administration including procurement (SAP) work for the Rooms Division including Front Office and Security Assists Rooms Division Manager in administering claims, expenses Ensures timely approvals of work schedules i.e. OT timesheets, payroll, spa commissions payable Prepares welcome cards for guests Ensures attendance of all training activities as scheduled and assigned and that training records are up to date Takes on the role as a buddy for new associates and assists them in learning the tasks required for their position i.e. doing hotel site inspection 	
Sales Manager	<ul style="list-style-type: none"> Minimum Diploma in hospitality management Minimum 5 years of sales experience and at least 2 years' experience in a luxury hotel with proven sales track record will be of an advantage 	<ul style="list-style-type: none"> Reporting to the Director of Sales & Marketing or designate, the Sales Manager will assist the Director of Sales to increase Corporate/ MICE or Leisure client base through consistent solicitations while establishing trust and rapport with clients to generate and boost revenues for the Hotel. <p>Responsibilities</p>	<ul style="list-style-type: none"> 9.5 hours 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Relevant experience in handling Corporate/ MICE/ Leisure segment • Driven, self-motivated individual with excellent interpersonal, oral and written communication skills • Good influencing skills and the ability to effectively deal with internal and external customers • An excellent team player who is able to work under pressure and meeting tight deadlines • Solid negotiation and presentation skills 	<ul style="list-style-type: none"> • Responsible for designated portfolio for the hotel – industry expert in the portfolio • Clear understanding of the hotel's business strategies then set goals and determine action plans to meet those goals • Update action plans and financial objectives quarterly • Versatile in selling various components for the hotel (F&B/ Catering/ Weddings) • Analyse current and potential markets/ trends, coordinates all activities to maintain and increase revenue through added business volume and increase guestroom rate • Continuously solicits for new business that expands our client base using action plans focused on the market segment identified by the Director of Sales • Conduct daily sales calls, site inspections & entertainments to strengthen ties with Corporate/ MICE or Leisure clients • Provide after-sales service and in particular to ensure all guests feedbacks are brought to management's attention and communicate with the respective departments for proper handling. Ensure that all feedbacks are reviewed, investigated and initiate follow-up action. • Closely following up on all business leads within a 24-hour response timeline to clients • Work closely with other sales associates and calls in on important customers and establishes multiple levels of contacts within the client's organisation • Familiarize with latest market trends and new business development opportunities and activities 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work closely with Revenue Management Team to ensure proposed rate negotiations meet the financial needs of the hotels • Always provide the highest quality of service to the clients • Practise professional account qualification on consistent basis • Attend tradeshow, travel functions, major business functions or as required/ directed by the Director of Sales/ Director of Sales and Marketing • Responsible for an assigned sales target in accordance with market segment • Prepare periodic sales reports showing sales volume, potential sales and areas of proposed client base expansion • Take ownership of daily sales activities and maximise the productivity by following a system of weekly and monthly action plans • Work closely with assigned buddy during absence & render assistance • Manage and develop relationships with key internal and external stakeholders • Proficient in Compset hotel champion & market intelligence 	
Telephone Operator Team Leader	<ul style="list-style-type: none"> • Possess minimum 'N' level certification • Minimum of 2 years of experience in a call centre environment, preferably in the hospitality industry • Previous experience in a leadership or supervisory role within a call centre setting • Able to work rotating shifts including night shift, weekends and/or public holidays 	<ul style="list-style-type: none"> • Assisting Guest Services Manager in managing the hotel call centre (One Connect) daily operations, plays a pivotal role in ensuring smooth operations and exceptional customer service. • Supervising and motivating the team, handling escalated customer issues and optimizing One Connect performance to meet or exceed established goals. <p>Responsibilities</p>	<ul style="list-style-type: none"> • 12 hours • 3 Upper Pickering Street, Singapore 058289

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in handling escalated calls and resolving customer issues effectively • Familiarity with call centre metrics and performance management • Excellent verbal and written communication skills, with the ability to convey information clearly and concisely • Strong customer service orientation, with the ability to handle challenging situations with empathy and professionalism • Excellent organizational and multitasking abilities with attention to details • Able to work under stress and fast paced environment 	<ul style="list-style-type: none"> • Oversee all incoming calls from guests and ensure prompt, courteous and accurate responses to their inquiries, requests and concerns • Resolve escalated issues efficiently and provide appropriate solutions to ensure guest satisfaction • Update and conduct daily handover log and briefing to provide and elaborate latest and updated information to the team • Ensure the team always adhere to company policies, SOPs and acted according to the company code of conducts or employee handbook • Regularly monitor and respond to guest inquiries received through email, ensuring timely accurate responses. Prioritize urgent matters and delegate tasks within the team to ensure efficient handling of emails. • Conduct regular performance evaluations, providing constructive feedback and recognition for accomplishments • Develop and deliver comprehensive training programs for One Connect team, focusing on customer service skills, product knowledge, communication techniques, and problem-solving abilities. Ensure that the team are equipped with the necessary skills to provide exceptional service to guests. • Provide new hires with on boarding training to familiarize them with One Connect processes, systems and customer service expectations • Offer ongoing guidance, coaching and support to the team to enhance their performance and identify opportunities for improvement 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Monitor and analyse call centre metrics, such as call volume, average handling time, response time and abandoned rate. Identify trends, implement process improvements and develop strategies to optimize team performance and exceed service level goals Fully aware with the Emergency Procedures and One Connect contingency plan in the event of any system down Liaise with various hotel areas and departments, including Front Desk, Guest Relations, Concierge & Bell, Reservation, Housekeeping, Food & Beverage, Sales & Catering and others to maintain and to ensure seamless communication and coordination of guests requests and concerns To assist with any other duties that may be assigned from time to time by the management 	

The Ritz-Carlton, Millenia Singapore

As one of the Ladies and Gentlemen of The Ritz-Carlton, you are the most important asset in our service commitment to our guests. We not only meet, but also exceed our guests' expectations.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Restaurant Manager	<ul style="list-style-type: none"> Relevant experience in F&B preferred Willing to work rotating shifts, inclusive of weekends 	Assisting in Food and Beverage Operations <ul style="list-style-type: none"> Creates and nurtures a property environment that emphasizes motivation, empowerment, teamwork, continuous improvement and a passion for providing service Provides excellent customer service to all employees Responds quickly and proactively to employee's concerns Uses coaching skills throughout the property Demonstrates self-confidence, energy and enthusiasm 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Motivates and encourages staff to solve guest and employee related concerns <p>Ensuring Exceptional Customer Service</p> <ul style="list-style-type: none"> Provides excellent customer service Responds quickly and proactively to guest's concerns Understands the brand's service culture Sets service expectations for all guests internally and externally Takes ownership of a guest complaint/problem until it is resolved, or it has been addressed by the appropriate manager or employee Follows up to ensure complaints have been addressed to the guest's satisfaction Develops a relationship with all guests to build repeated clientele internally and externally 	
Assistant Stewarding Manager	<ul style="list-style-type: none"> Relevant experience in the management of the daily kitchen utility operations and staff 	<ul style="list-style-type: none"> Assists in the management of the daily kitchen utility operations and staff Areas of responsibilities include dish room operations, night cleaning, back dock cleaning and maintenance, banquet plating and food running Strives to continually improve guest and employee satisfaction while maintaining the operating budget 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799
Banquet - Audio Visual Specialist	<ul style="list-style-type: none"> Knowledgeable in function of audio and visual equipment, its thorough application its thorough operation and setup preferred Willing to work rotating shifts, inclusive of weekends 	<ul style="list-style-type: none"> Set-up, operate, and troubleshoot all AV/ projection/ lighting/ conferencing equipment, devices, and systems Ensure AV equipment is fully operational, repair or clean equipment when necessary. Tape down and dress all loose wire and cable. Label any broken equipment and communicate problems to manager/ supervisor. 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Check delivered equipment and room set-up against Banquet Event Order • Communicate any additions or deletions to flowsheets to manager/ supervisor • Operate and maintain house audio system • Assist and instruct guests/ customers regarding proper usage and operation of AV equipment, up-sell different AV services, and monitor equipment operation at appropriate intervals • Break-down, remove, and secure equipment. Read, understand, and adhere to Marriott Visual Productions (MVP program) SOP book 	
Catering Sales Executive	<ul style="list-style-type: none"> • Possess good communication skills • Has aptitude to do sales 	<ul style="list-style-type: none"> • Provide clerical/ secretarial and administrative support for the Catering Sales Department including dictation, typing, computer input, filing, tracing, answering telephones, printing reports, distribution, invoice control, requisition's, office housekeeping and departmental records/logs 	<ul style="list-style-type: none"> • 44 hours per week • Marina Bay 7, Raffles Ave, Singapore 039799
Catering Sales Manager	<ul style="list-style-type: none"> • Relevant experience in a luxury hotel preferred with strong sales record • Possess good communication skills 	<ul style="list-style-type: none"> • The Catering Sales Manager is responsible for contracting and closing local catering and social business and ensuring that business is turned over properly and in a timely fashion for quality service delivery. • The position is responsible for achieving catering revenue goals by actively up-selling each business opportunity to maximize revenue. • The incumbent implements the brand's service strategy and applicable brand initiatives in all aspects of the sales process and drives customer loyalty by delivering service excellence throughout each customer experience. 	<ul style="list-style-type: none"> • 44 hours per week • Marina Bay 7, Raffles Ave, Singapore 039799

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Commis Cook	<ul style="list-style-type: none"> Willing to work rotating shifts, inclusive of weekends 	<ul style="list-style-type: none"> "Prepare ingredients for cooking, including portioning, chopping, and storing food. Wash and peel fresh fruits and vegetables. Weigh, measure, and mix ingredients. Prepare and cook food according to recipes, quality standards, presentation standards, and food preparation checklist. Prepare cold foods. Operate ovens, stoves, grills, microwaves, and fryers. Test foods to determine if they have been cooked sufficiently. Monitor food quality while preparing food. Set-up and break down work station. Serve food in proper portions onto proper receptacles. Wash and disinfect kitchen area, tables, tools, knives, and equipment. Check and ensure the correctness of the temperature of appliances and food." 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799
F&B Captain	<ul style="list-style-type: none"> Willing to work rotating shifts, inclusive of weekends 	<ul style="list-style-type: none"> Responsible for participating and assisting in all colony operations and all personnel for continuous contribution and improvement in revenues and cost controlling as a supporting role Ensuring that quality and standards of services are maintained including operation, cleanliness and maintenance of the work areas To work hand in hand with all the management in the restaurant to ensure standards of the restaurant 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799
Front Office - Guest Services Agent	<ul style="list-style-type: none"> Willing to work rotating shifts, inclusive of overnight and weekends 	<ul style="list-style-type: none"> Process all guest check-ins by confirming reservations, assigning room, and issuing and activating room key Process all payment types such as room charges, cash, checks, debit, or credit Process all check-outs including resolving any late and disputed charges 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Answer, record, and process all guest calls, messages, requests, questions, or concerns. • Coordinate with Housekeeping to track readiness of rooms for check-in • Communicate parking procedures to guests/ visitors and dispatch bell staff or valet staff as needed • Supply guests with directions and information regarding property and local areas of interest • Run daily reports (number of arrivals, departures), identify any special requests, and check reports for accuracy • Complete designated cashier and closing reports in the computer system • Cash guests' personal checks and traveler's checks • Count bank at the beginning and end of shift • Balance and drop receipts according to accounting specifications 	
Guest Relations Officer	<ul style="list-style-type: none"> • Willing to work rotating shifts, inclusive of weekends 	<ul style="list-style-type: none"> • Supply guests with directions and information regarding property amenities, services, and hours of operation, and local areas of interest and activities • Contact appropriate individual or department (e.g., Bellperson, Front Desk, Housekeeping, Engineering, Security/ Loss Prevention) as necessary to resolve guest call, request, or problem • Follow up with guests to ensure their requests or problems have been met to their satisfaction • Receive, record, and relay messages accurately, completely, and legibly • Respond to special requests from guests with unique needs 	<ul style="list-style-type: none"> • 44 hours per week • Marina Bay 7, Raffles Ave, Singapore 039799

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Communicate VIP arrivals to designated personnel for escort and delivery of amenities 	
Loss Prevention Specialist	<ul style="list-style-type: none"> Willing to work rotating shifts, inclusive of overnight and weekends 	<ul style="list-style-type: none"> Patrol all areas of the property; assist guests with room access. Monitor closed circuit televisions, perimeter alarm system, duress alarms, and fire life safety system Lock property entrances when required Conduct daily physical hazard inspections Respond to accidents, contact EMS or administer first aid/CPR as required Assist guests/ employees during emergency situations. Notify appropriate individuals in the event of accidents, attacks, or other incidents. Defuse guest/ employee disturbances. Call for outside assistance if necessary. Complete incident reports to document all Security/ Loss Prevention related incidents Handle all interruptions and complaints Resolve safety hazard situations Escort any unwelcome persons from the property without interrupting the orderly flow of property operation Report to scenes of vehicle accidents/ thefts. Call for assistance using proper code responses Complete a Loss Prevention shift summary/ daily activity report Maintain confidentiality of all Security/ Loss Prevention and property reports/ documents, release information only to authorized individuals Conduct investigations and gather evidence. Conduct interviews with relevant parties. 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799
Reservations - ERS Executive	<ul style="list-style-type: none"> Ability to clearly and pleasantly communicate in English with guests/ visitors 	<ul style="list-style-type: none"> Process all reservation requests, changes, and cancellations received by phone, fax, or mail 	<ul style="list-style-type: none"> 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and coworkers in writing, by telephone, and in person <ul style="list-style-type: none"> • Willing to work rotating shifts, inclusive of weekends 	<ul style="list-style-type: none"> • Identify guest reservation needs and determine appropriate room type. Verify availability of room type and rate. • Explain guarantee, special rate, and cancellation policies to callers • Accommodate and document special requests • Answer questions about property facilities/ services and room accommodations • Follow sales techniques to maximize revenue • Input and access data in reservation system • Indicate special room reservation types (e.g., complimentary rooms, employee discounts, travel agent inspection rates, and wholesale reservations) by inputting the correct code and rate into the reservation system • Follow proper escalation procedures when addressing guest concerns 	<ul style="list-style-type: none"> • Marina Bay 7, Raffles Ave, Singapore 039799
Revenue Management Analyst	<ul style="list-style-type: none"> • Excellent analytical skills; emphasis on market, inventory and pricing analysis • Strong mathematical skills 	<ul style="list-style-type: none"> • The Revenue Analyst is responsible for the analysis of revenue, profit and demand associated with hotel rooms and space inventory. • Position prepares forecasts, budgets, weekly and daily projections and analyzes the progress of each. • The Revenue Analyst develops and/or uses analytical tools and systems to maximize revenues and profit. • Position critiques sales strategy effectiveness and prepares historical and future analysis of revenue and profit opportunities. • The position also manages and maintains hotel inventory and revenue management systems. 	<ul style="list-style-type: none"> • 44 hours per week • Marina Bay 7, Raffles Ave, Singapore 039799
Seamstress	<ul style="list-style-type: none"> • Relevant knowledge in alteration of clothes 	<ul style="list-style-type: none"> • Clean and maintain the services areas on the job place 	<ul style="list-style-type: none"> • 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Provide the fitting and alteration for all staff uniform 	<ul style="list-style-type: none"> Marina Bay 7, Raffles Ave, Singapore 039799
Server	<ul style="list-style-type: none"> Willing to work rotating shifts, inclusive of weekends 	<ul style="list-style-type: none"> Serve food and alcoholic/nonalcoholic beverages to guests Set tables according to type of event and service standards Answer questions on menu selections and being knowledgeable on a la carte menus Communicate with the kitchen regarding menu questions, the length of wait, re-cook orders, doneness and product availability Communicate additional meal requirements, allergies, dietary needs, and special requests to the kitchen Record transaction in MICROS system at time of order Check in with guests to ensure satisfaction with each food course and/or beverages Maintain cleanliness of work areas, china, glass, etc., throughout the day according to Brand and Hygiene Standards Complete closing duties, including restocking items, turning off lights, etc. according to check lists Present physical and accurate check to guest and process payment, if having cashier rights 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799
Service Experience Agent (Telephone Agent)	<ul style="list-style-type: none"> Willing to work rotating shifts, inclusive of overnight and weekends 	<ul style="list-style-type: none"> Answer, record, log, and process all guest calls, requests, questions, or concerns Operate telephone switchboard station Process guest requests for wake-up calls, screening calls, do not disturb, call forwarding, conference calls, TDD relay calls, and non-registered guest calls Advise guest of any messages received Monitor busy or unanswered lines, check back with callers on 	<ul style="list-style-type: none"> 44 hours per week Marina Bay 7, Raffles Ave, Singapore 039799

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>hold to update status, and offer to take a message</p> <ul style="list-style-type: none"> • Receive, record, and relay messages accurately, completely, and legibly • Activate/ deactivate guest room message lights as appropriate • Instruct guests on how to access the internet, transfer guests with problems to provider's customer support line • Test communications equipment to ensure it works properly • Respond to special requests from guests with unique needs • Contact appropriate individual or department as necessary to resolve guest call, request, or problem • Follow up with guests to ensure their requests or problems have been met to their satisfaction • Dispatch bell staff or valet staff as needed 	
Steward	<ul style="list-style-type: none"> • Willing to work rotating shifts, inclusive of weekends 	<ul style="list-style-type: none"> • Operate and maintain cleaning equipment and tools, including the dish washing machine, hand wash stations pot-scrubbing station, and trash compactor • Wash and disinfect kitchen and storeroom areas, tables, tools, knives, and equipment • Receive deliveries, store perishables properly, and rotate stock • Ensure clean wares are stored in appropriate areas • Use detergent, rinsing, and sanitizing chemicals in the 3-compartment sink to clean dishes • Inspect, pull, and stack cleaned items, send soiled items back for re-scrubbing and re-washing • Rack and spray all racked items with hot water to loosen and remove food residue • Sort, soak, and wash/ re-wash silverware • Breakdown dirty bus tubs 	<ul style="list-style-type: none"> • 44 hours per week • Marina Bay 7, Raffles Ave, Singapore 039799

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Empty and maintain trashcans and dumpster area • Clean and mop all areas in assigned departments • Dispose of glass in the proper containers • Break down cardboard boxes and place them and other recyclables in the recycle bin 	
Technician	<ul style="list-style-type: none"> • Willing to work rotating shifts, inclusive of overnight and weekends 	<ul style="list-style-type: none"> • Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures using hand tools and power tools • Inspect and diagnose malfunctioning tools, equipment, electrical systems, apparatus, and components • Connect wires to circuit breakers, transformers, or other components • Use testing devices such as ohmmeters, voltmeters, and oscilloscopes • Test batteries in generators, emergency lighting, etc. • Plan layout and installation of electrical wiring, equipment, and fixtures, based on job specifications and current National Electric Code and local codes • Read and follow blueprints/schematics • Respond to repair requests and perform preventative maintenance on tools and equipment, and appliances • Maintain maintenance inventory and requisition parts and supplies 	<ul style="list-style-type: none"> • 44 hours per week • Marina Bay 7, Raffles Ave, Singapore 039799
The Ritz-Carlton Club Concierge	<ul style="list-style-type: none"> • Willing to work rotating shifts, inclusive of weekends 	<ul style="list-style-type: none"> • Provide information to guests enquires and coordinates all guests request for special arrangements or services courteously and efficiently • Escort guest to assigned guests rooms, informing guest of privilege of club facilities, hotel services, features and room amenities 	<ul style="list-style-type: none"> • 44 hours per week • Marina Bay 7, Raffles Ave, Singapore 039799

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Attends to immediate needs of guests upon arrival and follow through with special attention throughout stay 	

Worldwide Hotels Management

Worldwide Hotels Group is the biggest Singapore-owned hotel chain that consist of Hotel Boss, V Hotel Bencoolen, V Hotel Lavender, Hotel Mi Bencoolen, Hotel Mi Rochor, Mercue ICON Singapore City Centre, Novotel Singapore on Kitchener, Hotel 81, Venue Hotels and Value Hotels.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Executive Housekeeper	<ul style="list-style-type: none"> Experience in similar role for at least 2 years Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> Responsible for providing leadership and strategic direction for the housekeeping department, ensuring high standards of cleanliness and customer satisfaction are maintained Oversee the planning, organizing and coordination of all housekeeping activities to maximize efficiency and effectiveness 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Duty Manager	<ul style="list-style-type: none"> Experience in similar role for at least 2 years Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> Direct, monitor and supervise the day-to-day activities of all sections within the Front Office and other services rendered by other operational departments of the hotel, and to ensure smooth operations and customer service satisfaction in line with the established standards and policies of the hotel 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Front Office Executive	<ul style="list-style-type: none"> Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> Executes all duties related to the hotel's front office operations Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 7am-5pm 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Front Office Supervisor	<ul style="list-style-type: none"> Experience in similar role for at least 2 years Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> Assist the Duty Manager in the supervision and control of the Front Desk operations and carry out all guest service duties Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Guest Relation Executive	<ul style="list-style-type: none"> Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> Perform role as Front Office Executive and assist guest check in, check out and handling guest enquiries Manage and resolve guest complaints and feedback Assist Guest Service Manager and department to comply with Front Office policies and procedures Anticipating guest needs and requests, and creating memorable experiences through Over time is payable as per MOM legislation. 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Guest Service Officer (Bellman)	<ul style="list-style-type: none"> Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> To welcome all guests and provide service duties to them, such as assisting with their luggage, transport, and all other guests' enquiries Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Hotel Attendant	<ul style="list-style-type: none"> Able to work on rotating shifts including public holidays and weekends 	<ul style="list-style-type: none"> Assisting in housekeeping department for general cleaning role for hotel lobby and general areas Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Housekeeping Coordinator	<ul style="list-style-type: none"> Able to work on rotating shifts including public holidays and weekends 	<ul style="list-style-type: none"> Manages Housekeeping day-to-day operations support Handle department's rooms assignment/ control Ensure a proper control and record of the master key movement Ensure seamless and professional communication between & with all staff of all levels Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Housekeeping Supervisor	<ul style="list-style-type: none"> Experience in similar role for at least 2 years Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> Responsible for the cleanliness, orderliness and general appearance of the hotel while at the same time ensuring that all hotel guests receive a high level of housekeeping services Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Maintenance Supervisor	<ul style="list-style-type: none"> Experience in similar role for at least 2 years 	<ul style="list-style-type: none"> Responsible to assist the Maintenance Manager in the 	<ul style="list-style-type: none"> 9am-6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> operation and maintenance of the building to ensure a high standard of upkeep and maintenance to the satisfaction of the building owner and guests/ tenants Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Maintenance Technician	<ul style="list-style-type: none"> Able to work on rotating shifts including public holidays and weekends 	<ul style="list-style-type: none"> Maintaining of the hotel's facilities to the highest standards and ensuring the safety and comfort of our guests and staff Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 9am-6pm 80 Marine Parade Road, #21-01 Parkway Parade, 449269
Room Attendant	<ul style="list-style-type: none"> Able to work on rotating shifts including public holidays, weekends and night shift 	<ul style="list-style-type: none"> Responsible for routine duties in cleaning and servicing of guest rooms while promoting a positive image of the property to guests Over time is payable as per MOM legislation 	<ul style="list-style-type: none"> 7am-7pm 7pm-7am 80 Marine Parade Road, #21-01 Parkway Parade, 449269

e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

Meet an e2i Career Coach

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

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



Discover our Services at a Centre Near You

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

Operating Hours

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

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

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

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(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>
- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)
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Explore this site to get this information:

- Career Resource kit for Professionals
 - Career Assessment Tool
 - e2i Resume Builder
 - Career Fairs
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