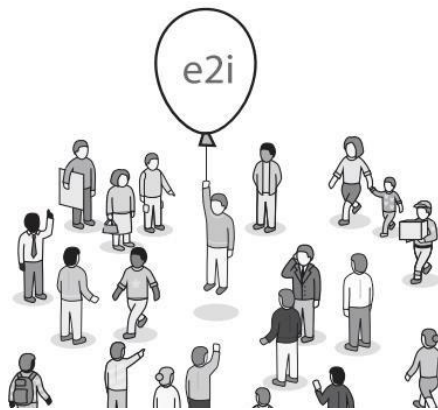


e2i Job Fair @Hougang Central

1 October 2024 (Tuesday)

10am - 4pm

Job Listing Booklet



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

About e2i (Employment and Employability Institute)

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

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#1 Advancer Global Facility

Advancer Global Facility provides building management services to a diverse customer base, including residential, industrial and commercial properties, hospitals, hospitality and food and beverage industries. Our services include cleaning and stewarding, pest control, landscaping and aquascaping, property valuation/consultation and facility management.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Development Executive	<ul style="list-style-type: none"> • Minimum GCE 'O' level or equivalent • Valid driver's license required • Previous experience in a sales role, particularly within the facilities management industry, is preferred • Creative multitasker with outstanding time management abilities, proficient in working both independently and collaboratively • Preferably able to speak in English and Mandarin as need to liaise with Mandarin speaking customers 	<ul style="list-style-type: none"> • Actively seek out new sales opportunities • Maintain and build good rapport new/ existing customer relationships • Prepare appropriate presentations to potential customers • Market partnership initiatives bridging partner interest to reach mutually beneficial partnership agreements • Constantly improve the processes of partnership acquisition, selling, development, implementation and retention • Respond to incoming email and phone call on sales enquiries • Assist on additional job-related tasks as assigned by direct superiors 	<ul style="list-style-type: none"> • Monday to Friday: 8am to 5pm • Saturday: 8am to 12pm • 135 Jurong Gateway Rd, #05-317, Singapore 600135
Dormitory Security Guard (SO/ SSO)	<ul style="list-style-type: none"> • Must be Medical Fit for Employment • Must have a valid PLRD License • Must be able to work on weekends and public holidays <p>Note</p> <ul style="list-style-type: none"> • Annual Leave & Medical leave Entitlement • Monthly Performance Bonus up to \$800 (T&C Apply) • Opportunities for professional training & career advancement 	<ul style="list-style-type: none"> • Monitor and patrol the dormitory premises to deter and detect security threats or breaches • Control access to the building, including verifying the identity of residents and visitors, and issuing visitor passes as required • Conduct bag check at random time of the day, to ensure that residents comply with established policies and procedures • Conduct routine inspections of the dormitory's security systems, including surveillance cameras, alarms, and locks, and report any malfunctions or security concerns 	<ul style="list-style-type: none"> • Rotating shifts • Day Shift: 8 am to 8 pm • Night Shift: 8pm to 8 am • Working location: Kranji/ Jalan Tukang/ Tuas South Boulevard/ Tuas South Ave 2

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Maintain detailed logs and incident reports of daily activities, security breaches, and any unusual occurrences • Provide a visible security presence to promote a sense of safety among residents and staff • Assist on additional job-related tasks as assigned by direct superiors 	
Field Engineer	<ul style="list-style-type: none"> • Higher Nitec in Mechatronics, Electrical or Engineering • Basic knowledge of electrical installation and safety protocols • Prior experience in testing electronic devices is advantageous • Able to work well both independently and as part of a team, demonstrating strong written and communication skills • Display high integrity, self-motivation and willingness to learn 	<ul style="list-style-type: none"> • Conduct site visits to determine optimal sensor and technology placement • Offer on-site technical support for sensor performance, smart technology, and system integration • Install, calibrate, and commission sensor systems and smart technologies, ensuring technical and project specifications are met • Conduct routine maintenance and troubleshoot technical issues to minimize downtime and ensure system reliability • Conclude service calls by submitting fully completed service and risk reports • Attend site survey/inspection to potential sites • Ensure safety and technical compliance while educating clients and technicians • Assist on additional job-related tasks as assigned by direct superiors 	<ul style="list-style-type: none"> • Monday to Friday: 8:30am to 6pm (Site visits will be necessary) • 135 Jurong Gateway Rd, #05-317, Singapore 600135
Product Technical Support (IoT)	<ul style="list-style-type: none"> • Higher Nitec in Mechatronics, Electrical or Engineering • Basic knowledge of electrical installation and safety protocols • On-the-job training will be provided • Able to work well both independently and as part of a team, 	<ul style="list-style-type: none"> • Testing and Commissioning of mass scaled IoT systems (not limited to LoRaWAN, BLE, SigFox, ZigBee, NBloT, etc) • Perform hands-on site work to support M&E works • Testing of IoT sensory and electrical equipment on site • Reporting test results in accordance with the company standards/SOPs 	<ul style="list-style-type: none"> • Monday to Friday: 8:30am to 6pm • 135 Jurong Gateway Rd, #05-317, Singapore 600135

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>demonstrating strong written and communication skills</p> <ul style="list-style-type: none"> • Display high integrity, self-motivation and willingness to learn 	<ul style="list-style-type: none"> • Coordinate with other technical staffs, both locally and overseas • Opportunities to work with clients from various industries • Assist on additional job-related tasks as assigned by direct superiors 	
<p>Security Guard (SO/ SSO)</p>	<ul style="list-style-type: none"> • Must be Medical Fit for Employment. • Must have a valid PLRD License. • Previous experience in concierge will be an advantage • Trained in Company Emergency Response Team (CERT) + First Aid Course. Company can sponsor candidates for certification. (T&C apply) <p>Note</p> <ul style="list-style-type: none"> • Annual Leave & Medical leave Entitlement • Monthly Performance Bonus up to \$800 (T&C Apply) • Opportunities for professional training & career advancement 	<ul style="list-style-type: none"> • Access Control: Monitor and control vehicle access to and from the carpark. Verify permits, issue parking tickets, and manage guest/vendor entry to ensure compliance with client's policies • Incidents Reporting: Respond to and manage any incidents or emergencies in the carpark area, including coordinating with emergency services as required, and prepare incident reports as needed • Patrols: Conduct regular patrols of the carpark and vicinity to ensure all areas are secure and to deter potential threat • Compliance: Ensure that all security protocols and procedures are followed • Customer Service: Provide courteous assistance to guests and staff, including giving directions, answering queries, and resolving any parking-related issues • Assist on additional job-related tasks as assigned by direct superiors 	<ul style="list-style-type: none"> • Rotating shifts • Day Shift: 8 am to 8 pm • Night Shift: 8pm to 8 am • Working location: Sentosa Island
<p>Technician (Building/ Estate)</p>	<ul style="list-style-type: none"> • NITEC in Engineering or Building Services • Relevant trade training, WSQ certificates and experience will be considered • Previous experience in an electrician role, particularly within the facilities management industry, is preferred 	<ul style="list-style-type: none"> • Conduct regular checks and inspection on grounds and report on irregularities found to ensure proper operation of the building • Carry out servicing, repairs and modification works such as replacing light bulbs, water taps and handyman services • Carry out preventive and ad-hoc maintenance work 	<ul style="list-style-type: none"> • Rotating shifts • 135 Jurong Gateway Rd, #05-317, Singapore 600135

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">• Able to work well both independently and as part of a team, demonstrating strong written and communication skills• May be expected to work after normal working hours if necessary	<ul style="list-style-type: none">• Assist on additional job-related tasks as assigned by direct superiors	

#2 AWWA

AWWA is a social service agency, serving over 16,000 persons across life-stages yearly. Services include early intervention for pre-schoolers, education and disability support for children and adults with additional needs, assistance to low-income families, caregivers, and health and social assistance for vulnerable seniors. AWWA is Singapore-based, with an Institution of a Public Character (IPC) status.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Early Intervention Educator	<ul style="list-style-type: none"> • Minimum Diploma or Degree in Early Childhood Care & Education, Special Education, Psychology, Social Work, or equivalent • Great interpersonal and communication skills • Love working with preschoolers • Organized and meticulous 	<ul style="list-style-type: none"> • To maintain the standards of service delivery in the EIC • To report to the EIC regularly and attend classes, meetings, trainings and events punctually • To develop lesson plans and adopt developmentally appropriate teaching materials, methods, tools, and assistive technologies to create quality natural learning environments to embed pupils' functional goals in the daily activities under supervision • To co-create a natural learning environment to stimulate children's learning interest and promote engagement by implementing new teaching and learning approaches • To co-plan and implement appropriate classroom management strategies to manage an individual and a group of diverse learners • To coordinate center-based intervention and home-based intervention with Trans-disciplinary team members and collaborate with families and caregivers to enhance child and family outcomes under supervision • To develop and implement functional learning goals for each child, under his/her charge, in collaboration with the Trans-disciplinary team and family members • To monitor and review the children's progress, functional goals, and family priorities in 	<ul style="list-style-type: none"> • 3 days a week: 7.45am to 1.15pm or 12.45pm to 6.15pm • 2 days a week: 7.45am to 4.45pm or 9.15am to 6.15pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>coordination with other team members regularly</p> <ul style="list-style-type: none"> • To update and maintain the records of each child's daily attendance, assessment, intervention records, and progress of development. Record keeping includes any other forms related to teaching and learning which are to be completed and submitted whenever necessary. • Prepare IEP and Progress summary/ Narrative summary for each pupil, and discuss with parents during the Pre, as well as actual Parent-Team Conferences (PTC) • To be responsible for all matters pertaining to the administration, intervention, caregiving, and safety of the pupils • To maintain regular communication with parent(s) or guardian(s) through the Communication book, emails, telephone calls, or any other functional means • To adopt evidence-based approaches such as Trans-disciplinary, Family-centred Practices, Early Childhood Holistic Outcomes and other best practices in the Early Intervention sector • To maintain health, safety, hygiene standards and procedures, and implement the appropriate course of action to protect and support children to create safe learning environments • To inventory and maintain all equipment and resources in the EIC classrooms and common areas • Attend meetings, discussions, training, workshops, functions, and events as and when 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>deemed necessary and fit for operations and professional development</p> <ul style="list-style-type: none"> To maintain confidentiality at all times with regard to all matters pertaining to the children, families, and staff To support the implementation of center initiatives and identify the areas of improvement for family and community initiatives and programs to create awareness of the center programs and services 	
Psychologist	<ul style="list-style-type: none"> Master's in Psychology or equivalent from an accredited university For junior level candidates, at least 1-2 years of relevant work experience is required; for senior level candidates, 5-8 years of relevant work experience is required. Registered or eligible for registration with the Singapore Psychological Society as a Full Member/Registered Psychologist preferred Psychologist who are full members of the Singapore Psychological Society (SPS) and registered with the Singapore Register of Psychologists (SRP) are expected to work independently 	<ul style="list-style-type: none"> Coordinate and conduct formal and informal psychological assessment for clients including standardised tests Manage admission and initial screenings for potential clients Plan and implement evidence-based programmes or interventions to support the psychological and behavioural needs of the clients Collaborate with other professional staff to develop and implement evidence-based strategies and interventions, as well as conduct home programmes/ visits when necessary Provide consultation for families, professional staff, and other stakeholders so as to improve client outcome as well as enhance client's development and/or functioning 	<ul style="list-style-type: none"> 44 hours per week
Teacher Assistant	<ul style="list-style-type: none"> Minimum GCE 'O' Levels with credit in English or ITE NITEC Embrace a person-centric approach and work as a team on 	<ul style="list-style-type: none"> Assist in classroom teaching, including hydrotherapy/ swimming sessions, toilet-training, showering and other daily living skills training sessions 	<ul style="list-style-type: none"> AM session: 7.45am to 1.30pm PM session: 12.15pm to 6pm 11 Lorong Napiri Singapore 547532

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	functional objectives with students <ul style="list-style-type: none"> • Adopt a growth mindset and take responsibility for own well-being and development • Work collaboratively in a team • Embrace change and stay curious, creative and innovative 	<ul style="list-style-type: none"> • Assist in supervising and managing students' behaviour using appropriate behaviour intervention techniques • Assist in lesson delivery, classroom teaching resources/ materials and equipment • Support students' learning in the classroom, learning journeys, school events, and ad-hoc activities during out-of-school hours • Attend meetings, case discussions, home visits and other relevant staff development training 	<ul style="list-style-type: none"> • 50 Bedok Reservoir Crescent, Singapore 479225

#3 Cominco

Cominco Private Limited, a company established in 1978, has been and still is a pioneer in providing High Quality Security Industry in Singapore. We are a Unionized Organization, and our General Manager of the organization is also an EXCO member with the Union for Security Employees. We pride ourselves on the welfare and work life balance of all our valuable officers. We are also SG Enable's Inclusive Employer Silver award Agency for 3 years consecutively. We have also received our NS Mark, PWM Mark and the recent Management Partner Award from the Union of Security Employees. Cominco Private Limited is also Tripartite Standards Compliant.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Security Officer	<ul style="list-style-type: none"> • PLRD License • Preferably with: • 1) CERT First Aid + AED • 2) Response to Fire Incident at Workplace 	<ul style="list-style-type: none"> • Work 12 hour rotating shift with minimal supervision • Ensure that only authorized persons are allowed entry into premises • Incident Management (e.g. fire, emergency activation) • Key, Card Access Control and Administration • Patrolling (Internal and external premises) • Manning of static/access control points • CCTV review and recording 	<ul style="list-style-type: none"> • 0700 - 1900hr • 0800 - 2000hr • 1900 - 0700hr • 2000 - 0800hr • Blk 130, Jurong Gateway Rd, Singapore 600130
Senior Security Officer	<ul style="list-style-type: none"> • PLRD License • Preferably with: • 1) CERT First Aid + AED • 2) Response to Fire Incident at Workplace 	<ul style="list-style-type: none"> • Work 12 hour rotating shift with minimal supervision • Ensure that only authorized persons are allowed entry into premises • Incident Management (e.g. fire, emergency activation) • Key, Card Access Control and Administration • Patrolling (Internal and external premises) • Manning of static/access control points • CCTV review and recording 	<ul style="list-style-type: none"> • 0700 - 1900hr • 0800 - 2000hr • 1900 - 0700hr • 2000 - 0800hr • Blk 130, Jurong Gateway Rd, Singapore 600130

#4 DEI

Digiphot Entertainment Imaging - DEI is the world's leading imaging services and solution company, and is part of the prestigious Fairfax Financial Holdings Limited through its association with the Thomas Cook India group. Founded in 2004 in Dubai, DEI witnessed an explosive growth over the next 18 years. Today, DEI has regional offices in Orlando, Kuala Lumpur, Singapore, Shanghai, Hong Kong SAR, and Mumbai. With a strong workforce of over 2100 professionals and a presence at over 145 attractions across 19 countries, DEI has a turnover of USD 100 million.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Photographer - Sales	<ul style="list-style-type: none"> • 'O' Level • Can stand long hours (retail) • Comfortable to work in outdoor environment • Possess at least 1 year of experience as a frontline staff in any industry • Must be able to work on weekends and public holidays • Strong in communication and interpersonal skills • Possess an approachable and positive attitude 	<ul style="list-style-type: none"> • Initiate guest interaction and deliver tip top service • Encourage and provide advice to guests on how to pose for photographs • Process and compile the finished products for sale • Handle cashiering duties • Prepare the site for daily operations • Ensure that individual and overall sales target is achieved 	<ul style="list-style-type: none"> • 44 hours per week • 4012 Ang Mo Kio Ave 10, Singapore 569628
Retail Supervisor/ Team leader	<ul style="list-style-type: none"> • 'O' Level • Can stand long hours (retail) • Comfortable to work in outdoor environment • Minimum 2 years of retail/ frontline experience, of which at least 1 year in a senior staff/ supervisor role • Must be able to work on weekends and public holidays • Proven track record of achieving sales targets • Able to coach and mentor team members • Self-motivated and sales driven 	<ul style="list-style-type: none"> • Initiate guest interaction and deliver tip top service • Lead a team of sales staff and photographers to achieve sales targets • Perform rostering duties • Assist the Site Manager to manage daily site operations • Ensure the visual merchandising and housekeeping is of Company's standard 	<ul style="list-style-type: none"> • 44 hours per week • 4012 Ang Mo Kio Ave 10, Singapore 569628

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"><li data-bbox="437 275 756 374">• Confident and possess strong interpersonal and leadership skills		

#5 ECON Healthcare

Established since 1987, ECON Healthcare Group celebrates more than 35 years of commitment to quality healthcare and eldercare services this year. As a regional provider for integrated healthcare services in Singapore, Malaysia and China, the Group incorporates a chain of medicare centres and nursing homes, hospital services, a careskill training centre, a chain of senior services centres, home care services, physiotherapy services and traditional Chinese medicine services. The Group also provides consultancy for the development and management of retirement living communities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cook	<ul style="list-style-type: none"> • Minimum 1 year working experience • Possess a current basic food hygiene certificate would be an advantage • Able to work shifts, weekends, eve of public holidays and public holidays 	<ul style="list-style-type: none"> • Prepare and cook meals according to the planned menu and residents' specific diets • Maintain hygiene standards for cooking, food storage, and kitchen cleanliness, including utensils, equipment, and the refrigerator • Ensure sufficient food quantities for residents and staff, and prevent wastage • Perform stock takes and manage the ordering of raw ingredients, dry goods, and provisions weekly • Responsible for the keys to the store, refrigerator, and dry goods cupboard, ensuring secure access 	<ul style="list-style-type: none"> • 44 hours per week • 351 Chai Chee Street, Singapore 468982 • 452 Upper East Coast Road, Singapore 466500 • 451 Yio Chu Kang Road, Singapore 805947 • 100 Henderson Road, Singapore 159544
General Worker	<ul style="list-style-type: none"> • Able to work independently with minimal supervision 	<ul style="list-style-type: none"> • Sweep and mop the floor, cleaning of toilets and handling of laundry • Clear all cutleries, tables and linens after every meal • Maintain the cleanliness of the premises' doors, windows, furniture and fixtures • Performing gardening maintenance and planting of various plants • Work with garden hand tools and basic light machinery 	<ul style="list-style-type: none"> • 44 hours per week • 58 Braddell Road, Singapore 359905 • 10 Buangkok View, Block 5 & 9, Singapore 539747 • 351 Chai Chee Street, Singapore 468982 • 53 Choa Chu Kang Road, Singapore 689385 • 25 Recreation Road, Singapore 546522 • 100 Henderson Road, Singapore 159544

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> • 452 Upper East Coast Road, Singapore 466500 • 451 Yio Chu Kang Road, Singapore 805947
Kitchen Assistant	<ul style="list-style-type: none"> • Minimum 1 year working experience • Possess a current basic food hygiene certificate would be an advantage • Able to work shifts, weekends, eve of public holidays and public holidays 	<ul style="list-style-type: none"> • Assist in meal preparation and serve meals to residents when needed • Maintain cleanliness in the kitchen, including sweeping and cleaning floors • Wash and clean all cooking utensils after each meal • Follow the First-In, First-Out method for managing food and sundries, ensuring accurate stock levels • Step in to prepare meals in the absence of the Cook 	<ul style="list-style-type: none"> • 44 hours per week • 351 Chai Chee Street, Singapore 468982 • 452 Upper East Coast Road, Singapore 466500 • 451 Yio Chu Kang Road, Singapore 805947 • 100 Henderson Road, Singapore 159544 • 53 Choa Chu Kang Road, Singapore 689385 • 10 Buangkok View, Block 5 & 9, Singapore 539747 • 58 Braddell Road, Singapore 359905

#6 Educare Human Capital

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

We understand the significance of aligning the right people with the right roles to foster a harmonious and productive work environment. With our job deployment service, we increase employee satisfaction, retention and overall job performance, leading to enhanced productivity & profitability in businesses. Beyond matching profiles, we do provide personalized career development plans and support for our employees, guiding them to grow as an individual and professionally. Our holistic approach fosters a culture of continuous learning and career growth, boosting employees' engagement and loyalty.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Admin Officer	<ul style="list-style-type: none"> To possess minimally a NITEC qualification in office administration Possess prior working experience in an administrative role Able to show competency in MS Office suite and its application Strong organizational and time management skills Excellent written and verbal communication skills Detail-oriented with a strong focus on accuracy Familiarity in HR processes and documentation is beneficial 	<p>The candidate will be responsible for overseeing the day-to-day administrative operations of our office, ensuring that everything runs smoothly and efficiently. This role requires strong multitasking abilities, excellent communication skills, and a proactive approach to problem-solving.</p> <ul style="list-style-type: none"> Manage office supplies inventory and place orders as needed. Oversee office maintenance and liaise with building management. Coordinate and schedule meetings, appointments, and events. Assist in the preparation of reports, presentations, and correspondence. Handle incoming and outgoing mail and deliveries. Provide administrative support to various departments as needed. Greet and assist visitors and clients. Maintain office filing systems, both electronic and physical. Ensure compliance with company policies and procedures. Assist with onboarding new employees and managing HR documentation. 	<ul style="list-style-type: none"> 8 hours per day
ICT / AV Support Officer	<ul style="list-style-type: none"> Able to communicate with students 	<ul style="list-style-type: none"> Conducting ICT lessons for students, teachers and other relevant learners. 	<ul style="list-style-type: none"> 8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>effectively and adapt in a school environment</p> <ul style="list-style-type: none"> • For Trainer and Executive position, an MOE-certified instructor is required • With background in ICT related field of studies • Comfortable in managing the required software/ equipment as per required 	<ul style="list-style-type: none"> • Accustom to software and assist students, teachers or learners when in need. • Manage school's learning management systems (SLS) • Photo-editing, Coding and programming • ICT baseline assessment. • Web -based collaboration tools. 	
Operations / Project Executive	<ul style="list-style-type: none"> • To possess minimally a NITEC qualification in office skills • 2 Years of experience in project administration / coordination role • Strong organizational and time management skills • Excellent written and verbal communication skills • Ability to work independently and as part of a team • Detail-oriented with a strong focus on accuracy 	<p>The candidate will play a crucial role in supporting the project management team, ensuring that projects are delivered on time, within scope, and within budget. This role requires excellent communication skills, the ability to multitask, and a proactive approach to problem-solving.</p> <ul style="list-style-type: none"> • Assist Project Managers in planning and coordinating project activities. • Maintain project documentation, including plans, schedules, and reports. • Track project progress and update project management software where applicable. • Facilitate communication between project stakeholders. • Organize and schedule meetings, prepare meeting agendas, and take minutes. • Monitor project budgets and expenditures. • Identify and escalate potential project risks and issues. • Ensure compliance with company policies and project management methodologies. • Provide administrative support to the project team as needed 	<ul style="list-style-type: none"> • 8 hours per day
Partnership Manager	<ul style="list-style-type: none"> • Minimum 2 years of working experience in Sales or Business Development role • Bachelor's Degree in Business 	<p>The Partnership Manager will play a crucial role in identifying, establishing, and nurturing partnerships with organizations and institutions for internship opportunities. This role requires a proactive and strategic</p>	<ul style="list-style-type: none"> • 8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Administration, Marketing, Human Resources, or a related field</p> <ul style="list-style-type: none"> • Proven experience in partnership management, business development, or a similar role • Strong interpersonal and communication skills with the ability to build and maintain relationships • Excellent negotiation and presentation skills • Ability to work independently and as part of a team in a fast-paced environment • Experience in the education industry or human resource industry is a plus 	<p>individual with excellent interpersonal skills and a passion for building mutually beneficial relationships.</p> <ul style="list-style-type: none"> • Research and identify potential organizations, institutions, and companies that could serve as internship partners. • Develop a targeted list of potential partners based on industry relevance and organizational needs. • Establish and cultivate strong relationships with key decision-makers at potential partner organizations. • Act as the primary point of contact between the company and its internship partners. • Develop and present proposals that align with both partner and company objectives. • Collaborate with internal teams to create partnership strategies and goals that align with overall organizational objectives. • Design and implement outreach programs and initiatives to attract new internship partners. • Negotiate partnership terms and agreements, ensuring mutually beneficial outcomes for both parties. • Draft, review, and manage partnership agreements and contracts. • Track the performance and impact of partnerships, ensuring they meet established goals and expectations. • Collect and analyze feedback from partners and internal stakeholders to continuously improve partnership strategies. • Prepare regular reports on partnership activities, progress, and outcomes. • Communicate effectively with internal teams to ensure alignment and support for partnership initiatives. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Stay up-to-date with industry trends, best practices, and emerging opportunities in internship partnerships. Attend relevant industry events and networking opportunities to build and maintain a professional network. 	
Recruitment Executive	<ul style="list-style-type: none"> Bachelor's Degree in Human Resources, Business Administration, or a related field Minimum 2 years of experience in a recruitment role (agency or in-house) Proven track record of successfully placing candidates in permanent or temporary positions Strong understanding of the Singaporean recruitment landscape Excellent communication and interpersonal skills, with the ability to build rapport with clients and candidates Proficient in MS Office Suite and applicant tracking systems (ATS) 	<p>The Recruitment Executive plays a pivotal role in ensuring the smooth operation of the organization through managing both administrative functions and HR activities. This dual role is responsible for handling employee relations, recruitment, payroll management, and day-to-day administrative tasks.</p> <ul style="list-style-type: none"> Develop and implement effective recruitment strategies to attract top talent for diverse client needs Source and screen candidates using various methods, including online platforms, job boards, and professional networks Conduct in-depth interviews to assess candidate skills, experience, and cultural fit Onboard new hires and ensure a smooth transition into their roles Maintain strong relationships with clients, understanding their specific needs and exceeding expectations Generate recruitment reports and analyze data to improve effectiveness Stay up-to-date on industry trends and recruitment best practices Develop HR policies and procedures for talent recruitment, management and development. 	<ul style="list-style-type: none"> 8.5 hours per day
Sales / Accounts Executive	<ul style="list-style-type: none"> Minimally possess a diploma in Marketing, Business Administration, or a related field 	<p>The candidate will be required to have a passion for sales and marketing, a knack for building relationships, and a strategic approach to achieving targets. This role requires excellent communication skills, creativity, and the</p>	<ul style="list-style-type: none"> 8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficiency in digital marketing tools and platforms • Strong organizational and time management skills • Excellent written and verbal communication skills • Ability to work independently and as part of a team • Creative thinking and problem-solving skills • Knowledge of the industry and market trends 	<p>ability to work in a fast-paced environment.</p> <ul style="list-style-type: none"> • Develop and implement sales and marketing strategies to achieve company goals • Identify and pursue new business opportunities and partnerships • Conduct market research to identify trends and customer needs • Manage and optimize digital marketing campaigns • Create and deliver compelling sales presentations and proposals • Build and maintain strong relationships with clients and partners • Track and analyse sales and marketing performance metrics • Prepare reports and presentations for senior management • Collaborate with the product development team to align marketing strategies with product offerings • Attend industry events and trade shows to promote the company and generate leads 	
School's Operations Support Officer	<ul style="list-style-type: none"> • Physically fit to assist in logistical support • Able to converse in basic English to liaise with contractors and staff 	<ul style="list-style-type: none"> • Ensure compound is clean, conducive and safe for students • Provide logistics support through preparation of exam venues • Ensure well-being of students by directing traffic • Assist in escorting contractors for their work. School Administrative Support. 	<ul style="list-style-type: none"> • 8 hours per day
Teachers' Aide (Discipline)	<ul style="list-style-type: none"> • Minimum GCE 'O' level education • At least 3 years working experience in schools (preferred) • Proficient in MS Office (Outlook, Word, Excel and PowerPoint) 	<ul style="list-style-type: none"> • Assist DMs/ OMs to upkeep discipline and behaviour of school • Regular patrol of school compound, nearby vicinity to ensure orderly behaviour • Report significant behaviours concerns to the teacher and assist in implementing corrective measures such as supervision of detention classes 	<ul style="list-style-type: none"> • 8 hours per day

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work closely with schools' discipline committee in disciplinary cases 	
Teachers' Aide (Labs)	<ul style="list-style-type: none"> • Minimum GCE 'O' level education • At least 3 years working experience in schools (preferred) • Proficient in MS Office (Outlook, Word, Excel and PowerPoint) 	<ul style="list-style-type: none"> • General inventory management of appliances/ apparatus • Assists in setting-up, and tearing down to prepare for lessons for subsequent classes • Assists in preparation • Ensure cleanliness of labs 	<ul style="list-style-type: none"> • 8 hours per day

#7 The Famous Amos Chocolate Chip Cookie

At Famous Amos, we are not just a company; we are a community united by a passion for crafting moments of joy through our irresistible baked goods. As a valued member of our team, you play a crucial role in bringing the deliciousness and delight that define Famous Amos to our customers.

We are excited to have you join us on this delicious journey at Famous Amos. Together, let's continue to create moments of joy, one delectable cookie at a time!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Counter Crew (Full-time/ Part-time)	<ul style="list-style-type: none"> • Previous experience in a customer service or food service role is preferred • Ability to work rotating shifts, including weekends and public holidays • Excellent communication and interpersonal skills • Ability to stand for long periods of time • Willingness to learn 	<ul style="list-style-type: none"> • Greet customers and provide them with a warm welcome • Take and process customer orders accurately and efficiently • Handle voucher, cash, credit, and debit card transactions • Maintain knowledge of current menu offerings and promotions • Ensure a clean and organized work area • Follow food safety and hygiene guidelines 	<ul style="list-style-type: none"> • Shift work • Head office: 10 Ubi Crescent, #06-28/30 Ubi Techpark, Singapore 408564

#8 Koufu Group

Koufu is a local established food and beverage company that operates a chain of food courts, coffee shops, F&B units such as stalls, kiosks, and restaurants as well as a central kitchen.

Koufu is a household name in the hearts of Singaporeans. Within a span of 10 years and with a vision to preserve the unique Singaporean coffee shop culture, Mr Pang Lim expanded its business profile from neighbourhood coffee shops to modern food courts in residential areas, malls and campuses.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Counter / Service Crew	<ul style="list-style-type: none"> • Experience in customer service or F&B is a plus but not required • Strong communication skills and a positive attitude • Ability to work in a fast-paced environment 	<ul style="list-style-type: none"> • Greet and serve customers with a smile • Take and process orders accurately • Assist in food preparation and presentation • Handle transactions and operate the point-of-sale system • Maintain cleanliness and organization in the service area • Replenish stock and keep displays attractive • Work well with the team to ensure smooth operations 	<ul style="list-style-type: none"> • 44 hours per week
Foodcourt / Coffeeshop Management	<ul style="list-style-type: none"> • Min. GCE 'N' level or equivalent • Service-oriented and diligent with high level of integrity • Mature and possess good interpersonal skills to assist Foodcourt Manager to manage cleaners, employees, customers and tenants • Problem-solving and investigative role to handle customer's complaints on food quality or service attitude • Good numeracy skills to prepare outlet daily and monthly report 	<ul style="list-style-type: none"> • Responsible for overseeing day-to-day operations of outlet • Work with tenants, landlord and crew on customers' enquiries and feedback • Train and guide crew to provide professional and friendly service to customers • Assist FCM to meet food & beverage & tenant sales target • Assist FCM to manage tenants and to achieve 100% stall occupancy • Upkeep the facility to ensure the outlet is well maintained • Ensure the property in line with strict hygiene, health, cleanliness, and workplace safety guidelines • Conduct checks on quality of the food and beverage products • Prepare shift, daily sales and weekly reports • Responsible to check and tally sales taking and banking of sales • Coordinate procurement to ensure outlet is sufficiently stocked • Assist Marketing to execute 	<ul style="list-style-type: none"> • 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		marketing/promotional campaign (Core/ Secondary / External) <ul style="list-style-type: none">• You will be required to faithfully perform the duties of the position in which you are engaged in and any other duties that may be assigned to you from time to time• Ensure compliance with the rules and regulations of the Company, safety & health standards as well as quality standards	

#9 Mr Coconut

Mr Coconut is a Singapore brand started in 2016 and is fast becoming the leading retailer for coconut food & beverage products with a total of 53 outlets as of now. Mr Coconut's signature coconut shake arise from Malacca, and derive from Thailand, and made in Singapore, bringing a rich mix of Asia heritage. With the strong belief of the diverse healthy benefits from coconut-derived ingredients, Mr Coconut strives to constantly research and produce more variety of fresh and delectable range of food and beverage offerings made from quality coconut's ingredients with nutrient-rich values, for a healthy food and lifestyle choice. With our strong corporate vision and philosophy, Mr Coconut is looking forward to an expansion of operations locally and regionally to make your daily experience more refreshing and healthy.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Contract Part Time Service Crew	<ul style="list-style-type: none"> • Team player with and strong sense of ownership • Service-oriented and excellent customer service • Able to work weekends, public holidays on 5 days per week • Independent, multi-tasking and able to work in a fast-paced working environment 	<ul style="list-style-type: none"> • Ensure daily operation activities such as Cashiering, Product-Making, Cleaning duties etc. are carried out according to company guidelines • Attend to customers promptly with greetings and smiles. Handle Customer Service-related matters • Keep workplace clean and tidy • Involve in daily opening and closing of outlets 	<ul style="list-style-type: none"> • 30 hours per week • HeadQuarter: 15 Senoko Drive, Singapore 758202
Service Crew	<ul style="list-style-type: none"> • Team player with and strong sense of ownership • Service-oriented and excellent customer service • Able to work weekends, public holidays on 5 days per week • Independent, multi-tasking and able to work in a fast-paced working environment 	<ul style="list-style-type: none"> • Ensure daily operation activities such as Cashiering, Product-Making, Cleaning duties etc. are carried out according to company guidelines. • Attend to customers promptly with greetings and smiles. Handle Customer Service-related matters. • Keep workplace clean and tidy. • Involve in daily opening and closing of outlets. 	<ul style="list-style-type: none"> • 44 hours per week • HeadQuarter: 15 Senoko Drive, Singapore 758202

#10 NannyPro

NannyPro, established in May 2004, a social enterprise building the community of carers for good and a licensed MOM employment agency. We have partnered with families on their parenting journey with dedicated and trained carers eg. nannies, babysitters, educarers, and respite care.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Nannies (Full-Time & Part-Time)	<ul style="list-style-type: none"> • Min. language proficiency: Written and Spoken English and/or one of mother tongue • Enjoy learning and be part of community • All races welcome 	<ul style="list-style-type: none"> • Create a stimulating, nurturing, and safe environment for the child • Establish the routine of the child • Plan and prepare meals and bottles for, and feed, the child • Prepare child for naps and bedtime • Bathe the child and dress up • Change diapers, potty training when necessary • Plan and lead educational activities, including reading, with the child • Administer medicine to child when necessary • Perform housework related to child-minding, including washing the children's clothes, cleaning up after meals, tidying play areas, and washing bottle • Light household chores if required – eg. Ironing, mop the floor, etc. 	<ul style="list-style-type: none"> • 44 hours per week • 03 Hougang St 21, #03-77, Singapore 530203
Respite Carer (Part-Time)	<ul style="list-style-type: none"> • Heart to care for children with special needs (up to 12 years old) • Min. language proficiency: English and/or one of mother tongue • Prior education in the area of SpEd, Social Work or Early Children Education is preferred • Committed to be in the pilot and on the job training • Positive Emotional and Mental outlook • Medically Fit 	<ul style="list-style-type: none"> • Actively engage with child on goals and development and assist with daily living skills and behavioural interventions as needed • Follow the main caregiver's instructions for children's play activities • Care for children's basic needs, such as bathing and feeding. • Keep session logs on individual child, including daily observations and information about activities, meals served, and medications administered. • Participate in pre, during and post core competency review with NannyPro 	<ul style="list-style-type: none"> • 12 hours • 03 Hougang St 21, #03-77, Singapore 530203

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none">• Willing to travel to parent's residence or requested venues	<ul style="list-style-type: none">• Plan and do simple intervention activities with the child	

#11 Parkway Laboratory Services

Parkway Laboratory Services Ltd (PLS) has laboratories on the premises of Gleneagles, Mount Elizabeth, Parkway East and Mount Elizabeth Novena, the four private hospitals owned by Parkway Group, and a reference laboratory located in Aljunied, which also houses our headquarters. We serve the needs of inpatients and outpatients at the four hospitals as well as other medical practitioners who operate within and outside the hospitals' medical centres.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Client Service Representative	<ul style="list-style-type: none"> Quantity, speed and accuracy of Departmental Order Entry/ opening or sorting samples/ labelling of samples Accuracy and speed of collation of reports/ invoices Answering queries/ follow-up with clinic Accuracy of collection of payment Competency of staff in requirements of the section Ensuring stock level is sufficient without overstocking Checking of documents 	<ul style="list-style-type: none"> Specimens receiving, checking and sorting Reception: <ul style="list-style-type: none"> Attend to patients Perform billing functions e.g. checking audit reports, issue credit notes, checking that charges to clients are correct DOE: <ul style="list-style-type: none"> Perform order entry and carrying through with the process of order entry e.g. generating STL sheets, labelling, packing, processing SOT and other tasks related to the ordering process CRM and administrative: <ul style="list-style-type: none"> Investigate and resolve CRM tickets Trace Laboratory results, answer or route enquiries from clients, doctors or patients Print, collate or type administrative reports related to the operation of the lab Process invoices 	<ul style="list-style-type: none"> 12pm to 8:30pm Rotating Sundays 2 Aljunied Avenue 1, #07-11, Singapore 389977
Despatcher	<ul style="list-style-type: none"> Collect specimens from clinics in timely manner Deliver lab reports promptly and safely Specimen quantity and quality during collection and transportation must be observed Competency of staff in transportation of specimen and reports 	<ul style="list-style-type: none"> Responsible for timely collection of specimens and dispatch of reports/ mail/ packages Adhering to schedules at all times Responsible for the careful handling of packages in adherence to the policies of specimen handling as stipulated in the lab's SOPs and procedures Maintenance of motorcycles to ensure vehicle is in good running condition 	<ul style="list-style-type: none"> Office hours (Monday - Friday) Saturday half day Additionally, will be assigned to night collection and Saturday PMs (alternate among 2 teams. Will be in one of the team to alternate)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and requirement of section <ul style="list-style-type: none">• Class 2 motorcycle license required• Have own bike	<ul style="list-style-type: none">• Packing and dispatching supplies• Project good corporate image with proper grooming	<ul style="list-style-type: none">• 2 Aljunied Avenue 1, #07-11, Singapore 389977

#12 Popeyes Singapore (PLK)

In 2022, Feisiong Group inked an exclusive Franchise deal to develop and run Popeyes Singapore. This agreement marks Feisiong Group first venture into the fried chicken quick service restaurant industry. Serving delicious and flavorful fried chicken, using only fresh chicken marinated in 12 hours in bold spices, then hand battered and breaded to perfection, we believe in Popeyes ethos, to serve delicious fried chicken to everyone.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Crew (Batter fryer)	<ul style="list-style-type: none"> • With or without experience • Proactive in learning • Good communication skills • Able to work under pressure • Need to work on weekends, PH, Shift Work • Rotating Shift (AM/ PM/ Overnight Shift available) 	<ul style="list-style-type: none"> • Prep chicken for batter-frying according to our SOP • Master the art of batter frying our chicken, ensuring perfect golden-brown color and crispy texture • Carefully receive and pack fried chicken pieces into chiller, maintaining First-In-First-Out (FIFO) practices • Follow all Standard Operating Procedure (SOP) • To ensure safety and consistency • Maintain the highest quality standard for our delicious fried chicken • Uphold strict food hygiene regulations in the kitchen 	<ul style="list-style-type: none"> • 44 hours per week • Island-wide
Restaurant Management Trainee (RMIT)	<ul style="list-style-type: none"> • Minimum Diploma or equivalent • Good written, verbal and interpersonal skills • Good leadership skill, organizational and planning abilities • Motivated, result oriented and fast learner • A positive attitude, and willingness to learn • Willingness to work longer than required if needed • Ability to engage in physical activities which requires long hours of standing during work shift 	<p>Operational Leadership and Training:</p> <ul style="list-style-type: none"> • Co-lead operations team to ensure quality assurance and customer satisfaction, completing assigned task, rotating positions to gain comprehensive knowledge of restaurant operations and supervising staff to achieve expected performance and productivity <p>Financial Management and Compliance:</p> <ul style="list-style-type: none"> • Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents 	<ul style="list-style-type: none"> • 44 hours per week • Island-wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Team Development and Customer Service:</p> <ul style="list-style-type: none">• Lead and develop employees to achieve optimal work performance, while also creating a memorable brand experience for guests through prompt service and quality products, and obtaining and acting on customer feedback <p>Communication and Shift Management:</p> <ul style="list-style-type: none">• Act as a liaison between operations staff and management, coordinating daily operations, cash control, and shift management, including traveling to different outlets as required to support operational needs	

#13 Recruit Now Singapore

Recruit Now is a dynamic and growing recruitment agency with a robust track record of three years in the industry. Our team is comprised of experienced recruiters who are dedicated to providing top-tier staffing solutions across various sectors.

Our comprehensive experience and deep industry knowledge positions us as a versatile partner capable of addressing diverse hiring needs with precision and efficiency. Our range of services includes Headhunting Services, Outsourced HR Services, Temp & Contract placements, Local & Foreign Placements, Payroll Services.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cook	<ul style="list-style-type: none"> GCE "N" Level or equivalent At least 1-2 years of working experience in Hospitality or F&B industry Computer literacy Able to multitask and work in a high volume and fast paced environment Able to perform shifts including weekends and Public Holidays Able to start work at short notice Only Singaporeans need apply 	<ul style="list-style-type: none"> To prepare all food according to menu/ recipes To maintain high quality of food preparation and hygiene standards at all time To ensure cleanliness and safety are maintained throughout all kitchen areas at all times and are according to food hygiene regulations 	<ul style="list-style-type: none"> Rotating Shifts Morning Shift: 8.30am or 9am Afternoon Shift: 12.30am/1pm
Customer Service Officer	<ul style="list-style-type: none"> O level/ ITE and above Customer Service-oriented Patient and able to handle children Able to work in evening and weekend 	<ul style="list-style-type: none"> Handle and process all enrolments and registration In-charge of school fee collection Handle & follow-up customers enquiries Assist In daily school operations 	<ul style="list-style-type: none"> Monday: Rest Day Tuesday: 1:00pm to 6:00pm / 6:00pm to 10:00 pm Wednesday to Friday: 1:00pm to 9:30pm Saturday and Sunday: 8:30am to 6:30pm
English Preschool Teacher	<ul style="list-style-type: none"> Min. Diploma in any field (possible Early Childhood sponsorship if suitable for the role) Creative and inspiring with a loving energy for children 	<ul style="list-style-type: none"> Prepare age-appropriate teaching aids and implement the programs in class Keep accurate records of children's progress Communicate regularly with parents Use positive guidance strategies and techniques 	<ul style="list-style-type: none"> Mon-Fri: 9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communication and multi-tasking skills • Fluent in spoken and written English • Willing to be a team player in a child-oriented environment 	<ul style="list-style-type: none"> • Responsible for the upkeep of teaching resources, arrangement, appearance, decorations, and learning environment of the school and classrooms • Maintain and build strong relationships with students and their parents • Organise school events and plan relevant excursions 	
Finance Executive	<ul style="list-style-type: none"> • Diploma in Accountancy/ Finance/ CPS/ ACCA • At least 4 years of accounting experience in vessel handling and analytical reporting from the shipping industry • Skills in Accounts, Tax and GST reporting • Prior experience in the Shipping/ Ship Management industry is a MUST • Prior experience with the DANAOS/SHIPNET accounting module preferred 	<ul style="list-style-type: none"> • Comply to ASL HSSEQ policy and procedures • Prepare of a full set of accounts for portfolio of vessels up to monthly closing for review • Issue the invoices for clients according to the contractual agreements and upon approval • Execute all the accounting transactions of the assigned vessels • Perform and check bank reconciliation • Prompt settlement of all accounts/ payments of related vessels • Proceeds all accounting entries and develop analytical monthly accounting reports according to the requirements and processes of Arcadia 	<ul style="list-style-type: none"> • Mon-Fri: 9am - 6pm • 460 Alexandra Road, Singapore 119963
IT Vessel Executive	<ul style="list-style-type: none"> • Strong technical skills in IT infrastructure, networking, cybersecurity and software/ hardware maintenance • Good knowledge of IT systems in the maritime industry including knowledge of maritime communication protocols and regulations • Diploma in related field 	<ul style="list-style-type: none"> • Oversee maintenance, upgrade and security of all IT systems onboard vessels • Manage onboard network infrastructure (LAN, WAN and satellite connections) • Implement and maintain cybersecurity measures to protect vessel systems and data • Coordinate software installations, updates and hardware repairs • Data management and communication systems management • Provide training and technical support to vessel crew members 	<ul style="list-style-type: none"> • Mon-Fri: 9am - 6pm • 460 Alexandra Road, Singapore 119963

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> 3 to 4 year working experience in maritime industry 	<ul style="list-style-type: none"> Ensure IT systems onboard comply with relevant regulations and industry standards (IMO Regulations and ISM Code Requirements) Risk assessment and mitigation 	
Pre-school Teacher MB	<ul style="list-style-type: none"> Minimum Advanced Certificate in Early Years (ACEY)/ Diploma in Early Childhood Care and Education-Teaching (ECCE-T) Certified at L1/2 with ECDA Must have at least 1 year of relevant teaching experience in a pre-school setting. Fluent in either/both English or/and Chinese as activities will be conducted in English and Chinese language Excellent communication and interpersonal skills Able to work well independently as well as within a team 	<ul style="list-style-type: none"> Planning, supervising and implementing the programme for the class in accordance with centre's policies and framework Complete progress reports on children for each semester and prepare a developmental portfolio for each child Responsible for the upkeep of teaching resources, arrangement, appearance, decoration, and learning environment of the classroom Maintain and build a relationship with parents 	<ul style="list-style-type: none"> Mon-Fri: 7am-4pm or 9am-7pm Alternate Sat: 7am-12.30pm
Recruitment Consultant	<ul style="list-style-type: none"> No work experience required Training will be provided CEI Cert preferred Willing to work in sales environment 	<ul style="list-style-type: none"> Candidate sourcing and recruitment Client relationship management Job posting and advertising Interview coordination and facilitation Offer management and negotiation Market research and analysis Networking and brand building 	<ul style="list-style-type: none"> Mon-Fri: 9.30am-6.30pm 1 Pemimpin Drive, Singapore 576151
Retail Assistant (Hospitality)	<ul style="list-style-type: none"> Minimum GCE 'N' level with 1 – 2 years of retail experience will be an added advantage Able to perform shifts including weekends and Public Holidays 	<ul style="list-style-type: none"> Provide excellent customer service Achieve sales target Inventory checking Maintains and housekeep the retail outlet and storeroom Performs POS and cashiering transaction 	<ul style="list-style-type: none"> Morning Shift: 8.30am or 9am Afternoon Shift: 12.30am/1pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Positive and with passion in retail industry • Like interacting with customers and have an eye for details • Articulate and outgoing • Result oriented and good team player • Able to start work at short notice • For Singaporean only 		
Retail Assistant (Sales)	<ul style="list-style-type: none"> • Min. GCE N Level with 1-2 years retail experience • Able to work shifts including weekends and Public Holidays • Like interacting with customers • Articulate and outgoing • Results oriented and a good team player 	<ul style="list-style-type: none"> • Provide excellent customer service • Achieve sales target • Inventory checking • Maintain and housekeep the retail outlet and storeroom • Perform POS and cashiering transaction 	<ul style="list-style-type: none"> • Based on roster planned by Retail Managers (40 hours a week)
Sales Executive (Freight Forwarding)	<ul style="list-style-type: none"> • At least Nitec in Logistics/ Supply Chain Management/ Shipping or a related field • Good communication and interpersonal skills • Able to work under pressure and have good problem-solving skills • Proficient in Microsoft Office • At least 2 years of sales experience in logistic industry • Bilingual in English and Mandarin • Prior experience in shipping sales would be advantageous 	<ul style="list-style-type: none"> • Cold calling prospects and sales visit • Prepare monthly sales report • Promote international air and ocean services • Identify potential clients and develop new accounts • Conduct marketplace research • Ensure smooth freight service from pick up to delivery • Identify and grow targeted customer base • Manage sales and daily logistics duties 	<ul style="list-style-type: none"> • Mon-Fri: 9am - 6pm
Senior Electrical Engineer	<ul style="list-style-type: none"> • Any qualification in a relevant engineering field • 5 years of related working experience in 	<ul style="list-style-type: none"> • Manage and lead electrical team • Perform engineering duties (design, engineering calculations, etc.) 	<ul style="list-style-type: none"> • Mon-Fri: 9am - 6pm • 401 Commonwealth

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Construction Electrical Field associated with ACMV/ Electrical</p> <ul style="list-style-type: none"> • Have design experience and good understanding of ACMV/ Electrical technical systems and procedures • Experience in working with infrastructure projects is an added advantage 	<ul style="list-style-type: none"> • QA/QC documentation review of engineering deliverables • Liase with key stakeholders • Implement ways to increase revenue and efficiency • Testing and commissioning ACMV electrical Systems ensure team follows all electrical codes and standards 	<p>Dr, Singapore 149598</p>
Senior Specification Executive	<ul style="list-style-type: none"> • Min. 5 years of sales/ marketing experience (preferably in construction industry) • Must have experience in specification related tasks across any field • Excellent communication skills, ability to confidently and persuasively present to diverse groups • Car ownership is preferred 	<ul style="list-style-type: none"> • Develop and increase new specifiers base and business • Assist in development of key specification tools that can increase sales and presence • Strongly influence architects and specifiers to develop proprietary specifications for LATICRETE systems • Liaise and maintain close relationship with R&D and Technical department on specification matters • Conduct architectural and engineering presentations and trainings • Attend and participate in product presentations, seminars, industrial organizations and trade shows • Provide market intelligence information on competitors and market's direction • Prepare marketing action plan as required 	<ul style="list-style-type: none"> • Mon-Fri: 830am - 530pm
Swim Coach	<ul style="list-style-type: none"> • No work experience required, training will be provided • Enjoy working and teaching children • Enjoy water sports and fitness and wish to explore this as a career 	<ul style="list-style-type: none"> • Provide and nurture children's love of water and swimming • Manage safety standards and close supervision of children • Plan and execute lesson plans • Opportunity to be promoted to Manager 	<ul style="list-style-type: none"> • Tue - Fri (3pm-7pm) • Sat-Sun (8am-7pm)

#14 Singapore Saizeriya

Saizeriya strives for the perfect balance between the seemingly contradictory goals of affordable pricing and deliciousness in everyday meals. For all occasions, whether busy times or as an occasional luxury, Saizeriya is dedicated to providing top-quality meals, taking into consideration the diversity of lifestyles and preferences. Saizeriya is a "Casual Italian Restaurant" that welcomes repeated visits with family members, and friends throughout their daily lives. We have 33 stores in Singapore, more than 1000 in our home country of Japan, and about 400 locations in China, Hong Kong and Taiwan.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Assistant (Part-time)	<ul style="list-style-type: none"> Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" stations. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> 35 hours per week No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day
Kitchen Assistant	<ul style="list-style-type: none"> Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" stations. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> 44 hours/ 6 working days Any additional hours committed will be considered under OT (1.5x multiplier) Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils all attendance requirements
Management Trainee	<ul style="list-style-type: none"> Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items Operates 4 different stations, mainly "salad", "pasta", "grill" and "oven" stations. In 	<ul style="list-style-type: none"> Perform opening/closing procedures Perform full operation cycle of service and kitchen Guest complaint management Dishwashing and other ad-hoc tasks when needed 	<ul style="list-style-type: none"> 44 hours/ 6 working days Any additional hours committed will be considered under OT (1.5x multiplier) Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included</p> <ul style="list-style-type: none"> • Opening and closing duties, schedule planning, complain management, cash banking services, employee training, staff feedback and orientation are included as well 		<p>all attendance requirements</p> <ul style="list-style-type: none"> • Head Office: Peninsula Plaza Singapore 179098
Service Crew (Part-time)	<ul style="list-style-type: none"> • Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items. 	<ul style="list-style-type: none"> • Serving customer's orders • Clearing of plates • Preparation of cutleries • Preparation of dessert orders • Dishwashing 	<ul style="list-style-type: none"> • 35 hours per week • No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day
Service Crew	<ul style="list-style-type: none"> • Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items 	<ul style="list-style-type: none"> • Serving customer's orders • Clearing of plates • Preparation of cutleries • Preparation of dessert orders • Dishwashing 	<ul style="list-style-type: none"> • 44 hours/ 6 working days • Any additional hours committed will be considered under OT (1.5x multiplier) • Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils all attendance requirements

#15 Starbucks Singapore

Starbucks operations in Singapore are fully licensed to Maxim's Caterers Limited, a prominent restaurant operator based in Hong Kong with a portfolio of multiple brands across Asia. The first Starbucks store opened on December 14, 1996, at Liat Towers, strategically situated along Singapore's renowned Orchard Road shopping belt. Today, Starbucks operates over 140 stores across the island.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Full-Time Barista	<ul style="list-style-type: none"> • Strong interpersonal skills • Ability to understand and carry out oral and/or written instructions and request clarification when needed • Ability to learn quickly • Ability to work in a team • Ability to develop and maintain effective working relationships with partners 	<ul style="list-style-type: none"> • Delivers quality beverages while upholding Starbucks' culture and values • Maintains a calm and clean environment, especially during busy times or unusual events • Anticipates customer needs and communicates with the manager to enhance the store's atmosphere • Adheres to operational policies, including cash handling and safety • Keeps the workspace organized, recognizes team accomplishments, and contributes to a positive team environment • Assists with training new partners and maintains consistent attendance and punctuality 	<ul style="list-style-type: none"> • 44 hours per week
Part-Time Barista	<ul style="list-style-type: none"> • Strong interpersonal skills • Ability to understand and carry out oral and/or written instructions and request clarification when needed • Ability to learn quickly • Ability to work in a team • Ability to develop and maintain effective working relationships with partners 	<ul style="list-style-type: none"> • Delivers quality beverages while upholding Starbucks' culture and values • Maintains a calm and clean environment, especially during busy times or unusual events • Anticipates customer needs and communicates with the manager to enhance the store's atmosphere • Adheres to operational policies, including cash handling and safety • Keeps the workspace organized, recognizes team accomplishments, and contributes to a positive team environment • Assists with training new partners and maintains 	<ul style="list-style-type: none"> • 35 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		consistent attendance and punctuality	

#16 Watami

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo. To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Dishwasher	<ul style="list-style-type: none"> Able to communicate with basic English/ Mandarin 	<ul style="list-style-type: none"> Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations Cleaning machines and appliances used in kitchen, such as pots, and pans etc. Taking out the trash Supporting other restaurant staff members by assisting with other tasks, as needed 	<ul style="list-style-type: none"> 44 hours per week Multiple Locations Downtown East (E!Hub) Outlet, Singapore 519599 The Star Vista Outlet, Singapore 138617 Bugis+ Outlet, Singapore 188067 City Square Mall Outlet, Singapore 208539 The Woodleigh Mall Outlet, Singapore 367803 Junction 8 Outlet, Singapore 579837 Ion Orchard Outlet, Singapore 238801
Kitchen Crew	<ul style="list-style-type: none"> Able to communicate with basic English/ Mandarin 	<ul style="list-style-type: none"> Preparing and cooking food orders for all customers according to Watami’s service standard and procedures Preparation work of Kitchen opening and closing operation hours Maintain quality, service & cleanliness at all times according to Watami’s standards Food production: make sure the end product and the cooking process conforms to Watami’s standard and procedures, and at the same time has good sense of 	<ul style="list-style-type: none"> 44 hours per week Multiple Locations Downtown East (E!Hub) Outlet, Singapore 519599 The Star Vista Outlet, Singapore 138617 Bugis+ Outlet, Singapore 188067 City Square Mall Outlet, Singapore 208539

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> preventing and recording of losses 	<ul style="list-style-type: none"> The Woodleigh Mall Outlet, Singapore 367803 Junction 8 Outlet, Singapore 579837 Ion Orchard Outlet, Singapore 238801
Management Trainee	<ul style="list-style-type: none"> Able to communicate with basic English/ Mandarin 	<ul style="list-style-type: none"> Provide service to all customers according to Watami's service standard and procedures Responsible for the preparation work of Hall opening and closing operation hours Maintain quality, service & cleanliness at all times according to Watami's standards Able to handle all stations at an independent level Other leader job scope 	<ul style="list-style-type: none"> 44 hours per week Multiple Locations Downtown East (E!Hub) Outlet, Singapore 519599 The Star Vista Outlet, Singapore 138617 Bugis+ Outlet, Singapore 188067 City Square Mall Outlet, Singapore 208539 The Woodleigh Mall Outlet, Singapore 367803 Junction 8 Outlet, Singapore 579837 Ion Orchard Outlet, Singapore 238801
Service Crew	<ul style="list-style-type: none"> Able to communicate with basic English/ Mandarin 	<ul style="list-style-type: none"> Provide service to all customers according to Watami's service standard and procedures Responsible for the preparation work of hall opening and closing operation hours Maintain quality, service & cleanliness at all times according to Watami's standards 	<ul style="list-style-type: none"> 44 hours per week Multiple Locations Downtown East (E!Hub) Outlet, Singapore 519599 The Star Vista Outlet, Singapore 138617 Bugis+ Outlet, Singapore 188067 City Square Mall Outlet, Singapore 208539

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none">• The Woodleigh Mall Outlet, Singapore 367803• Junction 8 Outlet, Singapore 579837• Ion Orchard Outlet, Singapore 238801

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