

## Details of Job Opportunities for April 2026

Company Name	Job Title	Job Description	Job Requirement
Agape Services	Customer Service Officer	<p>Able to interact with customers fluently and a problem solver</p> <p>Able to proactively initiate new marketing initiatives on a weekly basis to create awareness</p> <p>Able to do sales call to potential customers</p> <p>Computer savvy and a quick learner to learn new PoS system for Self Storage i.e : Sitelink</p> <p>Has knowledge and technical competencies in handling social media marketing such as Fb/Instagram/Youtube/Carousel and so on</p> <p>Able to work well with colleagues from different department and has a good interpersonal skill</p> <p>Able to do admin duty such as raising purchase request , asking quotation , sending invoice , file into share drive etc.</p> <p>Willing to learn and result driven</p>	<p>Diploma/Degree in Business / Marketing / Marketing Communication / Customer Service / Hospitality or equivalent</p> <p>Microsoft Office skills is required</p> <p>Possess excellent verbal communication skills</p> <p>Ability to handle pressure</p> <p>Good management skills, and the ability to pay attention to details</p> <p>Good organizational, interpersonal, and problem-solving skills</p>
Ban Soon Huat Transport Trading	Customer Service Coordinator	<p>Provide administrative support to the Operations Team</p> <p>Manage a high volume of customer enquiries (phone calls and emails) in a professional and friendly manner, including handling delivery schedules.</p> <p>Prepare quotations for customers and resolve any order-related issues.</p> <p>Assist with route planning and accurately assign job orders to drivers via in-house system.</p> <p>Ensure all job orders are completed satisfactorily and timely</p> <p>Monitor and update records for vehicles Lifting Management LM/Lifting Gear LG cert expiry date, annual LTA inspection dates to ensure smooth delivery operations.</p> <p>Coordinate equipment, loading/unloading schedules and requirements</p> <p>Support sales, operations, customer service team to execute daily activities and meet objectives associated with all tasks assigned.</p> <p>Perform other Ad-hoc duties assigned.</p>	<p>Possess at least a GCE 'O'-level certification</p> <p>Friendly and Customer Service Driven</p> <p>Able to communicate comfortably via telephone, WhatsApp and email with customers in English and Mandarin (to liaise with mandarin speaking clients)</p> <p>Proficient in MS Office and excellent administrative and organizational skills</p> <p>Highly motivated, self-driven and able to handle work pressure</p> <p>Proactive, positive working attitude, strong problem-solving skills, meticulous, willing to take up challenges.</p> <p>Able to multi-task, embrace change and innovate in a fast-paced environment</p> <p>Good attendance record and a strong team player</p> <p>Experience in fleet management will be an added advantage.</p> <p>Available to start work immediately or on short notice preferred</p>
Caterpillar Asia	Material Handler	<p>Unload, sort, package and consolidate parts from suppliers according to the established packaging standards.</p> <p>Operate powered trucks to unload, load,</p>	<p>Secondary school qualifications.</p> <p>Ability to write and speak basic English.</p>

		<p>transport, store and fill material in the warehouse.</p> <p>Maintain proper housekeeping in all areas of the warehouse.</p> <p>Ensure that packaged parts are correctly picked and packed for shipments to various destinations.</p> <p>Ensure that parts and shipping cases are correctly and efficiently unloaded, loaded and staged with the use of powered trucks.</p> <p>Ensure that all shipping cases are marked accurately.</p> <p>Ensure that powered trucks and equipment are properly operated and maintained.</p> <p>Supports and ensures all safety processes and initiatives are followed to maintain high standards of safety within the facility.</p> <p>Able to lift and carry loads of up to 18 kg</p> <p>Perform other duties as and when assigned by Supervisors.</p>	<p>Preferably at least 1 year of relevant warehouse experience.</p> <p>Possession of a forklift licence is an added advantage.</p>
ISS M&E	Assistant Facility Manager	<ul style="list-style-type: none"> <li>• Drive and ensure compliance with legislation &amp; Health &amp; Safety practices and procedures in accordance with the site requirements and company's values.</li> <li>• Attend to Client &amp; Service Partners meetings.</li> <li>• Ensure SLA Delivery</li> <li>• Control of client's procedures, and drive operational efficiency and effectiveness</li> <li>• Review plant and system performance and alert client on areas of concern</li> <li>• Establish buildings inspections and regular site audits to ensure compliance to contract</li> <li>• Management of suppliers in the delivery of subcontracted services</li> <li>• People management of the engineering technicians, engineers and managers at site</li> <li>• Management of local site facilities maintenance budget and ensure company's profitability</li> <li>• Conform to internal reporting procedures for timesheets, expenses and other processes as required</li> <li>• Familiar with Profit and Loss will be advantageous</li> <li>• Undertake strategic teams' development and progression plan to achieve higher competency and service delivery</li> <li>• Undertake responsibility during incident and emergency incidents of building(s) assigned or on rotating assignment of Duty Manager</li> <li>• Undertake responsibility &amp; management to the team's alignment with the overall client's expectations and contractual requirements, including achieving KPIs and support the operations in general maintenance and</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 5 years' experience in facilities maintenance, including 2 years in healthcare or</li> <li>• Diploma in Mechanical, Electrical Engineering or Facilities Management discipline with minimum 10 years' experience in facilities maintenance, including 2 years in healthcare.</li> <li>• Hold a detailed understanding of building procedures and infrastructure</li> <li>• Proven experience of having a flexible approach and the ability to work under pressure</li> <li>• A working appreciation of contracts and contract management</li> <li>• Track record of leading, motivating and developing teams</li> <li>• Flexible in working hours to meet the needs of the business</li> <li>• Understanding of related trades in ACMV, Mechanical, Electrical, Building and BASCO/FRC</li> <li>• Basic knowledge of space planning and utilisation would</li> </ul>

		<p>customer support.</p> <ul style="list-style-type: none"> <li>• Undertake responsibility &amp; management to the team's coordination and/or fix-it tasks within the framework of the allocated resources</li> <li>• Undertake responsibility &amp; management to the team's resources available to meet daily operational requirements</li> <li>• Undertake responsibility &amp; management to the team's identification of competency gaps in the team members and to train staffs accordingly.</li> <li>• Undertake responsibility &amp; management to the team's organisational and operational requirements in all maintenance works, operations, fault reporting, QEHS, fire safety management, crisis management and ad-hoc issues.</li> <li>• Manage and foster positive working relationship with key stakeholders in the customer organisation.</li> <li>• Undertake any other responsibility or attend to any duties as assigned by Facilities Manager.</li> </ul>	<p>be good to have</p> <ul style="list-style-type: none"> <li>• Good stakeholder management and able to engage with Senior Management confidently</li> <li>• Able to commit to 5.5 days work week with possibility of staggered rest days implemented due to operational requirements</li> <li>• Able to adapt in working in a hospital setting and adhering to hospital PPE requirements.</li> <li>• Able to attend in the event whereby the breakdown requires after office hours and/or weekends.</li> <li>• Possess certification of Fire Safety Manager (SCDF) will be advantageous</li> </ul>
ISS M&E	Engineer	<ul style="list-style-type: none"> <li>• To supervise the supervisor and technician, lead and manage the day to day operations</li> <li>• To manage the team consist of technicians, supervisor to carry out daily front end engineering maintenance works and ensuring excellency in operational supports to the various specialist clinics, wards, operating theatres, retail shops, back of house etc.</li> <li>• To obtain quotation from sub-contractor and process purchase order for all repair works and work with all sub-contractors to perform repair works</li> <li>• Identify engineering issues and troubleshooting to response to end users' request.</li> <li>• Resolving and mitigating potential engineering problems and potential cause to system breakdown.</li> <li>• To plan the resources available to align with the operational requirements for fix it and programmed maintenance.</li> <li>• Be part of the team to management energy saving and initiatives.</li> <li>• Provide best practices in engineering maintenance so as to achieve a safer environment for patients, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management)</li> <li>• Minimum of ten (10) years working experience with minimum three (3) years' experience in supervision works.</li> <li>• Pro-active, ability to prioritize work and achieve desired result</li> <li>• Independent, able to work with minimum supervision and have a good understanding of critical workflow</li> <li>• Able to commit to 5.5 days work week</li> <li>• Able to response and mobilise on site in the event whereby the breakdown requires after office hours and/or weekends.</li> </ul>
ISS M&E	Facility Manager	<ul style="list-style-type: none"> <li>• To lead and manage day to day operations, ensuring that the hospital facilities provide best practice in engineering maintenance to achieve a safer environment for all patients, staff and visitors.</li> <li>• To manage all specialist sub-contractor to ensure compliance in term of KPI, response time, frequency, quality and completeness of</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management)</li> <li>• Min of 8yrs of managerial work experience including minimum of 3 yrs in healthcare</li> </ul>

		<p>maintenance</p> <ul style="list-style-type: none"> <li>• To manage the team in areas, central operation and respective support departments to carry out daily back-end engineering maintenance work, ensuring excellency and consistency in operational support according to the design intents of various mechanical, electrical, medical and specialist systems.</li> <li>• Work closely with Manager, area and central operations and the team to meet end user requirement in the M&amp;E system and its distribution. Support in manage customers and end user relationship with reference to the KPI and service level agreement.</li> <li>• Strategize, plan, and implement all business process and procedure that align with the operation requirements of the hospital.</li> <li>• Seek opportunity to improve and enhance the work structure, in terms of the working hours, the shift detailing and the support of the team to support the hospital operations.</li> <li>• To be responsible for the response to the voices of customer/end users, process, employee, finance and sub-con/specialist and monitor, accessing the performance with balanced score card.</li> <li>• To manage and monitor the operational costs and expenses against budget.</li> <li>• To work closely with client to identify areas of opportunities to improve the facilities and all engineering system and generate additional revenue by securing additional works</li> <li>• Work with the area operations to address fix IT program and support in term of system deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>• Strong organizational and multitasking skills in project management and facilities management.</li> <li>• An ability to manage and lead a team effectively and excellent communication skills to engage with customers, service providers, and internal teams.</li> <li>• Proficient in Microsoft Office and facilities management software.</li> </ul>
ISS M&E	Storeman	<ul style="list-style-type: none"> <li>• Ensure all work is carried out safely and strictly in accordance with safety procedures.</li> <li>• Maintain proper storage, good housekeeping, and safekeeping of tools, equipment, and materials, including chemicals in the Fire Safety Cabinet.</li> <li>• Update and manage the Chemical Safety Data Sheet for all site chemicals.</li> <li>• Use the assigned store management software to update, verify, and maintain records of supplied goods, including customer-provided items.</li> <li>• Maintain accurate inventory records, monitor stock levels, and trigger re-orders when necessary.</li> <li>• Coordinate with engineers and technical officers on sourcing, ordering, delivery verification, and storage of supplied goods.</li> <li>• Manage withdrawals of tools, equipment, and spare parts from the store, ensuring proper records are kept.</li> </ul>	<ul style="list-style-type: none"> <li>• NITEC or Equivalent</li> <li>• Skills &amp; Evaluation Certificate</li> <li>• Able to communicate &amp; write simple English</li> <li>• A thorough &amp; good team worker</li> <li>• At least 2 Years of Experience in Store /Warehouse Management</li> </ul>

		<ul style="list-style-type: none"> <li>• Prepare store inventory reports and other ad hoc reports as required.</li> <li>• Carry out any other tasks assigned by the Engineer or Facilities Manager.</li> </ul>	
ISS M&E	Technical Officer	<ul style="list-style-type: none"> <li>• Ensure complete documentation of procedure and maintenance work</li> <li>• Review service reports and escalate any finding or action that is required</li> <li>• Investigate and determine root cause of faults and report</li> <li>• Involve in the overall maintenance of the buildings, technical inspection and audits</li> <li>• Manage and guide a team of Technicians in attending to breakdown calls.</li> <li>• Be part of the team to management energy saving and initiatives.</li> <li>• Provide best practices in engineering maintenance to achieve a safer environment for patients, staff and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management)</li> <li>• Minimum of five (5) years working experience with minimum three (3) years' experience in supervision works.</li> <li>• Pro-active, ability to prioritize work and achieve desired result</li> <li>• Independent, able to work with minimum supervision and have a good understanding of critical workflow</li> <li>• Able to work on rotating shifts and/or 5.5 days work week.</li> <li>• Able to response and mobilise on site in the event whereby the breakdown requires after office hours and/or weekends.</li> </ul>
ISS M&E	Technician	<ul style="list-style-type: none"> <li>• Carry out repairs and troubleshooting of back-end engineering maintenance works and ensuring excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, ACMV, electrical, plumbing and specialist systems</li> <li>• To be responsible for all deliverables required in the agreement with client.</li> <li>• To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix, it and programmed maintenance within the framework of the allocated resources.</li> <li>• Managing all minor repairs and fix it work.</li> <li>• Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially internal stakeholders to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective.</li> <li>• Manage relationship with all specialists sub-con and contractors appointed by the hospital to achieve the required KPI, client's expectations and deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year working experience</li> <li>• Willing to learn attitude.</li> <li>• Able to work on rotating shifts and/or 5.5 days work week.</li> <li>• Able to work overtime due to operational requirements</li> <li>• Willing to work in hospital environment.</li> <li>• Able to response and mobilise on site in the event whereby the breakdown requires after office hours and/or weekends.</li> </ul>
JR F&B	Operations	Relevant experience in operations management	At least 4 to 5 years of

Concepts	Manager	<p>within food service, manufacturing, retail, or service industries.</p> <p>Proven ability to oversee daily operations and coordinate workflow across teams.</p> <p>Experience in manpower planning, scheduling, and performance monitoring.</p> <p>Familiar with standard operating procedures and operational controls.</p> <p>Able to analyse operational issues and implement improvement measures.</p> <p>Familiarity with regulatory, safety, and quality requirements is an advantage.</p>	<p>relevant experience in managing F&amp;B outlets in a Managerial position.</p> <p>Resilient and able to perform under pressure.</p> <p>Excellent communications and interpersonal skills.</p> <p>Strong coordination skills.</p> <p>Good organizational and time management skills.</p>
JR F&B Concepts	Unit Manager	<p>Oversee the day-to-day operations and ensure smooth daily operations of the outlet.</p> <p>Work closely with the Executive Director and Line Departments in the pursuit for continuous improvements in the service, products and menu items, promotions and to meet productivity and profitability KPIs set by the Management.</p> <p>Plan the weekly staff roster, rotate and schedule all staff for full coverage to maximize productivity.</p> <p>Manage the sales revenue and operating expenses of the outlet, in accordance with the budget, to ensure cost optimization and minimize wastage.</p> <p>Monitor the activities of competitors and constantly find ways to improve menu offering and customer experience, to grow the outlet's revenue.</p> <p>To be actively involved in the advertising and marketing of the outlet, and to work closely with the JR Marketing and Banquet teams.</p> <p>Responsible for ensuring and maintaining high level of customer satisfaction and to attend to customer issues promptly.</p> <p>To provide excellent service standards at all times, and to ensure courteous and efficient food and beverage services to the customers.</p> <p>This includes but is not limited to: Managing, supervising and directing the prompt, efficient and friendly serving of all food and beverages, assist servers, cashiers and host staff in their job duties when necessary, acting as a liaison between kitchen and front of house employees / operations, communicating effectively, giving clear direction, support, timely feedback and recognition of performance.</p> <p>Working quickly and independently to deal with customer complaints when necessary, ensuring proper follow-up with the relevant managers.</p> <p>Answer customers' questions and provide information on procedures as well as policies.</p>	<p>Diploma in Hospitality Management, Business, or a related field.</p> <p>Minimum 2 to 3 years of experience.</p> <p>Be proactive and vigilant in service. Interact with customers in a pleasant and calm manner.</p> <p>Deliver prompt, professional customer service with a positive attitude.</p> <p>Maintain grooming, appearance, and service standards at all times.</p>
Kim Hock Corporation	Boilerman	To operate & maintain the boilers in the factory efficiently.	Class 1 Boiler Attendant Course/ Class 2 Boiler

		<p>To be in charge of the chemical treatment of boiler feed water, steam boilers relating to the safety aspect etc.</p> <p>To upkeep the boilers' operating data.</p> <p>To carry out maintenance work for the steam boilers.</p>	<p>Attendant Course</p> <p>Minimum 2 years of relevant experience.</p> <p>Able to work with minimum supervision.</p> <p>Positive working attitude.</p> <p>Willing to work on shift.</p>
Kim Hock Corporation	Class 4 Lorry Driver (Hooklift)	<p>Responsible for scrap metal / waste wood collection/delivery between customers' premises and/or company's yards.</p> <p>Responsible for safe loading &amp; unloading work.</p> <p>Check &amp; account for amount/weight of material collected and delivered.</p> <p>Responsible for assigned lorry's cleanliness and upkeep/maintenance.</p>	<p>Possess a Class 4 licence.</p> <p>Min. 1 year of driving heavy vehicles experience.</p> <p>Willing to work overtime.</p>
Kim Hock Corporation	Excavator Operator	<p>Operate Excavator machine safely and in proper manner.</p> <p>Loading and unloading of goods from vehicles safely.</p> <p>Ensure load are not over filled and properly contained inside OTC bin.</p> <p>Examining products as per metal / wood grade guidelines provided.</p> <p>Perform daily equipment checks before use and report any fault or damages.</p> <p>Perform mandatory daily machinery maintenance such as greasing and air blowing.</p> <p>Any ad-hoc duties assigned by Supervisor.</p>	<p>At least 1 year of excavator experience.</p> <p>Excavator operator certificate or relevant license.</p> <p>Willing to work overtime.</p> <p>Willing to work night shift.</p>
Kim Hock Corporation	Forklift Operator	<p>Operate the forklift safely and in proper manner</p> <p>Loading and unload goods from vehicles carefully without damaging vehicles</p> <p>Perform daily equipment checks before use and report any fault or damages</p>	<p>Forklift License required.</p> <p>Staying in West area.</p> <p>Good attitude and attendance.</p> <p>Willing to work overtime.</p>
Kim Hock Corporation	Mechanic	<p>Perform routine servicing for lorry, excavator, forklift, generator, welding generator, boom lift, wheel loader and other equipment.</p> <p>Perform routine hydraulic servicing for excavator.</p> <p>Troubleshooting and repairing mechanical &amp; electrical fault or breakdown for lorry, excavator, forklift, generator, welding generator, boom lift and other equipment.</p> <p>Troubleshooting and repairing hydraulic system for excavator, lorry, boom lift, wheel loader.</p> <p>Conducting preventive maintenance on vehicles such as performing greasing, air blowing air filter to remove accumulated dirt, replacing brake pads.</p> <p>Troubleshooting and repairing tug &amp; barge engine, generator, winch and other equipment.</p> <p>Troubleshooting and repairing miscellaneous plant equipment such as generators, pumps, gearboxes and other equipment.</p> <p>Conduct repairs aiming for maximum reliability.</p> <p>Any ad-hoc duties assigned by Supervisor.</p>	<p>Minimum 3 years of hand-on experience in heavy machinery repairs and maintenance in process/construction industry.</p> <p>Valid BCSS.</p> <p>Ability to read and interpret technical manual and schematic.</p> <p>A good team player and responsible attitude.</p> <p>Able to commit overtime when needed.</p>
Kim Hock	Plant &	Understand the operational manual, process	Candidate must possess at

Corporation	Machinery Engineer (Electrical)	<p>and function of respective machinery. Inculcate the important of planning, taking all aspects into consideration to achieve smooth operations and maintenance.</p> <p>Duties include installing, inspecting, maintaining, operating, troubleshooting, repairing, and calibrating various pneumatic, hydraulic, electrical and electronic equipment. Perform root cause analysis/investigation to increase reliability and performance of equipment.</p> <p>Perform preventative maintenance checks on transmitters, transducers, gauges and auxiliary equipment.</p> <p>Performs Inspection and Maintenance (IOM) checks on all control systems.</p> <p>Maintain electrical switch gear and power distribution</p> <p>Maintain and register equipment, spares and tools including meter calibration.</p> <p>Improve store management. Ensure all spare parts are arrangement neatly and stock are properly monitor in terms of quantity and quality. Proper system to ensure stock accuracy and available when required.</p> <p>Ensure 5S housekeeping that workplace are clean, lightings are all function, equipment are easily retrieved and found, and etc.</p> <p>Commit to plant safety procedures.</p> <p>Follow up closely with periodic maintenance to eliminate shock breakdown.</p> <p>Work and coordinate with purchasers for spare parts purchase, stock and inventory control.</p> <p>Update progress in the chat group to the management for easy monitoring and reporting.</p> <p>Provide critical support on complex technical problems on a 24/7 standby basis.</p>	<p>least a Degree, Engineering (Electrical) or equivalent</p> <p>Required knowledge: hydraulic system, rotating parts, conveyor belts, PLC etc .</p> <p>Minimum 2 years of relevant experience.</p> <p>Able to work with minimum supervision.</p> <p>Positive working attitude.</p>
Kim Hock Corporation	Plant Technician (Machine Operator)	<p>Operate fixed shear equipment with stationary grab used to cut the process steel scrap.</p> <p>Commit to plant safety procedures. Ensure all relevant safety measures are adhered prior to application of permit-to-work.</p> <p>Maintenance activities and supporting plant operation to minimize downtime.</p> <p>Assist in the maintenance of mobile machineries like Liebherr 954, Cat 336 Grapple / Magnetic and Volvo 480 Grapple.</p> <p>Ensure 5S housekeeping to ensure the cleanliness and tidiness of the plant area including control room, lightings are all function, appropriate tools and equipment are in working condition.</p> <p>Target for incident free and reliable operations, including timely and proper maintenance of systems.</p>	<p>Experience in Industrial Plant/Static Machinery Operator is a must.</p> <p>Experience in Metal Stamping/Shearing machine operator would be an added advantage.</p> <p>Perform Pre-Operation checks on Machine prior to Operation.</p> <p>Able to follow Instruction and Production schedule.</p> <p>Observe and follow Company Safety rules and Regulations.</p> <p>Willing to work overtime.</p>

		<p>Ensure tools and equipment are replenished timely, reinstated, and maintained.</p> <p>Provide immediate response to incidents and emergencies.</p> <p>Any job assigned by the Engineer and Manager.</p>	
Kim Hock Corporation	Prime Mover Driver (Class 5)	<p>Responsible for scrap metal / waste wood collection/delivery between customers' premises and/or company's yards.</p> <p>Responsible for safe loading &amp; unloading work.</p> <p>Check &amp; account for amount/weight of material collected and delivered.</p> <p>Responsible for assigned lorry's cleanliness and upkeep/maintenance.</p>	<p>Possess a Class 5 license.</p> <p>Min. 1 year driving a prime mover/ trailer experience.</p> <p>Willing to work overtime.</p>
Niku Iku	Assistant Outlet Manager	<p>Take charge of daily operational matters and operations flow.</p> <p>Plan and manage manpower.</p> <p>Order and manage inventory from suppliers.</p> <p>Manage customer complaints and ensure good customer service.</p> <p>Conduct training for new staff.</p> <p>Enforce good hygiene practices and cleanliness in outlet.</p> <p>Grill and stew dishes according to company's standards.</p> <p>Ensure food preparation is done according to company's standards.</p> <p>Any other ad hoc duties assigned by superior.</p>	<p>Grilling experience.</p> <p>Able to stand for long hours.</p> <p>Able to withstand high heat.</p> <p>Open to work in open concept kitchen.</p>
OJJ Foods	Commercial Executive	<p>Business Development: Identify and develop new business opportunities within the industry, including prospecting, pitching, and closing deals</p> <p>Market Analysis: Analyse market trends, competitor activities, and customer needs to inform strategic decision-making</p> <p>Sales and Marketing: Developing and implementing sales and marketing strategies to achieve revenue targets</p> <p>Negotiate contracts and agreements: Work with suppliers, vendors, and customers to secure favourable sales, pricing, and delivery terms</p> <p>Build and maintain relationships: Establish and foster strategic partnership with key industry players, business partners, clients and vendors</p> <p>Financial Management: Manage commercial budgets, forecasts, and performance, ensuring profitability</p> <p>Operations: Collaborate with other departments, such as Production &amp; Logistics, to ensure smooth execution of commercial plans</p>	<p>Degree/Diploma in Business, Marketing, Commerce or related field</p> <p>At least 2 years related experience in commodity sales and/or trading</p> <p>Detail-oriented with good analytical, communication, and organizational skills</p> <p>Strong communication, coordination &amp; interpersonal skills</p> <p>Professional and mature disposition, independent and able to multitask</p> <p>Able to perform under pressure and meet tight deadlines in a fast-paced environment</p>
Paris Baguette Singapore	Store Manager	<p>The Store Manager is responsible for the profitability of the chain restaurant outlet.</p> <p>He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support. He/she demonstrates the recruitment and retention, training, and</p>	<p>Clear verbal communication skills.</p> <p>Organization skills.</p> <p>Ability to stand and walk for long periods of time.</p> <p>Clear attention to detail.</p> <p>Problem-solving skills.</p>

		<p>motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet.</p>	<p>Knowledge of current food and beverage trends. At least 3 to 5 years of working experience in the restaurant industry is required for this position. Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent.</p>
Phoon Huat	Buyer	<p>Procurement of a portfolio of materials/goods for assigned category. Manage and maintain relationships with existing suppliers, monitoring their performance and addressing any issues that may arise. Evaluate supplier performance and conduct regular performance reviews to ensure compliance with contractual agreements. Identify and evaluate potential suppliers and negotiate contracts, terms, and pricing agreements to ensure favorable terms and conditions. Conduct market research and analysis to identify trends, market conditions, and potential risks and opportunities. Collaborate with cross-functional teams to understand their requirements and provide procurement solutions that meet their needs. Monitor inventory levels, track deliveries, and ensure on-time delivery of goods and services. Identify cost-saving opportunities and implement strategies to optimize procurement processes and reduce expenses. Stay updated on industry trends, new products, and market conditions to make informed purchasing decisions. Maintain accurate records of purchases, contracts, and supplier information.</p>	<p>Minimum 3 years purchasing experience in food service supply chain. Bachelor's Degree in Supply Chain Management or its equivalent. Excellent communication and interpersonal skills, with the ability to build and maintain effective relationships with internal and external stakeholders. Strong negotiation skills with a track record of achieving cost savings and favorable contract terms. Strong organizational skills with the ability to manage multiple priorities and deadlines in a fast-paced environment. Proficiency in procurement software and tools, such as SAP, MS Offices applications.</p>
Phoon Huat	Senior Sales Representative	<p>Develop and maintain strong relationships with assigned key accounts in the food service and bakery sectors to ensure customer satisfaction and retention. Identify opportunities for upselling and cross-selling products to existing clients, driving revenue growth and expanding market share. Act as the primary point of contact for clients, addressing inquiries, resolving issues, and providing exceptional customer service. Stay informed about industry trends, competitor activities, and customer preferences to effectively position our products in the market. Collaborate with the sales team to create account plans, set sales targets, and develop strategies to achieve them.</p>	<p>Minimum 5 years of proven work experience in sales or account management in the food service or bakery industry. Proven track record of managing key accounts and achieving sales targets. Diploma in Business Management, Marketing, or a related field. Strong interpersonal, communication and negotiation skills. Strong problem-solving skills and attention to detail. Ability to effectively manage</p>

		<p>Maintain a deep understanding of our product offerings and effectively communicate their benefits to clients.</p> <p>Work closely with procurement, sales support and logistics teams to ensure timely delivery and fulfilment of customer orders.</p> <p>Prepare regular sales reports and forecasts, analysing data to track performance and identify areas for improvement.</p>	<p>multiple priorities and thrive in a fast-paced environment.</p> <p>Ability to work independently and collaboratively in a team environment.</p> <p>Proficiency in CRM software and Microsoft Office Suite.</p>
Resorts World At Sentosa	Guest Experience Lead	<p>Perform check-in and check-out for hotel guests in the most professional and efficient manner to ensure high level of guest satisfaction.</p> <p>Initiate and maintain effective coordination and communication within the Front Office and other departments especially Housekeeping to ensure seamless experiences for all guests.</p> <p>Perform room controlling duties in accordance to forecasted occupancy, VIP stays, group check ins, special requests.</p> <p>Ensure the Front Office team operates with a sales attitude and all Team Members are aware of the resorts-wide sales opportunities.</p> <p>Maintain the confidentiality of all guests and business practices of the Resort.</p>	<p>Diploma in Hotels/Hospitality Management or its equivalent.</p> <p>Minimum 2 years of experience in hospitality industry, preferably in 5 star hotels.</p> <p>Good interpersonal skills with effective multi-tasking, time management and problem-solving skills.</p> <p>Knowledge in supervisory functions like staff rostering, room assignment, requisition order, basic training and coaching.</p> <p>Able to perform shift working, including working on weekend and Public Holiday.</p>
Science Centre Board	Assistant Manager, Exhibitions	<p>We are seeking a creative and organised individual to join our Exhibitions Department as an Exhibition Producer at the Assistant Manager/Manager level. This pivotal role serves as the linchpin in our exhibition development process, bridging the gap between conceptualisation and realisation of innovative science experiences.</p> <p>Essential Job Functions:</p> <p>The Exhibition Producer plays a crucial role in bringing scientific concepts to life through engaging and interactive exhibitions. At the heart of their responsibilities is the ability to work collaboratively with the Exhibition Imagineer and other members of the project team, translating complex scientific ideas into accessible and exciting experiences for visitors of all ages. They shepherd projects from initial concept through to final implementation, overseeing every stage of the exhibition development process.</p> <p>A key aspect of their role involves overseeing the administrative, production, and logistical elements of each exhibition, from conception to completion. This encompasses procurement processes, budget oversight, contract negotiation, risk assessment and mitigation, strict adherence to project timelines, and efficient allocation of project resources. The</p>	<p>The ideal candidate must:</p> <p>Have a Bachelor's Degree in Science, Museum Studies, Project Management, or a related field.</p> <p>Possess strong collaborative skills, with a proven ability to work effectively in multidisciplinary teams and manage relationships with internal and external stakeholders.</p> <p>Have an understanding of technology and how it can be integrated into exhibition experiences.</p> <p>Be passionate about science, and science communication.</p> <p>Have a creative mindset coupled with a keen aesthetic sense, essential for developing innovative and visually appealing exhibitions.</p>

		<p>Producer must be adept at coordinating prototype development and testing, and introduce innovative approaches to exhibition design. This potentially involves incorporating new media technologies and gamification principles to create immersive and interactive experiences.</p> <p>Another vital function of this role is to serve as a passionate advocate for new exhibitions and products, both internally and externally. This requires excellent communication skills and the ability to work seamlessly with various departments such as Procurement, Marketing, Visitor Services, and Business Development.</p>	
Science Centre Board	Exhibition Producer, Exhibitions	<p>We are looking for a dynamic member to join the Exhibitions Department as an Exhibition Producer. This is a critical connective role in exhibition development. The Producer works at the interface between the Exhibition Imagineer (Project Officer), the exhibition project team, and the Head of Exhibitions to ensure the translation of an idea (scientific concepts) into exciting and engaging exhibition experiences. This role involves production and logistical coordination (such as managing budgets and time schedules of the project, testing concepts and coordinating the relevant talents such as artists for development). He/she is responsible for driving agile production.</p> <p>Essential Job Functions:</p> <p>As an Exhibition Producer, he/she will be involved in prototyping, development and project management. He/she will be work with the team to brainstorm, select, develop, prototype, test and launch new exhibitions and experiences. Aspects of exhibition development may include new media, and gamification approaches as well as creating the narratives for the exhibition.</p> <p>He/she will support Science Centre's strategy of providing innovative, future forward experiences and participate in the observation and continual refinement of these experiences. As part of improvement, he/she will also scan the industry and beyond for new trends to apply to our products and experiences. The producer will also work on programmes related to exhibition/experience development such as artist residencies and fellowships.</p>	<p>The ideal candidate should have the ability to manage multiple projects simultaneously with a keen attention to detail. The candidate should have good interpersonal skills and the ability to work with a wide range of stakeholders and backgrounds.</p> <p>He/She should be flexible, open to change, thorough and driven, with a 'can do' spirit.</p> <p>Skills that would give the candidate an edge include, and is not meant to be inclusive:</p> <ul style="list-style-type: none"> <li>Good foundation skills, or interest in Science, Technology, Engineering and Math (S.T.E.M)</li> <li>Project management skills</li> <li>Narrative development</li> <li>Technology skills (eg. Systems Integration, Coding)</li> <li>Design and user centric skills (eg. Design thinking, UX/UI, gamification)</li> </ul> <p>Successful candidates must be willing to learn and be trained. Candidates with more years of relevant experience could be considered for the position of Senior Exhibition Producer. Only shortlisted candidates will be notified.</p>
Science Centre Board	Transmedia Content Creator, Events & Engagement	<p>We are looking for a dynamic candidate to join us as a Transmedia Content Creator. You will be responsible to develop, execute and produce creative project deliverables on scientific topics, across all media and digital platforms [e.g. social media, web and app, exhibition, videos,</p>	<p>The ideal candidate should have good knowledge in Science Communications, Marketing, Journalism or English literature.</p> <p>He/She should have related</p>

		<p>publication (print/online), science shows] that can engage, attract and grow an audience, and eventually sales of products and services. The role will also involve translating initiatives into compelling story ideas and useful messages, elevating awareness of Science Centre’s impact among strategically important audiences and collaborate closely with the PR and Marketing, Advancement &amp; Partnership office, in addition to the Exhibitions, Events and Engagement programme units in the centre.</p> <p>Essential Job Functions: As a Transmedia Content Creator, you are responsible for all areas of video production and social media content from conceptualization to completion. You will regularly review existing assets such as exhibitions and programmes to create a transmedia story and develop engaging content with clear call to action for targeted audience on science and technical topics. You are required to experiment and develop new social platforms and other channels to ensure visibility across demographic shifts and image relevance and be able to drive traffic optimisation through to our media assets by using tools such as SEO and other tools. Other duties include establishing a network of contacts in the industry from media, PR executives, researchers and academia from IHLs and research institutes to co-create transmedia narratives and cross sharing and collaborating closely with PR and Marketing, and Advancement Office internally and external partners.</p>	<p>working experience in social media, communications, or production-related agencies. Candidates with relevant experience in social content production will be an added advantage.</p> <p>He/She should have experience in science content writing in various channels which may include print, television, digital and social science or science writing experience (portfolio of scientific publications or blogs) and experience with creating appealing content on various media platforms.</p> <p>Successful candidates must be willing to learn and be trained. Those with relevant internship experience will be an added advantage.</p> <p>He/She should have experience with or knowledge of at least several of the following items: Management of websites, Google Analytics, marketing platforms, blogging and video production.</p> <p>He/She should have a strong grasp of the technology industry and is skilled at visual storytelling and have a good eye for design.</p> <p>He/She must be able to produce error free content with strong attention to details and to balance several projects and seamlessly contribute to multiple aspects of the organisation’s science promotion efforts.</p> <p>He/She should possess excellent communication skills, a resourceful team player and a fast and flexible learner who can stay informed about the ever-evolving world of STEM.</p> <p>Only shortlisted candidates will be notified.</p>
Serangoon Gardens Country Club	Senior Facilities Executive	Assist day-to-day facilities and project operations, including building renovations, enhancements, reconfigurations, and transformation projects, with support for	Diploma/Degree Holder in Mechanical Engineering or Electrical Engineering, Building or Facilities Management or

		<p>planned and unplanned out-of-hours work. Oversee project management tasks such as fit-out design reviews, test-fits, MEP layouts, handovers, and defect rectifications. Supporting the HOD in annual budgeting and planning, project cost control, and overseeing financial administration, including invoices, assets, and payment management. Ensure compliance with local legislation and regulations while supervising Housekeepers, and Technicians in daily operations. Building strong, collaborative relationships across departments and external stakeholders for smooth project delivery. Provide hands-on support to maintenance operations whenever needed. Oversee the day-to-day operations, including planning and scheduling of duty rosters and work schedules for Technicians and Cleaners. Setting up of events and functions (including festivals decorations). Source for contractors and calling for quotations for ad hoc works to be carried out within short period. Assist in the preparation of tender documentation such as technical specifications and requirements for applicable maintenance, renovations and improvement works and other ad hoc replacement works. To attend project meetings and work with QS and consultants on the invoicing and work order submission. Prepare of reports / minutes of meeting and operations budgets, and assist in tracking of operations budgets. Ensure building statutory requirements are complied with. Perform any other duties as assigned by the superior or Head of Department as and when required.</p>	<p>Estate Management or equivalent. Minimum 3 years of related working experience. Prior experience in MCST and country club organisations will be advantageous. Experience in project management, additional and alteration works will be an added advantage. Good knowledge of M&amp;E systems, building codes, statutory regulations, and sustainability practices. Knowledge of repair, service and troubleshooting work of mechanical and electrical systems/ audio/video and entertainment equipment within the Club. Able to work well in a fast-paced environment. Proficient in MS Office- Word, Excel and Power point. Possess strong communication and interpersonal skills. Well organised, meticulous and good with paperwork. Highly motivated, positive and proactive, and with these traits, thrive on challenges and time pressures. Able to work independently as well as part of a team in a constantly evolving environment. Willing to work during weekend and public holidays as and when required.</p>
Skandia Marine	Accounts Assistant	<p>Support AR &amp; AP functions, Assist in filing &amp; organising documents Perform adhoc general Admin and Accounts tasks assigned Maintain data records and filing systems and provide support for meetings. Scheduling appointments, booking meeting rooms, and managing team calendars. Answering phone calls, handling emails, and distributing correspondence. Creating, editing, and formatting documents, reports, memos, and presentations.</p>	<p>ITE Higher Nitec in Accounting or equivalent Conversant in English and Mandarin or Malay Knowledge of MS Office, Excel and Word Willing to learn and with positive work attitude Able to work independently and as a team</p>
Watson's	Assistant Store Manager	<p>Job duties include performing cashiering tasks, providing excellent customer service, ensuring efficient replenishment of stocks, and assisting the Store-in-Charge in supervising non-</p>	<p>Job requirements include the ability to stand for long hours, work rotating shifts, and be available on weekends and</p>

		management staff. Additional responsibilities involve overseeing daily operations, supporting team members, maintaining store organization, and undertaking supervisory duties delegated by the Store-in-Charge to ensure smooth and efficient store operations.	Public Holidays. Candidates should have leadership experience in a similar capacity, demonstrating strong management, communication, and problem-solving skills, with the ability to lead teams and ensure smooth operations in a dynamic environment.
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