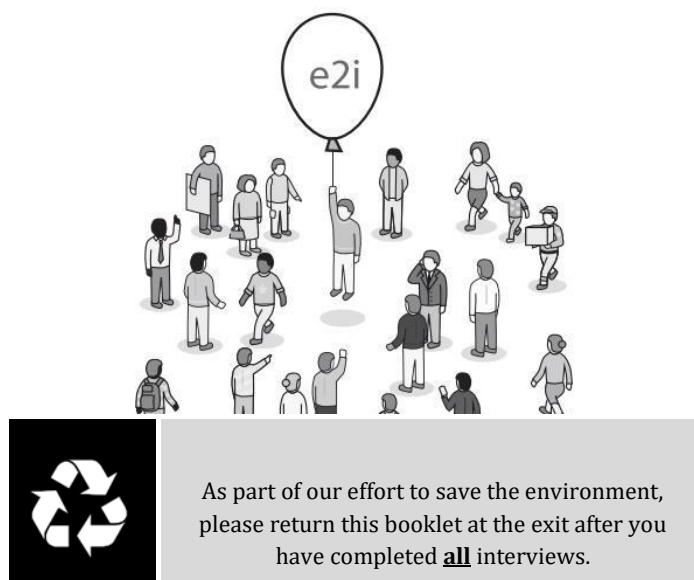


Career Success Job Fair @ Kaki Bukit

12 April 2025, 10am-4pm

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

Participating Companies

	Pages
#1 Bimage Consulting.....	6
• BIM Coordinator.....	6
• BIM Manager ^{PMET}	6
• BIM Modeller	7
#2 CHAGEE Singapore	8
• Area Manager ^{PMET}	8
• Assistant Store Manager	8
• Part-Time Tea Barista	9
• Senior Tea Barista	9
• Store Manager ^{PMET}	10
• Tea Barista.....	11
#3 DHL Supply Chain	12
• Driver.....	12
• CCS Agent	12
#4 Duck King One.....	14
• Area Manager	14
• Delivery Driver	14
• Dishwasher.....	15
• Kitchen Assistant (include Dish Washing)	15
• Stall Assistant	16
#5 Fairmont Singapore & Swissotel The Stamford.....	17
• Assistant Security Manager.....	17
• Banquet Assistant Manager ^{PMET}	18
• Banquet Operations Manager ^{PMET}	19
• Bartender	21
• Chef De Partie	22
• Commis Cook	23

• Concierge	23
• Doorman	25
• Food & Beverage Assistant Outlet Manager ^{PMET}	26
• Food & Beverage Guest Services Officer / Executive ^{PMET}	28
• Guest Relations Officer	29
• Housekeeping Co-ordinator	30
• Laundry Coordinator	31
• Laundry Co-ordinator	33
• Laundry Operator	34
• RCCC Guest Services Officer / Executive, Banquet	35
• Restaurant Executive ^{PMET}	37
• Restaurant Host / Hostess.....	38
• Security Supervisor	39
#6 FairPrice Group- F&B/Logistics	41
• Kopitiam - Service Crew (Full Time)	41
• Kopitiam - Service Crew (Part Time)	41
• Kopitiam - Service Crew (Culinary)-Pin Wei	41
• Kopitiam - Service Crew (Culinary)-Xiang Chi Mian	42
• Kopitiam - Service Crew (Culinary)-Chou Chou You Yu	42
• Kopitiam - Service Crew (Culinary)-Western.....	43
• Heavenly Wang - Service Crew	43
• Ah Bowl Den - Service Crew	43
• Ah Bowl Den - Service Crew	44
• Kopitiam - Outlet Executive	44
• Foodfare - Cook (Full-Time).....	45
• Foodfare - Cook (Part-Time).....	45
• Foodfare - Kitchen Assistant	45
#7 FairPrice Group- Retail	46
• FairPrice - Retail Assistant / Cashier.....	46
• Skilled Cutter	46
• Production Operator	46
• Retail Supervisor ^{PMET}	47

• Storekeeper.....	47
--------------------	----

#8 Geniebook..... 48

• Teaching Specialist (Primary) ^{PMET}	48
• Teaching Specialist (Secondary) ^{PMET}	49
• Product Manager ^{PMET}	49
• Events Ops Manager ^{PMET}	50
• Education Consultant	51

#7 Go-Ahead Singapore 52

• Bus Captain	52
• Fleet Support Officer	52
• Service Controller	52
• Technical Specialist ^{PMET}	53

#8 Maersk..... 55

• ASRS Engineer ^{PMET}	55
• ASRS Technician ^{PMET}	56
• Facility Technician ^{PMET}	58
• Logistics Coordinator ^{PMET}	58
• Prime Mover Driver	59
• Warehouse Assistant - Bukit Merah.....	59
• Warehouse Assistant - Bulim	60
• Warehouse Assistant – Gul Way	60
• Warehouse Assistant - Pandan Crescent	60
• Warehouse Assistant (with forklift) - Nightshift	60

#9 PlayFACTO @ Bedok Central/ Labrador 61

• Student Care Teacher ^{PMET}	61
----------------------------------------------	----

#10 Popeyes (Feisiong Fast Food)..... 62

• Commis Chef (Batter fryer)	62
• Commis Crew (Kitchen Crew).....	62
• Guest Experience Crew	63
• Guest Experience Manager	63
• Restaurant Management Trainee (RMIT) ^{PMET}	63

#11 Skyworks Consulting 65

- Business Development Executive..... 65
- Receptionist 65

#12 Sunset Hospitality Group..... 66

- Bartender 66
- Chef De Partie (Sushi)..... 67
- Commis - Main Kitchen 68
- Commis Cook (Sushi)..... 68
- F&B Cost Controller^{PMET}..... 69
- F&B Hostess 70
- Income Auditor / Accounts Receivable^{PMET} 71
- Pastry Commis..... 72
- Sommelier 73

e2i Services 75

#1 Bimage Consulting

BIMAGE Consulting is the trusted technology consulting firm and an authorized autodesk reseller in Singapore helping Construction, Infrastructure and Smart Cities businesses to solve their complex challenges by harnessing latest technologies and implementing streamlined processes.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
BIM Coordinator	<ul style="list-style-type: none"> Knowledge and experience in Revit, AutoCAD, Navisworks. Good technical knowledge and planning skills in managing modelling and drafting works. Good communication, writing & interpersonal skills. 	<ul style="list-style-type: none"> Create / Enhance & Coordinating models from all trades for ongoing and past model work Reviewing and organizing models and data collected from 3rd party data (CAD & Model) Work & Review on multiple disciplines model 	<ul style="list-style-type: none"> 44 hours per week 3791 Jalan Bukit Merah, E-Centre @Redhill, Singapore 159471
BIM Manager^{PMET}	<ul style="list-style-type: none"> Candidate must possess at least a Degree in Civil / Mechanical / Electrical Engineering or GIS / Building Science related domains. Certificate in AutoCAD Autodesk and Revit MEP Autodesk advanced module With at least 8 years of BIM-related Design and/or Construction experience with demonstrated progression of technical knowledge. Candidate must possess at least a Degree in Civil / Mechanical / Electrical Engineering or GIS / Building Science related domains. Proficient in Microsoft Office Suite and possess software-specific working knowledge in MS Project / Primavera and others. Ability to adapt to 	<ul style="list-style-type: none"> In charge of BIM Team consisting of BIM Coordinators & Modellers. Develop and implement BIM Execution Plan. Acting as the intermediary between designers, clients so that projects remain efficient and effective Managing BIM standards, resources, and application configuration. Adhering to the latest industry standards. Producing monthly reports for senior managers, to identify and measure BIM implementation Training or upskilling colleagues in specific software programmes Oversee the management and integration of project data within the BIM model (e.g., schedules, costs, specifications). Ensure that data is accessible to all relevant parties while maintaining confidentiality and security. Lead BIM teams (both on-site and off-site). Management the BIM teams to fulfil the project deliverables. Supporting the career development, coaching and mentoring of a team of staff Arrange/guide CCSM & Site co- 	<ul style="list-style-type: none"> 44 hours per week 3791 Jalan Bukit Merah, E-Centre @Redhill, Singapore 159471

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>rapid change and multitask in managing multiple projects that require domain knowledge with high project responsibilities.</p> <ul style="list-style-type: none"> • Proven ability to determine construction detailing and techniques. • Highly motivated individual driven to keep pace in a fast-moving and dynamic environment. • Preferably have experience with construction IT including BIM/VDC related software including but not limited to 3D parametric modeling (Revit, Tekla, etc), coordination (Navisworks, etc), rendering and animation (Lumion, 3ds Max, etc). • Outgoing personality with strong interpersonal and communication skills 	<p>ordination meeting</p> <ul style="list-style-type: none"> • Troubleshoot and resolve BIM issues pertaining to BIM projects. • Participate as an observer and auditor role for customers in project BIM meetings. • Audit and report project metrics related to the BIM model and data as defined by the customer's team. • Present complex technical demonstrations and training to various levels of staff in a diverse range of customer organization. • Generate progress and status reports for BIM projects. • Support and educate the customer's team to utilize BIM data. • Support sales team in requirement gathering, proposal writing, marketing, and presentation. • Keep updated on the latest development, trends, and technology in the AEC software domain. If necessary provide evaluation and analysis on these developments. • Other duties as assigned. 	
BIM Modeller	<ul style="list-style-type: none"> • Knowledge and experience in Revit, AutoCAD, Navisworks. • Good technical knowledge and planning skills in managing modelling and drafting works. • Good communication, writing & interpersonal skills. 	<ul style="list-style-type: none"> • Create, develop and model detailing • Prepare for authorities submissions documentation and construction documentation. • Create realistic, intelligent and highly accurate BIM models of Building Exteriors and Building Interiors 	<ul style="list-style-type: none"> • 44 hours per week • 3791 Jalan Bukit Merah, E-Centre @Redhill, Singapore 159471

#2 CHAGEE Singapore

At CHAGEE, we are Passionate Purveyors of TEA, and it is the very heart and soul of our business. Our journey is fueled by a deep-rooted commitment to sourcing, crafting, and sharing the finest teas from around the world. With a relentless pursuit of quality, innovation, and sustainability, we have emerged as industry leaders, redefining the tea experience.

We are now a major tea beverage brand, with contemporary oriental tea brewed products, using premium tea leaves. CHAGEE has more than 5,000 stores in the world; including China, Singapore, Malaysia, Thailand etc. Backed by a vigorous corporate and team culture, we believe our people are the most valuable assets in spearheading CHAGEE's global expansion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager^{PMET}	<ul style="list-style-type: none"> • Passionate, responsible, highly motivated and proactive individuals • Prior working experience in fast-moving beverages or F&B operations • Knowledge of P&L management • Effective verbal and written communication skills • Ability to establish effective working relationships with all internal and external stakeholders • Capacity to work in a fast-paced environment and handle multiple tasks simultaneously • Work and collaborate as a team to achieve and ensure smooth operational success 	<ul style="list-style-type: none"> • Responsible for both the strategic and operational work of the store team • Manages the P&L activities of the store, including net sales, revenue, recruitment, inventory, cost management etc. • Monitors and maintain integrity of stores operation and the provision of services • Ensure quality control and assurance standards are met • Team management; including training, performance and productivity • Mentor team in achieving targets and successful provision of CHAGEE experience • Serves as main representative between store and customers • Partner Operations team in planning, development and implementation of short to long term objectives 	<ul style="list-style-type: none"> • 8 hours per day/ 44 hours per week • 128 Beach Road, Guoco Midtown Office, Singapore 189773
Assistant Store Manager	<ul style="list-style-type: none"> • Passionate, responsible, highly motivated and proactive individuals • Prior working experience in fast-moving beverages or F&B operations • Knowledge of P&L management 	<ul style="list-style-type: none"> • Responsible for both the strategic and operational work of the store team • Manages the P&L activities of the store, including net sales, revenue, recruitment, inventory, cost management etc. • Monitors and maintain integrity of stores operation and the provision of services 	<ul style="list-style-type: none"> • 8 hours per day/ 44 hours per week • 128 Beach Road, Guoco Midtown Office,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Effective verbal and written communication skills • Ability to establish effective working relationships with all internal and external stakeholders • Capacity to work in a fast-paced environment and handle multiple tasks simultaneously • Work and collaborate as a team to achieve and ensure smooth operational success 	<ul style="list-style-type: none"> • Ensure quality control and assurance standards are met • Team management; including training, performance and productivity • Mentor team in achieving targets and successful provision of CHAGEE experience • Serves as main representative between store and customers • Partner Operations team in planning, development and implementation of short- to long-term objectives 	Singapore 189773
Part-Time Tea Barista	<ul style="list-style-type: none"> • Passionate, responsible, highly motivated and proactive individuals • Prior working experience as a Barista or in a similar F&B capacity advantageous. No relevant experience? No worries, training will be provided for all employees at our dedicated training centre. • Ability to work in a fast-paced environment and handle multiple tasks simultaneously • Work and collaborate as a team to achieve and ensure smooth operational success 	<ul style="list-style-type: none"> • Prepare beverages according to standardised recipes and customer preferences • Utilise proper brewing techniques and equipment to ensure the quality and consistency of each beverage served • Prepare drinks by following the prescribed recipes and preparation techniques • Accurately process customer orders, handle cash and electronic payments • Serve as ambassador in providing full-fledged CHAGEE service experience to all customers • Act in compliance with operational policies and procedures • Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the requirements of Health & Safety and Hygiene Protocols • Always ensure sufficient stock by monitoring tea inventory levels, reporting discrepancies, restocking supplies, handling stock delivery upon arrival as needed and communicating inventory needs to management 	<ul style="list-style-type: none"> • 4 hours per day/ 35 hours per week • 128 Beach Road, Guoco Midtown Office, Singapore 189773
Senior Tea Barista	<ul style="list-style-type: none"> • Passionate, responsible, highly motivated and 	<ul style="list-style-type: none"> • Prepare beverages according to standardised recipes and customer preferences 	<ul style="list-style-type: none"> • 8 hours per day/ 44 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>proactive individuals</p> <ul style="list-style-type: none"> • Prior working experience as a Barista or in a similar F&B capacity advantageous. No relevant experience? No worries, training will be provided for all employees at our dedicated training centre • Ability to work in a fast-paced environment and handle multiple tasks simultaneously • Work and collaborate as a team to achieve and ensure smooth operational success 	<ul style="list-style-type: none"> • Utilise proper brewing techniques and equipment to ensure the quality and consistency of each beverage served • Prepare drinks by following the prescribed recipes and preparation techniques • Accurately process customer orders, handle cash and electronic payments • Serve as ambassador in providing full-fledged CHAGEE service experience to all customers • Act in compliance with operational policies and procedures • Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the requirements of Health & Safety and Hygiene Protocols • Always ensure sufficient stock by monitoring tea inventory levels, reporting discrepancies, restocking supplies, handling stock delivery upon arrival as needed and communicating inventory needs to management 	<p>per week</p> <ul style="list-style-type: none"> • 128 <p>Beach Road, Guoco Midtown Office, Singapore 189773</p>
Store Manager^{PMET}	<ul style="list-style-type: none"> • Passionate, responsible, highly motivated and proactive individuals • Prior working experience in fast-moving beverages or F&B operations • Knowledge of P&L management • Effective verbal and written communication skills • Ability to establish effective working relationships with all internal and external stakeholders • Capacity to work in a fast-paced environment and handle multiple tasks simultaneously 	<ul style="list-style-type: none"> • Responsible for both the strategic and operational work of the store team • Manages the P&L activities of the store, including net sales, revenue, recruitment, inventory, cost management etc. • Monitors and maintain integrity of stores operation and the provision of services • Ensure quality control and assurance standards are met • Team management; including training, performance and productivity • Mentor team in achieving targets and successful provision of CHAGEE experience • Serves as main representative between store and customers • Partner Operations team in planning, development and implementation of short to long 	<ul style="list-style-type: none"> • 8 hours per day/ 44 hours per week • 128 <p>Beach Road, Guoco Midtown Office, Singapore 189773</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Work and collaborate as a team to achieve and ensure smooth operational success 	term objectives	
Tea Barista	<ul style="list-style-type: none"> Passionate, responsible, highly motivated and proactive individuals Prior working experience as a Barista or in a similar F&B capacity advantageous. No relevant experience? No worries, training will be provided for all employees at our dedicated training centre Ability to work in a fast-paced environment and handle multiple tasks simultaneously Work and collaborate as a team to achieve and ensure smooth operational success 	<ul style="list-style-type: none"> Prepare beverages according to standardised recipes and customer preferences Utilise proper brewing techniques and equipment to ensure the quality and consistency of each beverage served Prepare drinks by following the prescribed recipes and preparation techniques Accurately process customer orders, handle cash and electronic payments Serve as ambassador in providing full-fledged CHAGEE service experience to all customers Act in compliance with operational policies and procedures Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the requirements of Health & Safety and Hygiene Protocols Always ensure sufficient stock by monitoring tea inventory levels, reporting discrepancies, restocking supplies, handling stock delivery upon arrival as needed and communicating inventory needs to management 	<ul style="list-style-type: none"> 8 hours per day/ 44 hours per week 128 Beach Road, Guoco Midtown Office, Singapore 189773

#3 DHL Supply Chain

At DHL, people mean the world to us. That's why our goal has always been to attract and retain the best talent over the world. We provide challenge and opportunity for personal and professional development. We recognize the difference you bring to our business, and together we share the pride of building THE logistics company for the world.

Under the DHL Supply Chain umbrella, one of the business units of DHL, we provide customized logistics and industry solutions in the areas of supply chain management, warehousing, distribution, value added services, and lead logistics provider services for our customers – helping them deliver better results everyday.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Driver	<ul style="list-style-type: none"> Class 4 Driving License at least 1 year of experience in driving 14 ft/24ft truck 	<ul style="list-style-type: none"> Safe and Timely Deliveries: Drive Class 4 vehicles to transport goods to designated locations safely and within scheduled timelines. Vehicle Maintenance: Perform routine checks and ensure the proper maintenance of the assigned vehicle. Documentation: Complete all necessary documentation accurately, including delivery notes and vehicle logs. Adherence to Regulations: Ensure compliance with local driving regulations and safety standards. Customer Service: Provide a high level of customer service during deliveries and interactions with clients. Problem Resolution: Address and report any issues related to deliveries promptly and professionally. 	<ul style="list-style-type: none"> Rotating shift between AM Shift (6am-3pm) and PM Shift (2pm-9pm), Sat/Sun half day (6am- 10am) Require OT and work on PH (rotating) Weekdays, 7.30am to 6.30pm and half Sat/Sun 7.30am to 11.30am 1 off day between Tues to Fri and 1 off day on either Sat or Sun
CCS Agent	<ul style="list-style-type: none"> Min 1 year service experience O level/higher NITEC Comfortable in taking calls in English and 1 other language 	<ul style="list-style-type: none"> Act as the first point of contact for the customers Make effort to understand both internal and external customer, anticipating customer needs and giving high priority to customer satisfaction Provide satisfactory explanation to customer and take remedial action where necessary Provide pro-active feedback to the customer to ensure that the committed ETA is respected Alert superior of recurring service 	<ul style="list-style-type: none"> 5 days work week (1 weekday 1 weekend off) 8am-530pm 830am-6pm 130pm-11pm 25 Ubi Road 4, Singapore 408621 Mon to Fri 830am-530pm or 830am-6pm,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		failures so that corrective actions may be taken to avoid future problems	<p>Alt Sat 830am-1pm</p> <ul style="list-style-type: none">• 25 Ubi Road 4, Singapore 408621 <p>• 5 Days Workweek (Mon-Sun) 6am-3.30pm / 8.30am- 6.15pm / 12pm-10pm</p> <ul style="list-style-type: none">• 1 Greenwich Drive, Singapore 533865

#4 Duck King One

The 70s Braised Delicacies - A dynamic duck rice stall emerged at 60 Stalls, Yung Sheng Road and Market. It's renowned for its Teochew-style duck rice, the stall's flavourful dishes became a local sensation. The fragrant duck and perfectly cooked rice drew in a loyal community, turning the stall into a cherished gathering spot.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Area Manager	<ul style="list-style-type: none"> Minimum GCE 'O' level with at least 5 years of F&B experience as a manager. Highly motivated, customer-centric and good team player. Has an eye for details and possesses good project/program management skills. Possesses strong interpersonal, communication and leadership skills. Able to work on shift - weekends and public holidays. Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> Oversee and ensure the smooth operation of F&B outlets. Lead and motivate staff to achieve operational goals, sales targets and profitability. Maintain high levels of Quality, Service and Cleanliness of the outlets. Meet and maintain hygiene, sanitary and work safety standards at all times. Responsible for recruitment, training and retention of staff. Plan staff schedules to achieve optimal operational standards within budgetary limit. Handle customers' complaints professionally and satisfactorily. 	<ul style="list-style-type: none"> 44 hours per week Island-wide
Delivery Driver	<ul style="list-style-type: none"> Possesses a valid Class 3 Singapore Driving License with good driving records and familiar with Singapore roads Physically fit, able to carry, load and unload packages up to 30kg Team player with a positive working attitude Able to speak Basic Chinese/English to converse with Chinese/English speaking customers Candidates with relevant experience 	<ul style="list-style-type: none"> Ensure the timely and accurate delivery of goods to specified locations, following the planned route Conduct daily inspections of the truck to ensure it is in good working condition, reporting any mechanical issues for prompt repairs Safely load, secure, and unload goods from the truck, ensuring proper handling to prevent damage Abiding by all transportation laws and maintaining a safe driving record Preparing reports and other documents relating to deliveries Upkeep cleanliness/tidiness of vehicle and report necessary maintenance as required 	<ul style="list-style-type: none"> 44 hours per week Island-wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> will be an added advantage • Candidate with Food Hygiene certificate will be an added advantage • Able to work shift - weekends and public holiday 	<ul style="list-style-type: none"> • Ensure compliance with local traffic rules and regulations • Any other duties as directed 	
Dishwasher	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holidays • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Wash, stack, sort, and store dishes, glassware, utensils, and cookware. • Maintain a clean kitchen and keep the dish area organized and free of clutter. • Set up dish stations, including dishwashing machines and sinks. • Maintain clean, dry floors throughout the shift. • Clean and sanitize storage areas, including freezers and refrigerators. • Assist in storing food deliveries. • Monitor trash cans throughout shift, making sure to remove full trashcans and boxes as needed and at the end of each shift. • Maintain the cleanliness of dry storage areas and the organization of storage shelves. • Assist in food prep and any other duties set forth or requested by the chef and other managers as needed. • Follow sanitation and cleaning procedures. • Ensure that dishwashers are in working order and report problems as they arise. • Assist with closing, including aiding in the sanitation of cooking and food preparation stations. 	<ul style="list-style-type: none"> • 44 hours per week • Island-wide
Kitchen Assistant (include Dish Washing)	<ul style="list-style-type: none"> • Minimum of 1 – 2 years in Kitchen operations • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers 	<ul style="list-style-type: none"> • Cook and prepare food for customers' as per the standard recipes • Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy) • Ensure food is prepared in a timely manner • Ensure appealing plate presentation • Ensure area of responsibility are 	<ul style="list-style-type: none"> • 44 hours per week • Island-wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work shift - weekends and public holiday • Candidate with Food Hygiene certificate will be an added advantage 	<p>clean, tidy and organised</p> <ul style="list-style-type: none"> • Ensure general cleanliness and hygiene in food preparation and storage are in accordance with NEA and SFA guidelines • Check stock level, order and replenish of stock in FIFO order • Ensure sufficient stock for daily operation; stocks and ingredients keep fresh and follow FEFO (first expired first out) system • Ensure compliance with all health and safety regulations within the kitchen area • Ensure that all the kitchen equipment is in good working order and reports any faults or damage • Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware • Maintain a clean kitchen and keep dish area organized and free of clutter • Maintain clean, dry floors throughout the shift • Clean and sanitize storage areas, including freezers and refrigerators • Assist in storing food deliveries • Monitor trash cans throughout shift, making sure to remove full trashcans and boxes as needed and at the end of each shift • Any other duties as assigned 	
Stall Assistant	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holidays • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Assist in the counter in serving and preparing food • Ensure food is prepared in a timely manner • Perform cashiering duty at food stall using POS machine • Take customer's order and ensure the orders are keyed correctly into POS machine • Ensure compliance with all health and safety regulations within the kitchen area • Ensure correct and safe use of all equipment and tools • Deal effectively with guests and workplace associates using SOP at all times • Any other duties as directed 	<ul style="list-style-type: none"> • 44 hours per week • Island-wide

#5 Fairmont Singapore & Swissotel The Stamford

Strategically located in the heart of Singapore's shopping, dining and entertainment districts and with the City Hall and Esplanade Mass Rapid Transit (MRT) train stations and other major transportation nodes at its doorstep, Fairmont Singapore and Swissôtel The Stamford are the gateway to explore Singapore's landscapes at your convenience. With a total of 2,030 well-appointed guestrooms, both hotels also offer a distinct collection of 12 lifestyle and dining choices including Michelin-starred fine dining restaurant JAAN by Kirk Westaway, cutting-edge meeting space at Raffles City Convention Centre with 34 meeting rooms and one of Asia's largest spas, Willow Stream Spa.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Security Manager	<ul style="list-style-type: none"> • Minimum GCE 'O' level • At least 5 years of similar experience in hotels • Possess relevant security license • Experienced in first aid, firefighting and crowd control • Company Emergency Response Team (CERT) Certificate • Possess occupational CPR and AED • Basic Fire Fighting skills • First Aid Management • Knowledge in Fire Prevention & Protection of Building • Conversant with the various systems in Hotel Security Room • Ability to analyze situation and give clear instructions or guides • Able to work shift hours and on weekends 	<ul style="list-style-type: none"> • Go through daily analyze sheet and deployment sheet • Ensure all security personnel are fully briefed on major events of the hotel and formulate the SOPs • Collate reports (HIR), record statements, interview eyewitnesses and perform onsite investigation and involve the Authorities, if necessary • Prevent situations that could jeopardize the reputation of the hotel • Oversee critical and sensitive functions until completion and give command & control the operations during an emergency • Document all incidents occurred in the hotel in connection with crime, subversions, potential liabilities and insurance requirements • Assist colleague in handling of unusual guests or colleagues' problems, such as, but not limited to, disorderly conduct, thefts, suicides, bomb threats, colleague or guest accidents, fire or safety hazards, robberies, terrorist activities, civil disturbances, power or elevator failures, medical assistance and natural disasters • With all reports and events encountered, constantly review the department's operational needs working towards efficiency • Overall in-charge of Lost & Found items and handing over to the authorities • Create a monitoring system to monitor performance 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Encourage and motivate non-performers first • Disciplinary action will be taken on continuous non-performer • Select, train, schedule, discipline and direct security colleagues in all aspects of security and safety policies and procedures • Keep abreast of developments within the hotel and community as they relate to security as well as act as a liaison with local law-enforcement agencies • Remain informed of current local laws and regulations as they relate to the hotel, particularly in the area of guests, patrons and colleagues' rights • Conduct orientation to new colleagues on Security & Safety • Ensure that all operating procedures are adhered to as prescribed • Organize departmental functions/ retreat to foster better relationships within the department • Organize Workplace Safety Committee activities of Hotel • Lead the team together with Director of Security & Fire Safety when crisis arise • Assist and manage crisis which is exposed to certain level of danger • Makes decisions as to whether or not to arrest a person committing crimes or suspected of committing crimes • Always be on-call, including off-duty hours, for any emergency that may arise 	
Banquet Assistant Manager^{PMET}	<ul style="list-style-type: none"> • Diploma / Degree in Hospitality Management • 2 years in F&B management experience with strong background of banquet operation • Experience in similar size/style of 5-star hotel • Leadership / People management 	<ul style="list-style-type: none"> • Lead the F&B team to personalize the guest dining experience with heartiest approach and ensure the delivery of Service Promise • Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up and to establish correct procedures to prevent future recurrence • Work closely with the culinary team to maintain food quality and ensure its timeliness and accuracy of delivery and setup for all events are achieved • Provide necessary training and 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of employees • Service oriented with an eye for details • Strong computer skills and proficiency in Microsoft Office- Words & Excel • Strong problem solving and decision-making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment • Can use sensitivity and discretion in supporting guest needs • Leads to constantly improve the guest service experience and team performance • Leadership skills developed – collaborative, enabling, and entrepreneurial • Career focused, wanting to grow and develop, self-driven 	<p>guidance to F&B team/casual employees and to ensure that the highest possible standards and quality of products and services offering in the premise</p> <ul style="list-style-type: none"> • Support the F&B team to be consistent in service, use a collaborative, enabling leadership style, have regular team meeting • Drive consistent service and process improvement • Ensure hygiene and food safety compliance in the premise and related areas • Interface the needs/requirements of other departments with the F&B Service: Laundry, Property Maintenance, Sales & Marketing, Engineering, Front Office, Security, Finance, T&C and Culinary • Provide a level of Safety & Security for all colleagues • Develop own knowledge and skills to grow as a business partner and leader 	
Banquet Operations Manager^{PMET}	<ul style="list-style-type: none"> • Diploma / Degree in Hospitality Management 	<ul style="list-style-type: none"> • Assist the department leader on managing and coordinating daily Front of the House and Heart of the House 	<ul style="list-style-type: none"> • 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • 2 years in F&B Management Experience with strong background of banquet operation • Experience in similar size/style of 5-star hotel • Leadership / People management • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of employees • Service oriented with an eye for details • Strong computer skills and proficiency in Microsoft Office- Words & Excel • Strong problem solving and decision-making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment 	<p>operations with right delegation</p> <ul style="list-style-type: none"> • Maintain service and function room setup standards of the premise and to ensure that they are achieved and followed by • Perform the tasks of function room setup, dining table setting, buffet counter and refreshment setting base on each BEO's requirement, instruction and departmental standards • Prepare, maintain or check the preparation of service mise-en-place according to each event and are ready/sufficient for operation needs • Check the appearance, orderliness, cleanliness and proper set-up of the function room/refreshment area and all its related areas with the function checklist, and be ready before 30 minutes of the commence of each event/coffee break • Maintain and ensure all function rooms appearance, orderliness and cleanliness are at satisfied condition after the end of each event • Monitor the event status and communicate with culinary team • Plan and control manning to meet business needs and according to budget • Control outsource labour supply, casual labour and overtime • Assist the management to supervise junior team members and casual labour under his/her leadership/section and to ensure all tasks assigned/required by the event/operation are carried out on time and according to instruction and departmental standards as well as at the satisfied level • To monitor/supervise the use of equipment by casual labour and to ensure it is used in the correct manner under the relevant standard of operations and work safety guideline • Lead the F&B team to personalize the guest dining experience with heartist approach and ensure the delivery of Service Promise 	<ul style="list-style-type: none"> • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up and to establish correct procedures to prevent future recurrence • Work closely with the culinary team to maintain food quality and ensure its timeliness and accuracy of delivery and setup for all events are achieved • Handle event billing accordingly to BEO's instruction and complete post function report when event ended • Provide necessary training and guidance to F&B team/casual employees and to ensure that the highest possible standards and quality of products and services offering in the premise • Support the F&B team to be consistent in service, use a collaborative, enabling leadership style, have regular team meeting • Drive consistent service and process improvement • Ensure hygiene and food safety compliance in the premise and related areas 	
Bartender	<ul style="list-style-type: none"> • No F&B service experience is required • Completion of formal Secondary/O level education • Technical service skills • Interpersonal skills – communicates easily/openly • Communication skills in English spoken/written • Reliable and consistent • Personal presentation & grooming, clean/tidy • Comes across as enthusiastic, energetic 	<ul style="list-style-type: none"> • Setup bar counter and prepare mise-en-plus as per work station assigned prior to start of operation hour • Handle stock requisition, collection, replenishment and disposal of used stock • Handle all beverage production in accordance with the outlet standards and recipes, with highest quality and freshness • Operate and use POS • Conduct stock inventory on daily basis • Handle with the general cleaning of the outlet bar equipments and furniture • Greet and farewell guests in a friendly, courteous manner • Use guest names wherever possible • Adjust service to suit guests' requests, personalise to meet needs • Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Can work as part of a team 	<ul style="list-style-type: none"> Look for ways to upsell and add value Respond positively, politely, and efficiently to all extraordinary requests from guests. Act professionally when dealing with guest complaints or problems, and keep manager or immediate superior informed on all matters Efficiency of work in bar counter, pantry, and service preparations Cleanliness and work safety in food preparation and service areas Perform or assist in the Hosting and Floor Service duties whenever is required Perform opening shift and closing shift duties as assigned Take part in daily line-ups and participate in training activities to improve knowledge & skills Perform other business-related duties as assigned by his/her superior Assist colleagues in any of the restaurants or bars whenever required to do so by outlet manager, or senior management Follow guidelines provided in colleague handbook Understand emergency procedures, health, hygiene & food safety requirements and ensure compliance Maintain collaborative working relationships with colleagues & supervisors/ managers 	
Chef De Partie	<ul style="list-style-type: none"> Minimum of 4 years in basic culinary position Knowledge of different culinary techniques Certificate in Culinary, preferred 	<ul style="list-style-type: none"> Maintain daily mis-en-place and prepare ingredients Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices Ensure the highest standards and consistent quality in the daily preparation Keep up to date with the new products, recipes and preparation techniques Have full knowledge of all menu items, daily highlights and promotions Adhere to recipes and stock management Adjust cooking based on guest preferences 	<ul style="list-style-type: none"> 44 hours per week 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Commis Cook	<ul style="list-style-type: none"> • Minimum of 1 year in basic culinary position • Knowledge of different culinary techniques • Certificate in Culinary, preferred 	<ul style="list-style-type: none"> • Maintain daily mis-en-place and prepare ingredients • Inspect and clean food preparation areas, to ensure safe and sanitary food-handling practices • Ensure the highest standards and consistent quality in the daily preparation • Keep up to date with the new products, recipes and preparation techniques • Have full knowledge of all menu items, daily highlights and promotions • Adhere to recipes and stock management • Adjust cooking based on guest preferences 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882
Concierge	<ul style="list-style-type: none"> • Minimum GCE 'O' Level or equivalent • Minimum 2 years experience in the service industry • Able to read, write and speak English fluently • Knowledge of Opera system and other related sub-systems interfaced to the PABX and/or the hotel's computer system • Focused on customer service, detail oriented in training, development and performance management • Responsive to continuous challenges and open to making changes to achieve targeted results • Build partnerships with other departments to ensure that guests' needs are attended to promptly 	<p>Reporting to the Director of Guest Services, responsibilities and essential job functions include but are not limited to the following:</p> <ul style="list-style-type: none"> • Operating The Concierge Desk In A Professional Manner With Prompt And Courteous Service To All Guests <ul style="list-style-type: none"> - Assist guests in tours, golf, restaurant, flight booking, reconfirmation and making changes - Providing directional information, shopping, places of interest, etc. - Handling of Mail and Message and Lost & Found - Maintaining of brochures of hotel chain as well as places of interest - Limousine bookings and assignment of limousine jobs, handling of its billings and forecast of limousine revenue - Handle administrative matters pertaining to their respective shift - Ensuring hotel service standard goals are met - To assist in any tasks given from time to time • Provide A Guest Concierge Experience That Exceeds Guests' Expectations <ul style="list-style-type: none"> - Ensure LQA service standards are 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Must have a friendly and engaging service attitude • Possess good guest relations skills, confident, clear English • Interpersonal skills to deal with guests and colleague issues • Possess drive, initiative and must be able to work independently " 	<p>in practice as set by the hotel at all times</p> <ul style="list-style-type: none"> - Able to provide information and assistance to guests as and when required - Listen actively and is able to display self-control and empathy in challenging interactions and offer suitable alternative - Involvement in the pre-arrival arrangement, eg. Birthday decorations, honeymooners, anniversaries etc. - Lead a Heartist® approach to guest experience/service with the team <ul style="list-style-type: none"> • Concierge Desk And Miscellaneous Duties <ul style="list-style-type: none"> - Making reservations and is well versed with booking system in Singapore for theatre seats, airlines, transportation etc - Assist guest with local and foreign governmental rulings, immigration customs visas requirement - Able to provide information and is fully conversant with Singapore's places of interests, commercial centers - Familiar with hotel computer interface, property management systems and internet access - Attend any department and operational meetings - Handling and investigation of guest requests/complaints • Involvement As A Member Of The Concierge Team <ul style="list-style-type: none"> - Ensure grooming standard set by the hotel at all times - Ensure work areas are adequately stocked and inventory properly recorded and maintain good housekeeping of work areas - Efficient usage and upkeep of communication tools and 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>equipment to enhance productivity of workflow</p> <ul style="list-style-type: none"> - Ensure department compliance with safety and security procedures at all times - Handle all telephone enquiries and requests and ensure timely completion of pick-up and/or delivery service 	
Doorman	<ul style="list-style-type: none"> • Minimum Secondary education • Able to read and write English. A second language is preferred • Some working experience preferred • A valid class 2/3 motor licence is preferred • Must be physically able to carry out duties of Bell Person • Guest focused with good communications skill • Guest oriented individual with pleasant and courteous disposition • A team player and efficient worker • Flexible and adaptable • Possess good attitude and initiative • Possess integrity and honesty 	<ul style="list-style-type: none"> • To assist guests with taxi requests and assist them with their belongings into the taxi • Co-ordinate with arriving coaches/passengers vans/Taxi & Uber/Grab to their waiting area • To assist arriving and departing guests and ensure that all belongings are being retrieved or placed in taxi upon arrival or departure respectively • To co-ordinate on parking lots for VIP guests and ensure they are duly received • Co-ordinate parking for drivers for pick-up guests • Ensure LQA service standards are in practice as set by the hotel at all times • Assist in loading and unloading and tagging of luggage for arrival and departure from taxi or luggage van • Promptly greet and welcome all guests on arrival • Able to provide information and assistance to guests as and when required • To be well versed with all shuttle and taxi booking charges to provide accurate information to guests. • Provide direction, information and/or assistance to guests as and when required • To report on incidents/accidents at driveway and redirect traffic flow when required • Ensure smooth flow of traffic at the driveway • To ensure general cleanliness at the front driveway • May be required to assist Bellman in luggage duties when required • Work hand in hand with car Valets to ensure smooth traffic flow at all times 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Buddy new colleagues as required and provide on job training Attend department briefings and meetings Ensure grooming standard set by the hotel at all times Any other duties as assigned from time to time Listen actively and is able to display self-control and empathy in challenging interactions and offer suitable alternative 	
Food & Beverage Assistant Outlet Manager^{PMET}	<ul style="list-style-type: none"> Minimum 2 years in F&B restaurant management position Experience in similar size/style of 5* hotel Diploma in Hospitality Management Leadership / People management Good interpersonal and communication skills Able to work under pressure and independently Good interpersonal skills with ability to communicate with guests and all levels of employees Service oriented with an eye for details Strong computer skills and proficient in Microsoft Office- Words & Excel Strong problem solving and decision making skills Effective conflict management skills, respecting a diverse, multi- 	<ul style="list-style-type: none"> Manage and coordinate daily Front of the House and Heart of the House operations with right delegation Monitor the reservation status and communicate with culinary team Plan and control manning to meet business needs and according to budget Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period Control outsource labour supply, casual labour and overtime Communicate with team during daily briefings and conduct monthly department meetings Ensure and conduct regular training and re-training when needed Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by Ensure hygiene and food safety compliance in the outlet and related areas Lead the F&B team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise Lead a Heartist® approach to guest experience/service with the F&B team Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up and to establish correct procedures to prevent future recurrence Work closely with the culinary team to 	<ul style="list-style-type: none"> 44 hours per week 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>cultural environment</p> <ul style="list-style-type: none"> • Can use sensitivity and discretion in supporting guest needs • Leads to constantly improve the guest service experience and team performance • Leadership skills developed – collaborative, enabling, and entrepreneurial • Career focused, wanting to grow and develop, self-driven 	<p>maintain food quality and to create attractive food products that support the image of the outlet/hotel and incremental business volume</p> <ul style="list-style-type: none"> • Regular review of guest comments/VOG with the team and implement right solutions for continuous improvement • Focus on the dining experience for LCAH members • Implement, monitor, train and maintain control measures to impact food costs, beverage costs, labour costs and operating supply costs for the outlet and to be in line of budget • Plan, implement and measure profit enhancement programmes constantly in the areas of menu engineering, profit contribution, revenue generation, productivity, pricing and costing for products used in the outlet • Interpret financial reports: create and implement plans or promotion to improve profits for the outlet • Compile financial data and use the data to coach the service team how to use suggestive selling to improve the overall financial performance • Provide necessary training and guidance to F&B team and to ensure that the highest possible standards and quality of products and services offering in the premise • Recruit, develop and retain F&B team who are competent and confident to exceed guest expectations and create successful business • Support the F&B team to be consistent in service, use a collaborative, enabling leadership style, have regular team meeting • Drive consistent service and process improvement, be entrepreneurial • Use the performance review process to identify and develop talent for growth management performance issues, using a coaching styles • Interface the needs/requirements of other departments with the F&B Service : Laundry, Property Maintenance, Sales & Marketing, 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Engineering, Front Office, Security, Finance, T&C and Culinary</p> <ul style="list-style-type: none"> • Provide a level of Safety & Security for all colleagues • Develop own knowledge and skills to grow as a business partner and leader. 	
Food & Beverage Guest Services Officer / Executive^{PMET}	<ul style="list-style-type: none"> • 1 year F&B management experience • Experience in similar size/style of 5* hotel • Diploma in Hospitality Management • Evidence of Leadership / People management • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management • Service oriented with an eye for details • Good computer skills and proficient in Microsoft Office- Words & Excel • Good problem solving and decision making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment • Use sensitivity and discretion in supporting guest 	<ul style="list-style-type: none"> • Assist the outlet manager on daily Front of the House and Heart of the House operations • Monitor the reservation status and communicate with culinary team • Plan and arrange manning to meet business needs • Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period • Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by • Ensure hygiene and food safety compliance in the outlet and related areas • Lead the F&B service team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise • Lead a Heartist® approach to guest experience/service with the F&B team • Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up on correct procedures implemented by outlet manager as to prevent future recurrence • Focus on the dining experience for LCAH members • Induct and train F&B service team on technical skills and process as outlined in the LQA standards and departmental SOP • Coach F&B service team to constantly improve or maintain performance, give guidance where performance is below expectations • Manage team within guidelines provided in the Colleague Handbook • Counsel/discipline any F&B service 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>needs</p> <ul style="list-style-type: none"> Lead to constantly improve the guest service experience and team performance 	<p>team when performance fall below expectation, and to re-train when needed</p> <ul style="list-style-type: none"> Conduct spot-checks that all food and beverage sold is properly accounted for at established prices. Be alert for irregularities in the handling of cash or any misconduct Ensure that safe working practices are followed including emergency procedures Assist Outlet Manager to organize and implement F&B promotions and special functions periodically Assist in control measures on food costs, beverage costs, labour costs and operating supply costs for the outlet and to be in line of budget Oversee the stock requisition and usage of operation equipment/supplies Maintain and check the outlet's/heart of the house's cleanliness and comply with the F&B sanitation and hygiene rules and regulations Participate in departmental leadership activities as a member of the team Maintain levels of confidentiality and discretion for guests Develop own knowledge and skills as a contributing member of the F&B team 	
Guest Relations Officer	<ul style="list-style-type: none"> Minimum O level education Minimum 2 years hotel front office experience Computer Knowledge, i.e. well versed with windows, internet explorer and word, either POS or PMS system Knowledge of Opera will be an advantage Read, write, speak English fluently Well groomed with leadership quality Interpersonal skills 	<ul style="list-style-type: none"> Assist guests with check in and checkout, and other cashiering duties Efficient in assisting guests throughout their stay with any requirements, handling guest feedback, provide direction and give suggestions Handle guests' mails, messages, and answering phone calls Maximizing room revenue by up-selling to a higher rate category and selling the highest possible rates for walk-in guests Provide guidance and assistance to Guest Relations Assistant Supervise the Front Office team to personalize the guest arrival/departure experience Provide On-The-Job training for new colleagues Meet, greet and provide rooming for 	<ul style="list-style-type: none"> 44 hours per week 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>to deal with guests and colleagues issues</p> <ul style="list-style-type: none"> • Able to work in a team, i.e. caring about other team members and open towards other nationalities • Adaptable to multicultural guest needs, works with diverse cultures • Able to work under pressure and independently • Good interpersonal and communication skills 	<p>VIP guests</p> <ul style="list-style-type: none"> • Analyze room inventory and monitor rooms count situation • Attend daily briefings and relevant departmental and interdepartmental meetings • Ensure the safety, security and loss control policies and procedures are compiled with at the front desk and back office area • Perform any related duties and special projects as requested by the Front Office Manager/Assistant Front Office Manager/Reception and Duty Manager • Comply with hotel and department policies and procedures at all times • Maintain the privacy of all guests by ensuring that no details of the guests are disclosed to anybody • Ensure cleanliness and appearance of Front Desk and related areas • Establish awareness of the Hotels fire and emergency procedure • Ensure vigilance in regard to in-house credit matters and act upon any discrepancies • Provide assistance and supervision of the Front Office areas such as Front Desk, Airline Desk, Groups, Rooms Controlling and Lobby Greeters • Ensure strict compliance of the Credit Card Privacy – PCI and Cash Float SOP 	
Housekeeping Co-ordinator	<ul style="list-style-type: none"> • Minimum GCE 'O' level Education • Able to read, write, and communicate in English, other languages is an added advantage • Computer skills including Microsoft Office will be an advantage • Use/knowledge of PMS e.g. OPERA • Technical skills for Housekeeping including use of the iPhone for e-Housekeeping 	<ul style="list-style-type: none"> • Ensure efficient and effective clear communication within the Housekeeping Department, Front Office, Engineering, Royal Service and all other departments • Answer all telephone calls and do all necessary follow up, with usage of correct telephone verbiage as set by the Hotel • Record all telephone calls and its details in the housekeeping coordinator's log book or input into Royal Service to ensure proper follow up • Be familiar with the computer systems such as OPERA and Swiss/Royal Service • Keep proper records of guest loan 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Supervisory and leadership skills – collaborative, enabling, and entrepreneurial Interpersonal skills well developed with guests, employees, management Able to solve problem/make decision independently within scope Attention to detail guest requests and preferences Able to work independently, reliable, self-directed 	<p>items (eg. Extra chairs, foam pillows), and update traces in OPERA to track items movement and usage</p> <ul style="list-style-type: none"> Communicate blocked and VIP rooms with their preferences and requests to Team Leaders in a timely manner Supervise and ensure that house and room attendants are carrying out all guest requests in a timely manner Monitor room statuses to ensure clean rooms are available for arrival guests Be responsible for the safety and security of all the departmental keys, mobi-talks, and iPhones. Take proper inventory of keys, mobi-talk, and iPhones for the department and highlight loss to Assistant Manager immediately. Assist in preparing keys, mobiles or papers to colleagues if need arise. Answers all lost & found queries promptly and follow up accordingly Record all Lost and Found articles correctly and to place items in correctly labeled serial boxes for easy search should guests claim the item Inform Security Department and Duty Manager of any complaints by guests of losses that may require compensation Ensure the security and maintenance of the lost & found room by not allowing unauthorised entries, with regular clean up and disposal of items after its validity periods Ensure that safe working practices are followed including emergency procedures Participate in departmental leadership activities as a member of the team Maintain levels of confidentiality and discretion for guests Carry out any adhoc duties assigned by the Management of the Hotel and department 	
Laundry Coordinator	<ul style="list-style-type: none"> Minimum 'O' Level education or Equivalent Relevant Housekeeping / 	<ul style="list-style-type: none"> Provide On-The-Job training for new colleagues Attend Department briefings, meetings, trainings and workshops Be familiar with the locations of 	<ul style="list-style-type: none"> 44 hours per week 2 Stamford Road,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Laundry Experience Preferred</p> <ul style="list-style-type: none"> • Fluent in spoken and written English • Good interpersonal and communication skills to deal with guests and colleagues • Able to work in a team • Service oriented, pleasant, courteous and honest • Good initiative • Effective communication and good inter-personal relations • Basic PC knowledge – familiar with computer applications like word processing and spreadsheet. • Able to exercise sound judgement in unforeseen situations. 	<p>guestrooms, storage place of guestroom amenities and guests' items, etc.</p> <ul style="list-style-type: none"> • Maintain good housekeeping standards and adhere to all safety and loss control procedures • Be familiar with the processes and procedures for placement, laundry collection and delivery, and basic checking of guestroom amenities • Print laundry log sheet from Knowcross system and monitor that Housekeeping Runner brings down all recorded room number parcel to laundry department. • Notify housekeeping for recorded parcels not brought down to ensure that timely collection of laundry parcels from guest rooms. • Communicate with guest to highlight discrepancies or clarify matters. • Communicate with guest to highlight minor defects by leaving voicemail and speak to guest to seek verification for major defect. If guest is not in to verify, item with major defect is to be return undone with a letter of explanation and consent for cleaning. • Billing and proper keeping of daily bills. • Administer on hold parcel record, stain letter, rejected item, daily guest works assembly report, buddy parcel and others. • Ensure items found from garments or from the processing centre are returned to the rightful owner and re-directed to the Lost and Found Department for further follow up. • Prepare daily sales summary, function report, cashier report and casting of charges. • Conduct monthly inventory of laundry supplies to prepare for next orders. • Follow up on every written orders to ensure that all cleaning request forms (laundry or dry-cleaning lists) are received by the required time. • Verified goods delivered to the department and ensure that vendor placed goods at the assigned storage 	<p>Singapore 178882</p>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>areas.</p> <ul style="list-style-type: none"> • Maintain adequate stock of forms relevant to the Valet Operations. • Attend to guest complaints or clarifications in the absence of the superiors. • Maintain cleanliness of all office equipment in the general office which include time stamp machine, cashiering system, computers, typewriters, etc, and proper housekeeping of laundry supplies storage room. 	
Laundry Co-ordinator	<ul style="list-style-type: none"> • Fluent in spoken and written English • Minimum O level education or equivalent • Relevant Housekeeping/Laundry experience preferred • Good interpersonal and communication skills to deal with guests and colleagues • Able to work in a team • Service oriented, courteous and honest • Good initiative • Effective communication and good interpersonal relations • Basic PC knowledge – familiar with computer applications like word processing and spreadsheet • Able to exercise sound judgement in unforeseen situations 	<ul style="list-style-type: none"> • Print laundry log sheet from Knowcross system and monitor that Housekeeping Runner brings down all recorded room number parcel to laundry department. • Notify housekeeping for recorded parcels not brought down to ensure timely collection of laundry parcels from guest rooms. • Communicate with guest to highlight discrepancies and minor defects by leaving voicemail to seek verification. If guest is not in to verify, item with major defect is to be return undone with a letter of explanation and consent for cleaning. • Billing and proper keeping of daily bills. • Administer on hold parcel record, stain letter, rejected item, daily guest works assembly report, buddy parcel and others. • Ensure items found from garments or from the processing centre are returned to the rightful owner and re-directed to the Lost and Found Department for further follow up. • Prepare daily sales summary, function report, cashier report and casting of charges. • Conduct monthly inventory of laundry supplies to prepare for next orders. • Follow up on every written orders to ensure that all cleaning request forms (laundry or dry-cleaning lists) are received by the required time. • Verified goods delivered to the department and ensure that vendor 	<ul style="list-style-type: none"> • 44 hours per week • 80 Bras Basah Road, Singapore 189560

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>placed goods at the assigned storage areas.</p> <ul style="list-style-type: none"> • Maintain adequate stock of forms relevant to the Valet Operations. • Attend to guest complaints or clarifications in the absence of the superiors. • Maintain cleanliness of all office equipment in the general office and proper housekeeping of laundry supplies storage room. • Provide On-The-Job training for new colleagues • Attend Department briefings, meetings, trainings and workshops • Be familiar with the locations of guestrooms, storage place of guestroom amenities and guests' items, processes and procedures for placement, laundry collection and delivery, and basic checking of guestroom amenities • Maintain good housekeeping standards and adhere to all safety and loss control procedures 	
Laundry Operator	<ul style="list-style-type: none"> • Minimum Primary 6 Education • Experience preferred but not necessary • Able to communicate in basic English • Able to read and write and recognise numbers. • Interpersonal skills; good rapport with colleagues. • Able to withstand prolong standing • Attention to detail especially cleanliness, packing and folding presentation • Able to work independently, reliable, self-motivated 	<ul style="list-style-type: none"> • Daily checking of roster to ensure that sufficient manpower is available to operate the various types of pressing equipment. • Coordinate the various pressing activities to meet the production requirements. • Prepares pressing machine for operation by checking that potable units of ion are in proper work condition and steam supply is adequate for all pressing machine and safety device is in work condition. • Assess material types and press different categories of garments using the pressing equipment best suit to the garment categories. • Examine material quality of shirts and operate the Shirt Unit for ironing collar, cuff and body of shirt. • Examine material and operate the Trousers Unit for finishing of trousers. • Operate the Steam Tunnel Unit for finishing of T-shirts and uniform. • Operate the Form Finisher for jacket, blouse, dress for which the material is 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>suitable for steaming.</p> <ul style="list-style-type: none"> • Operate the Hot Press and Steam Press according to suitability of the materials and textures. • Inspect finishing quality and sort out garments with missing accessories, torn areas or unremovable stains and submit to the appropriate section for necessary rectification. • Operate all pressing equipment according to the set procedures and strictly adhere to safety procedures applicable to each type of pressing machine. Alertness and full concentration is expected when operating pressing machine. • Daily housekeeping of workstation and pressing equipment to ensure cleanliness. • Maintain adequate stock of supplies and accessories necessary for the pressing section such as wax, starch, ironing padding, hangers, etc. • Assist in attaching identification tags to garments or assembling of garments when necessary. 	
RCCC Guest Services Officer / Executive, Banquet	<ul style="list-style-type: none"> • O-Level and above, or same level of education • Minimum 2 years banquet experience in 5 star Hotel • Friendly personality with positive attitude • Good communication skills and guest relations. • Fluent spoken English and basic written English • The ability to work well with a large group of people in a team environment • Must be able to work well in stressful, high- 	<ul style="list-style-type: none"> • Perform the tasks of function room setup, dining table setting, buffet counter and refreshment setting base on each BEO's requirement, instruction and departmental standards • Prepare, maintain or check the preparation of service mise-en-place according to each event and are ready/sufficient for operation needs • Check the appearance, orderliness, cleanliness and proper set-up of the function room/refreshment area and all its related areas with the function checklist, and be ready before 30 minutes of the commence of each event/coffee break • Maintain and ensure all function rooms appearance, orderliness and cleanliness are at satisfied condition after the end of each event • Handle event billing accordingly to BEO's instruction and complete post function report when event ended • Assist the management to supervise 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>pressure situations</p> <ul style="list-style-type: none"> • Ability to work a flexible schedule including nights, days, weekends and Public holidays 	<p>junior team members and casual labour under his/her leadership/section and to ensure all tasks assigned/required by the event/operation are carried out on time and according to instruction and departmental standards as well as at the satisfied level</p> <ul style="list-style-type: none"> • To monitor/supervise the use of equipment by casual labour and to ensure it is used in the correct manner under the relevant standard of operations and work safety guideline • Use guest names wherever possible • Greet and farewell guests in a friendly, courteous manner • Adjust service to suit guests' requests, personalise to meet needs • Use a Heartist® approach – make the guests Feel Welcome, Feel Heart-warmed, Feel Incredible, and Belong with the aim to achieve VOG target • Respond positively, politely, and efficiently to all extraordinary requests from guests, and act accordingly when dealing with complaints or problems reported to him/her • Perform or assist in the Hosting, Cashiering and Bartending duties whenever is required or when is assigned • Maintain and check the supply of equipment/stock level and ensure no shortage of items which have impact on the operation and guests • Take part in daily line-ups and participate all assigned training program • Handle all the administration works pertaining to cashier/bar operation requirement and company's policies, and in good order when required • Act as a runner between each meeting rooms, delivering or collecting various items which are required by guests • Follow guidelines provided in colleague handbook • Understand emergency procedures, health, hygiene & food safety requirements and ensure compliance • Maintain collaborative working 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		relationships with colleagues & supervisors/ manager	
Restaurant Executive^{PMET}	<ul style="list-style-type: none"> • Diploma in Hospitality Management • 1 year F&B Management Experience • Experience in similar size/style of 5 star hotel • Evidence of Leadership / People management • Good interpersonal and communication skills • Able to work under pressure and independently • Good interpersonal skills with ability to communicate with guests and all levels of colleagues and management • Service oriented with an eye for details • Good computer skills and proficient in Microsoft Office- Words & Excel • Good problem solving and decision making skills • Effective conflict management skills, respecting a diverse, multi-cultural environment • Use sensitivity and discretion in supporting guest needs • Lead to constantly improve the guest service experience 	<ul style="list-style-type: none"> • Assist the outlet manager on daily Front of the House and Heart of the House operations • Monitor the reservation status and communicate with culinary team • Plan and arrange manning to meet business needs • Check the appearance, orderliness, cleanliness and set-up of the outlet and its related areas, and be ready before 10 minutes of the commence of each meal period • Maintain service, standards and procedures for the outlet and to ensure that they are achieved and followed by • Ensure hygiene and food safety compliance in the outlet and related areas • Lead the F&B service team to personalize the guest dining experience and ensure the compliance of LQA standards and delivery of Service Promise • Lead a Heartist® approach to guest experience/service with the F&B team • Provide immediate attention to guest complaints and provide appropriate service recovery. To follow up on correct procedures implemented by outlet manager as to prevent future recurrence • Focus on the dining experience for LCAH members • Induct and train F&B service team on technical skills and process as outlined in the LQA standards and departmental SOP • Ensure that safe working practices are followed including emergency procedures • Assist Outlet Manager to organize and implement F&B promotions and special functions periodically • Assist in control measures on food costs, beverage costs, labour costs and operating supply costs for the outlet and to be in line of budget • Oversee the stock requisition and 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and team performance	usage of operation equipment/supplies <ul style="list-style-type: none"> • Maintain and check the outlet's/heart of the house's cleanliness and comply with the F&B sanitation and hygiene rules and regulations • Participate in departmental leadership activities as a member of the team • Maintain levels of confidentiality and discretion for guests • Develop own knowledge and skills as a contributing member of the F&B team • Coach F&B service team to constantly improve or maintain performance, give guidance where performance is below expectations • Manage team within guidelines provided in the Colleague Handbook • Counsel/discipline any F&B service team when performance fall below expectation, and to re-train when needed • Conduct spot-checks that all food and beverage sold is properly accounted for at established prices. Be alert for irregularities in the handling of cash or any misconduct. 	
Restaurant Host / Hostess	<ul style="list-style-type: none"> • 1 year Hospitality industry experience • Completion of formal Secondary/O level education • Technical service skills • Interpersonal skills – communicates easily/openly • Excellent communication skills in spoken/written English • Reliable and consistent • Personal presentation & grooming, clean/tidy • Can work as part of a team 	<ul style="list-style-type: none"> • Setup hostess station and complete mise-en-plus prior to the start of operation hour for each meal period • Operate and use POS and dining reservation system • Take and enter reservations/cancellations in reservation system in accordance with departmental standards. • Reconfirm reservation through telephone or email on daily basis for each meal period and highlight to superior on high business volume day/meal period • Check email in-box and reply all enquiries within 24 hours • Handle all table allocation based on reservation and guests preference for each meal period in accordance with departmental standards • Check on correctness of reserved table arrangement and preferred seating prior to the start of each meal period • Handle all guest requests such as cake 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>ordering, dietary requirement, etc. Ensure all information are accurately recorded and communicate to service and culinary team</p> <ul style="list-style-type: none"> • Handle menu update, printing and buffet tag creation, if any. Ensure all menus and reading materials are in good condition and clean • Perform or assist in the Floor Service duties whenever is required • Perform opening shift and closing shift duties as assigned 	
Security Supervisor	<ul style="list-style-type: none"> • Minimum GCE 'N' level • At least 4 years relevant experience in hotels or private security law enforcement at a supervisory level • Minimum Officer Certification required by local authorities for Senior / Security Supervisor • Company Emergency Response Team (CERT) Certificate • Possess occupational CPR and AED • Basic Fire Fighting • First Aid Management • Knowledge in Fire Prevention & Protection of Building • Conversant with the various systems in Hotel Security Room • Art of self-defences, report writing, verbal and written skills, investigation and interrogation aptitude 	<ul style="list-style-type: none"> • Report for duty as per schedule in roster and be in attendance for the daily 15 minutes pre and post shift briefing • Don essential company issued equipment such as Mobitalk, Bluetooth device, torchlight and pocket mask during duty • Be in-charge of the Hotel Security Control Room as well as for the day to day operations • Ensure all official security documents are handled accurately in accordance to SOP • Manage access points as assigned to ensure all entries are authorized • Maintain keen vigilance at the pass counters where colleagues, part-timers, casual labors, vendors, contractors, and visitors check in • Manage the Visitor Management System for visitors, contractors, and vendors • Manage the Casual labor system for casual labors and part-timers • Monitor CCTV coverage within the hotel property and highlight any issues observed • Perform static lobby / convention Centre coverage and duty • Perform roving security and safety clocking patrol within and around the hotel premises • Perform patrol on guest floors and the heart of house • Perform enforcement tasks as assigned and be at deployment as per deployment schedule • Ensure security system are in working 	<ul style="list-style-type: none"> • 44 hours per week • 2 Stamford Road, Singapore 178882

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>order, and if not, to highlight to Assistant Security Manager and collaborate to raise maintenance reports</p> <ul style="list-style-type: none"> • Coordinate Night Transport for colleagues • Respond to all security, safety and medical emergencies as soon as possible where assistance is required • Be part of the Hotel Emergency Action Team (HEAT Team) / Company Emergency Response Team (CERT Team) to respond to emergencies • Conduct inventory checks of keys and passes • Handle Loss & Found findings, reports and inquiries • Provide lift control and VIP • Perform First Aid/CPR/AED if required • Respond to and resolve safe box issues without delay • Respond to and resolve door lock issues without delay • Conduct crowd control and ushering duties • Gather and document information and facts upon responding to security, safety and medical emergencies • Perform any other tasks as assigned by the management of the hotel • Manage and address all alarms on the Fire & Life Saving System (FPLS) as per SOP • Manage and address all alarms on the duress and emergency systems • In-depth knowledge of CCTV system for preliminary investigation and training purposes 	

#6 FairPrice Group- F&B/Logistics

FairPrice Group was established in 2019 through the formation of four entities comprising NTUC FairPrice, NTUC Foodfare, Kopitiam, and NTUC Link, with the purpose of making life better for all and to fulfil a vision of being a leader in everything food. FairPrice Group looks to optimise the resources of all four social enterprises and leverage their respective strengths to put customers first, provide better value for all and to make everything about food easy.

Job Positions	Key Responsibilities	Working Hours / Location
Kopitiam - Service Crew (Full Time)	<ul style="list-style-type: none"> *Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) *Ensure the food quality standard meets expectations consistently *Prepare sufficiently before peak periods such as right stock levels for food and beverages *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc *Serve customers with a smile Good personal hygiene and grooming *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices 	<ul style="list-style-type: none"> • 8 hours per shift
Kopitiam - Service Crew (Part Time)	<ul style="list-style-type: none"> *Preparation of food (e.g. bread, fried dough items, dim sum, desserts, fruits, snacks) and drinks (e.g. coffee, tea, soy milk) *Ensure the food quality standard meets expectations consistently *Prepare sufficiently before peak periods such as right stock levels for food and beverages *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc *Serve customers with a smile Good personal hygiene and grooming *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices 	<ul style="list-style-type: none"> • 5 - 6 hours per shift
Kopitiam - Service Crew (Culinary)- Pin Wei	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed 	<ul style="list-style-type: none"> • 8 hours per shift

Job Positions	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> *Suggest improvement activities across workstations *Other work scope as required by business needs 	
Kopitiam - Service Crew (Culinary)- Xiang Chi Mian	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	<ul style="list-style-type: none"> • 8 hours per shift
Kopitiam - Service Crew (Culinary)- Chou Chou You Yu	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	<ul style="list-style-type: none"> • 8 hours per shift

Job Positions	Key Responsibilities	Working Hours / Location
Kopitiam - Service Crew (Culinary)- Western	<ul style="list-style-type: none"> *Prepare basic, washing, peeling, chopping and cutting raw items *Preparation of food ingredients that is required to hand make and steam Chee Cheong Fan *Ensure the food quality standard meets expectations consistently. *Prepare sufficiently before peak periods such as right stock levels. *Responsible for stall opening, closing procedures, daily food preparation & duties assigned to meet the standard and quality set by the company *Inspect supplies, equipment, and work areas to ensure conformance to established standards, i.e SOP, Hygiene and Safety Practices *Rearrange walk chiller and freezer raw materials based on FIFO *Conduct pre-cooking checks on raw materials and label the dates accordingly *Collect and test food samples *Ensure the kitchen surrounding areas are cleaned properly *Deliver high standards of Customer Service during order taking, cashiering, food presenting etc. *Good personal hygiene and grooming. *Maintain a sanitary and clean work station and adhere strictly to food safety & hygiene practices. *Track, record and replenish inventory as needed *Suggest improvement activities across workstations *Other work scope as required by business needs 	<ul style="list-style-type: none"> • 8 hours per shift
Heavenly Wang - Service Crew	<p>Basic Food Preparation and Service</p> <ul style="list-style-type: none"> - Greet customers with a smile and provide excellent customer service - Prepare food according to specifications and required standards - Know the menu and promotions very well, upselling products actively - Use equipment/tools (e.g. POS/ Panda-Grab delivery devices / Nets, Credit card terminal) - Perform duties with speed and accuracy <p>Food Safety, Hygiene and Safe Work Environment</p> <ul style="list-style-type: none"> - Observe all food safety regulations by wearing gloves, face mask, hair net, and safety boots when handling food - Practice personal grooming and hygiene (e.g. clean uniform, short nails, tied-up hair) - Maintain cleanliness and working condition of the kitchen, equipment, crockery and utensils <p>Expected Work Behaviour</p> <ul style="list-style-type: none"> - Collaborative and teamwork-oriented 	<ul style="list-style-type: none"> • 8 hours per shift
Ah Bowl Den - Service Crew	<p>Food & Beverage Handling:</p> <ul style="list-style-type: none"> Prepare and serve traditional hot and cold beverages Prepare and serve a variety of breads, toasts & main courses according to established recipes Set up service stations and work independently during preparation hours <p>Customer Service & Cashiering:</p> <ul style="list-style-type: none"> Greet customers warmly and take orders accurately Address customer inquiries politely Operate cashiers duties accurately and process payments (cash, NETS, credit card, and delivery platforms) Offer menu recommendations and upselling promotions Perform cash deposits /bank in accordance with company procedures 	<ul style="list-style-type: none"> • Min. 6 hours per shift

Job Positions	Key Responsibilities	Working Hours / Location
	<p>Maintaining Cleanliness and Hygiene: Maintain a clean and hygienic work environment in compliance with food safety regulations. Clean tables, counters, work station, equipment, and utensils throughout service periods. Adhere to personal hygiene and grooming standards (e.g., clean uniform, short nails, tied-up hair). Follow all food safety protocols, including wearing appropriate personal protective equipment (PPE) such as gloves, masks, hairnets, and safety footwear.</p> <p>Other Duties: Stock supplies and count inventory Following company procedures and policies.</p> <p>Expected Work Behaviour: Collaborative and teamwork-oriented</p>	
Ah Bowl Den - Service Crew	<p>Food & Beverage Handling: Prepare and serve traditional hot and cold beverages Prepare and serve a variety of breads, toasts & main courses according to established recipes Set up service stations and work independently during preparation hours</p> <p>Customer Service & Cashiering: Greet customers warmly and take orders accurately Address customer inquiries politely Operate cashiers duties accurately and process payments (cash, NETS, credit card, and delivery platforms) Offer menu recommendations and upselling promotions Perform cash deposits /bank in accordance with company procedures</p> <p>Maintaining Cleanliness and Hygiene: Maintain a clean and hygienic work environment in compliance with food safety regulations. Clean tables, counters, work station, equipment, and utensils throughout service periods. Adhere to personal hygiene and grooming standards (e.g., clean uniform, short nails, tied-up hair). Follow all food safety protocols, including wearing appropriate personal protective equipment (PPE) such as gloves, masks, hairnets, and safety footwear.</p> <p>Other Duties: Stock supplies and count inventory Following company procedures and policies.</p> <p>Expected Work Behaviour: Collaborative and teamwork-oriented</p>	<ul style="list-style-type: none"> Min. 6 hours per shift
Kopitiam - Outlet Executive	<p>Direct and manage retail stalls according to company SOPs and regulatory requirements Mentor and supervise service staff on food handling, service conduct, and compliance to standards Required to prepare meals such as toast making and hot foods based on the company's SOPs. Preparation of hot and cold beverages from scratch and premix. Advice on operational needs and service consistency Manage retail/food stalls according to budget with responsibility in creating and executing plans to sustain profitability</p>	<ul style="list-style-type: none"> 8 hours per shift

Job Positions	Key Responsibilities	Working Hours / Location
	<p>Monitor sales and provide monthly sales reports with recommendations for business reviews with management</p> <p>Handle cashiering duties, customers' complaints and operational issues</p> <p>Other work scope as required by business needs</p>	
Foodfare - Cook (Full-Time)	<p>Assist Sous Chef/ Junior Sous Chef with the kitchen work.</p> <p>Preparation and cooking food according to assigned menus.</p> <p>Sorting, storing and distributing ingredients.</p> <p>Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times.</p> <p>Any other job duties as assigned by the superior.</p> <p>Area cleaning.</p>	<ul style="list-style-type: none"> • 10 hours per shift
Foodfare - Cook (Part-Time)	<p>Assist Sous Chef/ Junior Sous Chef with the kitchen work.</p> <p>Preparation and cooking food according to assigned menus.</p> <p>Sorting, storing and distributing ingredients.</p> <p>Ensure high standard of cleanliness and hygiene maintained in the kitchen at all times.</p> <p>Any other job duties as assigned by the superior.</p> <p>Area cleaning.</p>	<ul style="list-style-type: none"> • 10 hours per shift
Foodfare - Kitchen Assistant	<p>Preparation of raw materials for cooking.</p> <p>Portioning of cooked food.</p> <p>Packing of food.</p> <p>Assist with drinks preparation if necessary.</p> <p>General house keeping duties to maintain work place cleanliness.</p> <p>Any other duties assigned by supervisor.</p>	<ul style="list-style-type: none"> • 8 hours per shift

#7 FairPrice Group- Retail

FairPrice Group was established in 2019 through the formation of four entities comprising NTUC FairPrice, NTUC Foodfare, Kopitiam, and NTUC Link, with the purpose of making life better for all and to fulfil a vision of being a leader in everything food. FairPrice Group looks to optimise the resources of all four social enterprises and leverage their respective strengths to put customers first, provide better value for all and to make everything about food easy.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
FairPrice - Retail Assistant / Cashier	<p>Able to read and understand product labels</p> <p>Able to carry heavy load of 10KG and climb ladders for stock replenishment</p> <p>Able to work rotating shifts & 6 days/week (including weekends & PH)</p> <p>Service-oriented and a team player</p> <p>Work Hours (Full-Time)</p> <ul style="list-style-type: none"> - Rotating shifts: 7am - 3.20pm & 3pm - 11.20pm - 6 days/ week including weekends and public holidays 	<p>Retail Assistant is responsible for stacking, displaying & replenishment of products on the shelves, as well as monitoring expiry dates & shelf lives of products. You are required to assist in loading & unloading of goods, maintain neat & systematic storing of products & perform daily housekeeping. You are expected to provide prompt, helpful & courteous service to customers at all times.</p> <p>Cashier is responsible for operating the POS cash register, handle various types of payments & perform packing for customer purchases. You are required to provide prompt, helpful & courteous service to customers at all times. You are expected to perform stacking, display & replenishment of products on the shelves when required.</p>	8.33 hours per shift
Skilled Cutter	<p>Ability to read and understand product labels</p> <p>Service-oriented and a team player</p> <p>Able to carry heavy load of 10KG and climb ladders for stock replenishment</p> <p>Able to work under cold temperature</p> <p>Have to handle raw meat including pork</p> <p>Comfortable interacting with customers</p>	<p>You are responsible for cutting pork, meat, fish, seafood and handling merchandise of meat and seafood items. You are also required to monitor and maintain freshness and quality of items, as well as perform housekeeping and ensure cleanliness of your work area in accordance to safety procedures and standards of hygiene. Ad-hoc duties will be given as well.</p>	8.33 hours per shift
Production Operator	<p>Service-oriented, team player with ability to read and communicate in simple English</p>	<p>Understand various size of poultry and fish/seafood for packaging.</p>	8.33 hours per shift

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Attentive to details</p> <p>Able to work in cold environment</p> <p>Able to lift a single carton weight of about 12kg without assistance</p> <p>Willing to work on weekends and public holidays</p> <p>Able to work on 6 days, rotating shifts</p> <p>Other Information</p> <p>Work Hours: 6 days, rotating 8am-4.20pm and 12pm-8.20pm (subjected to changes based on operational needs)</p> <p>Work Location: 7 Sunview Rd, Singapore 627618</p>	<p>Check product quality and specification for packaging.</p> <p>Decorate and display variety of poultry and fish/seafood for packaging.</p> <p>Understand various size of packaging tray.</p> <p>To pack variety of poultry and fish/seafood product.</p> <p>To ensure complying packaging standard.</p> <p>Understand various type of poultry and fish/seafood name.</p> <p>Understand various type of poultry and fish/seafood code (PLU)</p> <p>Understand to operate auto pricing machine.</p> <p>Prepare delivery basket for distribution.</p> <p>Prepare and arrange stock for distribution.</p> <p>Perform various cleaning action in production area Washing, Mopping, Sweeping, Cleaning</p>	
Retail Supervisor^{PMET}	<p>Diploma/ GCE 'A' level/ Higher NITEC/ GCE 'O' level with minimum 2 years of relevant experience</p> <p>Independent and team player with good leadership skills</p> <p>Service-oriented and hands-on person</p> <p>A 6-day work week. Must be prepared to work on rotating shifts, weekends, and public holidays</p>	<p>Responsible for sales and profits for your dry department</p> <p>The job tasks include inventory management, maintaining housekeeping and merchandising standards as well as product planning and allocation according to sales and customer demands</p> <p>Supervise and train a team of Retail Assistants in ensuring the smooth running of daily operations</p>	<p>Able to work on 6 days, rotating shifts, Other Information</p> <p>Work Hours: 6 days, rotating 8am-4.20pm and 12pm-8.20pm (subjected to changes based on operational needs)</p>
Storekeeper	<p>Minimum Secondary/ GCE 'N' / 'O' level with basic computer knowledge</p> <p>Service-oriented, team player with working experience in warehousing functions will be an advantage</p> <p>Ability to speak and write English</p> <p>6 days work week (Including weekends and Public Holidays)</p> <p>Fixed shift (7-3.20 pm/ 8-4.20 pm)</p>	<p>Responsible to ensure proper receiving and issuance of goods</p> <p>Perform record-keeping, stock movement control and assist in the return of damaged goods -</p> <p>Ensure cleanliness and perform housekeeping of the store area</p> <p>Ensure safe practices and orderliness of the store area</p> <p>Train and supervise storehands if required</p> <p>Other duties as assigned</p>	<p>6 days work week (Including weekends and Public Holidays)</p> <p>Fixed shift (7-3.20 pm/ 8-4.20 pm)</p>

#8 Geniebook

Geniebook has grown to become Singapore's largest online learning platform offering English, Chinese, Mathematics, and Science syllabi. The company is staffed by a diverse team of employees across our offices in Singapore, Malaysia, Indonesia, Vietnam, China, and around the world.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Teaching Specialist (Primary)^{PMET}	<ul style="list-style-type: none"> • Possess a minimum of a Bachelor's degree. While teaching experience is preferred, it is not compulsory. • Fresh graduates will also be considered. • A passion for teaching, to share knowledge, and facilitate learning and a genuine interest in students' welfare. • Display an energetic and dynamic personality that fosters an engaging and inclusive classroom environment • Demonstrate proficiency in delivering captivating and impactful lessons that cater to diverse learning styles. • Exhibit dedication and a proactive attitude in supporting student growth and progress. • Good team spirit, helpful and cooperative. • Honest, professional and a person of integrity. Familiarity with 'O' or 'A' levels or equivalent syllabuses. • Flexible on working hours and willing to work on weekends and public holidays. • Good communications, presentation, and interpersonal skills. • Possess a strong ease and familiarity with technology. 	<ul style="list-style-type: none"> • Adapt and implement lesson plans following established guidelines and methodology to optimise the curriculum's effectiveness in achieving learning outcomes. • Conduct interactive and dynamic classroom sessions that actively engage students, promoting critical thinking and active participation. • Evaluate students' progress and tailor recommendations and personalised plans based on their unique learning needs, leveraging learning analytics. • Provide regular updates and feedback to parents, ensuring they are well-informed about their child's academic progress. • Provides 1-to-1 consultations through an in-house messaging platform to address students' academic needs outside of the classroom. 	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Teaching Specialist (Secondary)^{PMET}	<ul style="list-style-type: none"> • Possess a minimum of a Bachelor's degree. While teaching experience is preferred, it is not compulsory. • Fresh graduates will also be considered. • A passion for teaching, to share knowledge, and facilitate learning and a genuine interest in students' welfare. • Display an energetic and dynamic personality that fosters an engaging and inclusive classroom environment • Demonstrate proficiency in delivering captivating and impactful lessons that cater to diverse learning styles. • Exhibit dedication and a proactive attitude in supporting student growth and progress. • Good team spirit, helpful and cooperative. • Honest, professional and a person of integrity. Familiarity with 'O' or 'A' levels or equivalent syllabuses. • Flexible on working hours and willing to work on weekends and public holidays. • Good communications, presentation, and interpersonal skills. • Possess a strong ease and familiarity with technology. 	<ul style="list-style-type: none"> • Adapt and implement lesson plans following established guidelines and methodology to optimise the curriculum's effectiveness in achieving learning outcomes. • Conduct interactive and dynamic classroom sessions that actively engage students, promoting critical thinking and active participation. • Evaluate students' progress and tailor recommendations and personalised plans based on their unique learning needs, leveraging learning analytics. • Provide regular updates and feedback to parents, ensuring they are well-informed about their child's academic progress. • Provides 1-to-1 consultations through an in-house messaging platform to address students' academic needs outside of the classroom. 	44 hours per week
Product Manager^{PMET}	<ul style="list-style-type: none"> • 3+ years of product management experience, preferably in EdTech, SaaS, B2C, or AI-driven platforms. • Strong understanding of AI-powered personalisation, adaptive 	<ul style="list-style-type: none"> • Product Strategy & Vision • Define and execute the product roadmap based on Geniebook's mission and business goals. • Use data-driven insights to prioritize features and enhance student engagement and learning effectiveness. 	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>learning, or online education trends.</p> <ul style="list-style-type: none"> • Strong project management skills with a proven ability to plan, execute, and monitor projects effectively. • Sensitive to UI/UX design principles and have good aesthetic sense. • Data-driven mindset with experience in analytics, A/B testing, and user research. • Ability to collaborate with engineering, design, curriculum, and business teams to drive product success. • Strong communication skills—able to translate complex ideas into clear, actionable plans. • Passion for education technology and improving student learning outcomes. 	<ul style="list-style-type: none"> • Keep up with EdTech trends, AI advancements, and education policies to stay ahead of the market. • User-Centric Product Development • Gather and analyse feedback from students, parents, and teachers to continuously improve the product. • Work closely with UX/UI designers to enhance Geniebook's user experience. • Develop and iterate on AI-driven personalization features that make learning more efficient. • Execution & Collaboration • Lead cross-functional teams (engineering, curriculum, design) to drive end-to-end product development. • Define clear product requirements, success metrics, and implementation plans. • Ensure timely product launches with smooth execution and rollout strategies. • Data-Driven Decision Making • Analyse product performance using analytics, A/B testing, and customer feedback. • Optimise user journeys to increase engagement, retention, and learning effectiveness. • Collaborate with the AI and data science teams to enhance Geniebook's adaptive learning models. • Stakeholder Communication • Work closely with leadership to align product direction with business objectives. • Present insights and updates to internal and external stakeholders. • Act as the voice of the customer to advocate for continuous improvements. 	
Events Ops Manager^{PMET}	<ul style="list-style-type: none"> • Minimum 3 years of experience in events and operations management. • Strong organizational and multitasking skills with a keen eye for detail. 	<ul style="list-style-type: none"> • Pre-Event Preparation: - Manage inventory and procure materials needed for each roadshow. • Plan and optimize transport routes for setup and dismantling. • Coordinate manpower for weekend 	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • A creative problem-solver who can think on their feet in fast-paced environments. • Familiarity with event logistics, vendor coordination, and technical setups (e.g., construction, electrical knowledge is a plus). • Ability to work on weekends - • Possess a Class 3 driver's license and the ability to drive a 14-foot truck. • Opportunity to transition into a full-time role based on performance and business needs. 	<p>overnight setups and dismantling.</p> <ul style="list-style-type: none"> • On-Site Execution: Lead the setup and coordination of venues, including furniture arrangement, technical equipment installation, and décor. • Crisis Management: Proactively troubleshoot and resolve issues during setup and event days, ensuring smooth operations. • Post-Event Duties: Oversee dismantling, equipment maintenance, and ensure all items are restored to their original condition. • Safety & Compliance: Coordinate risk assessments, safety regulations, and documentation to ensure a safe working environment. 	
Education Consultant	<ul style="list-style-type: none"> • Confident and engaging personality with excellent communication skills and interpersonal skills • Ability to work independently and as part of a team • Familiarity with CRM software and sales pipeline management • Strong time management and organizational skills 	<ul style="list-style-type: none"> • Showcase our products and services at roadshows, trade shows, and other exciting events • Interact with potential customers and showcase our products and services in a memorable way • Conduct product demonstrations and answer questions about our products and services • Collect and process sales orders and payments on the spot • Collaborate with other departments to ensure customer satisfaction 	44 hours per week

#7 Go-Ahead Singapore

Go-Ahead Singapore is a leading local public transport operator and subsidiary of the Go-Ahead Group, a UK transport provider which enables more than one billion journeys a year.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bus Captain	<ul style="list-style-type: none"> • Possess a valid Class 3 or Class 4/4A or Class 5 Driving License with a minimum of one (1) year Class 3 driving experience • Able to perform shift work • Able to start work immediately or within short notice period would be advantageous 	<ul style="list-style-type: none"> • Provide a safe and pleasant journey for passengers • Provide support to Bus Operations Control Centre • Operate all vehicle types including single and double deck • Adhere to bus route schedules • Ensure that fares are paid • Provide excellent customer service to passengers • Practice defensive driving techniques to avoid collisions and commuter injuries • Follow LTA regulations & Go-Ahead company procedures 	<ul style="list-style-type: none"> • 44 hours per week • 2 Loyang Way, Singapore 508776
Fleet Support Officer	<ul style="list-style-type: none"> • Candidate should possess at least a minimum Primary and/or Secondary School Certificate or equivalent • Candidate to have a valid Class 3 driving license with minimally one year of driving experience • Able to work 7pm to 3am (Overtime may be required) • Able to work in a high-tempo environment and a good team player 	<ul style="list-style-type: none"> • Safely drive buses to fuel bays, through the Auto Bus Wash, and to designated parking spots • Ensure electric buses are correctly plugged in and charging initiated • Refuel buses accurately and document all information • Handle refueling equipment with care and adhere to SOPs • Complete the demounting of buses per demounting list according to SOPs and maintain proper documentation • Manage orderly parking and ensure safety during refueling and garaging activities • Maintain compliance with company SOPs and ensure accident-free operations • Assist with garaging activities and ensure proper housekeeping • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others 	<ul style="list-style-type: none"> • 44 hours per week • 2 Loyang Way, Singapore 508776
Service Controller	<ul style="list-style-type: none"> • Prior working experience would be 	<ul style="list-style-type: none"> • Manage the CFMS system and all road performance issues 	<ul style="list-style-type: none"> • As rostered

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • advantageous • Able to perform shift work • Excellent IT and communication skills • Ability to work in a fast-paced environment would be beneficial • Ability to make responsible decision on unpredictable situations effectively 	<ul style="list-style-type: none"> • Communicate effectively to all Bus Captains and maintain an organized and professional approach at all times • Ensure assigned services achieved the respective BSRF Standards namely EWT, FLBP and OTA • Direct supervision to ensure that regular and reliable bus services are operated, with no bunching and excessive early arrivals • Supervising Bus Captains to ensure operation of buses according to schedules and submitting disciplinary reports when necessary • Ensure necessary actions taken to recover lost mileages • Assist Bus Captains in handling emergency situations on the road in real time • Ensure that there is a clear and concise record of all decisions and events that take place on the allocated routes for the shift • To render support on adhoc unplanned bus bridging as per SOP • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others 	<ul style="list-style-type: none"> • 2 Loyang Way, Singapore 508776
Technical Specialist^{PMET}	<ul style="list-style-type: none"> • Prior experience in automotive or engineering environment would be advantageous • Candidate to have a valid Class 3/4/4A driving license • Able to perform shift work 	<ul style="list-style-type: none"> • Ensure all maintenance work performed adhere strictly to standards established by the company and any legal requirements • Perform regular preventive maintenance work on company vehicles • Conduct regular inspections on company vehicles to ensure reliability and to pass regulatory inspections and audits • Carry out corrective maintenance and repairs on vehicles to minimize downtime • Prepared to work the hours necessary to complete all tasks 	<ul style="list-style-type: none"> • 44 hours per week • 2 Loyang Way, Singapore 508776

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>required to achieve Peak Vehicle Requirement (PVR)</p> <ul style="list-style-type: none">• Ensure strict adherence to all workplace Health & Safety policies, legal and company regulations, with proper documentation and storage• Practice safe work procedures and safety rules implemented at the workplace• Not to engage in any unsafe or negligent act that may endanger self or others• Any ad-hoc assignments which may include driving bus under maintenance / replacement bus if required	

#8 Maersk

LF Logistics is part of A.P. Moller – Maersk, an integrated container logistics company working to connect and simplify its customers' supply chains. As the logistics partner of choice for major local and multinational companies, LF Logistics offers a suite of integrated logistics and supply chain management services in the Fast Moving Consumer Goods, Food & Beverage, Footwear & Apparel and Retail sectors. Through its comprehensive distribution network in Asia, LF Logistics collaborates closely with over 400 brand owners and retailers to provide tailor-made warehousing and transport management solutions. Through its global freight forwarding presence, LF Logistics connects origins and destinations with flexibility, timeliness and responsiveness.

Today, with the increasing importance of e-commerce and cross border trades, LF Logistics provides a total omnichannel-fulfilment solution and operates major regional hubs and consolidation centres to optimise inventory flow and ensure quick response.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
ASRS Engineer^{PMET}	<ul style="list-style-type: none"> High school diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred Basic understanding of warehouse operations, inventory management principles, and supply chain logistics Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring Strong attention to detail, accuracy, and reliability in 	<ul style="list-style-type: none"> Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and storing goods in designated locations Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on ASRS equipment Diagnose and troubleshoot mechanical, electrical, and software issues affecting ASRS equipment performance, using diagnostic tools, schematics, and technical manuals Conduct repairs and replacements of defective components or parts, such as motors, sensors, actuators, bearings, and PLC modules, to restore equipment functionality Coordinate with equipment vendors or service providers for technical support, spare parts procurement, and warranty/contract repairs as needed Assist Maintenance Team in implement software updates, firmware upgrades, and system modifications to enhance ASRS performance, reliability, and safety Monitor system operation through computerized interfaces or control 	<ul style="list-style-type: none"> Shift 1- 08:00am- 05:30pm Shift 2- 12:30pm- 10:00pm Shift 3- 08:30pm- 06:00am 10 Bulim Avenue Singapore 648165

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>performing tasks and recording inventory transactions</p> <ul style="list-style-type: none"> • Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members • Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for extended periods • Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required 	<p>panels, and respond promptly to alarms, error messages, or abnormal conditions</p> <ul style="list-style-type: none"> • Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HMI) • Ensure compliance with safety regulations and company policies by following proper lockout/tagout procedures, wearing appropriate personal protective equipment (PPE), and adhering to safety protocols during maintenance activities • Document maintenance activities, repair logs, equipment histories, and spare parts inventory using computerized maintenance management systems (CMMS) or other digital record-keeping tool • Provide training and technical support to operators and maintenance personnel on ASRS operation, troubleshooting techniques, and safety procedures • Participate in cross-functional teams for system upgrades, capacity expansion projects, or process improvements related to ASRS operations • Shift schedule planning, arrangement, and execution • Managing inventory accuracy, stock replenishment, and space utilization within the warehouse or distribution center environment. This role involves coordinating with various teams to ensure timely inventory transactions, cycle counts, and adjustments to maintain optimal inventory levels. 	
ASRS Technician^{PMET}	<ul style="list-style-type: none"> • High school diploma or equivalent; additional technical training or certification in warehouse operations, material handling, or ASRS operation is a plus 	<ul style="list-style-type: none"> • Operate ASRS equipment, including automated cranes, conveyors, and control systems, to perform material handling tasks such as loading, unloading, and storing goods in designated locations • Follow maintenance schedules and perform routine inspections and preventive maintenance tasks on 	<ul style="list-style-type: none"> • Shift 1- 08:00am- 05:30pm • Shift 2- 12:30pm- 10:00pm • Shift 3- 08:30pm- 06:00am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Previous experience in operating automated material handling equipment, such as ASRS, conveyor systems, or forklifts, preferred • Basic understanding of warehouse operations, inventory management principles, and supply chain logistics • Ability to operate computerized systems and software applications for data entry, inventory tracking, and system monitoring • Strong attention to detail, accuracy, and reliability in performing tasks and recording inventory transactions • Excellent communication skills, both verbal and written, with the ability to follow instructions and collaborate with team members • Physical stamina and dexterity to perform manual tasks, including lifting, bending, and standing for extended periods • Willingness to work in a fast-paced environment, adapt to changing priorities, and work flexible hours, including weekends or evenings, as required 	<p>ASRS equipment</p> <ul style="list-style-type: none"> • Follow standard operating procedures (SOPs) for operating ASRS equipment, including startup and shutdown procedures, equipment inspections, and safety protocols • Monitor system operation through computerized interfaces or control panels, and respond promptly to alarms, error messages, or abnormal conditions • Ensure smooth operation with the aid of warehouse control system (WCS) and Humane Machine Interface (HIM) • Perform routine checks and visual inspections of ASRS equipment to identify signs of mechanical, electrical, or operational issues, and report any anomalies to maintenance personnel or supervisors • Collaborate with warehouse or inventory control personnel to prioritize workload, optimize storage space utilization, and fulfill orders in a timely manner • Adhere to safety regulations and company policies by wearing personal protective equipment (PPE), following safe work practices, and participating in safety training programs • Assist maintenance team during equipment maintenance, repair, or troubleshooting activities by providing operational insights, performing equipment checks, and coordinating equipment downtime as needed • Communicate effectively with team members, ASRS operation engineer, and other departments to coordinate workflow, resolve issues, and ensure smooth operation of ASRS systems • Participate in training sessions or refresher courses on ASRS operation, safety procedures, and best practices to enhance job performance and 	<ul style="list-style-type: none"> • 10 Bulim Avenue Singapore 648165

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		skills development	
Facility Technician^{PMET}	<ul style="list-style-type: none"> • Minimum Secondary Levels/ ITE with Facility Management experiences and M&E exposures • Proficiency in MS Office • Physically fit; this job may require to carry heavy item • Hands-on experience in maintenance, troubleshooting and repair of M&E systems and MHE • Maintain safety, health and operational quality standards • Willingness to work in an oil and grease environment • Willing to work overtime whenever required • Good attendance and attitude • Teamwork orientated, committed and ethical behavior personality • Strong communication and coordination skills • Possess with forklift license and Fire Safety relevant experiences will be an added advantage • Ability to read and interpret technical diagrams and site plans an added advantage 	<ul style="list-style-type: none"> • Conduct routine checks to ensure smooth operation of facility equipment and systems (ACMV, electrical, fire protection, plumbing, sanitary, BMS, etc.) • Perform scheduled and unscheduled maintenance, inspection, troubleshooting and repairs on material handling equipment (MHE), machinery, equipment and all associated to building services • Conduct general building facility repairs, including electrical, plumbing, painting, and landscaping • Supervise and coordinate with vendors, external service providers for services maintenance and repairs • Support other departments with facility-related needs and maintenance services • Maintain a good communication, work with team members and supervisors in coordinating facilities maintenance operations. Providing updates and following up on outstanding repairs and maintenance tasks. • Maintain accurate records of services maintenance activities, reports, and inventory • Respond to emergency repairs and breakdowns, including after-hours support • Perform any other ad-hoc tasks as assigned by supervisor and management 	<ul style="list-style-type: none"> • 8.30am - 6.00pm • 10 Bulim Avenue Singapore 648165
Logistics Coordinator^{PMET}	<ul style="list-style-type: none"> • Diploma/ Degree in Business Studies/ Administration/ Management, Logistics/ 	<ul style="list-style-type: none"> • Liaise closely with customers and operations team on order fulfillment, inventory & shipment related activities • Working closely with operations 	<ul style="list-style-type: none"> • 8.30am - 6.00pm • 10 Bulim Avenue

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Transportation or equivalent <ul style="list-style-type: none"> At least 2 years of relevant working experience in the logistics industry Computer proficiency (MS Office – Word, Excel and Outlook) & Warehouse Management System (WMS) Good verbal and written communication skills, including ability to effectively communicate with internal and external customers Must be able to work as part of a team in a fast-paced and pressured environment Positive Attitude and Good Team Player 	team to provide information/ feedback to customers on operational issues and coordinate with customers to resolve all issues <ul style="list-style-type: none"> Generate KPIs and transactional reports to internal and external customers on a timely basis Verify vendor invoices and liaise with vendors for any discrepancies Monitor the usage of warehouse supplies and raise POs for replenishment Coordinate the urgent order fulfillment with customer, operations and transporter Ensure the accuracy and timely update of system transactions Perform other required duties or tasks when assigned Maintain compliance with all company policies and procedures 	Singapore 648165
Prime Mover Driver	<ul style="list-style-type: none"> MUST possess Class 4 Driving License At least 1 year of delivery experience Detailed and task oriented Hardworking, Polite, Good attitude and committed to work Familiar with Singapore roads / PSA 	<ul style="list-style-type: none"> Collection, delivery, shifting of containers To ensure that containers are loaded in a safe and secure manner on the trailer Retrieve shipments from clearance agents at port, conduct custom clearance of shipments, scan and send shipments back to distribution centres Compliance with all regulations or company procedures strictly Carry out daily checks to ensure vehicle's road worthiness before use and maintain vehicle and report any faults immediately to the supervisor for rectifications Other duties as assigned by Transport Supervisor/Manager 	<ul style="list-style-type: none"> 8.30am - 6.00pm 10 Bulim Avenue Singapore 648165
Warehouse Assistant - Bukit Merah	<ul style="list-style-type: none"> Minimum Primary/Secondary School/O Level Physically fit and able 	<ul style="list-style-type: none"> Perform pick and pack of goods Loading and unloading from container and loose shipment Segregation of stock base on item 	<ul style="list-style-type: none"> 8.30am - 6.00pm Bukit Merah

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Assistant - Bulim	<ul style="list-style-type: none"> to carry up to 25kg from time to time Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> and put away Pick the order by using RDT scanner and scan pack through WMS system Report any product damages, take photos and document, move to designated stocking location To support general warehouse operations Practice good handling and usage of all Material-handling equipment (MHE) for warehouse Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> 8.30am - 6.00pm Bulim
Warehouse Assistant - Gul Way			<ul style="list-style-type: none"> 8.30am - 6.00pm Gul Way
Warehouse Assistant - Pandan Crescent			<ul style="list-style-type: none"> 8.30am - 6.00pm Pandan Crescent
Warehouse Assistant (with forklift) - Nightshift	<ul style="list-style-type: none"> Minimum Primary/Secondary School/O Level Physically fit and able to carry up to 25kg from time to time Able to operate MHE is an advantage (e.g. Forklift, Reach Truck, Order Picker etc.) Good initiative, responsible and can-do working attitude 	<ul style="list-style-type: none"> Perform pick and pack of goods Loading and unloading from container and loose shipment. Segregation of stock base on item and put away Pick the order by using RDT scanner and scan pack through WMS system Report any product damages, take photos and document, move to designated stocking location To support general warehouse operations Practice good handling and usage of all Material-handling equipment (MHE) for warehouse Any other ad-hoc duties as assigned by superior from time to time 	<ul style="list-style-type: none"> 8.30pm - 6.00am 10 Bulim Avenue Singapore 648165

#9 PlayFACTO @ Bedok Central/ Labrador

PlayFACTO School is the leading student care provider in positive holistic education and after school care for students of P1-P6. As a Student Care Teacher with PlayFACTO, you will help develop student's hearts and minds using our unique positive education framework, daily enrichment programmes, and guided assistance of each student's Primary homework assignments. If you are a passionate educator looking for a fun and engaging environment where you can help your Primary students develop high calibre character and educational foundations for their future, we'd like to hear from you! Come JOIN US at our HAPPY SCHOOL and make difference in student's lives at PlayFACTO @ Bedok Central and PlayFACTO @ Labrador.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Student Care Teacher^{PMET}	<ul style="list-style-type: none"> • A-level or Diploma qualifications & above • Able to guide Primary 1 to 6 school subjects (English, Maths, Chinese and Science) • Possess excellent work ethics and integrity • Exhibit a positive attitude when faced with challenges • Love children and the learning process • Have experience in teaching children, preferably at primary level • Possess a passion for nurturing children • Experience in working with children preferred. Those without experience may also apply as training will be provided. 	<ul style="list-style-type: none"> • Delivery and presentation of lesson content (English, Maths, Chinese and Science) and enrichment curriculum (Coding and Robotics, Creative Math) to students • Supervision primary school students (primary 1 to 6) to ensure completion of daily homework • Ensure safety and timely transfer of students from school to student centre • Ensure safety of students • Regular liaison with parents and caregivers regarding student's progress and behaviour • Fetching of students from nearby schools • Administrative work (sales, collection of fees, and collection of forms) and upkeep of centre premises • Any other ad-hoc duties as delegated by Centre Director 	<ul style="list-style-type: none"> • 10am to 7pm • 209 New Upper Changi Road, Singapore 460209 • Fragrance Empire Building 456 Alexandra Road, Singapore 119962

#10 Popeyes (Feisiong Fast Food)

In 2022, Feisiong Group inked an exclusive Franchise deal to develop and run Popeyed Singapore. This agreement marks Feisiong Group first venture into the fried chicken quick service restaurant industry. Serving delicious and flavourful 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
Commis Chef (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 • Maintains 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
Commis Crew (Kitchen Crew)	<ul style="list-style-type: none"> • With or without experience are welcome (training will be provided) • Proactive in learning • Good communication skills • Able to work under pressure • Need to work on weekends / Public Holidays / Shift Work • Rotating shifts (Restaurant Operating Hours, AM/ PM/ Overnight shift available) 	<ul style="list-style-type: none"> • Ensure chicken & fry station products are prepared and cooked according to SOP to ensure the highest standards • Receive and arrange food ingredients into the Chiller/ Freezer/ Cold room/ Freezer room/ Storeroom using FEFO method • Prepare food according to Standard Operating Procedures (SOP), ensuring the highest standards • Ensure best quality of food • Ensure no expired products are present in the kitchen at all times • Ensure tiptop food hygiene standards • Ensure cleanliness of the batterfry station and kitchen area • Ensure that chicken & food are of the best quality to deliver the best guest experience • Adhere to brand operations standards 	<ul style="list-style-type: none"> • 44 hours per week • Island-wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Guest Experience Crew	<ul style="list-style-type: none"> • With or without experience are welcome (training will be provided) • Proactive in learning • Good communication skills • Able to work under pressure • Need to work on weekends / Public Holidays / Shift Work • Rotating shifts (Restaurant Operating Hours, AM/ PM/ Overnight shift available) 	<ul style="list-style-type: none"> • Packing orders • Ensuring accurate orders are given to customer • Assemble delivery orders • Ensuring cleanliness of counter and lobby area • Flyer Distribution • Explanation of Menu to Guest • Other Ad Hoc Duties when needed 	<ul style="list-style-type: none"> • 44 hours per week • Island-wide
Guest Experience Manager	<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) • Engage with guests in a friendly, professional • service-oriented demeanor 	<ul style="list-style-type: none"> • Guest Engagement • Self-Ordering Kiosk Management • Guest engagement to gather feedback • Guest Service Recovery • Flyer Distribution • Ensuring cleanliness of Lobby Area • Explanation of Menu to Guest • Service Duties • Support Cashier at times • Other Ad Hoc Duties when needed 	<ul style="list-style-type: none"> • 44 hours per week • Island-wide
Restaurant Management Trainee (RMIT)^{PMET}	<ul style="list-style-type: none"> • Minimum Diploma or equivalent • Good written, verbal and interpersonal skills • Good Leadership skills, oraganizational and planning abilities • Motivated, result oriented and fast 	<ul style="list-style-type: none"> • Operational Leadership and Training: <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 	<ul style="list-style-type: none"> • 5 Days/ 44 hours, OR • 6 Days/ 44 hours • Island-wide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>learner</p> <ul style="list-style-type: none"> • 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>productivity</p> <ul style="list-style-type: none"> • Financial Management and Compliance: <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. • Team Development and Customer Service: <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. • Communication and Shift Management: <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. 	

#11 Skyworks Consulting

We work closely with companies to help them develop their talent pool efficiently. We want job seekers to find the right jobs and companies to find the right employees. Our team of recruitment consultants has years of experience in various industries and can create the right staffing solutions for any company on the industry regardless of size. We provide our clients with permanent, temporary, contract and part-time staffing solutions based on their business needs.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Business Development Executive	<ul style="list-style-type: none"> • Preferably with sales experience 	<ul style="list-style-type: none"> • Development and implementation of sales strategies • Assist in implementation of business initiatives to meet growth targets • In trend with changes of business initiatives, product launches and industry movement • Achieve goals and targets 	<ul style="list-style-type: none"> • 9am - 6pm • 1 Maritime Square, HarbourFront Centre, Singapore 099253
Receptionist	<ul style="list-style-type: none"> • Preferably with working experience as a Receptionist 	<ul style="list-style-type: none"> • Attending to calls and enquiries from walk-ins • Office administration support 	<ul style="list-style-type: none"> • 9.30am - 6pm • 1 Maritime Square, HarbourFront Centre, Singapore 099253

#12 Sunset Hospitality Group

Sunset Hospitality Group is a leading multinational lifestyle hospitality group, with a wide portfolio encompassing Hotels & Resorts, Restaurants, Beach Clubs, Nightclubs, Fitness Centers, and more. SHG operates over 81 venues and with presence in 22 countries with a commitment to deliver authentic & diverse hospitality experiences that bring people together, all around the world.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bartender	<p>Communication & Working Relationships</p> <ul style="list-style-type: none"> Interacts closely with customers and promotes an image of professionalism and gallantry at all time <p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> At least high school diploma Minimum 1-2 years of experience in similar position in a high-volume, fine dining concept Fluent in English Excellent communications skills Outstanding customer service skills Positive and high energy level Highly cooperative team spirit Ability to work in a high stress, faced-paced environment <p>Physical Requirements of the job/ The job of the Bartender may require:</p> <ul style="list-style-type: none"> Long hours, covering different shifts and working during public holidays Walk and stand for entire shift 	<p>The Bartender is responsible for serving all beverages with friendly, individualized attention towards each customer and following brand recipes accurately.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> Prepare or serve hot or cold beverages quickly and efficiently, meeting our standards Deliver excellent customer service, at all times Have a complete and thorough knowledge of all menu items in order to be able to describe and make suggestive selling to customers Maintains the highest quality, consistent beverage standards Follows as the restaurant's beverages recipes and procedures Ensures that beverages/foods are presented in a manner to generate the utmost eye appeal Order, receive, or stock supplies or retail products Set up or restock product displays Follows standards for merchandising, stock rotation and sorting of all products, maintaining professional presentation at all times Follows health, safety, and sanitation guidelines for all products Handles all working material and equipment correctly and keeps it well cleaned Handles guest problems and 	<ul style="list-style-type: none"> 44 hours per week 168 Robinson Road, Capital Tower level 52, Singapore 068912

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		complaints <ul style="list-style-type: none"> Attend all regular departmental briefings and contribute to an open communication within the assigned team Performs other duties pertinent to this job as assigned 	
Chef De Partie (Sushi)	<p>Communication & Working Relationships</p> <ul style="list-style-type: none"> Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment <p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> Minimum 4 years of kitchen experience, at least 1 year as Demi Chef De Partie Understands oral and written instructions in English Handles multiple priorities and works under stress Maintains all international standards of health guidelines for food preparation and safety Passes all required job-related tests Ability to perform manual labor <p>Physical Requirements of the Job</p> <ul style="list-style-type: none"> Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions 	<p>The Chef De Partie is responsible for preparing all food products in relevant sections and making them ready for in-house service.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> Prepares and ensures outstanding food quality, appearance, and consistency that adhere to restaurant's recipes and standards Completes assigned prep work and beautification duties in an efficient time frame Moves prepared food out of the prep area continuously Works together in a team-oriented environment to produce foods in a timely and orderly manner Assists in ensuring the accuracy and quality of received food products and other supplies as required for daily operations Keeps all workstations and equipment as clean as possible at all times. Follows a cleaning schedule for designated equipment and storage areas Keeps sanitation solutions up to Company codes at all times and ensures that all utensils, plate ware, glassware, storage containers, serving dishes, and equipment are always clean and sanitized Observes compliance with the company's policies and procedures, as well as, governmental laws and regulations Collaborates with Sous Chef to create new ideas for their sections 	<ul style="list-style-type: none"> 44 hours per week 168 Robin son Road, Capital Tower level 52, Singapore 068912

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Constantly develop skills and knowledge Performs other duties pertinent to this job as assigned 	
Commis - Main Kitchen	<p>Communication & Working Relationships</p> <ul style="list-style-type: none"> Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment <p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> Minimum 2-3 years of kitchen experience Understands oral and written instructions in English Handles multiple priorities and works under stress Maintains all international standards of health guidelines for food preparation and safety Passes all required job-related tests Ability to perform manual labor <p>Physical Requirements of the Job</p> <ul style="list-style-type: none"> Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions 	<p>The Commis is responsible to assist in preparation of all sections and making them ready for the superiors.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> Coordinates with Chefs to ensure correct quantities for bulk food preparation Cleaning, peeling, cutting of all food items according to the company's standards and assuring efficient food service Follows recipes and cooking procedures precisely Ensures good quality and freshness of food items Ensures accurate storage of food by using label and day-dots Responsible for the proper cleaning and sanitary matters of working area and/or as delegated by the Head Chef Handles all working material and equipment correctly and keeps it well cleaned Reports all necessary repairs to his Superior Follows all statutory hygiene and safety requirements Performs other duties pertinent to this job as assigned 	<ul style="list-style-type: none"> 44 hours per week 168 Robinson Road, Capital Tower level 52, Singapore 068912
Commis Cook (Sushi)	<p>Communication & Working Relationships</p> <ul style="list-style-type: none"> Communicates professionally with the supervisor in charge and subordinates while keeping a productive working environment 	<p>The Commis is responsible to assist in preparation of sushi dishes in sushi section and making them ready for the superiors.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> Coordinates with Chefs to ensure correct quantities for 	<ul style="list-style-type: none"> 44 hours per week 168 Robinson Road,

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> • Minimum 1-2 years of kitchen experience in a fine dining concept • Understands oral and written instructions in English • Handles multiple priorities and works under stress • Maintains all international standards of health guidelines for food preparation and safety • Passes all required job-related tests <p>Physical Requirements of the Job</p> <ul style="list-style-type: none"> • Work involves moderate exposure to high temperatures, dust, fumes, smoke, and/or loud noises • Moderate physical activity, such as handling objects up to 25 kilograms and standing or walking for more than 6 hours per day • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions 	<p>bulk food preparation.</p> <ul style="list-style-type: none"> • Cleaning, peeling, cutting of all food items according to the company's standards and assuring efficient food service • Follows recipes and cooking procedures precisely • Ensures good quality and freshness of food items • Ensures accurate storage of food by using label and day-dots • Responsible for the proper cleaning and sanitary matters of working area and/or as delegated by the Executive Sous Chef • Handles all working material and equipment correctly and keeps it well cleaned • Reports all necessary repairs to his Superior • Follows all statutory hygiene and safety requirements • Performs other duties pertinent to this job as assigned 	<p>Capital Tower level 52, Singapore 068912</p>
F&B Cost Controller^{PMET}	<p>Communication & Working Relationships</p> <ul style="list-style-type: none"> • Work closely with the Finance Manager, warehouse staff, outlet management, and kitchen managers to ensure effective communication and collaboration <p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> • Bachelor's degree in business administration with a major in accounting or finance from a reputable university • With relevant 2 - 4 years of experience in a similar role within the F&B or Hospitality industry • Proficiency in computer skills, 	<p>The F&B Cost Controller plays a crucial role in managing the financial aspects of food and beverage operations, including cost calculation, control, and pricing planning. Responsible for ensuring efficient control of food and beverage costs and providing analysis and recommendations for improvement.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Effectively control food and beverage costs by monitoring wastage, pilferage, and operational efficiency • Prepare variance analysis for food and beverage costs and communicate findings to relevant stakeholders • Update and maintain receipts in 	<ul style="list-style-type: none"> • 44 hours per week • 168 Robinson Road, Capital Tower level 52, Singapore 068912

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>including Microsoft Office and inventory programs</p> <ul style="list-style-type: none"> • Strong written and oral communication skills in English • Excellent reporting skills with attention to detail • Analytical mindset with problem-solving and decision-making abilities • Ability to work effectively in a team environment • Good understanding of purchasing, receiving, issuing, and inventory processes <p>Physical Requirements of the Job</p> <ul style="list-style-type: none"> • Willingness to work occasionally on weekends if required 	<p>the systems to ensure accurate financial records.</p> <ul style="list-style-type: none"> • Identify weaknesses in F&B control processes and provide suggestions for improvement • Prepare daily food and beverage reports and monthly F&B reports for management review • Participate in stocktaking activities at the restaurants to ensure accuracy and accountability • Ensure all material issued from the store is approved and accounted for by department heads • Coordinate with restaurant management and finance to resolve F&B-related issues • Verify incoming orders, record shortages, reject damaged items, and route items to various departments • Conduct regular warehouse audits to ensure material is undamaged and properly maintained • Advise management of cycle count issues in a timely manner • Ensure all documents and materials received meet quality standards • Perform other duties as assigned by management 	
F&B Hostess	<p>Communication & Working Relationships</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude • Communicate professionally with the supervisor in charge <p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> • Minimum 1-2 years of experience in similar position in hospitality industry, preferred but not limited to • Good in English • Good communications and interpersonal skills 	<p>The Hostess / Host is responsible to greet customers and to ensure that all guests receive an amazing experience from their first point of contact with the team.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Greets guests, escorts them to tables, and provides menus • Manage waiting list as per brand guidelines • Offer appropriate seating arrangements • Receive and record customers dining reservations • Ensure all orders are filled in a 	<ul style="list-style-type: none"> • 44 hours per week • 168 Robinson Road, Capital Tower level 52, Singapore 068912

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Basic computer skills (Recommended to have previous experience in restaurant software) Customer oriented with a positive attitude and smiling face Friendly and approachable Cooperative and self-giving team player Ability and willingness to perform under stress Positive and high energy level A willingness to go the extra mile in ensuring guests' needs are met A huge passion for customer service and hospitality <p>Physical Requirements of the job/ The job of the Host/ Hostess may require:</p> <ul style="list-style-type: none"> Covering different shifts and working during public holidays Standing for long hours 	<p>timely and accurate manner</p> <ul style="list-style-type: none"> Maintain clean and organized tables and work area Observe proper grooming and personal hygiene at all times Assist service crews when needed Manage event related work including setting up tables of the restaurant Ensure all guests receive positive and professional service to the highest standards to exceed the customer's expectations Handles guest problems and complaints Attend all regular departmental briefings and contribute to an open communication within the assigned team Performs other duties pertinent to this job as assigned 	
Income Auditor / Accounts Receivable^{PMET}	<ul style="list-style-type: none"> Strong Bookkeeping Skills: Proficient in basic accounting principles, including debits, credits, journal entries, and balance sheet reconciliation Attention to Detail: Ability to meticulously review large volumes of data and identify minor discrepancies Analytical Skills: Analyze financial data to identify trends, patterns, and potential issues Computer Proficiency: Familiarity with accounting software and spreadsheet applications Compliance Knowledge: Understanding of relevant financial regulations and internal control standards 	<ul style="list-style-type: none"> Post all verified data into the accounting system, including proper coding and categorization of transactions Perform cash audits, reconciling cash receipts with sales reports and ensuring compliance with cash handling procedures Perform month-end and year-end closing procedures and provide schedules on related ledger accounts Reconcile cash, credit card, city ledger, stripe, advances and other payment transactions to ensure accuracy and completeness Identify and investigate any discrepancies or unusual transactions, including potential errors or fraudulent activities, and document findings for management review Prepare and submit daily and monthly reports on income and 	44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		revenue to management <ul style="list-style-type: none"> Develop and implement process improvements to enhance the efficiency and effectiveness of income audit procedures 	
Pastry Commis	<p>Communication & Working Relationships</p> <ul style="list-style-type: none"> Communicates professionally with the supervisor in charge Communicates report and kitchen operational issues on a daily basis with the Executive Sous Chef Works closely with subordinates to ensure information transmission at all times <p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> Certified Culinary Arts Diploma Minimum 5 years as Pastry Chef Good knowledge of different types of pastries and desserts Prior management experience in a similar kitchen environment Fluent in English Good knowledge of kitchen policies and procedures, their development and applications Excellent knowledge of Food Safety, HACCP, Sanitation, and Personal Hygiene basics Ability to maintain high quality control standards Ordered and systematic in work Excellent interpersonal, communication and management skills Strong planning and budgetary skills High coaching skills are a must in order to maintain the positive and supportive role with the kitchen teams Highly cooperative team 	<p>The Pastry Chef is responsible for operating the pastry section of the kitchen while working closely with the Executive Sous Chef and pastry team.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> Manages day-to-day operations of the pastry and bakery section of the kitchen Prepares a wide variety of goods, such as cakes, cookies, pies, bread, etc. following standard restaurant recipes Develop, design and create new ideas and items for pastry kitchen Create new and exciting desserts to renew menus and engage the interest of customers Ensure excellent quality throughout dessert offerings Follows proper handling and right temperature of all food products Decorate pastries and desserts and ensures the food presentation will be beautiful and exciting Supervise and coordinate all pastry and dessert preparation and presentation Monitor stocks of baking ingredients and make appropriate orders within budget Check quality of material and condition of equipment and devices used for cooking Report all equipment problems and maintenance issues, known safety hazards, or unsafe practices and procedures to supervise immediately Observes compliance with the company's policies and 	Shift hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>spirit</p> <ul style="list-style-type: none"> • Excellent leadership skills and the ability to lead by example in a multicultural environment • Problem-solving skills • Creativity <p>Physical Requirements of the job/ The job of the Pastry Chef may require:</p> <ul style="list-style-type: none"> • Physical handling of products such as handling objects up to 25 kilograms • Moderate exposure to high temperature, dust, fumes, smoke, and loud noises • Long working hours, working during holidays, and covering different shifts (night shifts and weekends) • Work environment involves potential exposure to hazards or physical risks, which requires following basic safety precautions 	<p>procedures, as well as, governmental laws and regulations</p> <ul style="list-style-type: none"> • Attends food seminars and exhibitions • Performs other duties pertinent to this job as assigned 	
Sommelier	<p>Communication & Working Relationships</p> <ul style="list-style-type: none"> • Interacts with customers and shows willingness to serve them with a pleasant attitude • Communicate professionally with the supervisor in charge <p>Knowledge, Skills, and Experience</p> <ul style="list-style-type: none"> • Minimum 2-3 years of experience in similar positions in a high-volume, high end restaurant with Nightlife experience • Good in English • Good communications and interpersonal skills • Customer oriented with a positive attitude and smiling face • Cooperative and self-giving team player • Ability and willingness to perform under stress 	<p>The Sommelier has an extensive knowledge of wine. He is responsible for advising and recommending to patrons according to their personal wine needs, the occasion or the budget. He is also responsible for selecting wines, creating drink lists and managing stock. He builds and maintains the wine list according to the needs of the establishment. He is also responsible for training on wine and other beverages by conducting wine tastings and to report to the head sommelier.</p> <p>Principal Accountabilities</p> <ul style="list-style-type: none"> • Administer purchasing and receiving procedures • Analyse alcoholic beverage business • Analyse service quality and customer satisfaction • Conduct staff performance assessment process 	Shift hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Positive and high energy level <p>Physical Requirements of the Job</p> <ul style="list-style-type: none"> • Physical handling of products such as glasses, decanter and wine bottles • Covering different shifts and working during public holidays • Stressful conditions • Standing for long hours 	<ul style="list-style-type: none"> • Develop and motivate team members through capability development • Identify and establish internal and external stakeholder relationships • Implement loss/risk prevention. Lead team to implement change. • Manage and implement business continuity plans • Manage compliance with food and beverage hygiene policies and procedures • Manage cost and quality controls • Manage crisis situations • Manage guest service • Manage training • Manage and serve wine business • Understand new and old world wine producing countries • Understand sparkling, sweet and fortified wines • Understand viticulture, vinification and wine packaging 	

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