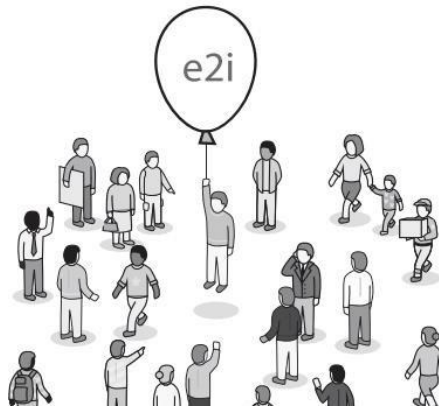


e2i Jobs & Skills Discovery @ Raffles City

[29 April 2024]

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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

Content Page

Pages [Click on the specific role to view more details]

#1 AMOREPACIFIC SINGAPORE PTE LTD	5
• Beauty Advisor (Innisfree).....	5
• Senior Beauty Advisor/Beauty Advisor (Sulwhasoo).....	5
• Beauty Advisor (Laneige)	7
• Beauty Therapist (Sulwhasoo)	7
#2 ASTONS GROUP	8
• Management Trainee/Assistant Manager (Brand: Astons/Andes)	8
• Full Time Crew (Brand: Astons/Andes)	9
• Crew Member (Brand: Chicaboo Fried Chicken).....	9
• Management Trainee/Assistant Manager (Brand: Chicaboo Fried Chicken).....	9
• Food Processing Worker	10
• Assistant Manager (Brand: East Treasure Chinese Restaurant).....	10
• Service Crew (Brand: East Treasure Chinese Restaurant).....	10
• Kitchen Assistant (Brand: East Treasure Chinese Restaurant)	11
• Kitchen/ Service Crew (Brand: East Treasure Prawn Noodle).....	11
#3 GAIN CITY	11
• Accounts Assistant	11
• Air Conditioning (AC) Installer.....	11
• Aircon Repair & Servicing Technician / Assistant Technician.....	12
• Bus Driver	12
• Business Development Director/ Senior Manager.....	12
• Cashier.....	12
• Compliance Director / Manager.....	12
• Customer Service Officer (Shift Required)	12
• Delivery Driver (Class 3 / 4).....	12
• Gardener	12
• 3D Designer	13
• E-Commerce Manager	13
• IT Director / Senior Manager (Special Projects)	13
• Senior Accounts Associate	13

- Management Associate..... 13
- Management Trainee..... 13
- Water Heater and Ceiling Fan Technician 13
- Marketing Executive 14
- Marketing Manager 14
- Car Mechanic 14
- Outdoor Sales Executive (AIRCON) 14
- Retail Sales Executive (Basic + Commission) 14
- Security Officer..... 14
- Senior Warehouse Supervisor..... 14
- Warehouse Assistant cum Forklift Driver 14
- Facility Executive..... 15
- Facility Manager..... 15
- Security Supervisor 15
- #4 GIORDANO..... 15**
- IT Assistant 15
- Customer Service Associate 16
- #5 HYSSES SINGAPORE PTE LTD 16**
- Retail Associate 16
- Retail Manager/Supervisor 17
- #6 MIND STRETCHER EDUCATION 19**
- Customer Relations Associate..... 20
- Part Time Teacher 20
- Student Care Teacher..... 21
- #7 MR COCONUT 21**
- Service Crew..... 22
- Contract Service Crew 22
- Contract Service Crew 22
- #8 MUJI (SINGAPORE) PTE LTD 23**
- Senior Retail Assistant / Retail Assistant..... 23
- Senior / Retail Supervisor..... 23
- Retail Manager..... 24

• Interior Advisors (Household)	25
• Senior Server / Server	25
• Senior Cook / Cook.....	26
#9 YA KUN KAYA TOAST	26
• Full Time Service Crew (Cashiering, Toasting & Brewing)	26
• Part Time Service Crew (Cashiering, Toasting & Brewing).....	27
• Cashier cum Q-Ambassador	27
• General Helper	27
• General Worker.....	27
• Outlet Trainee Manager.....	28
• Area Manager (F&B)	28
• Senior/ Area Executive	29
• Senior/ Executive, Business Development	30
• Account Executive	30
• HR Executive.....	31
#10 e2i SERVICES	32
• 1-to-1 Career Coaching	32
• 1-to-1 Resume consultation	32

#1 AMOREPACIFIC SINGAPORE PTE LTD

At Amorepacific, We Make A MORE Beautiful World. This is what we do. Under this mission, we pursued continuous innovation based on insight into nature and research on science and technology. We believe that beauty is completed by 'being true' to the unique and extraordinary characteristics of individuals, and therefore, Amorepacific shapes a future where we all discover our own innate beauty and pursue fulfilling lives.

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Beauty Advisor (Innisfree)	<ul style="list-style-type: none"> No experience are welcome, training will be provided Preferred to have 1 year of retail sales experience, in the beauty industry Proven sales track record Good interpersonal skills Independent, driven, possess initiative and optimistic A good team player Willing to work retail hours (shift work, weekends and public holidays) Passionate about the beauty and service industry 	<ul style="list-style-type: none"> Promote our brand's skincare/makeup/haircare products over the counter Build relationship with customers and deliver excellent customer service Perform skincare consultation and product demonstration over the counter to customers Meets personal and counter targets and complete tasks on time Ensure accuracy of stock level and transactions Ensure accurate sales entry in POS system and member database Ensure adequate protection measures in place for data are compliant with Personal Data Protection Act (PDPA) and Do Not Call (DNC) Ensure maintenance of store housekeeping and VMD display Maintains good conduct, complies with instructions, policies and regulations Accountable for cash till and deposit of cash, where applicable 	<ul style="list-style-type: none"> 5 day's work week 10am to 10pm Singapore 048424
Senior Beauty Advisor/Beauty Advisor (Sulwhasoo)	<ul style="list-style-type: none"> Minimum 1 years of retail sales experience, 	<ul style="list-style-type: none"> Maintain and establish good customer relations by giving prompt, polite and 	<ul style="list-style-type: none"> 6 day's work week Depends on Opening hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>preferably in the beauty industry</p> <ul style="list-style-type: none"> • Proven sales track record • Good interpersonal skills • Independent, driven, possess initiative and optimistic • A good team player • Willing to work retail hours (shift work, weekends and public holidays) • Passionate about the beauty and service industry 	<p>personable service at all times</p> <ul style="list-style-type: none"> • Demonstrate basic selling skills of approaching customer, building and closing sales • Provide accurate skin profiling consultation to every new customer • Educate the customer on product information and application • Register, maintain and update every customer in POS System • Book appointments and perform skincare consultations • Follow up on customers after product purchase via telephone and mail to ensure product satisfaction and build up regular customer base • Handle customer complaints and product returns • Maximize all opportunities and tools available to achieve targets set by Retail Manager • Merchandise and display counters according to the marketing focus of the month • Maintain high level of hygiene by cleaning counters, testers and displays regularly • Uphold and follow the grooming standard set by Sulwhasoo in the areas of makeup, hair, uniform and accessories • Establish good working relationship with other members of the team to maintain harmony at the counter • Follow instructions as directed by Retail Manager/Counter Manager 	<p>of shopping malls</p> <ul style="list-style-type: none"> • Singapore 048424

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Beauty Advisor (Laneige)	<ul style="list-style-type: none"> • Minimum 1 years of retail sales experience, preferably in the beauty industry • Proven sales track record • Good interpersonal skills • Independent, driven, possess initiative and optimistic • A good team player • Willing to work retail hours (shift work, weekends and public holidays) • Passionate about the beauty and service industry • Training will be provided 	<ul style="list-style-type: none"> • Promote our brand's skincare and makeup products over the counter • Provide skincare consultation to customers • Build relationship with customers and deliver excellent customer service • Perform product demonstration over the counter to customers • Meets personal and counter targets and complete tasks on time • Initiative and Ownership • Ensure accuracy of stock level and transactions • Ensure accurate sales entry in POS system • Ensure effective management and update of member database • Ensure maintenance of store housekeeping and VMD display • Provide customer with correct and accurate information on product • Maintains good conduct, complies with instructions, policies and regulations • Works effectively and co-operates with others to achieve a common goal • Interacts and expresses effectively (includes oral communication and body language) • Accountable for cash till; wherever applicable 	<ul style="list-style-type: none"> • 6 day's work week • 9.30am to 10pm • Singapore 048424
Beauty Therapist (Sulwhasoo)	<ul style="list-style-type: none"> • CIDESCO Diploma Certification • Minimum 1 year of beauty therapist experience • Good interpersonal skills 	<ul style="list-style-type: none"> • Provide professional advice to customers on treatments performed • Perform facial massage treatment • Analyze skin type and advise on daily skin care regime 	<ul style="list-style-type: none"> • 6 day's work week • Depends on Opening hours of shopping malls

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Independent, driven, possess initiative and optimistic A good team player Willing to work retail hours (shift work, weekends and public holidays) Passionate about the beauty and service industry 	<ul style="list-style-type: none"> Use a variety of treatments to treat individual skin conditions Use of brand's products tailored to a client's needs, taking into account skin type, skin condition, age and personal requirements Receiving bookings and arranging appointments Maintain good customer relationship and client records 	<ul style="list-style-type: none"> Singapore 048424

Click Here for Table of Content

#2 ASTONS GROUP

ASTONS Group has established itself as a household name synonymous with quality and affordability. It is also the trust that the group has earned as a homegrown brand dedicated to serving customers the very best - delicious and hand-prepared fare that makes them feel at home, accompanied by an experience they will remember for time to come, that drive ASTONS Group to become one of the leading food service companies in Singapore. ASTONS Group has established itself as a household name synonymous with quality and affordability. It is also the trust that the group has earned as a homegrown brand dedicated to serving customers the very best - delicious and hand-prepared fare that makes them feel at home, accompanied by an experience they will remember for time to come, that drive ASTONS Group to become one of the leading food service companies in Singapore. At present, ASTONS Group owns 11 brands, 14 concepts with 38 outlets islandwide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Management Trainee/Assistant Manager (Brand: Astons/Andes)	<ul style="list-style-type: none"> Minimum 2 years of managerial experience in F&B Ability to work in a fast-paced environment Able to commit on weekend and public holidays Display initiative, leadership qualities and ability to 	<ul style="list-style-type: none"> Ensuring that operations of the restaurant are run efficiently Monitor and responsible for the sales performance of the outlet Lead a team of staff to ensure that service and food standards are maintained at all times Ensure SOP are closely followed by the team to maintain food quality 	<ul style="list-style-type: none"> 5 day's work week Based on Schedule (flexible hours) Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> motivate oneself and team Food safety level 3 certification 	<ul style="list-style-type: none"> Enforce hygiene regulation and upkeep restaurant cleanliness and hygiene standards Handle feedback/complaints from the guests Any ad-hoc duties as assigned 	
Full Time Crew (Brand: Astons/Andes)	<ul style="list-style-type: none"> Ability to work in a fast-paced environment Work on weekend and public holidays Good customer service skills Teamwork 	<ul style="list-style-type: none"> Perform order taking, cashiering, suggest & recommend menu items appropriately Perform food ingredients and stations according to company's SOP & guidelines Perform opening & closing duties Attend and respond to guests' needs promptly & professionally Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support & closing requirement Any other ad-hoc duties as assigned by immediate superiors 	<ul style="list-style-type: none"> 5 day's work week Based on Schedule (flexible hours) Multiple locations
Crew Member (Brand: Chicaboo Fried Chicken)	<ul style="list-style-type: none"> Food Hygiene Certification Ability to work in a fast-paced environment Work on weekend and public holidays 	<ul style="list-style-type: none"> Perform order taking, cashiering, suggest & recommend menu items appropriately Perform food ingredients and stations according to company's SOP & guidelines Perform opening & closing duties Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support & closing requirement 	<ul style="list-style-type: none"> 5 day's work week Based on Schedule (flexible hours) Multiple locations
Management Trainee/Assistant Manager (Brand: Chicaboo Fried Chicken)	<ul style="list-style-type: none"> Minimum 2 years of managerial experience in F&B Able to commit on weekend and public holidays Display initiative, leadership qualities 	<ul style="list-style-type: none"> Ensuring that operations of the restaurant are run efficiently Monitor and responsible for the sales performance of the outlet Lead a team of staff to ensure that service and food 	<ul style="list-style-type: none"> 3 day's work week Based on Schedule (flexible hours) Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> and ability to motivate oneself and team • Food safety level 3 certification 	<ul style="list-style-type: none"> standards are maintained at all times • Ensure SOP are closely followed by the team to maintain food quality 	
Food Processing Worker	<ul style="list-style-type: none"> • Food Hygiene Certification • Ability to work in a fast-paced environment • Work on weekend and public holidays 	<ul style="list-style-type: none"> • Cutting, assemble, packing, labelling and prepare raw/food products etc. • Maintain cleanliness in the production kitchen 	<ul style="list-style-type: none"> • 5.5 day's work week • Based on Schedule (flexible hours) • Multiple locations
Assistant Manager (Brand: East Treasure Chinese Restaurant)	<ul style="list-style-type: none"> • Minimum 3 years of managerial experience in F&B • Possess working experience in Chinese Restaurant will be an added advantage • Food Hygiene Certification • Ability to work in a fast-paced environment • Able to work on weekend and public holidays 	<ul style="list-style-type: none"> • Assists in daily operation tasks (eg: taking orders, cashiering, consolidation of daily sales, attend to reservation phone calls and preparation/ serving food & beverages, etc.) • Ensure dining customers satisfaction • Manage the restaurant to meet or exceed standards in food, service quality, safety and cleanliness • Reviewing customer surveys to develop and implement ways to improve customer service 	<ul style="list-style-type: none"> • 5.5 day's work week • Based on Schedule (flexible hours) • Multiple locations
Service Crew (Brand: East Treasure Chinese Restaurant)	<ul style="list-style-type: none"> • Possess working experience in Chinese Restaurant will be an added advantage • Food Hygiene Certification • Ability to work in a fast-paced environment • Able to work on weekend and public holidays 	<ul style="list-style-type: none"> • Able to multi-tasks • Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support & servicing • Maintain restaurant cleanliness • Food service according to restaurant SOP 	<ul style="list-style-type: none"> • 5 day's work week • Based on Schedule (flexible hours) • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Assistant (Brand: East Treasure Chinese Restaurant)	<ul style="list-style-type: none"> • Possess working experience in Chinese Restaurant will be an added advantage • Food Hygiene Certification • Ability to work in a fast-paced environment • Able to work on weekend and public holidays 	<ul style="list-style-type: none"> • Able to multi-tasks • Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support and servicing • Assist Head Chef for kitchen daily operations (food ordering/ FIFO/ food wastage/ inventory/food preparation) 	<ul style="list-style-type: none"> • 5 day's work week • Based on Schedule (flexible hours) • Multiple locations
Kitchen/ Service Crew (Brand: East Treasure Prawn Noodle)	<ul style="list-style-type: none"> • Food Hygiene Certification • Ability to work in a fast-paced environment • Able to work on weekend and public holidays 	<ul style="list-style-type: none"> • Able to multi-tasks • Maintain restaurant cleaning, housekeeping, dishwashing, kitchen support and servicing • Maintain restaurant cleanliness • Food service according to restaurant SOP 	<ul style="list-style-type: none"> • 5 day's work week • Based on Schedule (flexible hours) • Multiple locations

#3 GAIN CITY

Singapore's largest air conditioner retailer, as well as one-stop retailer for consumer electronics.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Assistant	<ul style="list-style-type: none"> • Good communications and interpersonal skills 	<ul style="list-style-type: none"> • General accounting duties 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Singapore 569500
Air Conditioning (AC) Installer	<ul style="list-style-type: none"> • Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> • Perform installation of HVAC related equipment following company policies and manufacturer's specifications 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Singapore 569500

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Aircon Repair & Servicing Technician / Assistant Technician	<ul style="list-style-type: none"> At least 1 year hands-on experiences in installation, maintenance, troubleshooting and/or repairs in air-con systems 	<ul style="list-style-type: none"> Installation and troubleshooting of air conditioning system 	<ul style="list-style-type: none"> 6 day's work week 44 hours per week Singapore 569500
Bus Driver	<ul style="list-style-type: none"> Valid Class 3 & 4 Driving Licence 	<ul style="list-style-type: none"> Drive bus to pick up and drop off passengers at designated locations 	<ul style="list-style-type: none"> 6 day's work week 44 hours per week Singapore 569500
Business Development Director/ Senior Manager	<ul style="list-style-type: none"> Minimum 8 years of relevant working experience in business development 	<ul style="list-style-type: none"> Identify trendsetter ideas, discovers and explores new business opportunities in partnership with internal department 	<ul style="list-style-type: none"> 5 day's work week 44 hours per week Singapore 569500
Cashier	<ul style="list-style-type: none"> Customer service oriented 	<ul style="list-style-type: none"> Handle daily cashiering duties 	<ul style="list-style-type: none"> 6 day's work week 44 hours per week Singapore 569500
Compliance Director / Manager	<ul style="list-style-type: none"> Possess at least a Degree with minimum 10 years of relevant working experience 	<ul style="list-style-type: none"> Lead the Compliance and Investigation team and ensure compliance investigation process is appropriately conducted 	<ul style="list-style-type: none"> 5 day's work week 44 hours per week Singapore 569500
Customer Service Officer (Shift Required)	<ul style="list-style-type: none"> Minimum 1 year of experience in the related field 	<ul style="list-style-type: none"> Managing large amount of incoming calls and customer service inquiries 	<ul style="list-style-type: none"> 5 day's work week 44 hours per week Singapore 569500
Delivery Driver (Class 3 / 4)	<ul style="list-style-type: none"> Valid Class 3 / 4 Driving Licence 	<ul style="list-style-type: none"> Ensure timely collection and delivery of goods 	<ul style="list-style-type: none"> 6 day's work week 44 hours per week Singapore 569500
Gardener	<ul style="list-style-type: none"> Endure physical movements 	<ul style="list-style-type: none"> Maintenance of plants, shrubs, trees, flowerbed, grass turfs, irrigation system. 	<ul style="list-style-type: none"> 6 day's work week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	throughout work area		<ul style="list-style-type: none"> • 44 hours per week • Singapore 569500
3D Designer	<ul style="list-style-type: none"> • Minimum of 3 years' relevant work experience 	<ul style="list-style-type: none"> • Create storyboards to visualize scenes and establish realistic environments for projects and visual effects 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Singapore 569500
E-Commerce Manager	<ul style="list-style-type: none"> • Bachelor's Degree in Business Administration, Marketing, E-Commerce, or related field. 	<ul style="list-style-type: none"> • Accountable for e-commerce business KPIs including, but not limited to, revenue, traffic, conversion, ROAS, margin, inventory, customer feedback, etc. 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Singapore 569500
IT Director / Senior Manager (Special Projects)	<ul style="list-style-type: none"> • Minimum 10 years' experience in Information Technology and Data Management 	<ul style="list-style-type: none"> • Develop goals and strategies to ensure the IT department runs smoothly and effectively 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Singapore 569500
Senior Accounts Associate	<ul style="list-style-type: none"> • Possess minimum 1 year of experience in handling full set of accounts 	<ul style="list-style-type: none"> • Responsible for full set of accounting functions 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Singapore 569500
Management Associate	<ul style="list-style-type: none"> • Bachelor's Degree in any disciplines or relevant 	<ul style="list-style-type: none"> • Completing all assigned tasks and assisting with day-to-day operations 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Singapore 569500
Management Trainee	<ul style="list-style-type: none"> • Bachelor's Degree in any disciplines or relevant 	<ul style="list-style-type: none"> • Completing all assigned tasks and assisting with day-to-day operations 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Singapore 569500
Water Heater and Ceiling Fan Technician	<ul style="list-style-type: none"> • Technical proficiency in electrical work 	<ul style="list-style-type: none"> • Install and repair ceiling fans and/or water heaters 	<ul style="list-style-type: none"> • 5 day's work week • 44 hours per week • Singapore 569500

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Marketing Executive	<ul style="list-style-type: none"> Diploma in Marketing, Business, Communications or equivalent. 	<ul style="list-style-type: none"> Involved in the brainstorming, organising, planning and execution of marketing campaigns including social media. 	<ul style="list-style-type: none"> 5 day's work week 44 hours per week Singapore 569500
Marketing Manager	<ul style="list-style-type: none"> Bachelor's Degree in Marketing, Business, or related discipline 	<ul style="list-style-type: none"> Overseeing promotional campaigns KPIs, ensuring that KPIs are achieved within budget and maximizing profits 	<ul style="list-style-type: none"> 5 day's work week 44 hours per week Singapore 569500
Car Mechanic	<ul style="list-style-type: none"> At least 2 years of working experience in the truck service and repair 	<ul style="list-style-type: none"> Perform vehicle service and repair 	<ul style="list-style-type: none"> 5 day's work week 44 hours per week Singapore 569500
Outdoor Sales Executive (AIRCON)	<ul style="list-style-type: none"> Possess a valid Class 3 Driving Licence 	<ul style="list-style-type: none"> Perform site surveys according to daily schedule 	<ul style="list-style-type: none"> 5 day's work week 44 hours per week Singapore 569500
Retail Sales Executive (Basic + Commission)	<ul style="list-style-type: none"> Basic understanding of sales principles and customer service practices 	<ul style="list-style-type: none"> Achieve personal and department's sales target on a monthly, quarterly and yearly basis 	<ul style="list-style-type: none"> 6 day's work week 44 hours per week Singapore 569500
Security Officer	<ul style="list-style-type: none"> Minimum Secondary Education with at least 2 years of relevant security experiences as a registered SO with PLRD 	<ul style="list-style-type: none"> Conduct general security related duties 	<ul style="list-style-type: none"> 6 day's work week 44 hours per week Singapore 569500
Senior Warehouse Supervisor	<ul style="list-style-type: none"> Minimum Diploma in Logistics and Supply Chain or equivalent 	<ul style="list-style-type: none"> Organize and maintain inventory and storage area 	<ul style="list-style-type: none"> 6 day's work week 44 hours per week Singapore 569500
Warehouse Assistant cum Forklift Driver	<ul style="list-style-type: none"> Relevant working experience in 	<ul style="list-style-type: none"> Warehouse housekeeping 	<ul style="list-style-type: none"> 6 day's work week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	store/warehouse environment		<ul style="list-style-type: none"> • 44 hours per week • Singapore 569500
Facility Executive	<ul style="list-style-type: none"> • Minimum secondary education 	<ul style="list-style-type: none"> • Conduct routine inspections and site surveys of the building premises, facilities and building services system 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Singapore 569500
Facility Manager	<ul style="list-style-type: none"> • Diploma/Degree in Engineering/Building or any relevant field. Must possess FSM cert 	<ul style="list-style-type: none"> • Key person in charge of building premises, facilities and building services system 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Singapore 569500
Security Supervisor	<ul style="list-style-type: none"> • Minimum Secondary Education with at least 3 years of relevant security experiences as a registered SSO with PLRD 	<ul style="list-style-type: none"> • Supervise the conduct of general security related duties 	<ul style="list-style-type: none"> • 6 day's work week • 44 hours per week • Singapore 569500

#4 GIORDANO

A leading international retailer of men's, women's and children's apparel, Giordano embodies today's contemporary lifestyle choices — simplicity in design and quality in substance. Established in 1981, Giordano now employs over 9,100 staff, with over 2,100 shops operating in more than 30 countries and regions worldwide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
IT Assistant	<ul style="list-style-type: none"> • 1 year experience in IT Management • A general knowledge of a wide scope of issues, IT strategy and IT architecture • Commercially focused, well-organized and able to work effectively in a fast-paced environment 	<ul style="list-style-type: none"> • Install and configure the relevant hardware and software for shops, office and distribution, including products procurement and routine checks • Carry out IT function during stock take process • Upload daily FTP sales • Create and update user list and user address for intranet and the email system 	<ul style="list-style-type: none"> • 5 day's work week • 9am to 6pm • Singapore 408723

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Liaise with network providers for the smooth operation in Singapore • Support IT functions of online sales platforms • Perform any other duties as assigned 	
Customer Service Associate	<ul style="list-style-type: none"> • Minimum 'N', 'O' Levels or ITE qualification • No working experience required • Willing to work on 3 rotating shift • Able to work on weekends and Public Holidays • Outgoing, well groomed and customer service oriented 	<ul style="list-style-type: none"> • Provide customer service to walk in customers • Manage and replenish stocks • Cashier duties • Assist shifting of store displays and visual merchandising display • Keep the store clean & tidy and housekeeping duties 	<ul style="list-style-type: none"> • 5.5 day's work week • 10am to 10pm • Multiple locations

#5 HYSSES SINGAPORE PTE LTD

HYSSES is an aromatherapy company established in Singapore by Ms Cheryl Gan. It specialises in all-natural aromatherapy products which includes home scents and essential oils. The brand translated is "arts from the village", which embodies an authentic and pure sense of respect for nature and native communities. HYSSESS prides itself on organic ingredients which are handpicked from native sources which thrive under naturally optimum environments which are sustainable.

In HYSSES, we work on many things all the time. We work fast and we work together. If you are ready to take charge of your career, join us!

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Retail Associate	<ul style="list-style-type: none"> • Experience in customer service, sales, or a related field is typically preferred • Ability to provide consultative product usage and styling advice preferred 	<p>Sales and Customer Service:</p> <ul style="list-style-type: none"> • Demonstrate, promote, and sell products, ensuring a deep understanding of the product line • Collaborate with the marketing and merchandising teams to execute sales strategies effectively 	<ul style="list-style-type: none"> • 5 days' work week • 11am to 930pm • Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work flexible shifts, including evenings and weekends, in a retail environment • Customer-focused, result-oriented, independent, highly motivated, and proactive • Proficiency in English to effectively handle queries and feedback from diverse customers and associates • Basic technical skills: May be required to use technology such as point-of-sale systems, inventory management systems, and customer relationship management (CRM) software 	<ul style="list-style-type: none"> • Drive and achieve individual sales targets while fostering a collaborative team environment • Provide exemplary customer service, consistently upholding high standards of service excellence • Proactively engage with customers to build and maintain a regular customer base • Uphold the company's image as a prestigious and luxurious brand at all times <p>Retail Operations:</p> <ul style="list-style-type: none"> • Assist in managing day-to-day store operations and procedures, ensuring smooth and efficient store functioning • Monitor and manage inventory levels, reporting discrepancies or low stock items to operation managers • Support inventory counts and accurate record-keeping of stock levels • Responsible for restocking merchandise, maintaining store cleanliness, and ensuring overall store organization • Adhere to shop day-to-day operations procedures, including opening and closing responsibilities • Collaborate with the operations team to implement process improvements 	
Retail Manager/Supervisor	<ul style="list-style-type: none"> • Experience in customer service, sales, or a related field is typically 	<p>Duties include but are not limited to: You shall report directly to the Operation and Sales Manager</p>	<ul style="list-style-type: none"> • 5 days' work week • 11am to 930pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>preferred (minimum 3 years as a supervisory role)</p> <ul style="list-style-type: none"> • Ability to provide consultative product usage and styling advice preferred • Able to work flexible shifts, including evenings and weekends, in a retail environment • Customer-focused, result-oriented, independent, highly motivated, and proactive • Proficiency in English to effectively handle queries and feedback from diverse customers and associates • Basic technical skills: May be required to use technology such as point-of-sale systems, inventory management systems, and customer relationship management (CRM) software • Strong sales focus and proven results in Sales & Performance KPI, Inventory Management and Loss Prevention 	<p>or any other person delegated by the Company.</p> <ul style="list-style-type: none"> • Provide excellent product knowledge to all clients, customers and partners • Promote and sell of Personal Care and Home Scent Products • Greet customers and assist them in locating desired items • Driven in making sales by engaging walk-in customers, as well as answering phone requests or enquires • Proactive in suitable product recommendations and providing advice to any product or brand queries or complaints • Demonstrate or showcase the store's products in a way to provide excellent service to customers • Look after customers and guests welfare • Initiate Customer Relations Management programs to ensure client loyalty • Achieve Sales Target as a team • Achieve and maintain a minimum personal sales target • Handle and perform payment process and balancing i.e. balancing cash and card payments with receipts • Operate and perform all POS equipment accurately • Accountable for daily payments tally and transactions. If amount is short, you will be held liable together with person/s who are on duty for that day 	<ul style="list-style-type: none"> • Multiple locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Receive and process stocks received • Order, replenish and maintain merchandise display • Update of inventory records in the system • Perform housekeeping to maintain overall presentation of the shop in terms of merchandising, cleanliness, tidiness and display of products, equipment and tools at all times • Manage day to day operations of the shop i.e. work roster, housekeeping, stock inventory, customer service, etc. • Participate in ongoing trainings within or outside the Company • To conduct yourself in an ethical and professional manner at all times • Ensure compliances of uniform, grooming, verbiage, computer usage, sales, operations and any other guidelines established by the Company from time to time. • Staff is also expected to attend monthly meeting back in HQ and to complete work related short written test (Eg: Product knowledge), and to provide updates / feedback on Products to the management team 	

#6 MIND STRETCHER EDUCATION

Management Consultancy (Education Support Services)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Relations Associate	<ul style="list-style-type: none"> • Obtained a NITEC Certificate, Diploma, or Degree in any field • Be proficient with MS Office (Word and Excel) 	<p>What a day-in-your-life would look like:</p> <ul style="list-style-type: none"> • Champion all queries and requests from walk-ins/emails/phone calls in a professional, trustworthy, and prompt manner • Assist in the day-to-day operations & administration of center 	<ul style="list-style-type: none"> • 5 days per work week • Able to work 4 weekdays (1.15pm to 9.45pm), and 1 weekend (8.15am to 6.45pm) • Multiple locations
Part Time Teacher	<ul style="list-style-type: none"> • Passionate about teaching (subjects can include any of the following: English, Maths, Science, A Maths, Pure Chemistry/Physics) • Want to inspire students in their learning journey • Preferably NIE-Trained, OR have a relevant University Degree • Preferably have at least 3-4 years of relevant teaching experience (in tuition centres, enrichment centres and/or MOE schools) • Able to demonstrate mastery of teaching pedagogy • Willing to travel to different centres in Singapore to teach • Willing to teach lessons online • Entry Level candidates from university are also welcome to apply 	<ul style="list-style-type: none"> • Conduct lessons with infectious enthusiasm • Monitor and track progress of students • Give regular feedback to parents on students' learning progress • Inspire students in their learning journey 	<ul style="list-style-type: none"> • 2 days per work week • Weekdays (1.15pm to 9.45pm) Weekend (8.15am to 6.45pm) • Multiple locations

	(Training will be provided)		
Student Care Teacher	<ul style="list-style-type: none"> • Minimum 'O' Level with 1-2 years of relevant experience • Team player with a "can-do" attitude • Bubbly and cheerful personality 	<p>To facilitate and carry out the following daily operations routine:</p> <ul style="list-style-type: none"> • Set appropriate classroom rules • Ensure that the classroom has an environment that is clean and conducive to work in at all times • Students are to be supervised at all times • To adhere to the routine and rules of the centre • To ensure the safety and security of the students during student care hours • To facilitate social interactions among students and provide support and encouragement should a need arises • To be familiar with a student's medical conditions and dietary restrictions, etc. • To adhere to the specific guidelines given by the Centre Manager as well as the roles assigned by the Centre Manager • To work as a team and share the collective responsibilities • Maintain order and cleanliness in the classrooms 	<ul style="list-style-type: none"> • 5 days per work week • Monday to Friday (10am to 7pm) School Holiday (7pm to 4.30pm / 10am to 7pm) • Multiple locations

#7 MR COCONUT

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew	<ul style="list-style-type: none"> • Team player with and strong sense of ownership • Service-oriented and excellent customer service • Able to work weekends, public holidays on 5 days per week • Independent, multi-tasking and able to work in a fast-paced working environment 	<ul style="list-style-type: none"> • Ensure daily operation activities such as Cashiering, Product-Making, Cleaning duties etc. are carried out according to company guidelines. • Attend to customers promptly with greetings and smiles. Handle Customer Service-related matters. • Keep workplace clean and tidy. • Involve in daily opening and closing of outlets. 	<ul style="list-style-type: none"> • 5 days' work week • 44 hours per week • Singapore 758202
Contract Service Crew	<ul style="list-style-type: none"> • Team player with and strong sense of ownership • Service-oriented and excellent customer service • Able to work weekends, public holidays on 4 days per week • Independent, multi-tasking and able to work in a fast-paced working environment 	<ul style="list-style-type: none"> • Ensure daily operation activities such as Cashiering, Product-Making, Cleaning duties etc. are carried out according to company guidelines • Attend to customers promptly with greetings and smiles • Handle Customer Service-related matters • Keep workplace clean and tidy • Involve in daily opening and closing of outlets 	<ul style="list-style-type: none"> • 4 days' work week • 36 hours per week • Singapore 758202
Contract Service Crew	<ul style="list-style-type: none"> • Team player with and strong sense of ownership • Service-oriented and excellent customer service • Able to work weekends, public holidays 	<ul style="list-style-type: none"> • Ensure daily operation activities such as Cashiering, Product-Making, Cleaning duties etc. are carried out according to company guidelines • Attend to customers promptly with greetings and smiles • Handle Customer Service-related matters • Keep workplace clean and tidy 	<ul style="list-style-type: none"> • 5 days' work week • 30 hours per week • Singapore 758202

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> on 5 days per week Independent, multi-tasking and able to work in a fast-paced working environment 	<ul style="list-style-type: none"> Involve in daily opening and closing of outlets 	

#8 MUJI (SINGAPORE) PTE LTD

About MUJI

“Lower priced for a reason.” This phrase encapsulates how MUJI first began in 1980. We launched products that might almost be regarded as substandard if based on traditional criteria. Focusing on our three priorities of “selection of materials,” “streamlining of processes,” and “simplification of packages,” we have grown into a brand with over 7,000 no-frills quality products.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Retail Assistant / Retail Assistant	<ul style="list-style-type: none"> Minimum GCE 'N' level with 1 – 2 years of retail experience will be an added advantage Able to perform shifts including weekends and Public Holidays Positive and with passion in retail industry Like interacting with customers and have an eye for details Articulate and outgoing Result oriented and good team player Able to start work at short notice 	<ul style="list-style-type: none"> Provide excellent customer service Achieve sales target Inventory checking Maintain and housekeep the retail outlet and storeroom Perform POS and cashiering transaction 	<ul style="list-style-type: none"> 5 days' work week 9.30am to 6.30pm 10.00am to 7.00pm 1.00pm to 10.00pm 1.30pm to 10.30pm Multiple locations
Senior / Retail Supervisor	<ul style="list-style-type: none"> Minimum GCE 'O' Level with at least 2 years of supervisory experience in retail 	<ul style="list-style-type: none"> To lead a team of retail staff for day to day sales and operations duties To plan duty roster and sales targets 	<ul style="list-style-type: none"> 5 days' work week 9.30am to 6.30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> industry will be an added advantage To have positive attitude and with passion in retail Like interacting with customers and have an eye for details Good Interpersonal and communications skill Able to multi-task and work under pressure Able to start work at short notice 	<ul style="list-style-type: none"> To deliver good customer service in fast-paced environment To maintain Visual Display and Merchandising of retail store according to company's standard To guide staff on POS and cashiering transaction To conduct on-the-job training and customer service training for the retail staff To prepare weekly and monthly reports 	<ul style="list-style-type: none"> 10.00am to 7.00pm 1.00pm to 10.00pm 1.30pm to 10.30pm Multiple locations
Retail Manager	<ul style="list-style-type: none"> Minimum Diploma in Retail Management or related disciplines Possess strong leadership with good planning and organization skills Possess good ability to demonstrate problem solving and analytical skills with pro-active approach Preferably with 3 Years Managerial position Positive disposition with a passion for retail industry 	<ul style="list-style-type: none"> Reporting to the Block Manager To lead and motivate team of retail staff to achieve sales targets, with high standard of performance, good team work, effective communication, consistent positive result, continuous improvement and with excellent customer service To ensure the optimal sales, merchandise mix and stock holding To analyse sales results and to implement constructive idea for increasing revenue To develop Improvement plan for the store To work closely with Merchandising and Visual Merchandising Team on inventory and store display To conduct on-the-job training and customer service training for the retail staff To handle customers' feedback and complaints To coordinate the received/delivery inventory control ordering 	<ul style="list-style-type: none"> 5 days' work week 9.30am to 6.30pm 10.00am to 7.00pm 1.00pm to 10.00pm 1.30pm to 10.30pm Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To handle cost control and store expenses To ensure service level and to increase store operations efficiency. 	
Interior Advisors (Household)	<ul style="list-style-type: none"> Minimum Diploma in Interior Design or its equivalent Preferably with at least 2 years relevant experience Hands-on skills of AutoCAD and relevant design tools Possess Customer oriented mindset Attentive and creative Energetic and enthusiastic individual whom is open to new challenges Familiar with MUJI products especially in household 	<ul style="list-style-type: none"> Provide interior consultation to customers regarding layout design furniture selection and storage advice Perform customer relations management including after follow up call or email Provide service and exercise store's Household Department to ensure budget achievement Participate in organizing customer event related to Interior Advisor program Provide training of advanced selling skill and product knowledge to all household staff To work with Visual Merchandising to plan and set up fabrics, furniture, houseware display, design selling tools for household department such as brochures, POP and etc. To work with Japan team on the enhancement of furniture merchandize assortment, product knowledge, features information sharing, safety test assurance and launch plan. To assist Store In-Charge to deal with the Complaint or enquiry and general operation 	<ul style="list-style-type: none"> 5 days' work week 9.30am to 6.30pm 10.00am to 7.00pm 1.00pm to 10.00pm 1.30pm to 10.30pm Multiple locations
Senior Server / Server	<ul style="list-style-type: none"> At least 1-2 years of working experience in Hospitality or F&B industry 	<ul style="list-style-type: none"> Attend and greet customers Maintain high quality of food preparation/handling and hygiene standards at all time 	<ul style="list-style-type: none"> 5 days' work weeks 10.30am to 8.30pm Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Passion for delivering exceptional levels of customer service • Able to multi-task and work in a high volume and fast-paced environment • Able to perform shifts including weekends and Public Holidays • Able to start work at short notice 	<ul style="list-style-type: none"> • Maintain cleanliness of equipment, workstations and café environment • Performs POS and cashiering transaction 	
Senior Cook / Cook	<ul style="list-style-type: none"> • GCE 'N' Level or equivalent • At least 1-2 years of working experience in Hospitality or F&B industry • Computer literacy • Able to multitask and work in a high volume and fast-paced environment • Able to perform shifts including weekends and Public Holidays • Able to start work at short notice 	<ul style="list-style-type: none"> • To prepare all food according to menu /recipes • To maintain high quality of food preparation and hygiene standards at all time • To ensure cleanliness and safety are maintained throughout all kitchen areas at all times and are according to food hygiene regulations 	<ul style="list-style-type: none"> • 5 days' work weeks • 10.30am to 8.30pm • Multiple locations

#9 YA KUN KAYA TOAST

From its humble beginnings as a modest coffee stall in the 1940s, the name of Ya Kun has become synonymous with unparalleled kaya toast and irresistibly fragrant coffee and tea, enjoyed amidst a cosy atmosphere. Today, Ya Kun continues to delight fans and to attract converts.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Full Time Service Crew (Cashiering, Toasting & Brewing)	<ul style="list-style-type: none"> • Can stand long hours and work under hot kitchen environment • No experience is required but must have positive 	<ul style="list-style-type: none"> • Responsible for manning the outlet stations and product preparation • Toasting, brewing, cooking, cashier and general cleaning duties 	<ul style="list-style-type: none"> • 6 days' work week • 8 hours range between 7am to 10pm (AM/PM rotating shift)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> attitude and be prepared to work hard Customer-centric, service-oriented and a team player 	<ul style="list-style-type: none"> Compliance with NEA safety and hygiene standard requirements Provide good customer service and product quality Perform other duties as assigned by the Supervisor 	<ul style="list-style-type: none"> Multiple locations
Part Time Service Crew (Cashiering, Toasting & Brewing)	<ul style="list-style-type: none"> Can stand long hours and work under hot kitchen environment No experience is required but must have positive attitude and be prepared to work hard Customer-centric, service-oriented and a team player 	<ul style="list-style-type: none"> Responsible for manning the outlet stations and product preparation Toasting, brewing, cooking, cashier and general cleaning duties Compliance with NEA safety and hygiene standard requirements Provide good customer service and product quality Perform other duties as assigned by the Supervisor 	<ul style="list-style-type: none"> 2 to 6 days' work week 4 to 8 hours range between 7am-10pm (Flexi timing subject to work schedule) Multiple locations
Cashier cum Q-Ambassador	<ul style="list-style-type: none"> Continuously standing during the working hours Good and positive attitude Have a cheerful disposition Good communication skills 	<ul style="list-style-type: none"> Responsible to manage the queue and crowd during peak hours Promote our merchandise items Provide good customer service Assist to re-stock kaya, slot sleeves cups and fold the paper cut board Need to assist in taking orders from customer Perform other duties as assigned by the Supervisor 	<ul style="list-style-type: none"> 2 to 6 days' work week 4 to 8 hours range between 7am-10pm (Flexi timing subject to work schedule) Multiple locations
General Helper	<ul style="list-style-type: none"> Can stand long hours Good personal hygiene No need experience 	<ul style="list-style-type: none"> Keep and clean tables Wash dishes eg: cups, plates and utensils Throw rubbish General cleaning Sweep and mop the floor Follow instruction given by manager 	<ul style="list-style-type: none"> 2 to 6 days' work week 4 to 8 hours range between 7am-10pm (Flexi timing subject to work schedule) Multiple locations
General Worker	<ul style="list-style-type: none"> Good personal hygiene Must be able to communicate in 	<ul style="list-style-type: none"> Wash and maintain the cleanliness of toilet 	<ul style="list-style-type: none"> 6 days per work week 8.30am to 5pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Mandarin as need to work with mandarin speaking only colleagues/ suppliers</p> <ul style="list-style-type: none"> • Able to stand long hours and work in a fast-paced environment 	<ul style="list-style-type: none"> • Always maintain cleanliness and neatness of the office and kitchen area • Follow instruction given by manager 	<ul style="list-style-type: none"> • Singapore 757437
Outlet Trainee Manager	<ul style="list-style-type: none"> • Minimum NITEC or equivalent • At least 2 years' experience in F&B retail experience and competent in basic of MS Office • Strong organizational and multitasking abilities • Ability to converse in both English and Mandarin with Mandarin speaking only staff/ customers to assist their requests and concerns • Positive attitude and diligent with high energy level to manage in a fast-paced work environment 	<ul style="list-style-type: none"> • Assist in day to day outlet operations including main job functions ensuring outlet QSC, sales driving, costs managing and ensuring compliance with health and safety standards • Provide excellent customer service by addressing inquiries, resolving issues, and ensuring a positive overall customer experience • Assist in training new and existing staff on Company policies, product knowledge, and customer service best practices • Collaborate with team members to achieve operational goals and maintain a positive work environment • Contribute to sales targets by actively promoting products, upselling, and implementing effective sales strategies 	<ul style="list-style-type: none"> • 6 days per work week • 10 hours range between 7am to 10pm (AM/PM rotating shift) • Multiple locations
Area Manager (F&B)	<ul style="list-style-type: none"> • Highly motivated, customer-centric and good team player • Have an eye for details and possess good project/ programme management skills • Possess strong interpersonal, communication and leadership skills 	<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 	<ul style="list-style-type: none"> • 6 days per work week • 8 hours range between 7am-10pm (AM/PM rotating shift) • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • 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 	
Senior/ Area Executive	<ul style="list-style-type: none"> • Previous experience in a supervisory or managerial role in the F&B industry • Strong leadership and communication skills • Excellent organizational and problem-solving abilities • Knowledge of food safety regulations and best practices • Ability to work flexible hours, including weekends and holidays, as required 	<ul style="list-style-type: none"> • Ensure smooth day-to-day operations of F&B kiosks including inventory management, cleanliness, and adherence to health and safety regulations • Develop and implement operational procedures to streamline processes and improve efficiency to maximize revenue and profitability • Develop and implement operational procedures to streamline processes and improve efficiency • Recruit, train, and supervise staff members at kiosks, setting clear expectations and provide ongoing coaching and feedback to ensure high levels of performance • Manage staff schedules and labour costs effectively • Maintain a high standard of customer service and address any customer concerns or complaints promptly and professionally • Prepare and manage budgets for kiosks, including sales targets, expenses, and profit margins by monitoring financial performance and implement cost-saving measures where necessary • Develop and execute marketing initiatives to 	<ul style="list-style-type: none"> • 6 days per work week • 8 hours range between 7am-10pm (AM/PM rotating shift) • Multiple locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		attract customers and drive sales, such as promotions, events, and loyalty programs <ul style="list-style-type: none"> • Ensure the quality and consistency of products served at kiosks by conducting regular inspections and audits to uphold food safety standards and compliance with regulations 	
Senior/ Executive, Business Development	<ul style="list-style-type: none"> • Ability to develop good relationships with current and potential clients • Possess strong negotiation and problem solving skills • Good organisational skills, personal time management and keen attention to details • Strong oral and written interpersonal and communication skills • Well-versed in Microsoft Office applications 	<ul style="list-style-type: none"> • Perform store development and related support activities • Responsible for handling all lease matters • Perform initiating and negotiating standard and non-standard commercial contracts including submission of tenders and bids • Manage fruitful relationships with business associates, partners and stakeholders and address their needs effectively • Developing and executing store development plans to achieve corporate objectives • To research and identify new store opportunities and to attract new clients • Creating informative presentations; presenting and delivering information to potential clients at client meetings • Maintain knowledge of all product and service offerings of the company • To identify and manage business risks 	<ul style="list-style-type: none"> • 5 days per work week • 9am to 6pm • Singapore 159929
Account Executive	<ul style="list-style-type: none"> • Good knowledge of Point-of-Sale systems and cashless solutions is highly regarded 	<ul style="list-style-type: none"> • Responsible for all aspects of financial and management reporting functions, business analysis in all aspects, including cash flow 	<ul style="list-style-type: none"> • 5 days per work week • 9am to 6pm • Singapore 159929

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Familiar with Singapore FRS and Singapore Income Tax • Knowledge of SAP B1 ERP is an advantage • Systematic, meticulous, collaborative and able to work independently • Must be proficient in MS Office (Word, Excel) • Bilingual in English and Chinese (to be able to liaise with Mandarin-speaking associates) 	<p>management, taxation, reconciliations, voucher redemption, GTO submission, daily sales and account receivable related matters</p> <ul style="list-style-type: none"> • Ensure timely supplier payments and staff claims • Preparation and submission of GST returns • Responsible for overseas subsidiary • Liaise with internal and external stakeholders on accounting-related tasks • Other duties and ad-hoc projects as assigned 	
HR Executive	<ul style="list-style-type: none"> • Understanding of Singapore employment laws and HR practices • Self-driven, a team player and well-organised with the ability to work in a mature, constructive and independent manner with little supervision • Fast learner, hands-on, meticulous, resourceful and must be able to multi-tasks • Flexibility to adjust and contribute to continually evolving work situation and changes • Proficient in MS Office especially in Excel and Word • Proficient in HR software - Timesoft will be an added advantage 	<ul style="list-style-type: none"> • Responsible on Human Resources planning, with key focus on employee engagement, compensation and benefits, recruiting, hiring and retaining talent • Manage full cycle of recruitment for rank & file positions, not limited to: post advertisement, sourcing for various avenues to attract talents, filtering resumes, conduct interview, shortlisting potential candidates, orientation and training etc. • Participate in all assigned recruitment activities - various institutions, career fairs, outlet recruitments etc. • Targeted approach to drive recruitment outcome in a cost-effective and timely manner • Responsible to achieve a given set of hiring number targets daily 	<ul style="list-style-type: none"> • 5 days per work week • 9am to 6pm • Singapore 159929

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good command of written and spoken in English and Mandarin to interact with Chinese speaking employees • Able to work overtime as required 	<ul style="list-style-type: none"> • Formulate and implement strategic recruitment plans and initiatives to meet urgent manpower needs • Assist on/ off-boarding process including new hire orientation, confirmation and exit interviews • Assist to consolidate yearly staff appraisals, promotions, and salary reviews • Liaise with government authorities and agencies on employee related matters • Other duties, ad-hoc HR and admin projects to meet the organizational goals and initiatives assigned by the superior 	

#10 e2i SERVICES

Services provided	Details
1-to-1 Career Coaching	<p>Our career coaches can offer you invaluable assistance such as:</p> <ul style="list-style-type: none"> • Uncovering your career interests and goals • Assessing your current employability gaps • Expanding your job search resources and knowledge of the job market • Recommending relevant workshops to boost your skills and employability • Providing personalised job matching services • Offering support and building your confidence to advance in your career journey
1-to-1 Resume consultation	<p>Our career coaches can offer you invaluable assistance such as:</p> <ul style="list-style-type: none"> • Customizing your resume by highlighting your Unique Selling Points (USPs) targeted at the role that you wish to apply for • Learning how to leverage on our resume builder platform to customize your resume

Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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



<https://e2i.com.sg/app>

Click Here for Table of Content

NTUC Job Security Council’s Telegram Channels

Be alerted daily on the latest job vacancies from hiring

You can also reach them at the following centres (By appointment only):

- Subscribe to **PMET Jobs-Alert**
(e.g. Analysts, Engineers, Executives, Technicians, etc)

📍 **e2i west**
<https://bit.ly/jsc-ja-pmet>
 Devan Nair Institute of Employment and Employability
 80 Jurong East St 21 Level 2
 Singapore 609607

- Subscribe to **Non-PMET Jobs-Alert**
(e.g. Temporary, part-time jobs, operators, Saturday 9am to 11pm)

<https://bit.ly/jsc-ja-nonpmet>
 Sunday & Public Holiday: Closed



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