

# Lifestyle Sectoral Jobs And Skills Fair

[6 March 2025  
10am to 6pm]

## 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](http://www.e2i.com.sg)

**\*Only for Singaporeans & Permanent Residents\***

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## #1 22 Cross St

A new Chinese cuisine tapas concept in the heart of Chinatown, among the beautiful conservation houses that hold the stories of the past. Our restaurant is not just a place to dine, but a space to gather, reconnect, and celebrate the joy of reunions with friends and family.

At Yān Huo, we bring together the warmth of Chinese cuisine tradition and the excitement of innovation. Our Chinese cuisine tapas-style menu offers both beloved classic dishes and inventive fusion creations that pay homage to our roots while embracing the future.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Chef de Partie	<p><b>Key Responsibilities</b></p> <p>We are seeking a skilled Chef de Partie to join our kitchen team. The ideal candidate will be responsible for overseeing a specific section of the kitchen, ensuring food quality, consistency, and hygiene standards. Duties include food preparation, cooking, plating, maintaining kitchen cleanliness, and assisting in menu development. Candidates should have prior experience in a similar role, strong teamwork skills, and a passion for culinary excellence. Knowledge of food safety regulations in Singapore is essential</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Proven experience as a Chef de Partie or similar role</li> <li>• Ability to work in a fast-paced kitchen environment</li> <li>• Excellent knowledge of cooking techniques and ingredients</li> <li>• Strong teamwork and communication skills</li> <li>• WSQ Food Hygiene Certification preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hour per week</li> <li>• Postal code: 048421</li> </ul>
Barista	<p><b>Key Responsibilities</b></p> <p>We are looking for a passionate <b>Barista</b> to join our team. The ideal candidate will be responsible for preparing high-quality coffee and beverages, taking orders, handling cash transactions, and providing excellent customer service. Duties include maintaining cleanliness, restocking supplies, and ensuring adherence to food safety standards. Prior experience in a café or F&amp;B setting is preferred. Strong communication skills, a positive attitude, and the ability to work in a fast-paced environment are essential. Knowledge of coffee brewing techniques and latte art is an advantage. WSQ Food Hygiene Certification is preferred</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Prior experience as a Barista or in a café environment is preferred</li> <li>• Basic knowledge of coffee brewing techniques and latte art is an advantage</li> <li>• Excellent customer service and communication skills</li> <li>• Ability to work in a fast-paced environment and as part of a team</li> <li>• WSQ Food Hygiene Certification is preferred</li> <li>• Willingness to work shifts, weekends, and Public Holidays</li> <li>• Positive attitude, reliability, and passion for coffee-making</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hour per week</li> <li>• Postal code: 048421</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Associate	<p><b>Key Responsibilities</b></p> <p>We are seeking a friendly and customer-focused Service Associate to join our restaurant team. The role involves welcoming guests, taking orders, serving food and beverages, handling payments, and ensuring an excellent dining experience. Responsibilities also include maintaining cleanliness, setting up tables, and assisting with customer inquiries. Strong communication skills, a positive attitude, and the ability to work in a fast-paced environment are essential. Prior experience in F&amp;B service is an advantage</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Previous experience in F&amp;B or customer service is preferred</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to work in a fast-paced environment and as part of a team</li> <li>• WSQ Food Hygiene Certification is an advantage</li> <li>• Willingness to work shifts, weekends, and Public Holidays</li> <li>• Friendly, proactive, and service-oriented attitude</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hour per week</li> <li>• Postal code: 048421</li> </ul>

## #2 Ah Lock & Co.

Ah Lock & Co preserves and innovates Singapore's traditional comfort food with a modern twist, including its signature Hakka Rice Bowls and other unique dishes. Under its umbrella is Munchi Pancakes, which began as a coffee shop stall in Yishun in 2016, serving classic Min Jiang Kueh with peanut and coconut flavors. Through continuous innovation, Munchi Pancakes has grown to offer over 20 unique products, combining heritage recipes with modern creativity to cater to diverse tastes.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Full-Time Senior Crew	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The employee will be responsible for preparing a variety of traditional pancakes and related food items using precise techniques to maintain high-quality standards. This includes batter mixing, cooking, spreading of fillings, cutting and final presentation to ensure consistency in taste, texture, and appearance. In addition to food preparation, the employee must deliver excellent customer service by engaging with customers in a friendly and professional manner, taking orders accurately, answering inquiries about menu items, and ensuring a positive and enjoyable experience for every customer. Additionally, the employee is responsible for maintaining store cleanliness throughout the day, organizing workstations, and ensuring all equipment is properly cleaned and sanitized</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Possess Food Hygiene Certificate Level 1</li> <li>• Willingness to learn about local cuisines and the methods of preparation</li> <li>• Strong interest in innovating new ways of preparing food and creating of recipes</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• 7am to 5pm or 11am to 9pm</li> <li>• Postal code: 367998</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to communicate and understand in English</li> <li>• Willingness to work on weekends and public holidays</li> <li>• Willingness to work overtime if required</li> </ul>	

### #3 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	Key Responsibilities / Pre-requisites	Working Hours / Location
Tea Barista	<p><b>Key Responsibilities</b> What you will be responsible for:</p> <ul style="list-style-type: none"> <li>• Prepare beverages according to standardised recipes and customer preferences</li> <li>• Utilise proper brewing techniques and equipment to ensure the quality and consistency of each beverage served</li> <li>• Prepare drinks by following the prescribed recipes and preparation techniques</li> <li>• Accurately process customer orders, handle cash and electronic payments</li> <li>• Serve as ambassador in providing full-fledged CHAGEE service experience to all customers</li> <li>• Act in compliance to operational policies and procedures</li> <li>• Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the requirements of Health &amp; Safety and Hygiene Protocols</li> <li>• 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</li> </ul> <p><b>Pre-requisites</b> If you are:</p> <ul style="list-style-type: none"> <li>• Passionate, responsible, highly motivated and proactive individuals</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• 8 hours per day</li> <li>• Postal code: 189773</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Prior working experience as a Barista or in a similar F&amp;B capacity advantageous. No relevant experience? No worries, training will be provided for all employees at our dedicated training centre</li> <li>• Ability to work in a fast-paced environment and handle multiple tasks simultaneously</li> <li>• Work and collaborate as a team to achieve and ensure smooth operational success</li> </ul>	
Senior Tea Barista	<p><b>Key Responsibilities</b> What you will be responsible for:</p> <ul style="list-style-type: none"> <li>• Prepare beverages according to standardised recipes and customer preferences</li> <li>• Utilise proper brewing techniques and equipment to ensure the quality and consistency of each beverage served</li> <li>• Prepare drinks by following the prescribed recipes and preparation techniques</li> <li>• Accurately process customer orders, handle cash and electronic payments</li> <li>• Serve as ambassador in providing full-fledged CHAGEE service experience to all customers</li> <li>• Act in compliance to operational policies and procedures</li> <li>• Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the requirements of Health &amp; Safety and Hygiene Protocols</li> <li>• 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</li> </ul> <p><b>Pre-requisites</b> If you are:</p> <ul style="list-style-type: none"> <li>• Passionate, responsible, highly motivated and proactive individuals</li> <li>• Prior working experience as a Barista or in a similar F&amp;B capacity advantageous. No relevant experience? No worries, training will be provided for all employees at our dedicated training centre</li> <li>• Ability to work in a fast-paced environment and handle multiple tasks simultaneously</li> <li>• Work and collaborate as a team to achieve and ensure smooth operational success</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• 8 hours per day</li> <li>• Postal code: 189773</li> </ul>
Assistant Store Manager/Store Manager	<p><b>Key Responsibilities</b> What you will be responsible for:</p> <ul style="list-style-type: none"> <li>• Responsible for both the strategic and operational work of the store team</li> <li>• Manages the P&amp;L activities of the store, including net sales, revenue, recruitment, inventory, cost management etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• 8 hours per day</li> <li>• Postal code: 189773</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Monitors and maintain integrity of stores operation and the provision of services</li> <li>• Ensure quality control and assurance standards are met</li> <li>• Team management; including training, performance and productivity</li> <li>• Mentor team in achieving targets and successful provision of CHAGEE experience</li> <li>• Serves as main representative between store and customers</li> <li>• Partner Operations team in planning, development and implementation of short to long term objectives</li> </ul> <p><b>Pre-requisites</b> If you are:</p> <ul style="list-style-type: none"> <li>• Passionate, responsible, highly motivated and proactive individuals</li> <li>• Prior working experience in a fast-moving beverages or F&amp;B operations</li> <li>• Knowledge of P&amp;L management</li> <li>• Effective verbal and written communication skills</li> <li>• Ability to establish effective working relationships with all internal and external stakeholders</li> <li>• Capacity to work in a fast-paced environment and handle multiple tasks simultaneously</li> <li>• Work and collaborate as a team to achieve and ensure smooth operational success</li> </ul>	
Part-Time Tea Barista	<p><b>Key Responsibilities</b> What you will be responsible for:</p> <ul style="list-style-type: none"> <li>• Prepare beverages according to standardised recipes and customer preferences</li> <li>• Utilise proper brewing techniques and equipment to ensure the quality and consistency of each beverage served</li> <li>• Prepare drinks by following the prescribed recipes and preparation techniques</li> <li>• Accurately process customer orders, handle cash and electronic payments</li> <li>• Serve as ambassador in providing full-fledged CHAGEE service experience to all customers</li> <li>• Act in compliance to operational policies and procedures</li> <li>• Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the requirements of Health &amp; Safety and Hygiene Protocols</li> <li>• 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</li> </ul> <p><b>Pre-requisites</b> If you are:</p>	<ul style="list-style-type: none"> <li>• Not more than 35 hours per week</li> <li>• 4 hours per day</li> <li>• Postal code: 189773</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Passionate, responsible, highly motivated and proactive individuals</li> <li>• Prior working experience as a Barista or in a similar F&amp;B capacity advantageous. No relevant experience? No worries, training will be provided for all employees at our dedicated training centre</li> <li>• Ability to work in a fast-paced environment and handle multiple tasks simultaneously</li> <li>• Work and collaborate as a team to achieve and ensure smooth operational success</li> </ul>	

## #4 Chang Cheng Holdings

Chang Cheng Holdings aspires to establish itself in Singapore and Malaysia as a leader in local food, providing consumers with premium quality foods and beverages at affordable prices.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaner	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Emptying waste bins, transporting waste material to designated collection points</li> <li>• Sweeping floors with brushes or dust control mops</li> <li>• Mopping floors with wet or damp mops</li> <li>• Any other ad hoc tasks/duties assigned by Supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• No experience required</li> </ul>	<ul style="list-style-type: none"> <li>• 6 day work week</li> <li>• Multiple locations</li> </ul>

## #5 Creative Eateries

Founded by Mr Anthony Wong in 1992, Creative Eateries began with an unique dining concept restaurant as an alternative to that of hotel restaurants, which were largely popular in the 90s. Fueled by the increased appetite for more creative dining concepts, Creative Eateries flourished with inspirations to fill the gaps in the market by making it our responsibility to spoil you with an array of dining options.

Seasoned with more than 30 years of experience, Creative Eateries remains an ever-present brand in the increasingly competitive market. We pride ourselves as a reliable go-to brand, delivering a consistent dining experience for every occasion – be it Thai, Western, Chinese, Japanese cuisine or Catering, we've got you covered. From a simple meal at our restaurants to casual birthday celebrations and even themed weddings, we strive to create a memorable experience for you.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Crew	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist in daily operations - such as taking of orders, serving food &amp; drinks, billing and table setting</li> <li>Direct customers to their tables</li> <li>Introduce promotions and suggest appropriate recommendations accordingly</li> <li>Be alert and attend to customers' needs promptly and professionally</li> <li>Maintain cleanliness and hygiene of the restaurant</li> <li>Ad-hoc duties as assigned by Manager</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Service Oriented</li> <li>Ability to work independently and in a team</li> <li>Physically and mentally fit</li> <li>Able to work weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
Kitchen Assistant	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist in food preparation and ensure quality of food</li> <li>Ensure Mise En Place are set before each service starts</li> <li>Maintain cleanliness and hygiene of the kitchen</li> <li>Ensure ingredients unused are fresh and kept in proper storage</li> <li>Understanding with and complying with the mandatory hygiene standards and requirements</li> <li>Perform ad-hoc duties as assigned by Chef</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Food Safety Level 1 Cert</li> <li>Ability to work independently and in a team</li> <li>Physically and mentally fit</li> <li>Able to work weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
Management Trainee	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>5 day work week</li> </ul>

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Assisting the Restaurant Manager in working with chefs and other personnel to plan menus in line with the brand's culinary direction</li> <li>Work with chefs for efficient provisioning and purchasing of supplies</li> <li>Perform frequent checks to ensure consistent high quality of preparation and service</li> <li>Work with other management personnel to plan marketing, advertising, and any special restaurant functions</li> <li>Investigate and resolve complaints concerning food quality and service</li> <li>Perform other duties as assigned by management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Strong communication, interpersonal and management skills</li> <li>Passionate in providing excellent management and interpersonal skills</li> <li>Able to work independently and in a team</li> <li>Able to communicate in fluent English</li> <li>Pleasant, Polite manner, Energetic, cheerful, and hardworking</li> <li>Possess enthusiasm in learning and keen to get feedback for improvement</li> </ul>	<ul style="list-style-type: none"> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
Assistant Restaurant Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist in managing restaurant operations, including menu planning, marketing strategies, and financial targets</li> <li>Oversee inventory, purchasing, compliance, and crisis management</li> <li>Ensure adherence to hygiene policies, regulatory requirements, and service standards</li> <li>Facilitate stakeholder relationships, business continuity, and innovative practices</li> <li>Lead and delegate effectively, upholding service standards</li> <li>Address complaints and enhance customer satisfaction</li> <li>Maintain service quality and continuously improve customer experience</li> <li>Conduct hygiene audits and ensure workplace safety</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Customer-driven and vigilant</li> <li>Passionate in providing excellent management</li> <li>Diligent and dedicated to improve service quality and bring in more revenue for the business</li> <li>Work independently and in a team</li> <li>Possess enthusiasm and keen to get feedback for improvement</li> <li>Open-minded to receive feedback and different ideas</li> <li>Keen on details, organised and meticulous</li> <li>Self-starter and possess a positive 'can do' attitude</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Dessert Chef	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Manages all day-to-day operators of the dessert and pastry section of the kitchen</li> <li>Prepare a variety of desserts and pastry following company SOP and in-house recipes</li> <li>Follows proper handling and right temperature of all food products</li> <li>Ensure compliance of all food safety standards during the production</li> <li>Ensure effective communications and collaborations between the departments (service &amp; kitchen team)</li> <li>Any ad-hoc duties assigned by Supervisor</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Food Safety Level 1 Cert</li> <li>Ability to work independently and in a team</li> <li>Physically and mentally fit</li> <li>Able to work weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>

## #6 Crystal Jade Fine Dining

Singapore-based culinary brand with one-MICHELIN star and multiple MICHELIN Bib Gourmand awards, with over 100 outlets across 25 major cities. Founded on the core principles of Chinese cuisine while drawing influence from modern gastronomy, Crystal Jade provides only the most wholesome food-food that nourishes, inspires and nurtures relationships, for today-and for many more generations to come.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Cook (Kitchen)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Prepare food according to the established standards</li> <li>Monitoring food presentation and quality</li> <li>Cook and prepare assigned dishes for serving according to the menu (Main and Special/ Promotion dishes)</li> <li>Maintain a high standard of hygiene, health and safety in the kitchen</li> <li>Cleaning of food preparation areas, cooking surfaces and washing of utensils</li> <li>Performs any other duties assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Must have at least 1 to 3 years of working experience in traditional Cantonese/Teochew cuisine</li> <li>Good attitude, proactive and reliable</li> <li>Team work and passionate</li> <li>Maintains professional grooming and appearance and acts as a role model according to established grooming and appearance policy.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Location: #04-19 Ngee Ann City 391 Orchard Road Singapore 238872</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>To communicate regarding the tasks and job responsibility</li> </ul>	
Restaurant Manager/ Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Training and supervising staff</li> <li>Managing operations budgets</li> <li>Ensuring compliance with licensing, hygiene and health and safety legislation/guidelines</li> <li>Promoting and marketing the business</li> <li>Overseeing stock levels and ordering supplies</li> <li>Schedule staff rosters</li> <li>Handling customer enquiries and complaints</li> <li>Greeting and advising customers</li> <li>Preparing and presenting staffing/sales reports</li> <li>Assessing and improving profitability</li> <li>Setting targets for staff to achieve</li> <li>Handling administration and paperwork</li> <li>Liaising with customers, employees, suppliers, licensing authorities, sales representatives etc.</li> <li>Making improvements to the running of the business and developing the restaurant</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Preferably with 4 to 6 years of relevant F&amp;B experience</li> <li>Good communication skills and a team player</li> <li>Excellent interpersonal and customer service skills</li> <li>Always serve the guest with a warm smile</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Location: #04-19 Ngee Ann City 391 Orchard Road Singapore 238872</li> <li>#05-22 The Paragon 290 Orchard Road Singapore 238859</li> <li>#02-36 Oasis Terraces 681 Punggol Drive Singapore 820681</li> <li>#03-127 Great World 1 Kim Seng Promenade Singapore 237994</li> <li>#02-28 to 02-30, One Holland Village 7 Holland Village Way Singapore 275748</li> </ul>
Chopper Chef (Grade 2)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for matching the ingredients of all kinds of dishes and engraving to ensure the basic ingredients of the dishes and guarantee the quality of the products</li> <li>Responsible for preparing, processing and cutting of all ingredients for various dishes</li> <li>Ensure staff members practice food safety and hygienic procedures</li> <li>Ensure kitchen equipments are functional</li> <li>Responsible for stock taking</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Location: #03-96 Jurong Point JP2 Jurong West Central 2 Singapore 648886</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Must have at least 3 years of working experience in traditional Cantonese/Teochew cuisine</li> <li>• Good attitude, proactive and reliable</li> <li>• Possess teamwork and passionate</li> <li>• To maintain professional grooming and appearance and act as a role model according to established grooming and appearance policy</li> <li>• To communicate regarding the tasks and job responsibility</li> </ul>	
Cook (Dim Sum)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Prepare food according to the established standards</li> <li>• Monitoring food presentation and quality</li> <li>• Cook and prepare assigned dishes for serving according to the menu (Main and Special/ Promotion dishes)</li> <li>• Maintain a high standard of hygiene, health and safety in the kitchen</li> <li>• Cleaning of food preparation areas, cooking surfaces and washing of utensils</li> <li>• Perform any other duties assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Must have at least 1 to 3 years of working experience in traditional Cantonese/Teochew cuisine</li> <li>• Good attitude, proactive and reliable</li> <li>• Teamwork and passionate</li> <li>• Maintains professional grooming and appearance and acts as a role model according to established grooming and appearance policy</li> <li>• To communicate regarding the tasks and job responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• Location: #02-21 i12 Katong 112 East Coast Road Singapore 428802</li> </ul>
Junior Culinary Specialist	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Prepare food according to the established standards</li> <li>• Monitoring food presentation and quality</li> <li>• Conduct basic research, and new product research and development of foods</li> <li>• Develop new and improved methods and systems for food processing, production, quality control, packaging, and distribution</li> <li>• Develop and plan new menus and daily specials</li> <li>• Manage food costing and inventory</li> <li>• Maintain standards for food storage, rotation, quality, and appearance</li> <li>• Order kitchen supplies and food, maintain inventory and check food and other ingredients for freshness and taste</li> <li>• Additional ad-hoc duties assigned by superior</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Strong passion and interest in Chinese cuisine preparation and processes.</li> <li>• Able to accept criticism and work well under pressure.</li> <li>• Able to work well with others.</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• Location: #04-19 Ngee Ann City 391 Orchard Road Singapore 238872</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Utilise critical thinking skills required to evaluate strategic issues arising trend within culinary industry</li> <li>Proficient in using MS Office, Data Management Systems</li> <li>Team player and disciplined</li> </ul>	
Kitchen Assistant (Dim Sum)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for food preparation, maintaining the kitchen equipment/utensils at utmost cleanliness and hygiene</li> <li>Assist cooks with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat</li> <li>Preparation and storage of ingredients in designated containers and storage areas</li> <li>Portioning, weighing and measuring of ingredients</li> <li>Receiving and storage of food supplies, equipment and ingredients</li> <li>Removing trash and cleaning of kitchen garbage containers</li> <li>Any other ad-hoc duties as assigned by superior</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Preferably 1 year of experience in traditional Cantonese/Teochew cuisine</li> <li>Good attitude, proactive and reliable</li> <li>Teamwork and passionate</li> <li>Maintains professional grooming and appearance and acts as a role model according to established grooming and appearance policy.</li> <li>To communicate regarding the tasks and job responsibility</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Location: #01-11/12, Hillion Mall 17 Petir Road Singapore 678278</li> </ul>
Kitchen Assistant (Kitchen)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for food preparation, maintaining the kitchen equipment/utensils at utmost cleanliness and hygiene</li> <li>Assist cooks with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat</li> <li>Preparation and storage of ingredients in designated containers and storage areas</li> <li>Portioning, weighing and measuring of ingredients</li> <li>Receiving and storage of food supplies, equipment and ingredients</li> <li>Removing trash and cleaning of kitchen garbage containers</li> <li>Any other ad-hoc duties as assigned by superior</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Preferably 1 year of experience in traditional Cantonese/Teochew cuisine</li> <li>Good attitude, proactive and reliable</li> <li>Teamwork and passionate</li> <li>Maintains professional grooming and appearance and acts as a role model according to established grooming and appearance policy</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Location: #B2-38 Takashimay a Shopping Centre 391 Orchard Road Singapore 238872</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>To communicate regarding the tasks and job responsibility</li> </ul>	
Kitchen Assistant (Noodle & Congee)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for food preparation, maintaining the kitchen equipment/utensils at utmost cleanliness and hygiene</li> <li>Assist cooks with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat</li> <li>Preparation and storage of ingredients in designated containers and storage areas</li> <li>Portioning, weighing and measuring of ingredients</li> <li>Receiving and storage of food supplies, equipment and ingredients</li> <li>Removing trash and cleaning of kitchen garbage containers</li> <li>Any other ad-hoc duties as assigned by superior</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Preferably 1 year of experience in traditional Cantonese/Teochew cuisine</li> <li>Good attitude, proactive and reliable</li> <li>Teamwork and passionate</li> <li>Maintains professional grooming and appearance and acts as a role model according to established grooming and appearance policy</li> <li>To communicate regarding the tasks and job responsibility</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Location: #B2-38 Takashimaya Shopping Centre 391 Orchard Road Singapore 238872</li> </ul>
Waiter/ Waitress	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Ensure workstations are fully stocked up and is operationally ready</li> <li>Provide high quality service and make customer feel welcome according to company standard</li> <li>Ensure the restaurant is clean and tidy at all times</li> <li>Deliver food and beverages from kitchen and bar to guests in a timely manner</li> <li>Prepare and turnover tables for next customer</li> <li>Ensure all soiled dishes are cleared from the stations</li> <li>Assist customer in their needs and request</li> <li>Any other duties assigned by supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Good communication skills and a team player</li> <li>Good interpersonal and guest service skills</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Location: #05-22 The Paragon 290 Orchard Road Singapore 238859</li> </ul>
Wok Chef	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for the preparation for dishes such as Seafood, Poultry, Meat and Vegetables, also responsible for the preparation of pre-made and pastry dishes and appetizer</li> <li>Coordinate with department cooks on the procedures and process of the dishes</li> <li>Prepare food according to the established standards</li> <li>Monitoring food presentation and quality</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>Location: #03-127 Great World 1 Kim Seng Promenade</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Cook and prepare assigned dishes for serving according to the menu (Main and Special/ Promotion dishes)</li> <li>Maintain a high standard of hygiene, health and safety in the kitchen</li> <li>Cleaning of food preparation areas, cooking surfaces and washing of utensils</li> <li>Performs any other duties assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Must have at least 4 to 5 years of working experience in traditional Cantonese/Teochew cuisine</li> <li>Good attitude, proactive and reliable</li> <li>Teamwork and passionate</li> <li>To maintain professional grooming and appearance and act as a role model according to established grooming and appearance policy</li> <li>To communicate regarding the tasks and job responsibility</li> </ul>	Singapore 237994

## #7 Elitez

Elitez Pte Ltd is the largest Fast-Moving Consumer Goods (FMCG) promoter management agency in Singapore, providing support for direct and retail store marketing for many of the established global FMCG market leaders.

Over the last few years, Elitez has expanded and diversified into providing a full spectrum of HR services to support clients that face teething human resource issues in a few growing industries such as logistics, healthcare, F&B and technology.

Elitez has a strong foothold in Singapore and is expanding into regional markets like Malaysia, Indonesia, Vietnam, Thailand and India.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Electrical Design Engineer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Progressing all elements of design in-line with the Design Checklist</li> <li>Prepare electrical tender packages including specification and drawings</li> <li>Responsible for ensuring to remain familiar with current practices and engineering trends within the industry and to remain technically competent</li> <li>Tendering and estimating of electrical works for projects prior to award</li> <li>Compilation and Review of Operation and Maintenance Dossier for Projects</li> <li>Ensuring the System Supervisor is provided with the current shop and space management drawings, specifications,</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Postal code: 609929</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>approved technical submittals and all approved changes in scope</p> <ul style="list-style-type: none"> <li>Ensuring the System Supervisor is fully briefed on the awarded scope of work, the tender technical documents and all contractual revisions to tender documentation</li> <li>Evaluating technical submittals for specification and client requirement compliance</li> <li>Approving Test Packs at each step of construction through to completion</li> <li>Forwarding testing and commission passing criteria to the System Supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Degree</li> </ul>	
Mechanical Design Engineer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Taking the conceptual design through to implementation and handover</li> <li>Ensuring sustainability targets are incorporated into the design</li> <li>Producing the tender documentation, including project specifications and contract schedules such as Summary of Tender and Schedule of Rates</li> <li>Progressing the design in accordance with the Design Checklist</li> <li>Chairing Sub-contractor progress meetings</li> <li>Chairing Mechanical Department Client weekly Meetings</li> <li>Liaising with Quality Assurance / Quality Compliance Engineers to ensure they are aligned with the requirements of the specification</li> <li>Mentoring of an Engineer with the intent of securing properly trained personnel to ensure the continual expansion of the company</li> <li>Ensuring each System Supervisor is provided with the current and applicable shop and space management drawings</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Degree</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Postal code: 609929</li> </ul>
Quantity Surveyor	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Co-ordinates the procurement of materials and suppliers for the projects and ensuring expenses within budget</li> <li>Assists to evaluate contractors and sub-contractors bids and recommends awards for contracts as appropriate</li> <li>Monitors closely the project costs and provide accurate data for project cost reports</li> <li>Ensures effective cost control of projects and that all purchases are within budgets</li> <li>Budget reporting on a regular basis</li> <li>Negotiates with vendors for cost reduction of purchases</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Postal code: 609929</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Verifies all payments are in order before payments by Company</li> <li>Monitors all payment collections</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum Diploma</li> </ul>	
HRSS Specialist	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>HR service delivery contact for the location assigned</li> <li>Provide efficient, high-quality HR service delivery to employees, line managers, and HRBPs in assigned locations</li> <li>Deliver a coherent transactional processing service, providing high-quality advice, support to managers and employees, and query resolution throughout the employee's life cycle</li> <li>Manage all the employee-related data entry into the HR system</li> <li>Ensure integrity, consistency, and security of all data you deal with</li> <li>Perform regular audits and reconciliation to ensure consistency and accuracy of the HR data maintained</li> <li>Manage the HR shared services ticketing tool and ensure all requests/queries are attended to promptly</li> <li>Actively contribute to case analysis and identification of issue trends</li> <li>Ensure key performance metrics including Service Level Agreements (SLAs) are met</li> <li>Generate timely and accurate HR reports for data analysis and provide insights where applicable</li> <li>Participate in new technology implementation, system enhancements, and continuous improvement efforts</li> <li>Update and maintain all related knowledge management documents (e.g., SOPs, desktop procedures, and process workflows)</li> <li>Support the annual HR cycle including Merit, Incentive, Year-end, Audits, and the like</li> <li>Build strong mutual trust and relationships with key stakeholders and keep regular communications with them to obtain feedback on daily operations</li> <li>Operational management of the scope of work defined in our HR service catalogue, handling employee inquiries, HR Operations Tickets</li> <li>Support of employees and managers regarding HR queries as well as administrative implementation of those</li> <li>Operational support of specialized HR departments (HR Business Partner, Talent Acquisition, Talent Management)</li> <li>Contributing to global and regional HR projects</li> <li>Any ad-hoc duties assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum Diploma</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Postal code: 609929</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Officer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Responsible in the management of facilities management services for site assigned</li> <li>Responsible in scheduling preventative maintenance, pest control, horticulture, security management</li> <li>Handles investigate, check and analyze reported breakdowns &amp; faults to determine their cause for the prevention of future occurrences</li> <li>Supervise contractors to carry out maintenance work to ensure that the upkeep and the Site is maintained to meet the service standard</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum Diploma</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Multiple locations</li> </ul>
Facilities Executive	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist Building Manager in the daily operations</li> <li>Supervise, plan and organize a team of on-site contractors in carrying out planned and ad hoc maintenance works</li> <li>Investigate, check and analyse reported breakdowns &amp; faults to determine their cause for the prevention of future occurrences</li> <li>Supervise upgrading projects, if required</li> <li>Carry out regular inspection to the facilities and systems and ensure their functionality and reliability</li> <li>Communicate well in English (both spoken and written) and is expected to establish good working rapport with stakeholders</li> <li>Ensure contractors carry out works in accordance with contract requirements, including evaluation of contractors performance and review of contract specifications</li> <li>Follow up with term contractors on defects rectification after servicing work</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum Diploma</li> </ul>	<ul style="list-style-type: none"> <li>5.25 day work week</li> <li>8.30am to 5:30pm / 8.30am to 12.30pm</li> <li>Multiple locations</li> </ul>

## #8 Feisiong Fast Food (Popeyes)

In 2022, Feisiong Group inked an exclusive Franchise deal to develop and run Popeyes Singapore. This agreement marks Feisiong Group first venture into the fried chicken quick service restaurant industry. Serving delicious and 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	Key Responsibilities / Pre-requisites	Working Hours / Location
Commis Chef (Batter Fryer)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Prepare chicken for batter frying according to our Standard Operating Procedures (SOP)</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Master the art of batter frying our chicken ensuring perfect golden-brown color and crispy texture</li> <li>Carefully received and pack fried chicken pieces into chiller, maintaining First-In-First-Out (FIFO) practices</li> <li>Follow all Standard Operating Procedures (SOP)</li> <li>To ensure safety and consistency</li> <li>Maintain the highest quality standard for our delicious fried chicken</li> <li>Uphold strict food hygiene regulations in the kitchen</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>With or without experience are welcome (training will be provided)</li> <li>Pleasant personality</li> <li>Proactive in learning</li> <li>Good communication skills</li> <li>Able to work under pressure</li> <li>Need to work on weekends / Public Holidays / Shift Work</li> <li>5 Day / 6 Day Work Week Packages Available!</li> <li>Rotating shifts (Restaurant Operating Hours)</li> <li>AM/PM/Overnight shift available</li> </ul>	<ul style="list-style-type: none"> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
Restaurant Management Trainee (RMIT)	<b>Key Responsibilities</b> Operational Leadership and Training: <ul style="list-style-type: none"> <li>Co-lead operations team to ensure quality assurance and customer satisfaction, completing assigned task, rotating positions to gain comprehensive knowledge of restaurant operations and supervising staff to achieve expected performance and productivity</li> </ul> Financial Management and Compliance: <ul style="list-style-type: none"> <li>Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents</li> </ul> Team Development and Customer Service: <ul style="list-style-type: none"> <li>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</li> </ul> Communication and Shift Management: <ul style="list-style-type: none"> <li>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</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum Diploma or equivalent</li> <li>Good written, verbal and interpersonal skills</li> <li>Good Leadership skill organisational and planning abilities</li> <li>Motivated, result oriented and fast learner</li> <li>A positive attitude, and willingness to learn</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Willingness to work longer than required if needed</li> <li>• Ability to engage in physical activities which requires long hours of standing during work shift</li> </ul>	
Guest Experience Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Guest engagement</li> <li>• Self-ordering kiosk management</li> <li>• Guest engagement to gather feedback</li> <li>• Guest service recovery</li> <li>• Flyer distribution</li> <li>• Ensuring cleanliness of Lobby Area</li> <li>• Explanation of menu to guest</li> <li>• Service duties</li> <li>• Support cashier at times</li> <li>• Other ad-hoc duties when needed</li> <li>• Proactively address guest concerns and gather feedback</li> <li>• Foster trust and rapport with the guest</li> <li>• Collaborate with other departments to enhance the overall guest experience.</li> <li>• Analyse guest satisfaction data and report findings to management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• With or without experience</li> <li>• Proactive in learning</li> <li>• Good communication skills</li> <li>• Able to work under pressure</li> <li>• Need to work on weekends, Public Holidays, shift work</li> <li>• Rotating shift (AM/PM /Overnight shift available)</li> <li>• Engage with guest in a friendly, professional way</li> <li>• service-oriented demeanor</li> </ul>	<ul style="list-style-type: none"> <li>• 6 day work week</li> <li>• 44 hours per week</li> <li>• Multiple locations</li> </ul>

## #9 JEN Singapore (Orchardgateway/Tanglin) By Shangri-La

Strategically located in Orchard Road, JEN's design and lifestyle centric hotels offer cutting-edge tech, flexible spaces and 24/7 everything. So you can maintain your rhythm and make the most out of your stay.

Helmed by award-winning designers and a high-tech, high-touch service philosophy, our hotels boast stylishly cosy rooms, celebrity-endorsed gyms, buzzing co-working spaces, mod-Asian comfort food, specialty craft beers, and an exciting roster of events.

Live New Asia. It's happening here..

Click Here for Table of Content

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Front Office Service Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide a best-fit solution to fulfil the customer needs</li> <li>• Ensure smooth and efficient guest experience at all times</li> <li>• Assist in enhancing the guest satisfaction scores of the hotel</li> <li>• Create an exceptional and memorable experience for all guests</li> <li>• Greet and welcome guests as they arrive with a positive, service-oriented attitude, providing them with any necessary information or assistance</li> <li>• Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>• Be the first point of contact with guests</li> <li>• Attention to details</li> <li>• Communicates and writes with fluency in English</li> <li>• Able to familiarise themselves with hotel check-in/out software</li> <li>• Preferably has relevant experience in the hospitality industry</li> <li>• Has strong interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift work (44 hours per week)</li> <li>• Postal code: 238858</li> </ul>
Service Centre Agent	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide a warm, helpful and informative service over the phone</li> <li>• Contribute to creating an excellent experience to all guests</li> <li>• Handle all guest requests in a professional and timely manner</li> <li>• Assist with handling customer complaints or requests, ensuring prompt resolution or escalation to the appropriate department</li> <li>• Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>• Attention to details</li> <li>• Able to multitask and is organized</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift work (44 hours per week)</li> <li>• Postal code: 238858</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Communicates and writes with fluency in English</li> <li>Able to familiarise themselves with hotel software</li> <li>Preferably has relevant experience in the hospitality industry</li> <li>Has strong interpersonal and communication skills</li> </ul>	
Cook	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Ensure the food quality is always of high standards</li> <li>Maintain the food preparation process in alignment with Shangri-La's service and hygiene standards</li> <li>Ensure all Health and Safety standards and policies are followed correctly</li> <li>Ensure timely and accurate food preparation by checking reservations and events</li> <li>Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Has a passion for food and cooking</li> <li>Displays curiosity and takes time to learn and understand new culinary trends</li> <li>Committed to serving food of the highest quality</li> <li>Able to multitask and is organized</li> <li>Able to perform well under pressure and in a fast-paced environment</li> <li>Innovative and able to think out the box</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 238858</li> </ul>
Technical Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintain electrical and mechanical plant &amp; equipment of the hotel</li> <li>Assist in assigned renovations or expansion works within the hotel</li> <li>Assist in maintenance or repair works</li> <li>Highlight technical issues that require attention to your superior immediately</li> <li>Support Duty Engineer in work requests and daily tasks</li> <li>Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Has a passion for Engineering</li> <li>Understands engineering equipment</li> <li>Not afraid to take up new challenges</li> <li>Communicates with fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 238858</li> </ul>
F&B Service Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Support daily operations of the restaurant</li> <li>Provide high quality service to restaurant guests</li> <li>Ensure smooth operation of the work section appointed</li> <li>Create an exceptional experience for our guests</li> <li>Greet and welcome guests as they arrive at the dining area, ensuring a friendly and positive first impression</li> <li>Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 238858</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Has a passion for Food &amp; Beverage Operations</li> <li>Has good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>Is an active listener, pay attention to guests' needs and/or preferences</li> <li>Able to multitask and is organized</li> <li>Attention to details</li> <li>Is a team player</li> <li>Communicates with fluency in English</li> </ul>	
Engineering Technician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintain electrical and mechanical plant &amp; equipment of the hotel</li> <li>Assist in assigned renovations or expansion works within the hotel</li> <li>Assist in maintenance or repair works</li> <li>Highlight technical issues that require attention to your superior immediately</li> <li>Support Duty Engineer in work requests and daily tasks</li> <li>Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Has a passion for Engineering</li> <li>Understands how to use the different engineering equipment</li> <li>Not afraid to take up new challenges</li> <li>He or she should display curiosity and takes time to learn and understand the different processes and skills needed</li> <li>Attention to Details and is a team player</li> <li>Communicates with fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 249716</li> </ul>
Senior Technician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage, Coach, and Supervise the Engineering Technicians to ensure effective team performance</li> <li>Maintain electrical and mechanical plant &amp; equipment of the hotel</li> <li>Assist in assigned renovations or expansion works within the hotel</li> <li>Highlight technical issues that require attention</li> <li>Support Duty Engineer in work requests</li> <li>Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Has a passion for Engineering</li> <li>Understands how to use the different engineering equipment</li> <li>Not afraid to take up new challenges</li> <li>He or she should display curiosity and takes time to learn and understand the different processes and skills needed</li> <li>Attention to Details and is a team player</li> <li>Communicates with fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 249716</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
F&B Service Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Support daily operations of the restaurant</li> <li>Provide high quality service to restaurant guests</li> <li>Ensure smooth operation of the work section appointed</li> <li>Create an exceptional experience for our guests</li> <li>Greet and welcome guests as they arrive at the dining area, ensuring a friendly and positive first impression</li> <li>Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Has a passion for Food &amp; Beverage Operations</li> <li>Has good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>Is an active listener, pay attention to guests' needs and/or preferences</li> <li>Able to multitask and is organized</li> <li>Attention to details</li> <li>Is a team player</li> <li>Communicates with fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 249716</li> </ul>
F&B Service Leader	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Interact and engage with restaurant guests and maintains high quality service standards</li> <li>Motivate team members and maintain a high level of team spirit (or team cohesiveness)</li> <li>Handle guest complaints effectively and professionally</li> <li>Support the daily operation in collaboration with the Service Manager, assist with monthly forecasting, weekly schedule, restaurant profitability evaluation etc.</li> <li>Willing to work shifts and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Has a passion for Food &amp; Beverage Operations</li> <li>Has good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>Is an active listener, pay attention to guests' needs and/or preferences</li> <li>Able to multitask and is organized</li> <li>Attention to details</li> <li>Is a team player</li> <li>Communicates with fluency in English</li> <li>Preferably has experience working in restaurant or bar environment</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 249716</li> </ul>
House Steward	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Cleaning and maintenance of assigned F&amp;B equipment and kitchens</li> <li>Properly store and organize clean dishes, utensils, and equipment in their designated areas</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Prepare adequate and appropriate equipment for F&amp;B and events</li> <li>• Ensure proper handling and disposal of waste according to sanitation and safety guidelines</li> <li>• Follow hotel's hygiene and sanitation standards during duties</li> <li>• Willing to work shifts and on Public Holidays</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Enjoys planning and organizing</li> <li>• Is a team player, able to communicate effectively especially with Culinary and F&amp;B department</li> <li>• Enjoys being challenged and is a problem solver</li> <li>• Committed to maintaining quality standards</li> <li>• Attention to details and able to multitask</li> <li>• He or she has to be efficient and organized</li> <li>• Communicates with fluency in English</li> </ul>	<ul style="list-style-type: none"> <li>• Postal code: 249716</li> </ul>
Cook	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Ensure the food quality is always of high standards</li> <li>• Maintain the food preparation process in alignment with Shangri-La's service and hygiene standards</li> <li>• Ensure all Health and Safety standards and policies are followed correctly</li> <li>• Ensure timely and accurate food preparation by checking reservations and events</li> <li>• Willing to work shifts and on Public Holidays</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Has a passion for food and cooking</li> <li>• Displays curiosity and takes time to learn and understand new culinary trends</li> <li>• Committed to serving food of the highest quality</li> <li>• Able to multitask and is organized</li> <li>• Able to perform well under pressure and in a fast-paced environment</li> <li>• Innovative and able to think out the box</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift work (44 hours per week)</li> <li>• Postal code: 249716</li> </ul>
Chef De Partie	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Supervise and control the work of the kitchen personnel in your section</li> <li>• Ensure the food quality is always of high standards</li> <li>• Maintain the food preparation process in alignment with Shangri-La's service and hygiene standards</li> <li>• Ensure all Health and Safety standards and policies are followed correctly</li> <li>• Ensure timely and accurate food preparation by checking reservations and events</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Has a passion for food and cooking</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift work (44 hours per week)</li> <li>• Postal code: 249716</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Displays curiosity and takes time to learn and understand new culinary trends</li> <li>Committed to serving food of the highest quality</li> <li>Able to multitask and is organized</li> <li>Able to perform well under pressure and in a fast-paced environment</li> <li>Innovative and able to think out the box</li> </ul>	
Housekeeping Co-Ordinator	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Co-ordinates all calls received in the Housekeeping department to ensure proper recording and follow-up</li> <li>Communicate with relevant departments to ensure timely resolution of guest issues and special requests</li> <li>Attends to all guest requests within the stipulated standard of the hotel</li> <li>Assists all administrative duties in Housekeeping</li> <li>Updates and prepares proper documents for filling</li> <li>Willing to work shift and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Understands room operations</li> <li>Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>Must be detail-focused and guest-oriented</li> <li>Has strong interpersonal skills, able to communicate and write fluently in English</li> <li>Able to familiarise themselves with hotel software</li> <li>Preferably has experience working in hotel or hospitality environment</li> <li>Able to work different shifts</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 249716</li> </ul>
Housekeeping Runner	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Attend and deliver amenities to hotel guests' requests</li> <li>Attend to all guest requests within the stipulated time and standard of the hotel</li> <li>Ensure proper recording of daily guest loan items list and runner job list</li> <li>Assist with all assigned duties in Housekeeping department</li> <li>Willing to work shift and on Public Holidays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Understands room operations</li> <li>Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>Must be detail-focused and guest-oriented</li> <li>Has good customer service, communications and interpersonal skills</li> <li>Able to familiarise themselves with hotel software</li> <li>Able to multitask and have good time management skills</li> <li>Able to work different shifts</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 249716</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Front Office Service Associate	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Provide a best-fit solution to fulfil the customer needs</li> <li>• Ensure smooth and efficient guest experience at all times</li> <li>• Assist in enhancing the guest satisfaction scores of the hotel</li> <li>• Create an exceptional and memorable experience for all guests</li> <li>• Greet and welcome guests as they arrive with a positive, service-oriented attitude, providing them with any necessary information or assistance</li> <li>• Willing to work shifts and on Public Holidays</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>• Be the first point of contact with guests</li> <li>• Attention to details</li> <li>• Communicates and writes with fluency in English</li> <li>• Able to familiarise themselves with hotel check-in/out software</li> <li>• Preferably has relevant experience in the hospitality industry</li> <li>• Has strong interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift work (44 hours per week)</li> <li>• Postal code: 249716</li> </ul>
Front Office Service Leader	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Take responsibility for all loyalty members and VIP guests</li> <li>• Provide a best-fit solution to fulfil the customer needs</li> <li>• Ensure all guests enjoy the best possible hotel experience</li> <li>• Engage with guests and enhance their overall experience with the hotel</li> <li>• Create an exceptional and memorable experience for all guests</li> <li>• Willing to work shift and on Public Holidays</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>• Be the first point of contact with guests</li> <li>• Attention to details</li> <li>• Communicates and writes with fluency in English</li> <li>• Able to familiarise themselves with hotel check-in/out software</li> <li>• Preferably has relevant experience in the hospitality industry</li> <li>• Has strong interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift work (44 hours per week)</li> <li>• Postal code: 249716</li> </ul>
Concierge	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Greet guests in a warm, friendly, and professional manner, providing assistance with any requests or inquiries during their stay</li> <li>• Provide a personalized guest service</li> <li>• Create a memorable experience for the guests</li> <li>• Engage with guests and enhance the service based on their feedback</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift work (44 hours per week)</li> <li>• Postal code: 249716</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Assist with any issues or problems</li> <li>Willing to work shift and on Public Holidays</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>Be the first point of contact with guests</li> <li>Attention to details</li> <li>Communicates and writes with fluency in English</li> <li>Able to familiarise themselves with hotel software</li> <li>Preferably has relevant experience in the hospitality industry</li> <li>Has strong interpersonal and communication skills</li> </ul>	
Service Centre Agent	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Provide a warm, helpful and informative service over the phone</li> <li>Contribute to creating an excellent experience to all guests</li> <li>Handle all guest requests in a professional and timely manner</li> <li>Assist with handling customer complaints or requests, ensuring prompt resolution or escalation to the appropriate department</li> <li>Willing to work shifts and on Public Holidays</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>Attention to details</li> <li>Able to multitask and is organized</li> <li>Communicates and writes with fluency in English</li> <li>Able to familiarise themselves with hotel software</li> <li>Preferably has relevant experience in the hospitality industry</li> <li>Has strong interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 249716</li> </ul>
Laundry Attendant	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Ensure hotel linen and employee uniforms are in good condition</li> <li>Ensure sufficient linen is available for the day's operation</li> <li>Manage guest laundry/dry cleaning request according to the Hotel's Standard Operating Procedures</li> <li>Assist in monitoring inventory levels of linens, towels, and laundry supplies, notifying supervisor when stock needs to be replenished</li> <li>Willing to work shift and on Public Holidays</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Understands room operations</li> <li>Have good customer service excellence, loves and enjoys interacting with guests and customers</li> <li>Must be detail-focused and guest-oriented</li> <li>Has strong interpersonal skills, able to communicate and write fluently in English</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift work (44 hours per week)</li> <li>Postal code: 249716</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to familiarise themselves with hotel laundry process</li> <li>• Preferably has experience working in hotel or hospitality environment</li> <li>• Able to work different shifts</li> </ul>	

## #10 iORA Group

iORA Fashion was established in 1998 with a strong commitment to inspire and make quality fashion accessible to everyone. iORA Group offers a diverse selection of women's ready-to-wear clothing, including essential wardrobe pieces and stylish accessories suitable for all seasons and occasions.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Sales Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Greet and assist customers upon store entry</li> <li>• Provide product information and address customer inquiries</li> <li>• Manage basic inventory tasks (stock taking, receiving deliveries, replenishing stock)</li> <li>• Organize backend stock and perform inventory counts</li> <li>• Maintain cleanliness and orderliness in the retail space</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Possess solid communication and interpersonal skills</li> <li>• Genuine passion about working in the retail fashion industry</li> <li>• Friendly and energetic with a customer service focused personality</li> <li>• Ability to commit to long working hours</li> <li>• Minimum 'O' Level qualification as a baseline</li> <li>• Proficient in basic IT tools, including computers, scanners and other electronic devices</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 11am to 9.30pm</li> <li>• Multiple locations</li> </ul>
Sales Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Greet and assist customers upon store entry</li> <li>• Provide product information and address customer inquiries</li> <li>• Manage basic inventory tasks (stock taking, receiving deliveries, replenishing stock)</li> <li>• Organize backend stock and perform inventory counts</li> <li>• Maintain cleanliness and orderliness in the retail space</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Possess solid communication and interpersonal skills</li> <li>• Genuine passion about working in the retail fashion industry</li> <li>• Friendly and energetic with a customer service focused personality</li> <li>• Ability to commit to long working hours</li> <li>• Minimum 'O' Level qualification as a baseline</li> </ul>	<ul style="list-style-type: none"> <li>• 5.5 day work week</li> <li>• 11am to 8pm/12pm to 9pm</li> <li>• Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Proficient in basic IT tools, including computers, scanners and other electronic devices</li> </ul>	
In-store Visual Display Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Implement brand concepts and visual display strategies to boost sales and customer experience</li> <li>Present product range in a market-relevant, appealing way</li> <li>Design advertising templates, in-store marketing materials, brochures, event displays, and websites</li> <li>Train retail teams and store staff on visual display standards and design concepts</li> <li>Execute in-store A&amp;P activities to maximize sales potential.</li> <li>Replenish stock and support store operations</li> <li>Provide styling advice and excellent customer service</li> <li>Engage with customers to understand preferences and expectations</li> <li>Create and maintain merchandise displays to drive sales.</li> <li>Ensure cleanliness and functionality of fixtures, signage, and equipment</li> <li>Produce window displays, signs, interior layouts, and promotional displays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>In-depth understanding of current merchandising trends and visual display practices</li> <li>Proficiency in Photoshop, Illustrator, or other relevant design tools</li> <li>Competence in Microsoft Office for creating documentation and reporting</li> <li>Holds a Diploma in Visual Merchandising, Fashion Design, or a related field</li> <li>Flexibility and availability to work irregular working shifts as required</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>10.30am to 7.30pm/12pm to 9pm</li> <li>Multiple locations</li> </ul>
Retail Operation Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist the Operations Director in optimizing retail operations, including manpower planning, staff training, and recruitment</li> <li>Conduct market analysis and prepare detailed reports to support strategic decision-making</li> <li>Deliver exceptional customer service and perform sales functions at retail outlets</li> <li>Manage staff appraisals and address operational needs through ad-hoc tasks</li> <li>Gather and analyze customer feedback to identify trends and areas for improvement in product offerings and service</li> <li>Assist in planning and executing promotional campaigns and events to drive sales and enhance brand awareness</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Passion for the retail fashion industry</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week</li> <li>10.30am to 7.30pm/12pm to 9pm</li> <li>Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Strong customer service focus with a friendly, energetic personality</li> <li>Excellent communication and multi-tasking skills</li> <li>Team player with self-discipline and interpersonal skills</li> <li>Flexibility for irregular working shifts</li> <li>Proficient in Microsoft Office</li> <li>Diploma in Sales and Retail Management, Supply Chain Management or related field</li> </ul>	
E-Commerce Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Listing products and maintain optimal inventory level to ensure availability of products</li> <li>Managing stores on marketplaces and liaising with Key Account Managers to improve traffic, conversion rate and ultimately grow sales</li> <li>Be involved in monthly and quarterly promotional planning and actively come up with ideas be it to promotion mechanics or how to market products</li> <li>Communicate with Graphic Designer on social media and mailer collateral design</li> <li>Facilitates and implement marketing strategies or promotional collaterals such as changing website banners, scheduling social media posts and creating vouchers/coupons</li> <li>Generate and compile reports and analysing the trends that aids promotional decision making</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Ability to solve problems, make decisions and offer suggestions or solutions</li> <li>A keen interest in the latest digital and E-Commerce trends, strong understanding of E-Commerce, digital marketing and logistics/ inventory principles and processes</li> <li>Customer focused with strong reliance on data, analysis and insight</li> <li>Flexible and adaptable to new challenges</li> <li>Effective interpersonal and written communication skills, ability to work independently and within a team</li> <li>Ability to handle pressure and work within tight schedules</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6.30pm</li> <li>Multiple locations</li> </ul>
Merchandising Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>This position mainly focuses on purchasing and inventory control and management</li> <li>Assist the team in managing purchase orders from sample development to shipment</li> <li>Receive and process inventory shipments, ensuring accuracy and completeness of data entry</li> <li>Assist with filing of paperwork and data entry to ensure that all relevant records are up to date</li> <li>Coordinate with respective shops to ensure effective allocation of stocks</li> </ul>	<ul style="list-style-type: none"> <li>5.5 day work week (Alternate Saturdays)</li> <li>Weekdays: 9am to 6.30pm Weekends: 9am to 1pm</li> <li>Multiple locations</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Provide support and liaise closely with the logistics team</li> <li>• Will have to help out at the warehouse as and when required</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Demonstrates a willingness to learn and maintains a can-do attitude</li> <li>• Resourceful, flexible, and takes responsibility as a team player</li> <li>• Ability to work under pressure, meeting short deadlines, and putting in extra hours if needed on assignments</li> <li>• Competence in Microsoft Office for documentation and reporting</li> <li>• Minimum Diploma preferred for the role</li> </ul>	
Designer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Conceptualise, design and develop range plans for collections through research</li> <li>• Keep up to date and adapt with trend forecasts and retail movements, to suit market demands</li> <li>• Work closely with our various counterparts to oversee fit sessions, sampling and production processes</li> <li>• Maintain design integrity and keeping the MONOLOQ identity consistent</li> <li>• Anticipate and provide relevant solutions to address design problems - through practicality, scalability and being cost-sensitive</li> <li>• Conduct factory visits and sourcing trips</li> <li>• Promote design thinking and innovation - brand elevation</li> <li>• Manage deliverables and project timelines within the design team</li> <li>• Build a strong MONOLOQ team culture</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Certificate in Fashion Design or equivalent, 1 to 2 years in relevant industry is a plus</li> <li>• Strong passion in the areas of fashion and styling, with knowledge on current trends, fabrics and technical construction</li> <li>• Design and develop seasonal drops based of online and offline research</li> <li>• Open-minded and flexible, with the ability to work under pressure and meet project deliverables</li> <li>• Able to work confidently, both independently, and as a team</li> <li>• Exercise open communication with various counterparts</li> <li>• High proficiency in Adobe Photoshop and Illustrator</li> </ul>	<ul style="list-style-type: none"> <li>• 5 days work week</li> <li>• 9am to 6.30pm</li> <li>• Multiple locations</li> </ul>

## #11 Jobskipedia

Join Jobskipedia, where we revolutionize global talent experiences through cutting-edge technology and innovative HR solutions. Since 2023, we've been fostering equitable opportunities, streamlining



recruitment, and empowering individuals to thrive in meaningful careers. Be part of a team that's shaping the future of work, driving business success, and elevating talent worldwide.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Management Trainee	<p><b>Key Responsibilities</b></p> <p>Business Team</p> <ul style="list-style-type: none"> <li>• Drive Sales Growth: Conduct the full sales cycle through cold-calling to generate the leads required to maintain a healthy lead pool. Funnel these qualifying leads through the sales pipeline</li> <li>• Client Management: Cultivate strong relationship with industry partners by identifying recruitment challenges that can be mitigated through our products and services</li> <li>• Lead and Mentor: Be the spokesperson for the company to advice your clients regarding the various recruitment solutions through funding support and outreach programs</li> <li>• Driven and Initiate: Be proactive and accountable for the sales KPI. Open to learn the industry knowledge through experiential learning</li> </ul> <p>Marketing Team</p> <ul style="list-style-type: none"> <li>• Marketing Campaigns: Spearhead marketing campaign to generate new business opportunities</li> <li>• Strategic Planning: Orchestrate the full strategic planning to set the outline such as objectives and targets of the outreach programs</li> <li>• Market Trends: Understand the behaviors of both jobseekers and clients to better tailor these outreaches to the intended audiences. Develop creative campaigns to drive sales growth</li> </ul> <p>Recruitment Team</p> <ul style="list-style-type: none"> <li>• Talent Acquisitions: Shadow the full recruitment cycle: Sourcing, Screening and interviewing of candidates</li> <li>• HR Analytics: Internalize the pain points for recruiters to better tailor the products and services meet this challenges</li> <li>• Project Management: Undertake HR projects that are ongoing to better understand the implementations for employability facilities services</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Possess a growth mindset with a strong willingness to take initiative in career development and continuous learning</li> <li>• Demonstrate adaptability and resilience in a fast-paced, dynamic work environment, with the ability to work both independently and collaboratively</li> <li>• Exhibit strong problem-solving skills and the ability to navigate challenges with a proactive and solution-oriented approach</li> <li>• Have excellent communication and interpersonal skills to engage effectively with clients, colleagues, and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 051531</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Show a keen interest in business development, marketing, recruitment, and project management within the HR industry</li> <li>• Display high motivation and accountability in achieving sales KPIs and meeting strategic business objectives</li> <li>• Be capable of analyzing market trends, understanding client needs, and contributing innovative ideas to enhance outreach programs and sales strategies</li> <li>• Demonstrate leadership potential with the ability to take ownership of projects and drive initiatives forward</li> </ul>	
Business Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform sales calls to ensure that qualifying leads are funneled through the sales pipeline</li> <li>• Establish new business through networking with industry leaders and business development initiatives</li> <li>• Provide professional advice on the products and services we offer that target client's challenges</li> <li>• Excel in monthly sales targets to move prospective clients through the sales pipeline</li> <li>• Collaborate with different departments such as recruitment, events, and development to share best practices and strategies</li> <li>• Strategize and implement persuasive standards to convert large organizations into clients</li> <li>• Drive after-sales services to handle enquiries and obtain feedback</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• At least 1 year experience in sales or any related field</li> <li>• Any HR industry knowledge would be an added advantage</li> <li>• Proficient communication skills, both verbal and written</li> <li>• Strong negotiation and persuasion skills</li> <li>• Able to work in a fast-paced environment independently</li> <li>• Highly motivated and results-driven individuals</li> <li>• Goal-oriented to drive the sense of achievement through meeting sales target</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 051531</li> </ul>
Human Resource Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Talent Acquisition: Assist the team in the full recruitment cycle of sourcing, screening, selecting and interviewing potential candidates for key positions</li> <li>• Creative Recruitment: Develop and brainstorm recruitment ideas to attract top talents from different demographic</li> <li>• Recruitment Management Process: Coordinate and schedule interviews with management after the recruitment process to ensure smooth onboarding for new hires</li> <li>• Documentation: Ensure that the different papers used for fundings are up to date. Apply for the fundings based on the different compliance criteria of different stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 051531</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Recruitment Analytics: Understand the different trends in jobseekers to understand the different pain points of both jobseekers and employers. Keep current on the different industry trends and salary benchmarking based on research</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Education in Human Resource or other management related fields</li> <li>Minimum 2 years of working experience in the HR industry</li> <li>Able to work in fast-paced environment where time management is key</li> <li>Familiarity with the different HR processes to better facilitate onboarding</li> <li>Independent and adaptable to the tasks assigned</li> <li>Team player in assisting other colleagues</li> <li>Excellent interpersonal and communication skills</li> </ul>	
Marketing Executive	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Be part of the creative team in ideation, planning and executing marketing campaigns</li> <li>Provides copy writing to all marketing materials, online and offline</li> <li>Develop and schedule content across all channels that aligns to brand guidelines and content strategy</li> <li>Strategize, monitor and manage all digital assets to grow brand awareness and improve customer experience</li> <li>Maintain and grow brand partnerships/influencer collaborations</li> <li>Analyzing weekly marketing performance and social media metrics with tracking systems to determine efficacy and areas for improvement</li> <li>Responsible for through-the-line activities such as print advertisements, social and digital media platforms (LinkedIn, Facebook, Twitter, etc.), web updates and monthly / contracted email marketing</li> <li>Any other ad-hoc duties and responsibilities as and when assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Candidate must possess at least Diploma/Certificate in Marketing, Advertising/Media or equivalent</li> <li>At least 1 Year(s) of working experience in the related field</li> <li>Excellent copy writing and communication skills</li> <li>Knowledge and experience in social media management is essential</li> <li>Enjoys brainstorming and developing ideas through to completion</li> <li>Stays up to date with the latest digital and social trend</li> <li>Highly strategic thinking skills (Proficiency in Google Analytics will be a plus)</li> <li>Well organised and open to new ideas</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 051531</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ability to work independently in a fast-paced setting under tight deadlines with strong project and time-management skills and minimum supervision</li> <li>Ability to create simple graphics (aesthetic FB/IG stories) and an eye for design will be an advantage</li> </ul>	
Recruitment Consultant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage the full cycle of recruitment for external clients/employers</li> <li>Manage the recruitment process from requisition management, candidate sourcing, selection process, interview process, and other pre-hiring activities</li> <li>Constant follow up on candidate leads to meet job order requisition plan</li> <li>Recommend suitable candidates to respective clients</li> <li>Work with various partners for placement opportunities</li> <li>Participate in physical and virtual career fairs, subsequently updating of candidates' database system</li> <li>Manage the Career Resources Station (CRS) event booth including the setting up and disassembling of event booth</li> <li>Attend to jobseekers' enquiries e.g. on available job vacancies and hiring companies</li> <li>Take initiative to approach the public members and engage job seekers</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>NITEC and/or other related fields</li> <li>Preferably 1 year of experience in managing recruitment or advisor role</li> <li>Have strong interest in Recruitment, Career Advisory and Employment Landscape</li> <li>Strong communication and interpersonal skills</li> <li>Customer service-oriented, target driven to meet KPIs</li> <li>Able to work in a dynamic and fast-paced environment</li> <li>Independent and proactive</li> <li>CEI certification is a plus but those without will be sent for certification</li> <li>Training and development opportunities provided</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 051531</li> </ul>

## #12 Lan Zhou Wu Fu

Lan Zhou Wu Fu Pte Ltd operates as a central kitchen supporting two distinctive brands: Yi Wan Mian and Huo Lu Huo. Yi Wan Mian specializes in traditional Chinese La Mian (hand-pulled noodles), offering a diverse selection of authentic noodle dishes at mall food courts and coffeeshop stalls. Meanwhile, Huo Lu Huo focuses on traditional Chinese barbecue cuisine, featuring grilled meats and other classic barbecue offerings. Both brands benefit from the centralized operations of Lan Zhou Wu Fu, ensuring consistent quality and efficient production across their respective culinary offerings.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food Court Stall/Kitchen Assistant (Full-Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Food Court Stall/Kitchen Assistant (Full Time) is responsible for providing excellent customer service, ensuring efficient food preparation, maintaining cleanliness and sanitation in the kitchen and surrounding areas, and managing inventory and supplies. The role also involves collaborating effectively with team members to ensure smooth operations and high standards of food quality and hygiene. The assistant must adhere to all safety guidelines and support daily kitchen tasks to deliver an exceptional customer experience</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>We are looking for a dedicated Food Court Stall/Kitchen Assistant to join our team! No prior experience is required, but basic F&amp;B experience will be an advantage. Candidates should be willing to work rotating shifts, including weekends, and possess a positive attitude with a strong sense of responsibility. This role involves assisting in food preparation, maintaining cleanliness, and ensuring smooth daily operations. If you are a hardworking team player eager to learn and grow in the F&amp;B industry, we welcome you to apply and be part of our dynamic team</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
Food Court Stall/Kitchen Assistant (Long Term Contract)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Food Court Stall/Kitchen Assistant (Long Term Contract) is responsible for providing excellent customer service, ensuring efficient food preparation, maintaining cleanliness and sanitation in the kitchen and surrounding areas, and managing inventory and supplies. The role also involves collaborating effectively with team members to ensure smooth operations and high standards of food quality and hygiene. The assistant must adhere to all safety guidelines and support daily kitchen tasks to deliver an exceptional customer experience</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>We are looking for a dedicated Food Court Stall/Kitchen Assistant to join our team! No prior experience is required, but basic F&amp;B experience will be an advantage. Candidates should be willing to work rotating shifts, including weekends, and possess a positive attitude with a strong sense of responsibility. This role involves assisting in food preparation, maintaining cleanliness, and ensuring smooth daily operations. If you are a hardworking team player eager to learn and grow in the F&amp;B industry, we welcome you to apply and be part of our dynamic team</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>5 hours per week or flexible work hours</li> <li>Multiple locations</li> </ul>
Food Court Stall/Kitchen Assistant (Long Term Contract)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Food Court Stall/Kitchen Assistant (Long Term Contract) is responsible for providing excellent customer service, ensuring efficient food preparation, maintaining cleanliness and sanitation in the kitchen and surrounding areas, and</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>5 hours per week or</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>managing inventory and supplies. The role also involves collaborating effectively with team members to ensure smooth operations and high standards of food quality and hygiene. The assistant must adhere to all safety guidelines and support daily kitchen tasks to deliver an exceptional customer experience</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>We are looking for a dedicated Food Court Stall/Kitchen Assistant to join our team! No prior experience is required, but basic F&amp;B experience will be an advantage. Candidates should be willing to work rotating shifts, including weekends, and possess a positive attitude with a strong sense of responsibility. This role involves assisting in food preparation, maintaining cleanliness, and ensuring smooth daily operations. If you are a hardworking team player eager to learn and grow in the F&amp;B industry, we welcome you to apply and be part of our dynamic team</li> </ul>	<p>flexible work hours</p> <ul style="list-style-type: none"> <li>Multiple locations</li> </ul>
Store Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Operations Management: Oversee daily store operations, ensuring efficiency and smooth workflow</li> <li>Staff Supervision: Recruit, train, and manage a team of employees, fostering a positive work environment</li> <li>Inventory Control: Monitor stock levels, place orders, and minimize shrinkage</li> <li>Customer Service: Ensure excellent customer experience and handle complaints professionally</li> <li>Sales and Profitability: Meet sales targets, analyze performance metrics, and implement strategies to drive revenue</li> <li>Compliance: Maintain store standards, adhere to company policies, and ensure safety regulations are met</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Skills: Strong leadership, communication, and problem-solving abilities</li> <li>Experience: 2 to 5 years in retail or store management</li> <li>Technical Knowledge: Proficiency in inventory management and POS systems</li> <li>Customer Focus: Excellent interpersonal skills with a focus on customer satisfaction</li> <li>Results-Oriented: Proven track record of meeting sales and operational targets</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>Postal code: 238896</li> </ul>
Store Supervisor	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Team Leadership: Support and guide store staff to achieve daily goals</li> <li>Operations Oversight: Assist in managing daily store activities and maintaining workflow efficiency</li> <li>Customer Service: Ensure high-quality customer interactions and address complaints effectively</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>Postal code: 238896</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Inventory Monitoring: Help track stock levels, conduct audits, and manage replenishments</li> <li>Sales Support: Assist in achieving sales targets and promoting store promotions</li> <li>Compliance: Enforce company policies, safety protocols, and store standards</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Experience: 1 to 3 years in retail or supervisory roles</li> <li>Skills: Strong communication, organizational, and leadership abilities</li> <li>Education: Diploma or equivalent preferred</li> <li>Customer Service: Proven ability to handle customer inquiries and resolve issues</li> <li>Flexibility: Willingness to work shifts, weekends, and holidays</li> <li>Team Player: Ability to motivate and coordinate with staff effectively</li> <li>Technical Knowledge: Familiarity with POS systems and basic inventory management</li> </ul>	
Front of House (FOH) Service Crew	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>The Front of House (FOH) Service Crew is responsible for greeting and seating customers with a friendly attitude, providing excellent customer service throughout their dining experience, and assisting with grilling when needed. The role involves taking and delivering orders accurately, handling billing and payments, ensuring cleanliness and organization of the dining area, and maintaining high levels of customer satisfaction. The crew member must work efficiently and cooperatively with the team to ensure a smooth and pleasant experience for all customers</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>We are seeking an enthusiastic Front of House (FOH) Service Crew to join our team! Experience in customer service or as a waiter/waitress in a restaurant setting is preferred. Knowledge of Korean cuisine and BBQ grilling techniques is an asset. The ideal candidate should possess a friendly, energetic, and positive attitude with a strong sense of responsibility. You must be able to multitask in a fast-paced environment, ensuring excellent service and customer satisfaction. If you enjoy working with people and are passionate about delivering top-notch service, we would love to have you on board</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Postal code: 238896</li> </ul>
Back of House (BOH) Service Crew	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>The Back of House (BOH) Service Crew plays a critical role in ensuring the smooth operation of the kitchen. Responsibilities include food preparation, where they assist in chopping, dicing, and prepping ingredients. At the grill station, they handle meat preparation, ensuring all items are</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Postal code: 238896</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>cooked to perfection. They also focus on dish assembly and presentation, ensuring meals are plated attractively. Regular cleaning and sanitization are key tasks to maintain a safe, hygienic environment. Inventory and stocking are performed to ensure the kitchen is adequately supplied. Effective team collaboration is essential for ensuring timely service and maintaining operational efficiency</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>We are looking for a motivated Back of House (BOH) Service Crew member to join our team! Previous kitchen experience in a fast-paced restaurant environment is preferred, along with knowledge of Korean cuisine and BBQ preparation. You should be able to handle sharp tools and operate kitchen equipment safely. Responsibilities include dishwashing and ensuring cleanliness of dishes, utensils, and kitchen equipment. A strong understanding of food safety and hygiene regulations is essential. You should have excellent attention to detail, the ability to multi-task and work efficiently under pressure, and a commitment to maintaining high standards of food hygiene and kitchen safety. Strong communication skills in English are required. Availability to join the team on short notice is a plus</li> </ul>	

## #13 Mandai Wildlife Group

Mandai Wildlife Group is the steward of Mandai Wildlife Reserve, a unique wildlife and nature destination in Singapore that is home to world-renown wildlife parks which connect visitors to the fascinating world of wildlife. The Group is driving an exciting rejuvenation plan at Mandai Wildlife Reserve, adjacent to Singapore's Central Catchment Nature Reserve, that will integrate five wildlife parks with distinctive nature-based experiences, green public spaces and an eco-friendly resort.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Junior Keeper (Singapore Zoo/Night Safari/Bird Paradise)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for the care and well-being of animals through proper food preparation and feeding regime, as well as animal husbandry</li> <li>Conduct and maintain proper behavioural enrichments through landscaping and exhibit improvements, and positive reinforcement trainings</li> <li>Assist in guided tours, feedings and other guest interaction sessions/programmes</li> <li>Update and maintain records on daily observations of animals</li> <li>Other relevant duties as assigned</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Working hours: Depending on park, inclusive of weekends and public holidays</li> <li>Postal code: 729826</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Minimum 'O' Level or Diploma holders (preferably in Life Sciences)</li> <li>Confident, outgoing personality and a team player</li> <li>Willing to work on Saturdays/Sundays/Public Holidays</li> <li>Shortlisted candidates will be allocated to the different sections/parks accordingly</li> </ul>	
Trainer/Presenter (Singapore Zoo/Night Safari)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Provide proper and consistent husbandry, housing, care, feeding, training, enrichment, and presentation of the animals to achieve the highest level of positive welfare as per the Group's Animal Welfare Code</li> <li>Identify and report any abnormalities, signs of possible health concerns and/or behavioural issues in animals</li> <li>Complete daily recordkeeping forms for feeding, weights, behaviour, training, and enrichment as required</li> <li>Report repairs and renovations as required</li> <li>Maintain the highest quality of animal presentations and guest interactive programmes with the aim to promote conservation</li> <li>Participate in shows as presenter, handler, and/or backstage support</li> <li>Conduct training sessions with assigned animals and behaviours within completion timelines</li> <li>Participate in discussions and contribute to the design and development of new animal behaviours, routines, and presentation ideas for the shows and programmes</li> <li>Other relevant duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 'N' Level</li> <li>Experience in animal care, veterinary medicine, training, or shows is preferred</li> <li>Good written and spoken communication skills</li> <li>Effective and motivated team player</li> <li>Able to present in front of crowds and work with animals</li> <li>Able to contribute to new concepts and ideas to improve presentations</li> <li>Able to work on weekends and Public Holidays</li> <li>Shortlisted applicants will be allocated to the relevant park/section accordingly</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Working hours: Depending on park, inclusive of weekends and public holidays</li> <li>Postal code: 729826</li> </ul>
Horticulture Officer (River Wonders/Rainforest Wild Asia)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Monitor, record and update work schedule and progress</li> <li>Supervise daily horticulture maintenance works executed by landscape term contractors and in-house gardeners according to contract specifications and responsibilities including but not limited to adhering to routine work schedules, service reports and ad-hoc job requests</li> <li>Assist to monitor and conduct weekly site assessments to inspect landscape term contractor's performance</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Working hours: Depending on park, inclusive of weekends</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Liaise with internal stakeholders and external vendors with regard to ad-hoc horticulture work requests, site inspections, meetings and feedbacks as and when assigned</li> <li>• Assist with materials procurement, including tender/quotation exercise, site show process where required</li> <li>• Assist to maintain and upkeep machinery and equipment records</li> <li>• Assist to monitor and record daily harvesting bamboo brose and horticulture work activities</li> <li>• Monitor overall Watering Regime in park including checking of hose condition, nozzle, automated irrigation installation, etc.</li> <li>• Carry out Horticulture maintenance works such as planting, nutrient management, mulching, weeding, pruning overgrown shrubs and hedges along buffer zones and animal enclosures</li> <li>• Any ad-hoc duties as assigned by supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum Diploma in Horticulture and Landscape / WSQ Advanced Certificate in Landscape Supervision</li> <li>• At least 2 years' relevant experience with landscaping maintenance in Singapore (with certificate); fresh diploma graduates are welcome to apply</li> <li>• Proficient in Microsoft office</li> <li>• Good command of written and spoken English</li> <li>• Must be able to work in an outdoor environment</li> <li>• Proactive and independent</li> <li>• Shortlisted applicants will be allocated to the relevant park/section accordingly</li> </ul>	<p>and public holidays</p> <ul style="list-style-type: none"> <li>• Postal code: 729826</li> </ul>
Technician, Vehicles (Rainforest Wild Asia)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Carry out inspection, servicing and maintenance of vehicles and other automotive equipment</li> <li>• Perform electrical and mechanical troubleshooting of automotive system and equipment</li> <li>• Other relevant duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum ITE/Diploma in Electronics/Electrical Engineering or equivalent</li> <li>• Minimum 2 to 3 years of relevant experience in automotive, equipment and electrical maintenance and troubleshooting; candidates without experience are welcome to apply</li> <li>• Possession of Class 2B/3 licenses and proficiency in Microsoft Office will be an added advantage</li> <li>• Proactive and a team player with good problem-solving skills and attention to details</li> <li>• Able to perform shift work, work on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Working hours: Depending on park, inclusive of weekends and public holidays</li> <li>• Postal code: 729826</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Shortlisted candidates will be allocated to the respective parks accordingly</li> </ul>	
Technical Executive, Audio Visual Lighting (Rainforest Wild Asia)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>To lead a team of Technician to perform preventive / predictive maintenance of AVL Equipment and Adventure Facilities to minimize equipment and facilities downtime</li> <li>To perform troubleshooting, repair/rectification and replacement works for AVL Equipment and Adventure Facilities</li> <li>To liaise and coordinate with stakeholders and vendors for defects rectification works</li> <li>To lead a team to perform Set up of AVL equipment such as microphones, speakers, video screens, projectors, video monitors, sound and mixing</li> <li>Responsible to maintain and audit stock inventory of AVL and Adventure spares parts</li> <li>Any other relevant duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum NITEC / Diploma in Engineering (Mechanical/Electrical)</li> <li>At least 3 years of relevant working experience in Adventure/ Audio Visual Lighting</li> <li>Certification of Sport Climbing, Abseiling and Challenge Rope Course, Rope Access are preferred</li> <li>Good verbal and written communication skills</li> <li>Possess a positive working attitude and is an excellent team player</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Working hours: Depending on park, inclusive of weekends and public holidays</li> <li>Postal code: 729826</li> </ul>
Technical Executive, Facilities Management (Rainforest Wild Asia)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform daily routine inspections of front-of-house areas and back-of-house plantrooms to ensure all essential services are in an operational readiness state</li> <li>Liaise and coordinate with stakeholders and vendors for defects rectification works</li> <li>Ensure execution of preventive / predictive maintenance to identify and prepare equipment for maintenance before breakdown</li> <li>Response to system breakdowns, attend to and resolve operational issues relating to lighting, fan, power, water, etc. for safe environment for guests, staff and living collections</li> <li>Perform in-house maintenance work including no load testing of standby generators and quick fix of building repairs, painting and carpentry work</li> <li>Maintain proper inventory of store items for electrical, sanitary and plumbing, painting, carpentry, and hand tools</li> <li>Monitor utilities consumption and establish baseline consumption for the park</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Working hours: Depending on park, inclusive of weekends and public holidays</li> <li>Postal code: 729826</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ensure safe working conditions through taking corrective actions to maintain equipment and process within safe operating limits</li> <li>• Maintain records of all equipment lists for machines, pumps, aircon, fire protection, etc. for the park</li> <li>• Any ad-hoc duties as assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Minimum NITEC / Diploma in Engineering (Mechanical/Electrical)</li> <li>• At least 3 years of relevant working experience in Facilities Management in Built Environment</li> <li>• Prior experience and/or knowledge of basic carpentry, plumbing, painting and hand and powered tools</li> <li>• Good verbal and written communication skills</li> <li>• Possess a positive working attitude and is an excellent team player</li> </ul>	
Guest Service Officer - Singapore Zoo	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance to protocol</li> <li>• Identify, propose and execute proposals on areas of improvement to create and enhance guest experience within the park</li> <li>• Resolve feedback, issues and concerns raised by guests</li> <li>• Motivate and guide part-time staff in delivering guest experiences</li> <li>• Assist to conduct training of part-time staff in consultation with section lead</li> <li>• Assist in maintenance and enforcement of park safety matters and procedures</li> <li>• Assist in wildlife-human management efforts</li> <li>• Update and maintain records of sightings and movements of wildlife</li> <li>• Conduct and maintain behavioural enrichments of wildlife through positive reinforcement trainings</li> <li>• Educate guests on wildlife campaigns in the parks</li> <li>• Other relevant duties as assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Minimum 1 year of relevant experience in hospitality or tourism industry</li> <li>• Prior customer service experience will be an advantage</li> <li>• Excellent communications skills</li> <li>• Confident, energetic and outgoing personality</li> <li>• Able to work on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 8am to 5.30pm</li> <li>• 8.15am to 5.45pm</li> <li>• 9am to 6pm</li> <li>• 10am to 7pm</li> <li>• Postal code: 729826</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Guest Service Officer - Bird Paradise/ Rainforest Wild Asia	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance to protocol</li> <li>• Identify, propose and execute proposals on areas of improvement to create and enhance guest experience within the park</li> <li>• Resolve feedback, issues and concerns raised by guests.</li> <li>• Motivate and guide part-time staff in delivering guest experiences</li> <li>• Assist to conduct training of part-time staff in consultation with section lead</li> <li>• Assist in maintenance and enforcement of park safety matters and procedures</li> <li>• Assist in wildlife-human management efforts</li> <li>• Update and maintain records of sightings and movements of wildlife</li> <li>• Conduct and maintain behavioural enrichments of wildlife through positive reinforcement trainings</li> <li>• Educate guests on wildlife campaigns in the parks</li> <li>• Other relevant duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum 1 year of relevant experience in hospitality or tourism industry</li> <li>• Prior customer service experience will be an advantage</li> <li>• Excellent communications skills</li> <li>• Confident, energetic and outgoing personality</li> <li>• Able to work on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 8am to 5.30pm</li> <li>• 8.15am to 5.45pm</li> <li>• 9am to 6pm</li> <li>• 10am to 7pm</li> <li>• Postal code: 729826</li> </ul>
Executive, Park Operation - Singapore Zoo	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Perform shift responsibilities and ensure smooth day-to-day operations of the park, including queue and crowd management, and ensuring park cleanliness</li> <li>• Ensure delivery of excellent guest experience, including management of guest feedback on-ground and closing service lapses</li> <li>• Manage incidents and raise incident reports as required</li> <li>• Ensure safe work practices are carried out</li> <li>• Review, propose and execute ideas to aid in improvements on park-related and guest experience matters</li> <li>• Assist in staff management, including manpower planning/deployment and training</li> <li>• Assist to generate and review reports</li> <li>• Assist in wildlife management efforts</li> <li>• Manage assigned portfolio and projects</li> <li>• Other relevant duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Diploma or Degree</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 8am to 5.30pm</li> <li>• 8.15am to 5.45pm</li> <li>• 9am to 6pm</li> <li>• 10am to 7pm</li> <li>• Postal code: 729826</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>At least 2 years of relevant experience, preferably with experience in leadership and project management</li> <li>Able to work on weekends and Public Holidays</li> </ul>	
Executive, Park Operation - Bird Paradise	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform shift responsibilities and ensure smooth day-to-day operations of the park, including queue and crowd management, and ensuring park cleanliness</li> <li>Ensure delivery of excellent guest experience, including management of guest feedback on-ground and closing service lapses</li> <li>Manage incidents and raise incident reports as required</li> <li>Ensure safe work practices are carried out</li> <li>Review, propose and execute ideas to aid in improvements on park-related and guest experience matters</li> <li>Assist in staff management, including manpower planning/deployment and training</li> <li>Assist to generate and review reports</li> <li>Assist in wildlife management efforts</li> <li>Manage assigned portfolio and projects</li> <li>Other relevant duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma or Degree</li> <li>At least 2 years of relevant experience, preferably with experience in leadership and project management</li> <li>Able to work on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>8am to 5.30pm</li> <li>8.15am to 5.45pm</li> <li>9am to 6pm</li> <li>10am to 7pm</li> <li>Postal code: 729826</li> </ul>
Senior Guest Experience Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Be well-versed in information of all 4 Parks (Singapore Zoo, Night Safari, River Wonders, and Bird Paradise)</li> <li>Effectively manage guests' enquiries and feedback within set SLAs and via various channels and platforms (which include, but are not limited to, emails, calls, livechat, and social media)</li> <li>Able to identify problem statements / issues and provide appropriate handling to escalated cases</li> <li>Maintain a high standard of quality responses to guests to uphold service quality standards and ensure consistency</li> <li>Work with various departments and stakeholders within MWG to enhance guest experience and satisfaction</li> <li>Support in reporting key feedback cases to management and collaborate with relevant teams to effect satisfactory solutions</li> <li>Handle rostering and training of staff</li> <li>Manage situations that require problem solving and innovative solutions</li> <li>Assist with monthly reports and updating of Standard Operating Procedures (SOPs)</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 729826</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Assist with ad-hoc projects for the Guest Experience Management team as required</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum Diploma</li> <li>Minimum 1 year of relevant experience</li> <li>Strong interpersonal and communications skills (English)</li> <li>Previous customer service experience will be preferred</li> <li>Quick-thinking, adaptable, able to thrive in fast-paced environment</li> <li>Strong team player, but also comfortable to work independently where required</li> <li>Able to work on weekends and Public Holidays</li> <li>Able to work until 8pm or later (as required), on shift</li> </ul>	
Executive, Retail	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Coach, train and motivate retail assistants in ensuring smooth day-to-day operations at retail outlets</li> <li>Deliver exceptional customer service to guests and answer guest queries on store/ park related matters</li> <li>Actively acquire and demonstrate product knowledge and recommend suitable merchandise to guests</li> <li>Gather and share feedback on product quality, pricing etc. and feedback to Managers for follow up</li> <li>Upkeep visual displays of merchandise and recommend changes if needed</li> <li>Support and execute product launches and campaigns</li> <li>Work with Managers to meet financial targets (e.g. sales targets, reduce losses)</li> <li>Assist in periodic stocktakes and ensure stock accountability</li> <li>Plan and execute stock ordering, reducing loss of sales opportunities</li> <li>Operate SAP and point-of-sales system, ensuring accuracy in inventory and revenue collection in compliance of standard operating procedures</li> <li>Plan staff coverage and ensure accuracy in staff attendance reporting</li> <li>Any other ad-hoc duties as assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum GCE 'N'/'O' Level</li> <li>Minimum 3 years of relevant experience</li> <li>Prior retail supervisory experience preferred</li> <li>Good communication skills</li> <li>Able to commit on Weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Weekdays: 8.30am to 6pm / 9.30am to 7pm / 9.45am to 7.15pm</li> <li>Weekends: 8am to 5.30pm / 9.30am to 7pm / 9.45am to 7.15pm</li> <li>Postal code: 729826</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Guest Service Officer (Part-Time) - Singapore Zoo/ River Wonders/ Night Safari	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance to protocol</li> <li>Resolve feedback, issues and concerns raised by guests</li> <li>Assist in maintenance and enforcement of park safety matters and procedures</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum 'N' Level</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays/Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Flexible working hours</li> <li>Up to 35 hours per week</li> <li>Postal code: 729826</li> </ul>
Guest Service Officer (Part-Time) - Bird Paradise	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Ensure day-to-day operations are carried out smoothly, including daily resource management, and maintain high level of guest service standards in accordance to protocol</li> <li>Resolve feedback, issues and concerns raised by guests</li> <li>Assist in maintenance and enforcement of park safety matters and procedures</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum 'N' Level</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays/Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Flexible working hours</li> <li>Up to 35 hours per week</li> <li>Postal code: 729826</li> </ul>
Membership Officer (Part-Time)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Process membership applications in accordance with Company processes and procedures</li> <li>Handle all membership-related enquiries, feedback and requests received onsite or via phone and email</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>NITEC/Higher NITEC/Diploma in Hospitality &amp; Tourism</li> <li>Thrives in a fast-paced environment, with the ability to multi-task and meet tight deadlines</li> <li>Willing to work on Saturdays/Sundays/Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Flexible working hours</li> <li>Up to 35 hours per week</li> <li>Postal code: 729826</li> </ul>
Retail Associate (Part-Time) - Singapore Zoo/ River Wonders/ Night Safari	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Acquire and demonstrate product knowledge and recommend suitable merchandise to guests</li> <li>Upkeep the visual displays of merchandise, price tags and ensure store cleanliness and tidiness of displays</li> <li>Process stock count and receiving of stock</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum 'N' Level</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays/Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Flexible working hours</li> <li>Up to 35 hours per week</li> <li>Postal code: 729826</li> </ul>
Retail Associate (Part-Time) - Bird Paradise	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Acquire and demonstrate product knowledge and recommend suitable merchandise to guests</li> </ul>	<ul style="list-style-type: none"> <li>Flexible working hours</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Upkeep the visual displays of merchandise, price tags and ensure store cleanliness and tidiness of displays</li> <li>Process stock count and receiving of stock</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum 'N' Level</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays/Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Up to 35 hours per week</li> <li>Postal code: 729826</li> </ul>
Service Crew (Part-Time) - Singapore Zoo/ River Wonders/ Night Safari	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Provide pleasant and prompt service to our guests</li> <li>Cashiering duties</li> <li>Food preparation</li> <li>Ensuring cleanliness of F&amp;B outlets</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum 'N' Level</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays/Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Flexible working hours</li> <li>Up to 35 hours per week</li> <li>Postal code: 729826</li> </ul>
Service Crew (Part-Time) - Bird Paradise	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Provide pleasant and prompt service to our guests</li> <li>Cashiering duties</li> <li>Food preparation</li> <li>Ensuring cleanliness of F&amp;B outlets</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Minimum 'N' Level</li> <li>Friendly, approachable and a team player</li> <li>Willing to work on Saturdays/Sundays/Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>Flexible working hours</li> <li>Up to 35 hours per week</li> <li>Postal code: 729826</li> </ul>
Assistant Manager, Horticulture	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist Assistant Vice President and Manager to oversee horticulture operations ensuring the desired landscape design intent for the park is met</li> <li>Provide guidance to Horticulture Officer to achieve quality and timely completion of work tasks</li> <li>Support in Transition Planning and Ranger &amp; Process Champion with Development Team for Rainforest Wild Asia in collaboration with HR and Animal Care Team</li> <li>Coordinate with the Development Team and its landscape contractor/ consultant for DLP management, including involvement in routine joint inspection, defects identification and registry preparing for smooth hand over / take over</li> <li>Manage, supervise, inspect the ground daily and liaise with internal and external stakeholders, including other departments and term contractors to ensure contract specifications are achieved with timeliness and quality outcome</li> <li>Responsible to strategize and present proposals for landscape enhancements, upgrading/ development work,</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Working hours: Depending on park, inclusive of weekends and public holidays</li> <li>Postal code: 729826</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>and conservation initiatives at various platforms including tabletop and site meetings with various stakeholders, as and when required</p> <ul style="list-style-type: none"> <li>• Conduct design review of proposals for existing exhibits, aviaries, front and back of house areas for cost analysis and lifecycle cost evaluation</li> <li>• Analyze expenditure and propose budget for fiscal year, work plan, and explore digitization initiatives to improve productivity and innovation</li> <li>• Guide the contractor's work for productivity and observe, record and analyse productivity improvement</li> <li>• Initiate and prepare necessary work requests, such as working with Procurement Department to call for quotations and tenders with justification of cost benefit analysis within allocated budget and recommend for the contract award, etc.</li> <li>• Prepare power point for presentation in meetings</li> <li>• Any ad-hoc duties as assigned by the Supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum recognized Degree or Diploma with Plant Science, Botany, Agricultural Science, Horticulture, Forestry Science, Environmental Science / Management, or its equivalent</li> <li>• At least 5 years local relevant experience for Degree holders and 10 years for Diploma holders</li> <li>• Accredited as Certified Practicing Horticulturist or ISA certified Arborist will be an added advantage</li> <li>• Knowledge application in SESAMi and SAP will also be added advantage</li> <li>• Good command of written and spoken English</li> <li>• Effective communication and negotiation with various stakeholders for coordination of work to achieve a common goal</li> <li>• Proactive, independent and able to work in an outdoor environment</li> <li>• Ability to plan ahead with good sense of urgency and ownership responsibility</li> <li>• Meet the deadline within a tight schedule for implementation of project / assignment by taking ownership by standing supervision</li> <li>• Able to work during Public Holidays and weekends on rotation basis</li> </ul>	
Senior Executive, Membership Operations	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• To assist in managing day to day membership operations for SZ MEC, BP MEC and future RFP MEC, including weekends and Public Holidays</li> <li>• To perform IC duty as per roster plan</li> <li>• Roster planning together with the Senior Officers</li> <li>• Assist with management of membership email</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Working hours: Depending on park, inclusive of</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>To ensure Officers check application forms for errors on daily basis</li> <li>To ensure membership forms, cards and stationeries are sufficient for daily operations</li> <li>To manage queries and requests onsite and online from members/ guests</li> <li>To constantly remind Officers on all new membership initiatives and promotions for membership</li> <li>To assist in conducting of onsite and online UAT for new PLUs</li> <li>To work with Officer(s) and senior Officer(s) and take charge of respective role being assigned to and check in from time to time on the other roles</li> <li>To ensure practice of membership SOPs are always adhered</li> <li>To assist and raise refund requests (for online and onsite transactions), if any</li> <li>To assist in preparing and compiling of reports together with the senior officers to support where required</li> <li>To assist AM in calling and conducting bi-weekly meetings with the Team</li> <li>To assist in training new staff on membership product knowledge and systems</li> <li>Any other duties as reflected in job descriptions issued</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Diploma in Hospitality &amp; Tourism or Higher NITEC/ NITEC</li> <li>Minimum 2 years of relevant experience in Hospitality Service/Tourism industry</li> <li>Prior customer service/guest experience/contact centre experiences would be a plus</li> <li>Able to work on weekends and Public Holidays</li> <li>Good communication and writing skills</li> <li>Experiences using Microsoft Office, Galaxy, CRM+, Onestore would be a plus</li> </ul>	<p>weekends and public holidays</p> <ul style="list-style-type: none"> <li>Postal code: 729826</li> </ul>

## #14 ONE°15 Marina Sentosa Cove Singapore

ONE°15 Marina Sentosa Cove, Singapore is a waterfront lifestyle destination offering world-class marina facilities replete with a comprehensive range of exclusive club amenities. It is an unprecedented lifestyle destination with modern facilities including an infinity pool, fitness centre, members' lounge, modern spa, tennis courts, 26 tastefully appointed rooms, as well as a selection of restaurants and bars. ONE°15 Marina Sentosa Cove is part of SUTL Enterprise Ltd, which is listed on the main board of the Singapore Exchange. Since its inauguration in 2007, the Club has won several international accolades including the International Marina of the Year 2021 and 2023, Outstanding Hospitality Award at the Helm Magazine Singapore Yacht Show Awards 2013, Eight-Time Winner of Asian Marina of the Year (2009, 2012 – 2014, 2016 – 2019), and the prestigious Platinum Gold Anchor Award.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Waithelp	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist customers to their tables</li> <li>Explain how various menu items are prepared, describing ingredients and cooking methods</li> <li>Inform customers of daily specials</li> <li>Prepare checks that itemise total meal costs and sales taxes</li> <li>Present menus to patrons and answer questions about menu items, making recommendations upon request</li> <li>Remove dishes and glasses from tables or counters, and taking them to the appropriate area</li> <li>Serve food and/or beverages to patrons; prepare and serve speciality dishes at tables as required</li> <li>Stock service areas with supplies such as coffee, food, tableware, and linens</li> <li>Do side duties as assigned on a daily basis by the Restaurant Manager or Shift Leader</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Able to work on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week based on operational roster</li> <li>44 hours per week</li> <li>Postal code: 098497</li> </ul>
Guest Relations Executive	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist in all aspects of hotel Front Office operations in accordance with the Club's service standards</li> <li>Welcome and escort hotel guests/members, and assist in resolving their concerns and complaints</li> <li>Perform office duties such as coordinating with other departments, keeping records of staff schedules and managing cash accounting for the front desk</li> <li>Provide customer service to hotel guests, visitors and members who have enquiries regarding reservations, rates, membership, etc. and direct them to the relevant departments for business-specific enquiries</li> <li>Handle daily check-ins and check-outs as required</li> <li>Assist with room reservations</li> <li>Assist with inventory recording and stock ordering for room items and materials</li> <li>Perform daily rate checks and updates</li> <li>Check Online Travel Agencies' (OTAs) and Travel Agencies' (TA) websites and inform the Assistant/Rooms Manager of any incorrect or outdated information</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Possess good communication skills</li> <li>Proficient in Computer Applications</li> <li>Able to work shifts (weekends/Public Holidays/night)</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week based on operational roster</li> <li>44 hours per week</li> <li>Postal code: 098497</li> </ul>
Cook	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Prepare meals in accordance with the portion and quality standards specified in recipes</li> <li>Prepare station set-up according to the production charts</li> <li>Prepares and controls food usage in order to minimize waste</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week based on operational roster</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Prepare meals as per written instruction</li> <li>• Maintains sanitation and cleanliness standards in the kitchen area that meet or exceed the state and local health Board inspection and requirements</li> <li>• Advises the Chef of low inventory items and performs receiving and inventory duties as specified</li> <li>• Performs opening and closing duties as specifies</li> <li>• Handles proper storage of food items as prescribed by health codes on a daily basis</li> <li>• Prepare garnishes on a daily basis</li> <li>• Stocks supplies on a daily basis</li> <li>• Organize refrigeration units</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Experience in western cuisine is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• Postal code: 098497</li> </ul>
Buggy Driver	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Driving of the Club buggy to ferry guests in the marina</li> <li>• Operation of the Fuel Dock</li> <li>• Maintenance, routine cleaning, and repairs of the Club buggy(s)</li> <li>• Ensuring that marina users obey the Marina Rules</li> <li>• Maintaining and keeping up to date all diaries and other records</li> <li>• Assisting the management and other staff in such other matters as may be reasonably required</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Must possess Class 3 Driving License</li> <li>• At least 1 year of working experience in the related field is preferred for this position, however candidates with willingness to learn are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week based on operational roster</li> <li>• 44 hours per week</li> <li>• Postal code: 098497</li> </ul>
Security Officer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Ensure that all security equipment in the Club is functioning</li> <li>• Assist with day-to-day security operations</li> <li>• Attend to duties in the security office e.g. monitoring alarm systems, signing in and out staff and visitors to the club</li> <li>• Report incidents</li> <li>• Attend and assist members on complaints</li> <li>• Patrol Club premises</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Valid PLRD License with SO grade</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week based on operational roster</li> <li>• 44 hours per week</li> <li>• Postal code: 098497</li> </ul>
Marina Assistant	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Assisting owners and crews with yacht berthing and un-berthing</li> <li>• Operation of the Fuel Dock</li> <li>• Driving of the Club buggy to ferry guests in the marina</li> <li>• Maintenance of the Club buggy(s)</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week based on operational roster</li> <li>• 44 hours per week</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ensuring that boats in the marina are properly moored and fendered at all times</li> <li>Towing and line-handling with the marina workboat</li> <li>Checking berth occupancy and licence validity, monitoring electricity and water usage</li> <li>Carrying out routine cleaning, repairs and maintenance</li> <li>Ensuring that marina users obey the Marina Rules</li> <li>Booking in yachts, allocating berths, issuing berthing licences and invoices, receiving payment and issuing receipts</li> <li>Liaising with officials (e.g. Police, Customs, Immigration)</li> <li>Issuing keys and security passes, and monitoring security (including making security patrols at night)</li> <li>Maintaining and keeping up to date all diaries and other records</li> <li>Assisting with boat handling and boatyard operations (e.g. boat hoist)</li> <li>Assisting at special events, exhibitions and promotions</li> <li>Assisting the management and other staff in such other matters as may be reasonably required</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Candidate must possess a Class 3 Driving License</li> <li>At least 1 year(s) of working experience in the related field is preferred for this position, however candidates with willingness to learn are welcome to apply</li> </ul>	<ul style="list-style-type: none"> <li>Postal code: 098497</li> </ul>
Assistant Manager, Membership Relations	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Achieve sales targets and exceed revenue growth target</li> <li>Source, prospect and on-board new members</li> <li>Source, build and develop new sources of referral</li> <li>Participate in the formulation and implementation of membership acquisition strategy</li> <li>Develop lead generation strategies and maintain a lead management system</li> <li>Conduct sales activities, presentation and club tours for prospective members</li> <li>Keep abreast of the market trends and behavior to uncover new business and sales opportunities</li> <li>Build and maintain brand awareness</li> <li>Develop, cultivate and maintain relationship with existing members through regular communication</li> <li>Assist in coordinating and participating in membership events</li> <li>Members' management from enquiries and feedback</li> <li>To work with Membership Admin team to ensure smooth application process and pleasant on-boarding journey</li> <li>Provide accurate and timely sales planning, tracking and monitoring to achieve budgeted goals to Membership Director and General Manager</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Postal code: 098497</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Minimum 2 years of direct sales experience, or 3 years in a similar capacity in luxury hotels, major airlines, membership clubs, and banks with good track records</li> <li>• Successful record of achieving positive results in an organization that measures and rewards individual performance</li> <li>• Result oriented in order to achieve the target</li> <li>• Wide network of contacts</li> <li>• Good communication skills</li> <li>• Must be proactive, meticulous and able to work independently</li> <li>• Independent and team player at the same times</li> <li>• Computer literate</li> </ul>	
Assistant Housekeeping Supervisor	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Responsible for day-to-day operations and management of housekeeping</li> <li>• Ensure quality standards are met and that optimum service is provided to the guests according to the Club's business objectives and values</li> <li>• Oversee the training and performance review of employees</li> <li>• Maintain effective cost control for linen and cleaning supplies</li> <li>• Develop productive scheduling of staff in line with standards and forecasted occupancy</li> <li>• Compile and report information on housekeeping activities and expenses</li> <li>• Provide information to Guest Relations on status of guest rooms to ensure accurate and timely reporting on room availability</li> <li>• Work with other personnel in establishing and implementing service standards</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Will be required to work on shifts</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week based on operational roster</li> <li>• 44 hours per week</li> <li>• Postal code: 098497</li> </ul>
Sales Admin Executive	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Handle banquet enquiries and reservation via phone calls and emails</li> <li>• Prepare banquet proposals and confirmations</li> <li>• Conduct site visits for potential clients</li> <li>• Issue event orders and follow up on special requests</li> <li>• Check and update the banquet book on daily operations</li> <li>• Prepare event signage and menus</li> <li>• Plan and organise in-house wedding shows</li> <li>• Submit weekly and monthly sales report to the Catering Sales Manager for review</li> <li>• Provide administrative support to the Catering Sales Manager</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week based on operational roster</li> <li>• 44 hours per week</li> <li>• Postal code: 098497</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Candidates need to be able to work a 5 day work week, and will be required to work weekends from time to time</li> <li>• At least 2 years of working experience in the related field is required for this position</li> <li>• Candidates should be self-motivated, resourceful and proactive</li> <li>• Candidate should possess at least a 'N'/'O' Level, any field</li> </ul>	
Assistant Manager, Bistro	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Assist the Manager in overall restaurant operations and take over in the absence of the Manager</li> <li>• Carry out duties assigned by the Restaurant Manager</li> <li>• Supervise and deploy all the service staff and oversee the efficient running of the overall restaurant operations</li> <li>• Responsible for handling all customers' complaints with professionalism</li> <li>• Ensure a high standard of service is delivered to all customers</li> <li>• Responsible for maintaining the overall cleanliness of the restaurant's dining area</li> <li>• Be able to plan staff roster, perform stock requisition, and sales/menu analysis</li> <li>• Responsible for staff discipline, presentations and staff performance</li> <li>• Be able to handle all catering requirements</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Should possess preferably 'O'/'N' Level</li> <li>• Able to multi-task and work within tight deadlines with good organizational skills</li> <li>• Good communication skills</li> <li>• Self-motivated, resourceful and proactive</li> <li>• Positive at all time and willing to follow the Club's vision</li> <li>• Candidates need to be able to work shifts, including weekends, Public Holidays</li> <li>• Willing to work long hours</li> </ul>	<ul style="list-style-type: none"> <li>• 6 day work week based on operational roster</li> <li>• 44 hours per week</li> <li>• Postal code: 098497</li> </ul>

## #15 Outdoor Venture

Outdoor Venture is a privately held company based in Singapore. Founded in 2005, the company distributes and retails best-in-class sports and outdoor apparel, footwear and accessories and maintains its position as a leader in the industry by representing the most authentic and innovative products.



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Retail Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>A retail sales associate is responsible for selling merchandise and assisting customers in finding the right product. Day-to-day duties include customer service tasks such as welcoming shoppers, offering assistance, making recommendations, answering questions and explaining the features of products. Other common duties include operating cash registers, bagging products, stocking shelves, marking price tags and preparing displays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Past retail experience</li> <li>Customer service-oriented, sales are driven and result-oriented</li> <li>Able to communicate well</li> <li>Passion for sports</li> <li>Able to work retail hours, weekends and public holidays</li> <li>Able to start work immediately or within short notice</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>11am to 8pm</li> <li>Multiple locations</li> </ul>
Senior Retail Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>A senior retail sales associate is responsible for selling merchandise and assisting customers in finding the right product. Day-to-day duties include customer service tasks such as welcoming shoppers, offering assistance, making recommendations, answering questions and explaining the features of products. Other common duties include operating cash registers, bagging products, stocking shelves, marking price tags and preparing displays</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Past retail experience</li> <li>Customer service-oriented, sales are driven and result-oriented</li> <li>Able to communicate well</li> <li>Passion for sports</li> <li>Able to work retail hours, weekends and public holidays</li> <li>Able to start work immediately or within short notice</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>11am to 8pm</li> <li>Multiple locations</li> </ul>
Shop Supervisor	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>This role is responsible for the store's overall performance, maintaining discipline and the team's morale, being enthusiastic in motivating the team to deliver an exceptional, engaging customer service journey, and meeting and exceeding sales and productivity goals</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 2 years related experience in a customer-focused retail setting</li> <li>Strong leadership, excellent people management skills with a good understanding of retail business operations</li> <li>Excellent leadership, management, communication and customer interface skills</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>11am to 8pm</li> <li>Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Leading team members in fostering a strong culture at work by providing superior customer service and product knowledge</li> </ul>	
Shop Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>This role is responsible for the store's overall performance, maintaining discipline and the team's morale, being enthusiastic in motivating the team to deliver an exceptional, engaging customer service journey, and meeting and exceeding sales and productivity goals</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 2 years related experience in a customer-focused retail setting</li> <li>Strong leadership, excellent people management skills with a good understanding of retail business operations</li> <li>Excellent leadership, management, communication and customer interface skills</li> <li>Leading team members in fostering a strong culture at work by providing superior customer service and product knowledge</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>11am to 8pm</li> <li>Multiple locations</li> </ul>
Retail Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage overall retail operations and provide leadership/guidance to the Store Managers and Store In charge</li> <li>Accountable for retail revenue from forecasting to reporting and gap analysis</li> <li>Oversee inventory management to optimise stock levels and minimise stock discrepancies</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>At least a Diploma or Degree in Business, Hospitality and Tourism or Marketing</li> <li>Honest, mature thinking, and at least 5 years experience in Retail Management</li> <li>Good analytical skills</li> <li>Strong leadership skills and people management skills</li> <li>Good conflict resolution skills</li> <li>A strong communicator and good interpersonal skills</li> <li>Good planning and problem-solving skills</li> <li>Able to work independently and able to work in a team</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>11am to 8pm</li> <li>Multiple locations</li> </ul>
Visual Merchandising Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for the execution of retail display and VM launch toolkits for key new product / campaign launches</li> <li>Coordinate between brand and retail teams to ensure smooth execution of VM installations</li> <li>Design and oversee the production of window and in store displays, signage, floor plan to create appealing and eye-catching layout to boost customer's shopping experience</li> </ul> <p><b>Pre-requisites</b></p>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Minimum a Diploma in Visual Merchandising / Fashion Merchandising / Visual Communications or its equivalent</li> <li>• At least 4 years of visual merchandising experience in a Retail Industry</li> <li>• Proficient in Adobe design software (Illustrator, Photoshop, etc.).</li> <li>• Able to work during non-operating hours when required</li> </ul>	

## #16 Paris Baguette Singapore

Born from a love of bread and a passion for quality, we are an international, company-owned and franchised fast-casual bakery-café founded in 1988, specializing in both French and Asian-inspired goods.

Apply to join a talented, diverse, collaborative, and highly competitive team—a collection of individuals united by a desire to have fun and with a passion to succeed. We work hard to bring world-class product and guest experience to our customers. And with your help, we'll continue with that mission!

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Crew (Full-Time / Part-Time)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Welcome guests in a warm and friendly manner</li> <li>• To provide excellent customer service to guests in a timely and friendly manner, ensuring diners a pleasant dining experience</li> <li>• Upsell promotional items</li> <li>• Ensure that food hygiene and safety standards are maintained and comply</li> <li>• Maintain day-to-day outlet cleanliness</li> <li>• Execute any other duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Excellent Customer Service</li> <li>• Good command of spoken English</li> <li>• Minimum GCE 'N'/'O' Level, customer service certificate or any related fields</li> <li>• No experience/ At least 1 year of experience working in customer service or relevant experience in F&amp;B</li> <li>• Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• Morning shift: 7am to 5pm</li> <li>• Mid shift: 1pm to 11pm</li> <li>• Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>• Multiple locations</li> </ul>
Management Trainee (Operations)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Management Trainee is responsible for taking customers' orders, answering questions, and making recommendations on menu items, serving food/beverages to customers, and performing cashiering duties. He/she is responsible for supervising staff working the floor, assigning</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• Morning shift: 7am to 5pm</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>their work stations, resolving work-related problems and ensuring the shift runs smoothly</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Excellent Customer Service</li> <li>• Good command of spoken English</li> <li>• Minimum GCE 'N'/'O' Level, customer service certificate or any related fields</li> <li>• No experience/ At least 1 year of experience working in customer service or relevant experience in F&amp;B</li> <li>• Pleasant, friendly, cheerful and able to work under pressure and in a high-volume environment</li> </ul>	<ul style="list-style-type: none"> <li>• Mid shift: 1pm to 11pm</li> <li>• Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>• Multiple locations</li> </ul>
Assistant Store Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Assistant Store Manager is responsible for the profitability of the chain restaurant outlet. He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support. He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• At least 3 Year(s) of working experience in the restaurant industry is required for this position</li> <li>• Excellent interpersonal skills</li> <li>• Candidate must possess at least a Diploma/Advanced/Higher/Graduate Diploma in any field</li> <li>• Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• Morning shift: 7am to 5pm</li> <li>• Mid shift: 1pm to 11pm</li> <li>• Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>• Multiple locations</li> </ul>
Store Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Store Manager is responsible for the profitability of the chain restaurant outlet. He/she performs outlet-level support functions, such as customer service, scheduling, handling day-to-day operations, ordering inventory, and back-office support. He/she demonstrates the recruitment and retention, training, and motivation of staff, and maintains quality control, hygiene, health and safety standards, and customer's experience in the outlet</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Clear verbal communication skills</li> <li>• Organization skills</li> <li>• Ability to stand and walk for long periods of time</li> <li>• Clear attention to detail</li> <li>• Problem-solving skills</li> <li>• Knowledge of current food and beverage trends</li> <li>• At least 3 to 5 years of working experience in the restaurant industry is required for this position</li> <li>• Preferably Manager specialized in Food/Beverage/Restaurant Service or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• Morning shift: 7am to 5pm</li> <li>• Mid shift: 1pm to 11pm</li> <li>• Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>• Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Baker (Day / Overnight)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Baker is responsible for making a wide range of breads, pastries, and other baked goods. This includes ensuring all baking equipment and baking area is clean prior to and post production of any baked items, and ensuring compliance with regulations</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>At least PSLE, Technical Certificate or any related fields experience</li> <li>At least 1 to 2 years of experience working in kitchen as baker or/&amp; baking preparation</li> </ul>	<ul style="list-style-type: none"> <li>44 hours per week</li> <li>Morning shift: 7am to 5pm</li> <li>Mid shift: 1pm to 11pm</li> <li>Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>Postal code: 543138</li> </ul>
Cook	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Pastry Chef / Senior Pastry Chef is responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>At least PSLE, Technical Certificate or any related fields experience</li> <li>At least 1 to 2 years of experience working in kitchen as baker or/&amp; baking preparation</li> </ul>	<ul style="list-style-type: none"> <li>44 hours per week</li> <li>Morning shift: 7am to 5pm</li> <li>Mid shift: 1pm to 11pm</li> <li>Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>Postal code: 543138</li> </ul>
Pastry Chef	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Pastry Chef / Senior Pastry Chef is responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>At least PSLE, Technical Certificate or any related fields experience.</li> <li>At least 1 to 2 years of experience working in kitchen as baker or/&amp; baking preparation</li> </ul>	<ul style="list-style-type: none"> <li>44 hours per week</li> <li>Morning shift: 7am to 5pm</li> <li>Mid shift: 1pm to 11pm</li> <li>Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>Postal code: 543138</li> </ul>
Management Trainee (Bakery / Cake / Culinary / Deli)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products,</li> </ul>	<ul style="list-style-type: none"> <li>44 hours per week</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>weighing and measuring ingredients making various baked goods, and finally glazing or decorating them</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum WSQ certificate/Nitec in Bread/Culinary and above</li> <li>• At least 1 year of proven experience in a similar role</li> <li>• Exceptional proven ability of kitchen management</li> <li>• Able to work well under pressure in a fast-paced environment</li> <li>• Able to work on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Morning shift: 7am to 5pm</li> <li>• Mid shift: 1pm to 11pm</li> <li>• Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>• Postal code: 543138</li> </ul>
Assistant Section Head (Bakery / Culinary / Deli)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Responsible for preparing, baking and decorating pastries, cakes and other dough or pastry-based confectioneries. This includes the process from planning the products, weighing and measuring ingredients making various baked goods, and finally glazing or decorating them</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum WSQ certificate/Nitec in Bread/Culinary and above</li> <li>• At least 1 year of proven experience in a similar role</li> <li>• Exceptional proven ability of kitchen management</li> <li>• Able to work well under pressure in a fast-paced environment</li> <li>• Able to work on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• 44 hours per week</li> <li>• Morning shift: 7am to 5pm</li> <li>• Mid shift: 1pm to 11pm</li> <li>• Night shift: 7pm to 5am - Only for 24/7 outlets</li> <li>• Postal code: 543138</li> </ul>

## #17 Phoon Huat

Phoon Huat Pte Ltd, founded in 1947, is a leading food supplier in Singapore, specializing in baking ingredients, tools, and services. With state-of-the-art facilities and a commitment to innovation and sustainability, we serve food services, retail, and industrial bakeries globally.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Warehouse Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Receive and inspect goods according to stated quantity in the Purchase/Delivery Order/Note/Invoices or any other relevant documentation</li> <li>• Report damage or missing item promptly to superior during inspection</li> <li>• Ensure regulatory documents (e.g. from SFA, Customs etc.) of imported goods are available for receipt of goods</li> <li>• Store goods received promptly in designated area according to its temperature requirement to maintain cold chain control when necessary</li> </ul>	<ul style="list-style-type: none"> <li>• 6 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 128419</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Update inventory data accurately into Warehouse Management System and manual documentation</li> <li>Carry out housekeeping to ensure workplace is safe and tidy</li> <li>Participate in stock-take and inventory count</li> <li>Any other duties as assigned by superior</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 3 years experience as Logistic Assistant/Storekeeper, those with HACCP/ISO/MUIS certification will be preferred</li> <li>GCE 'N' Level and above</li> <li>Computer literate</li> <li>Fit to handle heavy parcels/packages and operate heavy equipment</li> <li>Team player with positive attitude and take initiative</li> <li>Able to work 6 days rotating shift per week</li> <li>Willing to work overtime when required, overtime pay applies</li> <li>Able to communicate and write in English</li> </ul>	
Delivery Driver	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Check and pack products according to Invoices/Delivery Orders before commencing delivery</li> <li>Report any discrepancy/damage of products discovered before/during delivery to immediate superior</li> <li>Delivery of goods to internal/external customers and maintain a professional courteous image</li> <li>Ensure the goods arrive at customer places on time and in good condition</li> <li>Clean and maintain Company vehicles after used</li> <li>Other ad hoc duties as assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Possess a valid Class 3/4 Singapore Driving Licence</li> <li>Minimum 3 years of working experience in a similar capacity</li> <li>Able to read and understand simple English</li> <li>Able to carry products up to 15kg</li> <li>Detail-oriented, proactive and able to work under pressure</li> <li>Team player with sense of urgency</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Postal code: 128419</li> </ul>
Logistics Delivery Coordinator	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Supervise the Delivery Drivers and logistics staff to ensure all deliveries comply with company policies, safety regulations, and legal requirements</li> <li>Coordinate and schedule deliveries to ensure timely and accurate fulfilment of customer orders. Adjust schedules as needed to accommodate changes in demand or unforeseen issues</li> <li>When needed, personally deliver goods to customers or clients. Ensure that all deliveries are executed with the highest level of professionalism and customer service</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Postal code: 128419</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Plan and optimize delivery routes to minimize transportation costs and improve delivery efficiency</li> <li>Act as the primary point of contact for internal/external stakeholders regarding delivery status, issues, and inquiries. Address and resolve any delivery-related problems promptly to maintain high customer satisfaction</li> <li>Maintain accurate records of delivery schedules, routes, and customer interactions. Prepare and submit regular reports on delivery performance, including metrics on timeliness, accuracy, and customer feedback</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years of experience in logistics delivery coordination</li> <li>Diploma in Supply Chain Management or its equivalent</li> <li>Valid Class 3 Driver License and clean driving record</li> <li>Ability to drive and deliver goods safely and efficiently</li> <li>Strong organizational and multitasking abilities</li> <li>Excellent communication and interpersonal skills</li> <li>Proficiency in logistics software and route planning tools</li> <li>Problem-solving skills and attention to detail</li> </ul>	
Retail Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Deliver customer service excellence by greeting walk-in customers, attending to their shopping enquiries, promoting products to them and assisting with the order fulfilment processes</li> <li>Replenish and arrange merchandise according to Company's Standard Operating Procedures</li> <li>Perform out-of-stock, quality, and expiry checks</li> <li>Perform price tagging and ensure accuracy</li> <li>Perform cashiering duties including customer exchanges and refunds and promoting customer loyalty programme during the checkout process</li> <li>Create and maintain retail outlet displays</li> <li>Perform general housekeeping duties to ensure and maintain a high standard of housekeeping and hygiene</li> <li>Assist in retail outlet opening and closing including participating in the cashier balancing process</li> <li>Participate in stock-take</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Candidates with retail experience preferred but not necessary, training will be provided</li> <li>Minimum GCE 'O' or 'N' Level</li> <li>Good team player, and able to work independently</li> <li>Positive attitude and friendly disposition</li> <li>Good communication and interpersonal skills</li> <li>Able to read and understand English</li> <li>IT literacy will be added advantage</li> <li>Able to carry load 10kg and above</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Location: Depending on the outlet posted to</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Production Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform manufacturing processes according to production order (e.g., blending of flavoured concentrates, mixed fruits, etc. and repacking)</li> <li>Ensure correct materials is used and product is manufactured in accordance to manufacturing instructions</li> <li>Load/unload raw materials and finished products up to 20kg</li> <li>Prepare equipment or machineries for product change</li> <li>Maintain equipment and workplace's cleanliness and safety</li> <li>Report any non-conformities and hazardous to Supervisors</li> <li>Perform other production related duties as assigned by Supervisor</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 3 years of experience in similar capacity, preferably specialized in Manufacturing/Production Operations or equivalent</li> <li>Minimum Secondary/ITE/'N' Level</li> <li>Team player with good interpersonal and communication skills</li> <li>Detail-oriented and proactive</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 128419</li> </ul>
Senior Sales Representative, Bakery	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Develop and maintain strong relationships with assigned key accounts in the food service and bakery sectors to ensure customer satisfaction and retention.</li> <li>Identify opportunities for upselling and cross-selling products to existing clients, driving revenue growth and expanding market share.</li> <li>Act as the primary point of contact for clients, addressing inquiries, resolving issues, and providing exceptional customer service.</li> <li>Stay informed about industry trends, competitor activities, and customer preferences to effectively position our products in the market.</li> <li>Collaborate with the sales team to create account plans, set sales targets, and develop strategies to achieve them.</li> <li>Maintain a deep understanding of our product offerings and effectively communicate their benefits to clients.</li> <li>Work closely with procurement, sales support and logistics teams to ensure timely delivery and fulfilment of customer orders.</li> <li>Prepare regular sales reports and forecasts, analysing data to track performance and identify areas for improvement</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum 5 years of proven work experience in sales or account management in the food service or bakery industry.</li> <li>Proven track record of managing key accounts and achieving sales targets</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>40 hours per week</li> <li>Postal code: 128419</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Diploma in Business Management, Marketing, or a related field</li> <li>• Strong interpersonal, communication and negotiation skills</li> <li>• Strong problem-solving skills and attention to detail</li> <li>• Ability to effectively manage multiple priorities and thrive in a fast-paced environment</li> <li>• Ability to work independently and collaboratively in a team environment</li> <li>• Proficiency in CRM software and Microsoft Office Suite</li> </ul>	
Sales Admin Coordinator	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Receive and process purchase orders</li> <li>• Issue sales transaction invoices</li> <li>• Verify orders, including customers' personal information and payment details</li> <li>• Contact customers by phone or email to answer queries and obtain missing information</li> <li>• Maintain and update sales and customer records</li> <li>• Direct feedback from customers to relevant departments</li> <li>• Supporting the sales department with other administrative tasks, if requested</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years of work experience in sales coordinator or administration in FMCG industry</li> <li>• Able to multitask, work in a fast-paced environment, and meet deadlines</li> <li>• Positive attitude and friendly disposition</li> <li>• Good communication and interpersonal skills</li> <li>• Able to read and understand English</li> <li>• IT literacy will be added advantage</li> <li>• Required to work on 5.5 days, alternate Saturday</li> </ul>	<ul style="list-style-type: none"> <li>• 5.25 day work week</li> <li>• 42 hours per week</li> <li>• Postal code: 128419</li> </ul>
Food Technologist	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist in the development and application of raw materials and production formulation. Ensure initial trial runs and troubleshoot production/quality issues</li> <li>• Assist in the modifications and improvements to existing product formulation and processes to enhance product quality</li> <li>• Assist to design, prepare, and implement shelf-life testing for specific products</li> <li>• Execute quality control procedures, including sensory evaluations, visual inspections, and assessments of finished products, as well as the assessment of incoming new raw materials</li> <li>• Maintain comprehensive records of experiments, formulations, outcomes, and generate detailed reports as required</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 40 hours per week</li> <li>• Postal code: 128419</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Troubleshoot and identify room for improvements on existing products, ingredients, and processes</li> <li>• Collaborate with relevant stakeholders in product specifications, ingredient applications, process development/improvements, shelf-life review, etc.</li> <li>• Maintain a high standard of cleanliness and orderliness within testing facilities</li> <li>• Manage and timely deliver assigned projects</li> <li>• Quality Assurance / Quality Control: Support the attainment of ISO22000 (re)certification and compliance of such standards; Support the administration and maintenance of the Food Safety Management System, including its associated documentation</li> <li>• Others: Serve as a member of the Risk Management Team to help in identify, evaluate, and mitigate risks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Food Science, Food Technology, or a related field</li> <li>• Relevant certifications in food safety and quality management (e.g., ISO22000) are a plus</li> <li>• Minimum of 2 to 3 years of experience in food product development, quality control, or a similar role</li> <li>• Experience with raw material application, production formulation, and troubleshooting production/quality issues</li> <li>• Proficiency in designing and implementing shelf-life testing for food products</li> <li>• Strong understanding of quality control procedures, including sensory evaluations, visual inspections, and assessments of finished products and raw materials</li> <li>• Ability to maintain comprehensive records of experiments, formulations, and outcomes, and generate detailed reports</li> <li>• Proven ability to troubleshoot and identify improvements in existing products, ingredients, and processes</li> <li>• Strong analytical skills to evaluate product specifications, ingredient applications, and process development/improvements</li> <li>• Excellent communication and collaboration skills to work with stakeholders on product specifications, ingredient applications, process improvements, and shelf-life reviews</li> <li>• Ability to manage and deliver assigned projects in a timely manner</li> <li>• Knowledge of ISO22000 standards and experience in supporting the attainment and maintenance of such certifications</li> <li>• Experience in administering and maintaining Food Safety Management Systems and associated documentation</li> <li>• Ability to maintain a high standard of cleanliness and orderliness within testing facilities</li> <li>• Willingness to serve as a member of the Risk Management Team to help identify, evaluate, and mitigate risks</li> </ul>	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Buyer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Procurement of a portfolio of materials/goods for assigned category</li> <li>• Manage and maintain relationships with existing suppliers, monitoring their performance and addressing any issues that may arise</li> <li>• Evaluate supplier performance and conduct regular performance reviews to ensure compliance with contractual agreements</li> <li>• Identify and evaluate potential suppliers and negotiate contracts, terms, and pricing agreements to ensure favorable terms and conditions</li> <li>• Conduct market research and analysis to identify trends, market conditions, and potential risks and opportunities</li> <li>• Collaborate with cross-functional teams to understand their requirements and provide procurement solutions that meet their needs</li> <li>• Monitor inventory levels, track deliveries, and ensure on-time delivery of goods and services</li> <li>• Identify cost-saving opportunities and implement strategies to optimize procurement processes and reduce expenses</li> <li>• Stay updated on industry trends, new products, and market conditions to make informed purchasing decisions</li> <li>• Maintain accurate records of purchases, contracts, and supplier information</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years purchasing experience in food service supply chain</li> <li>• Degree in Supply Chain Management or its equivalent</li> <li>• Excellent communication and interpersonal skills, with the ability to build and maintain effective relationships with internal and external stakeholders</li> <li>• Strong negotiation skills with a track record of achieving cost savings and favorable contract terms</li> <li>• Strong organizational skills with the ability to manage multiple priorities and deadlines in a fast-paced environment</li> <li>• Proficiency in procurement software and tools, such as SAP, MS Offices applications</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 40 hours per week</li> <li>• Postal code: 128419</li> </ul>
Graphic Designer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Manage the creative production of all A&amp;P materials and collaterals (print and digital):               <ol style="list-style-type: none"> <li>a. Print – Product catalogues, product brochures, posters</li> <li>b. Digital – Social media, EDM, corporate website, e-commerce website, digital signage, mobile app</li> <li>c. Others – Events, POS collaterals</li> <li>d. Create new and/or refresh/update existing product packaging designs</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 40 hours per week</li> <li>• Postal code: 128419</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Assist multimedia content creation</li> <li>Assist in refreshing and updating brand guidelines</li> <li>Maintain and organize inventory of past and current designs</li> <li>Support marketing team in other marketing initiatives as needed</li> <li>Perform such functions and duties as we may from time to time assigned to you and fulfil any duties and responsibilities as are required by, inherent in, or consistent with your position or role</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Bachelor's Degree in Graphic Design, Visual Arts, or a related field</li> <li>Relevant certifications in graphic design software (e.g., Adobe Creative Suite) are a plus</li> <li>Minimum of 2 to 3 years of experience in graphic design, particularly in managing creative production for both print and digital media</li> <li>Experience in creating and updating product packaging designs</li> <li>Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, InDesign)</li> <li>Strong skills in designing for various media, including print (catalogues, brochures, posters) and digital (social media, EDM, websites, digital signage, mobile apps)</li> <li>Ability to assist in multimedia content creation and brand guideline updates</li> <li>Ability to maintain and organize an inventory of past and current designs</li> <li>Strong project management skills to support marketing initiatives and deliver assigned projects on time</li> <li>Creative mindset with the ability to develop new and innovative designs</li> <li>Ability to refresh and update existing designs to keep them current and engaging</li> <li>Excellent communication and collaboration skills to work effectively with the marketing team and other stakeholders</li> <li>Ability to support various marketing initiatives as needed</li> <li>Flexibility to perform additional duties and responsibilities as assigned</li> <li>Strong attention to detail and a high standard of quality in all design work</li> </ul>	
E-Commerce Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Manage day-to-day operations and campaign of assigned Redman's Shopify, Lazada, and Shopee stores</li> <li>Create, update, and maintain accurate product listings, including descriptions, images, pricing, and inventory levels</li> <li>Execute platform updates for promotions, seasonal events, and campaigns as directed by the Head of eCommerce</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>40 hours per week</li> <li>Postal code: 128419</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Upload campaign assets, ensure proper configuration, and monitor live campaigns for accuracy and compliance with platform guidelines</li> <li>• Process and manage marketplace orders, ensuring accuracy and timely fulfillment</li> <li>• Coordinate with logistics teams to track shipments and resolve delivery issues efficiently</li> <li>• Oversee Shopify order automation processes and address any exceptions</li> <li>• Monitor and respond promptly to customer inquiries, chats, and feedback on all platforms</li> <li>• Escalate complex customer issues to the relevant team while ensuring timely resolution</li> <li>• Maintain real-time inventory levels across platforms to ensure availability and accuracy</li> <li>• Collaborate with the supply chain team to address stock discrepancies or replenishment needs</li> <li>• Provide executional support for cross-functional projects and initiatives related to eCommerce</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum 3 years of relevant experience with e-commerce platforms (e.g. Lazada, Shopify etc.) for managing online stores, product listings, tracking inventory, and handling order fulfillment processes</li> <li>• Degree in Business, Marketing, or a related field</li> <li>• Knowledge of search engine optimization (SEO) techniques to optimize product listings and increase visibility</li> <li>• Good communication and problem-solving abilities to handle customer inquiries, complaints, and feedback effectively</li> <li>• Ability to use tools like Google Analytics or Excel to analyze sales, customer behavior, and marketing performance</li> <li>• Basic understanding of digital marketing tactics, including email marketing, social media, and online ads</li> <li>• Good organizational skills to ensure accuracy in product descriptions, pricing, and order processing</li> </ul>	

## #18 Raffles Hotel Singapore

Raffles Hotel Singapore is one of the few remaining great 19th century hotels in the world, perfectly preserved both inside and out, giving it an intoxicating blend of luxury, history and classic colonial design. Its distinctive architecture, legendary heritage and iconic service continue to enthrall visitors where suites, social spaces, award-winning restaurants and bars are presented for discerning travellers. No visit to Singapore is complete without a stay here, where the grand historic hotel exudes old-world grandeur infused with the unique charm of the city state.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Raffles Butler	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience. This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements. The Butler will strive to listen attentively, observe the little details, and personalise interactions with the aim to anticipate and be intuitive of residents' needs and wants. An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma or Degree from School for Tourism and Hotel Management</li> <li>Minimum 2 years' relevant experience</li> <li>Works well under pressure, analyses and resolves problems, exercises good judgment and with a high degree of professionalism</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>
Lobby Manager (Duty Manager)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The position is responsible for conducting all teams partaking in a guest's arrival and departure. The Lobby Manager also acts as the center of all communication and action during any irregular incident during a resident stays or guest visits</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma or Degree from preferably hospitality or related field</li> <li>Minimum 5 years relevant experience with at least 2 years at a management level</li> <li>Directs, trains and motivates individuals and creates and maintains a cohesive team</li> <li>Focuses on service with an eye for detail and an approachable attitude</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>
Lobby Ambassador (Front Office)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Delivers the Raffles Hotel Singapore guest experience through a seamless flow of processes and in close cooperation with the Raffles Butler</li> <li>Provides a first-class arrival experiences for all residents including a seamless and personalised check-in experience. Closely assists the F&amp;B team in welcoming and accommodating/seating restaurant patrons</li> <li>Ensures the smooth running of the Lobby operation by performing all tasks in adherence with the code of ethics as issued by Raffles Hotel Singapore</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma and Degree from preferably hospitality or related field</li> <li>Minimum 1 to 3 years relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Focuses on service with an eye for detail and an approachable attitude</li> <li>• Works well under pressure, analyzes and resolves problems, and exercises good judgment</li> </ul>	
Bellman	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• This role is responsible for the supervision and handling of all portage tasks in a detailed and timely manner as well as creating experiential and memorable Raffles Hotel Singapore experiences for residents</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years of relevant experience in the hotel industry</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>
Senior / Housekeeping Attendant (Rooms)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures</li> <li>• Service oriented with an eye for details</li> <li>• Ability to work efficiently and independently under pressure in a dynamic environment</li> <li>• Flexible and able to embrace and responds to change effectively</li> <li>• Self-motivated and energetic</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>
Restaurant Manager, Butcher's Block	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Restaurant Manager of Butcher's Block is responsible to support the Restaurant General Manager for supervising the overall operations and service standards of the outlet to meet and exceed guest's dining experience expectations. As Restaurant Manager, you will be responsible for stepping up in the absence of the Restaurant General Manager to fulfil the role as the "face" and ambassador of the restaurant, leading the venue's personality and soul. You will be expected to take ownership of the operations and to ensure that the business is optimised in line with the vision and financial projection set out by the management. We are looking for the right candidate to realise the aspirations to make Butcher's Block one of Singapore's most recognised and loved sustainable restaurant concept.</li> <li>• Main responsibilities include, but are not limited to, creating a Food &amp; Beverage destination within Raffles Hotel Singapore, maximising revenues, achieving financial and quality targets, marketing, confirming required staffing levels, conducting training and development of team members</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Minimum of 5 years of experience in the hotel or free-standing restaurant and bar environment, minimum 2 years in similar position</li> <li>• Prior work experience in Asia, Singapore or Southeast Asia preferred</li> <li>• Accustomed to and comfortable with media exposure</li> <li>• Strong working knowledge of Microsoft Office</li> <li>• Involvement in reservations and understanding of Revenue Management processes</li> <li>• Thrives in large scale operation and high volume operation</li> <li>• Detailed knowledge of culinary trends</li> <li>• Strong understanding of sustainability</li> <li>• Familiar with LQA and Forbes standards</li> </ul>	
Mixologist	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• The Mixologist is the backbone of the bar operation. They will lead the outlet's personality and soul. The Mixologist is to assist the Head Bartender where needed in all aspects of the operation. The Mixologist will supervise team members through proactive, interactive and reactive leadership, allowing each member of the team to feel confident and satisfy our guests during their experience</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• At least 1 year of experience in craft cocktail programs</li> <li>• At least 2 years of supervisory experience with similar standing or profile</li> <li>• In-depth knowledge of classic/international cocktails, spirits and hospitality</li> <li>• Proficient in Microsoft Office and basic POS management</li> <li>• Previous relevant bar experience with a similar standing or profile in a supervisory role</li> <li>• Passionate in beverage and cocktail making</li> <li>• Strong knowledge of different beverages and techniques</li> <li>• Possesses good computer skills (incl. Microsoft Excel in a business environment) and shows the ability to learn new programs and systems quickly</li> <li>• Dynamic, extrovert, sociable, and avid representing the bar and the Raffles brand</li> <li>• Team player with outstanding interpersonal skills with ability to communicate with all levels of stakeholders</li> <li>• Service oriented with an eye for detail, passion and innovation for Food &amp; Beverage</li> <li>• Good presentation and influencing skills</li> <li>• Flexible and able to embrace and respond to change effectively</li> <li>• Ability to work independently and has good initiative in dynamic environment</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Resident Bartender	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. He/she engages with our guests during their visit, receives and serves orders and delivers accordance to Raffles Hotel Singapore service standards</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>At least 1 year of relevant bar experience with similar standing or profile</li> <li>Knowledge of classic/international cocktails, spirits and hospitality</li> <li>Proficient in Microsoft Office and basic POS management</li> <li>Previous relevant bar experience with similar standing or profile as bartender</li> <li>Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks</li> <li>Ability to work with a team of diversified background and support the team accordance to Raffles Hotel Singapore policy and plan</li> <li>Certified with valid National Environment Agency (Singapore) Basic Food Hygiene Handler</li> <li>Highly organised with strong analytical and communication skills</li> <li>Resourceful team player that builds, strengthens, and maintains collaborative relationships with others inside and outside the hotel</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>
Food & Beverage Service Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Food &amp; Beverage Service Executive supervises the team by proactive, interactive and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their dining experience. He/she assists the management in supervising the overall operation and service standards of the restaurant to meet and exceed guest's dining experience expectations</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Certificate or Diploma in Hospitality or related field</li> <li>Minimum 2 years' experience in an international class restaurant</li> <li>At least 1 year relevant experience in a similar capacity an advantage</li> <li>Additional improvement programs in Food &amp; Beverage an advantage</li> <li>Working knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>
Food & Beverage Service Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Food &amp; Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Certificate or Diploma in Hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style</li> <li>• Retail or guest interaction experience</li> <li>• Food and/or beverage knowledge (personal interest/professional)</li> </ul>	<ul style="list-style-type: none"> <li>• Postal code: 189673</li> </ul>
Food & Beverage Casual Labour (Part-Time)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• The Food &amp; Beverage Casual Part Time is responsible for delivering friendly and efficient Food and Beverage service according to Hotel Standard Operating Procedures in order to meet guest dining experience expectations</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Certificate or Diploma in Hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style</li> <li>• Retail or guest interaction experience</li> <li>• Food and/or beverage knowledge (personal interest/professional)</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Up to 35 hours per week</li> <li>• Postal code: 189673</li> </ul>
Senior / Facilities Technician	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Operates the equipment to deliver a comfortable room temperature to hotel areas</li> <li>• Operates the equipment to deliver clean water to the respective services in the hotel</li> <li>• Operates the equipment to deliver hot water to the respective services in the hotel as required</li> <li>• Operates the equipment to deliver clear and sharp images from the television and satellites equipment to hotel guest suites as required</li> <li>• Operates the equipment to deliver audio visual support to the hotel event as required</li> <li>• Assists and supports the emergency operations team during an emergency and a crisis in a timely and efficient manner</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing</li> <li>• Minimum of 1 year of relevant experience</li> <li>• Good working knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>
Facilities Technician - Carpenter	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• To cut, fabricate and install wooden and other structures according to specifications</li> <li>• Reads blueprints, drawings and sketches to fully grasp requirement</li> <li>• Takes measurements and calculate the size and amount of material needed</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Cut, shape and smooth lumber and other materials (e.g. fiberglass) according to measurements</li> <li>• Builds window frames, doors, staircases and frame buildings by using raw materials or pre-constructed items</li> <li>• Lays out floorings, roofing or drywalls ensuring they are leveled and compatible</li> <li>• Carves and assembles furniture, cabinets, shelves and other items and install them where designated</li> <li>• Builds scaffolding and other construction structures</li> <li>• Rectifies equipment and facilities breakdown as required</li> <li>• Responds to requests relating to carpentry issues from hotel patrons in a timely and efficient manner</li> <li>• Replaces faulty components / parts as required</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Proven experience as carpenter</li> <li>• Hands-on experience in working with carpentry materials</li> <li>• Excellent understanding of carpentry techniques and methods of installation and construction</li> <li>• Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)</li> <li>• Ability to read technical documents and drawings</li> <li>• Willingness to follow safety guidelines at all times</li> <li>• Good knowledge of English</li> <li>• Good understanding of basic math</li> <li>• Good physical condition and endurance</li> <li>• Related or relevant carpentry training/certification preferred</li> </ul>	
Boutique Manager	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• The position is responsible for managing the day-to-day business of the Raffles Boutique, achieving all performance targets and goals as well as by leading the team to ensure high level of guest satisfaction maximizing margins. Develop merchandise to optimize profitability, develop innovative ideas, plans and maintain statistical and financial reports</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Minimum GCE 'A' Level or Diploma in Retail/related field</li> <li>• Minimum of 5 years of relevant experience in the Retail industry and 2 years in supervisory role</li> <li>• Inventory control</li> <li>• P.O.S system knowledge (Micros 9700 (or local equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>
Retail Operations Executive	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• The position is responsible for ensuring high level of guest satisfaction and ensuring good customer feedback and response to customers' queries in a timely manner. Reaching out and liaison with tour agencies and the increase the sales tickets and meeting the monthly sales target</li> </ul> <b>Pre-requisites</b>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Minimum of 2 years of relevant experience in the retail industry</li> <li>• Interpersonal skills well developed with guests, employees, management</li> <li>• Ability to work independently, effectively, reliable and self-directed</li> <li>• Good presentation and influencing skills</li> <li>• Multicultural awareness and able to work with people from diverse cultures</li> </ul>	
Retail Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The position is responsible in Purchase Order creation, reports, liaising with external suppliers and internal departments to ensure seamless process of stock to store after order is placed. To assist on the retail shop floor as part of the job scope</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Proficient in Microsoft Excel and Office</li> <li>• Sense of urgency flexibility ability to multitask</li> <li>• Willingness to learn</li> <li>• Good communication and interpersonal skills</li> <li>• Interpersonal skills well developed with guests, employees, management</li> <li>• Ability to work independently, effectively, reliable and self-directed</li> <li>• Good presentation and influencing skills</li> <li>• Has good initiative under dynamic environment</li> <li>• Self-motivated and energetic, confidently able to give suggestions and resolve problems</li> <li>• Communication skills in English spoken/written</li> <li>• Supporting operations is a must</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>
Chef de Partie	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 years of relevant experience in the Food &amp; Beverage industry (hotel and free standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant</li> <li>• Proficient in written and conversational English</li> <li>• Good interpersonal skills with ability to communicate with all levels of colleagues</li> <li>• Service oriented with an eye for details</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 189673</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Security Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Security Officer delivers the safety and security measures that meet the requirement of the Hotel Management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Must be a registered Security Officer with Police Licensing &amp; Regulatory Department (PLRD) and holds a valid Security License issued by PLRD</li> <li>Secondary education with WSQ Certification in Security Operations</li> <li>Certified in First Aid, CPR and AED</li> <li>Certified CERT member as per Singapore Civic Defence Force (SCDF) guidelines under High Risks Installation (HRI) Tier 1</li> <li>Minimum of 2 years of relevant experience in the hotel industry</li> <li>Outgoing personality and able to remain calm under duress</li> <li>Willing to acquire new knowledge and experience</li> <li>Good interpersonal skills with ability to communicate with all levels of employees</li> <li>Service oriented with an eye for details and inquisitive mind</li> <li>Ability to work effectively and contribute in a team</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>
Associate Revenue Analyst	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>This position analyses and supports the hotel's results and performance in various revenue streams (Rooms, F&amp;B, Spa and Boutique) and recommends strategies and expectations based on the observed data trends and market changes</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Knowledge of Opera, Central Reservation System and Global Distribution System are an asset</li> <li>Strong knowledge of Microsoft Excel is required</li> <li>Previous Front Office Management experience is an asset</li> <li>Food &amp; Beverage and Spa knowledge / background is an asset</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>
Spa Attendant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Taking guidance and instruction from the Senior Spa Attendant, the Spa Attendant is responsible for the hygiene, cleanliness and sanitisation of the spa and gym. They are required to orientate guests with the spa facilities, greeting guests as they enter the facilities and providing personal guest service. The Spa Attendant is also responsible for keeping the lounges, lockers and other guest areas neat, clean and well stocked with all amenities</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Ability to provide legible communication</li> <li>Minimum 1 year experience in customer service, hospitality or the spa industry</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Good interpersonal and communication skills</li> </ul>	
Senior Spa Therapist	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Senior Spa Therapist is responsible for assisting the Spa Supervisor in overseeing the overall spa operations and services provided to the guest according to the service rules, policy, procedure, and etiquette, in line with our vision to uphold Raffles Spa as a true global luxury treatments and wellness provider</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Attained international certification such as CIBTAC, CIDESCO, ITEC, WSQ Diploma</li> <li>Excellent guest service delivery</li> <li>Knowledge of Anatomy and Physiology</li> <li>3 to 5 years previous experience in a luxury spa environment</li> <li>Ability to pleasantly communicate with proper grammar in English</li> <li>Ability to provide legible communication</li> <li>Knowledgeable of spa treatments and products</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>
Raffles Service Agent (Reservations)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>The Raffles Service Agent delivers friendly and professional service that meets guest's reservation experience expectations prior to their arrival</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum tertiary education or equivalent</li> <li>Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management</li> <li>Minimum 1 year of relevant experience in the hotel industry</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 189673</li> </ul>

## #19 Resorts World Sentosa

Resorts World Sentosa (RWS), Asia's premium lifestyle destination resort, is located on Singapore's resort island of Sentosa. Spanning 49 hectares, RWS is home to world-class attractions including Universal Studios Singapore, S.E.A. Aquarium, Dolphin Island and Adventure Cove Waterpark. Complementing the adventure and adrenaline of its theme parks and attractions are seven unique luxury hotels, the world-class Resorts World Convention Centre, and a casino. RWS offers award-winning dining experiences and exciting cuisines from around the world across its many renowned celebrity chef restaurants, establishing itself as a key player in Singapore's vibrant and diverse dining scene and a leading gourmet destination in Asia for epicureans. The integrated resort also offers world-class entertainment, from concerts to public shows. RWS has been named "Best Integrated Resort" since 2011 for ten consecutive years at the TTG Travel Awards which recognises the best of Asia-Pacific's travel industry.



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Crew, Attractions Operations	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Manage the safe operation of rides, shows and attractions</li> <li>Assist guests with directions and information</li> <li>Respond to guest situations and speak to large groups when required</li> <li>Push down lap bars, lock down harnesses and ensure seat belts are securely fastened for guests</li> <li>Ensure cleanliness and orderliness of work areas</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Operations experience is an advantage</li> <li>Able to perform shift work, and willing to work during evenings, weekends and public holidays</li> <li>Able to stand for long hours and work in an environment where there can be hot, humid, and wet weather</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Star Guide, Stage Management & Star Guides	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Oversee performers during sets to ensure their safety and well-being</li> <li>Provide positive and excellent guest service for guests in the theme park</li> <li>Support Star Guide Leads and Stage Managers with daily venue management and coordination</li> <li>Assist in dressing up/down of performers, ensuring that the characters' appearance adheres to IP standards</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Operations experience is an advantage</li> <li>Able to perform shift work, and willing to work during evenings, weekends and public holidays</li> <li>Able to stand for long hours and work in an environment where there can be hot, humid, and wet weather</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Retail Associate, Retail Operations	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Responsible for generating revenue by conducting sales transactions with guests at various retail stores and carts</li> <li>Provide excellent guest service and interacting positively with guests in a friendly and courteous manner</li> <li>Promoting and up selling of merchandise to generate additional revenue</li> <li>Handle cash register</li> <li>Maintain accurate stock control, merchandise display and stocks replenishment</li> <li>Ensure consistent good housekeeping standards</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Possess basic computer skills</li> <li>Strong interpersonal and communication skills</li> <li>Able to perform shift work, and willing to work during evenings, weekends and public holidays</li> <li>Able to perform heavy lifting during stock replenishment</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Crew, Education, Research & Conservation	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Facilitate Educational Tours, Public Programmes and Learning Journeys to allow guests to have an in-depth learning experience, and provide insightful information about animals and habitats in the aquarium. This can include programmes conducted in Mandarin</li> <li>Facilitate overnight camps to share fun facts and information about animals in a fun and interactive manner to engage and educate our guests. This can include overnight camps conducted in Mandarin</li> <li>Interact with guests to share information on sustainability and conservational matters, and emphasize the importance of taking care of the environment</li> <li>Contribute ideas to new learning journeys that are being developed</li> <li>Assist in packing of logistical items for all Tours, Programmes and Learning Journeys to ensure smooth execution of all our programmes</li> <li>Provide exceptional guest services by observing safety protocol and upholding service standards</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Passion in serving guests</li> <li>Good communication and customer service skills</li> <li>Experience in engaging children and students (guiding, tutoring, teaching, etc.) will be an advantage</li> <li>As some programmes may be conducted in Mandarin, fluency in the Mandarin language would be an advantage</li> <li>Passionate about marine animals and environment. Knowledge/background in Marine Biology or marine animals would be useful</li> <li>Confident interacting with large groups of people regarding topics related to marine animals and environment</li> <li>Friendly and approachable</li> <li>Willingness to learn new things</li> <li>Able to commit on weekdays and weekends</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Crew, VIP Tours & Events Operations	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Uphold the highest service standards while dealing with a variety of guests from around the world who will be on a Universal Studios Singapore (USS) VIP Experience or attending an event in USS</li> <li>Plan and execute VIP Experience for guests of USS. Provide history and information to guests about USS as well as the resort including specifics related to attractions, facades, and other Universal Studios driven show items</li> <li>Work with other Business Units to ensure seamless transitions during the tour including reservations for show and/or restaurants, VIP access to attractions during the tour, and other tasks as assigned</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Execute the role of a Game Master in Scavenger Hunts by conducting briefings to large group of guests</li> <li>• Lifting and moving crowd control equipment</li> <li>• Ad-hoc roles: Assisting with crowd management during special/seasonal offerings or events e.g., Halloween Horror Nights, Christmas event, etc.; Assisting with Special Events Operations such as seminars, weddings, company dinner etc.; Informing guests of event activities and providing directions as needed</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• 1 to 2 years of experience in service industry or person with highest standards of customer service and passion to serve guests</li> <li>• Candidate must be proficient in English to conduct English tours. (We require English-speaking candidates to cater to the high demand of English tours)</li> <li>• Knowledge of a second language preferred. (Preferably Mandarin as we require Mandarin-speaking candidates to cater to the high demand of Mandarin tours)</li> <li>• Able to perform shift work, including weekends and public holidays, and work in an outdoor environment</li> <li>• Able to effectively present information and respond to guests questions</li> <li>• Able to interact and engage guest in a favorable manner in both positive and negative situations</li> <li>• Able to withstand extended walking and long standing</li> <li>• Able to assist with some heavy lifting when needed</li> <li>• Good presentation skills will be an advantage</li> </ul>	
Crew, Guest Experience & Ticketing	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ensure all redemptions, ticket sales and various department initiatives are performed in accordance with the defined procedures</li> <li>• Attend to guests' feedback and render appropriate service recovery whenever applicable</li> <li>• Perform membership sales, processing and relationship duties at the various stations</li> <li>• Ensure cleanliness and orderliness of work areas, and perform administration duties as assigned</li> <li>• Interact with guests with a fun and cheerful disposition; disseminate information related to the park and rides</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Relevant experience in service role preferred; or equivalent combination of education and working experience</li> <li>• Able to perform shift work, and willing to work during evenings, weekends and public holidays</li> <li>• Able to stand for long hours and work in an environment where there can be hot, humid and wet weather</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift hours</li> <li>• Postal Code: 098269</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Crew, Park Ambassadors	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide welcome admission experience at turnstiles and ensure guests have valid ticket types for admission into the parks (USS/Adventure Cove Waterpark)</li> <li>• Deliver exceptional guest experience by assisting guests with park information and engaging them with fun activities.</li> <li>• Ensure the show readiness of the parks</li> <li>• Perform various administrative duties and ad hoc assignments</li> <li>• Maintain the park cleanliness (including restrooms)</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Service oriented and enjoys interacting with people</li> <li>• Able to perform shift work, and willing to work during evenings, weekends and public holidays</li> <li>• Able to stand for long hours and work in an environment where there can be hot, humid and wet weather</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift hours</li> <li>• Postal Code: 098269</li> </ul>
Technician, Show Experience Technical Support	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist in the set-up, tear down, transport and storage of technical equipment</li> <li>• Operate technical equipment and systems during small to large scale technical rehearsals, events and shows</li> <li>• Assist in the maintenance and repair of all technical equipment and systems</li> <li>• Provide team members with accurate information so as to facilitate informed service decisions</li> <li>• Manual handling duties</li> <li>• Attend safety training courses and consistently adhere to workplace safety and health (WSH) guidelines</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Flexible approach to working hours</li> <li>• Entertainment equipment and systems include: Staging, Lighting, Sound, Audio-visual, Rigging, Show Control and Automation</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift hours</li> <li>• Postal Code: 098269</li> </ul>
Costume Specialist, Creative Costuming	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Monitor costumes and maintain or request for maintenance as appropriate (includes hand washing, dry cleaning etc.)</li> <li>• Responsible in costume issuance and checks with cast</li> <li>• Render costume dresser services, including quick change, preset and standard wardrobe track duties</li> <li>• Ability to rectify and repair costume, props and accessories directed, to maintain the production quality of shows</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Knowledge of costume etiquette including backstage and fitting protocols</li> <li>• Knowledge in hand sewing, laundry, fabric handling and maintenance preferred</li> <li>• Able to perform shifts, including weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift hours</li> <li>• Postal Code: 098269</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Technical Specialist/Technical Specialist, USS Technical Services	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Perform preventive maintenance on theme park rides and shows mechanical, electrical, hydraulic and pneumatic equipment that includes attractions equipment in Adventure Cove Water Theme Park</li> <li>Perform troubleshooting and recovers rides and vehicles electromechanical system faults</li> <li>Support spare parts and consumables stock-up and other workshop activities</li> <li>Any other related work as assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>NITEC/Higher NITEC/Diploma in Mechanical/Mechatronic/Electrical Engineering or its equivalent</li> <li>2 to 3 years in equipment maintenance</li> <li>Ability to read and interpret maintenance manual to carry out work assignment</li> <li>Ability to perform shift work (day or night) and weekends/public holidays and work-at-heights</li> <li>Basic knowledge with MS Office</li> <li>Prior experience in attractions (includes Water Theme Park) maintenance will be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Technical Specialist/Senior Technical Specialist (Audio Visual)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Maintain, and repair all audio, visual and lightings (AVL) systems and associated parts</li> <li>Perform AVL systems testing and troubleshooting on the technical issues</li> <li>Plan and execute maintenance and improvement works</li> <li>Onsite troubleshooting and prepare technical findings and reports for management review</li> <li>Monitor spare parts inventory and recommend replacement quantity</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Diploma/ Nitec in Audio Visual/ Lighting / Electronic /Electrical Engineering or equivalent</li> <li>Hands on experience on show-entertainment devices Audio-Visual/ Video and Lighting technologies, preferably with AVLC system integration experience</li> <li>Able to perform shift work (day or night) and weekends/public holidays</li> <li>Able to work at height</li> <li>Basic computer skills (MS office)</li> <li>Knowledge in show controller such as Medialon, Alcorn McBride. QSYS DSPs &amp; Lighting controllers and its peripherals, multiple types of Audio and Video configurations/ devices would be an advantage</li> <li>Know-how in PC/ Server trouble shooting and Networking and some knowledge in PLC would be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Welder – 6G, USS Technical Services	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Carry out weldment repair using SMAW, GMAW, GTAW etc.</li> <li>Assess various types of structural flaws and recommend repair options</li> <li>Fabrication of minor steel works</li> <li>Any other related technical work assigned</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Welder qualification - 6G welding qualification, DNV rules, Lloyds rules or ENISO 287</li> <li>3 to 5 years practice and current at 6G level welding at height</li> <li>Ability to understand and apply all given Welding Repair Procedures</li> <li>Experience in attractions ride maintenance/structural member welding advantage</li> <li>Ability to perform shift work including night shift, weekends and public holidays</li> <li>Qualified Work-At-Height preferred</li> <li>NDT level 2 PT/MPI is advantageous</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Senior/Technician (Facilities Management & Engineering)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Perform assigned maintenance/repair work orders in M&amp;E, infrastructure and building works in the Attractions sector</li> <li>Perform day-to-day inspection, data logging, corrective and preventive maintenance on facilities and system including electrical, mechanical, infrastructure</li> <li>Manage and supervise contractors on maintenance/repairs/renovations</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Diploma/Higher NITEC/NITEC in Electrical/Mechanical/Plumbing/Refrigeration or Building Certificate from a recognized training institute</li> <li>Relevant experience in plant facility, hospitality, property management operation and maintenance environment would be advantageous</li> <li>Entry level candidates may apply</li> <li>Ability to perform 12 hours rotating shifts</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Senior Technical Specialist, Life Support Systems	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Responsible for troubleshooting and maintenance/repair of the aquarium filtration electrical components</li> <li>Assist in troubleshooting of processes</li> <li>Assist to operate and maintain aquarium filtration systems.</li> <li>Designated roster work by Supervisor</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>NITEC/Higher NITEC/Diploma in Electrical Engineering or related discipline</li> <li>Willing to learn on the operation and maintenance of the aquarium filtration system</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>5 years of relevant experience in electrical repair and maintenance of pumps, air compressors, control panels etc.</li> <li>Background in electrical service and maintenance is essential</li> <li>Experience in water filtration equipment and maintenance will be an advantage</li> </ul>	
Commis Cook	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Prepare and serve menu items in accordance with production requirements and established policies and procedures</li> <li>Able to operate cooking equipment in the kitchen, not limited to, woks, fryers, rice cookers, steamers as well as all common professional cooking equipment found in a kitchen</li> <li>Maintain organization, cleanliness and sanitation of work areas and equipment</li> <li>Assist with cashiering and order taking</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Basic Asian cooking skills</li> <li>Able to work independently or as a team in a fast-paced environment with minimum supervision</li> <li>Good customer service and interpersonal skills</li> <li>Willing to work rotating shifts, weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Demi Chef	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist the Chef de Partie in daily culinary operations in the kitchen</li> <li>Maintain all food preparation and service standards in a hygienic, safe, accident-free environment</li> <li>Maintain organization, cleanliness and sanitation of work areas and equipment</li> <li>Providing 100% outstanding satisfaction service to customers</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Certificate in Culinary Skills or its equivalent</li> <li>Minimum 2 years of culinary experience</li> <li>Ability to work independently as well as in a team</li> <li>Possess good F&amp;B product knowledge</li> <li>5 working days per week with the flexibility work shifts including weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Chef De Partie	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Set up workstation with required Mise en place, tools, equipment and supplies according to standards</li> <li>Inspect the cleanliness and working condition of all tools, equipment and supplies to ensure the compliance with standards</li> <li>Check production schedule and pars</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Establish priority items for the day</li> <li>Inform the Executive Chef of any supplies that need to be requisitioned for the day's tasks</li> <li>Transport supplies from the storeroom and stock in designated areas</li> <li>Fabricate meat, fish and fowl for menu items</li> <li>Ensure that the team complies with the health and safety standards</li> <li>Assist in controlling inventory and managing stocks</li> <li>Maintain organization, cleanliness and sanitation of work areas and equipment</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Certificate in Culinary Skills / GCE 'O' level or equivalent</li> <li>Minimum 4 years of experience in F&amp;B industry</li> <li>Candidates without the required education qualifications but with several years of experience in the hospitality/food services industry will be considered</li> <li>Good interpersonal communication and problem-solving skills</li> <li>Able to work independently or as a team in a fast-paced environment with minimum supervision</li> <li>Preferably with supervisory experience</li> <li>Good management of food cost and stock inventory</li> <li>5 working days per week with the ability to work on weekends/ Public Holidays</li> </ul>	
Guest Experience Specialist (F&B)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Welcome the guest at the entrance and assist to lead guest to their table</li> <li>Recommend and take order on food and beverage to the guest</li> <li>Assist in decanting of the wine and provide wine services</li> <li>Process the food orders and operating a cash register, replenishment of stocks, cleaning the restaurant and completing other assigned tasks</li> <li>Interact with guests; provide warm and memorable guest experience, ensure all guest receive prompt and excellent standard of service</li> <li>Ensure that all purchases are processed through proper procedures</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Preferably 1 year of experience in customer service</li> <li>Good interpersonal and communication skills with cheerful personality</li> <li>Able to perform shift, including weekend and Public Holiday</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Guest Experience Lead (F&B)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Create memorable experience for guest during special occasions</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Host and engage the guest while serving food and beverage</li> <li>Ensure guest's food and beverage are served promptly in accordance to their orders</li> <li>Provide suggestion to guest for wine and alcoholic beverage</li> <li>Process the food orders and operating a cash register, replenishment of stocks, polishing the cutleries and completing other assigned tasks</li> <li>Interact with guests; provide warm and memorable guest experience, ensure all guests receive prompt and excellent standard of service</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>GCE 'O' Level</li> <li>Minimum 2 years of experience in supervisory level</li> <li>Good interpersonal and communication skills with cheerful personality</li> </ul>	<ul style="list-style-type: none"> <li>Postal Code: 098269</li> </ul>
Housekeeping Attendant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for the cleanliness of all assigned work areas and equipment</li> <li>Replenish guest amenities</li> <li>Attend to guests' requests promptly</li> <li>Report room defects as well as lost and found items</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum Primary Education</li> <li>Prior experience in related role is preferred</li> <li>Candidate must be physically fit and maintain a sense of integrity at all times</li> <li>Able to perform rotating shifts, including weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Assistant Housekeeper	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Supervise daily work assignments, staff rosters and routine maintenance of the housekeeping attendants</li> <li>Ensure the highest level of cleanliness for the guests, rooms and public areas</li> <li>Ensure relevant guidance, training and coaching are given to the staff on duty</li> <li>Check on housekeeping supplies and stocks to ensure proper par stocks</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum GCE 'O' Level</li> <li>Minimum 2 years of housekeeping supervisory experience</li> <li>Possesses good leadership skills and basic knowledge of housekeeping of guestrooms</li> <li>Able to perform shift work, including working on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Guest Experience Specialist (Hotels)	<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>5 day work week</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Perform check-in and check-out for hotel guests in the most professional and efficient manner to ensure high level of guest satisfaction</li> <li>Perform upselling with a sales attitude and be aware of the resorts-wide sales opportunities</li> <li>Maintain effective communication within the Front Office department and other departments especially Housekeeping to ensure seamless experiences for all guests</li> <li>Be responsible for the maintenance of guest recognition programs, accurate guest recognition reports and handling of guests' complaints</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>GCE 'O' Level or its equivalent</li> <li>1 year of experience in customer service, preferably in hospitality industry</li> <li>Good interpersonal skills with effective multi-tasking, time management and problem-solving skills</li> <li>Possess a warm, pleasant personality with good knowledge of local city streets, restaurants and major attractions</li> <li>Able to perform shift working, including working on weekend and Public Holiday</li> </ul>	<ul style="list-style-type: none"> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>
Guest Experience Lead (Hotels)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Perform check-in and check-out for hotel guests in the most professional and efficient manner to ensure high level of guest satisfaction</li> <li>Initiate and maintain effective coordination and communication within the Front Office and other departments especially Housekeeping to ensure seamless experiences for all guests</li> <li>Perform room controlling duties in accordance to forecasted occupancy, VIP stays, group check ins, special requests</li> <li>Ensure the Front Office team operates with a sales attitude and all Team Members are aware of the resorts-wide sales opportunities</li> <li>Maintain the confidentiality of all guests and business practices of the Resort</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Diploma in Hotels/Hospitality Management or its equivalent</li> <li>Minimum 2 years of experience in hospitality industry, preferably in 5 star hotels</li> <li>Good interpersonal skills with effective multi-tasking, time management and problem-solving skills</li> <li>Knowledge in supervisory functions like staff rostering, room assignment, requisition order, basic training and coaching</li> <li>Able to perform shift working, including working on weekend and Public Holiday</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Shift hours</li> <li>Postal Code: 098269</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Guest Services Officer (Call Centre)	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Handle and process incoming and outgoing calls</li> <li>• Provide information to guests on enquiries with regards to the services in the resort</li> <li>• Assist and follow up on calls, including coordination with different departments</li> <li>• Ensure all calls are handled promptly and professionally</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Minimum GCE 'N' Level</li> <li>• Preferably with 1 to 2 years of experience in Call Centre</li> <li>• Pleasant and friendly mannerisms, with the ability to treat people with respect under all circumstances</li> <li>• Able to perform shift work, including working on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift hours</li> <li>• Postal Code: 098269</li> </ul>
Senior Traffic Marshall	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>• Ensure smooth traffic flow and monitor carpark occupancy</li> <li>• Execute carpark enforcement duties, include handling of penalties for non-compliance</li> <li>• Provide transport-related services including reservation of carpark lot, verification and directing of event vehicle, buggy shuttle service, displaying of event signage, closure of lanes/ ramps, etc.</li> <li>• Attend to guest enquiries, timely incident reporting, prompt emergency response, tabulate valet data, queue management of taxi, public and staff bus and coach bay operations</li> <li>• Provide assistance to our guests, include changing of punctured tyre, jumpstart of vehicle, carpark redemption and ensure smooth exit from the carpark</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>• Minimum GCE 'O' Level</li> <li>• Able to perform shift work, including weekends and Public Holidays</li> <li>• Possess multi-tasking and time management skills</li> <li>• Knowledge and experience in problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Shift hours</li> <li>• Postal Code: 098269</li> </ul>

## #20 Royal Plaza On Scotts

Royal Plaza on Scotts is an iconic hotel located in the Orchard area, a bustling district in Singapore. We continuously strive to create a workplace that promotes fun, happiness, trust, pride and camaraderie that will spur our talents to be their best. Come experience our culture and journey with us towards a great & progressive workplace!

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Guest Services Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Work across reception, concierge, and executive lounge</li> <li>• Welcome guests warmly and assist with arrival/departure efficiently and accurately</li> <li>• Handle guest feedback with empowerment and accountability</li> <li>• Exposure to F&amp;B operations (e.g., knowledge of food, wine, clearing plates)</li> <li>• Manage Executive Lounge breakfast, high tea, and evening cocktail (including alcohol service)</li> <li>• Collaborate with other departments to deliver memorable guest experiences</li> <li>• Gain versatility through learning opportunities in the rooms division</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Provide excellent customer service by assisting guests with check-ins, check-outs, and inquiries</li> <li>• Maintain a friendly and professional demeanor</li> <li>• Must be able to work a 5-day week, including weekends and Public Holidays, on rotating shifts</li> <li>• Requires standing for long hours and strong communication skills to interact with guests effectively</li> <li>• Handle F&amp;B aspects in the executive lounge</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Rotating shifts: 7am to 4.30pm / 1.30pm to 11pm / 10pm to 7.30am</li> <li>• Postal Code: 228220</li> </ul>
Housekeeping Attendant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide clean, safe and sanitary guest rooms/corridors/service and work areas in line with established standards</li> <li>• Maintain furniture, fixtures, equipment and work tools in excellent condition</li> <li>• Practice cost saving measures for supplies and equipment issued</li> <li>• Adhering to safety guidelines for chemical and equipment usage</li> <li>• Practicing standard established policies of preventive maintenance</li> <li>• Expected to complete cleaning a minimum of 19 guest rooms (occupied/check-out) per shift after completion of necessary training</li> <li>• Assist in answering housekeeping phone when necessary</li> <li>• Provide and attend to all guest requests</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Ensure guest rooms and public areas are clean and well-maintained</li> <li>• Replenish amenities and report maintenance issues</li> <li>• Able to work a 5-day week, including weekends and Public Holidays, on rotating shifts</li> <li>• Requires physical stamina for prolonged standing and lifting</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• Rotating shifts: 7am to 4.30pm / 1.30pm to 11pm / 10pm to 7.30am</li> <li>• Postal Code: 228220</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Must communicate effectively with guests and team members to ensure a comfortable stay</li> </ul>	
Assistant Housekeeper	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Supports in daily operations, ensuring cleanliness and guest satisfaction</li> <li>Oversees room attendants, inspects rooms, maintains inventory, and upholds hygiene standards</li> <li>Assists in staff training and scheduling</li> <li>Coordinates with other departments for seamless service</li> <li>Handles guest requests and ensures compliance with hotel policies and safety regulations</li> <li>Other ad hoc duties will be assigned to you</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Supervise housekeeping staff to ensure high cleanliness standards in rooms and public areas</li> <li>Train and motivate the team while maintaining inventory control</li> <li>Able to work a 5-day week, including weekends and Public Holidays, on rotating shifts</li> <li>Requires standing for long hours and strong communication skills to interact with guests and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Rotating shifts: 7am to 4.30pm / 1.30pm to 11pm / 10pm to 7.30am</li> <li>Postal Code: 228220</li> </ul>
Security Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Carrying out the tasks and duties listed for designated posts at the Fire Command Centre and hotel driveway in a professional manner</li> <li>Ensuring that there are no suspicious characters, irregularities, fires, unsafe conditions and/or missing or inoperative safety equipment during patrols</li> <li>Assisting in decoding guest room Elsafe and reading Ving Card door system</li> <li>Conducting proper checks and ensuring records are in place for all movements entering/ exiting the hotel premises</li> <li>Reporting any irregularities and assist in investigations, if any</li> <li>Assuming duties during fire evacuations and/or emergencies</li> <li>Assisting guests and colleagues in a professional manner in relation to our protection and prevention objectives</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Ensure the safety of guests, employees, and hotel property</li> <li>Conduct regular patrols, monitor surveillance, and respond to incidents</li> <li>Assist the traffic at driveway and assist guest at concierge</li> <li>Able to work a 5-day week, including weekends and Public Holidays, on rotating shifts</li> <li>Requires standing for long hours and excellent communication skills to handle guest interactions and security concerns professionally</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Rotating shifts: 7am to 4.30pm / 1.30pm to 11pm / 10pm to 7.30am</li> <li>Postal Code: 228220</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technician/ Senior Technician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Execute the daily routine, periodic and preventive maintenance works for the hotel's building, facilities and equipment with high level of workmanship aligned to hotel's SOP</li> <li>Other responsibilities include (but not limited to) attending to all maintenance requests in a timely and professional manner, ensure efficient energy consumption and continuously provide a safe and comfortable environment and facilities to our internal and external guests</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Perform preventive maintenance, troubleshoot equipment, painting, and respond to repair requests</li> <li>Ensure all hotel facilities are in optimal working condition</li> <li>Able to work a 5-day week, including weekends and Public Holidays, on rotating shifts</li> <li>Requires standing for long hours and effective communication skills to interact with guests and team members</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Rotating shifts: 7am to 4.30pm / 1.30pm to 11pm / 10pm to 7.30am</li> <li>Postal Code: 228220</li> </ul>
Waiter / Captain	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Upkeep a conducive dining experience for our guests through proper table setup in accordance with SOP and consistent maintenance of cleanliness in the restaurant</li> <li>Ensure our guests are kept hydrated and refreshed during their dining with prompt water replenishment and replacement of soiled cutleries</li> <li>Extend wholehearted friendliness with personalized touches to F&amp;B patrons and ensure their comfort and satisfaction at all times</li> <li>Work closely with the team or other necessary departments to deliver WOW moments, especially if our guests are here to celebrate a special occasion</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Deliver exceptional dining service, take orders, serve food and beverages, and ensure guest satisfaction</li> <li>Rotated to pool café, banquet and buffet restaurant</li> <li>Maintain cleanliness and efficiency in the restaurant</li> <li>Able to work a 5-day week, including weekends and Public Holidays, on rotating shifts</li> <li>Requires standing for long hours and strong communication skills to engage with guests professionally</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Rotating shifts: 7am to 4.30pm / 1.30pm to 11pm / 10pm to 7.30am</li> <li>Postal Code: 228220</li> </ul>
Cook	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Prepare and cook a variety of dishes according to menu specifications</li> <li>Maintain high standards of food quality, presentation, and hygiene</li> <li>Assist in menu planning and inventory management</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>Rotating shifts: 7am to 4.30pm /</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ensure compliance with food safety and sanitation regulations</li> <li>Collaborate with the kitchen team for smooth operations</li> <li>Manage time effectively during peak service hours</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Prepare and cook dishes according to recipes and quality standards</li> <li>Maintain kitchen hygiene, stock levels, and assist in food preparation</li> <li>Able to work a 5-day week, including weekends and Public Holidays, on rotating shifts</li> <li>Requires standing for long hours and good communication skills to coordinate with kitchen staff and serve guests efficiently</li> </ul>	<ul style="list-style-type: none"> <li>1.30pm to 11pm / 10pm to 7.30am</li> <li>Postal Code: 228220</li> </ul>

## #21 Science Centre Singapore

The Science Centre Singapore is a prominent educational facility that promotes scientific knowledge and exploration. It features a variety of interactive exhibits, hands-on displays, and immersive experiences focused on science, technology, engineering, and mathematics (STEM). The centre offers visitors of all ages the opportunity to engage with science in a fun and educational way, with themed exhibitions, live demonstrations, and a range of permanent and temporary exhibits. It is also home to the Omni-Theatre, a giant dome for educational films and presentations.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Manager/Manager, Exhibitions	<b>Key Responsibilities</b> We are seeking a creative and organised individual to join our Exhibitions department as an Exhibition Producer at the Assistant Manager/Manager level. This pivotal role serves as the linchpin in our exhibition development process, bridging the gap between conceptualisation and realisation of innovative science experiences  <b>Essential Job Functions:</b> <ul style="list-style-type: none"> <li>The Exhibition Producer plays a crucial role in bringing scientific concepts to life through engaging and interactive exhibitions. At the heart of their responsibilities is the ability to work collaboratively with the Exhibition Imagineer and other members of the project team, translating complex scientific ideas into accessible and exciting experiences for visitors of all ages. They shepherd projects from initial concept through to final implementation, overseeing every stage of the exhibition development process</li> <li>A key aspect of their role involves overseeing the administrative, production, and logistical elements of each exhibition, from conception to completion. This</li> </ul>	<ul style="list-style-type: none"> <li>Non-Shift</li> <li>44 hours per week</li> <li>Postal Code: 609081</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>encompasses procurement processes, budget oversight, contract negotiation, risk assessment and mitigation, strict adherence to project timelines, and efficient allocation of project resources. The Producer must be adept at coordinating prototype development and testing, and introduce innovative approaches to exhibition design. This potentially involves incorporating new media technologies and gamification principles to create immersive and interactive experiences</p> <ul style="list-style-type: none"> <li>• Another vital function of this role is to serve as a passionate advocate for new exhibitions and products, both internally and externally. This requires excellent communication skills and the ability to work seamlessly with various departments such as Procurement, Marketing, Visitor Services, and Business Development</li> </ul> <p><b>Pre-requisites</b> The ideal candidate must:</p> <ul style="list-style-type: none"> <li>• Have a Bachelor's Degree in Science, Museum Studies, Project Management, or a related field</li> <li>• Possess strong collaborative skills, with a proven ability to work effectively in multidisciplinary teams and manage relationships with internal and external stakeholders</li> <li>• Have an understanding of technology and how it can be integrated into exhibition experiences</li> <li>• Be passionate about science, and science communication</li> <li>• Have a creative mindset coupled with a keen aesthetic sense, essential for developing innovative and visually appealing exhibitions</li> </ul>	
<p>Guest Experience &amp; Retail Assistant, Operations</p>	<p><b>Key Responsibilities</b> We are looking for a dynamic candidate to join the Operations Department as a Guest Experience &amp; Retail Assistant. The Guest Experience &amp; Retail Assistant serves as the ambassador for the Science Centre and its group of attractions, ensuring smooth and profitable frontline operations including admission and ticketing procedures, guest and retail services, and exhibit operations</p> <p><b>Essential Job Functions</b> As a Guest Experience &amp; Retail Assistant, your role is crucial in maintaining our dedication to customer satisfaction. You will collaborate closely with team members, departments, and external partners to ensure a smooth and pleasant visitor experience. Your contribution will be instrumental in creating an inclusive and welcoming environment for all visitors</p> <p>You will be responsible for providing frontline services, including admission, ticketing, guest assistance, and retail services using electronic systems for sales. This includes offering advice on products and services, assisting with exhibit interaction, and managing stock control and merchandise display. You also</p>	<ul style="list-style-type: none"> <li>• Non-Shift</li> <li>• 44 hours per week</li> <li>• Postal Code: 609081</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>handle sales proceeds, daily account closing, and addresses Science-Centre related guest enquiries; apply digital technology to enhance the visitor experience, enforce safety rules, and perform first-level service assistance and recovery</p> <p>Additionally, you are responsible for health and safety standards, escalating incidents, supporting emergency response procedures. Your other duties include guiding interns/temporary staff, evaluating their performance, and overseeing inventory, procurement, and sourcing/purchasing of supplies and equipment for the department's operations</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• The ideal candidate should have minimum GCE 'O' / 'A' / ITE or Diploma or equivalent qualifications with good knowledge of Attractions, Retail Operations or Tourism Services. Those with relevant working experience in related Attractions or Retail operations will have added advantage</li> <li>• You should have a strong service mindset and enjoy interacting with people. You must have a cheerful disposition, be organized and are meticulous with numbers. Due to the operational nature of the work, you must be able to maintain a flexible working schedule including evenings, weekends, and public holidays</li> <li>• Only shortlisted applicants will be notified</li> </ul>	
Senior STEM Educator, STEM CeLL	<p><b>Key Responsibilities</b></p> <p>We are looking for a dynamic candidate to join us as Senior STEM Educator, STEM CeLL</p> <p>Essential Job Functions</p> <ul style="list-style-type: none"> <li>• You are responsible for developing and delivering inclusive, impactful and unique learning experiences in domains in life sciences (DNA, food and nutrition, nature science) and/or physical sciences (physics, chemistry, mathematics, computation, earth and space science, engineering) for students and teachers in informal learning environments. As part of the STEM CeLL team, you are required to promote the Centre's PD programmes centre-wide and contribute to quality programmes. You are expected to develop teachers/students through mentoring.</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• The ideal candidate should have good knowledge in Life, Physical Science, Engineering or any STEM discipline, preferably with relevant teaching experience or other related experience in conducting STEM education programmes. Those with research or work experience in a STEM industry has an added advantage</li> <li>• The candidate should have good written and oral communication skills, is adaptable, detail-oriented, independent and a team player</li> </ul>	<ul style="list-style-type: none"> <li>• Shift work</li> <li>• 44 hours per week</li> <li>• Postal Code: 609081</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Only shortlisted candidates will be notified</li> </ul>	
Science Educator, Informal Science	<p><b>Key Responsibilities</b></p> <p>We are looking for a dynamic candidate to take up the post of Science Educator, Informal Science</p> <p>Essential Job Functions</p> <ul style="list-style-type: none"> <li>The Science Educator (Informal Science) is responsible for developing and delivering inclusive, impactful, and unique learning experiences in domains in physical sciences (physics, chemistry, mathematics, computation, earth and space science, engineering) for students, teachers, public and families that will drive visitorship and generate revenue for Science Centre Singapore</li> <li>He/She will also be responsible for developing the content for Science Centre's sustainability programmes. Besides being involved in the planning and execution of projects/events, he/she will also contribute within a task force center wide</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>The ideal candidate should have good knowledge in Physical Science and modern concepts in Science and Technology. A strong interest and experience in the sustainability movement. He/She must be tech savvy and willing to learn and adapt to new ways of content development and delivery. Good project management, written and oral communication skills are essential. In addition, the candidate must be adaptable, detail-oriented and a team player</li> <li>Only shortlisted candidates will be notified</li> </ul>	<ul style="list-style-type: none"> <li>Shift work</li> <li>44 hours per week</li> <li>Postal Code: 609081</li> </ul>
Transmedia Content Creator, Events & Engagement	<p><b>Key Responsibilities</b></p> <p>We are looking for a dynamic candidate to join us as a Transmedia Content Creator. You will be responsible to develop, execute and produce creative project deliverables on scientific topics, across all media and digital platforms [e.g. social media, web and app, exhibition, videos, publication (print/online), science shows] that can engage, attract and grow an audience, and eventually sales of products and services. The role will also involve translating initiatives into compelling story ideas and useful messages, elevating awareness of Science Centre's impact among strategically important audiences and collaborate closely with the PR and Marketing, Advancement &amp; Partnership office, in addition to the Exhibitions, Events and Engagement programme units in the centre</p> <p>Essential Job Functions</p> <ul style="list-style-type: none"> <li>As a Transmedia Content Creator, you are responsible for all areas of video production and social media content from conceptualization to completion. You will regularly review existing assets such as exhibitions and programmes to</li> </ul>	<ul style="list-style-type: none"> <li>Non-Shift</li> <li>44 hours per week</li> <li>Postal Code: 609081</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>create a transmedia story and develop engaging content with clear call to action for targeted audience on science and technical topics. You are required to experiment and develop new social platforms and other channels to ensure visibility across demographic shifts and image relevance and be able to drive traffic optimisation through to our media assets by using tools such as SEO and other tools. Other duties include establishing a network of contacts in the industry from media, PR executives, researchers and academia from IHLs and research institutes to co-create transmedia narratives and cross sharing and collaborating closely with PR and Marketing, and Advancement Office internally and external partners</p> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• The ideal candidate should have good knowledge in Science Communications, Marketing, Journalism or English literature</li> <li>• He/She should have related working experience in social media, communications, or production-related agencies. Candidates with relevant experience in social content production will be an added advantage</li> <li>• He/She should have experience in science content writing in various channels which may include print, television, digital and social science or science writing experience (portfolio of scientific publications or blogs) and experience with creating appealing content on various media platforms</li> <li>• Successful candidates must be willing to learn and be trained. Those with relevant internship experience will be an added advantage</li> <li>• He/She should have experience with or knowledge of at least several of the following items: Management of websites, Google Analytics, marketing platforms, blogging and video production</li> <li>• He/She should have a strong grasp of the technology industry and is skilled at visual storytelling and have a good eye for design</li> <li>• He/She must be able to produce error free content with strong attention to details and to balance several projects and seamlessly contribute to multiple aspects of the organisation's science promotion efforts</li> <li>• He/She should possess excellent communication skills, a resourceful team player and a fast and flexible learner who can stay informed about the ever-evolving world of STEM</li> <li>• Only shortlisted candidates will be notified</li> </ul>	
Exhibition Producer, Exhibitions	<p><b>Key Responsibilities</b></p> <p>We are looking for a dynamic member to join the Exhibitions department as an Exhibition Producer. This is a critical connective role in exhibition development. The Producer works at the interface between the Exhibition Imagineer (Project</p>	<ul style="list-style-type: none"> <li>• Non-Shift</li> <li>• 44 hours per week</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Officer), the exhibition project team, and the Head of Exhibitions to ensure the translation of an idea (scientific concepts) into exciting and engaging exhibition experiences. This role involves production and logistical coordination (such as managing budgets and time schedules of the project, testing concepts and coordinating the relevant talents such as artists for development). He/she is responsible for driving agile production</p> <p><b>Essential Job Functions</b></p> <ul style="list-style-type: none"> <li>As an Exhibition Producer, he/she will be involved in prototyping, development and project management. He/she will be work with the team to brainstorm, select, develop, prototype, test and launch new exhibitions and experiences. Aspects of exhibition development may include new media, and gamification approaches as well as creating the narratives for the exhibition</li> <li>He/she will support Science Centre's strategy of providing innovative, future forward experiences and participate in the observation and continual refinement of these experiences. As part of improvement, he/she will also scan the industry and beyond for new trends to apply to our products and experiences. The producer will also work on programmes related to exhibition/experience development such as artist residencies and fellowships</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>The ideal candidate should have the ability to manage multiple projects simultaneously with a keen attention to detail. The candidate should have good interpersonal skills and the ability to work with a wide range of stakeholders and backgrounds</li> <li>He/She should be flexible, open to change, thorough and driven, with a 'can do' spirit</li> <li>Skills that would give the candidate an edge include, and is not meant to be inclusive:             <ol style="list-style-type: none"> <li>Good foundation skills, or interest in Science, Technology, Engineering and Math (S.T.E.M)</li> <li>Project management skills</li> <li>Narrative development</li> <li>Technology skills (e.g. Systems Integration, coding)</li> <li>Design and user centric skills (e.g. Design thinking, UX/UI, gamification)</li> </ol> </li> <li>Successful candidates must be willing to learn and be trained</li> <li>Candidates with more years of relevant experience could be considered for the position of Senior Exhibition Producer</li> <li>Only shortlisted candidates will be notified</li> </ul>	<ul style="list-style-type: none"> <li>Postal Code: 609081</li> </ul>
Exhibition Producer, Imagineer	<p><b>Key Responsibilities</b></p> <p>We are looking for a dynamic science trained enthusiast to join the Exhibitions department as Exhibition Imagineer. You will be</p>	<ul style="list-style-type: none"> <li>Non-Shift</li> <li>44 hours per week</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>responsible for translating scientific principles into interactive exhibits and experiences</p> <p>Essential Job Functions</p> <ul style="list-style-type: none"> <li>As an Exhibition Imagineer, you will conduct research in science and social science content, leading to the development of exhibits and Exhibition experiences. Together with a multi-disciplinary team, you are responsible for scoping the content and narrative as well as overall experience for the exhibition. The imagineer plays a leading role in project management, development of scripts, prototypes, and accompanying education programmes for the exhibition in collaboration with our Education Division</li> </ul> <p><b>Pre-requisites</b></p> <p>The ideal candidate must:</p> <ul style="list-style-type: none"> <li>Have a Degree in Science or equivalent</li> <li>Be able to collaborate with multidisciplinary teammates of Designers, Researchers, Engineers and Content Strategists throughout the design process</li> <li>Be passionate about science, and science communication</li> <li>Be able to translate concepts into narratives as well as experiences, and to lead and ideate products from scratch.</li> <li>Possess an imaginative streak and have good aesthetic and/or design sense</li> <li>Be self-driven and creative with good organisation and communication skill</li> <li>Must have excellent people and negotiation as well as problem-solving skills</li> <li>Only shortlisted candidates will be notified</li> </ul>	<ul style="list-style-type: none"> <li>Postal Code: 609081</li> </ul>

## #22 Shangri-La Singapore

At Shangri-La Singapore, we pride ourselves in extending our signature heartfelt hospitality to all who walk through our doors. We're obsessed with customer experience, and we're looking for someone who feels the same.

It is a paradise where no two days are ever alike as you work on our intricate operational systems, handle our well-heeled guests' requests with promptness and efficiency and delight our guests and internal stakeholders in every single interaction. If you have a good eye for detail, enjoy meeting people, love keeping up to date with local and hotel events, we might just have the role for you! If you see yourself as a directorial genius with a can-do attitude who can simply go the extra mile just to put a smile on our guests' faces, then we'd love to have you as part of our Shangri-La family.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Family Experience Ambassador/ Team Leader	<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>5 day work week</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Engage, entertain, and educate guests through dynamic activities, ensuring a lively, safe, and educational atmosphere</li> <li>Maintain impeccable cleanliness and tidiness across the Kids Club</li> <li>Be the life of the party by supporting events, from food delivery to dazzling decorations</li> <li>Champion the health, safety, and security of every child during all activities</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Previous experience in a childcare, educational, or recreational setting is highly desirable</li> <li>Able to effectively communicate with children, parents, and other staff members</li> <li>Ability to stand, walk, and sometimes run for extended periods of time to supervise children</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.30pm</li> <li>9.15am to 7pm</li> <li>Postal Code: 258350</li> </ul>
Guest Services Officer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>To have knowledge of the operational systems of the Front Desk and Guest Relations operations and related areas</li> <li>Ensures guest preferences are collected, correctly recorded, and acted upon in order to delight our guests</li> <li>Drives customer delight and retention by being a role model in delighting guests in every single interaction</li> <li>Responds promptly to guest feedback. Forwards to relevant departments if required and follows up to ensure appropriate action has been taken</li> <li>Is familiar with all daily events taking place in the hotels, arrival/departure information, group movements, GTC arrivals/departures, current occupancies and those for the immediate period and key future dates, details of special hotel/company promotions and rates</li> <li>Keeps up to date with local/hotel events and provides accurate information and direction to guests, as required.</li> <li>Handles all guests' requests or inquiries promptly and efficiently</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Previous experience in a customer-facing role, particularly in hospitality, retail, or service industries, is highly desirable</li> <li>Able to communicate clearly, both verbally and in writing, with guests and team members</li> <li>Ability to handle difficult or stressful situations effectively, maintaining professionalism and customer satisfaction</li> <li>Prefers experienced individual working in four/five star international hotel or related guest contact</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>6am to 3.45pm</li> <li>8am to 5.45pm</li> <li>1.45pm to 11.30pm</li> <li>4.30pm to 2.15am</li> <li>11pm to 8.45am</li> <li>Postal Code: 258350</li> </ul>
Rooms Reservation Officer	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Handling reservations inquiries via phone, email, and online platforms</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>8.30am to 6pm</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Providing information about room availability, rates, and packages to potential guests</li> <li>• Assisting guests in making reservations, modifications, or cancellations</li> <li>• Ensuring accurate and timely entry of reservation data into the booking system</li> <li>• Collaborating with other departments to fulfill guest requests and preferences</li> <li>• Managing special requests and room allocations</li> <li>• Resolving any booking issues or discrepancies in a professional manner</li> <li>• Maintaining a deep knowledge of our property's offerings and promotions</li> <li>• Upholding company policies and procedures related to reservations</li> <li>• Contributing to the achievement of sales targets and revenue goals</li> <li>• Providing excellent customer service to enhance guest satisfaction</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a similar role within the hospitality industry is preferred</li> <li>• Strong communication skills, both verbal and written</li> <li>• Exceptional customer service and interpersonal skills</li> <li>• Proficiency in using reservation management software</li> <li>• Detail-oriented with excellent organizational abilities</li> <li>• Ability to work independently and as part of a team</li> <li>• Familiarity with hotel operations and room categories is a plus</li> </ul>	<ul style="list-style-type: none"> <li>• Postal code: 258350</li> </ul>
F&B Captain	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Serve food and beverages to customers</li> <li>• Check quality of food and beverages before serving to customers</li> <li>• Have a good knowledge of the food and beverages that the Hotel provides</li> <li>• Checks quality / presentation / temperature of beverage / service prior to serving</li> <li>• Ensures fill mise-en-place is prepared prior to start of operations and replenished afterwards</li> <li>• Checks cleanliness of sections prior to and after service</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Able to converse well in English with customers</li> <li>• In-depth knowledge of hygiene standards, food safety, and health regulations</li> <li>• Ability to stand for extended periods and lift heavy trays or supplies</li> <li>• Ability to work in a fast-paced, often high-pressure environment</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 2 Rotating shifts</li> <li>• Postal code: 258350</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Service Centre and Telephone Associate	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Ensures calls from guests are handled professionally and with care</li> <li>Make sure that guests preferences are collected, correctly recorded and acted out</li> <li>Familiar with the facilities and events happening in Hotel</li> <li>Ensures guest preferences are collected, correctly recorded and acted upon in order to delight our guests</li> <li>Drives customer delight and retention by being a role model in delighting guests in every single interaction</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Clear speaking ability to interact with customers over the phone</li> <li>Ability to manage customer inquiries and offer assistance with products, services, or troubleshooting</li> <li>Ability to handle multiple calls or inquiries while maintaining focus on delivering quality service</li> <li>Comfortable working in an office environment, possibly in a high-call-volume setting</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>3 Rotating shifts (including night shifts)</li> <li>Postal code: 258350</li> </ul>
F&B Team Leader	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Serve food and beverages to customers</li> <li>Check quality of food and beverages before serving to customers</li> <li>Have a good knowledge of the food and beverages that the Hotel provides</li> <li>Handle customers feedback and complaints</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Ability to lead, motivate, and develop a team. Ensuring high levels of productivity, morale, and performance</li> <li>Strong verbal and written communication skills to effectively interact with team members, other departments, and management</li> <li>Ability to resolve conflicts, handle challenges, and make decisions in high-pressure situations</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>2 Rotating shifts</li> <li>Postal code: 258350</li> </ul>
Engineering Technician	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Maintenance and repair of the mechanical and electrical systems within the hotel</li> <li>Assist with Projects and installations</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Ability to analyze problems, identify issues, and propose solutions, especially in testing, manufacturing, or operations environments</li> <li>Skills in scheduling, task management, and coordinating with other team members on projects</li> <li>Knowledge of materials used in engineering processes and how to work with them effectively</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>3 Rotating shifts (including night shifts)</li> <li>Postal code: 258350</li> </ul>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Room Attendant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Cleans and ensure tidiness of all assigned guest rooms/areas</li> <li>• Maintains and cleans guest rooms, corridor and floor pantries</li> <li>• Maintains and cleans guest rooms, corridors and floor pantries as per established standard operating procedures</li> <li>• Replaces all supplies, amenities and linens as per established standard operating procedures</li> <li>• Provides turn down to guest rooms according to procedures</li> <li>• Upon completion, updates guest rooms' status</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively with supervisors, guests, and other staff members</li> <li>• Ability to notice and clean small details that might be overlooked (e.g., dusting, vacuuming, replenishing supplies)</li> <li>• Ability to lift, bend, and carry items, as well as stand or walk for extended periods</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am to 6.45pm</li> <li>• 1.15pm to 11pm</li> <li>• Postal code: 258350</li> </ul>
Cook	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation of food items or as assigned by kitchen management in accordance with production requirements and quality standards</li> <li>• Maintain high standards of food hygiene, safety, and sanitation in the kitchen, following all HACCP guidelines and local health regulations</li> <li>• Monitor food cost and portion control to reduce waste and maintain cost efficiency</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• In-depth knowledge of cooking techniques, ingredients, and culinary trends</li> <li>• Culinary Diploma or equivalent certification from a recognized culinary institute is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 2 Rotating shifts / Split shift</li> <li>• Postal code: 258350</li> </ul>
Demi Chef	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist with the preparation of food items or as assigned by kitchen management in accordance with production requirements and quality standards</li> <li>• Maintain high standards of food hygiene, safety, and sanitation in the kitchen, following all HACCP guidelines and local health regulations</li> <li>• Monitor food cost and portion control to reduce waste and maintain cost efficiency</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Knowledge of a variety of cooking techniques, recipes, and food preparation methods</li> <li>• Culinary diploma or equivalent certification from a recognized culinary institute is preferred</li> <li>• Ability to work under pressure, especially during busy service hours or large events</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 2 Rotating shifts / Split shift</li> <li>• Postal code: 258350</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Chef De Partie	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist with the preparation of food items or as assigned by kitchen management in accordance with production requirements and quality standards</li> <li>Maintain high standards of food hygiene, safety, and sanitation in the kitchen, following all HACCP guidelines and local health regulations</li> <li>Monitor food cost and portion control to reduce waste and maintain cost efficiency</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>In-depth knowledge of cooking techniques, ingredients, and culinary trends</li> <li>Culinary Diploma or equivalent certification from a recognized culinary institute is preferred</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>2 Rotating shifts / Split shift</li> <li>Postal code: 258350</li> </ul>

## #23 Sony Electronics (Singapore)

Sony's purpose is simple. We aim to fill the world with emotion, through the power of creativity and technology. We want to be responsible for getting hearts racing, stirring ambition, and putting a smile on the faces of our customers. That challenge, combined with our spirit of innovation, motivates us to create groundbreaking technology, entertainment, and services for people worldwide.

Our history as a global brand has been built around employees that all have a passion for touching peoples' lives, and pride in pushing beyond the status quo to produce truly extraordinary results.

We're uniquely positioned because we operate in many different industries - from movies and music to video games and electronics. And, with offices around the globe, we benefit from a global workforce that learns and grows together through mutual respect.

If you're ready to join a diverse team at an innovation-led company with the power to change lives, then we encourage you to read up on the different Sony group companies and check out our Life page. Then, get in touch, and together, let's make the world say wow.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Retail Consultant (Full-Time Contract)	<b>Key Responsibilities</b> We're seeking enthusiastic and people-focused individuals to join our dynamic and supportive retail team! We offer comprehensive training, coaching, and opportunities to enhance your product knowledge and forge strong relationships  In this role, you'll become a product expert, showcasing the best solutions to meet our customers' needs, and serve as a Service Ambassador, creating outstanding service experiences in our local retail stores	<ul style="list-style-type: none"> <li>5 day work week</li> <li>10.45am to 8.30pm</li> <li>Postal code: 238895</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>What you will be doing</p> <ul style="list-style-type: none"> <li>Engage with customers to provide a welcoming and informative shopping experience</li> <li>Promote and demonstrate products to enhance customer understanding and drive sales</li> <li>Maintain knowledge of product features, benefits, and promotions to answer customer inquiries effectively</li> <li>Collaborate with the retail team to execute visual merchandising standards and maintain store appearance</li> <li>Collect and relay customer feedback to management to help improve service and product offerings</li> <li>Meet and exceed sales targets and KPIs as set by management</li> </ul> <p><b>Pre-requisites</b></p> <p>What will help you to succeed</p> <ul style="list-style-type: none"> <li>A genuine interest in or knowledge of consumer electronics</li> <li>Strong communication skills</li> <li>A positive and enthusiastic demeanor that can engage and excite customers about Sony's products</li> <li>A willingness to learn independently or through others</li> </ul>	
Artificial Intelligence (AI) Engineer	<p><b>Key Responsibilities</b></p> <p>On behalf of Pentas Vision, a subsidiary company of Sony Semiconductor Solutions Corporation (SSS), we are seeking for an Artificial Intelligence (AI) Engineer who is highly analytical and driven to create and optimise engineering algorithm strategies aligned with the business expertise and purpose</p> <p>Pentas Vision specialises in the research and development of AI and in particular - Computer Vision technologies. Our core expertise lies in integrating AI solutions with diverse Image Sensors, facilitating seamless incorporation into embedded devices like mobile phones, IoT cameras, and other relevant devices</p> <p>What you will be doing</p> <ul style="list-style-type: none"> <li>Design and implementation of engineering algorithm strategies for industry businesses based on the algorithm SDK; optimize engineering algorithm strategies for different application scenarios</li> <li>General encapsulation and optimization of the underlying framework; ensure the stability and efficiency of the underlying framework SDK, making it cross-platform and optimized for specific platforms</li> <li>Transformation of algorithm application achievements; conversion of deep learning-related algorithm achievements, including detection, classification, segmentation, and other algorithms implemented based on the deep learning underlying SDK</li> </ul> <p><b>Pre-requisites</b></p> <p>What you should have</p>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Postal code: 608521</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Master's Degree or above in Computer Science, Electronics, or related fields</li> <li>• Past working experiences in Semiconductor Industry and/or Computer Vision technologies</li> <li>• Proficiency in C/C++, Python programming languages and frameworks such as TensorFlow, Pytorch</li> <li>• Familiarity with common data structures and algorithms, object-oriented programming, and common architecture and design patterns</li> <li>• Excellent networking and interpersonal skills</li> <li>• Highly organised, diligent with great attention to detail</li> <li>• Problem solving and analytical thinking</li> <li>• Strong active listening skills with ability to interpret and play back stakeholder requirements</li> <li>• Proactive and go-getter mindset while being able to work individually and as part of a team</li> </ul> <p>What will help you succeed</p> <ul style="list-style-type: none"> <li>• Familiarity with GPU programming, RTOS (NuttX, RT-Thread) and deep learning-related knowledge, image processing algorithms</li> <li>• Experience in Android or iOS development</li> </ul>	
Cloud Engineer	<p><b>Key Responsibilities</b></p> <p>On behalf of Pentas Vision, a subsidiary company of Sony Semiconductor Solutions Corporation (SSS), we are seeking for a Cloud Application Developer who is highly analytical and driven to create and optimise engineering algorithm strategies aligned with the business expertise and purpose</p> <p>Pentas Vision specialises in the research and development of Artificial Intelligence (AI) and in particular - Computer Vision technologies. Our core expertise lies in integrating AI solutions with diverse Image Sensors, facilitating seamless incorporation into embedded devices like mobile phones, IoT cameras, and other relevant devices</p> <p>What you will be doing</p> <ul style="list-style-type: none"> <li>• Design, develop, and deploy scalable AutoML applications on Azure, leveraging services such as Azure Machine Learning, Azure Databricks, and Azure Functions</li> <li>• Collaborate with data scientists and AI engineers to integrate and optimize AutoML models and pipelines</li> <li>• Architect and manage cloud infrastructure on Azure, including AKS, virtual machines, containers, databases, and networking components</li> <li>• Conduct regular reviews and optimizations of cloud resource usage to manage costs and enhance performance</li> <li>• Work closely with cross-functional teams, including data science, software engineering, and IT operations, to support project goals and deliverables</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am to 6pm</li> <li>• Postal code: 608521</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>Identify potential risks and issues, develop mitigation strategies, and proactively resolve problems that may affect project success</li> <li>Create and maintain comprehensive documentation for cloud infrastructure, AutoML applications, and operational procedures</li> </ul> <p><b>Pre-requisites</b> What you should have</p> <ul style="list-style-type: none"> <li>Bachelor's Degree in Computer Science, Engineering, or a related field</li> <li>3+ years of experience in cloud engineering</li> <li>Experience with Docker and Kubernetes, with experience in designing, developing, deploying and managing containerized applications</li> <li>Experience of implementation and maintenance of Azure platform, with K8S cluster deployment and operation and maintenance experience</li> <li>Experience with MySQL or other relational databases and performance tuning</li> <li>Proficient in Redis caching and messaging middleware (ServiceBus or RabbitMQ)</li> <li>Experience with DevOps tools, experience in product development automation processes, such as Infrastructure as Code, CI/CD and automated testing are preferred</li> <li>Proficient in Go as the primary development language, Python and shell as required</li> <li>Familiar with at least one cloud system scalability tool (eg. KEDA)</li> <li>Proven track record of managing large-scale cloud development and deployments</li> <li>Quick learner with excellent logical thinking, strong communication and teamwork skills, passionate about technical research, and eager to share knowledge</li> </ul> <p>What will help you succeed</p> <ul style="list-style-type: none"> <li>Excellent networking and interpersonal skills</li> <li>Highly organised, diligent with great attention to detail</li> <li>Problem solving, and analytical thinking</li> <li>Active listener, able to interpret and play back stakeholder requirements</li> <li>Highly driven and able to work individually and as part of a team</li> </ul>	
Sales Engineer	<p><b>Key Responsibilities</b> We are seeking a highly motivated and results-driven Sales Engineer to join our semiconductor sales team, focusing on business growth across the Asia Pacific region, including Southeast Asia (SEA), Australia and New Zealand (ANZ), and the Middle East.</p>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>9am to 6pm</li> <li>Postal code: 608521</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>If you have a passion for technical sales and excel at building strong customer relationships, we invite you to join our dynamic team and contribute to our success by driving sales and fostering long-term partnerships.</p> <p>What you will be doing</p> <ul style="list-style-type: none"> <li>• Source, establish, and cultivate strong relationships with new customers</li> <li>• Identify potential opportunities within each product category and deliver impactful presentations to raise market awareness and champion target products</li> <li>• Collaborate with customers on new product positioning strategies based on their business directions</li> <li>• Analyze market conditions and trends across the Asia Pacific region, aligning customer expectations with company goals to drive growth</li> <li>• Develop strategic partnerships and maintain strong relationships to ensure the ongoing growth of current customers based on the product roadmap</li> <li>• Work closely with internal teams, partners, and distributors to execute key initiatives, including marketing goals and strategies</li> </ul> <p><b>Pre-requisites</b></p> <p>What you should have</p> <ul style="list-style-type: none"> <li>• Minimum 5 years of experience in technical sales, preferably within the semiconductor or electronic devices industry. Experience with image sensors, IoT devices, audio codecs, or SerDes will be an advantage</li> <li>• Degree in Electronics, Telecommunications, Electrical, or Computer Engineering</li> <li>• Excellent communication, presentation, and influencing skills</li> <li>• Self-motivated with a strong technical sales drive</li> <li>• Strong software knowledge and a keen interest in camera systems is a plus</li> <li>• Willingness to travel as needed for business</li> </ul>	
Senior Legal Executive	<p><b>Key Responsibilities</b></p> <p>As Senior Legal Executive, you will be required to provide legal, compliance and privacy support to business and operational functions in Singapore, APAC region and beyond</p> <p>What you will be doing</p> <ul style="list-style-type: none"> <li>• Drafting, vetting and negotiating a varied range of legal, commercial and corporate documents, such as non-disclosure agreement, dealership/distributorship agreement, service agreement, software agreements, license agreements, end user license agreements, inter-company agreements, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am to 6pm</li> <li>• Postal code: 608521</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Reviewing and advising on the company's rights and liabilities under existing commercial and corporate agreements</li> <li>• Advising and counselling on various legal, compliance and privacy issues of Sony's businesses</li> <li>• Assessing compliance risks (e.g., antitrust, anti-bribery, anti-money laundering, economic sanctions, customer due diligence, vendor management, etc.) and supporting regional compliance activities to implement Sony's compliance policies and procedures, compliance training and ethics messaging, and compliance reviews and audits</li> <li>• Conducting internal investigations including concerns raised through the Sony Group Ethics &amp; Compliance Hotline and privacy-related incidents</li> <li>• Conducting privacy impact assessments and provide solutions for products/services/activities from regional privacy regulatory perspective, and promote and maintain privacy management framework within the region</li> <li>• Assisting in legal disputes and governance matters and procedures, liaising with, and managing external lawyers</li> <li>• Supporting company secretary matters</li> <li>• Liaising with Sony's legal colleagues in Tokyo and other countries for region-wise or global matters</li> </ul> <p><b>Pre-requisites</b> What you should have</p> <ul style="list-style-type: none"> <li>• LLB (Hons) from the National University of Singapore, Singapore Management University and/or a recognized university in a common law Asia Pacific jurisdiction or qualified lawyer from a recognized university in a civil law jurisdiction</li> <li>• Legal knowledge about corporate, commercial, competition, privacy and consumer laws in Singapore and/or other Asia Pacific countries</li> <li>• Expertise in applying legal frameworks to electronics hardware, software, data and retail business</li> <li>• Minimum 5 years post qualification experience in general corporate/commercial work, in-house in a corporation, preferably in the information technology context.</li> <li>• Good command of written and spoken English</li> <li>• Data protection certifications: CIPP, CIPM (advantageous)</li> </ul> <p>What will help you succeed</p> <ul style="list-style-type: none"> <li>• Conscientious, meticulous and analytical with good interpersonal and communication skills</li> <li>• Confident, resourceful, dynamic and proactive disposition.</li> <li>• Facilitate across functions and business units with good understanding of business directions while having a facilitative and commercial mindset</li> <li>• Experiences of working in/with different cultures would be advantageous</li> </ul>	



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Senior Security Architect	<p><b>Key Responsibilities</b></p> <p>Sony Electronics (Singapore) is looking for a highly motivated Senior Security Architect with a strong blend of technical expertise and business acumen. The individual will play a key role in designing and implementing a unified enterprise security architecture, including critical security controls and models. As a subject matter expert in various security domains, this role ensures continuous improvement of security practices and controls. The ideal candidate is someone who thrives on solving complex security challenges and demonstrates a deep passion for Information Security.</p> <p>What you will be doing</p> <ul style="list-style-type: none"> <li>• Drive maturity of Sony's security baseline</li> <li>• Define, document, and promote security architecture, and technical standards, throughout Sony</li> <li>• Support threat modeling of global enterprise architecture protections and detections</li> <li>• Map controls/security tool coverage to enterprise matrix against Tactics, Techniques, and Procedures (TTPs) to show coverage points, volume, and effectiveness</li> <li>• Maintain and improve security architectures for common IT use cases</li> <li>• Enhance protection and response capabilities against cyber threats</li> <li>• Provide security knowledge to aid business in making risk-based decisions</li> <li>• Apply security knowledge to threat analysis to identify and design risk mitigation outcomes and detections scenarios</li> <li>• Support research, threat modeling, and strategic risk-informed advisory of existing and emerging IT trends and technologies</li> <li>• Maximize security posture of operations and monitoring capabilities</li> <li>• Design, prove out, and document security specific solutions when required</li> <li>• Support architectural reviews/ assessments for major projects</li> <li>• Review protection and monitoring capabilities for coverage of critical areas and assets</li> <li>• Assist with security assessment and approval of IT architectural changes</li> <li>• Manage multiple security architecture engagements for high visibility and complex projects</li> </ul> <p><b>Pre-requisites</b></p> <p>What you should have</p> <ul style="list-style-type: none"> <li>• A minimum of 5 years of experience in one or more in the areas of: Information Security, Information Technology</li> <li>• 1 to 2 years of experience in cyber security architecture or engineering discipline</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am to 6pm</li> <li>• Postal code: 608521</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Experience with Mitre Attack Framework, Threat Modeling and technical security risk assessment preferred</li> <li>• Network and/or email Security expertise preferred</li> <li>• Experience in communicating complex security concepts, both verbally and in writing, to a variety of audiences</li> <li>• Ability to build working relationships across diverse enterprise structure</li> <li>• Strong work ethic and commitment to accomplish assigned tasks with urgency</li> <li>• Advanced written, verbal, problem-solving, decision making, task prioritization skills</li> </ul> <p>What will help you succeed</p> <ul style="list-style-type: none"> <li>• Technical certifications or other demonstrations of passion in security and technology (e.g., CISSP, Security+, Network+, ITIL, product specific networking Certifications, open-source projects, or equivalent) preferred</li> <li>• Strong aptitude for continuous self-learning</li> <li>• Advanced analytical skills</li> <li>• Ability to mentor and engage employees</li> <li>• Ability to effectively engage with various Global Sony Affiliates</li> </ul>	
Security Incident Response Analyst	<p><b>Key Responsibilities</b></p> <p>As a Security Incident Response Analyst, you will be responsible and tasked to perform Security Operations Center (SOC) duties. You will leverage SIEM and other security technologies to monitor, support and automate highly dynamic, diverse and complex business environments across the organization in APAC region, interfacing with different teams and business stakeholders including information security, information technology and application teams. You will also be required to participate in the creation of standard operating procedures, documentation and other assigned project tasks as necessary</p> <p>What you will be doing</p> <ul style="list-style-type: none"> <li>• Perform security monitoring and incident response activities across the Sony Group's APAC networks, leveraging a variety of tools and techniques</li> <li>• Detect incidents through proactive "hunting" across security-relevant data sets</li> <li>• Thoroughly document incident response analysis activities</li> <li>• Develop new, repeatable methods for finding malicious activity across the Sony Group's APAC networks</li> <li>• Provide recommendations to enhance detection and protection capabilities</li> <li>• Regularly present technical topics to technical and non-technical audiences</li> <li>• Write high-quality incident reports for executives</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 9am to 6pm</li> <li>• Postal code: 608521</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Develop and follow detailed operational processes and procedures to appropriately analyze, escalate, and assist in the remediation of information security incidents</li> <li>• Prioritize multiple high-priority tasks and formulate responses/recommendations to customers and team members in a fast-paced environment</li> <li>• Provide assistance to other security teams</li> <li>• Continually develop new technical skills and push overall team capabilities forward</li> <li>• Engage with and mentor other team members</li> <li>• Perform other duties, as assigned</li> </ul> <p><b>Pre-requisites</b> What you should have</p> <ul style="list-style-type: none"> <li>• Degree or Diploma in Information Technology, Engineering, Cybersecurity or related field</li> <li>• Minimum 10 years of experience in Information Technology and 7 years in Information Security</li> <li>• Hands-on experience in a Security Operations Center environment conducting network, host, or threat analysis</li> <li>• Experience analyzing raw log files, particularly logs from network or host-based security tools</li> <li>• Experience analyzing packet captures</li> <li>• Deep understanding of network defense principles, common attack vectors, and attacker techniques</li> <li>• Advanced technical skills and the ability to develop a mastery of network and host security technologies</li> <li>• Comfort with using the Linux and Windows command lines</li> <li>• Experience with at least 2 programming or scripting languages</li> <li>• Experience with the following technologies or concepts:               <ol style="list-style-type: none"> <li>1) SIEM or other security/log management platforms</li> <li>2) Basic host-based forensics analysis</li> <li>3) Basic static and dynamic malware analysis</li> <li>4) Email analysis</li> <li>5) Regular expressions</li> <li>6) IDS/IPS</li> <li>7) Firewalls</li> <li>8) Virtualization</li> <li>9) Common TCP and UDP protocols</li> </ol> </li> <li>• Experience in self-learning of technical subjects</li> </ul> <p>What will help you succeed</p> <ul style="list-style-type: none"> <li>• Possessing strong soft skills in written/verbal communication, problem solving, decision making, and task prioritization</li> <li>• Having strong work ethic and commitment to accomplish assigned tasks with a sense of urgency</li> <li>• Being highly motivated and self-driven with strong aptitude for continuous learning and growth</li> </ul>	

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location

## #24 The American Club

The American Club is an exclusive members-only social club that offers unparalleled hospitality and a unique lifestyle all under one roof.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
F&B Captain / Supervisors	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist in managing the activities of assigned outlet kitchen / section</li> <li>Assist in maintaining food quality and presentation</li> <li>Follow through on proper maintenance and sanitation of kitchen equipment and facilities</li> <li>Suggests and assists with menu and recipe upgrading, development, and implementation</li> <li>Conducts training for junior staff on basics and food handling techniques</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Able to work on weekdays, weekends, Public Holidays and shift hours according to the operation</li> <li>Must be comfortable to work on weekends and Public Holidays and rotating shift</li> <li>Minimum 1 to 2 years in F&amp;B or Retail experience and is able to greet and serve customer with a smile</li> <li>Candidate possess a Basic Food Hygiene Certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 229573</li> </ul>
Chef De Partie	<b>Key Responsibilities</b> <ul style="list-style-type: none"> <li>Assist in managing the activities of assigned outlet kitchen / section</li> <li>Assist in maintaining food quality and presentation</li> <li>Follow through on proper maintenance and sanitation of kitchen equipment and facilities</li> <li>Suggests and assists with menu and recipe upgrading, development, and implementation</li> <li>Conducts training for junior staff on basics and food handling techniques</li> </ul> <b>Pre-requisites</b> <ul style="list-style-type: none"> <li>Able to work on weekdays, weekends, Public Holidays and shift hours according to the operation</li> <li>Must be comfortable to work on weekends and Public Holidays and rotating shift</li> <li>Minimum of 3 to 5 years in F&amp;B Culinary experience</li> <li>Good Team Player with strong culinary skill set</li> <li>Candidate possess a Basic Food Hygiene Certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 229573</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Junior Sous Chef	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assist in managing the activities of assigned outlet kitchen / section</li> <li>Assist in maintaining food quality and presentation</li> <li>Follow through on proper maintenance and sanitation of kitchen equipment and facilities</li> <li>Suggest and assists with menu and recipe upgrading, development, and implementation</li> <li>Conducts training for junior staff on basics and food handling techniques</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Able to work on weekdays, weekends, Public Holidays and shift hours according to the operation</li> <li>Must be comfortable to work on weekends and Public Holidays and rotating shift</li> <li>Minimum of 5 to 8 years in F&amp;B Culinary experience</li> <li>Good team player with strong culinary skill set</li> <li>Candidate possess a Basic Food Hygiene Certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 229573</li> </ul>
Sous Chef (Indian Cuisine)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Assisting the Head Chef in managing all kitchen operations, including menu planning, food preparation, and quality control</li> <li>Supervising and training a team of line cooks to ensure the highest standards of food safety and presentation</li> <li>Developing and refining innovative Indian-inspired dishes to keep our menu fresh and exciting</li> <li>Collaborating with the management team to optimise workflow and inventory management</li> <li>Ensuring compliance with all health and safety regulations</li> <li>Fostering a positive and productive kitchen environment</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Minimum of 5 to 10 years' experience as a Sous Chef or in a similar senior culinary role, with a strong focus on Indian cuisine</li> <li>Proven track record of successfully managing a high-volume kitchen and leading a diverse team of professionals</li> <li>Extensive knowledge of Indian cooking techniques, spices, and flavour profiles</li> <li>Excellent time management, problem-solving, and communication skills</li> <li>Passion for delivering exceptional customer service and creating unforgettable dining experiences</li> <li>Strong attention to detail and commitment to maintaining high standards of food safety and hygiene</li> </ul>	<ul style="list-style-type: none"> <li>5 day work week</li> <li>44 hours per week</li> <li>Postal code: 229573</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Playgroup Specialist / Early Childhood Specialist (Youth & Family)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Able to interact and engage with children age range primarily below 4 years old, and ensure they are safe at all times</li> <li>• Planning and execute party events, enrichment class and other outdoor activities as and when required.</li> <li>• Plan and conduct appropriate enrichment programs or classes for children</li> <li>• Administrate a budgeting plan on planned programs as and when required</li> <li>• Coordinate with vendors to execute planned programs</li> <li>• Collaborate with various departments on registrations and marketing of the activities for participation rate</li> <li>• Prompt and professional handling of enquiries and vendor management</li> <li>• Perform ad hoc tasks and side duties assigned</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• WSQ Higher Certificate in Infant Care/WSQ Advanced Certificate in Early Years / Certificate in Early Childhood Care and Education / Diploma in Early Childhood Care and Education or similar</li> <li>• At least 1 to 2 years' experience in a role involving interaction and engagement with children age below 4 years old</li> <li>• Good communication and interpersonal skills in handling children and tweens</li> <li>• A team player with good leadership skills</li> <li>• May be required to administer budget planning</li> <li>• Basic Computer Knowledge in Microsoft Word and Excel</li> <li>• Must be comfortable and able to lift heavy objects for events setup and participation with kids</li> <li>• Ability to multi-task</li> <li>• Comfortable to work on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> </ul> <p>Postal code: 229573</p>
Hair Stylist	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide and deliver outstanding Hair services, such as Hair Cutting, Styling, Coloring and Treatment Services in an excellent service standards consistently</li> <li>• Responsible for recording and updating Member's profile such as post treatment analysis and any other relevant information. Together with the Member Relations Team, to ensure perfect personalized service and maximize future sales opportunity.</li> <li>• Strong knowledge in professional product, retail product and treatment knowledge to drive treatment-product link selling.</li> <li>• Understand the different types of treatments offered in the Spa and assist in cross promotion of other spa services to members</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Able to work on weekdays, weekends, Public Holidays and shift hours according to the operation</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 229573</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Must be comfortable to work on weekends and Public Holidays and rotating shift</li> <li>• Good communication and interpersonal skills</li> <li>• Able to understand the texture of non-Asian hair standards in order to fulfil the requirement from the member</li> </ul>	
House Steward/Stewardesses	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Maintain general cleanliness of premises (e.g. toilets, Clubhouse, offices and more)</li> <li>• Upkeep hygiene standards in restrooms (e.g. supply restrooms with fresh towels and toiletries)</li> <li>• Ensure offices are kept clean (e.g. clearing of rubbish, vacuuming carpets etc.)</li> <li>• Report all pertinent information to the reporting Supervisors.</li> <li>• Any other duties assigned by Supervisors</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Must be able to commit to 6 days work week</li> <li>• Able to work on weekdays, weekends, Public Holidays and shift hours according to the operation</li> <li>• Must be comfortable to work on weekends and Public Holidays and rotating shift</li> <li>• Must be comfortable to wash toilets as and when require or it can be part of the job responsibilities of this role</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> </ul> <p>Postal code: 229573</p>
Fitness & Leisure Associate / Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Attend to all Members enquiries over the counter &amp; on the phone i.e. gym, group fitness, tennis, squash &amp; adult recreation etc.</li> <li>• Enforcing all Club and department by-law and ensure safety of the workplace i.e. no mobile phone usage while on machines, towel use in the gym area &amp; proper attire for both gym and squash court etc.</li> <li>• Month end billing for all fitness &amp; recreation classes and ensure all activities are accounted for</li> <li>• Updating and changing of the music played in the gym weekly on a bi-monthly basis</li> <li>• Ensure the basic cleanliness and housekeeping at the sports counter area</li> <li>• Work closely with the Sports &amp; Recreation Manager on the financial target and activities. Regular follow-up with Sports &amp; Recreation Manager in updating of the operation and team performance</li> <li>• Support in the Gym administration i.e. marketing collateral for events, new personal training, classes' attendance, tournaments sign-ups and members correspondences</li> <li>• All other duties as per directed by Sports &amp; Recreation Manager</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• NITEC / Diploma in Sports Management or equivalent</li> <li>• Basic knowledge in CPR/ First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> </ul> <p>Postal code: 229573</p>



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Basic exercise knowledge</li> <li>• Minimum 1 to 3 years' experience as a Sports Counter / Supervisor or equivalent</li> <li>• Must have some interest in fitness and sports related field</li> <li>• Able to provide good customer service experience</li> <li>• Some knowledge in organizing/ planning events/ activities</li> <li>• Efficient in MS Office</li> </ul>	
Security Officer	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assist the Security Executive (SE) to supervise a team of the security personnel</li> <li>• Assist the day-to-day operations in accordance to the SOP and deployment of security personnel</li> <li>• Assist in performing security and safety checks as determined by the SE</li> <li>• Assist in duty roster planning for shift and conduct daily pre-shift briefings as required</li> <li>• Assist in conducting on-the-job training (OJT) for new staff; guide, advise, and orientate new staff for the job</li> <li>• Put up incident reports, daily/monthly security reports</li> <li>• In charge of Fire Command Centre</li> <li>• Administer visitor management system and other security systems in the Command Centre/Guardhouse</li> <li>• Assist in executing emergency/evacuation plans, incident management and providing assistance to Authorities</li> <li>• Be part of daily shift team deployed at static positions as required</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Able to work on weekdays, weekends, Public Holidays and shift hours according to the operation</li> <li>• Must be comfortable to work on weekends and Public Holidays and rotating shift</li> <li>• At least 1 to 2 years of working experience, preferably in the Security Industry</li> <li>• Ability to work in a fast-paced and high-pressure environment</li> <li>• Good team player with strong service skillset</li> </ul>	<ul style="list-style-type: none"> <li>• 5 day work week</li> <li>• 44 hours per week</li> <li>• Postal code: 229573</li> </ul>

## #25 Watsons Personal Care Stores

In Singapore, Watsons operates close to 100 stores located islandwide. Aligned with its philosophy of bringing 'more' to customers' lives, Watsons strives to bring the best in beauty and health products to consumers at affordable prices. Watsons continually sets the standards in the health, wellness and beauty market, providing personalised advice and counselling in health, beauty and personal care on top of its market-leading product range, making customers LOOK GOOD, DO GOOD, FEEL GREAT every day.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Retail Assistant	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Job duties include performing cashiering tasks accurately, delivering excellent customer service, maintaining cleanliness through housekeeping, and ensuring efficient replenishment of stocks. Responsibilities also involve handling transactions, assisting customers with inquiries, organizing merchandise, keeping the store tidy, and restocking shelves to ensure product availability, contributing to a smooth retail operation</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Job requirements include the ability to stand for long hours, work rotating shifts, and be available on weekends and public holidays. Candidates should demonstrate flexibility, endurance, and a strong work ethic to meet operational needs while ensuring excellent service and efficiency in a dynamic retail or service environment</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
Retail Supervisor	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Job duties include performing cashiering tasks accurately, providing excellent customer service, ensuring timely replenishment of stocks, and undertaking supervisory responsibilities delegated by the Store-in-Charge. Additional responsibilities involve handling transactions, assisting customers, managing inventory, overseeing staff when required, and maintaining smooth store operations to enhance overall efficiency and customer satisfaction</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Job requirements include the ability to stand for long hours, work rotating shifts, and be available on weekends and public holidays. Candidates should demonstrate flexibility, endurance, and a strong work ethic to meet operational needs while ensuring excellent service and efficiency in a dynamic retail or service environment</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
Retail Executive	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Job duties include performing cashiering tasks, providing excellent customer service, ensuring efficient replenishment of stocks, and assisting the Store-in-Charge in supervising non-management staff. Additionally, responsibilities involve overseeing daily operations, handling transactions, supporting team members, maintaining store standards, and undertaking supervisory duties as delegated to ensure smooth and efficient store management</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Job requirements include the ability to stand for long hours, work rotating shifts, and be available on weekends and public holidays. Preferably, candidates should have supervisory experience in a similar capacity, demonstrating</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	leadership skills, adaptability, and a strong work ethic to ensure smooth operations and excellent customer service	
Management Trainee (Retail)	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Job duties include performing cashiering tasks, delivering excellent customer service, ensuring timely replenishment of stocks, and assisting the Store-in-Charge in supervising non-management staff. Additionally, responsibilities involve overseeing daily operations, supporting team members, maintaining store cleanliness and organization, and undertaking supervisory duties delegated by the Store-in-Charge to ensure smooth operations</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Job requirements include the ability to stand for long hours, work rotating shifts, and be available on weekends and public holidays. Candidates must have a minimum Higher Nitec qualification, demonstrating adaptability, responsibility, and a strong work ethic to contribute effectively to store operations and provide excellent customer service</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
Assistant Store Manager	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Job duties include performing cashiering tasks, providing excellent customer service, ensuring efficient replenishment of stocks, and assisting the Store-in-Charge in supervising non-management staff. Additional responsibilities involve overseeing daily operations, supporting team members, maintaining store organization, and undertaking supervisory duties delegated by the Store-in-Charge to ensure smooth and efficient store operations</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Job requirements include the ability to stand for long hours, work rotating shifts, and be available on weekends and public holidays. Candidates should have leadership experience in a similar capacity, demonstrating strong management, communication, and problem-solving skills, with the ability to lead teams and ensure smooth operations in a dynamic environment</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>
GNC Advisor	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>Job duties include performing customer information sharing and product promotion, achieving sales targets, managing stock levels, and engaging with customers to build strong relationships. Responsibilities also involve merchandising and display, gathering market insights, and assisting in supervisory tasks delegated by the Store-in-Charge to ensure efficient store operations and customer satisfaction</li> </ul> <p><b>Pre-requisites</b></p> <ul style="list-style-type: none"> <li>Job requirements include the ability to stand for long hours, work rotating shifts, and be available on weekends and</li> </ul>	<ul style="list-style-type: none"> <li>6 day work week</li> <li>44 hours per week</li> <li>Multiple locations</li> </ul>

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	public holidays. Candidates should demonstrate flexibility, endurance, and a strong work ethic to meet operational needs while ensuring excellent service and efficiency in a dynamic retail or service environment	

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

### 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>

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

<p>📍 <b>e2i Career Centre (DNI)</b></p> <p>Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p><b>Operating Hours (Face-to-face/virtual coaching)</b></p> <p>Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b></p> <p>East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p>📍 <b>e2i Career Centre (OMB)</b></p> <p>One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p><b>Operating Hours (Face-to-face/virtual coaching)</b></p> <p>Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b></p> <p>East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p>📍 <b>e2i Career Centre (OTH)</b></p> <p>ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p><b>Operating Hours (Face-to-face/virtual coaching)</b></p> <p>Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b></p> <p>East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>
<p>📍 <b>e2i Career Centre (WCC)</b></p> <p>ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900</p>	<p><b>Operating Hours (Face-to-face/virtual coaching)</b></p> <p>Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays &amp; Public Holidays: Closed</p>	<p><b>Nearest MRT</b></p> <p>North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands</p>

## NTUC Job Security Council's Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analyst, Engineers, Executives, Technicians, etc.)  
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, Part Time Jobs, Operators, Packer Roles, etc.)  
<https://bit.ly/jsc-ja-npmet>

