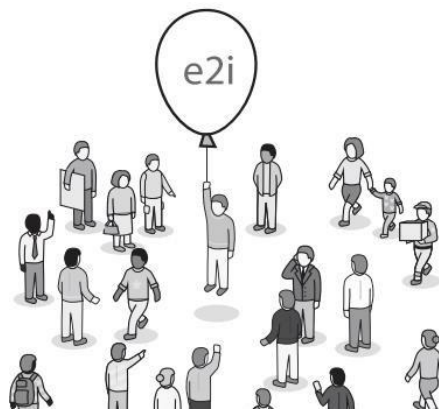


Sembawang X SMF and e2i Career and Skills Fair

13 March 2026

JOB LISTING BOOKLET



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

About e2i (Employment and Employability Institute)

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


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#1 AcePLP Pte Ltd

AcePLP is a Singapore-based company with a proven track record in delivering Building Information Modelling (BIM) services to the Architecture, Engineering, and Construction (AEC) industries. We collaborate closely with contractors, consultants, and other stakeholders to create, coordinate, and manage high-quality BIM data across the entire project lifecycle.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
BIM/CAD Engineer 	<ul style="list-style-type: none"> Higher Nitec/Degree in Construction or Engineering related background No experience required Other qualifications considered: Any engineering subjects, Intelligent Building Technology, Graphic Arts, Visual/Product/Interior Design, Landscape Architecture, Environmental Engineering, Mechatronic, Aeronautical, etc. 	<ul style="list-style-type: none"> Begin your engineering career by enrolling on our 26-month structured Career Advancement Programme (CAP). Our programme sets you on the pathway to become an Accredited BIM Professional for Digital Delivery Management Accreditation Scheme. Your time on our programme counts towards the work experience requirement for the accreditation. Upon completion of your MEP, you have the option of joining our team as a business partner, BIM specialist, or trainer. With AcePLP's assistance, you will find your ideal career. You will receive 2 months of training in BIM/CAD by an Approved Training Provider. You will attain WSQ-recognized certifications. 	<ul style="list-style-type: none"> Mon-Fri 8:30am to 5:30pm Sat 8:30am to 12:30pm
BIM Technical Specialist 	<ul style="list-style-type: none"> Degree/Diploma in Construction or Engineering related background. 	<ul style="list-style-type: none"> To conduct digital delivery implementation services, guide junior 	<ul style="list-style-type: none"> Mon-Fri 8:30am to 6:30pm

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prior experience in BIM modelling and/or coordination. • Experience in computational BIM or 4D/5D BIM is highly advantageous 	BIM Modelers, conduct training	

#2 Amara Hotels & Resorts

Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room boutique resort in Singapore nestled within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Housekeeper	<ul style="list-style-type: none"> • Guest oriented and detailed focused. • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Assist housekeeping in overseeing daily housekeeping operations. 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Assistant Restaurant Manager	<ul style="list-style-type: none"> • Good communications and interpersonal skills 	<ul style="list-style-type: none"> • Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Banquet Operations Manager	<ul style="list-style-type: none"> • Minimum 3 years of F&B experience with strong background in banquet operations. • Service orientated with an eye for details. • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Oversee and manage the hosting of banquets to provide excellent guests experience. • Ensure daily administration and operations requirements of the banquet department 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Guest Service Executive	<ul style="list-style-type: none"> • Experience in customer service preferred 	<ul style="list-style-type: none"> • Greet guests warmly and perform registration procedures 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Guest Service Manager 	<ul style="list-style-type: none"> Minimum 3 years of experience in similar capacity 	<ul style="list-style-type: none"> Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 6 Days
M&E Technician	<ul style="list-style-type: none"> Skilled and knowledgeable in M&E maintenance and can troubleshoot M&E 	<ul style="list-style-type: none"> Perform preventive maintenance program on hotel M&E equipment, including plumbing/sanitary system to standard 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 6 Days
Public Attendant	<ul style="list-style-type: none"> Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> Maintain cleanliness of the resort in accordance with procedures & guidelines 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 6 Days
Restaurant Executive	<ul style="list-style-type: none"> Assist in supervision of daily operations of the outlet Establish rapport with guests to ensure service excellence 	<ul style="list-style-type: none"> Service-oriented with excellent interpersonal and communication skills. Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 6 Days
Restaurant Manager 	<ul style="list-style-type: none"> Minimum 3 years' experience in F&B. Strong communication, problem solving and people skills. Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> Ensure smooth daily operations in the restaurant & bar 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 6 Days
Sales Coordinator 	<ul style="list-style-type: none"> Working knowledge of MS office & hotel systems 	<ul style="list-style-type: none"> Provide sales administration support to Corporate, Events & Conventions Sales team 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 5 Days
Senior/ Security Officer	<ul style="list-style-type: none"> Minimum 1 year of experience 	<ul style="list-style-type: none"> Ensure security policies and procedures are carried out 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 6 Days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Security Officer	<ul style="list-style-type: none"> • Experience as a security in hotel • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Ensure safety and security of hotel guests & staff. • Conduct regular patrolling & investigations. 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Store cum Receiving Officer	<ul style="list-style-type: none"> • Able to carry heavy goods as and when required 	<ul style="list-style-type: none"> • Ensure that all goods/merchandises received or rejected goods/merchandises are properly documented and accounted for 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days
Senior Room Attendant	<ul style="list-style-type: none"> • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Maintain cleanliness of the guest rooms in accordance with procedures & guidelines 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days
Waiter/ Waitress	<ul style="list-style-type: none"> • At least 1 Year(s) of working experience in the related field is required for this position. • Able to work on shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Provide friendly, excellent and professional service to all guests. • Responsible for handling food and beverage orders and serving guests. • Assist to perform preparation and setting up in the restaurants for service. • Check that all amenities and utensils are properly stocked and inspected. • Assist guests on their respective requests • Possess knowledge to upsell, well-versed in all aspects of the menu 	<ul style="list-style-type: none"> • Weekly Commitment: - 6 Days

#3 Applied Total Control Treatment

ATC is a leading provider of Surface Finishing Solutions and Nondestructive Testing (NDT) services across the APEC region, with regional facilities supporting global clients in high-value industries such as Aerospace, Semiconductor and others. As a trusted one-stop shop service provider, we currently hold 12 Nadcap Merit Awards, along with CAAS and AS9100 certifications. Recognized with the Aerospace Industry Excellence and Supplier Excellence Awards, our dedicated team and strong infrastructure uphold the highest industry standards while driving our unwavering commitment to innovation, quality and sustainability.


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Chemist 	<ul style="list-style-type: none"> Related field 	<ul style="list-style-type: none"> The Chemist is responsible for conducting chemical analysis, developing formulations, and ensuring product quality and compliance with regulatory standards 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days
Cleaners	<ul style="list-style-type: none"> Related field 	<ul style="list-style-type: none"> Cleaners are responsible for maintaining cleanliness, hygiene, and sanitation standards in all company premises 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days
Engineers 	<ul style="list-style-type: none"> Related field 	<ul style="list-style-type: none"> Engineers are responsible for designing, developing, testing, and maintaining systems, equipment, and processes to ensure operational efficiency, safety, and quality standards 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days
QC Checker	<ul style="list-style-type: none"> Related field 	<ul style="list-style-type: none"> Perform visual and dimensional inspections of materials, components, and finished products 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days
Welders	<ul style="list-style-type: none"> Related field 	<ul style="list-style-type: none"> Welders are responsible for fabricating and assembling metal structures and equipment using welding techniques according to specifications and safety standards 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days



#4 ASE Singapore

The ASE Group is the world's largest provider of independent semiconductor manufacturing services in assembly and test. As a global leader geared towards meeting the industry's ever growing needs for faster, smaller and higher performance chips, the Group develops and offers a wide portfolio of technology and solutions including IC test, program design, front-end engineering test, wafer probe, wafer bump, substrate design and supply, wafer level package, flip chip, system-in-package, final test and design manufacturing services.


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Assistant Planner	<ul style="list-style-type: none"> Min. GCE O or A level or equivalent Minimum 3 years of production control experience in manufacturing industries Prior working experience with semiconductor or electronics industries is advantageous 	<ul style="list-style-type: none"> Assist the Planners in administrative work (ESWOR, MTF, SRF, etc.) Monitor Daily Production Schedule and ensure are aligned as per planners' plan. Expedite and follow up lots movement from receiving to shipping to ensure shipment met. Monitor shipment backlog and highlight any potential missed shipment. Prepare daily report (incoming ship alert, backlog status, etc.) 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 3.5 Days Working Hour: <ul style="list-style-type: none"> 8am to 8pm
Associate Engineer / Technician – Facilities 	<ul style="list-style-type: none"> NITEC / Diploma in Electrical / Mechanical / Building Facilities / CEE or equivalent with 1 year relevant experience. Entry level candidates are welcome Working knowledge in cleanroom environment is preferred Able to work rotating shift 	<ul style="list-style-type: none"> Conduct routine monitoring and spot checks of all the building facilities such as: central chiller system, cooling towers, pumps, AHU, compressors, BMS, plumbing and electrical system. Attend to all facility works and M&E installations as well as to co-ordinate with contractors on repair works. Provide support to production and assist in machine installations: power hook-up, CDA, vacuum and process cooling water, exhaust pipe and other set-up in 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 3.5 Days Working Hour: <ul style="list-style-type: none"> 8am to 8pm or 8pm to 8am



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		the production floor. <ul style="list-style-type: none"> • Perform in-house servicing of cooling towers, AHU, FCU, FFU, filter cleaning and replacement, strainers and other HVAC equipment 	
Associate Engineer / Technician - Test Equipment (WLCSP) 	<ul style="list-style-type: none"> • Responsible for daily operational equipment issues and strategize recovery actions to support production requirement. • Perform equipment buy-off and qualification for machine installation, modification, upgrade and maintenance. • Involve in WLCSP process (Taping & Detaping, Wafer Mount, Backgrinding, Laser Grooving, Laser Mark, Dicing, AOI, Die Sort etc) • Monitor and analyse equipment performance and reliability. 	<ul style="list-style-type: none"> • Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical / Mechatronics Engineering or equivalent. • Tape and Reel experience in wafer level and knowledge on vision system is preferred. • Possess strong analysis and good teamwork. • Good communication and interpersonal skills. • Able to commit to either 12-hr permanent day / night shift 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 8pm or - 8pm to 8am
Associate Engineer - Failure Analysis 	<ul style="list-style-type: none"> • Diploma in Engineering, preferably in Electrical/ Electronics or equivalent. 	<ul style="list-style-type: none"> • Perform loading and analysis on IC packages using FA / Reliability tools and equipment. • Support physical failure analysis such as parallel cross-sectioning on wafer 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 8pm or



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledgeable on basic FA equipment and techniques like Curve Tracer, X-ray, CSAM, SEM, decapsulation, cross-section, fault isolation, parallel polishing, warpage measurements, etc. • English proficient and knowledgeable in technical report writing (FA Report). • Knowledge in Reliability operation is a plus 	<p>level chip size package.</p> <ul style="list-style-type: none"> • Perform basic failure analysis on electrical rejects from low yield and engineering lots. • Generate and finalize FA Report based on the FA procedure done. 	<ul style="list-style-type: none"> - 8pm to 8am
<p>Associate Engineer - Test Maintenance (Wafer Sort) </p>	<ul style="list-style-type: none"> • Diploma / NITEC in Electronic / Electrical / Mechanical or any Engineering field. • Prior experience in semiconductor or manufacturing environment is advantageous. • Possesses strong analytical, problem-solving and communication skills. • Able to commit to 12-hr day 	<ul style="list-style-type: none"> • Responsible for troubleshooting, calibration, repair and maintenance of assigned testers and probers platform. • Ensure equipment are in production condition with minimum downtime and running at yield specified. • Responsible to perform prober preventive maintenance and calibration. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 8pm or - 8pm to 8am

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	shift. <ul style="list-style-type: none"> Entry level candidates welcome to apply 		
Associate Engineer - Test Maintenance 	<ul style="list-style-type: none"> Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or equivalent. Specialized knowledge of equipment, testers, handlers, etc is preferred. Possess Trouble shooting skills on equipment maintenance and repair. Possess strong analysis and good teamwork. Good communication and presentation skills. Able to commit to either 12-hr permanent day / night shift 	<ul style="list-style-type: none"> Responsible for troubleshooting, calibration, repair and maintenance of assigned Testers and Handlers platform. Ensure equipment are in production condition with minimum downtime and running at yield specified. Responsible for tracking, monitoring and reporting daily equipment downtime. Responsible for daily housekeeping and any other responsibilities as assigned. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 3.5 Days Working Hour: <ul style="list-style-type: none"> 8am to 8pm or 8pm to 8am
Associate Engineer - Test / Product 	<ul style="list-style-type: none"> Diploma / Higher NITEC / NITEC in Electronic / Electrical / Mechanical/ Mechatronics Engineering or equivalent with 1 year 	<ul style="list-style-type: none"> Provide timely reports on lot performance to internal teams and external customers. Perform basic troubleshooting and provide reports of low yield or failure rates. Disposition of engineering lots in manufacturing line. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 3.5 Days Working Hour: <ul style="list-style-type: none"> 8am to 8pm or 8pm to 8am

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	experience. <ul style="list-style-type: none"> • Entry level candidates welcome to apply. • Possess strong technical analysis and excellent teamwork. • Able to commit to 12-hr rotating shift. 	<ul style="list-style-type: none"> • Support engineering team for various engineering activities such as test program checkout, hardware buy-off, and machine qualification. • Participate in daily operations meetings and follow up on production issues. • Responsible for daily housekeeping and any other responsibilities as assigned. 	
Associate Engineer – Test Equipment (Backend) 	<ul style="list-style-type: none"> • Degree in Mechanical / Electrical Engineering • Preferably with minimum 1 year relevant experience in semiconductor industry • Knowledge of basic equipment troubleshooting • Good communications and analytical problem solving skills • Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> • Responsible for providing production and engineering support to all backend equipment-related activities • Set up conversions of backend equipment for production utilization • Perform timely set-up, repairs and maintenance of backend equipment such as laser mark, vision scanner and Tape & Reel platform • Troubleshoot equipment-related issues and minimize equipment downtime • Perform routine equipment preventive maintenance / calibration on timely basis • Assist in implementing equipment improvement projects 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 8pm or - 8pm to 8am
Associate Engineer -Test Equipment 	<ul style="list-style-type: none"> • Bachelor’s Diploma or Degree in mechanical/electronics/electrical or any Engineering field 	<ul style="list-style-type: none"> • Engineering Group Manage new handler buy-off lifecycle including documentation, system updates, procedure standardization, matrix maintenance & change control Assess and improve handler capabilities to meet production 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 8pm or - 8pm to 8am



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Strong understanding of manufacturing and quality processes and experience with handler systems and integration processes are advantages • Basic knowledge of Microsoft office • Observant, team-player, problem-solver, able to independently • Candidates with experience can be considered for senior role • Graduates without any experience are also welcome to apply 	<p>and customer needs, including capability studies and new handler evaluations-provide daily progress updates</p> <ul style="list-style-type: none"> • Ensure handler compatibility with design rules through implementation and collaboration with engineering and NPI teams to minimize constraintsIdentify and resolve handler-related issues and contribute to process improvements • PM Group Perform internal/external calibrations, generate verification criteria • Coordinate with planners for efficient handler swaps/releases • Track post-release handler performance and maintain detailed records • Develop and refine PM/calibration checklists to minimize machine failures • Manage daily inventory handovers and maintain optimal spare stock levels • Partner with Engineering and NPI teams on workflow and improvement projects • Integrate improvement projects during scheduled PM/calibration • Establish a system for efficient handler release to support 12 by 7 operations • Attend production meetings, troubleshoot machine issues, and develop/distribute "one-point lessons" for line maintenance • NPI Group Responsible for leading smooth production transfers by collaborating effectively with both internal and external stakeholders 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Establish and maintain a robust communication system to manage the dynamic priorities inherent in New Product Introduction (NPI) processes • Manage consignment hardware setup, resolve test setup challenges, and oversee tooling and spare parts procurement, including acting as a liaison with suppliers • Ensure supplier compliance with quality standards via product assessments • Develop and maintain documentation for design rules, improvements, and related hardware and software • Collaborate with the engineering and preventive maintenance team for continuous process improvement 	
<p>Engineer - Test Maintenance (Wafer Sort) </p>	<ul style="list-style-type: none"> • Degree or Diploma in any Engineering field or equivalent • Prior experience in troubleshooting equipment, maintenance, and repair • Experience in manufacturing environment is an advantage • Analytical, problem-solver with good verbal and written communication skills • Entry level candidates are welcome to apply 	<ul style="list-style-type: none"> • Perform troubleshoot, calibration, repair and maintenance of assigned testers and probers platform • Ensure equipment are in optimum production condition, with minimum downtime and running at yield specified • Support new product offload to production and perform new machine buyoff / evaluation • Initiate improvement project or DOE for process or yield improvement • Maintain spare parts inventory 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 5.15pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Engineer - Test Maintenance (Hardware Control) 	<ul style="list-style-type: none"> • Diploma or Degree in Electrical / Mechanical or any Engineering field. • 1 year relevant working experience, preferably in manufacturing industry. • Use of Microsoft Office, search engine and AI companion. 	<ul style="list-style-type: none"> • Propose/suggest hardware design to improve production productivity. • Minimize downtime relating to Thermal issues in production Kits. • Improve lifespan and maintenance time on Thermal Interface Material (TIM). • Review procedure and provide maintenance training to Technician / Specialist on new Active Thermal Controller (ATC) production Kits. • Support Engineering Team with project evaluations, performance monitoring and data analysis for continuous improvement 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 5.15pm
Engineer - Test / Product 	<ul style="list-style-type: none"> • Bachelor’s Degree in Electronics Engineering or related field. • Minimum 2 years working experience in similar capacity preferred, fresh graduates are also welcome to apply. • Good communication and interpersonal skills. • Excellent project management, analytical and problem-solving skills. • Familiar with SPC and FMEA, 	<ul style="list-style-type: none"> • Responsible for new product off-loads and qualification to meet customers' requirements. • Work closely with customers to analyze and improve product yield and performance, and optimize the testing process. • Implement and maintain test programs/hardware to support product sort and final test operations. • Prepare engineering reports and conduct regular technical reviews with customers. • Development and transfer of test solutions for both Wafer Sort and Final Test to production sites. • Define, document and specify test process / procedures for new products. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 5.15pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>proficient in coding using Python and other related languages</p>		
<p>Logistics Assistant</p>	<ul style="list-style-type: none"> • Min GCE “N” / “O” levels or certificates in related field with 2 years of relevant working experience • Ability to handle pallet jack equipment • Basic knowledge in Microsoft Word, Excel & Outlook • Understanding of Import permit, Commercial Invoices and packing list • Knowledge of IOR requirement is an advantage • Able to commit to 12-hr night shift 	<ul style="list-style-type: none"> • Receiving of incoming shipment and checking of goods received against documents and condition of goods • Perform breakbulk and data entry, stock-take and Inventory count • Load and unload materials and finished products • Comply with safety regulations and security measures for warehouse store • Sort and place items on predetermined trolleys 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8pm to 8am
<p>Planner </p>	<ul style="list-style-type: none"> • Diploma / Degree in Engineering / Supply Chain / Business / Manufacturing or equivalent • Minimum 2 years working experience • Good interpersonal and 	<ul style="list-style-type: none"> • Responsible for monitoring and managing of WIP and customer backlog. • Plan daily production schedule for manufacturing execution and work with cross-functional team to meet SOD. • Manage customer demand forecast & capacity allocation. • Acting as customer interface in providing daily 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> 8am to 5pm



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	communication skills <ul style="list-style-type: none"> • Self-motivated, meticulous and able to work well with teams • Able to work effectively in a dynamic environment 	operational updates to customers. <ul style="list-style-type: none"> • Improve capacity utilization through better device mix management. 	
Production Scheduler	<ul style="list-style-type: none"> • Production control experience in semiconductor or manufacturing industries • Able to multitask and make sound decision • Ability to provide quick responses to production issues • Excellent in communication • Proficiency with computer, working knowledge of MS office • Able to work on 12 hour night shift 	<ul style="list-style-type: none"> • Monitor Daily Production Schedule and ensure are aligned as per planner's plan • Expedite and follow up lots movement to ensure on-time delivery • Assist Planners in the follow up of schedule, daily shipment and perform daily administrative duties. • Address and feedback production issues • Monitor shipment and highlight any potential missed shipment • Perform adhoc related duties as assigned (incoming ship alert, daily shipment list) 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8pm to 8am
Programmer - IT 	<ul style="list-style-type: none"> • Diploma/Degree in Information Technology/Computer Science/Software Engineering, specializing in software development. 	<ul style="list-style-type: none"> • Design, implement and maintain in-house applications. • Develop software solutions to automate manual tasks across departments, improving operational efficiency. • Collaborate with stakeholders to gather 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 5.15pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in C# .NET, with experience in Xamarin or .NET MAUI for Android mobile application development. • Familiar with ASP.NET Core, Python, and PostgreSQL. • Strong foundation in Object-Oriented Programming (OOP), XML, SQL, Web Services/RESTful APIs and Software Development Life Cycle (SDLC) methodologies. • Fresh graduates with a keen interest in programming are welcome 	<p>requirements and translate them into functional software solutions.</p> <ul style="list-style-type: none"> • Required to operate efficiently under changing priorities in a dynamic workplace, with a proactive approach to task initiation and comprehensive follow-up. 	
<p>Security Officer</p>	<ul style="list-style-type: none"> • Must possess valid Security license issued by PLRD • Able to work on 12-hour day/night shift including weekends and Public Holidays • Mature and able to work independently 	<ul style="list-style-type: none"> • Prevent losses and damage by reporting irregularities • Investigate any incident and accident reports • Respond to security assistance or emergency from employees and external parties • Patrol and conduct security inspections at access points • Manage traffic and direct drivers safely to parking areas 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 8pm or - 8pm to 8am

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Senior Engineer - Test / Product </p>	<ul style="list-style-type: none"> • Degree in any engineering field • Good communication and interpersonal skills • At least 5 years relevant experience, preferably in a cleanroom environment • Possess good project management, analytical and problem solving skills • Ability and passion to work in and foster a teamwork environment • Positive attitude with good communication and interpersonal skills 	<ul style="list-style-type: none"> • Lead and mentor a team of Test/Product Engineers in delivering technical solutions for yield improvement, device offload, and test program development/validation • Oversee setup/hardware correlation and qualification activities • Drive technical solutions for wafer sort and final test processes • Spearhead system algorithm optimization and advanced analytics implementation • Manage cross-functional project timelines with customers and internal stakeholders • Chair Test/Product Engineering meetings and represent the team in customer discussions • Lead continuous improvement initiatives for quality and productivity in Test Operations/QA • Perform additional leadership duties as assigned 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 5.15pm
<p>Senior Technician / Technician - Test Maintenance</p>	<ul style="list-style-type: none"> • GCE "O" levels or equivalent • Prior experience working in a cleanroom environment is advantageous • Able to work 12 hour permanent day or night shift 	<ul style="list-style-type: none"> • Ensure the assigned production equipment are in optimal condition with minimum downtime and running at yield specific • Track, monitor and report daily equipment downtime • Follow SOP, adhere to safety protocols & maintain daily housekeeping 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 3.5 Days • Working Hour: <ul style="list-style-type: none"> - 8am to 8pm or - 8pm to 8am
<p>Senior Engineer / Engineer – Facilities </p>	<ul style="list-style-type: none"> • Bachelor Degree / Diploma in engineering 	<ul style="list-style-type: none"> • Responsible for the operations and general maintenance of the plant, machinery, and associated 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>related discipline</p> <ul style="list-style-type: none"> • At least 5 years relevant experience, preferably in a cleanroom environment • Preferably with AutoCad drafting skills 	<p>building facilities</p> <ul style="list-style-type: none"> • Ensure that the facilities' systems and processes function efficiently and meet the organization's needs. Works includes a range of engineering disciplines such as mechanical, electrical, plumbing, HVAC, and energy management • Troubleshoot equipment / facility breakdown and carry out basic repairs • Supervise and coordinate with vendors and service providers on activities regarding daily routine facilities, maintenance work and execution of engineering projects within the facility • Attend to any facility works and M&E installations, as well as development of project plans • Provide technical guidance and mentorship to team members 	<ul style="list-style-type: none"> • Working Hour: • 8am to 5.15pm
<p>Technician - Test Process (Backend)</p>	<ul style="list-style-type: none"> • Higher Nitec or Nitec in any Engineering field • Minimum 3 years working experience preferred 	<ul style="list-style-type: none"> • Verify and analyze hold lot rejects whether valid, invalid and escalate if in doubt or not meeting internal requirements. • Ensure smooth release of hold lots to meet shipment through verification, analysis and disposition. • Pre-alert, trigger and feedback hold lot or issues to upstream process for containments and/or action improvements. • Provide hold lot or low yield reports to engineering team for tracking, monitoring, continuous improvements 	<ul style="list-style-type: none"> • Weekly Commitment: - 3.5 Days • Working Hour: - 8am to 8pm or - 8pm to 8am

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		and/or escalation. <ul style="list-style-type: none"> Coordinate and follow up with cross functional team on incoming and Backend lot disposition to ensure shipment deliverables. 	


#5 CBM Pte Ltd


CBM provides a full range of **Integrated Facility Management (IFM)** services. We address our client’s unique needs and act as a single point of contact to relieve them of their daily non-core operational issues. As a customer-oriented organization, we strive to provide the best quality service to meet our client’s expectations and help them achieve their business objectives.

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Account Manager (Facilities Management) 	<ul style="list-style-type: none"> • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experiences in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent 	<ul style="list-style-type: none"> • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually • Oversee contractor on/off boarding, induction and adherence to standards • Monitor planned preventive maintenance in line with regulations. • Supervise minor repairs and ensure timely, safe and budgeted service delivery. • Support engineering during planned or unplanned power 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> Dynamic and multi-tasking capabilities 	<p>shutdowns.</p> <ul style="list-style-type: none"> Uphold safety protocols and crisis management procedures Manage financial targets, expenses and budgets including raising Change Requests. Oversee supply chain delivery, ensuring service quality Ensure accurate and timely financial reporting and billing Manage staff performance, development and recruitment Enforce compliance with Health, Safety, Environmental and Risk Management policies. Report incidents and implement emergency escalation processes. Cultivate teamwork, collaboration and personal development within the team. Manage workload, resourcing and succession planning Any other ad-hoc works assignment by the management. 	
<p>Assistant Building Manager </p>	<ul style="list-style-type: none"> Degree in mechanical/electrical engineering with min 4 years relevant work experience in building mechanical and electrical services. Fully certified as a Singapore Certified Energy 	<ul style="list-style-type: none"> Oversee and manage Facility Management Services at building(s) that he/she is assigned to Manage term contractors/specialist contractors to ensure smooth operation of buildings Manage relation to client/authorities/ tenants Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Manager (SCEM). Singapore Citizen or PR.</p>	<ul style="list-style-type: none"> • Attend to feedback by tenants/ clients, to recommend and take remedial actions • Budgeting and managing expenses • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Contract Executive </p>	<ul style="list-style-type: none"> • Diploma in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. 	<ul style="list-style-type: none"> • Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client's requirements and undertaking feasibility studies • Performing value management and cost control • Advising on procurement strategy • Identifying, analysing and developing responses to commercial risks • Providing advice on contractual claims • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Administer term contractors A&A works 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Valuing completed work and arranging payments Understanding the implications of health and safety regulations Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Head </p>	<ul style="list-style-type: none"> Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute At least 5 years of relevant experiences in facilities management and business development portfolios Able to work independently with minimum supervision Able to conduct market outreach and marketing Proactive and independent Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> Oversee the overall performance of Service teams. Ensure contract compliance and meet or exceed KPIs. Identify lapses and formulate action plans for improvement Foster a culture of service excellence and continuous improvement Monitor and update account processes and procedures Collaborate with Site Leads to develop and execute strategic business plans Cultivate teamwork, collaboration and personal development within the team. Attending operation meeting and discussion with clients Maintain data integrity in management systems Uphold safety protocols and crisis management procedures Enforce compliance with Health, Safety, Environmental and Risk Management policies. Oversee supply chain delivery, ensuring service quality Ensure accurate and timely financial reporting and billing Manage staff 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>performance, development and recruitment</p> <ul style="list-style-type: none"> • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovation solutions to improve efficiency and productivities • Any other ad-hoc works assignment by the management. 	
<p>Assistant Technical Executive </p>	<ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. • Fresh graduates are welcome to apply. 	<ul style="list-style-type: none"> • Assist and report directly to Building Manager (BM) in all operation & maintenance concerns: • Oversee the facilities management within the premises. • Compiling the monthly utilities report and tabulations. Monthly M&E reports. • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary. • Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days -

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management 	
<p>Assistant Quantity Surveyor </p>	<ul style="list-style-type: none"> • Minimum a Diploma in Quantity Surveying, Building, Engineering, Facility Management, or other relevant qualifications. • At least 3 years of relevant 	<ul style="list-style-type: none"> • Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client’s requirements and undertaking feasibility studies • Prepare tender document, tender calling, tender evaluation, market survey report, contract 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>experience in a similar role.</p>	<p>documents, including bills of quantities with clients and preparing and analysing costing in detailed reports</p> <ul style="list-style-type: none"> • Administer term contractors A&A works • Valuing completed work and arranging payments • Provide general administrative support and services to client and internal staff to run smooth operations • Assist in procurement of office supplies and equipment • Manage office general admin and sourcing for purchases, process service orders and billing • Manage and maintain proper records and files of correspondence and documents. • Administer documentation and filing • Assist in preparing reports, generate quotations & contracts • Any other ad-hoc assignments assigned by the Management. 	
<p>Assistant Business Development Manager (Facilities) </p>	<ul style="list-style-type: none"> • Degree/Diploma in Business, Engineering, Facilities Management, or related field. • Minimum 6-8 years of experience in Business Development or Tender/Bid Management, preferably in the FM industry. 	<ul style="list-style-type: none"> • Business Development- • Lead the identification, pursuit, and acquisition of new business opportunities across commercial, industrial, healthcare, government, and large-scale public infrastructure sectors. • Develop and execute long-term business growth strategies aligned with organisational goals and market trends. • Represent the company at industry events, conferences, and 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Proven track record of securing medium- to large-scale FM contracts (public and/or private sector). • Strong understanding of FM services (IFM, M&E, Cleaning, Security, etc.) and tendering processes, including public sector procurement. • Excellent proposal writing, communication, negotiation, and presentation skills. • Strong analytical ability to understand cost structures and develop competitive pricing strategies. • Ability to handle multiple high-stakes bids concurrently and work under demanding timelines. • Proficient in Microsoft Office; experience with CRM or bid-management systems is 	<p>networking sessions to enhance brand visibility and establish new partnerships.</p> <ul style="list-style-type: none"> • Conduct market research and competitor analysis to support strategic positioning. • Provide strategic insights to senior management to guide pricing strategy, service innovation, and market repositioning. • Tender & Bid Management- • Oversee the full tendering cycle for high-value and complex FM contracts, including bid strategy formulation, pricing direction, risk assessment, and executive approvals. • Provide leadership to internal bid teams and work closely with operations, engineering, pricing, and compliance teams to develop competitive bids. • Ensure that all tender submissions are competitive, well-structured, and compliant with technical and commercial requirements. • Drive value engineering and solution differentiation to enhance bid competitiveness. • Manage tender governance, including tender briefings, proposal reviews, costing validation, and pre-submission quality checks. • Lead client presentations, clarification sessions, negotiations, and eventual contract handover to operations. • Maintain accurate records 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>advantageous.</p>	<p>of all tender activities, outcome tracking, and win/loss analysis.</p>	
<p>Assistant Business Development Executive </p>	<ul style="list-style-type: none"> • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experiences in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities • Tender Management – to conduct the entire process of tender administrations and tender submission management • To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals • To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions • To conduct corporate presentation to potential clients, guests and for tender interviews • To manage the transition of secured projects including deployment to site operations, mobilisation of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management • To prepare reports and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.30am-5.30pm - Sat: 8.30am-12.30pm -



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>minutes for Single Business Unit/Management Meeting</p> <ul style="list-style-type: none"> • To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses • To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document • To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan • Any other scope and roles as assigned by the immediate Superior 	
<p>Assistant Projects Manager </p>	<ul style="list-style-type: none"> • Min. Dip with 10 Years or Degree with 5 Years in Engrg or Bldg Services • Experience in Mechanical Systems major in ACMV and BMS, Kitchen Exhaust systems. • Proficient in MS Office and project management software (e.g., MS Project, AutoCAD). 	<ul style="list-style-type: none"> • Assist the Project Manager in planning, organizing, and overseeing mechanical engineering projects. • Coordinate with internal teams, contractors, vendors, and consultants to ensure project requirements are met. • Prepare project documentation including progress reports, technical submittals, schedules, and meeting minutes. • Monitor project timelines and ensure activities are progressing according to plan. • Support in reviewing mechanical drawings, specifications, and shop drawings. • Assist in procurement of mechanical materials and equipment in coordination with the procurement 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>team.</p> <ul style="list-style-type: none"> • Conduct site inspections to monitor work progress and ensure compliance with safety and quality standards. • Track and manage project variations, change orders, and cost estimates. • Coordinate testing, commissioning, and handover of mechanical systems. • Support in resolving technical and engineering issues during project execution. • Willingness to travel to project sites when required. • Perform any duties as and when required by Management. 	
<p>Assistant Engineer </p>	<ul style="list-style-type: none"> • Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering. • 1–3 years of experience in HVAC operations, preferably with chillers and central plant systems. 	<ul style="list-style-type: none"> • Assist to perform Energy and Engineering audits. • Working closely with Energy Managers to provide accurate and informative reports. • To perform Measurement and Verification of the performance of M&E Plant. • Managing energy improvement and retrofitting projects. • Help evaluate existing buildings for appropriate energy conservation measures, • Understand financial terms, payback, ROI and related energy saving calculations. • Maintain logs, maintenance records, and spare parts inventory. • Strong communication and teamwork skills. • Problem-solving mindset 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		and willingness to learn. <ul style="list-style-type: none"> Any other duties as and when assigned by management 	
Area Manager 	<ul style="list-style-type: none"> Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent 	<ul style="list-style-type: none"> To supervise of term contractors ie. security guards, landscape, pest control Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements Building inspection and ensure rectification of defects Assess contractor's quotations and to follow up with issuance of work orders The candidate has to be well verse of BQ and taking off To ensure completion of defect works to meet timeline Update promptly and ensure proper closure of cases in CMMs iBase Attend to complaints by tenants and liaise with term contractors for repair works Ensure compliance to all service Level Agreement stipulated in the IFM contract Any other ad-hoc assignments assigned by the Management 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days
Assistant Property Manager 	<ul style="list-style-type: none"> Degree in Facilities Management/ Building/ 	<ul style="list-style-type: none"> Planning and managing the resources to run the day-to-day FM operations Carry out site inspections Planning and execution of 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Engineering from recognized institutions with minimum 5 years of relevant experience and must have a proven management track record. Possess FSM Cert, CERT trained & First Aid trained.</p>	<p>all M&E periodic preventive maintenance, repair and replacement programmes</p> <ul style="list-style-type: none"> • Putting in place a safety plan for the Property • Checking and endorsing of all reports/schedules/programmes prepared by his site teams/sub-contractors including Mapletree’s appointed contractors • Ensuring that all statutory requirements are complied with • Overseeing calling of quotations as well as evaluating the quotations and recommendation for acceptance • Plan for monthly/quarterly/yearly periodic inspection and ensure staff carries out inspection as per schedule • Any other ad-hoc assignments assigned by the Management 	
<p>Assistant Business Development Manager </p>	<ul style="list-style-type: none"> • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experiences in facilities management and business development portfolios 	<ul style="list-style-type: none"> • To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities • Tender Management – to conduct the entire process of tender administrations and tender submission management • To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals • To generate FM business 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent <ul style="list-style-type: none"> •Dynamic and multi-tasking capabilities 	<p>processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions</p> <ul style="list-style-type: none"> • To conduct corporate presentations to potential clients, guests and for tender interviews • To manage the transition of secured projects including deployment to site operations, mobilization of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management • To prepare reports and minutes for Single Business Unit/Management Meeting •To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses • To mobilize new projects within timeline and budget, and to meet SLA and KPI established in the contract document • To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan • Any other scope and roles assigned by the immediate Superior. 	

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Accounts Executive 	<ul style="list-style-type: none"> • Candidate with 1 to 5 years of MCST accounts experience • Candidate should at least possess a Diploma in Business/Accountancy or equivalent. • A self-starter who is able to plan, organize and take initiative to meet job objectives and deadlines • Able to adapt to dynamic & fast-paced environment. • Meticulous, responsible, and detail-oriented with strong problem-solving and analytical skills. • Good communication skills and Independent • Candidate without a Diploma but with relevant working experience in managing agent handling full set of MCST accounts will be considered. • Knowledge and 	<ul style="list-style-type: none"> • Handling full sets of accounts for MCST • Ensure accounts are closed on time according to respective deadline for client's monthly meeting. • Handle maintenance fee billing, issue maintenance reminder to subsidiary proprietors within stipulated timeline • Ensure the completion of the GST with accuracy and filing on a timely basis. • Attend to subsidiary proprietors' queries. • Liaise with auditor and tax agent on audit/tax matters. • Ensure compliance with BSMA, relevant laws, government rules and regulations. • Conduct monthly MCST site audit on collections and payment documents. • Supervise and guide staff in performing accounting and administrative tasks • Other ad-hoc finance reports/duties assigned. 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>experience with Microsoft Dynamics (2365 Business Central) will be an added advantage</p>		
<p>Assistant Sustainability Consultant </p>	<ul style="list-style-type: none"> • Tertiary education in Environmental Engineering, Sustainability, Building Services or related field. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignment within short notice period. 	<ul style="list-style-type: none"> • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Building Manager </p>	<ul style="list-style-type: none"> • Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent Singaporean/PR only 	<ul style="list-style-type: none"> • Oversee and manage the performance delivery of facility management service at respective zones • Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings • Identify and troubleshoot problems and provide professional advice to the team • Develop standard operation procedure and internal work flow to maintain smooth operation at sites • Manage relation to client/ authorities, being the liaising point of contact • Oversee area budgeting and expenses • Work closely with approved contractor to ensure timely delivery of services, seek extension of time (EOT) for work delay with proper justifications and conduct diligent on-site certification of completion (COC) or service report. • Respond to assigned client needs, co-ordinate with contractors and/or client's representatives to resolve issues and escalation of critical/unresolved issue to management. • Conduct and report on periodic building inspections, including registering any concerned building facilities issues with users. • Carry out spot-checks on 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>contractors’ works for compliance to work place safety, legislation, practices and standards.</p> <ul style="list-style-type: none"> • Maintain accurate and up-to-date servicing records, equipment inventory and history records etc for traceability and audit purposes. • Plan, monitor, inspect and report on the preventive maintenance work and services • Assist and liaise with HQ supporting staffs on services rendered e.g. Horticultural, ECO, Safety, Project etc. • Prepare and participate in all audits. • plan and carry out predictive, preventive and corrective maintenance and follow-up on any defective /malfunction detected in a timely manner. To respond to client / user needs and co-ordinate with in-house technical staff or term contractors to resolve issues. • Operate and maintain all building services / facilities in good serviceable condition and in accordance to the plan maintenance program to maximize efficiency and minimize maintenance and energy costs. • Liaise with client representative / user of any concerned building facilities issues. •Supervise a team of onsite technical executives / contractors and emphasize work place safety. • Perform safety / routine 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>inspection on general facilities of the client office to ensure office facilities and equipment are operating at optimum level.</p> <ul style="list-style-type: none"> • Co-ordinate and supervise minor repairs and breakdown trouble-shooting. • supervise the performance of contractors in annual electrical power shutdown. • To maintain accurate and up-to-date equipment history record and analyze for improvement. • Prepare request for proposal (RFP), technical specification, and scope of works for contract renewal and tender of facilities management services. • Prepare payment consolidation and tax invoices tracking and expenditure report. • Prepare monthly report to user. • Any other ad-hoc assignments assigned by the Management. 	
<p>Building Inspector </p>	<ul style="list-style-type: none"> • Diploma in Building/Real Estate from Singapore/Ngee Ann Polytechnic • At least 2 years of experience in facilities management. • Candidates with Specialist Certificate in Building Condition 	<ul style="list-style-type: none"> • To carry out Land and Building inspection under European Standard NEN 2767 Physical Condition Assessment. • Cover the condition assessment of physical spaces such as external areas(e.g., roads, turf, fenceline, streetlights, fenders), building envelope, roofs and internal areas, covering all rooms (including service rooms, server rooms and roofs). 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Assessment (European Standard NEN 2767) will be an advantage</p>	<ul style="list-style-type: none"> • Shall provide a condition Grading for the overall condition of buildings • Identify if any defects occurred due to a lack of maintenance. • Recommend prioritization of defects based on safety and condition assessment. • Assess the condition of the building’s facility and propose recommendations if there is a need for upgrade, refresh, replacement or corrective maintenance action. • Inspect buildings and properties on the aspects of general safety, health and cleanliness, to ensure that they are properly maintained and used to acceptable standards • Verify the buildings on the ground against the Estates records and highlight discrepancies, if any. • Upon completion of the inspection, to submit reports to the Authority for certification of works and payment. • To ensure that all submissions or reports are clear, concise and written in proper and simple English. • Require to submit an interim report to the Authority within a week of the debrief for them to carry out rectification of the defects. • Report shall be prepared sufficiently comprehensive and detailed as to allow the Authority and their representative to determine further action to be taken 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Assist in all operation & maintenance concerns • Interfacing with the clients all matters • Attend meeting with client & prepares the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to client’s feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractors and client. • Provide costing and proposals for ad-hoc works/projects, if necessary • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Planning and review overall schedule • Any other ad-hoc assignments assigned by the Management. 	
<p>Condominium Manager </p>	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 900 units. • Good knowledge of BMSMA Act. 	<ul style="list-style-type: none"> • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004 • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Others skill sets • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • Maintaining and updating Standard Operation Procedures; • Monitoring of maintenance budget • Coordinate council meetings and AGM • Dispute management; • Knowledge of BMSMA is mandatory • Knowledge of Electrical and M&E. 	<p>property and Subsidiary Proprietors</p> <ul style="list-style-type: none"> • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation • Ensure proper records are maintained on monies received and expended on behalf of the Corporation • Prepare and submit an annual budget for the determination of expenses 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>and to advise and recommend rates of contribution</p> <ul style="list-style-type: none"> • Submit a financial report to the Corporation on its financial state after the close of each calendar month • Oversee requisitions for quotations to ensure proper cost control • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors • Prepare and implement preventive maintenance program for the property • Manage the site staff including their performances, behavior 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		and attitude in the best interest of the Corporation <ul style="list-style-type: none"> • Any other duties assigned by the Corporation 	
Cleaner	<ul style="list-style-type: none"> • At least 1 year of relevant working experience. • Must be able to work shifts, weekends and public holidays when necessary. • Positive attitude, hardworking with pleasant personality. 	<ul style="list-style-type: none"> • Report to supervisors / team leaders. • Perform washing and housekeeping tasks as scheduled and instructed. • Adhere to all rules and regulations. • Responsible for proper housekeeping and maintenance of equipment / tools. • Responsible for proper record of attendance in cleaning schedule forms. • Comply with legal and other applicable requirements related to quality, environment and safety. • Comply with procedures of Integrated Management System 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days - 6 Days
Class 4 Driver	<ul style="list-style-type: none"> • 'At least 3 years' experience with class 4 vehicle 	<ul style="list-style-type: none"> • Drive around Singapore delivering the laundry and linen to hotels in Singapore • To assist in receiving, picking, loading/unloading of laundry items. • To follow routes and time schedule. • Ensure cleanliness of the vehicle of all times. • Adhere to safety requirements at all times. • To carry out any other duties as assigned by the management or supervisor as required 	<ul style="list-style-type: none"> •
Carpark Attendant	<ul style="list-style-type: none"> • Must possess at least Primary/Secondary School/ "O" 	<ul style="list-style-type: none"> • Check and ensure the carpark is in operations, report accordingly if there are any abnormalities • Correspond with motorists 	<ul style="list-style-type: none"> •

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	level <ul style="list-style-type: none"> • Must be able to communicate in English • Able to work shift schedule is preferable • With own transportation is preferable • Able to endure outdoor environment 	pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) <ul style="list-style-type: none"> • Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) • Ensure the cleanliness of the parking systems and carpark environment • Any other ad-hoc assignments assigned by the Management 	
Customer Service Officer	<ul style="list-style-type: none"> • At least GCE 'O' Levels or equivalent • 2 years of working experience in the customer service or Control Centre roles is preferred • Excellent customer service and communication skills • Proficient in Microsoft Office tools (Excel and Word) 	<ul style="list-style-type: none"> • Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests • Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) • Identifies and executes appropriate solutions to address customer queries, feedback and requests • Coordinate and activates the relevant parties to ensure callers are assisted to meet the expected services standards • Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system • Abide by safety and/or security standards in the workplace according to organizational Workplace Safety and Health (WSH) 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		practices	
<p>Complex Manager </p>	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. • Others skill sets • Contract Management skillset is a must; • Oversee regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory. • Knowledge of Electrical and 	<ul style="list-style-type: none"> • Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. • Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. • Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. • Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. • Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. • Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	M&E.	<p>directed by or subject to the approval of the Corporation.</p> <ul style="list-style-type: none"> • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditure, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislations, 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>standards, and requirements governing the maintenance and management of the buildings.</p> <ul style="list-style-type: none"> • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office 	
<p>Drafter </p>	<ul style="list-style-type: none"> • Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools. 	<ul style="list-style-type: none"> • Prepare detailed drawings and plans based on designs from architects, engineers, or project managers • Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing • Review and update drawings to comply with building codes, safety standards, and project specifications. • Collaborate with architects, engineers, and other team members to resolve design or technical issues. 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Maintain organized records of drawings and revisions. • Coordination drawings for on-site use. • Any other ad-hoc assignments assigned by the Management. 	
Electrical Engineer 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or related electrical engineering qualification with at least 3 years of experience in related field & local experience 	<ul style="list-style-type: none"> • Attend project meetings, site meetings & site inspections. • Review of drawings and technical submissions. • Testing and commissioning of electrical and mechanical systems. • Plan, forecast and track sub-contractors work progress, provide weekly scheduling and conduct daily coordination meeting to ensure project target timeline are met by sub-contractors, including logistic arrangement for daily operation needs. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days
Facilities Engineer 	<ul style="list-style-type: none"> • Diploma or Degree in Mechanical, Electrical, Mechatronics, or Facilities Engineering. • 3–5 years of relevant experience in facilities or maintenance. • Strong technical knowledge of HVAC, electrical, plumbing, and fire protection 	<ul style="list-style-type: none"> • Oversee daily operations and maintenance of M&E systems (HVAC, electrical, plumbing, fire protection, etc.) within the premises • Carry out hands-on troubleshooting and repair works when required. • Monitor performance and reliability of equipment and take corrective actions to reduce downtime. • Scheduling and monitor preventive maintenance (PM) programs. • Ensure maintenance records, checklists, and service reports are 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>systems.</p> <ul style="list-style-type: none"> • Hands-on approach with good troubleshooting skills. • Good communication and coordination skills to work with internal teams and external vendors. • Able to work on standby or during weekends if required. 	<p>properly updated.</p> <ul style="list-style-type: none"> • Coordinate with contractors and vendors for servicing, calibration, and statutory inspections. • Support the Facilities Manager in upgrading, installation, and improvement projects. • Provide technical inputs and assist in supervision of contractors during project works. • Ensure all facilities comply with regulatory requirements. • Supervise and guide maintenance technician in daily work assignments. • Work closely with internal and external team to support operational needs • Report any major issues, incidents, or improvement needs to the Facilities Manager • Any other adhoc task 	
<p>Field Engineer </p>	<ul style="list-style-type: none"> • Major in Electronic, Electrical or Engineering • ITE or Diploma and above 	<ul style="list-style-type: none"> • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customer, sub-contractor on site to ensure project requirement are met. • Provide on-site installation, validation and commissioning of equipment • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		the implementation, testing and commissioning of system. <ul style="list-style-type: none"> • Undertake any other duties and responsibilities as assigned by management, other ad-hoc duties when assigned 	
Facilities Manager (IoT, Digital Solutions) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities Maintenance Management System on site projects. • • Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities. • Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site. • mplementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. • Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders. • Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. • Collaboration & Reporting. Stakeholder Communication with 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>stakeholder. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance.</p> <ul style="list-style-type: none"> • Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. • Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. • Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems). • To source, evaluating vendors and negotiating contracts to support project implementation. • Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. • Any other assignments as and when directed by the Management. 	
<p>Housekeeper/ Room Attendant</p>	<ul style="list-style-type: none"> • No formal education required 	<ul style="list-style-type: none"> • To maintain the highest standard of room and public area cleanliness and appearance, guest service • To be responsible for the upkeep and cleanliness in the Housekeeping Department and Public Area cleaning. • To make up beds and conduct room tidiness inspection • To maximize cost 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days - 6 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>effectiveness whilst maintaining the highest possible level of service to the guests of the Hotel and highest level of productivity.</p> <ul style="list-style-type: none"> • To handle and resolve all guest queries and complaints in an efficient manner and to establish an amicable relationship with all clients, customers and guests of the Hotel. • Perform any other duties as and when required by Management. 	
<p>Instrumentation & Control Engineer </p>	<ul style="list-style-type: none"> • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles. 	<ul style="list-style-type: none"> • Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. • Design, program, and modify Building Management Systems (BMS) and control strategies • Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. • Conduct energy audits and performance assessments. • Perform system commissioning, testing, and validation. • Integrate smart meters, sensors, and automation technologies. • Monitor system performance and recommend continuous improvements. • Ensure compliance with energy efficiency standards and local regulations. • Prepare technical reports, 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		documentation, and cost-benefit analyses. <ul style="list-style-type: none"> • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management. 	
Laundry Attendant	<ul style="list-style-type: none"> • 6 days work week, able to work on weekend. 	<ul style="list-style-type: none"> • Responsible for handling towels/linen/uniforms • Ensure that accounting and recording of towels/linen/uniforms are correctly done • Ensure that transferring of towels/linen/uniforms are correctly assigned and placed • To perform quality check at each section and towels/linen/uniforms accordingly • To ensure daily housekeeping are carried out • Any other assigned duties by the company 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days
Maintenance Officer 	<ul style="list-style-type: none"> • Diploma/Degree with at least 2 years relevant working experience 	<ul style="list-style-type: none"> • To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		minor repairs • Manage vendors and contractors	
Operation Executive 	<ul style="list-style-type: none"> • Must possess at least GCE 'O' Levels and above • Proficient in Microsoft Office tools (Excel, Words, Power Point) • 2 years of working experience in operational roles is preferred • With own transportation is preferable 	<ul style="list-style-type: none"> • Running the day-to day operations to achieve the goals and objectives of departments set • Attends to client's feedback or requests on all operational and carpark matters • Preparing and furnishing reports to clients according to contractual requirements with approval • Implements carpark in project stage with liaising with all relevant parties including submission of applications • Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients • Coordinate with contractor for carpark defects rectification and housekeeping • Planning of day-to-day manpower deployment • Conduct sites audit/ inspection on EPS to ensure system functionalities • Cascading organizational Workplace Safety and Health (WSH) practices • Making sure that all company policies and procedures are followed by employees at all times • Supports the Manager to ensure that effective controls are in place on day-to-day 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Operation Manager 	<ul style="list-style-type: none"> GCE 'N' Levels certification 	<ul style="list-style-type: none"> Manage daily security operational activities at assigned project sites Management of security officers Budgeting and managing expenses as allocated Managing customer relations and business operation processes Develop Standard Operating Procedures and good practices to accomplish desired service standards Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days
Property Executive 	<ul style="list-style-type: none"> Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. 	<ul style="list-style-type: none"> Assist and report directly to Building Manager (BM) in all operation & maintenance concerns Oversee the facilities management within the premises Compiling the monthly utilities report and tabulations Monthly M&E reports Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary Providing updates on ad-hoc and outstanding issues Attending to clients feedback or requests Coordinates the preventive and corrective maintenance works schedule with the contract and client. Inspect works carried out are proper and in satisfaction Liaising and managing 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		contractors <ul style="list-style-type: none"> • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. 	
Projects Executive 	<ul style="list-style-type: none"> • At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required). • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools 	<ul style="list-style-type: none"> • Manage Chiller Plant upgrading project for a high rise commercial and office building • Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies; • Develop energy and water savings initiatives and plans • Working closely with properties managers to provide accurate and informative reports • Self-driven, resourceful and a good team player • Help evaluate existing buildings for appropriate energy conservation measures. • Understand financial terms, payback, ROI and related energy saving calculations • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office. 		
Property Officer (ENG) 	<ul style="list-style-type: none"> • Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience 	<ul style="list-style-type: none"> • To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors • Any other ad-hoc assignments assigned by the Management 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days
Property Officer (IFS) 	<ul style="list-style-type: none"> • Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant 	<ul style="list-style-type: none"> • To supervise of term contractors ie. security guards, landscape, pest control • Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements • Building inspection and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>working experience.</p>	<p>ensure rectification of defects</p> <ul style="list-style-type: none"> • Assess contractor’s quotations and to follow up with issuance of work orders • The candidate has to be well verse of BQ and taking off • To ensure completion of defect works to meet timeline • Update promptly and ensure proper closure of cases in CMMs iBase • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract • Any other ad-hoc assignments assigned by the Management 	
<p>Projects Manager </p>	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Project Management / Facilities Management / Engineering or equivalent with 5 years of relevant experience. 	<ul style="list-style-type: none"> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client’s expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>satisfactorily performed and completed by certified consultants.</p> <ul style="list-style-type: none"> • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. 	
<p>Projects Manager </p>	<ul style="list-style-type: none"> • Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent. Singaporean/PR 	<ul style="list-style-type: none"> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. 	
<p>System Engineer </p>	<ul style="list-style-type: none"> • Minimum requirements for Education: At least Diploma and Bachelor's Degree in engineering, Computer Science or Information Technology • At least 1 years experience in system implementation, maintenance and technical support • At least 1 years experience on multi OS platform installation such as LINUX and Windows Servers • Knowledgeable in administrating and maintaining SQL Database • Knowledgeable in administrating and maintaining 	<ul style="list-style-type: none"> • Configuration system and support of Car parking Systems • Perform system testing, problem analysis, troubleshooting and to draw conclusions to the service/project/software team • Prepare procedures, user documentation, operation manual, test procedures and test reports • Provide support during system testing and live system • Work with users to understand their problems or new requirements • Any other ad hoc duties as assigned by the management 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	virtual environment <ul style="list-style-type: none"> • Good understanding of Linux networking and security • Experience in maintaining servers, storage and PC servers • Knowledgeable of troubleshooting and debugging live software systems 		
Software Engineer 	<ul style="list-style-type: none"> • Bachelor's degree in computer science or related fields like software engineering, information technology or mathematics. • Degree from another field may also be acceptable, provided the candidate possesses the necessary knowledge and skills for the job. Coursework in computer science typically covers programming languages, algorithms, data structures, 	<ul style="list-style-type: none"> • Writing code that implements the functionality of an application. • Understanding the project requirements and designing its architecture accordingly. • Test the system to guarantee its functionality which may require fixing bugs or other issues during development. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>computer architecture, software engineering and database systems.</p>		
<p>Senior Property Manager </p>	<ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 5 years of MCST experience for Diploma holders and have experience in handling more than 500 units. • Good knowledge of BMSMA Act. 	<ul style="list-style-type: none"> • Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner • Promote good relations with our staff, contractors and management • Ensure renewal of Managing Agent service contract • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures • Conduct monthly council meeting and Annual General Meeting • Oversee preparation of annual budget and implement cost saving measures 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Provide timely guidance and advices for Site Team under his/her charge • Any other ad-hoc assignments assigned by the Management 	
<p>Senior Operations Manager (Facilities) </p>	<ul style="list-style-type: none"> • Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven management. • background and managed est. 20,000 sqm in the past 5 yrs. • Min. 8 years of relevant experience. 	<ul style="list-style-type: none"> • Oversee the overall performance of Service teams within the contract. • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. • Ensure contract compliance and meet or exceed KPIs. • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures • Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		Environmental and Risk Management policies. <ul style="list-style-type: none"> • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Any other ad-hoc works assignment by the management. 	
Security Officer (SO/SSO)	<ul style="list-style-type: none"> • Candidate must possess at least a Primary/Secondary School/"O" Level, any field. • At least 1 year(s) of working experience in the related field is required for this position. • Candidates with First Aid Certificate will be preferred. • Candidates must possess a valid PLRD license. • Must be able to work shifts, weekends and public holiday when necessary. • Must be able to meet the physical requirements of the job which include long hours of patrolling and standing. 	<ul style="list-style-type: none"> • Conduct security monitoring with the use of surveillance systems, detect and report security breaches • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas • Respond to security incident and emergencies and report to key Management staff when necessary • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days - 6 Days


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Technician </p>	<ul style="list-style-type: none"> • Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including plumbing. Compulsory certification (to obtain all certifications within 3 months upon appointment): • WSQ Supervise Construction Work for WSH • bizSAFE Level 2 • WSQ Implement Incident Management Processes • Occupational First Aid Course • Breathing Apparatus Course • WSQ Respond to Fire and HazMat Emergency 	<ul style="list-style-type: none"> • Responsible for maintaining proper equipment listing, inspections of the buildings • Report on maintenance issues and critical incidence and to supervise contractor & technician • Inspect and check on site that works orders have been carried out accordingly and on time agreed • Carry out preventive and corrective maintenance work • Any other ad-hoc assignments assigned by the Management 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days
<p>Technical Executive </p>	<ul style="list-style-type: none"> • Diploma in Facilities Management, 	<ul style="list-style-type: none"> • Assist and report directly to Building Manager (DBM) in all operation & maintenance concerns: 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience.</p> <ul style="list-style-type: none"> • -Posses WSHO/FSM or other relevant certificates. 	<ul style="list-style-type: none"> • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Interfacing with the clients: • Attend monthly meeting with client & prepares the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to clients feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contract and client. • Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors • Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task • Planning of maintenance schedule • Review and planning 	<ul style="list-style-type: none"> •

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		monthly maintenance schedule <ul style="list-style-type: none"> Oversee all work is carried out timely and smoothly by the staffs Any other ad-hoc assignments assigned by the Management. 	
Technical Officer 	<ul style="list-style-type: none"> Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including M&E and AV system. First Aid Course (CPR + AED) certified Experienced in operating and basic troubleshooting of meeting rooms AV equipment Competency in basic troubleshooting of electrical power trip & ACMV issues 	<ul style="list-style-type: none"> Inspections of the premises to check for abnormality and defects Support to cover reception service whenever receptionist is absence General handyman works inclusive of changing of light bulbs and minor repair of lock sets, door closer, etc (replacement parts are not included) Setting up, testing of Meeting room (Testing of AV system) Escort client’s contractors as and when required Support to cover reception service whenever receptionist is absence Any other ad-hoc assignments assigned by the Management. Assist and report directly to Facility Executive in all operation & maintenance concerns: Oversee the facilities management within the premises Compiling the monthly utilities report and tabulations Prepare Monthly M&E reports Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary Interfacing with the clients: 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Attend monthly/ad-hoc meeting with clients & stakeholders Providing updates on ad-hoc and outstanding issues Attending to client/User feedback or requests Coordinates the preventive and corrective maintenance works schedule with the contractor and client. Coordinate and manage projects: Provide costing and proposals for ad-hoc works/projects Evaluate the quotations submitted by contractor and provide a formal quotation to the client Inspect works carried out are proper and satisfactory Liaising and managing contractors Inspect and check on site that works orders have been carried out accordingly 	



#6 Enova Electrical

Established in 2008, we are a local electrical switchboard manufacturer and a market leader in Solar and EV solutions. We provide end-to-end electrical solutions, from switchboards to Microgrid systems, serving residential, commercial, and industrial sectors.

Guided by sustainability and innovation, we focus on cost-effective, efficient, and environmentally responsible solutions. Creating meaningful impact for our clients and a strong platform for our people to grow and succeed.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Driver	<ul style="list-style-type: none"> Ensured safe, timely, and reliable 	<ul style="list-style-type: none"> Minimum GCE N-level or equivalent. 2 years experience in driving and 	<ul style="list-style-type: none"> Weekly Commitment: - 5.5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	deliveries across Singapore	familiar with the routes.	<ul style="list-style-type: none"> • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.30am-5.30pm - Sat: 8.30am-12.30pm
Drafter 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or equivalent. 2 years experience in electrical drafting and understand SLD 	<ul style="list-style-type: none"> • Prepared and revised electrical drawings according to project specifications, ensuring completion within deadlines. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.15am-5.30pm
Electrician	<ul style="list-style-type: none"> • Minimum NITECH in Electrical Engineering or equivalent. 2 years experience in electrical installation. 	<ul style="list-style-type: none"> • Install, maintain, and repair electrical switchboards and related systems. Ensure all work complies with electrical safety standards. Troubleshoot and resolve electrical faults efficiently. Perform regular inspections to maintain system reliability and safety 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.30am-5.30pm - Sat: 8.30am-12.30pm
Operations Executive 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or Operations. 2 years experience in operations and supply chain 	<ul style="list-style-type: none"> • Support operational processes and workflow optimization within the electrical project scope. Liaise with departments to ensure seamless operations. Prepare operational reports and monitor KPIs. Assist in process improvements to enhance efficiency and safety 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.15am-5.30pm
Project Coordinator 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or Project Management. 2 years project 	<ul style="list-style-type: none"> • Coordinate project schedules, resources, and communications across teams. Maintain documentation and progress reports. Support project managers in 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.15am-5.30pm


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	management and administrative.	meeting deadlines. Facilitate communication between clients, contractors, and internal teams.	
Project Engineer 	<ul style="list-style-type: none"> Diploma in Electrical Engineering or equivalent. 2 years experience in electrical and project management 	<ul style="list-style-type: none"> Plan, design, and execute electrical engineering projects, focusing on switchboard systems. Troubleshoot issues and provide solutions. Ensure adherence to specifications and safety. Collaborate with teams to optimize design and execution. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Mon-Fri: 8.15am-5.30pm
Project Executive 	<ul style="list-style-type: none"> Diploma in Electrical Engineering or Project Management. 2 years project management and administrative. 	<ul style="list-style-type: none"> Assist project managers in planning, executing, and monitoring electrical switchboard projects. Track project progress, manage documentation, coordinate with teams, support risk management, ensure compliance. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Mon-Fri: 8.15am-5.30pm
Warehouse Admin	<ul style="list-style-type: none"> Minimum GCE N-level or equivalent. 2 years experience in warehouse or inventory management. 	<ul style="list-style-type: none"> Perform administrative support for warehouse operations, including documentation and reporting. Maintain inventory records and assist in stock reconciliation. Support coordination with procurement, logistics, and operational teams. Prepare reports and assist in process improvements. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> Mon-Fri: 8.30am-5.30pm Sat: 8.30am-12.30pm -
Warehouse Executive	<ul style="list-style-type: none"> Minimum GCE N-level or equivalent. 2 years experience in warehouse or inventory management. 	<ul style="list-style-type: none"> Manage day-to-day warehouse operations, including inventory control of electrical components and equipment. Coordinate logistics, shipments, and stock movement efficiently. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days Working Hour: <ul style="list-style-type: none"> Mon-Fri: 8.30am-5.30pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		Maintain accurate records and generate timely operational reports. Ensure proper storage and handling of electrical materials to meet safety requirements.	- Sat: 8.30am- 12.30pm

#7 Fischer Bell


Established in 2008, we are a local electrical switchboard manufacturer and a market leader in Solar and EV solutions. We provide end-to-end electrical solutions, from switchboards to Microgrid systems, serving residential, commercial, and industrial sectors.

Guided by sustainability and innovation, we focus on cost-effective, efficient, and environmentally responsible solutions. Creating meaningful impact for our clients and a strong platform for our people to grow and succeed.


Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Business Support Executive 	<ul style="list-style-type: none"> Tact, confidentiality and diplomacy in handling inquiries, calls and visitors. High initiative, drive, mature, meticulous and detail-oriented. Possess strong communication and interpersonal skills. Proficient in MS Office application such as Word, Excel, PowerPoint. No experience required. Strong multi-tasking capabilities. 	<ul style="list-style-type: none"> Managing all sales support responsibilities including Contracts, Relocations, Service Requests through to completion. Coordinate with other departments to resolve all sales support responsibilities. Answering Incoming calls and managing queries through to resolution. Coordination of the input of different departments in order to fulfil customer requirements. Acting as primary contact person for small and medium sized accounts in assigned region. Work according to company procedures and guidelines. Ensure timely extension of new regular and promotional materials. Issuing internal memos 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Mon-Fri: 8.30am-5.30pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> Knowledge of SAP system will be an additional advantage 	<p>relating to trade deals/discounts/GPR, and promotional launches.</p> <ul style="list-style-type: none"> Ensure main duties are carried out fully in an efficient and professional manner. Coordinates incoming & outgoing correspondence (to include electronic mail), and create/disseminate other critical and confidential business documentation with discretion and deals with confidential issues and subject matter in ways that requires considerable sensitivity, discretion, or judgment in replying to inquiries, and/or presenting or requesting information. Any other ad-hoc duties relevant to the demands of the role 	
<p>Marketing Assistant </p>	<ul style="list-style-type: none"> Marketing Skills including Branding (Resonance, Association etc), Pricing (Skimming, Segmentation, EDLP etc), Strategies (IMC, Media, Trends etc), Promotions, Digital Marketing and Email Marketing. Ability to utilize tools such as Canva and MS PowerPoint/ Google Slides for designing. 	<ul style="list-style-type: none"> Identify the marketing campaign’s specific objectives. Define the target Audience for the campaign. Research industry trends, competitors, and market conditions. Identify potential opportunities and threats in the market. Develop a comprehensive marketing strategy. Create a budget and timeline for the campaign. Work together with the Graphic designer to develop a creative and engaging marketing content. Launch and implement the marketing campaign. Monitor its performance 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Mon-Fri: 8.30am-5.30pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Problem-Solving. • Ability to work independently and collectively. • Outspoken; being able to communicate and contribute to the teams. • Excel in dynamic work settings (Shift gears in fast paced and being proactive in the team) 	<p>and make real-time adjustments and needed.</p> <ul style="list-style-type: none"> • Collect and analyze data to measure the campaign’s effectiveness. • Generate reports and insights from campaign metrics. • Prepare a detailed report on the campaign’s performance. • Create a presentation to communicate findings and recommendations. • Integrate digital marketing efforts, including email marketing, social media, and pay-per-click advertising with the website. • Ensure a cohesive online presence 	
<p>Outdoor Sales Executive </p>	<ul style="list-style-type: none"> • To have a ability to handle customers amicably and maintain professional customer service skills, excellent oral and written communication skills. • Meticulous and detail-oriented. Proficient in MS Office application such as Word, Excel. • Holds a Class 3 Driving License Possess proactiveness and willingness to learn. • Sales Experience Preferred 	<ul style="list-style-type: none"> • Identifying potential customers and gathering information about their needs and preferences. • Visiting potential clients at their locations to present products or services, demonstrate features, and explain benefits. • Establishing rapport and maintaining strong relationships with existing and potential customers to ensure customer loyalty and repeat business. • Preparing and delivering compelling sales presentations tailored to the specific needs of each customer, highlighting how the product or service can solve their problems or meet their requirements. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.30am-5.30pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Procurement Assistant </p>	<ul style="list-style-type: none"> • High initiative, drive, mature, meticulous and detail oriented. • No experience required. • Strong multi-tasking capabilities. • Able to work in a fast-paced environment. • Able to work independently and in a team. • Good communication and interpersonal skills. • Attentive to detail. • Knowledge of SAP preferred 	<ul style="list-style-type: none"> • Ensure all product sourced based on sales requests meet quality and cost requirements. • Maintain positive relationships with suppliers and conduct negotiations whenever suitable to achieve the best deals at all times for the company. • Issue purchase orders in the ERP System to suppliers for the purchase of packaging materials and finished goods. • Support transactional activities within the ERP System, such as updating inventory receiving and issuance, receiving purchase orders, suppliers' invoices verification as a backup function, and liaising with the Finance Team Coordinate with suppliers on lead time and expedite delivery schedules where applicable. • Analyze inventory and propose solutions to improve inventory turnover. • Ensure smooth supply chain operations of the company by identifying gaps and inefficiencies in current processes and proposing process changes and improvements. • Ensure all customer needs are met through timely and accurate order fulfillment, effective communication, and excellent customer service. • Ensure compliance with all regulatory requirements related to warehouse and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.30am-5.30pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>logistics operations, including safety, security, and environmental regulations.</p> <ul style="list-style-type: none"> • Stay up to date with pertinent market and trends, identifying the impact on supply and pricing conditions. • Assist in coordinating stock transfers between warehouses as and when required. • Assist in other ad-hoc duties, such as liaising with suppliers and bookkeeping when required 	
<p>Service Technician </p>	<ul style="list-style-type: none"> • Able to work effectively and efficiently individually and in a team. • Good eyesight and strong hands on tasks. Hardworking, responsible and self-driven. • Physically fit and positive working attitude 	<ul style="list-style-type: none"> • Arrange logistics and prepare tools for component replacement or repair work, calibration, and servicing of safety-related equipment. • Perform maintenance, servicing and calibration of safety-related equipment • Carry out preventive maintenance in accordance with preventive maintenance schedule. • Comply with Workplace Safety and Health (WSH) policies, procedures and regulations when carrying out work. • Create work orders to document repairs. • Highlight areas of non-compliance to supervisor for follow-up. • Monitor status of equipment after repairs. • Propose workflow improvements to improve efficiency. • Reinstate machine and equipment back to operation to reduce 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.30am-5.30pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		downtime. <ul style="list-style-type: none"> • Schedule equipment for repair, fault finding and troubleshooting. • Ensure servicing area is always clean and tidy. • Any other ad-hoc tasks as and when assigned by Management. 	
Warehouse Assistant Cum Driver	<ul style="list-style-type: none"> • Preferably 1 years of driving experience. • Physically fit, able to carry heavy load up to 15kg. • Able to work effectively and efficiently individually and in a team. • Singapore Class 3 Driving License. • Basic understanding of warehouse operations. • Able to speak and understand simple English. • Willing to take on other tasks when required 	<ul style="list-style-type: none"> • Adhering to all SOPs and safety procedures at all times. • Picking and packing of products from delivery orders. • Safely loading and unloading of goods from delivery vehicles. • Collecting of return items from customers when required. • Maintain cleanliness in delivery vehicles and warehouse. • Conduct smooth and prompt deliveries of products to designated locations. • Determine appropriate routes and maintain an efficient delivery schedule at all times. • Assist in upkeep of the warehouse, adhering to 5S of warehousing. Assist in inventory management, including stock take and restocking. • Ensure accuracy in receiving and releasing stocks. • Perform general warehouse functions and operations if required. • Assist in Procurement Department duties as and when required. • Any ad-hoc projects and other tasks as and when assigned by immediate 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Mon-Fri: 8.30am-5.30pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		supervisor	

#8 GD Precision

As a one-stop shop service provider in Advanced Manufacturing, Surface Finishing, and Clean & Pack, GD Precision Group operates facilities in Singapore and Malaysia. Our dream is to become one of Asia's prime organizations, synonymous with "precision" as the fundamental philosophy that drives all aspects of our existence. We envision a future where precision is not only at the core of our operations but also embedded in our culture, innovation, and every solution we provide. Through continuous investment in cutting-edge technology, skilled talent, and unwavering dedication to quality, we aim to set new benchmarks in the industry. Our goal is to build a legacy of excellence, where our name is trusted and recognized for delivering outstanding precision in every product and service we offer.

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Milling Machine Operator	<ul style="list-style-type: none"> • Preferably possesses a background in CNC milling and precision engineering • Has relevant experience in the metal fabrication and semiconductor industries • Able to read and interpret mechanical drawings 	<ul style="list-style-type: none"> • Set-up individual tools for machine operation in CNC Milling Machine • Work according to the production plan and to maintain operation efficiency • Monitor process/machines and troubleshoot/report any deviations to respective personnel • Monitor process/machines and troubleshoot/report any deviations to respective personnel • Carry out in process measurements and to maintain product quality • Maintain the cleanliness of the work place according to company 5S Policy • Maintain continuity among work teams by documenting and communicating actions 	<ul style="list-style-type: none"> • Weekly Commitment: - 5.5 Days
Process Engineer 	<ul style="list-style-type: none"> • Diploma in Engineering with 	<ul style="list-style-type: none"> • Prepare process plans to ensure optimum output, 	<ul style="list-style-type: none"> • Weekly Commitment:

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	3 years working experience in precision machining <ul style="list-style-type: none"> • Knowledge of the different machining processes and heat-treatment and surface processes • Knowledge of computer aided design (CAD) and (CAM) 	best quality products with minimum risks <ul style="list-style-type: none"> • Estimate standard time for each operation • Discuss with programmers on machining methods • Support sales engineer on customers' complaints and technical issues • Make cost calculations for quotation • Work together with programmers and machinists to resolve manufacturing issues • Advise production in work setting 	- 5 Days


#9 Info-Tech Systems

Started off with Windows-based HR System and along the way, the company grew in its reputation and customer base. As economy changes and trend moves forward, we saw an opportunity to evolve from Window-based software to a Cloud Human Resource Management Software (HRMS) and the Cloud-Based HRMS software was successfully launched in Singapore in 2014. The company continued in its expansion and set foot into Malaysia, India, Hong Kong and Australia.

As of 2025, Info-Tech is serving more than 23,000 customers, manages more than 850K+ employees' payroll, and has a team of more than 500 employees.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Sales Executive (WSQ Roadshow) 	<ul style="list-style-type: none"> • Diploma, Nitec, or Degree in any discipline (Business, Sales, HR, or Education is a plus) • Background in sales, customer service, education, or outreach is welcomed • Strong 	<ul style="list-style-type: none"> • Represent us at outreach events, roadshows, and pop-ups. • Actively engage prospects, assess upskilling needs, and recommend suitable WSQ courses. • Set up and manage booths in line with branding and professionalism 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>interpersonal and communication skills across all levels</p> <ul style="list-style-type: none"> • Self-driven with a consultative approach and adaptability across verticals • Comfortable working towards sales targets • Willingness to participate in events (some weekends/evenings required) • Familiarity with WSQ/ SkillsFuture funding schemes is an advantage 		
<p>Sales Executive (WSQ Corporate) </p>	<ul style="list-style-type: none"> • Diploma, Nitec, or Degree in any discipline (Business, Sales, HR, or Education is a plus) • Background in sales, customer service, education, or outreach is welcomed • Strong interpersonal and communication skills across all levels • Self-driven with a consultative approach and adaptability across verticals 	<ul style="list-style-type: none"> • Identify and secure new corporate clients for WSQ programs. • Conduct meetings, present training solutions, and prepare proposals. • Nurture client relationships for recurring and long-term business. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 9am to 6pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> • Comfortable working towards sales targets • Willingness to participate in events (some weekends/evenings required) • Familiarity with WSQ/SkillsFuture funding schemes is an advantage 		


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#10 KATOEN NATIE

With a rich company history spanning over 160 years, the Katoen Natie Group brings innovation to the fore with a wide range of unique solutions for the chemical industry in a global network of 68 terminals, including our Singapore Jurong Logistics Terminal.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Customer Service Executive 	<ul style="list-style-type: none"> • Diploma or equivalent qualification. • 2–3 years experience in customer service or operations within commodities trading, preferably LME metals. • Familiar with shipping documentation, customs clearance / ZGS compliance requirements. • Strong communication 	<ul style="list-style-type: none"> • Prepare, review, and issue shipping documents in accordance with customer requirements and regulatory standards (including customs clearance and ZGS compliance). • Support customers on documentation and procedural requirements related to commodities trading, including LME metals where applicable. • Monitor shipments and anticipate risks, escalating issues early and proposing solutions to minimize customer impact. • Maintain accurate records and ensure customer data, instructions, and service agreements are correctly 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Mon to Fri - 8am to 5.45pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	skills in English (written and spoken). <ul style="list-style-type: none"> Detail-oriented, organized, and able to manage multiple tasks. Team player with proactive attitude. 	reflected in systems. <ul style="list-style-type: none"> Contribute to service improvement initiatives by identifying recurring customer issues and supporting process enhancements. Work collaboratively as a team player while managing multiple customer accounts and priorities effectively. 	
Forklift Driver	<ul style="list-style-type: none"> NITEC holders are welcome to apply. Able to handle products of 25kgs. Possess a valid forklift license. Perform work under hot and humid environment. Working location is at Jurong Island (Company transportation is provided) 	<ul style="list-style-type: none"> Able to operate a forklift independently. Assist in the warehouse and packaging operations. Handling different products with different product characteristics. Observing safety and achieving productivity target. Ensures all orders handled promptly and accurately Managing data by using tablet. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Mon to Fri 8am to 5.45pm
Management Associate 	<ul style="list-style-type: none"> Minimum a good Bachelor's Degree in Engineering or Logistics & Supply Chain Management. Incumbent will not only be trained / exposed in Singapore but must agree to be deployed to other parts of the world where 	<ul style="list-style-type: none"> Attend compulsory on-the-job training in different operational and supporting functions packaging, warehousing, technical/maintenance, customer service and health, safety, quality & environment to gain different perspectives of the job. Gain hands-on experience in managing innovation / automation projects to enhance operational efficiencies and reduces the reliance on manual work. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Mon to Fri 8am to 5.45pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	Katoen Natie has its presence.	<ul style="list-style-type: none"> Acquire planning, organizing and other related soft skillsets interfacing with internal and external stakeholders. Assist department head to plan and direct the work of the department. Review standard operating procedures and streamlining processes. Evaluate work output and productivity. Work on projects to enhance operational efficiencies. Responsible for working alongside managers and accepting delegated responsibilities & duties with the goal of independently executing the role of a Management Executive 	
Operations Assistant	<ul style="list-style-type: none"> NITEC holders are welcome to apply. Able to handle products of 25kgs. To commit 12-hours rotating shift work. Perform work under hot and humid environment. Working location is at Jurong Island (Company transportation is provided). 	<ul style="list-style-type: none"> Assist in the warehouse and packaging operations. Handling different products with different product characteristics. Observing safety and achieving productivity target. Ensures all orders handled promptly and accurately Managing data by using tablet. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 4 Days Working Hour: Rotating Shifts <ul style="list-style-type: none"> 8am to 8pm 8pm to 8am
Technician 	<ul style="list-style-type: none"> Possess Diploma, NITEC, NTC-2 or ITC Mechatronic / 	<ul style="list-style-type: none"> Perform preventive maintenance and corrective repair works on packaging and conveying equipment. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 4 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Electrical Engineering is preferred.</p> <ul style="list-style-type: none"> • Equipment knowledge - Bagging /packaging/conveyor system. • General knowledge on ac drives and electrical motors, pneumatic cylinders and roller/chain conveyors. • Knowledge of PLC, control circuits and electrical system. • Min. 3 years' relevant experience in heavy industry sector. • Must be prepared to work on a 12-hour rotating shift. • Experience in Bagging line would be advantage. 	<ul style="list-style-type: none"> • Troubleshoot and resolve electrical, mechanical, pneumatic, and hydraulic system faults on equipment. • Respond to breakdowns and recover operational equipment. • Reduce equipment downtime and enhance equipment performance through quality maintenance works. • Proper and accurate recording of works carried out on equipment. • Carry out and rectify facilities related matter. 	<ul style="list-style-type: none"> • Working Hour: Rotating Shifts <ul style="list-style-type: none"> - 8am to 8pm - 8pm to 8am

#11 NannyPro Pte Ltd

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

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Childminders</p>	<ul style="list-style-type: none"> • Min. language proficiency: Written and Spoken English and/or one of mother tongue. • Enjoy learning and be part of community • All races welcome 	<ul style="list-style-type: none"> • Create a stimulating, nurturing, and safe environment for the child • Establish the routine of the child • Plan and prepare meals and bottles for, and feed, the child • Prepare children for naps and bedtime • Bath the child and dress up. • Change diapers, potty training when necessary. • Administer medicine to children when necessary. 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days
<p>Nannies</p>	<ul style="list-style-type: none"> • Min. language proficiency: Written and Spoken English and/or one of mother tongue. • Enjoy learning and be part of community • All races welcome 	<ul style="list-style-type: none"> • Create a stimulating, nurturing, and safe environment for the child • Establish the routine of the child • Plan and prepare meals and bottles for, and feed, the child • Prepare children for naps and bedtime • Bath the child and dress up. • Change diapers, potty training when necessary. • Plan and lead educational activities, including reading, with the child • Administer medicine to children when necessary. • Perform housework related to child-minding, including washing the children’s clothes, cleaning up after meals, tidying play areas, and washing bottles • Light household chores if required – eg. Ironing, 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		mopping the floor, etc.	

#12 NiKU iKU

We are an equal-opportunity company that celebrates people-centricity, development and diversity. We believe that anyone with the right aptitude and attitude deserves a chance and we want to grow people alongside the growth of the brand.

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Area Manager 	<ul style="list-style-type: none"> At least 4-5 years of relevant F&B managerial experience. Team player with good leadership and communication skills. Able to work in fast paced environment. 	<ul style="list-style-type: none"> Manage and take charge of operations for designated outlets. Responsible for manpower management and training. Ensure staff compliance to Company Standard Operating Procedures. Ensure right inventory mix and adequate stock levels. Maintain high standards of product quality and hygiene across assigned outlets. Oversee maintenance requirements of kitchen equipment and store build. Lead and motivate outlet staff in achieving sales targets and customer satisfaction. Evaluate operational procedures and suggest improvements. Any other ad-hoc operational duties as required. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Rotating shifts based on below 9.00am to 8.30pm 9.30am to 9.00pm 10.00am to 9.30pm 10.30am to 10.00pm
Assistant Outlet Manager	<ul style="list-style-type: none"> Able to withstand high heat Able to stand for long hours 	<ul style="list-style-type: none"> Plan and manage manpower at the kiosk. Order inventory from suppliers. Grill and stew dishes according to the company's standards. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Rotating shifts based on below

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare food at the backend for grilling and stewing. • Ensure that all food and sauce portions are according to company's standards. • Ensure that kiosk area is clean and hygienic. 	<ul style="list-style-type: none"> - 9.00am to 8.30pm - 9.30am to 9.00pm - 10.00am to 9.30pm - 10.30am to 10.00pm
<p>Chef</p>	<ul style="list-style-type: none"> • Able to withstand high heat • Able to stand for long hours • Open to work in open concept kitchen 	<ul style="list-style-type: none"> • Grill and stew dishes according to the company's standards. • Prepare food at the backend for grilling and stewing • Top up salad bar counter with prepared food. • Ensure that all food and sauce portions are according to company's standards. • Ensure that kiosk area is clean and hygienic. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Rotating shifts based on below - 9.00am to 8.30pm - 9.30am to 9.00pm - 10.00am to 9.30pm - 10.30am to 10.00pm
<p>Management Trainee</p>	<ul style="list-style-type: none"> • Able to withstand high heat • Able to stand for long hours • Open to work in open concept kitchen 	<ul style="list-style-type: none"> • Assist Outlet Manager to manage outlet operations. • Order and manage inventory from suppliers. • Ensure good customer service in accordance with company's standards. • Oversee maintenance requirements of kitchen equipment and store build. • Grill and stew dishes according to company's standards. • Prepare food at the backend for grilling and stewing • Ensure that all food and sauce portions are according to company's standards. • Ensure that kiosk area is clean and hygienic. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Rotating shifts based on below - 9.00am to 8.30pm - 9.30am to 9.00pm - 10.00am to 9.30pm - 10.30am to 10.00pm

#13 Recruit Haus Pte Ltd


We provide comprehensive recruitment services, including permanent, contract, and temporary placements, as well as outsourced payroll and HR operational support.

Backed by strong local market knowledge and consulting expertise, we partner organisations to build effective teams while guiding talents towards meaningful career opportunities. Our approach goes beyond recruitment — we focus on delivering practical workforce solutions and building long-term, trusted partnerships that create sustainable impact for businesses and individuals alike.


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Account Manager (Sales) 	<ul style="list-style-type: none"> Degree in Accounting, Finance, or equivalent professional qualification (e.g., CPA, ACCA, CA). Proven experience with minimum 5 years in controlling, statutory reporting and group consolidation, including minimum of 3 years in leading a team Strong leadership, analytical, and problem-solving skills. 	<ul style="list-style-type: none"> Achieve sales performance targets and maintain good client relations Serving and increasing sales from existing key accounts Generate and develop new key accounts Work closely with renowned partners like Samsung, Logitech, Microsoft, and the in-house AV Designer Team to propose solutions to meet customers' needs. Negotiate pricing with partners to ensure bids are competitive. Solution to focus: All types of Audios, Visual, and video conferencing solutions 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 5 Days Working Hour: <ul style="list-style-type: none"> - 9am to 6pm
Accounts Asst (AR AP) 	<ul style="list-style-type: none"> Minimum 1 year experience in accounting or administrative support 	<ul style="list-style-type: none"> Perform daily accounting duties (bookkeeping, reconciliations, reports) Handle administrative and coordination tasks within the team 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 5 Days Working Hour: <ul style="list-style-type: none"> - 9am to 6pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Brands Manager (Marketing) 	<ul style="list-style-type: none"> • Bachelor’s Degree in Communications , Marketing or related fields. • At least 6 – 8 years of working experience in brand management or corporate communications , public relations or marketing communications with exposure to brand management. • Ideally has at least 4 years of hands-on experience in brand and reputation management on traditional, digital and social media platforms at Assistant Manager level. • Strong knowledge of branding and social media trends and technologies in Singapore and the region. • Experience in implementing brand plans (including branding partnerships), evaluation of 	<ul style="list-style-type: none"> • Support the department in writing and editing materials including speeches, editorials, and content for digital platforms, internal communication channels and the corporate website. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>executed plans, using analytical tools like digital and social media analytics to drive strategic decisions on future brand planning.</p> <ul style="list-style-type: none"> • Excellent spoken and written communications , with strong ability to write and edit for all media. • Strong interpersonal and collaborative skills with diverse internal and external stakeholders. 		
<p>Customer Care Officer/ Executive (Account Servicing) </p>	<ul style="list-style-type: none"> • Strong interpersonal skills to work effectively with various stakeholders, both within and outside our company • Excellent communication skills - able to write, present and correspond effectively with any stakeholder(s) as required • Prior experience or knowledge in relevant 	<ul style="list-style-type: none"> • Consistently deliver quality customer service via existing channels such as our hotline, email inbox and online enquiries • Familiarize with the three key segments which they are expected to handle day to day: Residential, Small Commercial and Tenants • Support the ongoing development of new/ digital initiatives as the company embraces new technologies to keep up with an evolving market 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8.30am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>industries is an advantage</p>		
<p>Consultant / Senior Consultant Radiologist (Diagnostic or Interventional) </p>	<ul style="list-style-type: none"> Recognised medical degree with postgraduate specialist qualifications in Radiology. Registration: Must hold Full registration with the Singapore Medical Council (SMC). Experience: Minimum 5 years of post-fellowship experience in Diagnostic and/or Interventional Radiology. Prior work in a tertiary or private hospital setting is preferred. 	<ul style="list-style-type: none"> Perform and interpret a wide range of diagnostic imaging procedures (CT, MRI, Ultrasound, X-ray, Mammography, etc.). For Interventional Radiology, conduct procedures such as image-guided biopsies, drainages, embolisations, ablations, and vascular interventions. Provide timely and accurate radiology reports in accordance with hospital quality and turnaround standards. Collaborate closely with clinicians and surgeons to ensure accurate diagnoses and appropriate patient management. Participate in on-call roster as required, supporting both elective and emergency cases. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> Core hours: 8am – 5:30pm with procedures scheduled during day hours.
<p>Call Centre Research Interviewers (PM)</p>	<ul style="list-style-type: none"> Minimum GCE N levels Competent in Spoken, Reading English and one or more of the following languages Chinese, Malay or Tamil Strong telephone skills and excellent telephone demeanor, prior 	<ul style="list-style-type: none"> Responsible for collecting data by conducting structured surveys over the telephone and entering the responses into computer systems. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 12.30pm to 4.30pm

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<ul style="list-style-type: none"> call center or telephone interviewing experience preferred 		
Call Centre Research Interviewers (Evening)	<ul style="list-style-type: none"> Minimum GCE N levels Competent in Spoken, Reading English and one or more of the following languages Chinese, Malay or Tamil Strong telephone skills and excellent telephone demeanor, prior call center or telephone interviewing experience preferred Proficiency with computers and able to use MS Excel, Word 	<ul style="list-style-type: none"> Responsible for collecting data by conducting structured surveys over the telephone and entering the responses into computer systems. 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 5.30pm to 9.30pm
Lead, Finance Operations 	<ul style="list-style-type: none"> Degree in Accounting, Finance, or equivalent professional qualification (e.g., CPA, ACCA, CA). Proven experience with minimum 5 years in controlling, statutory reporting and 	<ul style="list-style-type: none"> The scope includes but is not limited to the following: <ul style="list-style-type: none"> Group Accounting & Reporting: Oversee the preparation and consolidation of the Group financial statements in accordance with applicable accounting standards, relevant regulatory regulations and policies. Review monthly management accounts to ensure accuracy, completeness, and 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days Working Hour: <ul style="list-style-type: none"> 8.30am to 5.30pm


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>group consolidation, including minimum of 3 years in leading a team</p> <ul style="list-style-type: none"> • Strong leadership, analytical, and problem-solving skills. • Excellent communication and stakeholder management abilities. 	<p>adherence to reporting timelines.</p> <ul style="list-style-type: none"> • Ensure compliance with statutory, regulatory, and internal reporting requirements. • Financial Performance and Analysis • Conduct detailed financial analysis, variance analysis, and performance reviews to support management’s decision-making. • Provide insightful commentary on financial results and identify trends, risks, and improvement opportunities. • Support the preparation of management reports, board papers, and presentations. • Tax and Compliance • Manage and coordinate group tax matters, including corporate tax, GST/VAT, and transfer pricing documentation. • Liaise with external tax agents and auditors to ensure compliance with tax regulations and timely filing. • Fixed Asset Management • Oversee fixed asset accounting, including capitalization, depreciation, disposals, and periodic physical verification. • Ensure compliance with group asset policies and maintain proper asset registers. • Process Improvement and Controls • Review and enhance finance and controlling processes to improve efficiency, accuracy, and internal controls. 	


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> • Drive automation and system improvement initiatives where relevant. • Support implementation of finance transformation projects as required. • Leadership and Collaboration • Provide leadership, guidance, and support to the Controlling team. • Foster a strong team culture focused on collaboration, accountability, and continuous improvement. • Partner effectively with cross-functional teams and business units to ensure financial alignment with corporate objectives. • 1. Deliverables • Timely submission of accurate monthly, quarterly, and annual financial reports. • Completion of group audit and tax submissions within deadlines. • Implementation or recommendation of at least one key process improvement initiative within the contract period. 	
<p>Pharmacist </p>	<ul style="list-style-type: none"> • Possess a recognised Bachelor of Science (Pharmacy). • Possess valid practising pharmacist license. 	<ul style="list-style-type: none"> • Perform medication reconciliation, medication dispensing, provide specialised counselling to patients and review of patient’s medication. • Provide drug information to other healthcare professionals and provide on call services on a rotational basis. • Ensure performance indicators are met and pharmaceutical care is provided according to hospital SOPs and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Staggered between 8am to 7pm; 42 hours per week - Rostered to work on Sat/Sun once a month


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		accreditation/legal standards. <ul style="list-style-type: none"> Review and ensure appropriateness of medication orders and discharge prescriptions. Supervise Pharmacy Technicians and Pharmacy Assistants, if required. Assist in any hospital projects as assigned by Principal Pharmacist and/or Senior Manager. 	
Pharmacy Technician, Inpatient/ Retail Pharmacy 	<ul style="list-style-type: none"> Minimum GCE “N” Level with a Certificate in Pharmacy Technician course conducted by Pharmaceutical Society of Singapore or Diploma in Pharmacy/Pharmaceutical Science. One year of experience in acute hospital setting. Good interpersonal and communication skills. Resourceful, organized and able to work independently. 	<ul style="list-style-type: none"> To oversee roster planning to ensure adequate pharmacy technician coverage for inpatient, retail and emergency pharmacies and supervise, coach and train new pharmacy technicians and assistants in work processes. In addition, he/she is required to work closely with pharmacists for inventory management and procurement as well as aid the pharmacy manager in related projects. To maintain the distribution of drugs and to ensure a stringent and accurate inventory control system To assist pharmacist with drugs ordering, processing and replenishment. Dispense and counsel patients on medications according to Good Dispensing Guidelines. Provide professional and good customer service to all patients and staff. Supervise, coach and train new pharmacy technicians and assistants in work processes 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days Working Hour: <ul style="list-style-type: none"> - Rostered hours, 5 days inclusive of Sat/Sun


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Preschool Educator</p>	<ul style="list-style-type: none"> • L1 or L2 Certified under ECDA (Early Childhood Development Agency). • For Assistant Teachers: Minimum ACEY (Fundamentals Certificate in Early Childhood Care and Education) or currently pursuing L1 certification. • Minimum 1 year of relevant experience in a preschool or childcare setting preferred. 	<ul style="list-style-type: none"> • Plan and implement age-appropriate learning experiences for children in accordance with the centre’s curriculum and MOE/ECDA guidelines. • Create a nurturing and stimulating classroom environment that supports children’s holistic development. • Observe and document children’s learning progress, and communicate regularly with parents on their development. • Maintain a safe, hygienic, and orderly classroom environment at all times. • Collaborate with teaching team and principal to ensure smooth daily operations of the centre. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 7:30am – 5:30pm (staggered start between 7:30am and 8:30am) - Each teacher is scheduled for one closing duty per week
<p>Program Manager for English and Education </p>	<ul style="list-style-type: none"> • Master in Education, English, or a related field, with preferably 5 to 7 years of relevant experience in the education sector. (Masters is compulsory) • Preferably 7 or more years of leadership experience in the industry with a credible portfolio • Meticulous, with good attention to detail and the ability to work within tight 	<ul style="list-style-type: none"> • Teach English to international students and Master of Arts in Education Studies modules to both local and international students • Serve as Programme Manager and/or module leader for the Master of Arts in Education Studies Programme • Develop curriculum for new courses • Develop and update curriculum • Create educational aids to enhance teaching delivery • Develop and update teaching materials for remedial/enrichment purposes 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 8.30am to 5.30pm



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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>deadlines</p> <ul style="list-style-type: none"> • Self-driven, proactive, and a “hands-on” leader with solid team-building and people management skills • Good working knowledge of prevailing regulatory requirements for Private Education Institutions (PEIs), including familiarity with CPE and EduTrust guidelines 		
<p>Registered / Senior Staff Nurse </p>	<ul style="list-style-type: none"> • Diploma or Degree in Nursing from a recognized institution. • Registration: Registered with the Singapore Nursing Board (SNB). • Experience: • Minimum 2 years of relevant nursing experience in any of the following areas: MUC / ICU / Inpatient Suite / Major OT / Radiology. 	<ul style="list-style-type: none"> • Provide safe, competent, and holistic nursing care to patients according to hospital policies and standards. • Assist doctors and specialists during procedures, treatments, and patient rounds. • Monitor patients’ conditions, record observations, and report any changes promptly. • Administer medications and perform nursing procedures accurately and efficiently. • Ensure proper maintenance of equipment and adherence to infection control protocols. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - Fixed 5 days/ 5.5 days / or Shift-based, depending on the department assignment.


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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Sales Executive (Semi-Con / Manufacturing)</p> 	<ul style="list-style-type: none"> • Minimum Diploma or Degree in Engineering, Business, or a related field. • At least 2 years of sales experience, preferably in industrial services, machinery, or logistics. 	<ul style="list-style-type: none"> • Maintain and service existing clients to drive repeat sales and increase revenue. • Identify new sales opportunities within the machine moving industry and successfully close deals. • Make outbound calls and follow up with potential and existing customers to understand project timelines and requirements. • Build strong rapport with customers by understanding their operational needs, especially in heavy equipment or relocation services. • Meet clients on-site to assess job scope, provide tailored solutions, and develop long-term business relationships. • Respond promptly to customer enquiries via phone, email, or in-person regarding quotations, order status, and service details. • Prepare and process quotations, monitor item availability, and coordinate delivery schedules to ensure timely project execution. • Coordinate with operations and logistics teams to ensure proper equipment movement, site access planning, and job safety compliance. • Track sales orders, monitor shipment progress, and ensure timely invoicing and payment follow-up. • Handle post-sales 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>enquiries including equipment condition feedback, service satisfaction, and maintenance needs.</p>	
<p>Sales Executive (Commercial Interior Design) </p>	<ul style="list-style-type: none"> • Diploma/ Bachelor’s degree in Construction Industry or M&E Engineering related. • Minimum 2 years of sales experience in the Construction industry. • Proven track record of achieving sales targets. • Strong technical knowledge of Construction Industry related systems, components, and services. • Excellent communication, negotiation, and interpersonal skills. 	<ul style="list-style-type: none"> • Respond promptly to incoming inquiries via phone, email, and other communication channels. • Prepare and deliver quotations, proposals, and product presentations. • Maintain and update CRM systems and customer databases to ensure accurate records. • Visit existing and potential customers to promote products and develop business opportunities. • Conduct site visits to assess customer requirements and propose tailored solutions. • Identify new markets and customer opportunities within the construction-related industry. • Follow up on leads, attend client meetings, and close sales. • Support the sales process with back-office tasks, documentation, and coordination. • Provide technical support and pre-sales consultation to clients, where applicable. • Represent the company at exhibitions, trade shows, and industry networking events. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm
<p>Sales Executive (Heavy Machinery / Construction) </p>	<ul style="list-style-type: none"> • At least 2 years experience in machinery / equipment / construction or 	<ul style="list-style-type: none"> • Assists the Project Manager in ensuring the project is completed on time, within budget and on schedule. • Involved in project 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour:

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	engineering related field <ul style="list-style-type: none"> • Proven record in project management / coordination experience 	planning & management, project sales activities and technical support. <ul style="list-style-type: none"> • Work closely with the project team on site safety documentation, schedule and coordination. • Preparation of method of statement, Risk assessments, and other require documents. • Build quality relationship with existing customer and expand new customer base • Attends work Progress Meetings (Internal as well as with Clients) • Monitors work in progress and prepares weekly report of the status of each assignment. 	<ul style="list-style-type: none"> - Mondays to Fridays (9am-6pm) Alt Saturdays : 9am-1pm
Snr/ Radiographer – Gen/ MRI / CT/ US 	<ul style="list-style-type: none"> • Diploma/Degree in Diagnostic Radiography or equivalent • Fully registered with AHPC (Singapore) • Min. 2 years' experience in General X-ray, MRI, Ultrasound or CT • Candidates with other imaging modality experience (e.g., PET-CT) are also welcome 	<ul style="list-style-type: none"> • Ensure patient safety and comfort during imaging procedures • Maintain high standards of documentation and quality assurance 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days • Working Hour: <ul style="list-style-type: none"> - (Mon–Fri 9am–6pm, half-day on Saturdays)

#14 Salestrade Corporation (S) Pte Ltd

Established Engineering Trading Company since 1994, dealing with wireless remote controls & Industrial Products to supply to the Heavy Industries, Marine, Construction & Crane Industries, Automation Industries & System Integrators in this region.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Sales Application Engineer 	<ul style="list-style-type: none"> • ITE or Diploma in Engineering, Business Administration, Marketing and Sales with at least 1 years of relevant direct sales experience in construction, crane, marine, manufacturing, heavy and general industries or wholesale distribution in ASEAN region. • Self-motivated, self-starter, resourceful, customer and results-oriented with strong achievement drive and passion to achieve sales target. 	<ul style="list-style-type: none"> • Develop a thorough understanding of products and applications through on-the-job and overseas training. • Provide technical consultation and service to customers to help solve their applications, selecting and promoting the proper company products or services for their application. • Assist to develop and implement local sales and marketing goals with quotas and budgets, plans and strategies to distribute engineering products of company to construction, heavy, marine, crane, manufacturing industries and wholesalers • Maintain existing customers and create more new customers to meet targeted sales revenue, market share and gross profit. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days • Working Hour: <ul style="list-style-type: none"> - 9am to 6pm
Service Technician 	<ul style="list-style-type: none"> • National Trade Certificate or Diploma in Electronics and Electrical Engineering or any related discipline. Preferably with at least 1 year of relevant experience in fault finding, repair and 	<ul style="list-style-type: none"> • Perform all technical repairs and installation services required with spares provided. • Diagnose faults in products and carry out repairs effectively. • Complete and maintain all required documentation about repairs carried out. • Report on any product defects and suggest improvements to product development staff. • Maintain tidiness and 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 6 Days • Working Hour: <ul style="list-style-type: none"> - 44 Hours/Week

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	installation of engineering products, customer service and process improvements in construction and manufacturing industries. <ul style="list-style-type: none"> • Self-motivated, self-starter, resourceful, customer and results-oriented with strong achievement drive and passion to achieve technical and service targets. 	cleanliness of Service Centre and Warehouse.	

#15 Tower Transit Singapore

Tower Transit Singapore (TTS) is a public bus operator and the first to usher in Singapore government's bus contracting model in 2015. Today, it operates 60 public bus services and over 700 buses on behalf of Singapore's Land Transport Authority. TTS manages 7 bus interchanges and employs about 1,700 employees across two bus depots. TTS's vision is to be the most respected public transport operator in Singapore. It is part of the Kelsian Group, Australia's largest integrated land and marine, tourism and public transport service provider with operations in Singapore, the UK, the USA and across Australia.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
Bus Captain	<ul style="list-style-type: none"> • Valid Certificate 4/4A driving licence or Valid Certificate 3 driving licence for SG/SGPR only • Valid Omnibus/Bus 	<ul style="list-style-type: none"> • Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company's policies 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>Driver’s Vocational License (Company sponsor for suitable candidate without ODVL)</p> <ul style="list-style-type: none"> • Secondary 2 education/WPL Level 3, or an equivalent • High standard of safe driving skills and behaviour; • Demonstrated record of exceptional customer service, exhibiting compassion and empathy for persons with disabilities; 	<p>and procedures; as well as legislative and LTA contractual obligations.</p> <ul style="list-style-type: none"> • Responsible for maximising personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection; • Ensure a ‘right first time’ approach to maintenance, remaining flexible and adaptable to the changing maintenance demands; • Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions; • Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines;. • Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance; • Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary; • Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards; • Respond to Operations Control requests to attend to on-road repairs; • Undertake first-line maintenance of the CFMS 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>and BTS equipment in accordance with the relevant maintenance schedule;</p> <ul style="list-style-type: none"> • Responsible for correctly booking out any parts required to carry out maintenance; • Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; • Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to deliver a reliable maintenance service; • Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; • Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; • Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. • Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. • Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. • Maintain good housekeeping, safety and security of workshop and work areas. • Ensure compliance with all 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		workshop procedures, safe work practices and work instructions.	
CFMS/ Service Controller	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. • Commercial awareness and an understanding of the LTA contract regime; • Good geographical knowledge of the Singapore area; • Excellent communications skills, both verbal and written. • Ability to effectively communicate over the phone and two-way radio to a culturally diverse workforce and community; • Computer literate and the ability to be trained in a GPS real-time vehicle management 	<ul style="list-style-type: none"> • Responsible for ensuring the safe, punctual and cost effective delivery of services by managing the flow of bus captains and vehicles along the route. Liaising with Bus Captains, Interchange Supervisors, Depot Supervisors and maintenance personnel to resolve issues and restore service levels. To ensure that the highest levels of service are provided to ensure a customer centric approach is taken when dealing with service irregularities. • Monitoring and controlling services to ensure punctuality, or service headways are maintained; • Communicate with bus captains and Interchange Supervisors to enable them to effectively deliver a reliable and safe service to the customer; • Communicating in a polite, professional and courteous manner at all times to employees and external parties; • Manage on-road issues that potentially impact on service deliver; • Maintain a close working relationship with response agencies such as fire and police; • Responsible for reporting on punctuality concerns in relation to service issues; • Continually liaise with supervisors, particularly the Interchange Supervisors and Depot 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>environment such as the LTA CFMS system, and</p> <ul style="list-style-type: none"> Personal performance will be assessed including overall compliance with Excess Wait Time key performance indicators, efficient use of bus captains in managing issues with the services, on-time performance results, first and last bus key performance indicators and the instance of mileage not operated through missed, or curtailed trips. 	<p>Supervisors to ensure that services operate in accordance with timetabled instructions;</p> <ul style="list-style-type: none"> Ensuring that the first and last services on all routes run to the scheduled timetable; Deal with Major Incidents and Security Issues in accordance with the respective procedures; Responsible for building a strong working relationship with the maintenance team to ensure effective change overs in relation to vehicle breakdowns; Undertake any additional duties as requested by the CFMS Manager, and Undertake any training and development activities as requested by the CFMS Manager. 	
<p>Interchange Supervisor</p>	<ul style="list-style-type: none"> This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. Commercial awareness and an understanding of the LTA contract 	<ul style="list-style-type: none"> Responsible for ensuring a safe, punctual, reliable and cost effective delivery of services by: Managing the allocations of duty cards and information to Drivers to ensure they leave the interchange on time to commence in service; Managing the flow of drivers and vehicles along Tower Transit Operated routes through liaison with CFMS Controllers on duty; Identifying and communicating issues 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>regime;</p> <ul style="list-style-type: none"> • Good geographical knowledge of the Singapore area; • It is essential that you are PC literate and able to use Word, Excel and email, it would be desirable to have experience of the Grampian GUI allocation system. • Must have a working knowledge of Part IV of the Employment Act. • Attention to detail is imperative. • It is essential that you are able to forward plan to ensure operational cover is achieved. • Excellent communications skills, both verbal and written. • Driver communication and liaison is imperative to ensure success in this role and you must demonstrate 	<p>with schedules, allocations, specific drivers, and/or vehicles;</p> <ul style="list-style-type: none"> • Ensuring the safe movement of vehicles and pedestrians within the interchange whilst at all times having regard for the company safety policies • Forward planning on-the-day service requirements through to end-of-day. • Undertaking a variety of Administration duties in line with the business requirements. • Responsible for overseeing all driver reporting and daily driver contact at the interchange. • Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered. • Responsible for ensuring that drivers absences are accurately recorded and notify the Staff Managers of any staff who have not reported absent and have failed to report for duty. • Responsible for the prompt allocation of duty (including cards and vehicles) to ensure that drivers are ready to leave on time, record any issues of lateness and reasons for delay in service and if any mileage is subsequently lost. • Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA. • Responsible for liaising 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	<p>that you can efficiently liaise with Drivers in a polite and professional manner.</p> <ul style="list-style-type: none"> • Organisation skills are essential for you to be able to succeed in this role; • Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures. 	<p>with CFMS Controllers to ensure that services are effective and efficient.</p> <ul style="list-style-type: none"> • Responsible for communicating with customers and offering help, advice and guidance as applicable. • Responsible for responding to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. • Responsible for logging any lost property and for dealing with any customer enquiries relating to lost property. If possible identify and contact owners of any lost property. • If necessary take control of any emergency situations that may arise within the interchange, particularly if you are the site responsible person. • Responsible for ensuring a full and effective hand over and coordination across shifts. • Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage. • To undertake any additional reasonable duties at the request of your Line Manager. • To undertake any training and development activities at the request of your Line Manager. 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Service Ambassador</p>	<ul style="list-style-type: none"> • Be able to demonstrate a good track record of customer service, demonstrate compassion and empathy for persons with disabilities. • Excellent communication skills and the ability to effectively communicate with visitors and employees whose first language is not English. • Be well presented and be seen as an ambassador for the Company. • Trained in conflict resolution. 	<ul style="list-style-type: none"> • Facilitate crowd control and service operations. • Engage in customer interaction, provide a high standard of customer service at all times. • Assist Bus Captains with boarding of passengers at bus stops and bus interchanges. • Assist with management of vehicular and passenger traffic flows at bus stops, within bus interchanges and other locations as required. • Ensure that Company policies and procedures are strictly followed. • Provide a high standard of customer service at all times. • Communicate with customers and offer help, advice and guidance as applicable. • Respond to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. • Act in a friendly and professional manner to employees, customers and members of the public. • Provide management of passenger flows at bus stops and within bus interchanges including crowd control where necessary. • Assist Bus Captains with boarding of passengers including facilitation of rear door boarding. • Provide directions to passengers and assist with resource deployment during provision of Bus Bridging. 	<ul style="list-style-type: none"> - Weekly Commitment: - 5 Days

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<ul style="list-style-type: none"> Undertake any additional reasonable duties at the request of your IS. 	
Vehicle Technician	<ul style="list-style-type: none"> Flexibility of working hours is essential as shift and weekend are a feature of this role. Hold the relevant trades certificates for the functions undertaken within the position. Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. An engineering awareness and familiarity with vehicle component parts; Experience using computer based inventory systems; Hold and retain a valid forklift operator licence, Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position 	<ul style="list-style-type: none"> Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company's policies and procedures; as well as legislative and LTA contractual obligations. Responsible for maximising personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection; Ensure a 'right first time' approach to maintenance, remaining flexible and adaptable to the changing maintenance demands; Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions; Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines;. Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance; Remain up to date with 	<ul style="list-style-type: none"> Weekly Commitment: <ul style="list-style-type: none"> 5.5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>the changing technologies of the fleet and attend the relevant courses when necessary;</p> <ul style="list-style-type: none"> • Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards; • Respond to Operations Control requests to attend to on-road repairs; • Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule; • Responsible for correctly booking out any parts required to carry out maintenance; • Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; • Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to deliver a reliable maintenance service; • Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; • Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; • Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. • Undertake any additional reasonable duties as requested by the 	

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
		<p>Engineering Supervisor and Workshop Planning Manager.</p> <ul style="list-style-type: none"> • Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. • Maintain good housekeeping, safety and security of workshop and work areas. • Ensure compliance with all workshop procedures, safe work practices and work instructions. • Mentor and supervise assigned staff under your charge. • Ensure Zero Industrial accident and compliance to all statutory and or government regulations. 	

#16 Heidenhain Pacific (Backend)

The HEIDENHAIN Corporate Group is a global leader in precision measurement, motion control, and automation. Its core company, DR. JOHANNES HEIDENHAIN GmbH in Germany, develops high accuracy encoders, CNC controls, probes, and digitalization software used in advanced manufacturing, robotics, medical devices, and electronics. ETEL S.A. in Switzerland adds expertise in high performance torque and linear motors for ultra precise applications. Together, they offer graduates a collaborative, innovation-driven environment with opportunities to tackle real engineering challenges and contribute to next generation automation technologies.

Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
<p>Sales / Application Engineer (Industrial Automation) </p>	<ul style="list-style-type: none"> • Diploma in Engineering (Electrical, Mechanical, Mechatronic). Strong communication 	<ul style="list-style-type: none"> • Provide technical support and product recommendations to clients. • Conduct product demonstrations and application testing. Collaborate with sales 	<ul style="list-style-type: none"> • Weekly Commitment: - 5 Days

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Job Positions	Job Requirements	Job Descriptions	Working Hours / Location
	and presentation skills. <ul style="list-style-type: none"> • Experience in industrial automation or control systems is a plus. 	team to develop customized solutions. <ul style="list-style-type: none"> • Support post-sales activities including troubleshooting and training. 	
Technical Sales Engineer (Electronics Components) 	<ul style="list-style-type: none"> • Diploma in Electronics, Electrical, Mechatronic Engineering. Sales experience in B2B environment preferred. Self-motivated with a customer-focused mindset. 	<ul style="list-style-type: none"> • Identify customer needs and propose suitable electronic components. Build and maintain strong client relationships. Work closely with suppliers and internal teams to ensure timely delivery. Prepare quotations and follow up on sales leads. 	<ul style="list-style-type: none"> • Weekly Commitment: <ul style="list-style-type: none"> - 5 Days

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