

# e2i Skills & Career Fair @ The Frontier CC 20 June 2025

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

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## #1 ALBA W&H Smart City

ALBA has more than 50 years of experience in Europe and more than 20 years in Asia in the waste management and recycling industry. ALBA Group Asia has its headquarters in Hong Kong SAR, and has its operating facilities in China, Indonesia, and Singapore. With its vision for a World without Waste, the company focuses on four business areas, namely: Smart City Solutions, Plastics Recycling, Green Gas & Green Fuel Technology, Hazardous Waste Recycling & Management. ALBA is globally renowned for top-quality recycling and smart waste management solutions.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Waste Truck Attendance</b>	<ul style="list-style-type: none"> <li>Willing to work on weekends on a rostered basis</li> </ul>	<ul style="list-style-type: none"> <li>To work as a team together with the assigned truck driver to ensure that all required waste is collected on time.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> 7am- 4.30pm</li> <li><b>Employment Type:</b> Full-Time</li> </ul>
<b>Waste Truck Driver</b>	<ul style="list-style-type: none"> <li>Possess class 4 driving license.</li> <li>Willing to work on weekends on a rostered basis</li> </ul>	<ul style="list-style-type: none"> <li>To perform waste collection from both public and private housing estates, government, and commercial premises within assigned timeline.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> 7am- 4.30pm</li> <li><b>Employment Type:</b> Full-Time</li> </ul>

## #2 Children's Aid Society

Established in 1902, Children's Aid Society aims to provide a holistic range of residential care, specialised therapy, and psychological services to support and empower the most vulnerable in our community through their challenges of adverse family circumstances, family violence, and child neglect.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Executive, Communications</b>	<p>Technical Competencies:</p> <ul style="list-style-type: none"> <li>Diploma or Degree in Communications, Marketing or Business Management preferred.</li> <li>A strong command of the English language with an ability to write creatively; should have some passion for writing.</li> <li>Effectively bilingual, both written and spoken advantageous.</li> <li>Proficient in Microsoft Office and design software</li> </ul>	<p>Communications</p> <ul style="list-style-type: none"> <li>Gatekeeping of corporate collaterals of CAS, ensuring it follows CAS brand guide</li> <li>Writing and vetting of various corporate communications. (e.g. Speeches, Decks, Media enquiries, Annual Report, Press Releases)</li> <li>Create, design and curate pieces for CAS' digital e-newsletter</li> <li>Developing and designing collaterals and mailers (digital and traditional) for projects and events.</li> <li>Curating and executing digital campaigns on Mailchimp and</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 9am to 6pm</li> <li><b>Employment Type:</b> 1 year contract</li> <li><b>Location</b> Boon Lay Avenue</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Preferred achievements/characteristics:</p> <ul style="list-style-type: none"> <li>• A positive and committed attitude with a strong desire to serve the community.</li> <li>• Ability to work under pressure, strong attention to detail, multi-tasking and adaptability.</li> <li>• Excellent interpersonal skills.</li> <li>• Organised, detailed and able to multi-task.</li> <li>• Team player with a collaborative spirit</li> </ul>	<p>GivingSG to engage and grow the digital database.</p> <ul style="list-style-type: none"> <li>• Manage strategic messaging, planning and executing social media content plans for Facebook, Instagram, LinkedIn and CAS' website contents</li> <li>• Produce donor impact report, annual report or other marketing/educational collaterals and curate content for public consumption</li> <li>• Seek information on the latest trends and resources in corporate communications</li> <li>• Perform the function of a secretariat for committee meetings</li> <li>• Establish and maintain regular communications &amp; engagement with internal &amp; external stakeholders through various communications channels</li> <li>• Develop and maintain good relationships with media partners</li> <li>• Coordinate and arrange approved visits to Melrose Home and Melrose Care Donor Relations</li> <li>• Assist in planning and executing fundraising programmes and events.</li> <li>• Engaging potential donors through communication.</li> <li>• Manage all comms for fundraising programmes and events. - Provide support for all fundraising, outreach and ad-hoc events.</li> <li>• To perform any other duties assigned by the Manager, Community Partnership or Executive Director</li> </ul>	
<p><b>Executive, Engagement &amp; Partnerships</b></p>	<ul style="list-style-type: none"> <li>• Experience in volunteer and donor management in the non-profit sector would be an advantage</li> <li>• Good communication (written and oral) and interpersonal skills</li> <li>• A good team player with a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Fundraising Events/Projects Management</li> <li>• Assist in planning, organizing and implementation of creative and innovative fundraising events/projects.</li> <li>• Ensure compliance with prevailing regulatory requirements for fundraising activities. Liaise with relevant authorities and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 9am to 6pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Boon Lay Avenue</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Resilient and adaptable in a fast-paced environment</li> <li>• Able to work independently and effectively manage a varied and high-volume workload within set deadlines with a 'can-do' attitude</li> <li>• Meticulous, detailed in work and high standard of numeracy skills</li> <li>• Good knowledge of Microsoft office suite, such as Excel, Word, Outlook and Powerpoint</li> </ul>	<p>corporations for application of licenses, permits and appeals where appropriate.</p> <ul style="list-style-type: none"> <li>• Support the planning and execution of all fundraising events (including the preparation of materials, audio-visual materials, appeals, events, etc.)</li> <li>• Donor Engagement and Partnerships Management - Liaise closely with corporates and individuals with regards to monetary donations, donations-in-kind, and fundraising initiatives.</li> <li>• Conduct research, data mining and analysis for donor projects</li> <li>• Prepare regular Fundraising &amp; Donor Management Report and provide up-to-date and accurate information on all donations</li> <li>• Prepare funding proposals, donation appeals and appreciation letters</li> <li>• Work with internal stakeholders to ensure impact reporting measures are incorporated into the donor-funded programme.</li> <li>• Oversee management of all incoming donations, solicited and unsolicited from individuals, groups, corporates etc.</li> <li>• Work closely with Finance to ensure restricted and unrestricted Donations are well managed.</li> <li>• Volunteer Management: <ul style="list-style-type: none"> <li>• Develop and implement strategies to attract and recruit volunteers with diverse skills and backgrounds.</li> <li>• Conduct interviews, background checks, and reference checks to ensure the selection of qualified volunteers.</li> <li>• Develop, update and manage policies, procedures, and standards for volunteers</li> <li>• Execute best practices in volunteer management, improving the experience of volunteers and building internal capability to strengthen volunteer</li> </ul> </li> </ul>	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		management and improve retention. <ul style="list-style-type: none"> <li>• Design, co-create and implement volunteer engagement programmes e.g. learning journey, networking opportunities, appreciation events.</li> <li>• Create, maintain, and update the volunteer database and records. Handle volunteer management administrative work</li> <li>• Develop, implement, and evaluate the CAS volunteer programmes.</li> <li>• Work with internal and external stakeholders to roster and organise volunteers/ befrienders for activities.</li> <li>• Conducting ongoing service evaluation delivered by volunteers and implement improvements when required.</li> </ul>	
<b>Guidance Officer</b>	<ul style="list-style-type: none"> <li>• The residential home setting is a 24/7 facility.</li> <li>• Guidance Officers are rostered to work shifts (sometimes 7am to 4pm, mostly 1pm to 10pm; 5 days a week with 2 rotational off days).</li> </ul>	Home Management <ul style="list-style-type: none"> <li>• Programme Development:</li> <li>• To support and support the Unit Leaders and Senior Guidance Officers’ efforts in developing and implementing biopsychosocial or educational programmes in the unit.</li> </ul> Resident Management: <ul style="list-style-type: none"> <li>• Supervision of Residents’ Physical Needs - To ensure residents receive adequate food nourishment and support them in doing their laundry.</li> <li>• Supervision of Residents’ Psychosocial Needs</li> <li>• To provide supervision and care to the residents. The GO is to actively promote the involvement of all residents in the Home’s social group, counter the isolation of individuals by others, nurture friendships between residents, and support those residents who for any reason do not readily “fit in” to the social group.</li> <li>• To guide and develop socially acceptable behaviour in residents, in a manner that does not infringe on their rights or the rights of</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> AM Shift: 7am - 4pm &amp; PM shift: 1pm - 10pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Location</b> Boon Lay Avenue</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>others, and which is consistent with sound behaviour management principles.</p> <ul style="list-style-type: none"> <li>• To support the residents' adherence to the Unit's behaviour management system. This system gives clarity to the rules and requirements of the Home and sets clear expectations on how residents should relate to one another.</li> <li>• To manage residents' behavioural issues using a trauma-informed approach.</li> <li>• To provide guidance for residents in supporting their growth and development and motivate/mentor the residents.</li> <li>• To provide support for the positive social and emotional development of the residents.</li> </ul> <p>Health and Hygiene</p> <ul style="list-style-type: none"> <li>• To ensure the proper maintenance and cleanliness of the Home's premises and the unit's dormitory.</li> <li>• To educate and reinforce acceptable personal hygiene standards to youth and children.</li> <li>• To oversee the medical and health needs of the residents in the unit.</li> </ul> <p>Academic and Cognitive Needs</p> <ul style="list-style-type: none"> <li>• To oversee the academic needs of the residents in the unit.</li> </ul> <p>Crisis Management</p> <ul style="list-style-type: none"> <li>• To provide on-site incident or crisis management when necessary</li> <li>• Supervision Outside of Melrose Home</li> <li>• To escort and supervise youths and children to and from the clinic, the hospital, the school or to attend programmes and activities outside the Home.</li> </ul> <p>Integrated Care Plans</p> <ul style="list-style-type: none"> <li>• In consultation with the Caseworker, to support the Residents' integrated care plans through the programmes delivered in the unit or through day to day tasks/activities</li> </ul>	

### #3 Duck King One

#### The 70s Braised Delicacies

A dynamic duck rice stall emerged at 60 Stalls, Yung Sheng Road and Market. It's renowned for its Teochew-style duck rice, the stall's flavourful dishes became a local sensation.

The fragrant duck and perfectly cooked rice drew in a loyal community, turning the stall into a cherished gathering spot.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Kitchen Assistant (Full Time/Part Time)</b>	<ul style="list-style-type: none"> <li>• Minimum of 1 – 2 years in Kitchen operations</li> <li>• Works effectively to promote harmony and teamwork</li> <li>• Able to speak Basic Chinese/English to converse with Chinese/English speaking customers</li> <li>• Able to work shift - weekends and public holiday</li> <li>• Candidate with Food Hygiene certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Cook and prepare food for customers as per the standard recipes</li> <li>• Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy)</li> <li>• Ensure food is prepared in a timely manner</li> <li>• Ensure appealing plate presentation</li> <li>• Ensure area of responsibility are clean, tidy and organised</li> <li>• Ensure general cleanliness and hygiene in food preparation and storage are in accordance to NEA and SFA guidelines</li> <li>• Check stock level, order and replenish of stock in FIFO order</li> <li>• Ensure sufficient stock for daily operation; stocks and ingredients keep fresh and follow FEFO (first expired first out) system</li> <li>• Ensure compliance with all health and safety regulations within the kitchen area</li> <li>• Ensure that all the kitchen equipment is in good working order and reports any faults or damage</li> <li>• Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware</li> <li>• Maintains a clean kitchen and keeps dish area organized and free of clutter</li> <li>• Maintains clean, dry floors throughout the shift</li> <li>• Cleans and sanitizes storage areas, including freezers and refrigerators</li> <li>• Assists in storing food deliveries</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time / Part Time</li> <li>• <b>Location</b> Various location</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Monitors trash cans throughout shift, making sure to remove full trashcans and boxes as needed and at the end of each shift</li> <li>• Any other duties as assigned</li> </ul>	
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Minimum 1 year experience in F&amp;B Operations is preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Take customer's order and serve food in a timely manner</li> <li>• Basic cashiering duties, issuing receipts, accepting payments, returning the change.</li> <li>• Close the shift on the POS terminal</li> <li>• Check the cash float and handle all the cash transactions undertaken in the restaurant in course of operations and organized transfer of the cash to the reception cashier</li> <li>• Maintain cleanliness of the outlet and ensure service counters are presentable at all times</li> <li>• Clean and remove dishes from the table after service is completed</li> <li>• Inform Supervisor / Manager on customer's feedback and/or suggestions</li> <li>• Any other duties as directed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Stall Assistant (Full Time/Part Time)</b>	<ul style="list-style-type: none"> <li>• Works effectively to promote harmony and teamwork</li> <li>• Able to speak Basic Chinese/English to converse with Chinese/English speaking customers</li> <li>• Able to work shift - weekends and public holiday</li> <li>• Candidate with Food Hygiene certificate will be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in the counter in serving and preparing food</li> <li>• Ensure food is prepared in a timely manner</li> <li>• Perform cashiering duty at food stall using POS machine</li> <li>• Take customer's order and ensure the orders are keyed correctly into POS machine</li> <li>• Ensure compliance with all health and safety regulations within the kitchen area</li> <li>• Ensures correct and safe use of all equipment and tools</li> <li>• Deals effectively with guests and workplace associates using SOP at all times</li> <li>• Any other duties as directed</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 35/44 hours</li> <li>• <b>Employment Type:</b> Full Time/ Part Time</li> <li>• <b>Location</b> Various location</li> </ul>

#### #4 Exceltec Property Management

Exceltec Property Management incorporated in 1997, is an established property and facilities management company, providing one-stop property solutions in Singapore. These solutions cater to sectors such as commercial, retail and industrial and include core services such as property and asset management and integrated facilities management. Over the years, our company has shot up the ranking in the SME 1000. The

ranking helps in credibility building raising visibility, benchmarking, and employee's motivation. Today, Exceltec is a dynamic firm that prides itself on its customer-centric and innovative approach to problems. The Company's strong ability to constantly innovate and adapt to tackle any curve ball that comes its way has enabled it to thrive.

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Administrative Assistant/Officer</b>	<ul style="list-style-type: none"> <li>• Min GCE 'O' Level 1 to 2 years of admin support experience</li> <li>• Good Customer Service Skills Proficient in MS Excel and Word</li> <li>• Able to multi-task, meticulous and independent</li> <li>• Able to start work on short notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide administrative support in the areas of documentation, data entry, filing, reports for operations</li> <li>• Procurement and issuance of proforma invoice</li> <li>• Negotiation with current and new vendors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>
<b>Accounts Officer/ Executive</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma, Advance/Higher/ Graduate</li> <li>• Diploma in Accountancy or equivalent</li> <li>• At least 3-5 years of working experience in the related field is required for this position.</li> <li>• Able to multi-task and work under pressure with sometimes tight reporting timelines.</li> <li>• Proficient in MS Office, especially Excel and other related IT programs.</li> <li>• Willingness to learn, with a pleasant disposition.</li> <li>• A team player who is meticulous, self-motivated, and independent with a strong sense of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for the full set of accounts of multiple clients and other matters relating to the respective set of accounts.</li> <li>• Ensure accounts are closed on time and according to the agreed date for submission to clients for the monthly meeting</li> <li>• Ensure accounting records and treatment comply with SOP and Accounting Standards General billing to be sent to sub-proprietors and relevant parties within the stipulated timeline</li> <li>• Timely update of receipts to send monthly statements and reminders to sub-proprietor within deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8:30am - 6pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>
<b>Assistant/ Facilities Manager</b>	<ul style="list-style-type: none"> <li>• Relevant bachelor's degree holder in Engineering, Facilities Management, or equivalent.</li> <li>• Minimum 3 years of post-degree experience in related Facility Management or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that a building or facility is properly maintained, operated, and managed</li> <li>• Manage operating budgets and resources</li> <li>• Manage staff and contractors</li> <li>• Coordinate with other</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		departments and stakeholders, and plan and implement facility improvements <ul style="list-style-type: none"> <li>• Possess strong organizational and leadership skills</li> <li>• Solid understanding of building systems and maintenance procedures and the ability to manage multiple projects and priorities simultaneously</li> <li>• Experiences in a variety of settings, including office buildings, hospitals, schools, and government buildings, are preferred</li> </ul>	
<b>Building/ Facilities Technical Officer</b>	<ul style="list-style-type: none"> <li>• Diploma; Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li> <li>• Minimum 3 years' experience in related ACMV, Audio Visual, BMS, Building, Electrical, Mechanical, or equivalent work.</li> <li>• General competency in the use of computer. Capable in English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Review and/or undertake preventive and corrective maintenance to ensure adherence to quality standards and procedures</li> <li>• Lead technical investigation in response to fault calls</li> <li>• Review documentation on procedures and schedules of maintenance works</li> <li>• Track consumable and non-consumable items</li> <li>• Review risk assessments in accordance with regulatory and organizational Workplace Safety and Health (WSH) policies and Quality and Environmental Management System (EMS) standards and their practices</li> <li>• Engage in continuous improvement initiatives to improve time, cost, and quality management</li> <li>• Support the use of the latest smart facilities management trends or technologies.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>
<b>Cleaning Crew</b>	<ul style="list-style-type: none"> <li>• No formal qualification required</li> </ul>	<ul style="list-style-type: none"> <li>• General cleaning duties. Vacuuming, sweeping, and mopping floors of various types.</li> <li>• Dusting ceilings, light fittings, countertops, and loose furniture.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5-6 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Scrubbing and sanitizing toilets, sinks and fixtures.</li> <li>• Emptying waste bins. Washing and drying windows</li> </ul>	Full Time <ul style="list-style-type: none"> <li>• <b>Location</b> Jurong East</li> </ul>
<b>Cleaning Supervisor</b>	<ul style="list-style-type: none"> <li>• 2 year experience in relevant industry will have an added advantage.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently with minimal supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Check equipment condition.</li> <li>• Monitor the Service team.</li> <li>• Coordinate and liaise with clients at work site.</li> <li>• Facilitate effective communication and engagement at the workplace.</li> <li>• Handle complaints and feedback from clients.</li> <li>• Handle reassignment of tasks when needed. Identify training needs for all soft-skill staff. Inspect work done daily.</li> <li>• Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications.</li> <li>• Monitor cleaning material stock level and re-order materials, if required.</li> <li>• Provide help and guidance to immediate reports. Submit report, if required. Any other ad hoc duties as and when required.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>
<b>Condominium / Building Manager (MCST)</b>	<ul style="list-style-type: none"> <li>• 3-5 years' experience in managing condominium/ complex</li> <li>• Preferably possess an Estate Management Diploma and familiarity with BMSMA/Certificate in Strata Property Management</li> <li>• Strong communication and negotiation skills Exhibit organizational and leadership skills.</li> <li>• Well organize and optimise cost, space, and equipment while working within the budgeted operational costs.</li> <li>• Able to handle pressure, multiple tasks, prioritize and manage time effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a Condominium Manager to manage and upkeep the condominium units and grounds maintenance effectively.</li> <li>• The incumbent is responsible for preserving the good condition of the infrastructure so that they are safe, maintained, and functioning.</li> <li>• Fully responsible for the day-to-day operation of the complex / building, ensuring all facilities are fully operational at all times</li> <li>• Schedule, coordinate and supervise all maintenance functions to the highest standard expected for the client and the subsidiary proprietors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to handle all levels of people with a customer service-oriented mindset.</li> </ul>	<ul style="list-style-type: none"> <li>• Plan, coordinate and facilitate council meetings and Annual General meetings.</li> <li>• Prepare Minutes of Council Meetings</li> <li>• Manage and supervise all maintenance and administrative staff assigned to the complex/building</li> <li>• Manage and review all vendor contracts, agreements and insurance 2 months before their expiry and recommend renewal or call for quotation/ tender</li> <li>• Ensure all contract works/ routine servicing is carried out accordingly as specified in their contract's agreement</li> <li>• Maintain continuous contact and communication with vendor contractors, clients and staff</li> </ul>	
<b>Electrical Engineering - LEW Grade 8</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma in Engineering (Electrical) with more than 5 years of field experience or ITC/Nitec (Electrical) with more than 8 years field experience related in Electrical maintenance work or Facilities Management.</li> <li>• Strong building and M&amp;E knowledge hands-on experiences</li> <li>• Able to work independently and possess good interpersonal skills</li> <li>• Good communication skills both verbal and written</li> <li>• Pro-active, independent, able to work with minimal supervision.</li> <li>• Service orientated mind-set</li> <li>• Possess a high level of initiative and integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and lead a team of technical officers, supervisors, technicians and contractors in facility management and operation of assigned buildings/estates</li> <li>• Plan and execution of corrective or preventive maintenance programme.</li> <li>• Implement efficiency improvement on the operational process, innovating and implementing systems improvement on energy conservation</li> <li>• Provide excellent service to meet client expectations. Achieve effective, economic and safe operations of all Electrical Services' equipment and system by the team of technical officers and technicians.</li> <li>• Providing feasible solutions and coordinate with owners/users, consultants, vendors/contractors on engineering functional</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess strong leadership quality, good planning and organizing ability</li> <li>• Provide guidance and troubleshoot Electrical Services' faults.</li> <li>• To possess a LEW Grade 8 qualification Has a good safety mindset and displays good WSH behaviour</li> </ul>	<ul style="list-style-type: none"> <li>requirements and ensure the objectives are achieved.</li> <li>• Conduct regular inspection of existing Electrical installation to ensure that all maintenance programmes are implemented effectively in strict compliance with instructions and guidelines.</li> <li>• Ensure all works carried out safely and / or in accordance with safety procedures. Support the operation of the projects. Ad-hoc duties as assigned.</li> </ul>	
<b>Facilities/ Building Manager</b>	<ul style="list-style-type: none"> <li>• Relevant bachelor's degree holder in Architecture or Engineering or Facilities Management or equivalent.</li> <li>• Minimum 2 years of post-degree experience in related Facility Management or equivalent.</li> <li>• Preferably Certified Fire Safety Manager by SCDF/equivalent. LEW7 or LEW8 licence will be a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop quality standards and procedures for preventive and corrective maintenance works.</li> <li>• Formulate plans to improve facility operations and establish incident response procedures</li> <li>• Evaluate the services provided by third parties against contractual terms and scope of work</li> <li>• Maintain trust and rapport with users through consistency in service standards Evaluate technical reports and progress reports to propose recommendations</li> <li>• Review tender specifications and risks in bidding and evaluate quotations from third-party service providers</li> <li>• Review subcontractor maintenance contracts, Service Level Agreements (SLA) and budget plans</li> <li>• Cascades organisational Workplace Safety and Health (WSH) practices and Quality and Environmental Management System (QEMS) standards and sustainability guidelines according to the organisation's green building strategy</li> <li>• Deploy resources to support operations and identify recruitment needs and areas</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		for technical and business management training and development to ensure the achievement of performance metrics <ul style="list-style-type: none"> <li>Analyses the viability of proposed continuous improvement initiatives to improve time, cost and quality. Implement the latest smart facilities management trends and technologies</li> </ul>	
<b>Facilities Engineer (Mechanical   Electrical)</b>	<ul style="list-style-type: none"> <li>Minimum a Mechanical Engineering Degree or Electrical Engineering Degree from a recognized tertiary establishment.</li> <li>5 years of experience in M&amp;E Facilities operations at large-scale development (&gt;50,000 sqm).</li> <li>Experience in managing M&amp;E upgrading and retrofitting works, installation of new M&amp;E systems, as well as testing &amp; commissioning work with the ability to respond and investigate the cause of system fault and failure for major M&amp;E equipment such as ACMV, Fire Protection systems, HT, LT, ELV, and the BMS System.</li> </ul>	<ul style="list-style-type: none"> <li>The duties of the Facilities Engineer shall include but not be limited to the followings - Review proposed M&amp;E systems design by considering design for maintainability, design for safety and SDC operational needs based on different building types</li> <li>At the building commissioning stage, attend training sessions and understand the operations of the various M&amp;E systems</li> <li>To attend the testing &amp; commissioning of each M&amp;E system</li> <li>Able to perform chiller system fault detection and diagnosis Conduct physical site surveys using a variety of equipment and tools</li> <li>Prepare sketches and notes and perform electronic data collection</li> <li>Coordinate field staff and process field data Interface with C&amp;S engineers, M&amp;E engineers, architects, landscape architects, specialist vendors, and general vendors</li> <li>Verify the accuracy of data, including measurements and calculations conducted at the Property Research testing and commissioning evidence, including maps, physical evidence, and other records to obtain data needed for</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		building systems and equipment condition appraisal <ul style="list-style-type: none"> <li>• Prepare site documents and present findings to SDC</li> <li>Preparation of strategic facility management plan for the next five (5) years</li> <li>• Preparation of operation manuals for the FM team</li> <li>Develop an energy and sustainability framework for the building</li> <li>• Preparation of business continuity plans for the building owner and resilience studies.</li> </ul>	
<b>Facilities Officer</b>	<ul style="list-style-type: none"> <li>• Min Nitec in Electrical/Mechanical Engineering with 1 year experience.</li> </ul>	<ul style="list-style-type: none"> <li>• The duties of the Facility Officer shall include but not limited to the following:</li> <li>• Working in a team to manage daily works.</li> <li>• Involve in inspection of horticultural works, upgrading building projects and building maintenance issues.</li> <li>• Liaising with contractors and attending to improvement works and feedback from the customers.</li> <li>• In addition, you are required participate in various meetings with the customers and assist the Account Managers in management reporting as required by the customers.</li> <li>• Perform routine daily inspections around the building and surrounding areas to check for building defects, safety issues and non-compliance of building regulation.</li> <li>• Plan and schedule preventive maintenance and identify improvement works.</li> <li>• Supervise the contractor's works.</li> <li>• Update maintenance records and stock inventory in the system.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Attend to tenants' requests, feedback and complaints.</li> <li>• Monitor tenancy fit-out and building improvement works.</li> <li>• Response/Operate the fire alarm system.</li> <li>• Oversee the operations for cleaning services, security system, landscaping, pest control and carpark operations</li> <li>• Any other duties as assigned</li> </ul>	
<b>Helpdesk Officer</b>	<ul style="list-style-type: none"> <li>• Min GCE 'O' Level 1 years of admin support experience</li> <li>• Good Customer Service Skills</li> <li>• Proficient in MS Excel and Word</li> <li>• Able to multi-task, meticulous and independent Able to start work on short notice.</li> </ul>	<ul style="list-style-type: none"> <li>• Operate a Help Desk to manage all issues relating to facilities feedback, service requests, and any other issues.</li> <li>• Manned facilities for receiving, logging, tracking and responding appropriately to user requests or feedback that are received via phone, e-mail and other communication platforms (e.g., WhatsApp/Telegram/Chat bot).</li> <li>• Act as the first line of response to channel urgent feedback, faults, defects, breakdown, repairs, and damages to the relevant maintenance staff.</li> <li>• Inform user of the outcome and actions taken to rectify the problem as a form of closure to each feedback.</li> <li>• Close the feedback loop with all users on the status of issues raised to the maintenance teams in relation but not limited to the following matters:               <ul style="list-style-type: none"> <li>• a. All queries and requests relating to services and events support;</li> <li>• b. Notification of faults and complaints relating to the services from NP community and members of public;</li> <li>• c. Requests for temporary changes to the delivery and scope of services;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> Day shift   Average of 44 hours per week</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• d. Notification and responding to emergency calls;</li> <li>• e. Monitoring of alarms;</li> <li>• f. Update of progress regarding any fault notified to the Helpdesk; and</li> <li>• g. All other issues raised by users.</li> <li>• Maintain and upkeep all faults/defects reported into the CMMS, phone calls, emails etc, and to ensure that reported faults are being channelled to the staff for immediate response and follow-up.</li> <li>• Categorize the feedback based on the KPIs and inform the urgency of the matter to relevant contractors/maintenance staffs.</li> <li>• Prepare monthly reports for tracking suggestions, complaints, breakdown etc. received together with their resolved status.</li> </ul>	
<b>Property Executive (MCST)</b>	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• Effective management of recreation facilities, common areas including car park, landscape areas and all M&amp;E plants, fixtures and fittings.</li> <li>• Effective preventive maintenance programs to avoid large, expensive repairs. Planning and organizing activities and decorations during major festive seasons.</li> <li>• Competitive tendering to ensure purchases and service contracts are on competitive terms.</li> <li>• Recommend a sound budget to determine the amounts to be collected for the Management Fund and Sinking Fund.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsibilities Responsible for day-to-day operations</li> <li>• Coordinate and supervise site staff and service providers for the maintenance of the estate</li> <li>• Attend to residents' feedback and enquires</li> <li>• Coordinate and attend the Council meetings and general meetings</li> <li>• Administration and management of contracts</li> <li>• Handle any ad-hoc duties as required Knowledge of BMSMA</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b></li> <li>• Jurong East</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ensuring proper coordination/management of renovation works. Ensure a proper and fair booking system for all recreational facilities. Leads a team of personnel providing maintenance, security, fire safety and car park management.</li> <li>• Plan preventive building maintenance works for common facilities and properties.</li> <li>• Place orders for building maintenance materials and keep track of their issuance as and when required.</li> <li>• Oversee the security of the estate.</li> <li>• Maintenance of cleaning standards. Guide and supervise the building officer in carrying out all his duties</li> <li>• Review all contracts, agreements and insurance two months before expiry and recommend renewal or call for quotation/tender.</li> <li>• Advise Council if the expenditure is within the budget approved at the General Meeting.</li> </ul>		
<b>Property/ Facilities Executive (FM)</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Building or Facilities disciplines from a recognised tertiary establishment (with M&amp;E background is preferred). At least 3 years of relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Supervise workers on maintenance matters, service facilities, conservancy work and others</li> <li>• Manage the day-to-day permit to work system</li> <li>• Manage emergency and ad-hoc repairs, breakdowns, and troubleshooting.</li> <li>• Provide technical support and attendance where necessary and act as an authorised person.</li> <li>• Manage and act as the coordination point between</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b></li> <li>• Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>the Main Contractor and the client;</p> <ul style="list-style-type: none"> <li>• Manage customer service-related issues, ensure proper response and action items with customers (any tenants or members of public) are closed in a timely and professional manner</li> <li>• Co-ordinate, manage and monitor all corrective and preventive maintenance programmes.</li> <li>• Attend to complaints and feedback from tenants. Investigate and report tenancy infringements by tenants.</li> <li>• Assist in all surveys required by the client Attend to any other matter as assigned from time to time.</li> </ul>	
<p><b>Property Officer (MCST)</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Building/Facilities Management/Building Services/Engineering, or relevant working experience. minimum 2 years of relevant working experience in MCST.</li> <li>• Good communication skills, both written and spoken.</li> <li>• Team player, able to work independently with minimal supervision.</li> <li>• Knowledge in BMSMA will have an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage and maintain the properties in a clean and tenable condition.</li> <li>• Implement Routine and Preventive Maintenance for the properties</li> <li>• Supervise and ensure that all types of routines and ad-hoc repair works routines and ad-hoc repair works undertaken by the term contractors are carried out according to the</li> <li>• Contract Inspect the properties according to inspection schedule for environmental health, safety concerns and advise rectification method Submit monthly reports on any misuse of properties</li> <li>• Attend to all complaints / feedback, incidents and crisis situations and submit incident report</li> <li>• Coordinate, attend meetings and/or inspections and follow-up with Authorities / Departments and services providers</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b></li> <li>• Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Manage and Maintain the M&amp;E services and equipment in the properties</li> <li>• Recommend and seek approval from client for all repair/replacement works Collate and maintain all utilities and data of the properties</li> <li>• Conduct fire safety management according to SCDF requirement (if required) Any other duties assigned by immediate Manager</li> </ul>	
<b>Property &amp; WSH Coordinator</b>	<ul style="list-style-type: none"> <li>• ISO 9001 &amp; 140001, OHSAS 45001 knowledge preferred</li> <li>• Strong knowledge of WSH practices &amp; local WSH statutory regulations</li> <li>• Proficient in Microsoft computer application skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace Safety and Health (WSH), perform WSH activities such as risk assessment, safety inspection for office building, and conduct safety briefings</li> <li>• Assist in developing, implementing, monitoring, and reviewing WSH activities, systems, programmes, and databases to ensure it is up-to-date, in compliance with legal requirements and improve when necessary Fulfilment of the assigned WSH KPIs and provide advice/guidance to staff, WSH champions, and WSH internal auditors Handle and be responsible for audits for various QHSE standards: ISO 9001, ISO 14001, and ISO 45001</li> <li>• Responsible for audit preparation documentation, internal and external audit, inspection matters, and product classification approvals not limited to ISO Management Systems ISO 9001:2015, ISO 45001:2018 bizSAFE, Risk Assessment, Safe Work Procedure (SWP) and Workplace Response, Fire Safety matters and SGSecure Develop and promote effective environmental management systems in Company per ISO 14001 standards</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p><b>Senior Business Development Executive</b></p>	<ul style="list-style-type: none"> <li>• Polytechnic Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Support and administrative function to the business development of Exceltec core business verticals, emphasizes Integrated Facilities Management for Hard and Soft FM services.</li> <li>• Tender Management - to work with the BD team to participate in tenders Including the attendance of site walks/briefings, administration, pricing, negotiation, strategy, submission, and proposals. Inter-department proposals; collaboration to develop competitive tender and business proposals.</li> <li>• Continuous improvement of business development processes, SOPs, and marketing materials.</li> <li>• Engage clients to understand their requirements and needs and to build rapport with them.</li> <li>• To be part of the transition team, working with operations, HR, Finance and clients on transitional activities to ensure knowledge transfer of contract specifications and fulfilment of project deliverables.</li> <li>• To collaborate with Government Authorities/Statutory Boards related to the Built Environment Sector, such as BCA, NEA, URA, HDB, SLA, LTA, NParks, etc., to participate in town-hall sessions, implementation committees, etc.</li> <li>• Other scope and roles related to the Business Development domain may be assigned by the immediate supervisors, e.g. Corporate and Marketing roles.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Senior Fire Safety Manager</b>	<ul style="list-style-type: none"> <li>Other Advanced Diploma/Post Graduate Diploma qualifications or equivalent Certified SFSM</li> </ul>	<ul style="list-style-type: none"> <li>To oversee the general fire safety and maintenance of firefighting facilities for the assigned property, as well as the planning and execution of fire emergency procedures for the occupants.</li> <li>To carry out routine inspections to exercise supervision over the maintenance of fire safety measures within the assigned property.</li> <li>To submit the annual report to the Fire Safety Bureau (FSB) for the renewal of fire certificate</li> <li>To conduct monthly inspections and assist the Employer/Client in developing an effective Fire Safety Management Programme for the assigned property</li> <li>To assist in the preventive maintenance of all fire protection systems provided in the assigned property is carried out by the vendors or their local agents.</li> <li>To ensure the occupants' load of any part of any building does not exceed the capacity prescribed under the fire code</li> <li>To check whether any fire hazard condition is found within the assigned property</li> <li>To assist the Employer/Client in complying with all fire safety requirements and providing an emergency plan according to the Fire Safety Act To assist the Employer/Client to ensure at all times that fire safety requirements contained in the fire emergency plan are complied with</li> <li>To prepare and formulate a fire emergency plan for the assigned property and to assist the Employer/Client in organizing fire drill as</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5.5 days</li> <li><b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> <ul style="list-style-type: none"> <li>Jurong East</li> </ul> </li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>regulated by the Fire Safety Act in order to ensure that all persons employed in or using the property or part thereof, are familiar with all means of escape in case of fire</p> <ul style="list-style-type: none"> <li>• To assist and train the site staff to co-ordinate and supervise the occupants in the property in firefighting and evacuation in the event of fire or other emergencies</li> <li>• To assist the Employer/Client to supervise and control the operation of fire command centre in the event of fire or other emergencies.</li> <li>• To carry out such other duties as the Commissioner may require under Fire Safety Act</li> </ul>	
<b>Supervisor/ Senior Supervisor (M&amp;E)</b>	<ul style="list-style-type: none"> <li>• Higher NITEC or NITEC in Mechanical Engineering, Facilities Management, or equivalent.</li> <li>• Minimum 3 years of related experience. General competency in the use of computer. Capable of English writing and reporting.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform preventive and corrective maintenance works according to quality standards and procedures Conduct technical investigations in response to fault calls Provide summary reports on preventive and corrective maintenance works</li> <li>• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies and practices Report accidents, near misses and incidents in accordance with WSH reporting practices</li> <li>• Ensure compliance with Quality and Environmental Management System (QEMS) standards and practices, Environmental Sustainability regulations and organisational requirements</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management Support the use of the latest smart facilities management trends or technologies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p><b>System Administrator</b></p>	<ul style="list-style-type: none"> <li>• Degree/Diploma in Computer Science/Information Technology.</li> <li>• Basic knowledge of computer networks/infrastructure.</li> <li>• Strong analytical and problem-solving skills. Able to handle sensitive information confidentially.</li> <li>• Minimum 2 years of experience in a similar field. Strong knowledge of MS 365 and Azure.</li> </ul>	<ul style="list-style-type: none"> <li>• System Maintenance and Configuration: Install, configure, and maintain hardware and software for the organization’s infrastructure. Monitor system performance to ensure everything runs smoothly and securely. Regularly update systems to provide necessary patches and upgrades. Network Management:</li> <li>• Manage network servers and technology tools. Set up user accounts and workstations.</li> <li>• Monitor network performance and integrity.</li> <li>• Security: Ensure security through access controls, backups, and firewalls. Frequently review security protocols and make adjustments as needed.</li> <li>• Respond to and resolve help desk requests. Data Management:</li> <li>• Oversee data storage solutions and database systems. Ensure data recovery and backup procedures are in place and function correctly.</li> <li>• Manage and store backups.</li> <li>• Troubleshooting and Support: Troubleshoot issues and outages.</li> <li>• Upgrade systems with new releases and models. Provide technical support and training to other employees.</li> <li>• Documentation and Policy</li> <li>• Development: Develop expertise to train staff on new technologies.</li> <li>• Build an internal wiki with technical documentation, manuals, and IT policies.</li> <li>• Document system performance and plan for future upgrades.</li> <li>• Collaboration and Communication: Work closely</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>with IT project managers and other technical staff.</p> <ul style="list-style-type: none"> <li>• Collaborate with other departments to understand their technical needs and implement IT solutions.</li> <li>• Report regularly on operation status.</li> </ul>	
<b>Team Manager (MCST)</b>	<ul style="list-style-type: none"> <li>• Possess at least Bachelor's Degree in Building / Estate Management, Facilities Management, or Engineering disciplines with Accreditation</li> <li>• At least 8 - 12 years of working experience in related field, preferably with both managing agent and asset management experience</li> <li>• Knowledge of MCST function and BMSMA an added advantage</li> <li>• Good communication, Interpersonal, and Organisation Skills.</li> <li>• Knowledge of accounting, contracts administration, and statutory requirements</li> <li>• Strong analytical skills, meticulous and able to work independently. Excellent writing and oral skills.</li> <li>• Good computer literacy</li> <li>• Able to handle pressure and handle multiple tasks. Candidates with lesser years (less than 8 years) of relevant experience will be considered for (HQ) Assistant Property Manager position.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead a Team in HQ, managing multiple projects.</li> <li>• Responsible to the Division Head for the business result of the team.</li> <li>• Undertake continued development of the team in accordance with the approved business success plan.</li> <li>• Source business for the company / division generally by client contact, networking with other Exceltec (XC) departments as well as general promotion of XC services.</li> <li>• Undertake training and development of the people within the Team and promote an on-going career path for them within PAM.</li> <li>• Provide leadership, managerial direction and personal encouragement to all employees within the Team, including guidance on all property management procedures.</li> <li>• Responsible for the efficacy of complaints management within the Team.</li> <li>• Liaise with existing building owners on property management performance, including the use of tenant and client surveys.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>
<b>Technician (Roving)</b>	<ul style="list-style-type: none"> <li>• Min. Higher Nitec or Diploma in Facilities Management related</li> <li>• Prior experience in the facilities maintenance field with a minimum of 2 or more year's related job</li> </ul>	<ul style="list-style-type: none"> <li>• Job Description - Execute effective and careful evaluation in response to maintenance needs for assigned properties and facilities on locations.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 8:30am-5pm, 8:30am-1pm</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>experience with basic carpentry, electrical, plumbing and overseeing capital improvement projects.</p> <ul style="list-style-type: none"> <li>• Valid Driving License, own reliable vehicle preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain and ensure efficient operation of properties/facilities</li> <li>• Responsible for routine preventive and emergency maintenance, repairs, and upkeep of facility</li> <li>• Excellent Customer Service and good communication skills.</li> <li>• Site-to-Site Travel required</li> </ul> <p>Key Responsibilities –</p> <ul style="list-style-type: none"> <li>• 1. Maintenance and Repairs - Perform routine tasks on HVAC, electrical, plumbing, and mechanical systems. Troubleshoot and diagnose equipment and system issues; including appliances where applicable. Execute repairs and replacements while adhering to safety standards</li> <li>• 2. Preventive Maintenance - Develop and implement comprehensive maintenance schedules. Conduct regular equipment inspections and address potential issues.</li> <li>• 3. Equipment Operation - Monitor critical systems like HVAC, fire detection, and security Respond promptly to alarms and alerts for safety</li> <li>• 4. Documentation - Maintain accurate records of maintenance activities and logs Create detailed reports on completed tasks</li> <li>• 5. Vendor Management - Coordinate with external service providers and evaluate their work</li> <li>• 6. Emergency Response - Maintain accurate records of maintenance activities and logs On-call coverage for emergencies after office hours, weekends, and holidays</li> <li>• 7. Energy Efficiency - Identify opportunities for energy-saving initiatives</li> </ul>	<p><b>Employment Type:</b> Full Time</p> <ul style="list-style-type: none"> <li>• <b>Location</b></li> <li>• Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• 8. Health and Safety - Adhere to safety guidelines and report hazards promptly</li> </ul>	
<b>Technician/ Senior Technician (Electrical/M&amp;E)</b>	<ul style="list-style-type: none"> <li>• Higher NITEC or NITEC in Mechanical Engineering, Electrical Engineering, Facilities Management, or equivalent.</li> <li>• Min 2-3 years of related experience.</li> <li>• General competency in the use of computer; and</li> <li>• Capable in English writing and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Perform preventive and corrective maintenance works according to quality standards and procedures</li> <li>• Conduct technical investigations in response to fault calls</li> <li>• Provide summary reports on preventive and corrective maintenance works</li> <li>• Comply with regulatory and organisational Workplace Safety and Health (WSH) policies</li> <li>• Ensure compliance with Quality and Environmental Sustainability regulatory and organisational requirements</li> <li>• Engage in continuous improvement initiatives to improve time, cost and quality management</li> <li>• Support the use of the latest smart facilities management trends or technologies</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>
<b>Quantity Surveyor</b>	<ul style="list-style-type: none"> <li>• Degree / Diploma in Building / Quantity Surveying.</li> <li>• At least 3 years of working experience in building/ quantity surveying experience.</li> <li>• Pro-active attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for quantity take-off and cost estimation.</li> <li>• Preparation of tender submission with specific deadline.</li> <li>• Source, negotiate and award of contracts to vendors. =</li> <li>• Responsible for material order processing and cost control. Evaluate and process vendors claims.</li> <li>• Prepare progress claims for submission in a timely manner.</li> <li>• Finalise project accounts with clients and vendors. Any other duties as assigned by Contracts Director / Manager.</li> <li>• Experience in pre &amp; post contract-administration. Prepare cost submission / pricing / quantity take off / cost evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 9am - 6pm, 9am - 1pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong East</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Be meticulous, analytical with excellent problem-solving skills, proactive, a good team player &amp; able to meet tight deadlines.</li> <li>• Able to carry out procurement and cost management process.</li> <li>• Source for subcontractors and suppliers.</li> </ul>	

## #5 Katoen Natie Singapore (Jurong)

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	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Engineer</b>	<ul style="list-style-type: none"> <li>• Min. Diploma in Electrical &amp; Electronic Engineering or Mechatronics Engineering</li> <li>• General knowledge on AC drives and electrical motors, pneumatic cylinders and roller/chain conveyors.</li> <li>• Ability to utilise, debug and modify existing PLC programs</li> <li>• Knowledge of PLC and electrical system.</li> <li>• Min. 3 years' relevant experience in automation systems.</li> <li>• Able to perform 12-hour rotating shift and placed on standby duties if required.</li> <li>• Ability to read &amp; use Electrical Single Line Diagram.</li> <li>• Ability to work with low voltage DB on lighting and auxiliary equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out preventive maintenance and corrective repair works on packaging / conveying equipment / facilities / electrical system on Material Handling Equipment / other duties as assigned.</li> <li>• Carry out mechanical preventive maintenance works on packaging equipment/ facilities and other duties as assigned.</li> <li>• Troubleshoot and rectify electrical, mechanical, pneumatic and hydraulic system faults on equipment.</li> <li>• Prompt attendance to breakdown repair and recovery of operational equipment.</li> <li>• Analyse &amp; Reduce equipment downtime through Predictive Maintenance</li> <li>• Able to use CMMS effectively to analyse parts failures</li> <li>• Planning of Shutdown maintenance</li> <li>• Leading a team of maintenance technicians</li> <li>• Liaise with Vendors on fabrications works</li> <li>• Able to determine equipment critical spares inventory</li> <li>• Lead and report on commissioning of new equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 4 days</li> <li>• <b>Working hours:</b> 8am to 8pm 8pm to 8am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Documentation of works carried out on equipment via works orders, organise and report to superior on work daily.</li> <li>• Prepare reports for management presentation</li> <li>• Able to procure parts from service vendors</li> <li>• Adhoc duties as assigned.</li> <li>• Ability to access risk and hazards for jobs</li> <li>• Compliance to Safety and Quality standards</li> <li>• Lead the team on Root Cause Analysis</li> <li>• Collaboration with Operational Team on Failure Analysis</li> <li>• Lead continuous improvement projects / Operation Excellence</li> <li>• Coach and guide new technicians technically</li> </ul>	
<b>Dispatch Coordinator</b>	<ul style="list-style-type: none"> <li>• GCE 'N' Level and/ or above, or equivalent</li> <li>• Computer literate</li> <li>• Knowledge in Microsoft Office</li> <li>• To commit 12-hours rotating shift work</li> <li>• The work location is at Jurong Island (Company transportation is provided)</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that all containers are dispatched correctly and the orders processed properly</li> <li>• Liaise with transportation company on container arrival</li> <li>• Ensure that all vehicles are weighed accordingly</li> <li>• Sending job order to open yard via VMT system</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 4 days</li> <li>• <b>Working hours:</b> 8am to 8pm 8pm to 8am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong Island</li> </ul>
<b>Forklift Driver</b>	<ul style="list-style-type: none"> <li>• NITEC holders are welcome to apply</li> <li>• Able to handle products of 25kgs</li> <li>• Possess a valid forklift license</li> <li>• To commit 12-hours rotating shift work</li> <li>• Perform work under hot and humid environment</li> <li>• The work location is at Jurong Island (Company transportation is provided)</li> </ul>	<ul style="list-style-type: none"> <li>• Able to operate a forklift independently</li> <li>• Assist in the warehouse and packaging operations</li> <li>• Handling different products with different product characteristics</li> <li>• Observing safety and achieving productivity target</li> <li>• Ensure all orders are handled promptly and accurately</li> <li>• Managing data by using tablet</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 4 days</li> <li>• <b>Working hours:</b> 8am to 8pm 8pm to 8am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong</li> </ul>
<b>Inventory Coordinator</b>	<ul style="list-style-type: none"> <li>• GCE A level and above.</li> <li>• Min 2 years' experience in managing inventory</li> <li>• Accurate and meticulous with attention to details</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the day-to-day inventory in the Warehouse:</li> <li>• Receive products from the Bagging terminals and inventory reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8 am to 5:45 pm</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to work independently with little instruction on routine work</li> <li>• Ability to communicate effectively on all levels</li> <li>• Basic Excel skill required</li> <li>• Knowledge of SAP preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with the Bagging terminals for any discrepancies</li> <li>• Production write-on and updating stock quantity in SAP</li> <li>• Managing the movement of inventory in WMS</li> <li>• Daily Inventory reporting</li> <li>• Flag forms and ad hoc activities</li> <li>• Keep track and reconciliation of Flag forms</li> <li>• Update manpower and resources used for the Flag forms</li> <li>• Follow up with closure and response to Customer</li> <li>• Update and submit monthly reports</li> <li>• Liaise and coordinate with the various Supervisors for manpower and resources</li> <li>• *Overtime required especially during month end and Annual Stock Take.</li> </ul>	Full Time <ul style="list-style-type: none"> <li>• <b>Location</b> Jurong</li> </ul>
<b>Technician / Senior Technician</b>	<ul style="list-style-type: none"> <li>• Possess Diploma, NITEC, NTC-2 or ITC Mechatronic / Electrical Engineering is preferred.</li> <li>• Equipment knowledge - Bagging /packaging/conveyor system</li> <li>• General knowledge on AC drives and electrical motors, pneumatic cylinders and roller/chain conveyors</li> <li>• Knowledge of PLC, control circuits and electrical system</li> <li>• Min. 3 years' relevant experience in heavy industry sector.</li> <li>• Willingness to work 12-hour rotating shifts.</li> <li>• Experience in Bagging line would be advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform preventive maintenance and corrective repair works on packaging and conveying equipment.</li> <li>• Troubleshoot and resolve electrical, mechanical, pneumatic, and hydraulic system faults on equipment.</li> <li>• Respond to breakdowns and recover operational equipment.</li> <li>• Reduce equipment downtime and enhance equipment performance through quality maintenance works.</li> <li>• Proper and accurate recording of works carried out on equipment.</li> <li>• Carry out and rectify facilities related matter.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 4 days</li> <li>• <b>Working hours:</b> 8am to 8pm 8pm to 8am</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Jurong</li> </ul>
<b>Towhead Driver</b>	<ul style="list-style-type: none"> <li>• NITEC holders are welcome to apply Able to perform under hot and humid environment</li> </ul>	<ul style="list-style-type: none"> <li>• Shifting products from location to location</li> <li>• Handling packaging and warehouse operations</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 4 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Comfortable climbing up and down the vehicle several times during work</li> </ul>		Full Time <ul style="list-style-type: none"> <li>Location Jurong</li> </ul>

## #6 Ma Kuang Chinese Medicine & Research Center

Leading TCM healthcare enterprise in Singapore with over 30 TCM clinics, Women's & Children's clinics, e-commerce & medical retail outlet. We have outlets islandwide.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Clinic Assistant</b>	<ul style="list-style-type: none"> <li>Able to work 10am-9pm</li> <li>Friendly and outgoing personality</li> <li>Min O levels</li> </ul>	<ul style="list-style-type: none"> <li>Patient registration</li> <li>Cashiering</li> <li>Handle appointments</li> <li>Dispense medications</li> <li>Basic housekeeping</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 10am-9pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> Islandwide</li> </ul>
<b>E Commerce Executive</b>	<ul style="list-style-type: none"> <li>Diploma in E-Commerce, Marketing, Business, or a related discipline.</li> <li>At least 2-3 years of hands-on experience in e-commerce operations, digital marketing, or online retail.</li> <li>Proficient in managing online marketplaces like Shopee and Lazada.</li> <li>Strong analytical skills with experience in digital tools such as Google Analytics, Google Ads, Facebook Ads, and SEO tools.</li> <li>Excellent communication and organizational skills with attention to detail.</li> <li>Ability to manage multiple priorities and meet deadlines in a fast-paced environment.</li> <li>A collaborative team player who can work cross-functionally with various departments.</li> <li>Strong written and verbal communication in Mandarin, in order to understand the Chinese</li> </ul>	<ul style="list-style-type: none"> <li>We're on the lookout for a proactive and experienced E-Commerce Executive to grow our online presence and drive sales across key platforms such as Shopee and Lazada.</li> <li>This role involves managing e-commerce operations, optimizing product visibility, executing digital marketing campaigns, and ensuring a seamless customer experience from order to delivery.</li> <li><b>Key Responsibilities:</b></li> <li>Develop and implement effective sales strategies to boost product visibility and revenue on Shopee and Lazada. Monitor key performance indicators (KPIs), analyze trends, and run online promotions to maximize exposure and sales.</li> <li>Provide responsive and professional customer support through e-commerce platforms.</li> <li>Oversee order processing, delivery, and return handling to ensure a smooth and efficient fulfilment process.</li> <li>Support the planning and execution of digital marketing campaigns including social media</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> Henderson</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	herbs and communicate with Mandarin speaking customers.	ads, email marketing, and paid ads (Google Ads, Facebook Ads, etc.). <ul style="list-style-type: none"> <li>Analyze and report on campaign performance, working with the marketing team to optimize higher engagement and ROI.</li> <li>Assist in managing the e-commerce website to enhance user experience and drive conversions.</li> <li>Compile and present regular performance reports covering sales, customer behavior, traffic, and campaign effectiveness.</li> <li>Coordinate with internal departments such as marketing, inventory, and customer service to align and execute online initiatives.</li> </ul>	
<b>IT Executive</b>	<ul style="list-style-type: none"> <li>Min Diploma in IT related fields</li> </ul>	<ul style="list-style-type: none"> <li>Assist and maintain of company's IT system, website, etc</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 9am-6pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> Henderson</li> </ul>
<b>Massage Therapist</b>	<ul style="list-style-type: none"> <li>Possess recognized Massage certificate in Singapore</li> </ul>	<ul style="list-style-type: none"> <li>Perform Tuina treatment on customers</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 10am-9pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> Island wide</li> </ul>
<b>Marketing Executive</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree in Marketing, Communications or a related field.</li> <li>Proven experience in marketing, preferably in Healthcare sector.</li> <li>Strong understanding of social media platforms, trends and best practices.</li> <li>Strong project management skills and the ability to manage</li> </ul>	<ul style="list-style-type: none"> <li>Develop and Execute Online Marketing Strategies:</li> <li>Plan, implement, and manage strategies to enhance the company's market position.</li> <li>Maintain Website and Social Media Relevance:</li> <li>Ensure updates and relevancy for the website, social media platforms, and all marketing-related materials, integrating with offline marketing events and e-commerce platforms.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 9am to 6pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> Henderson</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>multiple campaigns at a time.</p> <ul style="list-style-type: none"> <li>• Creative and has the ability to solve problems and develop innovative marketing strategies.</li> <li>• Excellent communication and interpersonal skills to work effectively with cross functional teams.</li> </ul>	<ul style="list-style-type: none"> <li>• Create and Manage Visual Content:</li> <li>• Update, create, and conduct video or photoshoots, design and post content for official social media channels.</li> <li>• Manage Social Media Content:</li> <li>• Oversee all published content (images, videos, written posts) on platforms like Facebook, Instagram, and TikTok; monitor sales conversions and respond to social media comments in a timely manner.</li> <li>• Implement SEO Strategies:</li> <li>• Apply SEO techniques and review website performance using Google Analytics and tracking parameters.</li> <li>• Source and Manage KOL Influencers: Identify and manage Key Opinion Leaders (KOLs) for advertorials and marketing campaigns.</li> <li>• Ensure Timely Social Media Updates:</li> <li>• Maintain a schedule for regular and effective social media postings.</li> <li>• Execute Marketing Plans Within Budget: Implement marketing strategies in alignment with the budget, ensuring effectiveness and efficiency.</li> <li>• Handle Ad-Hoc Projects: Assist with various additional tasks and projects as assigned.</li> </ul>	
<p><b>Private Education Institution Operation Executive / Coordinator</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in business administration, operations management, or a related field.</li> <li>• Proven experience in private education/training centre, with a minimum of 3 years in a similar role.</li> <li>• Knowledge of Skills Future and ERF</li> <li>• Proficiency in project management tools and techniques.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure smooth operations of the school resources with alignment to the vision, mission, values and culture.</li> <li>• Resolve issues and provide assistance in areas of policy, planning and strategy decisions from management.</li> <li>• Be responsible for approving the yearly school timetable and school calendar.</li> <li>• Work along with management to handle student discipline, classroom observations, teacher evaluation and supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 830am - 530pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Henderson</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Knowledge of relevant industry regulations and compliance requirements.</li> <li>• Ability to thrive in a fast-paced and dynamic environment, with a proactive and results-oriented mindset.</li> <li>• Proficient in Microsoft Office suite and other relevant software applications.</li> </ul>	<ul style="list-style-type: none"> <li>• In-charge of course proposal, enquiries correspondent with foreign partners.</li> <li>• To liaise with Accredited Training Organization (ATO) on submission.</li> <li>• To source local trainers for the organization.</li> <li>• Work along with various departments ie. marketing, admissions and administration to ensure the effectiveness of marketing initiatives &amp; strategies which affects successful student enrolment numbers.</li> <li>• To develop, implement and monitor work practices, system and methods that are effective, efficient, and consistent with manuals and EduTrust.</li> </ul>	
<b>Sales Assistant</b>	<ul style="list-style-type: none"> <li>• Friendly and outgoing personality</li> </ul>	<ul style="list-style-type: none"> <li>• To perform sales of health care products, herbal packages, herbal medicines, etc.</li> <li>• Cashiering</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 9am-7pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

## #7 Munchi Pancakes

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Senior Crew</b>	<ul style="list-style-type: none"> <li>• Food Hygiene Certificate Level 1</li> <li>• Willingness to learn about local cuisines and methods of preparation</li> <li>• Strong interest in innovating new ways of preparing food and recipes</li> <li>• Able to communicate in English</li> <li>• Willingness to work weekends and holidays</li> <li>• Willingness to work overtime if required</li> </ul>	<ul style="list-style-type: none"> <li>• Serve customers with a friendly attitude and assist with orders.</li> <li>• Prepare and assemble pancakes per company standards.</li> <li>• Ensure outlet cleanliness and follow food safety regulations.</li> <li>• Handle cashiering and manage inventory.</li> <li>• Support team operations and attend training.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 7am-5pm or 11am-9pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

## #8 Nanny Pro

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.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Nanny (Full-Time/ Part-Time)</b>	<ul style="list-style-type: none"> <li>• Min. language proficiency :</li> <li>• Written and Spoken English and/or one of mother tongue.</li> <li>• Enjoy learning and be part of community</li> </ul>	<ul style="list-style-type: none"> <li>• Create a stimulating, nurturing, and safe environment for the child</li> <li>• Establish the routine of the child</li> <li>• Plan and prepare meals and bottles for, and feed, the child</li> <li>• Prepare child for naps and bedtime</li> <li>• Bathe the child and dress up.</li> <li>• Change diapers, potty training when necessary.</li> <li>• Plan and lead educational activities, including reading, with the child</li> <li>• Administer medicine to child when necessary.</li> <li>• Perform housework related to child-minding, including washing the children's clothes, cleaning up after meals, tidying play areas, and washing bottle</li> <li>• Light household chores if required – eg. Ironing, mop the floor, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 44 hours/week</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>
<b>Respite Carer (Part-Time)</b>	<ul style="list-style-type: none"> <li>• Heart to care for children with special needs (up to 12 years old)</li> <li>• Min. language proficiency: English and/or one of mother tongue</li> <li>• Prior education in the area of SpEd, Social Work or Early Children Education is preferred</li> <li>• Committed to be in the pilot and on the job training</li> <li>• Positive Emotional and Mental outlook</li> <li>• Medically Fit</li> <li>• Willing to travel to Parent's residence or requested venues.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively engage with child on goals and development and assist with daily living skills and behavioural interventions as needed.</li> <li>• Follow the main caregiver's instructions for children's play activities.</li> <li>• Care for children's basic needs, such as bathing and feeding.</li> <li>• Keep session logs on individual child, including daily observations and information about activities, meals served, and medications administered.</li> <li>• Participate in pre, during and post core competency review with NannyPro.</li> <li>• Plan and do simple intervention activities with the child</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 3 days</li> <li>• <b>Working hours:</b> 12 hours</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>
<b>Childminder (Full / Part-Time)</b>	<ul style="list-style-type: none"> <li>• Min. language proficiency: Written and Spoken English and/or one of mother tongue.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a stimulating, nurturing, and safe environment for the child</li> <li>• Establish the routine of the child</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time/Part Time</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Enjoy learning and be part of community</li> </ul>	<ul style="list-style-type: none"> <li>• Plan and prepare meals and bottles for, and feed, the child</li> <li>• Prepare child for naps</li> <li>• Daily routine, bathe the child and dress up</li> <li>• Change diapers, potty training when necessary</li> <li>• Administer medicine to child when necessary</li> </ul>	

## #9 Oriental Remedies Incorporated

Oriental Remedies Clinic, a leading TCM clinic chain in Singapore, is led by a team of registered practitioners who seamlessly blend the ancient wisdom of traditional Chinese medicine with modern technology to restore balance and harmony to your body, mind, and spirit.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Business Development Executive</b>	<ul style="list-style-type: none"> <li>• Possess a Diploma or Degree in Business, Events Management or equivalent.</li> <li>• Preferably candidates with prior event management, logistics and business development experience.</li> <li>• Strong project management and organization skills.</li> <li>• Good team player with excellent interpersonal and communication skills.</li> <li>• Possess budget management and financial acumen.</li> <li>• Ability to work under pressure and meet tight deadlines.</li> <li>• Able to adapt quickly to situations and comfortable working in a fast-paced environment.</li> <li>• Strong negotiation and relationship-building skills.</li> <li>• Comfortable working with Microsoft Office software and Google Suite.</li> </ul>	<ul style="list-style-type: none"> <li>• Event Planning and Execution:</li> <li>• Collaborate with internal stakeholders to understand event objectives and requirements.</li> <li>• Develop comprehensive event plans, including timelines, budgets, and logistics.</li> <li>• Coordinate and execute all pre-event, during-event, and post-event activities.</li> <li>• Ensure seamless event logistics, including venue selection, catering, transportation, and equipment setup.</li> <li>• Monitor event progress and make real-time adjustments as necessary to ensure a successful outcome.</li> <li>• Set clear and measurable KPIs for each event, such as attendance targets, revenue goals, and participant satisfaction levels.</li> <li>• Monitor KPI progress and take corrective actions to ensure targets are met or exceeded.</li> <li>• Communication and Liaison:</li> <li>• Act as the primary point of contact for all internal and external stakeholders involved in events.</li> <li>• Collaborate with various departments, including marketing, retail, customer success and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> • 8.30am to 6.15pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		operations, to ensure the successful execution of events. <ul style="list-style-type: none"> <li>• Provide regular updates to senior management on event progress, challenges, and opportunities.</li> <li>• Post-Event Evaluation:</li> <li>• Conduct post-event evaluations to assess the success of events and identify areas for improvement.</li> <li>• Analyze feedback and data to refine event strategies and enhance future events.</li> </ul>	
<b>Clinic Consultant</b>	<ul style="list-style-type: none"> <li>• Candidates with no prior experience are welcome to apply (training will be provided)</li> <li>• Preferably 1-2 years sales experience in the retail/healthcare industry preferred.</li> <li>• Preferably candidates with prior healthcare/clinic/massage and spa setting experience.</li> <li>• Candidates who possess relevant beauty and service-related qualifications such as</li> <li>• CIDESCO/ CIBTAC / WSQ/ ITEC, etc., are a plus.</li> <li>• Able to commence work immediately/on short notice would be a big plus.</li> <li>• Bilingual proficiency required.</li> <li>• Possess great passion and interest in TCM or healthcare industry</li> <li>• Able to adapt quickly to situations and comfortable working in a fast-paced environment</li> <li>• Customer-focused, self-motivated, sales and service-oriented.</li> <li>• Proactive, enthusiastic, independent, compassionate, and has a positive learning attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide administrative support, including registration, scheduling appointments, maintaining accurate patient medical records, and cashiering.</li> <li>• Attend to customer inquiries, deliver top-notch customer service and build sustainable relationships with patients to maximize sales, customer satisfaction, and retention.</li> <li>• Connect with patients, follow-up, monitor and continuously access patients' treatments throughout their recovery process to help them achieve the desired results.</li> <li>• Maintain detailed and accurate treatment records and support the clinic's day-to-day operations.</li> <li>• Perform Electro-Lymphatic Therapy (ELT) to help patients enhance their overall health and wellness.</li> <li>• Work with physicians to develop suitable treatment plans and dispense medication as prescribed for every patient.</li> <li>• Educate patients about the clinic's products and services effectively.</li> <li>• Perform the packaging and labelling activities of medications.</li> <li>• Sanitize, maintain the tidiness and cleanliness of the treatment rooms and clinic equipment.</li> <li>• Achieve monthly personal and company sales targets without hard selling.</li> <li>• Assist in monthly or quarterly clinic promotional activities and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8.30am to 6.15pm 11.45am to 9.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Good team player with excellent interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>propose new strategies for business growth.</li> <li>• Perform any other ad hoc duties as assigned from time to time.</li> </ul>	
<p><b>Clinic Therapist</b></p>	<ul style="list-style-type: none"> <li>• Candidates with no prior experience are welcome to apply (training will be provided)</li> <li>• Preferably at least 1-2 years sales experience in the retail/healthcare industry</li> <li>• Preferably candidates with prior healthcare/clinic/massage and spa setting experience.</li> <li>• Candidates who possess relevant beauty and service-related qualifications such as</li> <li>• CIDESCO/ CIBTAC / WSQ/ ITEC, etc., are a plus.</li> <li>• Able to commence work immediately/on short notice would be a big plus.</li> <li>• Bilingual proficiency required.</li> <li>• Possess great passion and interest in TCM or healthcare industry</li> <li>• Able to adapt quickly to situations and comfortable working in a fast-paced environment</li> <li>• Customer-focused, Self-motivated, sales and service-oriented</li> <li>• Proactive, Enthusiastic, independent, compassionate, and has a positive learning attitude.</li> <li>• Good team player and possess excellent interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform Electro-Lymphatic Therapy (ELT) to help patients enhance their overall health and wellness.</li> <li>• Work with physicians to develop suitable treatment plans and dispense medication as prescribed for every patient.</li> <li>• Connect with patients, follow-up, monitor and continuously assess patients' treatments throughout their recovery process to help them achieve the desired results.</li> <li>• Educate patients about the clinic's products and services effectively.</li> <li>• Deliver top-notch customer service and build sustainable relationships with patients.</li> <li>• Perform the packaging and labelling activities of medications.</li> <li>• Sanitize, maintain the tidiness and cleanliness of the treatment rooms and clinic equipment.</li> <li>• Undertake any other ad hoc duties as assigned by Clinic Managers from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8.30am to 6.15pm 11.45am to 9.30pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>
<p><b>Health and Wellness Coach</b></p>	<ul style="list-style-type: none"> <li>• Diploma in Health &amp; Wellness Coaching or health-related field</li> </ul>	<ul style="list-style-type: none"> <li>• Client Support and Motivation:</li> <li>• Empower clients to achieve their health and wellness goals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b></li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• At least 3 years of health coaching working experience in health and wellness industry</li> <li>• Member of Society of Behavioural Health, Singapore</li> <li>• Possess great passion and interest in TCM or healthcare industry.</li> <li>• Able to adapt quickly to situations and comfortable working in a fast-paced environment.</li> <li>• Patient-focused, self-motivated and service-oriented.</li> <li>• Proactive, enthusiastic, independent, compassionate, and has a positive learning attitude.</li> <li>• Good team player with excellent interpersonal and communication skills.</li> <li>• Candidates with relevant experience will be considered for a senior position.</li> </ul>	<ul style="list-style-type: none"> <li>• Motivate clients to make behavioral changes aligned with treatment plans.</li> <li>• Provide support and encouragement throughout the coaching process.</li> <li>• Health Education:               <ul style="list-style-type: none"> <li>• Educate clients on evidence-based health information and resources.</li> <li>• Provide guidance on nutrition, exercise, and other relevant topics.</li> <li>• Share national guidelines and recommendations.</li> </ul> </li> <li>• Goal Setting and Lifestyle Changes:               <ul style="list-style-type: none"> <li>• Assist clients in setting SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) goals.</li> <li>• Promote sustainable lifestyle changes and provide strategies for success.</li> </ul> </li> <li>• Collaboration and Referrals:               <ul style="list-style-type: none"> <li>• Collaborate with healthcare professionals and other relevant stakeholders.</li> <li>• Make appropriate referrals when necessary to address specific client needs.</li> </ul> </li> <li>• Team and Wellness Development:               <ul style="list-style-type: none"> <li>• Develop and implement comprehensive wellness programs.</li> <li>• Design and facilitate wellness workshops and seminars.</li> <li>• Provide ongoing training and development opportunities to enhance team skills and knowledge.</li> <li>• Mentor and coach team members to achieve their professional goals.</li> </ul> </li> <li>• Clinic Operations Support               <ul style="list-style-type: none"> <li>• Be an ambassador for clinic tech enhanced services.</li> <li>• Render Electro-Lymphatic-Therapy (ELT) service to patients to educate them on benefits.</li> </ul> </li> <li>• Efficiently manage patient appointments, registrations and inquiries with professionalism and empathy.</li> </ul>	<p>8.30am to 6.15pm 11.45am to 9.30pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist in cashiering duties and maintain accurate and detailed patient records.</li> <li>Support clinic operations with various administrative tasks.</li> <li>Confidentiality:</li> <li>Adhere to confidentiality and data privacy regulations in Singapore.</li> </ul>	
<b>Physician</b>	<ul style="list-style-type: none"> <li>Registered Traditional Chinese Medical Practitioner with the Traditional Chinese Medicine Practitioners Board of Singapore (TCMPB).</li> <li>Degree in Traditional Chinese Medicine or any related disciplines with recognized post graduate qualifications in Traditional Chinese Medicine.</li> <li>Bilingual in English and Mandarin Chinese - to provide and advise appropriate medical treatment to our English and Chinese speaking clients.</li> <li>Past relevant TCM experience would be a bonus.</li> <li>Entry level and fresh graduates without experience are welcome to apply.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Traditional Chinese Medicine (TCM) medical consultations.</li> <li>Provide professional assessment, advice and treatment to patients that include acupuncture, tuina and cupping.</li> <li>Prescribe herbal medications and provide comprehensive instructions for administration to patients.</li> <li>Attend to patients' inquiries about medication, treatment, and other TCM-related queries.</li> <li>Open to learn and recommend technological-enabled therapies to patients to enhance their health and wellbeing.</li> <li>Attend and participate in corporate webinars/seminars on behalf of the Company.</li> <li>Assist in any additional ad-hoc medical related tasks assigned by the Chief Medical Officer.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8.30am to 6.15pm 11.45am to 9.30pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> Various Locations</li> </ul>

## #10 POPEYES

In 2022 Feisiong Group inked an exclusive Franchise deal to develop and run Popeyed Singapore. This agreement marks Feisiong Group first venture into the fried chicken quick service restaurant industry.

Serving delicious and flavourfu fried chicken, using only fresh chicken marinated in 12 hours in bold spices, then hand battered and breaded to perfection, we believe in Popeyes ethos, to serve delicious fried chicken to everyone

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Commis Chef</b>	<ul style="list-style-type: none"> <li>With or Without Experience</li> </ul>	<ul style="list-style-type: none"> <li>Prep chicken for batter frying according to SOP</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proactive in learning</li> <li>• Good Communication Skills</li> <li>• Able to work under pressure</li> <li>• Need to work on weekends, PH, Shift Work</li> <li>• Rotating Shift (AM/PM /Overnight Shift Available)</li> </ul>	<ul style="list-style-type: none"> <li>• Master the art of batter-frying chicken ensuring perfect golden-brown color and crispy texture.</li> <li>• Carefully receive and pack fried chicken pieces into chiller, maintaining First-In-First-Out (FIFO) practices.</li> <li>• Follow all Standard Operating Procedure (SOP)</li> <li>• To ensure safety and consistency.</li> <li>• Maintains the highest quality standard for our delicious fried chicken</li> <li>• Uphold strict food hygiene regulations in the kitchen</li> </ul>	6 days <ul style="list-style-type: none"> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>
<b>Commis Crew</b>	<ul style="list-style-type: none"> <li>• With or without experience are welcome (training will be provided)</li> <li>• Proactive in learning</li> <li>• Good communication skills</li> <li>• Able to work under pressure</li> <li>• Need to work on weekends / Public Holidays / Shift Work</li> <li>• Rotating shifts (Restaurant Operating Hours)</li> <li>• AM/PM/Overnight shift available</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure chicken &amp; fry station products are prepared and cooked according to SOP to ensure the highest standards</li> <li>• Receive and arrange food ingredients into the Chiller/Freezer/Cold room/Freezer room/Storeroom using FEFO method</li> <li>• Prepare food according to Standard Operating Procedures (SOP), ensuring the highest standards</li> <li>• Ensure best quality of food</li> <li>• Ensure no expired products are present in the kitchen at all times</li> <li>• Ensure tiptop food hygiene standards</li> <li>• Ensure cleanliness of the batterfry station and kitchen area</li> <li>• Ensure that chicken &amp; food are of the best quality to deliver the best guest experience</li> <li>• Adhere to brand operations standards</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>
<b>Guest Experience Crew</b>	<ul style="list-style-type: none"> <li>• No prior experience required (training will be provided).</li> <li>• Good communication and interpersonal skills.</li> <li>• Ability to work in a fast-paced environment.</li> <li>• Willingness to work flexible shifts, including weekends and holidays.</li> </ul>	<ul style="list-style-type: none"> <li>• Greet and assist customers in a friendly and professional manner.</li> <li>• Take customer orders accurately and efficiently.</li> <li>• Prepare and serve food and beverages according to company standards.</li> <li>• Handle cash and process payments using the POS system.</li> <li>• Maintain cleanliness in the dining, kitchen, and counter areas.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Team player with a positive attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure compliance with food safety and hygiene regulations.</li> <li>• Assist in restocking and inventory management.</li> <li>• Work as a team to ensure smooth and efficient restaurant operations.</li> <li>• Address customer concerns and escalate issues when necessary.</li> </ul>	
<b>Guest Experience Manager</b>	<ul style="list-style-type: none"> <li>• With or Without Experience</li> <li>• Proactive in learning</li> <li>• Good Communication Skills</li> <li>• Able to work under pressure</li> <li>• Need to work on weekends, PH, Shift Work</li> <li>• Rotating Shift(AM/PM /Overnight Shift Available</li> <li>• Engage with guest in a friendly, professional service-oriented demeanor.</li> <li>• Strong Interpersonal Skills and acts as a face of the company or brand</li> </ul>	<ul style="list-style-type: none"> <li>• Guest Engagement</li> <li>• Self-Ordering Kiosk Management</li> <li>• Guest engagement to gather feedback</li> <li>• Guest Service Recovery</li> <li>• Flyer Distribution</li> <li>• Ensuring cleanliness of Lobby Area</li> <li>• Explanation of Menu to Guest</li> <li>• Service Duties</li> <li>• Support Cashier at times</li> <li>• Other Ad Hoc Duties when needed</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>
<b>Restaurant Management Trainee (RMIT)</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma or equivalent</li> <li>• Good written, verbal and interpersonal skills</li> <li>• Good Leadership skill organizational and planning abilities</li> <li>• Motivated, result oriented and fast learner</li> <li>• A positive attitude, and willingness to learn</li> <li>• Willingness to work longer than required if needed</li> <li>• Ability to engage in physical activities which requires long hours of standing during work shift</li> </ul>	<ul style="list-style-type: none"> <li>• Operational Leadership and Training:</li> <li>• Co-lead operations team to ensure quality assurance and customer satisfaction, completing assigned task, rotating positions to gain comprehensive knowledge of restaurant operations and supervising staff to achieve expected performance and productivity.</li> <li>• Financial Management and Compliance:</li> <li>• Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents.</li> <li>• Team Development and Customer Service: Lead and develop employees to achieve optimal work</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• Working hours: 44 hours</li> <li>• Employment Type: Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>performance, while also creating a memorable brand experience for guests through prompt service and quality products and obtaining and acting on customer feedback.</p> <ul style="list-style-type: none"> <li>• Communication and Shift Management: Act as a liaison between operations staff and management, coordinating daily operations, cash control, and shift management, including traveling to different outlets as required to support operational needs.</li> </ul>	
<b>Restaurant Management Trainee</b>	<ul style="list-style-type: none"> <li>• Looking for a career in F&amp;B or interested in a career switch –</li> <li>• Minimum Diploma or equivalence (Local/PR)</li> <li>• Good written, verbal, and interpersonal skills</li> <li>• Good leadership skills organizational and planning abilities</li> <li>• Motivated, result-oriented and a fast learner</li> <li>• A positive attitude and willingness to learn - Willingness to work overtime if required</li> <li>• Ability to engage in physical activities which requires long hours of standing during the work shift</li> </ul>	<ul style="list-style-type: none"> <li>• Completing all assigned tasks and assisting with day-to-day operations</li> <li>• Assisting Restaurant Manager/responsible for the smooth operations of the restaurant as well as managing the financial aspect of restaurants and equipment</li> <li>• Gaining good knowledge of the company's restaurant operation by rotating positions</li> <li>• Ensuring the restaurant is fully staffed up as well as employees are led and developed to achieve the expected work performance and productivity - Supervising store operations, cash control, and shift management</li> <li>• Co-leading team to create the restaurant brand experience for our guests by providing prompt service, quality beverages and products</li> <li>• Responsible for compliance of all related standards and guidelines, as well as relevant regulatory requirements - Preparing documents and updating records</li> <li>• Keeping regular contact with customers to obtain feedback on service, food quality and staff friendliness</li> <li>• Communicating daily and act as liaison between operations staff and management - Travelling to different outlets and participating in daily operations as required</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours</b> 44 hours</li> <li>• <b>Employment Type</b> Full Time</li> <li>• <b>Location</b> Various Locations</li> </ul>

**#11 Radha Exports**

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Forklift Driver</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment.</li> <li>• Forklift License</li> <li>• Willing to work in Tuas.</li> </ul>	<ul style="list-style-type: none"> <li>• To operate a Forklift for loading and unloading of products and stack the goods.</li> <li>• Handle loading and unloading of goods/pallets</li> <li>• Ad hoc duties as may be assigned by the Supervisor from time to time</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> • 8:30am-6:45pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>
<b>Logistics Operations Executive</b>	<ul style="list-style-type: none"> <li>• Able to multi-task</li> <li>• Willing to work in a fast-paced environment</li> <li>• 6 day work week</li> <li>• Work in a warehouse environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Warehouse/ Logistics / Distribution requirements fulfilled as per customer orders and delivery dates.</li> <li>• To manage and lead a team of warehouse assistants for the purpose of warehouse/logistics and/ distribution operations</li> <li>• To develop, enhance, establish and document SOP's and systems for logistics /distribution process.</li> <li>• To monitor and manage staff and their performance via key performance indicators.</li> <li>• To report all staff, stock and miscellaneous warehouse issues and concerns to the Warehouse Manager.</li> <li>• To coordinate the shipment from suppliers to the main warehouse.</li> <li>• To be involved in stock control and warehousing</li> <li>• To implement health and safety procedures</li> <li>• Key holder duties (if applicable).</li> <li>• Ad hoc duties as required</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 8:30am-8:00PM</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Choa Chu Kang</li> </ul>
<b>Shop Sales Assistant</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment.</li> <li>• Ability to multitask.</li> <li>• 6 day work week</li> </ul>	<ul style="list-style-type: none"> <li>• Receive and stack the goods in the shelves. Keeping the store presentable and clean.</li> <li>• Handle Cashier duties if needed. Help the customers to find the goods.</li> <li>• Adhoc duties as may be assigned by the Manage from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> Shift Work</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>
<b>Shop Manager</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment.</li> <li>• Ability to multitask.</li> <li>• 6 day work week</li> </ul>	<ul style="list-style-type: none"> <li>• To manage the day to day running of the shop with aim of achieving optimum profit by maximizing sales and controlling direct shop expenses.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• To report to Area Manager all shop and staff concerns.</li> <li>• To manage all aspects of stock preparation, ensuring that the shop is sufficiently stocked.</li> <li>• To demonstrate excellent customer service and promote good practice within the shop.</li> <li>• To meet the required performance standards and targets. Motivating and supporting shop staff.</li> <li>• To be ultimately responsible for cash handling, banking and associated administration, ensuring that all till operations are carried out in accordance with Shop's policies and procedures of administration.</li> <li>• To Ensure that the confidentiality is maintained at all times.</li> <li>• To select highly qualified candidates to be part of the team.</li> <li>• To conduct performance development reviews and staff appraisals ensuring that Area Manager is advised of any identified training needs.</li> <li>• To plan staff hours and schedule days off, annual leave and replacement.</li> <li>• To hire and fire shop sales executive and shop sales assistant.</li> <li>• To be the key holder of shop.</li> <li>• To be in charge of banking the daily sales.</li> <li>• To perform any adhoc duties as required.</li> </ul>	
<b>Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment.</li> <li>• Ability to multitask.</li> <li>• Willing to work in Tuas.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle Loading and unloading of goods/pallets.</li> <li>• Handle and operate necessary tools and accessories in the warehouse such as pallet jacks, cages, stackers, etc.</li> <li>• Picking/packing-related activities, including shrink wrapping of goods.</li> <li>• Ad hoc duties as may be assigned by the Supervisor from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8:30am-6:45pm</li> <li>• <b>Employment Type:</b> Full Time</li> </ul>

## #12 Red Alpha Cybersecurity

Red Alpha is a cybersecurity talent development firm committed to bridging the skills gap in the industry. We partner with leading organizations to design and deliver structured, outcomes-driven training programmes that equip individuals with the technical expertise and professional readiness required for success in high-demand cybersecurity roles.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cybersecurity Associate</b>	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• No Experience Needed</li> </ul>	<ul style="list-style-type: none"> <li>• Join our Alpha Specialist Training Programme (ASTP), a unique 6-month bootcamp designed to equip you with skills and hands-on experience to defend against real-world cyber threats and solve complex security challenges. After completing the program, you'll be deployed into high-impact roles in both the public and private sectors.</li> <li>• What You'll Do: <ul style="list-style-type: none"> <li>• Undergo intensive, industry-leading training designed by cybersecurity experts.</li> <li>• Gain practical, real-world skills and certifications (such as GCIH and OSCP) in cyber defence, penetration testing, incident response, and more.</li> <li>• Build a career in roles such as: <ul style="list-style-type: none"> <li>• Cybersecurity Analysts</li> <li>• Cybersecurity Solutions Specialists</li> <li>• Cybersecurity Engineers</li> <li>• Incident Responders</li> <li>• Cyber Threat Intelligence Analysts</li> <li>• Offensive Security Specialists (Pen Testers)</li> <li>• Cybersecurity Architects</li> <li>• And many more!</li> </ul> </li> <li>• Why Join Red Alpha Bootcamp? <ul style="list-style-type: none"> <li>• No prior IT background required – We welcome motivated individuals from all walks of life.</li> <li>• Paid training – Receive competitive compensation while you learn.</li> <li>• Industry connections – Network with leading cybersecurity experts, tech professionals, and top companies across sectors.</li> <li>• Career opportunities – A guaranteed career pathway with</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 9am - 6pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location</b> UE Square</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>opportunities to work with prestigious organizations.</p> <ul style="list-style-type: none"> <li>• Be part of a purpose-driven community – We nurture tomorrow’s cybersecurity leaders who are ready to take on the digital world!</li> <li>• What We’re Looking For:</li> <li>• A passion for technology and problem-solving.</li> <li>• A strong willingness to learn and a proactive attitude.</li> <li>• Excellent communication and teamwork skills.</li> <li>• An eagerness to become a world-class cybersecurity specialist.</li> <li>• Don’t miss the chance to transform your career and help protect the future of the digital world.</li> <li>• If you’re ready to take the leap into an exciting and highly rewarding career in cybersecurity, apply now and become part of our ASTP program!</li> </ul>	
<p><b>IT Engineer</b></p>	<ul style="list-style-type: none"> <li>• Diploma</li> <li>• No Experience Needed</li> </ul>	<ul style="list-style-type: none"> <li>• Launch Your Tech Career with the Red Alpha ESTP Bootcamp</li> <li>• What You’ll Do</li> <li>• Step into the world of IT with confidence. Our immersive, industry-designed training program is led by veteran IT professionals who will guide you every step of the way.</li> <li>• You’ll gain training, leading in a career as:</li> <li>• Systems Administrator/Engineer</li> <li>• Networking Engineer</li> <li>• SOC Engineer</li> <li>• Project Delivery Engineer</li> <li>• Cloud Infrastructure Engineer</li> <li>• DevOps Engineer</li> <li>• Why Join the Red Alpha ESTP Bootcamp?</li> <li>• Secure your future – Land a full-time role with ST Engineering upon successful completion</li> <li>• No IT background required – We welcome individuals from all walks</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 9am - 6pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location</b> UE Square</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>of life who are driven to learn and grow</p> <ul style="list-style-type: none"> <li>• Get paid to train – Receive compensation throughout the program.</li> <li>• Who We're Looking For</li> <li>• We're searching for individuals who are:</li> <li>• Passionate about technology and problem-solving</li> <li>• Eager to learn, grow, and make things happen</li> <li>• Strong communicators and team players</li> </ul>	

### #13 Re Sustainability

Re Sustainability Singapore is one of the leading environmental management solutions providers in Singapore. We offer a full spectrum of environmentally sustainable solutions in our specialised areas in commercial, public cleansing and facilities, auxiliary services, waste management, car park management and Pneumatic Waste Conveyance System (PWCS). Our key focus is on the advancement and adoption of technology to offer the latest solutions to support our customers to achieve long term sustainable objectives, as we embark on the journey of safeguarding our environment and the ecosystem at large

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cleaner</b>	<ul style="list-style-type: none"> <li>• Have a good level of hygiene and cleanliness</li> <li>• Good and responsible team players</li> <li>• Able to start immediately or short notice of period</li> <li>• Open to retirees</li> <li>• Willing to travel within an area</li> </ul>	<ul style="list-style-type: none"> <li>• The cleaner is responsible to carry out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition.</li> <li>• These includes: Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc)</li> <li>• Performing and documenting routine inspection and maintenance activities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5/5.5/6 days</li> <li>• <b>Working hours:</b> 5 days- 7-4pm 5.5 days- 7am-4pm, Sat 7am-11am 6 days- 7.30am-4.30pm</li> <li>• <b>Employment Type:</b> Full time/Part Time</li> <li>• <b>Location</b> Islandwide</li> </ul>
<b>Cleaning Supervisor</b>	<ul style="list-style-type: none"> <li>• Good leadership skills</li> <li>• Always setting as a role model to the team</li> <li>• Have good customer service quality and cleaning standards</li> <li>• Good interpersonal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Manage a site team</li> <li>• Supervise General Cleaning operations</li> <li>• Supervise Toilet Cleaning operations</li> <li>• Plan and supervise periodical cleaning task</li> <li>• Ad hoc cleaning as per Operations / Area Manager instructions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 7-4pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location</b> Islandwide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Track and report daily attendance</li> <li>Perform quality checks and join inspection with OM and client</li> <li>Handle feedback from clients</li> </ul> Interview and recruit cleaners	
<b>Mobile Patrol Wardens</b>	<ul style="list-style-type: none"> <li>With Class 2B &amp; 3 license</li> <li>Own a motorbike</li> </ul>	<ul style="list-style-type: none"> <li>Perform enforcement duties.</li> <li>Car park reservation duties.</li> <li>Maintaining of car park equipment</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> Shift work required 7am-3pm/3pm-11pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location</b></li> <li>By Cluster</li> </ul>
<b>Multi Skilled Driver (Class 4 Drivers Needed)</b>	<ul style="list-style-type: none"> <li>Must possess Singapore Class 3 or 4 Driving license</li> <li>Good and responsible team player</li> <li>Willing to travel within an area</li> </ul>	<ul style="list-style-type: none"> <li>Transport of workers to work location from appointed locations</li> <li>Perform and ensure cleanliness in designated public areas (for e.g. toilet, train station, etc)</li> <li>Ad-hoc duties as assigned by superior as per job scope requirement.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 6 days</li> <li><b>Working hours:</b> 8-6pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location</b></li> <li>Islandwide</li> </ul>
<b>Network Administrator</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in computer science or related field.</li> <li>2-3 years of network administration experience.</li> <li>Ability in security system management and security protocols.</li> <li>Experience with VPNs, SD-WAN, and cloud platforms (Azure, Google Cloud, AWS).</li> <li>Strong troubleshooting skills.</li> <li>Ability to document change management procedures.</li> <li>Knowledge of Intrusion Detection and Prevention (IDP) and Intrusion Prevention System (IPS).</li> </ul>	<ul style="list-style-type: none"> <li>We are seeking a skilled Network Administrator with 2-3 years of experience to join our team. You will handle network monitoring, security system management (including IDP (Intrusion Detection and Prevention) and IPS (Intrusion Prevention System)), security technologies (including EDP and XDR), change management documentation, green field implementations, and cloud integration.</li> <li><b>Responsibilities:</b></li> <li>Monitor network performance for uptime and security.</li> <li>Manage firewalls, including Intrusion Detection and Prevention (IDP) and Intrusion Prevention System (IPS).</li> <li>Configure VPNs (Virtual Private Network), IPsec, SD-WAN, MPLS, Policy Management, ExpressRoute, and Cloud Connect.</li> <li>Work on migration projects and green field implementations.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8-5.30pm</li> <li><b>Employment Type:</b> Full time</li> <li><b>Location</b></li> <li>Bukit Merah</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Document network changes according to change management procedures.</li> <li>• Integrate network services with cloud platforms like Azure, Google Cloud, and AWS (Apache Web Server).</li> <li>• Performing Regular Security Audits on the networks (VAPT)</li> <li>• Implement EDP and XDR initiatives.</li> </ul>	
<b>Restroom Cleaners</b>	<ul style="list-style-type: none"> <li>• Have a good level of hygiene and cleanliness</li> <li>• Good and responsible team players</li> <li>• Able to start immediately or short notice of period</li> <li>• Open to retirees</li> <li>• Willing to travel within an area</li> </ul>	<ul style="list-style-type: none"> <li>• The cleaner is responsible to carry out cleaning and maintenance duties to ensure the restrooms are clean and orderly condition. These include</li> <li>• Cleaning, stocking and supplying designated restrooms areas</li> <li>• Performing and documenting routine inspection and maintenance activities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5/5.5/6 days</li> <li>• <b>Working hours:</b> 5 days- 7-4pm 5.5 days- 7am-4pm, Sat 7am-11am 6 days- 7.30am-4.30pm</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location</b> Island wide</li> </ul>

## #14 Singabite

SINGABITE PTE.LTD. operates as a central kitchen supporting two distinctive brands: Yi Wan Mian and Huo Lu Huo. Yi Wan Mian specializes in traditional Chinese La Mian (hand-pulled noodles), offering a diverse selection of authentic noodle dishes at mall food courts and coffeeshop stalls. Meanwhile, Huo Lu Huo focuses on traditional Chinese barbecue cuisine, featuring grilled meats and other classic barbecue offerings.

Both brands benefit from the centralized operations of SINGABITE PTE.LTD, ensuring consistent quality and efficient production across their respective culinary offerings.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Back of House Service Crew</b>	<ul style="list-style-type: none"> <li>• Previous kitchen experience in a fast-paced restaurant environment is preferred.</li> <li>• Knowledge of Korean cuisine and BBQ preparation is a plus.</li> <li>• Ability to handle sharp tools and operate kitchen equipment safely.</li> <li>• Dishwashing: Clean dishes, utensils, and kitchen equipment efficiently.</li> </ul>	<ul style="list-style-type: none"> <li>• Food Preparation</li> <li>• Grill Station &amp; Meat Preparation</li> <li>• Cooking</li> <li>• Dish Assembly &amp; Presentation</li> <li>• Cleaning &amp; Sanitization</li> <li>• Inventory &amp; Stocking</li> <li>• Team Collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location</b> Orchard Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Understanding of food safety and hygiene regulations.</li> <li>• Strong attention to detail and ability to work efficiently under pressure</li> <li>• Ability to multi-task and work efficiently under pressure.</li> <li>• Commitment to maintaining excellent food hygiene and kitchen safety practices.</li> <li>• Good communication skills in English; proficiency in Mandarin is an advantage.</li> <li>• Ability to join the team on short notice.</li> </ul>		
<b>Cashier/ Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>• Able to work rotating shifts and weekends</li> <li>• Positive attitude and responsibility</li> <li>• No experience is required</li> </ul>		<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li><b>Employment Type:</b> Full time</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Coffeeshop Stall/Kitchen Assistant (Full Time)</b>	<ul style="list-style-type: none"> <li>• Basic F&amp;B experience will be a plus</li> <li>• Able to work rotating shifts and weekends</li> <li>• Positive attitude and responsibility</li> <li>• No experience is required</li> </ul>	<ul style="list-style-type: none"> <li>• Customer service</li> <li>• Food preparation</li> <li>• Cleanliness &amp; sanitation</li> <li>• Inventory &amp; supplies</li> <li>• Team collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full time</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Coffeeshop Stall/Kitchen Assistant (Long Term Contract)</b>	<ul style="list-style-type: none"> <li>• Basic F&amp;B experience will be a bonus, but no experience is required as training will be provided.</li> <li>• Candidates must be able to work rotating shifts and on weekends.</li> <li>• A positive attitude and a strong sense of responsibility are essential.</li> </ul>	<ul style="list-style-type: none"> <li>• The job includes customer service, food preparation, cleaning, stock handling, and working closely with the team.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 30 hours</li> <li>• <b>Employment Type:</b> Contract</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Food Court / Coffeeshop Stall/Kitchen Assistant (Full Time)</b>	<ul style="list-style-type: none"> <li>• Basic F&amp;B experience will be a bonus, but no experience is required as training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• The job includes customer service, food preparation, cleaning, stock handling, and working closely with the team.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Candidates must be able to work rotating shifts and on weekends.</li> <li>• A positive attitude and a strong sense of responsibility are essential.</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Food Court / Coffeeshop Stall/Kitchen Assistant (Long Term Contract)</b>	<ul style="list-style-type: none"> <li>• Basic F&amp;B experience will be a bonus, but no experience is required as training will be provided.</li> <li>• Candidates must be able to work rotating shifts and on weekends.</li> <li>• A positive attitude and a strong sense of responsibility are essential.</li> </ul>	<ul style="list-style-type: none"> <li>• The job includes customer service, food preparation, cleaning, stock handling, and working closely with the team.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 30 hours</li> <li>• <b>Employment Type:</b> Contract</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Front of House Service Crew</b>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent preferred.</li> <li>• Experience in food and beverage service, especially in a BBQ or Chinese restaurant setting, is an asset.</li> <li>• Strong communication and interpersonal skills. Ability to multitask effectively in a fast-paced environment.</li> <li>• Excellent organizational and time management skills.</li> <li>• Basic math skills for billing and payment transactions</li> <li>• Knowledge of</li> <li>• Mandarin is an advantage.</li> <li>• Willingness to work split shifts, weekends, and public holidays.</li> <li>• Must be able to join within short notice. Working Hours: Full-time position with a 5-day workweek.</li> <li>• Some weekends and public holidays may be required based on operational needs.</li> </ul>	<ul style="list-style-type: none"> <li>• We are seeking enthusiastic, customer-focused individuals to join our Front of House Service Crew at our Chinese BBQ restaurant. In this role, you'll be responsible for delivering outstanding customer service, managing the dining area, and assisting guests in enjoying authentic Chinese BBQ.</li> <li>• Ideal candidates are warm, detail-oriented, and committed to providing a memorable dining experience in a vibrant team environment.</li> <li>• <b>Key Responsibilities</b></li> <li>• 1. Guest Interaction &amp; Service Greet and seat guests warmly, creating a welcoming and friendly atmosphere. Guide guests through the menu, providing recommendations and explaining Chinese BBQ cooking methods and popular dishes. Attend to customer needs promptly, professionally, and politely throughout their dining experience. Ensure guest satisfaction by checking in during the meal, addressing concerns, and fulfilling special requests as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Location</b> Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• 2. Table Management &amp; Food Preparation Assistance Set up tables before service, ensuring all necessary utensils, condiments, and side dishes are in place. Assist guests with BBQ grilling, monitor grill temperatures, and ensure grills are clean and ready for use. Clear tables efficiently between courses and after meals, setting them up for the next guests. Regularly refill condiments, sauces, and side dishes as needed.</li> <li>• 3. Cleanliness &amp; Organization Maintain a clean and organized dining area, including tables, seating, and service stations. Adhere to hygiene and safety standards, keeping dining spaces and BBQ grills clean and sanitized. Monitor the restaurant ambiance, including lighting and decor, to create a comfortable dining environment.</li> <li>• 4. Order Management &amp; Coordination Accurately take food and drink orders and relay them promptly to kitchen and bar staff. Serve beverages and food efficiently, ensuring orders are accurate and served in a timely manner. Coordinate with kitchen staff to manage cooking times, ensuring efficient and accurate food service.</li> <li>• 5. Billing and Payment Processing Present bills accurately and manage payments, handling cash, credit cards, and digital payment methods securely and responsibly. Provide change and receipts as necessary, ensuring smooth and accurate transactions.</li> <li>• 6. Team Collaboration Support team members with restocking supplies, side duties, and completing opening and closing tasks.</li> <li>• Assist in training new front-of-house staff as required. Communicate effectively with kitchen and management staff to</li> </ul>	

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		improve service efficiency and resolve issues.	
<p><b>Food Processing Staff</b></p>	<ul style="list-style-type: none"> <li>• High school diploma or equivalent; culinary or food processing education is a plus.</li> <li>• Previous experience in food preparation or kitchen operations preferred.</li> <li>• Basic knowledge of food safety and hygiene practices.</li> <li>• Ability to work in a fast-paced environment and manage time effectively.</li> <li>• Familiarity with measuring ingredients and portion control. Good organizational skills and attention to detail.</li> <li>• Ability to follow instructions and work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Position Overview:</b> The Food Processing Staff is essential to the daily operations of the Central Kitchen, responsible for preparing ingredients, assisting in food production, and ensuring food safety and quality standards.</li> <li>• Key duties include measuring and prepping ingredients, monitoring inventory, and maintaining a clean workspace.</li> <li>• Candidates should possess basic food safety knowledge and the ability to work efficiently in a fast-paced environment.</li> <li>• This role offers hands-on experience in food processing and kitchen operations within a dynamic culinary setting.</li> <li>• <b>Key Responsibilities</b></li> <li>• <b>1.Ingredient Preparation:</b></li> <li>• Prepare and portion ingredients for the next day's production.</li> <li>• <b>2.Production Assistance:</b></li> <li>• Support Central Kitchen operations in food production.</li> <li>• <b>3.Pre-Cooking Preparation:</b></li> <li>• Prepare pre-cooked food items for packaging and store them in the freezer.</li> <li>• <b>4.Sauce Quantity Determination:</b></li> <li>• Measure and prepare the correct quantities of various ingredients for sauces.</li> <li>• <b>5.Inventory Monitoring:</b></li> <li>• Monitor inventory levels and notify the Production Manager when stock levels are low.</li> <li>• <b>6.Familiarization with Ingredients:</b></li> <li>• Become acquainted with ingredients and accurately weigh finished products for all food production items.</li> <li>• <b>7.Meat Preparation:</b></li> <li>• Defrost and cut poultry and other meat items as needed.</li> <li>• <b>8.Supply Anticipation:</b></li> <li>• Anticipate the following day's supplies and prepare the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Woodlands</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		necessary quantities of ingredients. <ul style="list-style-type: none"> <li>• 9.Hygiene Maintenance:               <ul style="list-style-type: none"> <li>• Ensure the production area is kept clean and hygienic at all times.</li> </ul> </li> <li>• 10.Additional Duties:               <ul style="list-style-type: none"> <li>• Perform other related tasks as assigned by the Production Manager.</li> </ul> </li> </ul>	

## #15 Watami Food Service Singapore

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo.

To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>• Able to communicate with basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery.</li> <li>• Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations.</li> <li>• Cleaning machines and appliances used in kitchen, such as pots, and pans etc.</li> <li>• Taking out the trash.</li> <li>• Supporting other restaurant staff members by assisting with other tasks, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Kitchen Crew</b>	<ul style="list-style-type: none"> <li>• Able to communicate with basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>• Preparing and cooking food orders for all customers according to Watami’s service standard and procedures.</li> <li>• Preparation work of Kitchen opening and closing operation hours. Maintain quality, service &amp; cleanliness at all times according to Watami’s standards.</li> <li>• Food production: make sure the end product and the cooking process conforms to Watami’s standard and procedures, and at</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> • Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		the same time has good sense of preventing and recording of losses.	
<b>Management Trainee</b>	<ul style="list-style-type: none"> <li>• Able to communicate with basic English/Mandarin.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide service to all customers according to Watami's service standard and procedures.</li> <li>• Responsible for the preparation work of Hall opening and closing operation hours.</li> <li>• Maintain quality, service &amp; cleanliness at all times according to Watami's standards</li> <li>• Able to handle all stations at an independent level.</li> <li>• Other leader job scope.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Able to communicate with basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>• Provide service to all customers according to Watami's service standard and procedures.</li> <li>• Responsible for the preparation work of Hall opening and closing operation hours. Maintain quality, service &amp; cleanliness at all times according to Watami's standards.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various locations</li> </ul>

## #16 YCH Distripark

Founded in 1955, YCH Group is Asia Pacific's leading integrated end-to-end supply chain management and logistics partner to some of the world's largest companies across Asia Pacific. Our suite of end-to-end award winning supply chain management solution delivers powerful competitive advantages that are best in class across industry clusters from consumers and electronics to chemical and health care as well as e-commerce.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Operation Manager</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least Diploma / Degree in Supply Chain and Logistic and any field;</li> <li>• At least 5-8 year of working experience in the Logistic / 3PL / Supply Chain is required for this position;</li> <li>• Experience and proficiency in requirements management, business analysis and solution definition.</li> <li>• Solid organization and multi-tasking skills and</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for profit and loss of the unit and involve in regional roll out of key accounts operation where necessary.</li> <li>• Orchestrate comprehensive program and strategy to develop centre of excellence for rework business.</li> <li>• Conduct relevant operation audit and provide advice, striving for continuous improvement towards Operations Excellence.</li> <li>• Drive for active customer experiences as Customer Focus Team (Operations) CFT to increase customer loyalty.</li> <li>• Responsible for the coordination of all warehousing and distribution</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8:45am - 6.00pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bulim Ave</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>good in providing business solution.</p> <ul style="list-style-type: none"> <li>• Excellence in written and verbal communication skills and client-facing experience.</li> <li>• Meticulous, detail-oriented, organized and able to prioritize tasks;</li> <li>• Ability to work independently with minimum supervision, multitask and work well in a fast pace environment.</li> <li>• Positive customer service skills with an ability to communicate eloquently and effectively.</li> </ul>	<p>functions, including inventory, physical distribution, maintenance, record-keeping, traffic scheduling etc.</p> <ul style="list-style-type: none"> <li>• Responsible for the optimum use of storage space and store layout in the warehouse and for customer’s stock inventory records to be kept accurate and up-to-date.</li> <li>• Develop and maintain a high standard of customer service and satisfaction. Attends to customers’ enquiries and adopt a proactive approach to minimize complaints.</li> <li>• Responsible for staff discipline to upkeep company service level and corporate image while facilitating effective training &amp; development for operations personnel.</li> <li>• Provide monthly management reports on overall performance against agreed objectives in the areas of warehouse utilization, stock movements of customers and other matters relating to warehousing and distribution.</li> <li>• Liaise closely with internal stakeholders to meet customers’ needs and requirements.</li> <li>• Explore business opportunities with existing customer and their suppliers / clients as a lead for further development by sales and marketing staff.</li> <li>• Performs other job related functions as and when required by superior.</li> <li>• In full compliance to all EHS, Quality, legal and security requirements of the company.</li> </ul>	
<p><b>Customer Success Officer</b></p>	<ul style="list-style-type: none"> <li>• Willing and able to learn new skills and technologies.</li> <li>• Competent IT user skills.</li> <li>• Knowledge in supply chain / logistics solution and process will be added advantage.</li> <li>• Hands-on working experience with</li> </ul>	<ul style="list-style-type: none"> <li>• Take ownership of customer issues</li> <li>• Customer success rep must take ownership of the customer’s problem and be the single point of contact for all enquiries related to the troubleshooting procedure, the expected resolution time, and updates on the progress made.</li> <li>• Escalate unresolved issues to the appropriate internal teams</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8:45am - 6.00pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bulim Ave</li> <li>•</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>customer support software Freshdesk will be an added advantage.</p> <ul style="list-style-type: none"> <li>• Knowledge in supply chain / logistics solution and process will be added advantage.</li> <li>• Team player with strong written and verbal communication and interpersonal skills.</li> <li>• A proactive approach to customer support.</li> <li>• Attention to detail.</li> <li>• Ability to honor deadlines.</li> <li>• Fresh diploma holder or ITE with computer study are welcomed.</li> </ul>	<ul style="list-style-type: none"> <li>• A lot of times, there are issues which are highly technical or beyond the scope of what a success rep can handle on the spot. For such cases, the success rep needs to make sure that the problem is being communicated to the right internal teams and that they take appropriate action to resolve it.</li> <li>• Collect prompt and accurate feedback from customers</li> <li>• The work of a successful rep does not end at just resolving a customer issue. They also need to follow up with the customer, find out if the solution actually worked, and take note of the customer's suggestions on what can potentially improve their experience.</li> <li>• Document knowledge in the form of solution articles</li> <li>• The solution to every customer problem provides a valuable learning experience to success rep. They should be able to document this knowledge in the form of help content or solution articles so that the same problems don't occur in the future.</li> <li>• Master the configuration of our helpdesk software (Freshdesk)</li> <li>• Success rep should be able to configure the functions of the Freshdesk and use it to resolve customer problems in a more streamlined manner.</li> </ul>	
<p><b>Driver, Class 4</b></p>	<ul style="list-style-type: none"> <li>• Candidates must possess at least 1 year of relevant working experiences and with valid class 3/4/5 driving license.</li> <li>• Candidates must have clean driving record</li> <li>• Candidates must be good in communication skills during customers' queries and verify delivery forms.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible in the timely collection and distribution of goods and shipments.</li> <li>• To assist in the loading and unloading of goods and shipments from truck.</li> <li>• To unpack cargos and dispose of irrelevant goods.</li> <li>• To assist on installation of goods and shipments when reach customer location.</li> <li>• To verify and collect delivery notes and invoices.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> Mon - Fri, 8am - 5.30pm ; Alt. Sat 8am - 12pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bulim Ave</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Candidates must be able to work independently with minimum supervision and able to work under pressure.</li> <li>• Candidate experience with goods handling preferred.</li> <li>• Experience with GPS navigation and mapping.</li> <li>• Ability to drive long distances while maintaining focus.</li> <li>• Self-motivated and able to work without supervision.</li> <li>• Candidates must remain pro-active and a team player.</li> <li>• Able to commit overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• To attend to customers' queries onsite.</li> <li>• To help maintain the cleanliness of the truck.</li> <li>• To perform other ad-hoc duties as per assigned by Supervisor.</li> </ul>	
<b>Executive, Business Development</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma and above in any field</li> <li>• Competent in Mandarin language (spoken and written)</li> <li>• Good exposure in business presentation. Savvy with presentation software</li> <li>• Proficient in MS. Office, Excel, PowerPoint and computer knowledge</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Fresh graduates welcome to apply</li> <li>• Meticulous and have a can-do attitude</li> </ul>	<ul style="list-style-type: none"> <li>• Execute strategies and customer engagement opportunities for key accounts in the specific industry sectors across Asia Pacific.</li> <li>• Assist in facilitating smooth implementation of contractual agreements.</li> <li>• Collaborate with different stakeholders to put together a plan of action for the clients and current supply chain business operations.</li> <li>• Monitor progress update of projects, initiate and implement process improvements to ensure project success.</li> <li>• Conduct research and market intelligence work to facilitate formulation of business development plans and strategies.</li> <li>• Assist in the preparation of proposals, quotations, presentations and solutions in a timely manner and with utmost professionalism.</li> <li>• Tracking of KPI performance</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8:45am - 6.00pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bulim Ave</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Provide process improvement and optimization support relating to Logistics Data Management</li> <li>• Assist in Data and Statistical Analysis.</li> <li>• Perform other job-related functions as assigned.</li> </ul>	
<b>Executive, Solution Design</b>	<ul style="list-style-type: none"> <li>• 3 years of logistics operations management / solutions design experience, with good understanding of warehousing and logistics operations across different industries/ countries</li> <li>• Knowledge of logistics systems (WMS, TMS) and system integrations</li> <li>• Proficient in MS Office Suite (Excel, Powerpoint, Visio, Word etc)</li> <li>• Ability to interact at all levels in an organization</li> <li>• Tertiary education related to logistics/ supply chain management/ business/ engineering</li> <li>• Ability to travel</li> <li>• Regional work experience is a bonus</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze and document customer/ regulatory requirements, physical processes, and systems workflows for warehouse design and resources allocation.</li> <li>• Communicate with stakeholders to understand their requirements and pain points.</li> <li>• Review and identify continuous improvements of existing processes and products.</li> <li>• Perform testing/ UAT with users to ensure solution achieves desired outcomes</li> <li>• Work closely with various departments teams and countries to execute new processes, improvements and standardization.</li> <li>• Lead/ support project management in implementations/ cross-functional special projects.</li> <li>• Perform other job related duties as and when requested by superior.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8:45am - 6.00pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bulim Ave</li> </ul>
<b>Logistics Assistant (Forklift/Non-Forklift)</b>	<ul style="list-style-type: none"> <li>• At least 1 year of working experience in the relevant working fields. (Logistic / 3PL / Supply Chain)</li> <li>• Candidates must possess forklift / driving license (Class 3 and/or 4)</li> <li>• Candidate possesses minimal computer knowledge and operating scanning equipment.</li> <li>• Positive customer service skills with an ability to communicate eloquently and effectively.</li> <li>• Able to multitask and work well in a fast-paced environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible to support day-to-day operations in the warehouse by performing pick &amp; pack, kitting, receiving &amp; shipping operations according to internal and external customer requirements including returns.</li> <li>• To ensure all inventory transaction are completed within the timeline and maintain stock accuracy.</li> <li>• To perform any online tasks (i.e. loading of boxes, accessory insertion, bar-code scanning) required for final shipment of cargo, if any.</li> <li>• To ensure filing of documents is completed on time and accurately.</li> <li>• To conduct inventory count and assist to verify stock discrepancies.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> Mon - Fri, 8am - 5.30pm ; Alt. Sat 8am - 12pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bulim Ave</li> <li>•</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to commit overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• Operating of warehouse equipment such as forklift, reach truck and stacker and ensure the equipment is well maintained at all times.</li> </ul>	
<b>Logistics Officer</b>	<ul style="list-style-type: none"> <li>• At least 3 years of working experience in the relevant working fields. (Logistic / 3PL / Supply Chain)</li> <li>• Proficient with computer function, Microsoft Office, email, warehouse management system and operating scanning equipment.</li> <li>• Meticulous, detail-oriented, organized, and able to prioritize tasks.</li> <li>• Ability to work independently with minimum supervision, multitask and work well in a fast-paced environment.</li> <li>• Positive customer service skills with an ability to communicate eloquently and effectively.</li> <li>• Able to commit overtime when needed.</li> <li>• Able to commence work immediately or within a short notice period</li> </ul>	<ul style="list-style-type: none"> <li>• To support day-to-day operations in the warehouse, monitor and coordinate deliveries and shipment.</li> <li>• To prepare all shipping document for import and export shipment.</li> <li>• To perform the role of contact point with internal and external stakeholder on shipment arrangement.</li> <li>• To assist on customers / suppliers' inquiries via phone call or email.</li> <li>• To ensure all inventory transactions are completed within the timeline and maintain stock accuracy.</li> <li>• To upkeep and file related documentations on time and accurately. (E.g. delivery orders, shipping documents and inventory records etc).</li> <li>• To plan and conduct periodic Stock Quantity Cycle Count in accordance with company policy &amp; procedures.</li> <li>• To prepare and submit regular reports on warehouse utilization, inventory, stock movement and general matters for management review.</li> <li>• To ensure storage and office areas are well-maintained.</li> <li>• To perform other job-related functions as and when necessary, as directed by Superior.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> Mon - Fri, 8am - 5.30pm ; Alt. Sat 8am - 12pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bulim Ave</li> </ul>
<b>Warehouse Supervisor</b>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Primary/ Secondary School/ O' Level certification.</li> <li>• At least 4-5 years of working experience in the relevant working fields. (Logistic / 3PL / Supply Chain)</li> <li>• Candidates possess a forklift license and reach</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible to support day-to-day operations in the warehouse by receiving, storing and/or shipping of material or finished goods.</li> <li>• To ensure all inventory transaction are completed within the timeline and maintain stock accuracy.</li> <li>• To ensure filing of documents is completed on time and accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> Mon - Fri, 8am - 5.30pm ; Alt. Sat 8am - 12pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> • Bulim Ave</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>truck license is a must for this position.</p> <ul style="list-style-type: none"> <li>• Proficient in MS. Officer, computer knowledge and operating scanning equipment.</li> <li>• Positive customer service skills with an ability to communicate eloquently and effectively.</li> <li>• Able to multitask and work well in a fast-paced environment.</li> <li>• Able to work independently with minimum supervision, self-initiated.</li> <li>• Able to commit overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• To organize the layout of warehouse and ensure effective utilization of warehouse spacing.</li> <li>• To conduct inventory count and assist to verify stock discrepancies.</li> <li>• To ensure the security and accountability of materials and goods with inventory control.</li> <li>• To supervise a team of assistant supervisor and material handlers for stuffing and un-stuffing of containers for export and import shipments.</li> <li>• Selects, develops and evaluates personnel to ensure the efficient operation of the function.</li> <li>• Operating of warehouse equipment such as forklift, reach truck and stacker and ensure the equipment is well maintained at all time.</li> <li>• To maintain the cleanliness of the warehouse.</li> <li>• Performs other job-related functions as and when required by superior.</li> </ul>	
<p><b>Operation Executive</b></p>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma and above in any field.</li> <li>• At least 1 year of working experience in the relevant working fields.</li> <li>• (Logistic / 3PL / Supply Chain)</li> <li>• The candidate must possess a forklift and reach license.</li> <li>• Proficient in Microsoft Office, computer knowledge and operating scanning equipment.</li> <li>• Positive customer service skills with an ability to communicate eloquently and effectively.</li> <li>• Desire to work in a fast-paced and dynamic environment and able to handle stressful conditions.</li> </ul>	<ul style="list-style-type: none"> <li>• Be responsible to support day-to-day operations in warehouse by ensuring adequate manpower to perform warehouse duties.</li> <li>• Plan and coordinate with customer service teams to ensure timely operations (shipments clearance and delivery) execution.</li> <li>• To fulfil customers' request and immediate resolve if complaint raise.</li> <li>• To ensure all inventory transaction are completed within the timeline and maintain stock accuracy.</li> <li>• To conduct inventory count and assist to verify stock discrepancies.</li> <li>• To ensure the security and accountability of materials and goods with inventory control.</li> <li>• To ensure the filing of documents are completed on time and accurately.</li> <li>• To organize the layout of warehouse and ensure effective utilization of warehouse spacing.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8:45am - 6.00pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> • Bulim Ave</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to work independently with minimum supervision, self-initiated.</li> <li>• Able to commit overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>	<ul style="list-style-type: none"> <li>• To supervise a team of assistant supervisor and material handlers for stuffing and un-stuffing of containers for export and import shipments.</li> <li>• Selects, develops, and evaluates personnel to ensure the efficient operation of the function.</li> <li>• Suggest improvements to eliminate hazards, feedback on inadequacy of operational control, risk assessment and safe work procedure.</li> <li>• Evaluate the performance of assigned personnel and provide training experience, conduct disciplinary action, and recommend dismissal as required.</li> <li>• Ensure functional activities integrate with organizational requirements for quality management, regulatory compliance, and customer needs.</li> <li>• To ensure the cleanliness of the warehouse and ensure proper and safe functioning of warehouse tools, facilities, and equipment.</li> <li>• In full compliance to all EHS, Quality, legal and security requirements of the company.</li> <li>• Performs other job-related functions as and when required by superior.</li> </ul>	
<p><b>Project Executive</b></p>	<ul style="list-style-type: none"> <li>• Candidate must possess at least a Diploma and above in any field.</li> <li>• At least 1 year of working experience in the relevant working fields.</li> <li>• (Logistic / 3PL / Supply Chain)</li> <li>• The candidate must possess a forklift and reach license.</li> <li>• Proficient in Microsoft Office, computer knowledge and operating scanning equipment.</li> <li>• Positive customer service skills with an ability to</li> </ul>	<ul style="list-style-type: none"> <li>• Understand daily operations function</li> <li>• Understand the Operations system used (WMS, TMS, DMS, Automation)</li> <li>• Familiar with various type of storage system and Material Handling Equipment</li> <li>• Support Operations Manager to perform process mapping, solution design and the execution of activity flows for project implementation</li> <li>• Support Operations Manager to plan and executive migration plan for project implementation</li> <li>• Support Business Unit for RFQ solutioning and Project Costing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8:45am - 6.00pm</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> • Bulim Ave</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>communicate eloquently and effectively.</p> <ul style="list-style-type: none"> <li>• Desire to work in a fast-paced and dynamic environment and able to handle stressful conditions.</li> <li>• Able to work independently with minimum supervision, self-initiated.</li> <li>• Able to commit overtime when needed.</li> <li>• Able to commence work immediately or within short notice period.</li> </ul>		

## Backend Referral

### #17 LS2 Services

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Administrative Assistant (Changi)</b>	<ul style="list-style-type: none"> <li>• Able to work together as a team &amp; Multitask</li> <li>• Able to work independently with minimal supervision.</li> <li>• Able to work in a fast-paced environment and have the initiative to respond to various situations.</li> <li>• Attention to detail and ability to handle tasks in a prompt and efficient manner.</li> </ul>	<ul style="list-style-type: none"> <li>• To perform general administrative duties including counter duties, filing and documentation, data entry, prepare reports, maintaining and compiling records.</li> <li>• Assist with company accommodation matters.</li> <li>• Manage office administrative duties including courier, provide clerical support on daily operation, including filing, scanning, photocopying, etc.</li> <li>• To perform any ad-hoc duties assigned by the reporting manager from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location:</b> Changi</li> </ul>
<b>Cleaner</b>		<ul style="list-style-type: none"> <li>• Perform cleaning on the premises as directed by your supervisor</li> <li>• Maintain cleanliness of assigned areas</li> <li>• Sweep and vacuum the floor or carpets in the assigned area</li> <li>• Wash and maintain the cleanliness of the surroundings and toilets</li> <li>• Wipe tabletops, shelves and partitions of assigned areas</li> <li>• Empty waste bins</li> <li>• Any other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bukit Batok</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cleaner Team Leader</b>		<ul style="list-style-type: none"> <li>• Attend to clients' enquiries and requests.</li> <li>• Carry out induction procedures with all new staff.</li> <li>• Check cleaning equipment condition.</li> <li>• Check work done by cleaners.</li> <li>• Communicate and relate effectively at the workplace.</li> <li>• Demonstrate understanding of cleaning methods and processes.</li> <li>• Implement work plans.</li> <li>• Inform the supervisor or manager when the stock level of cleaning materials is low.</li> <li>• Inform the team of clients' requests and follow up to ensure request is made.</li> <li>• Instruct and delegate tasks to team.</li> <li>• Oversee day-to-day cleaning operations.</li> <li>• Provide appropriate guidance and training for cleaning staff.</li> <li>• Resolve problems and make decisions at operational level.</li> <li>• Train new cleaners on work procedures and operation of equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bukit Batok</li> </ul>
<b>Maintenance Technician</b>		<ul style="list-style-type: none"> <li>• Servicing and repairing industrial cleaning equipment such as high-pressure jet, leaf blower, scrubbing machine, vacuum cleaner, battery operated cart and etc</li> <li>• Inspecting and assessing the functionality of equipment</li> <li>• Troubleshooting machineries breakdowns</li> <li>• Conducting routine maintenance and safety checks</li> <li>• Preparation and submission of maintenance reports</li> <li>• Liaise with external vendors for necessary equipment repair</li> <li>• Inspect and monitor quality standards of equipment / tools</li> <li>• Perform asset tagging to ensure accountability of equipment</li> <li>• Prepare inspection finding reports and communicate with internal</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5.5 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> <ul style="list-style-type: none"> <li>• Bukit Batok</li> </ul> </li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		staff / vendors on any faults, and follow up to ensure rectification <ul style="list-style-type: none"> <li>• Any ad-hoc assignments</li> </ul>	
<b>Supervisor</b>		<ul style="list-style-type: none"> <li>• Supervise multiple team of cleaners in multiple cleaning projects</li> <li>• Train cleaners and team leaders on service standards and provide help and guidance when necessary</li> <li>• Assist in planning work schedules and deployment of manpower</li> <li>• Monitor and follow up on compliance with cleaning procedures, workplace safety and tender specifications</li> <li>• Implement operation plans to improve work processes and service quality</li> <li>• Monitor cleaning material stock level and re-order materials when needed</li> <li>• Check cleaning equipment condition</li> <li>• Monitor cleaning material stock level and re-order materials when needed</li> <li>• Solve operational problems and make decisions</li> <li>• Submit daily cleaning report</li> <li>• Facilitate effective communication and engagement at the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 5 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Bukit Batok</li> </ul>
<b>Storeman</b>	<ul style="list-style-type: none"> <li>• Minimum at least 3 years of relevant experience</li> <li>• Ability to work independently or as part of a team.</li> <li>• Previous experience as a service technician or in a related field.</li> <li>• Hands-on experience in installation, maintenance, and repair of equipment or systems.</li> <li>• Good organizational and time management skills to handle multiple tasks.</li> <li>• Adherence to workplace safety standards and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare, count and distribute stocks to various designated locations within the workplace</li> <li>• Receive, inspect, and store stocks in good order</li> <li>• Ensure the stocks are stored in compliance with safety standards and industry best practices</li> <li>• Maintain accurate inventory records, tracking stock levels and replenishes supplies, as required</li> <li>• Monitor stock level and update quantities daily via system</li> <li>• Moving heavy pallets and goods using a forklift</li> <li>• Dilution of chemical daily</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Working Hours</b> 730am to 500pm (Mon – Fri, Alternate Saturday)</li> <li>• <b>Location</b> • East</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Maintain clean, organised, and safe storage areas</li> <li>• Work closely with procurement to ensure timely availability of materials</li> <li>• Any ad-hoc assignment</li> </ul>	
<b>Senior Technician</b>	<ul style="list-style-type: none"> <li>• Minimum at least 3 years of relevant experience</li> <li>• Ability to work independently or as part of a team.</li> <li>• Previous experience as a service technician or in a related field.</li> <li>• Hands-on experience in installation, maintenance, and repair of equipment or systems.</li> <li>• Good organizational and time management skills to handle multiple tasks.</li> <li>• Adherence to workplace safety standards and protocols.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance and service of cleaning machines &amp; robots</li> <li>• Repair of machines</li> <li>• Submission of monthly report</li> <li>• Liaise with equipment suppliers</li> <li>• Any ad-hoc assignment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Working Hours</b> 730am to 500pm (Mon – Fri, Alternate Saturday)</li> <li>• <b>Work Location:</b></li> <li>• East</li> </ul>

### #18 Sushi Tei Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Leading Cook</b>	<ul style="list-style-type: none"> <li>• Applicants with prior relevant experience will be advantageous.</li> <li>• Able to perform shifts and work on weekends and Public Holidays.</li> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to work in fast-paced F&amp;B environment with minimal supervision.</li> <li>• Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to SOP on the preparation of food and provide guidance and training to rank &amp; file staff.</li> <li>• Ensure that all workstations are clean, tidy and ready for the start and end of the business day.</li> <li>• Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</li> <li>• Uphold the hygiene standard of ingredient handling and the dishes served.</li> <li>• Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</li> <li>• Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		supplies under his/her care before ordering. <ul style="list-style-type: none"> <li>• Perform stock count for monthly closing inventory.</li> <li>• Training and uniform will be provided</li> </ul>	
<b>Leading Cook</b>	<ul style="list-style-type: none"> <li>• Applicants with prior relevant experience will be advantageous.</li> <li>• Able to perform shifts and work on weekends and Public Holidays.</li> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to work in fast-paced F&amp;B environment with minimal supervision.</li> <li>• Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to SOP on the preparation of food and provide guidance and training to rank &amp; file staff.</li> <li>• Ensure that all workstations are clean, tidy and ready for the start and end of the business day.</li> <li>• Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</li> <li>• Uphold the hygiene standard of ingredient handling and the dishes served.</li> <li>• Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</li> <li>• Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</li> <li>• Perform stock count for monthly closing inventory.</li> <li>• 6 working days/week (44-hours).</li> <li>• Training and uniform will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various locations</li> </ul>
<b>Cook (Part Time)</b>	<ul style="list-style-type: none"> <li>• No experience required as training will be provided.</li> <li>• Able to perform shifts and work on weekends and Public Holidays.</li> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to SOP on the preparation of food and provide guidance</li> <li>• Ensure that all workstations are clean, tidy and ready for the start and end of the business day.</li> <li>• Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</li> <li>• Uphold the hygiene standard of ingredient handling and the dishes served.</li> <li>• Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various locations</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</li> <li>• Perform stock count for monthly closing inventory.</li> <li>• Training and uniform will be provided</li> </ul>	
<p><b>Restaurant Supervisor</b></p>	<ul style="list-style-type: none"> <li>• Applicants with prior relevant experience will be advantageous</li> <li>• Able to perform shifts and work on weekends and Public Holidays.</li> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to work in fast-paced F&amp;B environment with minimal supervision.</li> <li>• Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>• Greet and lead arriving guests to assigned table in a friendly manner, make them feel welcome and at ease.</li> <li>• Present Ordering IPad /Menu to the customers.</li> <li>• Attend to guest's request, be helpful and answer politely.</li> <li>• Recommend signature and popular dishes to customers.</li> <li>• Check food before presenting to guest and ensure all items ordered are served accordingly.</li> <li>• Seek customers' permission prior to clearing of the empty dishes.</li> <li>• Follow service procedures and familiarize with the menu and be aware of special promotions or publicity campaigns to ensure that food is presented correctly.</li> <li>• Take incoming calls and provide information regarding the respective restaurant.</li> <li>• Relay customer feedback or comments to the duty manager in charge.</li> <li>• Manage daily cashiering duty to ensure all transactions are accurate &amp; done efficiently.</li> <li>• Ensure complete table set up according to service SOP.</li> <li>• To perform other duties as assigned by superior.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b></li> <li>• Various locations</li> </ul>
<p><b>Service Crew (Waiter / Waitress) Full Time / Part Time</b></p>	<ul style="list-style-type: none"> <li>• Applicants with prior relevant experience will be advantageous.</li> <li>• Able to perform shifts and work on weekends and Public Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for providing courteous and efficient food &amp; beverage services to the guests.</li> <li>• To present menu, take order, suggest and recommend appropriately.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 3/6 days</li> <li>• <b>Working hours:</b> 5/8 hours</li> <li>• <b>Employment Type:</b> Full Time / Part Time</li> <li>• <b>Location</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to work in fast-paced F&amp;B environment with minimal supervision.</li> <li>• Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>• Attend and respond to guests' needs promptly and professionally.</li> <li>• Setting up table arrangement and ensure cleanliness in the restaurant.</li> <li>• To perform other duties as assigned by superior.</li> </ul>	Various locations
<b>Senior Cook</b>	<ul style="list-style-type: none"> <li>• Applicants with prior relevant experience will be advantageous.</li> <li>• Able to perform shifts and work on weekends and Public Holidays.</li> <li>• Great customer service skills with a pleasant smile.</li> <li>• Able to work in fast-paced F&amp;B environment with minimal supervision.</li> <li>• Able to start work in a short notice</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to SOP on the preparation of food and provide guidance and training to rank &amp; file staff.</li> <li>• Ensure that all work stations are clean, tidy and ready for the start and end of the business day.</li> <li>• Ensure hygiene, cleanliness, and safety of the counters/cooked food station at all times.</li> <li>• Uphold the hygiene standard of ingredient handling and the dishes served.</li> <li>• Ensure that the Kitchen worktop, cookers, ovens, grills, utensils, appliances, equipment, seafood tanks, and the kitchen floor are cleaned.</li> <li>• Assist in ordering and receiving ingredients and supplies. Prior to ordering, check the inventory levels of the ingredients and supplies under his/her care before ordering.</li> <li>• Perform stock count for monthly closing inventory.</li> <li>• Training and uniform will be provided</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No. of working Days:</b> 6 days</li> <li>• <b>Working hours:</b> 8 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Various locations</li> </ul>

## #19 CHAGEE Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Store Manager</b>	<ul style="list-style-type: none"> <li>• Passionate, responsible, highly motivated and proactive individuals</li> <li>• Prior working experience in a fast-moving beverages or F&amp;B operations</li> <li>• Knowledge of P&amp;L management</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for both the strategic and operational work of the store team</li> <li>• Manages the P&amp;L activities of the store, including net sales, revenue, recruitment, inventory, cost management etc.</li> <li>• Monitors and maintain integrity of stores operation and the provision of services</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Working hours:</b> 44 hours</li> <li>• <b>Employment Type:</b> Full Time</li> <li>• <b>Location</b> Beach Road</li> </ul>

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

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Work and collaborate as a team to achieve and ensure smooth operational success</li> </ul>	implementation of short to long term objectives	

## #20 The Work Shop

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Sales Coordinator</b>	<ul style="list-style-type: none"> <li>Fluent with computer.</li> <li>Familiar with MS office and outlook.</li> <li>Comfortable with speaking with customers and suppliers over the phone.</li> </ul>	<ul style="list-style-type: none"> <li>Answer customer enquiries.</li> <li>Source from suppliers.</li> <li>Prepare quotes and PO.</li> <li>Coordinate sales confirmation and goods delivery.</li> </ul>	<ul style="list-style-type: none"> <li><b>No. of working Days:</b> 5 days</li> <li><b>Working hours:</b> 8am to 5pm</li> <li><b>Employment Type:</b> Full Time</li> <li><b>Location</b> Pioneer</li> </ul>

## #21 Eu Yan Sang Integrative Health

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Clinic Assistant</b>	<ul style="list-style-type: none"> <li>At least GCE 'O' or 'N' Level or equivalent. Good communication &amp; interpersonal skills.</li> <li>Able to read Chinese and converse in Mandarin and simple English. Cheerful, pleasant and positive personality.</li> <li>Experience working in a clinic setup would be an advantage</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for all the operational activities in the clinic.</li> <li>(1) At the Reception Counter include registration of patients, cashier duties</li> <li>(2) At the Dispensary</li> <li>(3) Physicians' Assistance</li> <li>(4) Others include general housekeeping of the clinic, administrative duties e.g. petty cash management</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> </ul>
<b>TCM Physician</b>	<ul style="list-style-type: none"> <li>(1) Registered Traditional Chinese Medical Practitioner with the Traditional Chinese Medicine Practitioners Board of Singapore</li> <li>(2) Relevant TCM Clinical experience</li> </ul>	<ul style="list-style-type: none"> <li>Provide health care services to patients using Traditional Chinese Medicine techniques and other forms of treatment modalities (example: including acupuncture and herbology) to promote, maintain and restore the holistic health of patients.</li> </ul>	<ul style="list-style-type: none"> <li><b>Employment Type:</b> Full Time</li> </ul>

## #22 e2i services

### e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

**NTUC Job Security Council’s Telegram Channels**

Be alerted daily on the latest job vacancies from hiring companies.

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



- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, part-time jobs, operators, packer roles)  
<https://bit.ly/jsc-ja-nonpmet>



**Check out our e-Resources for Jobs & Skills**

Explore this site to get this information:

- Career Resource kit for Professionals
  - Career Assessment Tool
  - e2i Resume Builder
  - Career Fairs
- and many more.



<https://e2i.sg.crp-yellow?r=qr>

**Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!**



<https://ntuc.co/4cxkqt4?r=qr>

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## Concerned about your Job Security in this period?

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

### Meet an e2i Career Coach

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

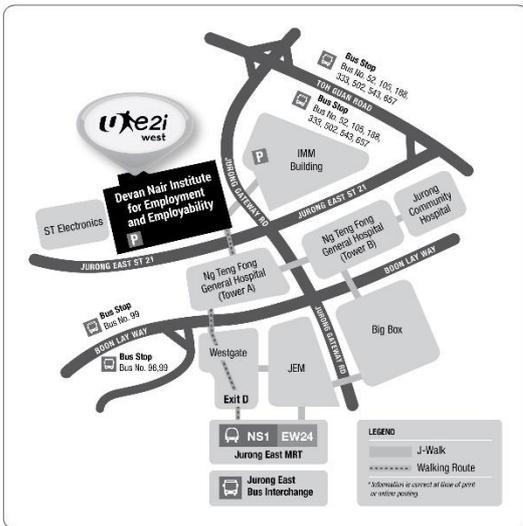
<https://e2i.sg/cg-cp123?r=qr>



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

**e2i west**  
Devan Nair Institute of Employment and Employability  
80 Jurong East St 21 Level 2  
Singapore 609607

**Find us at these other locations.**



<https://e2i.sg/locjw2?r=qr>

**Operating Hours:** Monday till Friday: 9am to 5pm  
Saturday: 9am to 1pm  
Sunday & Public Holiday: Closed

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