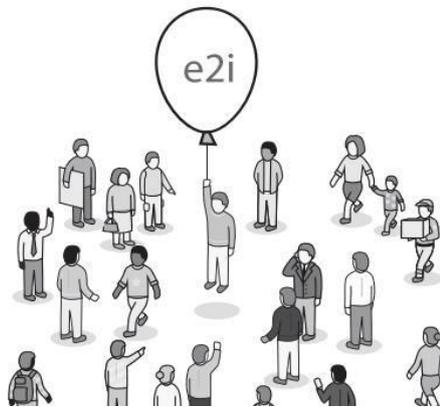


e2i Skills & Career Discovery @ Marsiling-Yew Tee GRC (28 March 2025) JOB LISTING BOOKLET



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

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#1 Agape Services

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Laundry Attendant (Non PMET)	<ul style="list-style-type: none"> • PSLE or equivalent • At least 1 year of relevant experience • Fast learner 	<ul style="list-style-type: none"> • Identify the linens and place them in the correct sorting bin / washer • Operate ironer / folding machines (manual folding may be required) • Packing of linens into trolleys • Maintain cleanliness of the working area 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Sembawang Central
Property Steward (Non PMET)	<ul style="list-style-type: none"> • General Education / WSQ Certificate in Environmental Cleaning • Able to understand basic instructions in English and communicate to customers • Physically fit to carry out cleaning duties such as dusting, wiping, sweeping, mopping, handling and disposing waste • Diligent, efficient and well-mannered worker, willing to learn and be trained 	<ul style="list-style-type: none"> • Provide cleaning services at office premises, residential apartments and / or building areas • Carry out general cleaning and maintain cleanliness using appropriate materials, products and equipment • Handle and dispose waste according to standard procedures, instructions and cleaning industry standards • Comply with performance standards as well as workplace safety and health policy and procedures 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Sembawang Central

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#2 Alba Group

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Waste Truck Attendant (Non PMET)	<ul style="list-style-type: none"> • Willing to work on weekends on a rostered basis 	<ul style="list-style-type: none"> • To work as a team together with the assigned truck driver to ensure that all required waste is collected on time 	<ul style="list-style-type: none"> • Working hours: 7am - 4.30pm • Location: 18 Tuas Avenue 10
Waste Truck Driver (Non PMET)	<ul style="list-style-type: none"> • Possess class 4 driving license: Willing to work on weekends on a rostered basis 	<ul style="list-style-type: none"> • To perform waste collection from both public and private housing estates, government, and commercial premises within assigned timeline 	<ul style="list-style-type: none"> • Working hours: 7am - 4.30pm • Location: 18 Tuas Avenue 10

#3 CBM

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
AV Technician (PMET)	<ul style="list-style-type: none"> • Candidate must possess a Diploma in Facilities Management, Engineering from a recognized institute with Min 2 years of relevant working experience in Audio Visual Technology 	<ul style="list-style-type: none"> • Perform routine maintenance, inspection, repair work • Provide routine assistance • Executing all the lighting / sound / stage technical aspects • Responsible for equipment maintenance, troubleshooting / repair and implementing user / house guidelines • Provide lighting / sound / stage requirements as and when required • Tactful when interfacing customers • Any other ad-hoc assignments assigned by the Management 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: West
Delivery Driver (Class 3 / Class 4) (Non PMET)	<ul style="list-style-type: none"> • Candidate must possess at least 3 years' experience class 3 / 4 vehicle 	<ul style="list-style-type: none"> • Drive around Singapore delivering the laundry and linen to hotels in Singapore • To assist in receiving, picking, loading / unloading of laundry items • To follow routes and time schedule • Ensure cleanliness of the vehicle of all times • Always adhere to safety requirements • To carry out any other duties as assigned by the management or supervisor as required 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Woodlands
Laundry Attendant (Non PMET)	<ul style="list-style-type: none"> • No formal education is required • Must be able to stand for long hours • Must be able to adapt with hot environment 	<ul style="list-style-type: none"> • Responsible for handling towels / linen / uniforms • Ensure that accounting and recording of towels / linen / uniforms are correctly done • Ensure that transferring of towels / linen / uniforms are correctly assigned and place • To perform quality check at each section and towels / linen / uniforms accordingly • To ensure daily housekeeping is carried out • Any other assigned duties by the company 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Woodlands

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<p>Maintenance Officer (Non PMET)</p>	<ul style="list-style-type: none"> • Candidate must possess at least an NTC Certificate on Facilities technology, mechanical or electrical • At least 6 years and above MCST Experience in managing residential, industrial / mixed development 	<ul style="list-style-type: none"> • Carry out periodic routine inspections and tasks for the proper operations of the property • Keep proper records of M & E readings and to monitor the performance of plants and equipment • Check all service contactors and sub-contractors on site work and to report irregularities to the PO / CM • Attend to complaints received through feedback from the management office • Carry out minor tasks assigned by the PO / CM about the physical maintenance of the property (e.g. changing of bulbs, painting, minor repairs etc.) • Any other duties assigned by the CM 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Woodlands
<p>Projects Manager (PMET)</p>	<ul style="list-style-type: none"> • Candidate must possess Tertiary or equivalent qualification in Project Management / Facilities Management / Engineering or equivalent • 8 years or above relevant experience 	<ul style="list-style-type: none"> • Lead and direct on all project operations and activities such as the design, plan, schedule, scope and budget • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance with the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: West

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		project scope and project budget <ul style="list-style-type: none"> • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management 	
Senior / Operations Manager (PMET)	<ul style="list-style-type: none"> • Candidate must possess at least a Degree in Engineering / Building / Facilities / Estate Management or relevant disciplines with proven management. background and managed est. 20,000 sqm in the past 5 years • Minimum 5 years of relevant experience. (Operations Manager) • Minimum 8 years of Relevant Experience (Senior Operations Manager) 	<ul style="list-style-type: none"> • Oversee the overall performance of Service teams within the contract • Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment • Ensure contract compliance and meet or exceed KPIs • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Lead to develop and execute strategic business plans • Maintain data integrity in management systems • Deliver contractual and ad-hoc reports punctually • Support engineering during planned or unplanned power shutdowns • Uphold safety protocols and crisis management procedures • Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Enforce compliance with Health, Safety, Environmental and Risk Management policies • Cultivate teamwork, collaboration and personal development within the team • Manage workload, resourcing and succession planning 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: West

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Any other ad-hoc works assignment by the management 	
Site Engineer (PMET)	<ul style="list-style-type: none"> Diploma in Electrical / Mechanical Engineering or equivalent recognized by Singapore Government or other professional bodies such as Professional Engineers Board or Institution of Engineers Minimum 3 years of relevant working experience is required 	<ul style="list-style-type: none"> Oversee and supervise trade contractors / specialists in handling the M&E operations within each bundle Serve as the main contact point between CBM and MHA representatives on-site Assist and report directly to Operation Manager (OM) in all operation & maintenance concerns Oversee the management facilities within the premises Compiling the monthly service report and tabulations Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary Interfacing with the clients Attend monthly meetings with clients & prepare the minutes of the meeting Providing updates on ad-hoc and outstanding issues Attending to client's feedback or requests Coordinates the preventive and corrective maintenance works Provide costing and proposals for ad-hoc works / projects Evaluate the quotations submitted by contractor and provide a formal quotation to the client Inspecting work carried out is proper and in satisfaction Liaising and managing contractors Leading the on-site technical teams: Provide guidance, training and supervision to technical staff to ensure proper execution of assigned tasks Planning of maintenance schedule 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: West

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Review and planning monthly maintenance schedule Oversee all work is carried out timely and smoothly by the staff Any other ad-hoc assignments assigned by the Management 	
Technician (PMET)	<ul style="list-style-type: none"> Candidate must possess at least a "N" Level and above / NITEC with 2 years of relevant experience 	<ul style="list-style-type: none"> Maintenance of facilities and services Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently Regular inspection of grounds and facilities to ensure they are in good order Attend breakdown, servicing, repairing and emergency requests Any work assigned by Superior 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: West

#4 Comfort Transportation Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Employee Driver (Non PMET)	<ul style="list-style-type: none"> Valid Singapore driving license Valid taxi vocational license Singaporean Comfortable to drive a taxi for long hours Able to perform split shifts during peak hours Good interpersonal skills and have a passion for working with people Pleasant personality Able to deal with emergencies calmly and effectively Willing to hire taxis over non-working days to earn additional income 	<ul style="list-style-type: none"> Deliver high quality P2P service at stipulated shift timing Always ensure the safety and security of passengers Strive for high performance through trips and fares Ensure proper maintenance, cleanliness and upkeep of the taxi Fulfil responsibilities when tasked with ad hoc taskings by company 	<ul style="list-style-type: none"> Working hours: Full Shift: 6am - 6pm, Split shift 6am to 11.30am & 3.30pm – 9pm Location: 383 Sin Ming Drive

#5 Duck King One Pte Ltd

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work shift - weekends and public holidays 		
Dishwasher (Non PMET)	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese / English to converse with Chinese / English speaking customers • Able to work shift - weekends and public holidays • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Washes, stacks, sorts, and stores dishes, glassware, utensils, and cookware • Maintains a clean kitchen and keeps dish area organized and free of clutter • Sets up dish stations, including dishwashing machines and sinks • Maintains clean, dry floors throughout the shift • Cleans and sanitizes storage areas, including freezers and refrigerators • Assists in storing food deliveries • Monitors trash cans throughout shift, making sure to remove full trashcans and boxes as needed and at the end of each shift • Maintains the cleanliness of dry storage areas and the organization of storage shelves • Assists in food preparation and any other duties set forth or requested by the chef and other managers as needed • Follows sanitation and cleaning procedures • Ensure that dishwashers are in working order and reports problems as they arise • Assists with closing, including aiding in the sanitation of cooking and food preparation stations 	<ul style="list-style-type: none"> • Working hours: 44 hours per week
Kitchen Assistant (Non PMET)	<ul style="list-style-type: none"> • Minimum of 1 – 2 years in Kitchen operations • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese / English to converse with Chinese / English speaking customers. 	<ul style="list-style-type: none"> • Cook and prepare food for customers as per the standard recipes • Slightly modify recipes to meet customers' needs and requests (e.g. reduce salt, remove dairy) • Ensure food is prepared in a timely manner • Ensure appealing plate presentation 	<ul style="list-style-type: none"> • Working hours: 44 hours per week

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work shift - weekends and public holidays • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Ensure areas of responsibility are clean, tied and organized • Ensure general cleanliness and hygiene in food preparation and storage are in accordance with NEA and SFA guidelines • Check stock level, order and replenish of stock in FIFO order • Ensure sufficient stock for daily operation; stocks and ingredients keep fresh and follow FEFO (first expired first out) system • Ensure compliance with all health and safety regulations within the kitchen area • Ensure that all the kitchen equipment is in good working order and reports any faults or damage • Any other duties as assigned 	
Stall Assistant (Non PMET)	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak Basic Chinese / English to converse with Chinese / English speaking customers • Able to work shift - weekends and public holidays • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Assist in the counter in serving and preparing food • Ensure food is prepared in a timely manner • Perform cashiering duty at food stall using POS machine • Take customer's order and ensure the orders are keyed correctly into POS machine • Ensure compliance with all health and safety regulations within the kitchen area • Ensures correct and safe use of all equipment and tools • Deals effectively with guests and workplace associates always using SOP • Any other duties as directed 	<ul style="list-style-type: none"> • Working hours: 44 hours per week

#6 GreatSolutions Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive Chef (PMET)	<ul style="list-style-type: none"> • We are seeking a hands-on Executive Chef with at least 5 years of experience in 	<ul style="list-style-type: none"> • We are seeking an experienced and hands-on Executive Chef with a strong background in kitchen operations and a proven 	<ul style="list-style-type: none"> • Working hours: 8 - 10 hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>the culinary field, particularly in high-volume kitchens and opening new outlets. The ideal candidate should have strong leadership skills, with a proven ability to train and manage kitchen staff, develop innovative menus, and maintain high standards of food quality and operational efficiency. Applicants must have experience in cost control, inventory management, and ensuring food safety standards are met. The position requires someone who is actively involved in daily kitchen operations and can thrive in a fast-paced, high-pressure environment. This is a full-time position with a 6-day work week, including flexibility for evenings, weekends, and holidays</p>	<p>track record in opening new outlets. The ideal candidate will be passionate about culinary excellence, staff training, and creating innovative menus while maintaining high standards of quality and efficiency. This role requires leadership skills to manage and mentor kitchen staff, drive operational success, and ensure cost control, all while maintaining a positive and collaborative kitchen environment. The Executive Chef will also be actively involved in the opening and development of new outlets, ensuring smooth operations from day one</p>	
<p>IT Support (PMET)</p>	<ul style="list-style-type: none"> We are looking for a Junior IT Support professional to assist with asset deployment, Level 1 IT support, and data migration tasks. This entry-level role requires strong problem-solving skills and a willingness to learn, with a focus on providing timely and effective technical support. The position involves traveling to multiple sites based on operational needs, with 	<ul style="list-style-type: none"> We are looking for an entry-level IT Support professional to join our team in a mobile support role. No prior experience is required, as we provide training to help you succeed. The primary responsibilities include asset deployment, providing Level 1 IT support, and assisting with data migration activities. You will be the first point of contact for technical issues, helping troubleshoot and resolving basic IT problems, while also supporting the setup and deployment of IT assets across 	<ul style="list-style-type: none"> Working hours: 8 hours

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>a standard 5-day work week from 8:00 AM to 5:00 PM, and flexibility to adjust hours as needed. The ideal candidate will have a proactive attitude, good communication skills, and a strong desire to grow in the IT field. A valid driver's license and reliable transportation are preferred</p>	<p>various locations. This role offers an excellent opportunity to gain hands-on experience in IT support and grow within the field</p>	
<p>IT Team Lead (PMET)</p>	<ul style="list-style-type: none"> We are seeking a Lead IT Support professional with experience in asset deployment, Level 1 IT support, and data migration activities. The ideal candidate will have strong leadership skills, the ability to manage a team, and excellent communication skills to liaise with clients and their management teams. This role requires flexibility to travel to multiple sites based on operational needs, with a standard 5-day work week from 8:00 Am to 5:00 Pm, and the ability to adjust schedules as needed. The candidate should be proactive, customer-focused, and possess strong problem-solving abilities. A valid driver's license and reliable transportation are preferred 	<ul style="list-style-type: none"> We are seeking a Lead IT Support professional to oversee and manage a mobile support team in providing top-tier IT assistance. In this role, you will be responsible for coordinating asset deployment, managing Level 1 IT support, and leading data migration activities. You will act as the primary point of contact for clients and their management teams, ensuring that technical issues are addressed efficiently, and that service delivery meets client expectations. As a leader, you will manage and mentor a team of IT support staff, delegating tasks, monitoring performance, and ensuring the team maintains high standards of service. Strong communication and leadership skills are essential, as well as a proactive approach to resolving IT challenges and managing client relationships 	<ul style="list-style-type: none"> Working hours: 8 hours
<p>Kitchen Assistant (Non PMET)</p>	<ul style="list-style-type: none"> Minimum one year of cooking experience with strong teamwork skills, demonstrating 	<ul style="list-style-type: none"> Assisting in food ordering, washing all cooking appliances, supporting the Cook in the preparation of meal ingredients 	<ul style="list-style-type: none"> Working hours: 8 - 10 hours

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	the ability to multitask and collaborate effectively as a team player. Need to wear safety boots	(which involves washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat), packing chopped products, aiding in cooking in the absence of the head chef, and maintaining cleanliness in the designated areas	
Operations Manager (Cleaning) (PMET)	<ul style="list-style-type: none"> Commitment to weekend work and a capacity for a fast-paced environment, demonstrating strong team player qualities, possessing 2 years of relevant supervisory experience in the production / operation sector, and exhibiting excellent communication, leadership, and team management skills 	<ul style="list-style-type: none"> Commitment to weekend work and a capacity for a fast-paced environment, demonstrating strong team player qualities, possessing 2 years of relevant supervisory experience in the cleaning sector, and exhibiting excellent communication, leadership, and team management skills 	<ul style="list-style-type: none"> Working hours: 8 - 10 hours
Steward (Non PMET)	<ul style="list-style-type: none"> Able to commit shift work, carry heavy load 20 Kg, need to wear safety boots 	<ul style="list-style-type: none"> Washing plates and utensils, ensuring the cleanliness and hygiene of equipment through cleaning and wiping, conducting the wiping clean and drying of all washed products, performing area cleaning, assisting in carrying and arranging boxes, and contributing to the prevention of damaged products during the cleaning and washing processes 	<ul style="list-style-type: none"> Working hours: 8-10 hours

#7 Lan Zhou Wu Fu Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Back of House (FOH) Service Crew (Non PMET)	<ul style="list-style-type: none"> Previous kitchen experience in a fast-paced restaurant environment is preferred 	<ul style="list-style-type: none"> Food Preparation Grill Station & Meat Preparation Cooking Dish Assembly & Presentation Cleaning & Sanitization Inventory & Stocking 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: 181 Orchard Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of Korean cuisine and BBQ preparation is a plus • Ability to handle sharp tools and operate kitchen equipment safely • Dishwashing: Clean dishes, utensils, and kitchen equipment efficiently • Understanding of food safety and hygiene regulations • Strong attention to detail and ability to work efficiently under pressure • Ability to multi-task and work efficiently under pressure • Commitment to maintaining excellent food hygiene and kitchen safety practices • Good communication skills in English; proficiency in Mandarin is an advantage • Ability to join the team on short notice 	<ul style="list-style-type: none"> • Team Collaboration 	
<p>Food Court Stall / Kitchen Assistant (Full-Time) (Non PMET)</p>	<ul style="list-style-type: none"> • Basic F&B experience will be a plus • Able to work rotating shifts and weekends • Positive attitude and responsibility • No experience is required 	<ul style="list-style-type: none"> • Customer service • Food preparation • Cleanliness & sanitation • Inventory & supplies • Team collaboration 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Islandwide
<p>Food Court Stall / Kitchen Assistant (Long Term Contract) (Non PMET)</p>	<ul style="list-style-type: none"> • Basic F&B experience will be a plus • Able to work rotating shifts and weekends • Positive attitude and responsibility • No experience is required 	<ul style="list-style-type: none"> • Customer service • Food preparation • Cleanliness & sanitation • Inventory & supplies • Team collaboration 	<ul style="list-style-type: none"> • Working hours: 5 / 6 hours • Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Front of House (FOH) Service Crew (Non PMET)	<ul style="list-style-type: none"> • Have an experience in customer service or as a waiter / waitress in a restaurant setting is preferred • Having a knowledge of Korean cuisine and BBQ grilling techniques are an asset • Friendly, energetic, positive attitude and responsibility • Able to multitask in a fast-paced environment 	<ul style="list-style-type: none"> • Greeting & Seating • Customer Service • Grilling Assistance • Order Taking & Delivery • Billing & Payments • Cleanliness & Organization • Customer Satisfaction 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: 181 Orchard Road
Store Manager (PMET)	<ul style="list-style-type: none"> • Skills: Strong leadership, communication, and problem-solving abilities • Experience: 2 - 5 years in retail or store management • Technical Knowledge: Proficiency in inventory management and POS systems • Customer Focus: Excellent interpersonal skills with a focus on customer satisfaction • Results-Oriented: Proven track record of meeting sales and operational targets 	<ul style="list-style-type: none"> • Operations Management: Oversee daily store operations, ensuring efficiency and smooth workflow • Staff Supervision: Recruit, train, and manage a team of employees, fostering a positive work environment • Inventory Control: Monitor stock levels, place orders, and minimize shrinkage • Customer Service: Ensure excellent customer experience and handle complaints professionally • Sales and Profitability: Meet sales targets, analyze performance metrics, and implement strategies to drive revenue • -Compliance: Maintain store standards, adhere to company policies, and ensure safety regulations are met 	<ul style="list-style-type: none"> • Working hours: 6 hours • Location: 181 Orchard Road
Store Supervisor (Non PMET)	<ul style="list-style-type: none"> • Experience: 1 - 3 years in retail / supervisory roles • Skills: Strong communication, organizational, and leadership abilities • Education: Diploma or equivalent preferred 	<ul style="list-style-type: none"> • Team Leadership: Support and guide store staff to achieve daily goals • Operations Oversight: Assist in managing daily store activities and maintaining workflow efficiency • Customer Service: Ensure high-quality customer interactions and address complaints effectively 	<ul style="list-style-type: none"> • Working hours: 6 hours • Location: 181 Orchard Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Customer Service: Proven ability to handle customer inquiries and resolve issues Flexibility: Willingness to work shifts, weekends, and holidays Team Player: Ability to motivate and coordinate with staff effectively Technical Knowledge: Familiarity with POS systems and basic inventory management 	<ul style="list-style-type: none"> Inventory Monitoring: Help track stock levels, conduct audits, and manage replenishments Sales Support: Assist in achieving sales targets and promoting store promotions Compliance: Enforce company policies, safety protocols, and store standards 	

#8 Lazada Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Reach Truck Drivers (Non PMET)	<ul style="list-style-type: none"> Candidates must not have color vision deficiency due to the color-coded safety measures in the warehouse Open to hire candidates who do not have experience in operating reach trucks as training will be conducted internally 	<ul style="list-style-type: none"> Operate the reach truck to move products and materials to specified locations in the warehouse Transport products to various locations in the warehouse for storage or distribution Stack and store products in designated areas following inventory management procedures Perform daily checks and maintenance on the reach truck to ensure it is in good working condition Follow safety protocols and guidelines to prevent accidents or damage to goods Assist with inventory counts and stocktaking activities Maintain accurate records of material movements, including time, quantity, and location Collaborate with warehouse staff and supervisors to ensure efficient workflow 	<ul style="list-style-type: none"> Working hours: Shift Hours: 7am – 7pm, 8am – 8pm, 7am – 5pm, 8am – 6pm, 9am – 7pm Location: 47 Jalan Buroh

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Report any equipment malfunctions or safety hazards to the supervisor immediately Adhere to all company policies, procedures, and regulatory requirements 	
Warehouse Associates (Non PMET)	<ul style="list-style-type: none"> Positive attitude and takes pride in your work Reliable, responsible and respectful to coworkers Enjoy working in a team Learns tasks quickly, calms under pressure and can work to deadlines Assesses the quality of goods before it goes to the customer Willing and able to work 12 hours shift, 3 - 4 days a week / 5 days' work shift 1 - 2 years prior experience in warehouse / logistics (cold room environment), preferably in the FMCG industry and with perishable products - produce, meat, seafood and dairy 	<ul style="list-style-type: none"> Handling, checking, receiving, picking, packing and storing of all incoming stocks in a dry or frozen room environment Checking and inspecting goods received and ensuring they are of accurate quantity, type, and of acceptable quality Labelling goods that have arrived at the warehouse Signing off and replenishing stock, monitoring stock levels and performing cycle counting Making sure that all inventory processes are completed on the same day Preparing deliveries for the van drivers Moving items through the warehouse from inbound to dispatch Must be able to lift heavy objects (up to 25 kg at a time) and able to stand for long hours 	<ul style="list-style-type: none"> Working hours: Shift Hours: 7am – 7pm, 8am – 8pm, 7am – 5pm, 8am – 6pm, 9am – 7pm Location: 47 Jalan Buroh

#9 OCS

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cleaner (Non PMET)	<ul style="list-style-type: none"> Primary Education / Speaks and understand basic English and local language 	<ul style="list-style-type: none"> Providing Cleaning Services 	<ul style="list-style-type: none"> Working hours: 7am - 4pm / 8am - 5pm, shift duties Location: Islandwide

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Handyman (Non PMET)	<ul style="list-style-type: none"> Secondary Education with technical background 	<ul style="list-style-type: none"> Fixing of minor issues, like changing of light bulbs. Maintenance of the building area. Able to manage various tasks daily to ensure great customer service. To run the operations smoothly. Identify and report the defects of the building. Aircon checking as well as the toilet defects. Event Set ups 	<ul style="list-style-type: none"> Working hours: 8am - 5pm Location: Islandwide
Landscape Technicians / Workers (PMET)	<ul style="list-style-type: none"> No experience required, welcome to apply 	<ul style="list-style-type: none"> Perform routine and ad hoc landscape scope of work. Maintain plants, grass cutting, tree pruning 	<ul style="list-style-type: none"> Working hours: 8am - 5pm Location: Islandwide
Pest Control Technicians / Drivers (PMET)	<ul style="list-style-type: none"> NEA License in pest management. PSLE and above 	<ul style="list-style-type: none"> Pest Management, Detect Pest, conduct routine checks of search and destroy, take necessary actions to eliminate pest, handle customer relations, work as team 	<ul style="list-style-type: none"> Working hours: 8am - 5pm Location: Islandwide
Supervisor (Non PMET)	<ul style="list-style-type: none"> Education with relevant WSQ Cleaning Supervisory Certificates 	<ul style="list-style-type: none"> Cleaning equipment, chemicals and materials necessary for the daily cleaning operations. Able to supervise and handle a pool of cleaners. Meet up with clients and attend to their queries. Able to cover the cleaners during their absence. Other assigned duties by the Operation Managers 	<ul style="list-style-type: none"> Working hours: 7am - 4pm / 8am - 5pm, shift duties Location: Islandwide

#10 PCF Sparkle Care

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Care Program Coordinator (PMET)	<ul style="list-style-type: none"> Advanced / Higher / Certificate in Community & Social Service (Senior Care Services) and good "O" level (minimum 3 credits) / WSQ Higher Certificate in Healthcare Support (Nursing care) 	<ul style="list-style-type: none"> Care for the well-being and safety of elderly clients (always) in the Senior Care Centre Prepare and conduct programmed activities for elderly clients Organize social and recreational group excursions Update Individual Care Plans and relevant records daily 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: Block 57B New Upper Changi Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Support caregivers and volunteers in caring for clients 	
Executive, Active Ageing Centre (PMET)	<ul style="list-style-type: none"> Bachelor's degree / diploma from an accredited University / Polytechnic 	<ul style="list-style-type: none"> Review referrals for befriending and buddying services and conduct home visits for clients referred to the service Update IRMS on status of referral and ensure that there is proper handover of clients who reject or do not meet criteria of the service Deliver high level of customer service and maintain frequent engagement with seniors and community partners Support targeted outreach and provide quality befriending or buddying services to socially isolated seniors as guided by the service requirements Provide information and referral services to seniors or the community in need at the Active Ageing Centre Support in Active Ageing activities and outings organized for the seniors Maintain proper records, documentation on the check calls, and information and referral of the engaged seniors Support and assist the Center Supervisor in compiling data to meet reporting requirements Work closely with volunteers for befriending and buddying. Ensure that volunteers meet service requirements and there are no service lapses Any other responsibilities and duties the Center Supervisor / Senior Management assign 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: Boon Lay
Senior / Occupational Therapist (PMET)	<ul style="list-style-type: none"> Bachelor's degree / Diploma in Occupational Therapy Qualified and registered with AHPC (Allied Health Professions Council) 	<ul style="list-style-type: none"> Plan and run occupational rehab therapy services in the Senior Care Centre (in coordination with the Centre Manager and Physiotherapist) 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: Block 57B New Upper Changi Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Conduct assessments for SCC clients during admission and periodic reviews • Institute an appropriate and effective client therapy treatment • Participating in multidisciplinary case discussions with the SCC care team • Contribute to formulation and follow-up of clients' Individual Care Plan (ICP) to ensure holistic health and care coverage • Plan and conduct group therapy program and activities for day care clients • Review and revise program schedule when necessary to enhance quality of therapy program • Take charge of proper documentation of therapy records • Understand dementia issues and know how to manage clients who display behavioral problems (associated with onset of dementia) • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients • Take charge of other duties which the Centre Manager may assign from time to time 	
Senior / Physiotherapist (PMET)	<ul style="list-style-type: none"> • Bachelor's degree / Diploma in Physiotherapy • Qualified and registered with AHPC (Allied Health Professions Council) 	<ul style="list-style-type: none"> • Plan and run Physiotherapy services in the Senior Care Centre (in coordination with the Centre Manager and Occupational Therapist) • Conduct assessments for SCC clients during admission and periodic reviews • Institute an appropriate and effective client therapy treatment • Participating in multidisciplinary case discussions with the SCC care team 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Block 57B New Upper Changi Road

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Contribute to formulation and follow-up of clients' Individual Care Plan (ICP) to ensure holistic health and care coverage • Plan and conduct group therapy program and activities for day care clients • Review and revise program schedule when necessary to enhance quality of therapy program • Take charge of proper documentation of therapy records • Understand dementia issues and know how to manage clients who display behavioral problems (associated with onset of dementia) • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients • Take charge of other duties which the Centre Manager may assign from time to time 	
Senior Nurse (PMET)	<ul style="list-style-type: none"> • Diploma in Nursing • Fully Registered with the Singapore Nursing Board 	<ul style="list-style-type: none"> • Take charge of entire clinical nursing practice in a Senior Care Centre • Take charge of nursing care for elderly clients, including fall risks and hospitalization processes • Take charge of medical procedures in an outbreak of infectious diseases • Conduct client assessments during admissions and periodic reviews • Participating in multidisciplinary case discussions • Oversee adequacy of medical supplies and equipment 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Jurong
Therapy Assistant (Non PMET)	<ul style="list-style-type: none"> • Certificate in Rehabilitation Therapy 	<ul style="list-style-type: none"> • Run therapy programs and exercises for rehabilitation clients (in close coordination with Physiotherapist and Occupational Therapist) 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: Block 57B New Upper Changi Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Aid in active daily living activities, e.g. feeding, toileting and dressing. Provide secondary support for the conduct of care program and activities for day care clients Care for the well-being and safety of day care and rehabilitation clients 	

#11 Peregrine Security Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Security Officer / Senior Security Officer (Non PMET)	<ul style="list-style-type: none"> Completed Protected Area and Protected Places (PAPP) and Conduct Security Screening on Personnel & Bags (CSSPB) course 	<ul style="list-style-type: none"> Security personnel are responsible for registering visitors and contractors, managing visitor passes and keys, and operating security monitoring and screening systems. They conduct routine patrols, respond to security and emergency incidents following SOPs, and provide personnel and vehicular access control. Additionally, they perform situational reports (sitreps) during each shift and manage traffic control 	<ul style="list-style-type: none"> Working hours: 12 hours Location: 2 Sims Close
Senior Security Officer (Rider) (Non PMET)	<ul style="list-style-type: none"> SSO Rank. Completed Protected Area and Protected Places (PAPP) course. All Roving Officers (at least 3 years of driving experience) 	<ul style="list-style-type: none"> The Roving Patroller is responsible for patrolling 66kV transmission substations and unmanned infrastructure across mainland Singapore and Jurong Island. Working alone in an assigned sector, they must complete at least one patrol per 12-hour shift Their duties include checking perimeter security, such as fences, CCTV cameras, and the Fence Intrusion Detection System (FIDS), to detect and prevent unauthorized activities. Any defects or security issues must be photographed and reported immediately to the Security Command Centre (SCC) 	<ul style="list-style-type: none"> Working hours: 12 hours Location: 2 Sims Close

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Patrollers must follow security procedures, wear the proper uniform and safety gear, and stay alert during their shifts. They should be physically fit, observant, and able to use security equipment effectively to help maintain site security 	

#12 Singapore Saizeriya Pte Ltd

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Kitchen Assistant (Full-Time) (Non PMET)	<ul style="list-style-type: none"> 4 different stations operate, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: North Bridge Road
Kitchen Assistant (Part-Time) (Non PMET)	<ul style="list-style-type: none"> 4 different stations operate, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included 44 hours / 6 working days. Any additional hours committed will be considered under OT (1.5x multiplier). 	<ul style="list-style-type: none"> Preparing customer orders Overall cleanliness of kitchen Preparation of ingredients Receiving and storage of ingredients Dishwashing 	<ul style="list-style-type: none"> Working hours: 35 hours per week Location: North Bridge Road

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils all attendance requirements</p>		
<p>Management Trainee (PMET)</p>	<ul style="list-style-type: none"> • Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items • 4 different stations operate, mainly "salad", "pasta", "grill" and "oven" station. In addition, job requirements such as stocktaking, storage of ingredients, cleanliness of kitchen, defrosting, dishwashing, signing of invoice and receiving of goods are included • Opening and closing duties, schedule planning, complain management, cash banking services, employee training, staff feedback and orientation are included as well • 44 hours / 6 working days. Any additional hours committed will be considered under OT (1.5x multiplier). Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils all attendance requirements 	<ul style="list-style-type: none"> • Perform opening / closing procedures • Perform full operation cycle of service and kitchen • Guest complaint management • Dishwashing and other ad-hoc tasks when needed 	<ul style="list-style-type: none"> • Working hours: 44 hours per week • Location: North Bridge Road
<p>Service Crew (Part-Time) (Non PMET)</p>	<ul style="list-style-type: none"> • Welcoming of guests, cashiering duties, serving of food, clearing of tables, 	<ul style="list-style-type: none"> • Serving customers' orders • Clearing of plates • Preparation of cutleries • Preparation of dessert orders 	<ul style="list-style-type: none"> • Working hours: 35 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	outlet cleanliness maintenance, dessert plating, dishwashing, storage of items <ul style="list-style-type: none"> No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day 	<ul style="list-style-type: none"> Dishwashing 	<ul style="list-style-type: none"> Location: North Bridge Road
Service Crew (Full-Time) (Non PMET)	<ul style="list-style-type: none"> Welcoming of guests, cashiering duties, serving of food, clearing of tables, outlet cleanliness maintenance, dessert plating, dishwashing, storage of items 44 hours / 6 working days. Any additional hours committed will be considered under OT (1.5x multiplier). Attendance incentive of \$50 - \$300 monthly is available if the candidate fulfils all attendance requirements 	<ul style="list-style-type: none"> Serving customers' orders Clearing of plates Preparation of cutleries Preparation of dessert orders Dishwashing 	<ul style="list-style-type: none"> Working hours: 44 hours per week Location: North Bridge Road

#13 The Wok People Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Chef (Non PMET)	<ul style="list-style-type: none"> At least 5 years of relevant culinary experiences, self-driven and good team player, able to manage stress well, able to multitask, prioritize, and manage time efficiently 	<ul style="list-style-type: none"> Food preparation, supplies / Stocks control, customer service, communication, administration, hygiene and work safety, grooming and personal hygiene 	<ul style="list-style-type: none"> Working hours: 6am to 3pm / 7am to 4pm / 10am to 8pm Location: Alexandra Road
Cook (Non PMET)	<ul style="list-style-type: none"> At least 3 years of relevant culinary experiences, self-driven and good team player, 	<ul style="list-style-type: none"> Kitchen Operation, customer service, hygiene and work safety, grooming and personal hygiene 	<ul style="list-style-type: none"> Working hours: 6am to 3pm / 7am to 4pm / 10am to 8pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	able to manage stress well, able to multitask, prioritize, and manage time efficiently		<ul style="list-style-type: none"> • Location: Alexandra Road
Head Chef (PMET)	<ul style="list-style-type: none"> • At least 3 years of relevant culinary experiences, self-driven and good team player, able to manage stress well, able to multitask, prioritize, and manage time efficiently 	<ul style="list-style-type: none"> • Kitchen Operation, customer service, hygiene and work safety, grooming and personal hygiene 	<ul style="list-style-type: none"> • Working hours: 6am to 3pm / 7am to 4pm / 10am to 8pm • Location: Alexandra Road
Kitchen Assistant (Non PMET)	<ul style="list-style-type: none"> • Candidates with no prior experience are also welcome to apply, self-driven and good team players, able to manage stress well, able to multitask, prioritize, and manage time efficiently 	<ul style="list-style-type: none"> • Kitchen Operation, customer service, hygiene and work safety, grooming and personal hygiene 	<ul style="list-style-type: none"> • Working hours: 6am to 3pm / 7am to 4pm / 10am to 8pm • Location: Alexandra Road

#14 Wan Yang Health Product and Foot Reflexology Centre Pte Ltd

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Masseur (Full-Time) (Non PMET)	<ul style="list-style-type: none"> • Can speak and write simple Chinese and English 	<ul style="list-style-type: none"> • Serve Customers • Provide foot reflexology and back & shoulder massage • Sales of Products • Promote benefits of foot reflexology to customers • Maintain cleanliness and tidiness of workplace 	<ul style="list-style-type: none"> • Working hours: 10am - 7pm / 12pm - 8pm / 1pm - 10pm • Location: 50 East Coast Road
Masseur (Part-Time) (Non PMET)	<ul style="list-style-type: none"> • Can speak and write simple Chinese and English 	<ul style="list-style-type: none"> • Serve Customers • Provide foot reflexology and back & shoulder massage • Sales of Products • Promote benefits of foot reflexology to customers • Maintain cleanliness and tidiness of workplace 	<ul style="list-style-type: none"> • Working hours: 10am - 2pm / 12pm - 4pm / 2pm - 6pm • Location: 50 East Coast Road

#15 Woodlands Transport

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Administrative Assistant (PMET)	<ul style="list-style-type: none"> Diploma. Minimum 1-year related working experience. Proficient in Microsoft Office applications (Excel, Word and PowerPoint) 	<ul style="list-style-type: none"> Data Entry (Driver salary) - Submission to HR every 2nd of each month. Data Entry (Invoicing) - On the 5th of each month. Tabulation of monthly advance - On the 15th of each month. Preparation of report to H.O.O for presentation for Management meeting. Data entry for drivers' trips / earnings daily. Diesel consumption for carbon footprint - On the 10th of each month 	<ul style="list-style-type: none"> Working hours: 8.30am – 5.30pm Location: 8 Gul Circle
Bus Driver (Non PMET)	<ul style="list-style-type: none"> Class 4 driving license with valid BDVL 	<ul style="list-style-type: none"> Drive bus to pick up passengers from point A to point B 	<ul style="list-style-type: none"> Working hours: 8 hours Location: 8 Gul Circle
Bus Driver (Coach) (Non PMET)	<ul style="list-style-type: none"> Class 4 driving license with valid BDVL 	<ul style="list-style-type: none"> Drive bus to pick up passengers from point A to point B Transport Passengers to Genting Highlands 	<ul style="list-style-type: none"> Working hours: 8 hours Location: 8 Gul Circle
Bus Driver (School Bus) (Non PMET)	<ul style="list-style-type: none"> Class 3 driving license with valid BDVL 	<ul style="list-style-type: none"> Ferry students to and from school Ensure the bus condition is always maintained 	<ul style="list-style-type: none"> Working hours: 8 hours Location: 8 Gul Circle
Customer Service Executive (PMET)	<ul style="list-style-type: none"> Minimum Diploma / Degree or equivalent. 1 to 3 years of experience in a customer service role, preferably in the transportation industry. Excellent communication and interpersonal skills. Ability to work effectively in a fast-paced, dynamic environment. Strong organizational and time management skills. Proficient in Microsoft Office suite. Able to 	<ul style="list-style-type: none"> Provide excellent customer service. Manage customer complaints and ensure prompt resolution. Maintain a strong understanding of our operation and service to effectively support customer inquiries and issues. Prepare regular reports on customer service performance. Respond to inquiries from parents / guardians regarding bus routes, schedules and other related information. Work closely with operations and school officials to ensure timely and safe transportation of students. Resolve customer complaints 	<ul style="list-style-type: none"> Working hours: 8 hours Location: 8 Gul Circle

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>prioritize and multitask. Good written and communication skills</p>	<p>and issues promptly and effectively. Maintain accurate records of customer interactions, transactions, and feedback. Collaborate with the operation team of optimizing route planning and scheduling. Assist in following up in Accounts Receivables. Any other assignments by the management</p>	
<p>Electric Bus Service Engineer (PMET)</p>	<ul style="list-style-type: none"> • Diploma in Electrical Engineering / Mechanical Engineering / National Electric Vehicle (EV) Specialist Safety (NESS) Certification • At least 2 years of hands-on experience in electrical systems maintenance / automotive engineering preferably in electric vehicles. Valid Class 3 driving license • Strong technical knowledge of high-voltage systems, electrical components and diagnostic tools • Ability to work in a fast-paced environment and troubleshoot effectively under pressure • A proactive and solution-oriented mindset with strong attention to detail 	<ul style="list-style-type: none"> • Perform routine maintenance, troubleshooting, and repairs on electric buses, ensuring operational efficiency and safety • Diagnose and resolve technical issues related to the electrical and electronic systems of buses • Collaborate with cross-functional teams to ensure the timely completion of service and repair tasks • Conduct tests and inspections to maintain the highest standards of vehicle performance and safety • Maintain accurate service records and reports 	<ul style="list-style-type: none"> • Working hours: 8 hours • Location: 8 Gul Circle
<p>Human Resource and Admin Executive (PMET)</p>	<ul style="list-style-type: none"> • Minimum Diploma in HR management / Business Administration or any other related field. Proficient with local employment laws and regulations. Proficient 	<ul style="list-style-type: none"> • You will perform the day-to-day administrative work of all areas of HR operations including payroll and on-boarding activities, administering staff benefits, and any other HR initiatives or projects assigned from time to time. Handle 	<ul style="list-style-type: none"> • Working hours: 8 hours • Location: 8 Gul Circle

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>in Microsoft Office applications (Microsoft Excel & Microsoft Word). Ability to multi-task in a fast-paced environment and work independently</p>	<p>payroll process from computation of trip earnings, preparation of pay slip and monthly payroll summary report. Manage and handle employee records in Info-Tech System. Familiar with work pass regulations and processes (E.g. work pass application, renewal and cancellation). Preparation of employee contracts and onboarding documents. Assist in the recruitment and selection process. Respond to employees' questions about salaries & benefits. Coordinate benefits administration in the areas of medical claims. Any ad-hoc duties assigned</p>	
<p>Lorry Crane Driver (Non PMET)</p>	<ul style="list-style-type: none"> Valid Singapore LTA-Issued Class 4 driving license. Preferably one (1) year of relevant driving experience. Ability to adapt to the construction working environment. Ability to adapt to construction work. environment. Adherence to safety rules and regulations. Good navigation skills to use maps and / or GPS for route planning. Excellent time management skills to meet delivery schedules. Strong listening and communication skills 	<ul style="list-style-type: none"> We are committed to providing safe and efficient transportation services across the nation. As a trusted name in the industry, we are looking for safe, professional drivers who are passionate about what they do. If you want to take your driving career to new heights and fuel your success as a Class 4 Heavy Vehicle Driver, this opportunity is for you! 	<ul style="list-style-type: none"> Working hours: 7.5 hours Location: 8 Gul Circle
<p>Operations Executive (PMET)</p>	<ul style="list-style-type: none"> Previous experience in managing transport / school bus transport business is advantageous. High level of interpersonal skills. Communicate effectively both verbally and in writing 	<ul style="list-style-type: none"> Manage all elements of planning, organization, coordination, supervision and customer service of the operational aspects of assigned school 	<ul style="list-style-type: none"> Working hours: 8 hours Location: 8 Gul Circle

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Executive (Overland Products & Operations) (PMET)	<ul style="list-style-type: none"> Diploma in travel and tourism or relevant work experience 	<ul style="list-style-type: none"> Oversee and manage the daily operations within the operations team. You will ensure that all travel-related services are carried out efficiently, effectively, and in line with company standards 	<ul style="list-style-type: none"> Working hours: 8 hours Location: 8 Gul Circle
Prime Mover Driver (Non PMET)	<ul style="list-style-type: none"> Class 4 driving license 	<ul style="list-style-type: none"> Delivery of construction loads / materials to clients' sites, yards and plants Report any defects, accidents or violations to the supervisor Maintain cleanliness and upkeep of the vehicle 	<ul style="list-style-type: none"> Working hours: 7.5 hours Location: 8 Gul Circle
Tour Consultant (PMET)	<ul style="list-style-type: none"> Having a certification / training in travel planning, familiar with computer reservation system (CRS). Excellent communication skills 	<ul style="list-style-type: none"> Provide excellent customer service and respond to client inquiries and concerns. Book tours, flights, cruises, coaches, accommodations, rental cars and other travel arrangements 	<ul style="list-style-type: none"> Working hours: 9 hours Location: 8 Gul Circle

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):

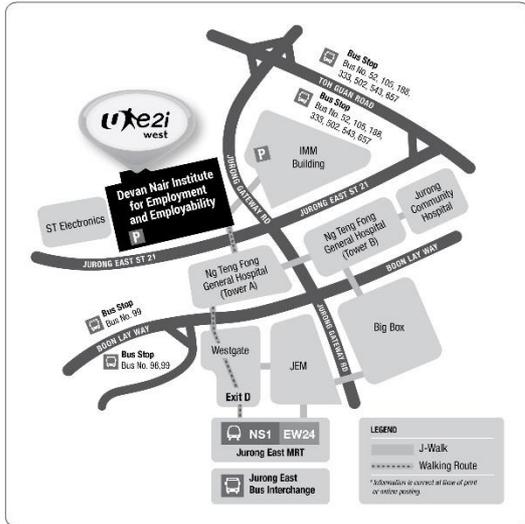
e2i west

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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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>

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