

Unlock Career Opportunities with Success Human Resource Centre x e2i 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

Success Human Resource Centre Pte Ltd (SHRC), a HR professional recruitment agency, to bring Professional Services jobs to jobseekers. SHRC has been in the staffing industry since 1997 with the objective of providing quality and excellence recruitment and payroll services. As a reputable recruitment agency of Singapore, it is known for efficient and personalized excellent service to meet the staffing needs of various industries in Singapore from permanent placement, contract and temporary assignments.

Job Positions	Pre-requisites	Working Hours / Location
Accounts Manager / Client Sales Manager	<p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Conduct thorough financial assessments of clients, considering their income, expenses, investments, and long-term objectives • Develop tailored financial plans, covering investment strategies, savings, retirement, insurance, and tax optimization • Recommend suitable financial products and investment opportunities based on clients' needs and risk profiles • Monitor and review clients' portfolios regularly, adjusting strategies as market conditions or client objectives change • Communicate complex financial information clearly and provide ongoing education to clients • Maintain up-to-date knowledge of financial products, market trends, and regulatory changes relevant to clients • Foster and grow long-term relationships with clients by delivering attentive, responsive service • Ensure compliance with legal and regulatory requirements in all aspects of financial advisory • Collaborate with other professionals (accountants, legal advisors, etc.) as needed to offer clients holistic solutions 	<p>Mon - Fri: 9am – 6pm (Flexible timing)</p> <p>Harbourfront</p>
Assistant Engineer @ Changi	<p>We are looking for engineers to provide preventive and corrective maintenance on mission-critical network and infrastructure systems to ensure high availability and serviceability of our customer's network and communication systems.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> -Maintenance of mission-critical network and infrastructure systems including: -Perform on-site corrective maintenance within agreed timescale to restore normal service to users as quick as possible -Perform routine preventive maintenance to minimise unscheduled system downtime <p>Period: 2 years outsource contract</p>	<p>Mon-Thur: 8am-5.30pm, Fri: 8am-5pm After office hours standby for fault rectification including weekends and public holidays</p> <p>Location: Changi</p>
Assistant Engineer/Engineer (RF Comms)	<p>We are hiring an Asst Engineer/Engineer to maintain and ensure live systems are up and running smoothly 24/7. Candidates should be equipped with technical disciplines in System-Level Maintenance with knowledge of Radio Communications, Basic Networking Skills, Computer/Servers Management, Embedded Systems and/or UPS.</p> <p>Responsibilities:</p>	<p>Location: Ang Mo Kio</p> <p>Working Hours: Monday – Friday: 8:30 am to 6.00 pm</p>

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	<ul style="list-style-type: none"> - Involve in one or more teams in supporting and maintaining systems. - Report to the Team Lead/Service Delivery Manager to fulfil contractual KPI. - Assist Team Lead/Service Delivery Manager to deliver contract deliverables within budget. - Able to operate and thrive in a dynamic work environment where you are required to liaise with both internal and external stakeholders. - To perform routine Preventive Maintenance in accordance with the maintenance instructions / procedures. - To carry out Corrective Maintenance in accordance with the maintenance instructions / procedures. - Liaison with procurement and vendors. - Perform after-office hour standby for fault activation. - Arrange and attend monthly meetings with customers. - Provide engineering services and support to facilitate equipment adequacy, obsolescence, configuration and design. - Provide or recommend technical solutions to mitigate RF communication systems/equipment failures. - Frequent travelling and working at customer premise(s). - Occasional backfill for Integrated Work Force (IWF) at customer premise(s). <p>Period: 2 years outsource contract</p>	
Beauty Therapist	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Perform waxing, IPL hair removal, and facial treatments for clients. - Provide professional, friendly, and customer-oriented service at all times. - Recommend suitable treatments and products based on customer needs. - Cross-sell and upsell services/packages to achieve sales targets. - Maintain hygiene and cleanliness of treatment rooms, tools, and equipment. - Assist with ad-hoc duties assigned by the supervisor. <p>Period: Permanent</p>	<p>Location: One Raffles Place / Ngee Ann City</p> <p>Working Hours: Retail hours (One raffles: Mon – Fri 10:30 – 8pm, Sat 10:30 – 2pm; Orchard: Mon – Sat 10:30 – 8pm, Sun 11:30 – 5:30pm)</p>
Client Associate	<p>Job Responsibilities:</p> <ul style="list-style-type: none"> - Conduct thorough financial assessments of clients, considering their income, expenses, investments, and long-term objectives - Develop tailored financial plans, covering investment strategies, savings, retirement, insurance, and tax optimization - Recommend suitable financial products and investment opportunities based on clients' needs and risk profiles - Monitor and review clients' portfolios regularly, adjusting strategies as market conditions or client objectives change - Communicate complex financial information clearly and provide ongoing education to clients 	<p>Working Hours: Mon - Fri: 9am – 6pm (Flexible timing)</p> <p>Location: • Somerset</p>

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> - Maintain up-to-date knowledge of financial products, market trends, and regulatory changes relevant to clients - Foster and grow long-term relationships with clients by delivering attentive, responsive service - Ensure compliance with legal and regulatory requirements in all aspects of financial advisory - Collaborate with other professionals (accountants, legal advisors, etc.) as needed to offer clients holistic solutions 	
Customer Service Officer	<p>Responsibilities</p> <ol style="list-style-type: none"> 1. Create Memorable Customer Experiences <ul style="list-style-type: none"> - Collaborate with the team to proactively engage walk-in and returning customers, building rapport and understanding their unique needs. - Recommend the most suitable treatments and products, leveraging your knowledge and teamwork to upsell, cross-sell, and build long-term relationships. - Share ongoing promotions and bundle packages in a friendly and informative way to encourage higher-value purchases. - Respond confidently to enquiries via phone, text, email, and in-person, with the shared goal of converting interest into bookings and treatments. - Support customers through a smooth and accurate payment process, ensuring they leave feeling well taken care of. - Work with the team to follow up with customers post-visit, encouraging repeat bookings and ongoing engagement. 2. Support Operations & Sales Together <ul style="list-style-type: none"> - Assist the Customer Service Supervisor and your teammates in ensuring daily outlet operations and sales activities run efficiently. - Maintain a clean, inviting, and well-organised space that reflects our commitment to great service. - Stay updated on our products and treatments so the entire team can confidently provide the best recommendations. - Manage appointment scheduling in coordination with colleagues, ensuring optimal flow for both customers and clinic operations. 3. Build Lasting Connections <ul style="list-style-type: none"> - Reach out to customers with personalised messages or calls about new services, promotions, or appointment reminders. - Help drive repeat visits and referrals by participating in follow-ups and customer loyalty activities as a team. 4. Handle Administrative & Cashiering Duties <ul style="list-style-type: none"> - Manage petty cash responsibly, working with your teammates to ensure accurate daily reconciliation. - Support administrative needs such as handling letters and other correspondence. - Take on ad hoc tasks as assigned, always with a willingness to pitch in for the good of the team and business. <p>Period: Permanent</p>	<p>Working Hours Mon–Fri: 10am – 7pm, Sat: 10am – 2pm</p> <p>Location: Orchard</p>

Job Positions	Pre-requisites	Working Hours / Location
Estate Planning Consultant	<p>Job Responsibilities: We are seeking motivated individuals to join us as an Estate Planning Consultant to help clients plan and protect their wealth, assets, and legacy for future generations.</p> <ul style="list-style-type: none"> - Meet and engage with clients to understand their financial and estate planning needs. - Provide guidance on wealth preservation, legacy planning, and asset distribution solutions. - Build and maintain long-term relationships with clients through professional advisory support. - Conduct client presentations, reviews, and consultations. - Work closely with internal specialists and partners to provide holistic planning solutions. - Continuously upgrade industry knowledge and stay updated with market and regulatory developments. - Participate in training, mentorship, and professional development programs. <p>Period: Permanent</p>	<p>Location: Central Region</p> <p>Working hours: Monday to Friday: 9am – 6pm Flexible working hours Hybrid work arrangement available Monday – Friday schedule with flexible client meeting arrangements</p>
Front Desk Customer Service Officer	<p>Responsibilities: The individual is responsible to provide consistent and excellent quality services to the visitors, which may include VIP visitors, and to achieve service standards for frontline customer services.</p> <ol style="list-style-type: none"> 1. Receive and welcome the visitors with a polite and cheerful disposition 2. Register and enrol visitors facial recognition efficiently and accurately 3. Provide efficient queue management and crowd control where needed 4. Protect and maintain accurate and updated visitor records according to PDPA requirements 5. Key management including issue, return and accounting for all keys on a daily basis 6. Able to multitask and to work fast 7. Respond and explain appropriately to public enquiries and requests according to guidelines and policies. 8. Monitor attendance and prepare report as needed. 9. Comply and adhere to SOPs, policies, guidelines and processes 10. Flexibility to change roster should there be a need to. 11. Manage records, documents and files in support of required activities for pre-enlistment. This would include organising and updating records and files, scanning and uploading of documents to system. 12. To participate in digitisation exercises, organising files and documents as necessary. <p>Period: 2 years contract (renewable based on performance and headcount availability)</p>	<p>Location: Hillview Link (near Cashew MRT)</p> <p>Working hours: Mon - Fri; 8am – 5.30pm</p>

Job Positions	Pre-requisites	Working Hours / Location
IT Operation Specialist	<p>Job Responsibilities:</p> <ul style="list-style-type: none"> - Provide single point of contact for incident, service request and escalation. - Monitor, manage and maintain data centre operation and facilities. - Manage equipment movement - Daily monitoring of status - Ensure proper running of the existing data centre systems. - Perform tape mount and un-mount for the backup operation. - Handle the portable media storage for off-site storage. - Liaise with the vendor on maintenance and enhancement issues. - Troubleshoot and report system incidents/problem and abnormalities. - Resolve incidents related to routine problems or known issues. - Adhere to service level agreement for response time and turnaround time. - Able to work shift including weekends and public holidays. <p>Period: 1-year outsourced contract (Renewable & Convertible)</p>	<p>Working Hours: 12 hrs rotating shift (work 2 days, rest 2 days) (time 8pm to 8 am or 8 am to 8 pm)</p> <p>Location: Ang Mo Kio</p>
IT Sales Executive	<p>Client is a Singapore-based IT solutions and managed services provider specializing in IT outsourcing, infrastructure support, cybersecurity, cloud solutions, server support, and IT maintenance services for businesses across various industries.</p> <p>We are looking for a motivated and results-driven Sales Executive to expand our client base and drive business growth. Candidates from other sales industries are welcome to apply as training will be provided.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Identify and develop new business opportunities through cold calling, networking, referrals, and client visits - Promote company services including: <ul style="list-style-type: none"> - Managed IT Services - IT Outsourcing & Maintenance - Server & Network Solutions - Cybersecurity Solutions - Cloud & Hosting Services - Hardware & Software Solutions - Build and maintain strong relationships with new and existing clients - Understand customers' business needs and propose suitable IT solutions - Prepare quotations, proposals, and follow up on sales enquiries - Coordinate with internal technical teams to ensure smooth service delivery - Achieve monthly sales targets and KPIs - Maintain proper follow-up and sales pipeline management <p>Period: Permanent</p>	<p>Location: Chai Chee</p> <p>Working hours: Mon to Fri 9am to 6pm</p>

Job Positions	Pre-requisites	Working Hours / Location
Marine Engineer	<p>You will play a critical role in maintaining the operational efficiency of our equipment. Your expertise will ensure that our services remain top-notch, directly impacting our client satisfaction and operational success.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Conduct periodic inspections, repair, service, and maintenance of equipment to ensure reliable operation. - Collaborate with clients and superintendents to deliver quality services efficiently. - Generate reports and present findings to relevant personnel. - Provide remote troubleshooting support through emails, ensuring customer issues are resolved promptly to maintain high satisfaction levels. <p>Period: Permanent</p>	<p>Location: Boon Lay Way</p> <p>Working Hours: Mon to Fri: 8am to 5pm</p>
Sales Consultant / Financial Consultant	<p>Job Responsibilities:</p> <ul style="list-style-type: none"> - Conduct thorough financial assessments of clients, considering their income, expenses, investments, and long-term objectives - Develop tailored financial plans, covering investment strategies, savings, retirement, insurance, and tax optimization - Recommend suitable financial products and investment opportunities based on clients' needs and risk profiles - Monitor and review clients' portfolios regularly, adjusting strategies as market conditions or client objectives change - Communicate complex financial information clearly and provide ongoing education to clients - Maintain up-to-date knowledge of financial products, market trends, and regulatory changes relevant to clients - Foster and grow long-term relationships with clients by delivering attentive, responsive service - Ensure compliance with legal and regulatory requirements in all aspects of financial advisory - Collaborate with other professionals (accountants, legal advisors, etc.) as needed to offer clients holistic solutions <p>Period: Permanent</p>	<p>Working Hours: Mon to Fri: 9am – 6pm (Flexible timing)</p> <p>Location: Labrador Park</p>
Senior / Guest Service Officer (Service Residence)	<p>Job Responsibilities:</p> <ul style="list-style-type: none"> - Work closely with the Residence Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries - Provide courteous and efficient service, striving to fulfill each guests' request whenever possible. Ensure all telephone calls are promptly handled within three rings - Handle cashiering functions and adhere to the residence's Standard Policies & Procedures. - Maintain good guest relations with in-house guests at all times. - Project a courteous and hospitable attitude 	<p>Location: Central</p> <p>Working hours: Mon to Fri, Shift Hours</p>

Job Positions	Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> - Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary. Write glitch reports when required. - Ensure guest room security, emergency, and fire procedures are followed. Encourage the use of Safe Deposit boxes (EI-Safe) and adhere to policies & procedures for their use - Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication - Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard - Perform any other duties assigned by supervisors, carrying them out diligently and professionally <p>Period: Permanent</p>	
Telesales Officer - Customer Engagement	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Promote & sell Credit facilities (such as Fee Waiver OR Card Activation OR Customer Engagement) - To achieve individual sales targets - To adhere to professional standards of behaviour & conduct in dealing with customers and fellow staff - To continuously think ahead and help to develop solutions to emerging problems - To continuously suggest ways in improving the team as a whole - To actively tele-market the Bank's products to customers to generate sales revenue - To call company provided leads or customers. - To cross sell personal loans - Other ad-hoc duties as assigned by supervisor <p>Period: Permanent</p>	<p>Location: Novena</p> <p>Working hours: Monday – Friday (9am – 6.30pm)</p>
Telesales Officer – General Insurance	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Promote & sell Life Insurance (General Insurance) - To achieve individual sales targets - To adhere to professional standards of behaviour & conduct in dealing with customers and fellow staff - To continuously think ahead and help to develop solutions to emerging problems - To continuously suggest ways in improving the team as a whole - To actively tele-market the Bank's products to customers to generate sales revenue - To call company provided leads or customers <p>Period: 1 Year Contract (renewable)</p>	<p>Location: Novena</p> <p>Working Hours: Monday – Friday (9.00am – 6.30pm)</p>

Job Positions	Pre-requisites	Working Hours / Location
Telesales Officer - Portfolio Sales Officer	<p>Responsibilities:</p> <ul style="list-style-type: none"> - Promote & sell Credit facilities (such as Personal Loans OR Funds Transfer OR Fee Waiver OR Credit Card OR Card Activation OR Cash Plus OR Customer Engagement) - To achieve individual sales targets - To adhere to professional standards of behaviour & conduct in dealing with customers and fellow staff - To continuously think ahead and help to develop solutions to emerging problems - To continuously suggest ways in improving the team as a whole - To actively tele-market the Bank's products to customers to generate sales revenue - To call company provided leads or customers. - To cross sell personal loans - Other ad-hoc duties as assigned by supervisor <p>Period: 1 Year Contract (Renewable)</p>	<p>Location: Novena</p> <p>Working hours: Monday – Friday (9am – 6.30pm)</p>

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

- **For Career Coaching**

Are you at a career crossroad? Engage a career coach to nurture your career and be well-equipped with newfound skills as you embark on a new career or navigate a career change.



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

**e2i Career Centre (DNI)**

Devan Nair Institute
for Employment and Employability
80 Jurong East St 21 Level 2
Singapore 609607

Operating Hours (DNI)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Jurong East

**e2i Career Centre (OMB)**

1 Marina Boulevard,
#B1-03
Singapore 018989

Operating Hours (OMB)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Raffles Place, Downtown

**e2i Career Centre (OTH)**

ServiceSG Centre Our Tampines Hub,
1 Tampines Walk,
#01-21
Singapore 528523

Operating Hours (OTH)

Mondays: 2:30pm – 5:00pm
Tuesdays – Fridays: 9:00am – 5:00pm
Saturdays: 9:00am – 1:00pm

Nearest MRT: Tampines

Jobs and Skills Centre

To locate us, click here: <https://www.e2i.com.sg/locate-us/>

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e.g. Temp jobs, operators,
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