

e2i Skills & Career Fair @ The Frontier CC 13 September 2024 JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

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#1 ABR Holdings Limited - Swensens & Tip Top

ABR Holdings Limited operates more than 25 restaurant outlets. Over the past four decades, ABR Group has expanded the brands to offer a variety of cuisines in multiple dining formats for customers. From Swensen's sundaes, Tip Top's traditional homemade curry puffs, Seasons's freshly baked breads to Chilli Padi delicacies. There is an offering in ABR's family of brands for everyone and for any occasion. Our mission is to create memorable dining experiences that bring friends and families together.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Cook (Full Time / Part Time)	<ul style="list-style-type: none"> Min. 1 year experience 	<ul style="list-style-type: none"> Prepare quality food for customers according to standard recipes 	<ul style="list-style-type: none"> Island wide
Supervisor	<ul style="list-style-type: none"> Minimum 1 year experience in a western food outlet 	<ul style="list-style-type: none"> Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant 	<ul style="list-style-type: none"> Island wide
Customer Service Representative (Waiter/Waitress) (Full Time / Part Time)	<ul style="list-style-type: none"> No experience required 	<ul style="list-style-type: none"> Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures. 	<ul style="list-style-type: none"> Island wide
Deputy Restaurant Manager	<ul style="list-style-type: none"> Minimum 2 years of supervisory experience in a western food outlet 	<ul style="list-style-type: none"> Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness. Handle restaurant administrative matters 	<ul style="list-style-type: none"> Island wide
Asst. Food Technologist	<ul style="list-style-type: none"> Food Development & Manufacturing or related field experiences 	<ul style="list-style-type: none"> Product Development, Quality Control, Product & Technology Transfer 	<ul style="list-style-type: none"> 8am - 5:30pm
Quality Control Officer	<ul style="list-style-type: none"> To assist Production Manager/Quality Assurance Manager in audits and maintaining the Quality Assurance System in the Central Manufacturing Plant and entire cold chain 	<ul style="list-style-type: none"> Knowledge in Halal, HACCP, ISO and FSMS. Product Specification and SOP. Handle Food Safety. Internal audits 	<ul style="list-style-type: none"> 8am - 5:30pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Senior Cake Decorator	<ul style="list-style-type: none"> • Cake decoration, Ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake 	<ul style="list-style-type: none"> • Cake decoration, chocolate making for cake decorator. 	<ul style="list-style-type: none"> • 8am - 5:30pm
Cake Decorator	<ul style="list-style-type: none"> • To assist Senior Cake Decoration, Ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake 	<ul style="list-style-type: none"> • Cake decoration, chocolate making for cake decorator 	<ul style="list-style-type: none"> • 8am - 5:30pm
Service Crew (Full Time / Part Time)	<ul style="list-style-type: none"> • Greet and attend to customer with a positive attitude. • Maintain product quality and ensure pleasant presentation of products. • Provide go-the-extra-mile service to create a positive customer experience • To assist in cooking preparation including cutting and washing raw ingredients • To assist superior on cooking and cleaning kitchen appliance/tools with care • Well-versed in product knowledge to upsell and cross-sell. • Assist in opening, operating and closing of shifts • Assist in setting up the Point-of Sales (POS) system, prepare the cash float and products for sale. • Proficient in operating the POS system – input of orders and cashiering. 	<ul style="list-style-type: none"> • Job Experience in F&B 	<ul style="list-style-type: none"> • East & Central

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Pack and serve products according to SOP. • Follow Tip Top's personal, food and beverage hygiene standards • Maintain housekeeping and cleanliness by enforcing the in-house housekeeping and cleaning schedule. • Generate sales report from POS at the end of the day 		
Area Manager	<ul style="list-style-type: none"> • Primarily Function - To work closely with General Manager for the daily operations, manpower management, marketing and sales and profitability of all outlets. Roles and Responsibilities include Operations, training & development, Sales and profit performance, marketing and recruitment • 	<ul style="list-style-type: none"> • Job Experience in F&B 	<ul style="list-style-type: none"> • East & Central
Outlet Manager	<ul style="list-style-type: none"> • Primarily Function - To assist Area Manager in terms of control and guidance in accordance to company's policies and guidelines. Set targets for self and team to achieve sales target and ensures that daily operations run smoothly and efficiently. Assist Company in achieving business targets and revenue growth and market share 	<ul style="list-style-type: none"> • Job Experience in F&B 	<ul style="list-style-type: none"> • East & Central

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Supervisor	<ul style="list-style-type: none"> Primarily Function - Working with Store Manager/Store in charge to set positive example for optimum customer service and has commendable product knowledge. Roles & Responsibilities include customer service, daily shift management, product ordering and requisition, housekeeping, cost control and profitability, management skills, training and coaching 	<ul style="list-style-type: none"> Job Experience in F&B 	<ul style="list-style-type: none"> East & Central

#2 Charterhouse Talent Resources

Our Singapore office, Charterhouse group's first in Asia, quickly followed by the Hong Kong office a year later, helped establish our presence in South East Asia. Our offices in the Central Business District of these major cities, proved to be the ideal environment to grow our Asian footprint. Blending global expertise with an international network of offices, we offer a truly consultative and value-added recruitment service. Feedback from both our clients and candidates has been immensely positive – a benchmark of excellence not only within an extremely competitive industry, but also one that is measured against our rigorous standards.

Charterhouse Singapore, Hong Kong and CH Talent Resources collectively form the Charterhouse Asia Group. Guided by our core values, we strive to be a one-stop solutions that lead you to greater growth and success.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Assistant (Cash Packer)	<ul style="list-style-type: none"> Physically fit to handle the load 	<ul style="list-style-type: none"> Verify bulk cash Reconcile cash Pick and pack the item into cash cassette 	<ul style="list-style-type: none"> 5 working days (11 hrs shift)
Security Officer (Airport)	<ul style="list-style-type: none"> Valid PLRD Security license (Must be licensed as a Security Officer (SO) and are already in possession of a valid SO ID cards) 	<ul style="list-style-type: none"> Perform CCTV and Control Room monitoring duties Undertake screening of baggage and personnel. Perform X-ray screening and access controls Perform guarding and patrolling of installations. Any other duties as assigned 	<ul style="list-style-type: none"> 6 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Warehouse Assistant / Forklift Driver	<ul style="list-style-type: none"> Physically fit to handle the load 	<ul style="list-style-type: none"> Operating forklifts and other heavy machinery if required. Picking, packing, sorting Stack and organize inventory in warehouses or storage areas 	<ul style="list-style-type: none"> 5 working days
Airport Passenger Service (Shift Work)	<ul style="list-style-type: none"> Good command of written and spoken English 	<ul style="list-style-type: none"> Oversee and lead a team in managing daily operations, making final decisions on matters of importance to ensure a positive passenger experience and satisfaction. Guide, develop, motivate, and mentor both new and existing staff, maintaining the highest service, grooming, and discipline standards Ensure compliance with safety, security, and standard operating procedures of the company, airlines, and airport authorities. Additionally, assist the Duty Manager in daily deployment based on agreed service standards with the airlines and airport authorities. 	<ul style="list-style-type: none"> 5 working days (11 hrs shift)
Kitchen Crew	<ul style="list-style-type: none"> Comfortable to fast-paced kitchen 	<ul style="list-style-type: none"> Preparing ingredient in kitchen. Assist to ensure cleanliness in kitchen Assist to simple cooking in kitchen such as frying and deep fry. 	<ul style="list-style-type: none"> 5 working days
Restaurant Management Trainee	<ul style="list-style-type: none"> Comfortable to fast-paced kitchen, able to do rostering and good in number 	<ul style="list-style-type: none"> Preparing ingredient in kitchen. Assist to ensure cleanliness in kitchen Assist to simple cooking in kitchen such as frying and deep fry. And learn to be the supervisor of a restaurant through rotation to different department of a kitchen and as manager in roster, when the manager not in 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Engineering Technician (Airport)	<ul style="list-style-type: none"> • Preferably 2 years of relevant work experience • Comfortable with working on rotating shifts • Nitec or Higher Nitec qualifications in Automotive (Light vehicles) / Automotive (Heavy vehicles) or equivalent 	<ul style="list-style-type: none"> • Liaise with Stores to resolve any matters pertaining to spares • Preparing and submitting relevant paperwork • Other duties as assigned 	<ul style="list-style-type: none"> • 5 working days
Service Crew	<ul style="list-style-type: none"> • Comfortable to fast-paced kitchen and do customer service 	<ul style="list-style-type: none"> • Preparing ingredient in kitchen. Assist to ensure cleanliness in kitchen • Assist to simple cooking in kitchen such as frying and deep fry. Customer Service and cashiering Duties 	<ul style="list-style-type: none"> • 5 working days

#3 Food Paradise Enterprise

The Founders of Food Paradise Group (FPG) has more than a decade of experience in the F&B industry. Under the umbrella of FPG, there are various brands and concepts namely Food Paradise, Fusion Spoon, Liang Ban Kung Fu, Luv Coffee, Sarawak Noodle and Wang Wang Claypot.

The vision of FPG is to establish a strong F&B presence both local and overseas, where our brands are regarded as reliable while enhancing the quality of life of our customers.

Our mission is to offer new dining experiences at great value without compromising quality thus it could be enjoyed by people from all walks of life.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Coffee Maker	<ul style="list-style-type: none"> • Based on Experience 	<ul style="list-style-type: none"> • Prepare and make a wide variety of coffee as per our menu and reasonable beverage preferences to customers 	<ul style="list-style-type: none"> • 6 working days
Cleaner	<ul style="list-style-type: none"> • Based on Experience 	<ul style="list-style-type: none"> • Coordinating duties with other cleaners 	<ul style="list-style-type: none"> • 6 working days
Store Assistant	<ul style="list-style-type: none"> • Based on Experience 	<ul style="list-style-type: none"> • Prepare food and beverages to customer 	<ul style="list-style-type: none"> • 6 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Runner	<ul style="list-style-type: none"> Based on Experience 	<ul style="list-style-type: none"> Deliver drink orders from the stall to customers table and accurately 	<ul style="list-style-type: none"> 6 working days
Cashiers	<ul style="list-style-type: none"> Based on Experience 	<ul style="list-style-type: none"> Main duties include ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment, and giving appropriate change Receive payment by cash, check, credit card cards, vouchers, or automatic debits. Issue receipts, refunds, credits, or change due to customers Managing transactions with customers using cash registers Scanning goods and ensuring pricing is accurate Any other ad hoc assignments 	<ul style="list-style-type: none"> 6 working days
Service Crew	<ul style="list-style-type: none"> Based on Experience 	<ul style="list-style-type: none"> To assist the outlet supervisor and/or restaurant manager 	<ul style="list-style-type: none"> 6 working days
Restaurant Manager	<ul style="list-style-type: none"> Based on Experience 	<ul style="list-style-type: none"> Manage and run the daily operations of the restaurant, ensuring that sales targets and service standards are met Achieving the highest service standards and exceeding a high guest expectation daily Establish good rapport with customers and handle customers' request professionally and promptly Lead and motivate staff in achieving sales target and customer satisfaction Plan staff rosters and provide training and coaching to staff on customer service and product knowledge 	<ul style="list-style-type: none">

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Enforce and comply with licensing, hygiene regulation, health and safety legislation and guidelines Manage operational costs and requisite stocks/items required by the restaurant Assess and improve restaurant profitability and to prepare and present staffing/sales reports to the Management in a timely manner 	
Operations Manager	<ul style="list-style-type: none"> Based on Experience 	<ul style="list-style-type: none"> Handling outlet's manpower including recruitment, training, discipline, counselling, and termination Overseeing daily operations. Enforcement of Company's rules and regulations Maintaining and up keeping of outlets Plan and direct your team to ensure smooth operation of the outlet Solve all stall tenant and customer questions and complaints Report on management regarding sales results and productivity Leasing of the Company's group of vacant stalls Planning and ensuring stall leasing SOP being duly performed Enforcement of company rules and regulations Liaising with statutory boards and landlords Analysis of sales figure. Planning and implementation of advertisement and promotions activities Reviewing and improving of present Policy, Workflow, 	<ul style="list-style-type: none"> 6 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>System and Structure in all the division and department in the Company (If any)</p> <ul style="list-style-type: none"> • Training managers and staff. Preparation or contributing to tender proposal on new ideals or concept • Implementing good SOP for ground staff operations. Focus on the overall company interest / income benefits / lowering costing / bringing in more revenues etc. Reporting discrepancies and problems to the top management • Any other ad hoc duties as assigned by the management 	
Area Manager	<ul style="list-style-type: none"> • Based on Experience 	<ul style="list-style-type: none"> • Maintaining and up keeping of outlets 	<ul style="list-style-type: none"> • 6 working days
Accounts Assistant	<ul style="list-style-type: none"> • Based on Experience 	<ul style="list-style-type: none"> • Handling basic AP & AR duties. Issuing of receipts, payment vouchers and cheques. Collating of expenses for payment. Update aged listing. Filing and other admin duties. 	<ul style="list-style-type: none"> • 5 working days
Marketing Executive	<ul style="list-style-type: none"> • Based on Experience 	<ul style="list-style-type: none"> • In-house design for company's collateral. Content creation for social media platforms such as Facebook, Instagram, YouTube • Maintain company's objective by generating inbound leads via Facebook Ads, Google Ads (Paid and Organic) • Photography cum videography required at job sites for completed projects, followed by photo/video 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		editing/production for content <ul style="list-style-type: none"> To handle online marketing eg. Facebook, Instagram, and company website Responsible to assist in marketing planning and execution 	
Leasing Executive	<ul style="list-style-type: none"> Based on Experience 	<ul style="list-style-type: none"> Source and explore potential food tenants locally (including new start-ups) for partnership and development through site visits Partner and help existing tenants with passion to grow and expand operations within the food court chain Scouting for prospective lessees. Track and analyze the sales performance of tenants Plan and implement the tenancy mix. Being able to identify suitable tenants that fit into the desired tenant mix. Constantly strengthen and refresh food mix with new and exciting food concepts Drafting and prepare detailed lease agreements. Addressing and recording all rule violations Renewing lease agreements. Lease management and administration Any other duties as required 	<ul style="list-style-type: none"> 5 working days
Procurement Manager	<ul style="list-style-type: none"> Based on Experience 	<ul style="list-style-type: none"> Manage and lead procurement activities for supplies and services from vendors. Lead the competitive sourcing process, initiate requests for information/quotation/propo 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		sal, negotiate commercial terms. <ul style="list-style-type: none"> • Execute all contractual matters of assigned projects and ensure that they are dealt with effectively • Monitor and analysis trends in spending and inventory control and make recommendations to identify areas for saving • Other ad hoc matters assigned by the Management 	
Admin Assistant	<ul style="list-style-type: none"> • Based on Experience 	<ul style="list-style-type: none"> • Provide general administrative duties • To assist in sorting, filing and data entry • Ad-hoc assignments 	<ul style="list-style-type: none"> • 5 working days

#4 JEL Maintenance Pte Ltd

JEL Maintenance Pte Ltd (JML) is an ISO 9001 certified company, a wholly owned subsidiary of Jurong Engineering Limited (JEL), incorporated in the year 2000. Head Quartered in Singapore, JML provides maintenance and project services to Refineries, Power and Petrochemical plants.

With a strong emphasis on innovation, sustainability and Industry 4.0, we specialise in Plant Facility Expansion on EPC basis, Dismantling, Construction, STO(Shutdown, Turnaround, Outage) planning and execution, Annual Outages, Routine-Maintenance, and Asset Life Cycle Improvement projects including Retrofitting and Modifications.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Engineer	<ul style="list-style-type: none"> • Degree / Diploma in Mechanical engineering • Interest to work in Construction industry as site engineer including live plant environment • Ability to work with multiple discipline projects • Project management and supervision skills 	<ul style="list-style-type: none"> • Prepare, schedule, coordinate and monitor the assigned engineering construction and maintenance projects • Prepare the technical and commercial proposals for tenders and participate in the negotiations with the clients. Monitor compliance to applicable codes, practices, QA/QC policies, performance standards and specifications. Interact daily with the clients 	<ul style="list-style-type: none"> • 5.5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Decision making ability and leadership skills 	<p>to interpret their needs and requirements and represent them in the field</p> <ul style="list-style-type: none"> Monitor compliance of HSE policies and practices and participate in HSE initiatives. Perform overall control of the assigned work (budget, schedule, plans, personnel's performance) and report regularly on project status Cooperate and communicate effectively with project manager and other project participants to provide assistance and technical support 	
Planner	<ul style="list-style-type: none"> Diploma / Degree in Mechanical Engineering Minimum 3 years of experience in similar role for industrial/process plant projects Proficient in Primavera P6 and/or MS Project Independent and able to communicate effectively at all levels with other disciplines and clients Willing to work in construction site conditions. 	<ul style="list-style-type: none"> Analyze project data, determine potential risks and challenges and develop appropriate mitigation plans Provide project control support to Manager to successfully plan and execute assigned projects Analyze project problems and recommend resolutions Determine key performance indicators to improve project operational efficiency Determine project forecasts and accruals and monitor cash flow projections Work with Manager in developing project plan, schedule and budget Oversee change order management and implement change requests in a timely manner Monitor project progress to identify and correct delays or deviations Monitor project status on regular basis and develop 	<ul style="list-style-type: none"> 5.5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>status reports to management</p> <ul style="list-style-type: none"> • Advice Managers on project controls practices and procedures • Work independently or in a team to perform daily work assigned by Site/Construction Manager • Maintain positive working relationships with management, project team and customers • Develop and manage construction schedule for project • Collaborate with other disciplines to collate/provide scheduling data — subcontract change requests, bid comparisons, new work item estimates and resolution of potential schedule/work problems • Interface and work closely with clients, project team and sub-contractors to ensure required progress • Prepare cost estimations and detailed man-hour calculations • Update resources availability and construction sequences • Monitor and record work delay/progress and prepare scheduling reports • Analyze gaps between the planned and actual progress and highlight the areas of concern to project management • Any other duties to be assigned from time to time. 	
Site Admin	<ul style="list-style-type: none"> • Educational Qualification- Min 	<ul style="list-style-type: none"> • Administrative support to maintenance site related operation 	<ul style="list-style-type: none"> • 5.5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Diploma in any discipline. <ul style="list-style-type: none"> Minimum 5 years of Experience in Workplace management Pro-active and good working attitude. Effective Team player & Good communication skill Proficient in Windows, Word, PowerPoint & Excel 	<ul style="list-style-type: none"> General administrative duties including documentation, filing, updating data, security pass making and visitor forms Coordination with other function – HR Dept, Finance Dept and other related Dept. Coordination of Workers; dormitory, driver, transport movement and late work food arrangement Arrange SOC / Training course for staffs and workers, maintaining a records of the expired date for each workers and keep track Look for quotation from supplier and raise material request for purchasing of materials for site usage. Maintaining invoices submission records and follow up for payment Prepare supporting documents for completed job and get sign by client and send for invoicing Any other related duties as and when assigned by Site Manager. 	

#5 Katoen Natie Singapore (Jurong)

With a rich company history spanning over 150 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
Forklift Driver	<ul style="list-style-type: none"> NITEC holders are welcome to apply Able to handle products of 25kgs Possess a valid forklift license 	<ul style="list-style-type: none"> Able to operate a forklift independently Assist in the warehouse and packaging operations Handling different products with different product characteristics 	<ul style="list-style-type: none"> 5 working days 8am to 8pm 8pm to 8am

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> To commit 12-hours rotating shift work Perform work under hot and humid environment Working location is at Jurong Island (Company transportation is provided) 	<ul style="list-style-type: none"> Observing safety and achieving productivity target Ensures all orders handled promptly and accurately Managing data by using tablet 	
Technician (Rolling Equipment)	<ul style="list-style-type: none"> Possess Diploma, NITEC, NTC-2 or ITC Mechatronic / Electrical / Mechanical / Automotive or relevant qualification General knowledge on AC drives and electrical motors, pneumatic cylinders and roller/chain conveyors Basic knowledge of PLC and electrical system Min. 3 years' relevant experience in automation systems Great teammate with initiative and a positive attitude towards learning Self-motivated individual with strong sense of responsibility 	<ul style="list-style-type: none"> Carry out preventive maintenance and corrective repair works on packaging and conveying equipment Troubleshoot and rectify electrical, mechanical, pneumatic and hydraulic system faults on equipment Identify mechanical, electrical, and technical issues through inspections and tests Analyze problems, diagnose malfunctions, and find solutions Use various tools and equipment for diagnosis and repair Maintain accurate records of repairs and parts used Communicate findings and repair option Test vehicles post-repair to ensure proper functionality Order and replace parts, collaborating with suppliers Attend to breakdown repair and recovery of operational equipment Reduce equipment downtime and enhance equipment performance through quality maintenance works Proper recording of works carried out on equipment Equipment includes vehicles, 	<ul style="list-style-type: none"> 5 working days 8am to 5.45pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>chassis, forklift, industrial facilities, etc (list is non exhaustive)</p> <ul style="list-style-type: none"> Any others adhoc job assigned by supervisor Maintain high standard of housekeeping at workplace Ensure strict adherence to all workplace Health & Safety policies, legal and company regulations, with proper documentation and storage. Practice safe work procedures and safety rules implemented at the workplace <p>Not to engage in any unsafe or negligent act that may endanger self or others.</p>	
Senior / Operations Executive	<ul style="list-style-type: none"> Min Diploma and above in Logistics Management or equivalent Experience in managing warehouse / logistics operations such as inventory management, material reconciliation, etc Strong in managing teams and excellent manpower deployment & optimisation skills Excellent supervisory and interpersonal skills are a must IT savviness is expected with good working knowledge in MS Excel Problem solving and analytical skills are necessary 	<ul style="list-style-type: none"> Supervising warehouse operations, including deployment of operators and equipment, inventory management and reporting function Manage daily operations and ad hoc requests and requirements from customers Month end stock take and reconciliation of inventory. Lead, develop and supervise a team of workers to support the activities of the company Ensure strict adherence to workplace safety and health requirements Look for and work on continuous improvement of productivity 	<ul style="list-style-type: none"> 5 working days 8am to 5.45pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Only Singaporean may apply 		
Accountant	<ul style="list-style-type: none"> Bachelor's degree in accounting or ACCA qualification required 5-7 years of relevant accounting and finance experience Very hands-on and strong in finance-related and business processes Strong IFRS acumen and understanding of financial & tax reporting Effective communication skills – both written and verbal. Independent yet a collaborator, meticulous and hands-on with demonstrated maturity Familiarity with Finance ERP systems, particular Oracle Cloud will be advantageous 	<ul style="list-style-type: none"> Lead Accounts Receivable Team for one of our key customers and be involved in the monthly closing process concerning revenue accounting, lease accounting, income tax provision and the preparation of journal entries Participate in forecasting and budgeting processes Participate in Oracle ERP Implementation process Identify and implement automation and process improvements within Finance and Procurement Departments Identify potential business risk areas and propose data governance and process controls for error detection and prevention Liaise with external auditors, tax agents and corporate secretary to ensure timely completion of audits, tax filing, accounts and corporate matters 	<ul style="list-style-type: none"> 5 working days 8am to 5.45pm

#6 P-Serv Pte Ltd

P-Serv is one of Singapore's most established HR solutions providers. We are the local leader in providing Business Process Outsourcing (BPO) solutions in projects related to customer service management, concierge and receptionist management. We also provide temporary and contract placements that fits the business needs and requirements of our clients.

Founded in 1990 and acquired by Kelly Services Singapore (Now PERSOLKELLY Singapore) in 2007, P-Serv Pte Ltd has been providing quality and cost-effective HR solutions to major MNCs, SMEs and government agencies. We have a proven track record across various industries and have established long-term partnerships with some of Singapore's finest local companies and key government agencies. P-Serv is one of Singapore's most established HR solutions providers. We are the local leader in providing Business Process Outsourcing (BPO) solutions in projects related to

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Customer Service Officers (Tuas)	<ul style="list-style-type: none"> • Minimum GCE O Level with Cashiering / Customer Service experience • Meticulous with details, good communication and interpersonal skills • Able to maintain confidentiality and sensitivity in the management of work <p>Company transport provided at Boon Lay / Jurong East (Tuas Location only)</p>	<ul style="list-style-type: none"> • Oversee daily operations to ensure efficiency and smooth functionality • Address and resolve inquiries with professionalism and a customer-focused approach • Maintain and manage office equipment, computer peripherals, and communication devices, ensuring they remain in optimal working condition • Reconcile and secure all payment collections at the end of each shift, verifying against POS machine reports to ensure accurate accounting • Perform any additional ad-hoc duties as assigned to support the team and organizational goals. 	<ul style="list-style-type: none"> • 5 working days
Tourist Attraction Crew (Central/Changi)	<ul style="list-style-type: none"> • At least 1 year of working experience in customer service-related roles • Able to work on rotating shift pattern (including PH and weekends) • Strong team player and ability to work well independently. 	<ul style="list-style-type: none"> • Managing of Information Counter Service pertaining to all customer enquiries either face to face or via telephone • Recording and posting up of any updated information to the system • Being the first responder for medical cases, perform first-aid, CPR, AED to casualties before handing over to medical team 	<ul style="list-style-type: none"> • 5 working days • Work Days: 2 days off 2 days (rotating shifts)

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Recording, preparing and submitting of daily reports on counter/phone enquiries and nature of enquiries to the system. Providing of basic frontline car park service such as answering car park enquiries, parking redemption, basic troubleshoot for the redemptions. Providing of Visitor Information on Singapore regarding transport, accommodation, communication, places of interest Handling of any ad-hoc services that are required at the counters relating to operations such as giving out of items and tokens Tracking of inventory at the counters and reporting this in the daily report. 	
IT Tester	<ul style="list-style-type: none"> Prefer IT education background Without experience may apply as training will be provided Must be able to travel Singaporean Only 	<ul style="list-style-type: none"> To assist in Testing & Commissioning of security systems (Access Control) To set up enrolment stations in customer premise To enroll customer database into database system To assist and troubleshoot system setup Any other duties assigned directly related to the project 	<ul style="list-style-type: none"> 5 working days
Automotive Technician	<ul style="list-style-type: none"> Min Nitec in Engineering in Electronics or equivalent 	<ul style="list-style-type: none"> Perform repair, maintenance, overhaul, service, replace, remove and installation task (Mechanical) 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Knowledge of EO/Radar maintenance experience would be advantageous Able to perform 24/7 stand by Physically fit and able to lift heavy loads Able to work at height and do not have height phobia Good team player and yet able to work independently Valid Class 3 driving license would be advantageous. 	<ul style="list-style-type: none"> Perform lubricant replacing, greasing, and flushing for system (Hydraulic) Perform wiring replacing, tracking and diagnostic (Electrical) Machinery usage involved overhead crane, buffering machine, hydraulic press, drilling machine etc. special technical equipment Working at height (climbing up and down of vehicles) Maintain 5S/ housekeeping (Include, sweeping, clearing, and throwing rubbish, washing of parts & vehicles) Any other ad-hoc duties assigned. 	
Assistant Engineer (Radar) @ Tuas	<ul style="list-style-type: none"> Min Nitec in Engineering in Electronics or equivalent Knowledge of EO/Radar maintenance experience would be advantageous Able to perform 24/7 stand by Physically fit and able to lift heavy loads Able to work at height and do not have height phobia Good team player and yet able to work independently Valid Class 3 driving license would be advantageous. 	<ul style="list-style-type: none"> Work on delicate Radar System for preventive and corrective maintenance on sites Execute maintenance tasks within the committed TAT, Ops availability and good quality Liaise with customer for maintenance activities Perform maintenance activities and ensure tasks are performed accordingly to requirements Monitor and activate replenishment of consumables at reorder level Schedule and perform calibration of tools and equipment 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Provide inputs and prepare documentation required to complete job • Manage inventory of authority furnished spares • Perform housekeeping • Response to customers' requirements 	
Front Desk cum Admin	<ul style="list-style-type: none"> • Prior experience in customer service and administration is preferred • Ability to communicate in English and be proficient in a second language and/or converse in dialects as the work requires interaction with a large number of clients from diverse background • Meticulous with details, good communication and interpersonal skills • Able to work in a fast pace and challenging environment 	<ul style="list-style-type: none"> • Man, the front counter at all times • Welcome walk-in customers and register customers via case management system • Attend to enquiries • Handle difficult customers professionally and effectively • Perform manual tracking of daily customers' walk-in in the event of queue system failure • Collect documents received from customers and make certified copies of these documents 	<ul style="list-style-type: none"> • 5 working days
Payroll Executive	<ul style="list-style-type: none"> • Diploma in Human Resources or relevant discipline • Tech-savvy with good proficiency in Microsoft Office and technology tools (Note: Excel skills such as Vlookup and pivot tables are important) • Experience with Workday or Excelity 	<ul style="list-style-type: none"> • Manage the payroll processing including but not limited to receiving data inputs from various parties and through the system • Verification of this data against supporting documents • Ensuring that data is correctly interfaced from Workday to Excelity • Manage payroll process to ensure that resignees are 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>(Ceridian) systems A good team player, possess a cheerful personality and a positive attitude Meticulous with details, good communication and interpersonal skills\</p> <ul style="list-style-type: none"> • Strong aptitude to learn quickly, pick up new skills and adaptable • Able to multitask and handle high volume of work • Able to maintain confidentiality and sensitivity in the management of work 	<p>encashed their outstanding leave balance and withholding of salary until verification that Exit Clearance is completed</p> <ul style="list-style-type: none"> • Prepare accounting entries for accruals (E.g. Bonus, CPF, Leave, Claims) • Manage the claim and reimbursement process for Government Paid Leave (e.g. childcare, maternity, paternity, share parental leave) via the Government portal and ensuring relevant journals are posted • Manage secondment billing for seconded staff • Manage payments to external organisations by providing information to Finance and ensuring any relevant journals are done • Support regular payroll audits by internal and external auditors, including but not limited to the preparation of payroll figures and documents requested by auditors and key personnel remuneration reporting • Support the HR team in the implementation their policies and programs by ensuring these are operationalised and smoothly executed • Perform on-going review of processes and systems (including system user acceptance test, if required) for operational excellence • Any other ad-hoc matters 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
HR Executive	<ul style="list-style-type: none"> • Minimum Diploma graduate with 1-2 years of HR administrative experience • Able to multitask and good time management skills with the ability to prioritize tasks • Proficient in Microsoft Office and Outlook 	<ul style="list-style-type: none"> • Manage order for wellness basket and bereavement wreath including tokens • Liaise with relevant department to ensure team's HR application is functioning well • Conduct system user acceptance testing where required • Working hand-in-hand with relevant departments for yearly bursary awards exercise • Perform leave audit exercise • Managing aspects of onboarding and offboarding • Managing aspects of confirmation and referral incentive payments • Managing aspects of retirement and re-employment, contract renewals, transfers and secondments • Manage team's mailbox and enquiries • Assist with name card order and season parking • Handle ad-hoc activities as and when requested 	<ul style="list-style-type: none"> • 5 working days

#7 Singapore Saizeriya

Saizeriya strives for the perfect balance between the seemingly contradictory goals of affordable pricing and deliciousness in everyday meals. For all occasions, whether busy times or as an occasional luxury, Saizeriya is dedicated to providing top-quality meals, taking into consideration the diversity of lifestyles and preferences. Saizeriya is a "Casual Italian Restaurant" that welcomes repeated visits with family members, and friends throughout their daily lives. We have 33 stores in Singapore, more than 1000 in our home country of Japan, and about 400 locations in China, Hong Kong and Taiwan.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew (Full Time / Part Time)	<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 • No minimum commitment days, flexible scheduling, flexible locations, only 4 working hours required per working day. 	<ul style="list-style-type: none"> • Serving customer's orders • Clearing of plates • Preparation of cutleries • Preparation of dessert orders • Dishwashing 	<ul style="list-style-type: none"> • Part Time
Kitchen Assistant (Full Time / Part Time)	<ul style="list-style-type: none"> • Operate 4 different stations, 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"> • Part Time
Management Trainee	<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 	<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"> • 6 working days.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Operates 4 different stations, 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 		

#8 Sin Chew Woodpaq

With over 50 years of experience, Sin chew Woodpaq has grown from strength to strength into a one - stop and leading logistics provider in Singapore with key competencies in customized wooden crating, design and engineering, sensitive and heavy machinery moving and packing, heavy lifting, jacking and skidding, transportation, warehousing and material treatment. We have worked with companies across a wide range of industries, including aerospace, marine and offshore, semiconductor, medical and pharmaceutical, manufacturing and infrastructure. Upholding values of professionalism, excellence, and safety, we invite you to be part of our journey at the job fair.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Operations Controller	<ul style="list-style-type: none"> For Singaporeans Only 	<ul style="list-style-type: none"> Work closely with customer service department on job arrangement Plan and set priorities for daily activities efficiently, including: Daily operation staff and fleet (heavy vehicles) deployments Oversee the submission of name list and other 	<ul style="list-style-type: none"> 5.5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>documents for pre-job clearance</p> <ul style="list-style-type: none"> • Arrange and co-ordinate with trailer & crane subcontractor, if necessary • Ensure that all job requirements are properly arranged and clearly disseminated to the relevant stakeholders • Monitor daily jobs completion, ensure that all jobs are completed on time and up to service standards • Monitor drivers' movement through GPS Tracking System • Ensure all job documentation including DO and job related safety documents are prepared properly • Coordinate with warehouse for all incoming and outgoing cargo • Arrange drivers for purchasing/collecting of materials/equipment • Work closely with other controller for efficient coordination of jobs arrangement • Arrange manpower for any safety findings rectification • Work with Human Resource on training scheduling and overtime matters for operations staff • Any other ad-hoc duties assigned by superior. 	
Class 4/5 Drivers	<ul style="list-style-type: none"> • Must possess a valid Singapore Class 4 driving license • At least 3 year of driving experience in Class 4 vehicle • Good driving records required 	<ul style="list-style-type: none"> • Timely delivery of cargo to/fro various locations • Correctly load cargo at various locations, adhering to the policies and procedures of each loading locations • Correctly and safety securing cargo before moving vehicle 	<ul style="list-style-type: none"> • 5.5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Responsible, with good work attitude High safety awareness 	<ul style="list-style-type: none"> Safe handling of trailer for mounting and offloading of containers Conduct daily inspections of the vehicle at the end of the day and report any problems or damage to company immediately Perform pre/post trip vehicle inspection in accordance with company's safety procedures Maintain assigned vehicle in good working condition and cleanliness of vehicle Comply with all road safety rules and regulations and safe work practices, procedures and policies at all times Ensure proper documentation of all delivery and collection orders Any other roles and responsibilities as assigned by Management. 	
Operations Packer cum Mover	<ul style="list-style-type: none"> Candidate must be physically fit, as job requires physical handling of cargo Willing to learn Team player 	<ul style="list-style-type: none"> Operate simple tools and equipment to pack, wrap, assemble/dismantle, move wide range of cargoes on & off site Moving of machines and wooden carting Assist to keep track of inventory and cargo movements Assist to load/unload items onto and off trucks Work as a team to complete assigned jobs each day Deliver professional packing and moving service while complying with safety requirements Assist in ad-hoc and routine tasks 	<ul style="list-style-type: none"> 5.5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Accounts Executive	<ul style="list-style-type: none"> Min Diploma in Accounting & Finance or equivalent At least 3 years of experience in accounting & finance Strong understanding of accounting principles Ability to work in a dynamic environment Ability to work independently with a high degree of accuracy and efficiency 	<ul style="list-style-type: none"> Manage full sets of accounts includes performing daily accounting & finance duties such as receivables and payables processes, general ledger, tax and bank reconciliation, etc Ensure integrity of GL & timely closing of accounts Prepare monthly closing journal adjustment. Review and check on the supplier's costing Ensures that accounts receivable and billing policies and procedures are properly implemented. Assist in billing process, if needed Prepare reconciliation for Ewallet-Alipay, Interco Balance, Aging, GST & Bank accounts Involve in continuous improvements efforts Coordinate and liaise with external parties like external auditors, tax agents and government authorities where required. Involve in automation and other related digitalization projects Tax Compliance: Ensure compliance with tax regulations and assist in the preparation of tax returns. Stay informed about changes in tax laws and regulations. Audit Support Collaborate with external auditors during the audit process Address audit findings and implement recommendations Other ad hoc duties as assigned. 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Marketing Manager	<ul style="list-style-type: none"> • Bachelor's degree (or equivalent) in marketing, business, or related field • At least 2 – 5 years of experience in managing a marketing team Proven success in developing marketing plans and campaigns both online and offline. • Experience with marketing automation and vendor management. Excellent written and verbal communication skills • Strong project management, multitasking, and decision-making skills • May be required to travel 	<ul style="list-style-type: none"> • Strategic Planning and Execution: Develop and implement comprehensive marketing plans and strategies aligned with company goals. <ul style="list-style-type: none"> o Conduct market research to identify new opportunities, market trends, and competitor activities. Collaborate with senior management to set marketing goals and objectives • Brand Management: <ul style="list-style-type: none"> o Oversee the development and implementation of branding initiatives to strengthen the company's market position. o Ensure consistent brand messaging across all marketing channels and materials. o Manage brand image to align with company values and objectives • Campaign Management: <ul style="list-style-type: none"> o Plan, execute, and oversee marketing campaigns across various channels, including digital, print, and social media. o Monitor campaign performance and adjust strategies to maximize ROI and achieve required KPIs. • Content Creation: <ul style="list-style-type: none"> o Lead the creation of compelling marketing content, including brochures, newsletters, press releases, and digital content. o Ensure all content is consistent with brand voice and messaging 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Digital Marketing: <ul style="list-style-type: none"> o Develop and execute digital marketing strategies, including SEO, SEM and social media, working together with our vendors. o Manage and optimize the company's online presence, including the website and social media platforms. o Analyze and report on digital marketing performance metrics and adjust strategies accordingly • Budget Management: <ul style="list-style-type: none"> o Develop and manage the marketing budget, ensuring optimal allocation of resources. o Monitor and report on marketing expenditures and ensure cost-effectiveness • Team Leadership: <ul style="list-style-type: none"> o Lead and mentor the marketing team, fostering a collaborative and innovative work environment. o Provide guidance and support to team members in achieving their individual and team goals • Tradeshow Management: <ul style="list-style-type: none"> o Develop and execute comprehensive tradeshow plans, including booth design and logistics. o Coordinate with vendors and internal teams for timely preparation and delivery. o Oversee on-site setup, staff management, and issue resolution. o Ensure leads management and follow up • Corporate Social Responsibility: <ul style="list-style-type: none"> o Develop and implement 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>CSR initiatives that align with the company's values and goals, working with various internal and external stakeholders.</p> <ul style="list-style-type: none"> o Promote the company's CSR efforts through marketing and communication channels • Reporting and Analysis: <ul style="list-style-type: none"> o Track, analyze, and report on the effectiveness of marketing activities and campaigns. o Provide insights and recommendations for continuous improvement. o Prepare regular reports for senior management on marketing performance and impact • Any other relevant duties assigned by Management 	
Business Transformation Executive	<ul style="list-style-type: none"> • Bachelor's degree in business administration, Information Technology or a related field. • Preferably with 2-3 years' experience in digital transformation, business process improvement, and sustainability • Strong project management skills • Excellent analytical and problem-solving abilities. • Proficiency in digital tools and technologies, with a strong understanding of 	<ul style="list-style-type: none"> • Digital Transformation: <ul style="list-style-type: none"> o Develop and execute digitalization strategies o Identify opportunities for digital tools and automation to improve operational efficiency. o Manage the integration and adoption of technologies such as AI, IoT, and data analytics into business processes. o Work closely with other departments to ensure the smooth implementation of digital solutions • Business Process Improvement: <ul style="list-style-type: none"> o Conduct thorough analysis of current business processes to identify areas for enhancement. o Develop and implement 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>automation and data analytics.</p> <ul style="list-style-type: none"> • Knowledge of sustainability practices and environmental regulations. • Strong communication and interpersonal skills, with the ability to collaborate effectively with cross-functional teams. 	<p>process improvement plans aimed at increasing productivity</p> <ul style="list-style-type: none"> o Facilitate cross-functional teams to drive continuous improvement initiatives. o Regularly review and audit business processes to ensure they are optimized and up-to-date. • Sustainability Initiatives: <ul style="list-style-type: none"> o Develop and implement strategies to integrate sustainable practices into business operations, working together with consultants. o Monitor and report on key sustainability metrics such as energy consumption, waste reduction, and carbon footprint. o Ensure that we hit our objectives for Environmental, Social & Governance initiatives in the company o Work towards achieving ISO14001 certification and ensure compliance. • Project Management: <ul style="list-style-type: none"> o Plan, execute, and oversee projects related to digital transformation, process improvement, and sustainability. o Ensure projects are completed on time, within scope. o Coordinate with internal and external stakeholders to achieve project objectives. o Prepare detailed reports on the progress and impact of digital transformation, process improvement, and sustainability initiatives. o Maintain comprehensive documentation for all 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>projects and initiatives for future reference.</p> <ul style="list-style-type: none"> • Training and Development: <ul style="list-style-type: none"> o Organize and conduct training sessions to educate employees on new digital tools and sustainable practices. o Foster a culture of innovation and continuous improvement within the organization 	
Customer Service Executive (Tuas)	<ul style="list-style-type: none"> • Minimally 2 years of working experience • Prior customer service or sales coordinator experience will be an advantage • Experience in logistics industry will be an advantage • Friendly and welcoming disposition Has initiative, independent and able to work in dynamic environment • Good command of written and verbal English • Excellent organizational and multitasking skills 	<ul style="list-style-type: none"> • Provide introductory information about the company and its products and services to new customers Respond to customer inquiries • Advise customers on products or services to best suit their specific requirements • Prepare quotations and follow up with customers for their acceptance • Document customer interactions when necessary, compiling job related documents to ensure that customer requirements are met • Prepare delivery orders and other relevant documents. • Communicate all necessary job requirements clearly and efficiently to other stakeholders to ensure that customers' requirements/instructions are addressed • Resolve customers' concerns, if any. • Build and maintain long term business relationship with new and existing customers 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Sales Executive	<ul style="list-style-type: none"> Minimally 2 years of working experience Working experience in logistics or freight forwarding industry preferred Prior sales experience will be added advantage Proactive, willing to learn Independent, with sense of urgency and responsibility Good command of written and verbal English Excellent organizational and multitasking skills Possess own transport 	<ul style="list-style-type: none"> Focus on expanding and developing market share Work closely with other departments to secure and grow new and existing customers Execute sales strategies to achieve set sales objectives with support from other departments Follow up on potential customer p Prospects to clinch the sales Present job proposals to customers and lead commercial negotiation with customers Regular business reviews with customers to ensure customer satisfaction and business expansion Establish and maintain good professional relationship with key accounts and critical personal at customers Coordinate across different departments to ensure jobs are carried out smoothly Understand the needs and requirements of customers and provide the right advice and assistance to the customers Follow-up and co-ordinate with customers, operational/logistics & other matters Share customer feedback, and information to relevant parties to resolve customers' issues, if any 	<ul style="list-style-type: none"> 5 working days
Customer Service Manager	<ul style="list-style-type: none"> Min Diploma in related discipline At least 3 years of experience in 	<ul style="list-style-type: none"> Supervise and lead a team of customer service representatives, providing guidance, training, and 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>leadership role Logistics industry or freight forwarding industry</p> <ul style="list-style-type: none"> • Possess project and time management/ time allocation and organizational skills With drive for high performance and prioritize customer satisfaction 	<p>support to ensure high-quality customer interactions</p> <ul style="list-style-type: none"> • Develop and maintain positive relationships with customers, addressing inquiries, concerns, and complaints in a timely and professional manner. Act as the primary point of contact for escalated customer issues • Communicate with customers to identify their needs / expectations and make appropriate adjustments to meet those needs • Facilitate communication between internal departments such as operations, sales, and warehousing to coordinate customer orders and resolve issues efficiently • Track and analyze customer service metrics, such as response times, resolution rates, and customer satisfaction scores, to identify areas for improvement and implement corrective actions as needed • Continuously evaluate and streamline customer service processes and procedures to enhance efficiency and customer satisfaction. Implement best practices and innovative solutions to optimize service delivery • Ensure compliance with company policies, procedures, and regulatory requirements related to customer service and logistics operations • Preparation of periodic status meetings with management Gather and analyze customer 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>feedback through surveys, interviews, and other channels to identify areas for improvement and make recommendations for enhancing the overall customer experience</p> <ul style="list-style-type: none"> • Provide ongoing training and development opportunities for customer service team members to enhance their skills and knowledge of logistics processes, industry trends, and customer service techniques • Collaborate with external vendors and service providers to ensure seamless coordination of logistics services and address any issues or concerns that may arise • Monitor the customer's payment status. Involve in company marketing efforts. Contribute to the development of strategic initiatives and long-term plans for improving customer service operations and driving business growth in the logistics sector • Answers customers' questions, resolves problems, and maintains customer satisfaction by providing problem-solving resources • Accomplishes customer service human resource objectives by recruiting, selecting, training, and coaching employees • Contributes customer service information and recommendations to strategic plans and reviews 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Audits customer service procedures and trends and determines system improvements Determines customer service requirements by maintaining contact with customers and visiting operational environments Updates job knowledge by participating in educational opportunities, maintaining personal networks, and participating in professional organizations. 	
Canteen Helper cum Office Cleaner	<ul style="list-style-type: none"> Good Physical Stamina to perform cleaning duties Singaporean only 	<ul style="list-style-type: none"> Simple cleaning of office area Cutting of fruits/ brewing of simple drinks/cooking rice when required Tidy up dry and cold stocks Assist in stock take of canteen food items 	<ul style="list-style-type: none"> 5 working days

#9 SPD

SPD is a local charity set up to help people with disabilities of all ages to maximise their potential and integrate them into mainstream society. Through over 20 programmes that encompass early intervention, therapy, vocational training, assistive technology, day care, as well as educational, employment and social service support, we serve people with physical, sensory and learning needs. Founded in 1964 by a group of Rotarian, we were known as Society for Aid to the Paralysed (SAP). In the earlier years, SAP provided employment opportunities at its sheltered workshop to people with disabilities who difficulties seeking open employment. We were renamed Society for the Physically Disabled (SPD) in May 1998 and subsequently to just SPD in July 2014 to better reflect the work that we do - serving people beyond physical disabilities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
EIPIC Teacher	<ul style="list-style-type: none"> Minimum Diploma in Early Childhood/ Pre-School Teaching/ Early Years/ Special Education, with relevant 	<ul style="list-style-type: none"> Assess the developmental needs of the children and plan Individual Educational Programme (IEP) and Progress Report (PR) to address the needs of the children in the assigned classes 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>teaching experience</p> <ul style="list-style-type: none"> • Advanced Diploma in Early Childhood Intervention (Special Needs) will be preferred • Good communication and interpersonal skills • Experienced in working with young children using English as a medium of instruction. • 	<ul style="list-style-type: none"> • Manage or chair case conference discussions with parents, caregivers, teachers and therapists/ Allied Health Professionals (AHPs) • Plan, facilitate and evaluate quality intervention strategies, developmentally and culturally appropriate classroom activities, experiences and environments for the children through the lessons • Monitor, assess, record and report development and progress of the children. Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application • Conduct individual and group activities (including field trips) for the children • Conduct home visits and centre visits along with other staff members of the professional team • To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms • To cover classes/ sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes • To monitor attendance of children and ensure proper health check and temperature taking of the children 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To work in close liaison with the staff members of the professional team that includes other teachers, teacher aides and therapists/ AHPs To guide Assistant Teachers/ Teacher Aides in executing intervention and development strategies in collaboration with parents, caregivers, other teachers and therapists/ AHPs To guide parents and caregivers in executing intervention and development strategies for the children To maintain regular contact or communications with parents and caregivers through the various communication modalities such as the communication book, electronic systems or applications, telephone and emails To report any accident or injury, that may occur to a child, to the Reporting Manager, and to record it in the Incident/Accident Record Book To conduct sharing or training on topics related to teaching during in-house teacher training sessions, and topics relevant to caregivers during caregiver support programme To be involved in networking with other community organisations To participate in events organised / supported by SPD or research projects as assigned 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> As assigned from time to time by Assistant Director/ Director of Children Services Division and Chief Executive Officer of SPD 	
EIPIC Assistant Teacher	<ul style="list-style-type: none"> Full GCE 'A' Level/ Polytechnic Diploma/ Certificate in Education (Special Education)/ Advanced Certificate in Early Childhood Care & Education/ At least 5 'O' Level incl. EL1 or Higher NITEC in Early Childhood Good communication and inter-personal skills Good communication and inter-personal skill Ability to work as team player 	<ul style="list-style-type: none"> Assist with developing the Individual Educational Programme (IEP) and Progress Report (PR) with functionally appropriate child developmental understanding to address the needs of the children in the assigned classes Work closely with the Trans-Disciplinary team of professionals to design, implement and conduct both individual and group intervention plans (including fieldtrips) that actively engaging child in a naturalist environment under guidance Coordinate case conference discussions with parents, caregivers, teachers and Allied Health Professionals (AHPs) Execute intervention and development strategies in collaboration with caregivers and the Trans-D team in the family centred approach Observe and document the development and progress of children using behaviours descriptors (BDs). Reporting is necessary for home visit, centre visit, discharge and Special Education (SPED) application Co-conduct Routine-Based Conversation during home visits and centre visits with the Trans-D team 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> To share responsibilities for the upkeep and maintenance of the classrooms to ensure cleanliness and safety of the environment, as well as the sourcing, purchasing, creating and inventory of all equipment, teaching aids and resources in the classrooms To cover classes/sessions whenever necessary and share responsibilities on all matters pertaining to the assigned classes To monitor attendance of children and ensure proper health check and temperature taking of the children and prompt recording in PSMS To maintain regular and consistent communication with parents and caregivers through the various communication and modalities such as Little Lives and any other electronic systems (i.e. MS Teams), communication book, telephone and emails To report any accident or injury, that may occur to a child, to the Reporting Manager or Senior teacher, and to record in the Incident/Accident Record Book Ensures compliance of established policies and procedures set within the programme Be responsible to and liaise with the Director, Manager and other senior staff in all matters pertaining to administration 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Engages in administrative duties relevant to departmental works Maintains inventory of the equipment and resource materials for the programme. As may be assigned from time to time by Director, Children Service Division and Chief Executive Officer, SPD. 	
Administrative Executive	<ul style="list-style-type: none"> Degree/Diploma holder or relevant knowledge and at least 2 years' experience of administrative roles Excellent interpersonal and communication skills Strong analytical and problem-solving skills Diligent and organised with ability to multi-task while paying close attention to details and prioritizing to meet deadlines Sensitivity to confidential matters may be required 	<ul style="list-style-type: none"> Assist the Centre Manager and other key staff in overseeing the administration and ensuring the smooth operation of Continuing Therapy Programme (CTP) Manage the general administration of the programme in the areas of database management and financial management Ensure timely and accurate reporting of all yearly reports and musters to internal and external stakeholders Respond through email/phone/meetings to the various stakeholders' queries regarding administrative processes Prepare or assist with the preparation of scheduled and/ad-hoc reports pertaining to the programme. Assist in the implementation of established operational policies and procedures within the programmes Assist in periodical revision of administrative processes (SOP) when necessary Assist in maintaining the documentation needed to support the CARF accreditation 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Assist the Centre Manager in maximising the clients' schedule to ensure the efficient usage of the slots Assist to consolidate data and do simple reports on trends to support the Manager in the long term planning of the programme Provide guidance to the Administrative Assistant to ensure smooth running of operations in the programme, if applicable To provide coverage for other Admin Executive / Assistant's duties as and when needed, so as to ensure the smooth running of all programmes in Children Services at all times. Interact with caregivers face-to-face, on the phone, and through email on a regular basis and manage each case in the best interests of the programme and the client. Ensure periodic updates of caregiver / client information in relevant databases Understand caregiver's needs, provide relevant information and address caregiver's queries in a professional and friendly manner Serve as the point of direct administrative contact and liaise with external institutions such KKH, NCSS, SSAs, when needed Participate in Quality Improvement (QI) projects and workgroups in the programme, where needed Assist the Centre Manager in providing information (policies and procedures, 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		etc.) to new staff (interns, volunteers) in the programme <ul style="list-style-type: none"> As may be assigned from time to time by Centre Manager, Assistant Director or Director, Children Services. 	
Speech Therapist	<ul style="list-style-type: none"> Masters or Degree in Speech Therapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) Eligible for registration as Speech Therapist under the Allied Health Professions Act 2011 in Singapore Good communication and interpersonal skills Fluency in local languages will be an advantage At least 5 yrs of relevant working experience, including one year of clinical supervision to practicing Physiotherapists Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> Assess and identify the needs of individual clients to recommend appropriate therapeutic interventions and programmes Conduct individual or group therapy to ensure client outcomes Participate in public education/outreach to build an inclusive society. 4) Keep abreast of the latest research and development in speech therapy and be involved in networking with hospitals and other community organisations Take on supervisory and administrative roles in addition to clinical work. 	<ul style="list-style-type: none"> 5 working days
Occupational Therapist	<ul style="list-style-type: none"> Masters or Degree in Occupational Therapy or its 	<ul style="list-style-type: none"> Assess and identify the needs of individual clients to recommend appropriate 	<ul style="list-style-type: none"> 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>equivalent (preferably recognised by the Allied Health Professional Council in Singapore)</p> <ul style="list-style-type: none"> • Eligible for registration as Occupational Therapist under the Allied Health Professions Act 2011 in Singapore • Good communication and interpersonal skills • At least 5 yrs of relevant working experience, including one year of clinical supervision to practicing Occupational Therapist • Experience in management and multi-agency collaboration will be an advantage. 	<p>therapeutic interventions and programmes</p> <ul style="list-style-type: none"> • Conduct individual or group therapy to ensure client outcomes • Participate in public education/outreach to build an inclusive society • Keep abreast of the latest research and development on occupational therapy and be involved in networking with hospitals and other community organisations • Take on supervisory and administrative roles in addition to clinical work. 	
Physiotherapist	<ul style="list-style-type: none"> • Masters or Degree in Physiotherapy or its equivalent (preferably recognised by the Allied Health Professional Council in Singapore) • Eligible for registration as Physiotherapist under the Allied Health Professions 	<ul style="list-style-type: none"> • Provide a wide range of services to our partners in the community sector • Identifying the needs of individual clients so that appropriate rehabilitative treatment may be provided • Work with clients on a one-to-one or group basis based on the level of function and severity of the disability of the clients 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Act 2011 in Singapore</p> <ul style="list-style-type: none"> • Good communication and interpersonal skills • At least 5 years of relevant working experience, including one year of clinical supervision to practicing Physiotherapists • Experience in management and multi-agency collaboration will be an advantage. 	<ul style="list-style-type: none"> • Involved in conducting public education/outreach in certain programme • Keep abreast of the latest research and development on physiotherapy and be involved in networking with hospitals and other community organisations • Take on supervisory and administrative roles in addition to clinical work. 	
Social Worker	<ul style="list-style-type: none"> • Degree or Postgraduate Diploma in Social Work or Counselling • Relevant experience in the fields of Early Intervention/Special Education or social services is preferred • Professionals that are accredited as a social worker/social service practitioner (RSW/RSSP) with SASW are preferred • Good communication and interpersonal skills • Patient, positive and passionate 	<ul style="list-style-type: none"> • Establish rapport and build professional relationship with client and caregivers • Conduct intake and needs assessment during first contact and screening to ascertain the level of complexity, key risks and protective factors of the case and prepare for necessary intervention that includes information and referral and basic counselling services to help clients and caregivers • Plan, organise and lead the caregiver's orientation programmes for new enrolments in the programme • Conduct and administer appropriate financial assessment and assistance • Provide appropriate intervention and supportive counselling to the families of children attending early intervention 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>about working with children with special needs and their families</p> <ul style="list-style-type: none"> • Works effectively both as an individual and as part of a trans-disciplinary team. 	<ul style="list-style-type: none"> • Participate actively in case discussions and case conferences within a trans-disciplinary setting • Work closely with other Early Intervention (EI) professionals to come up with a holistic family-centred intervention plan • Conduct home and school visits with other early intervention professionals whenever necessary • Prepare case history information, psychosocial assessment, social work intervention plans • Plan, organise and lead transition planning briefings and actively follow up with parents and external stakeholders on application to SPED/mainstream schools or transition to the next stage of education • Document and maintain case files and prepare reports according to the required documentation standard • Conduct referral and closure of cases upon achieving sustainable service outcome for clients • Plan, develop and conduct psycho-educational training and group work for children, caregivers and other EI professionals • Plan and conduct caregiver and parent support group programmes • Plan and conduct orientation programmes for new entrants and transition briefings for graduates • Lead or participate in collaborations efforts with 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>external stakeholders such as preschools, SPED, primary schools and community partners</p> <ul style="list-style-type: none"> • Participate in developmental programs and supervision for personal and professional growth & development in accordance with the National Social Work Competency Framework (NSWCF) • Network with other professionals in the EI and disability sector • Maintain minimum requirements for accreditation and renewal membership with relevant professional associations. 	
Social Work Associate	<ul style="list-style-type: none"> • A recognised Diploma in Social Work (Social Sciences) or WSQ Diploma in Social Service • Possesses good communication and interpersonal skills • Good working knowledge of word processes and computer skills • A good team player • Those with prior experience will be an added advantage 	<ul style="list-style-type: none"> • The Social Work Associate works in the field of social work. He/She is qualified and trained to assist in providing interventions and programmes, performing community development work and uplifting the professional practice in social work. He/She assists in coordinating casework, group work and community development activities and programmes, supporting community events and performing administrative functions • Perform stakeholder engagement and partnerships <ul style="list-style-type: none"> - Participate in social work practice across disciplines - Support in building rapport and professional relationships with clients and significant other • Conduct casework <ul style="list-style-type: none"> - Provide Information and 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Referral services Support needs and intake assessments such as conducting Means Testing, financial assessments, conducting home visits, etc.</p> <ul style="list-style-type: none"> - Provide support to Social Workers on case and care planning and interventions - Conduct and prepare social report to apply for financial aids and apply necessary financial schemes to help clients - Prepare case notes and documents • Conduct group work <ul style="list-style-type: none"> - Support preparation and planning of group work interventions - Support implementation of group work interventions - Support the evaluation of group work intervention processes and outcomes - Perform community development work - Support conduct environmental scans and community needs assessments - Support coordination and pooling of community resources and services - Support development and implementation of community development initiatives - Support the review of community development initiatives for improvements • Deliver Programmes <ul style="list-style-type: none"> - Support the development and planning of programmes to address service gaps - Support the implementation and evaluation of programmes 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Psychologist	<ul style="list-style-type: none"> At least a recognised master's degree in educational or clinical psychology Preferably, the psychologist should be registered, or eligible in the near future for registration, with the Singapore Psychological Society (SPS) as a Registered Psychologist (Singapore) Good communication and interpersonal skills with demonstrated ability to build relationships Good organisation and planning skills. 	<ul style="list-style-type: none"> To organise and undertake psycho-educational assessment of clients as appropriate To develop and implement appropriate intervention strategies to address clients' developmental/ learning/emotional/ behavioural issues To participate in admissions screening of EIPIC applicants To support clients throughout the EIPIC continuum, including out-of-centre placements To provide consultation to support stakeholders (e.g., family and staff) in management of clients' developmental/ learning/emotional/ behavioural issues To support teachers in developing/implementing/monitoring clients' IEPs To Conduct Psychological Assessments for Special School Placements To maintain up-to-date records of psychologist's assessment/intervention with clients, and consultation with families/staff/other stakeholders To work closely with other EIPIC staff and clients' parents/caregivers To conduct training for SPD staff, parents/caregivers on appropriate topics, as needed To submit reports, logs and assessment reports, etc., as required. 	<ul style="list-style-type: none"> 5 working days

#10 Tam Jai (Singapore)

TamJai SamGor Mixian brand is a fast casual restaurant chain in Hong Kong with operations in Singapore. Our brand has over 12 years of history and the first restaurant under the TamJai SamGor Mixian brand in Hong Kong was opened in 2008. In 2020, we opened our first restaurant under our brand in Singapore

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Supervisor	<ul style="list-style-type: none"> Basic computer literacy; staff management; food handling; customer service 	<ul style="list-style-type: none"> Food serving and preparation; customer service; cashiering Staff management 	<ul style="list-style-type: none"> 10am to 9pm (Shift)
Service Crew (Full Time / Part Time)	<ul style="list-style-type: none"> Basic computer literacy; food handling; customer service 	<ul style="list-style-type: none"> Food serving and preparation; customer service; cashiering 	<ul style="list-style-type: none"> 10am to 9pm (Shift)

#11 Tower Transit Singapore

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Bus Captain	<ul style="list-style-type: none"> Valid Certificate 4/4A driving licence or Valid Certificate 3 driving licence for SG/SGPR only - Valid Omnibus/Bus Driver's Vocational License (Company sponsor for suitable candidate without ODVL) - Secondary 2 education/WPL Level 3, or an equivalent - High standard of safe driving skills and behaviour; 	<ul style="list-style-type: none"> <u>SUMMARY:</u> Every passenger enjoys a smooth and pleasant journey. That is why our Bus Captains are the core of what we do at Tower Transit Singapore. Our Bus Captains bring our passengers safely to their destination, all this whilst ensuring that proper bus fares are collected. They are professionals who work with pride and keep Singapore moving. <u>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</u> 	<ul style="list-style-type: none"> 5.5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> - Demonstrated record of exceptional customer service, exhibiting compassion and empathy for persons with disabilities; - Detailed knowledge of the “HOT” process and other security procedures and protocols; and - Professionally presented 	<ul style="list-style-type: none"> - Safe operation of the bus; - Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times; - Communicate with the Operations Control Centre for instructions when there is a potential timing impact to journey times; - Ensure the bus destination is correct for the journey being undertaken; - Comply with bus ticketing procedures and ensure the correct operation of the bus; - Ensure proper payment of bus fares; - Provide a high standard of customer service at all times, positively influencing the customer experience; - Assist passengers with information regarding journey options or factors that may influence their journey; - Act in a friendly and professional manner to customers, other employees and members of the public; - Be on the alert for anti-social behaviour or activities that may pose a risk to the security and safety of customers, employees and members of the public; - Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high visibility safety 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		vest and completing a pre-service vehicle check before taking a bus into service; - Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to; - Report all accidents and incidents using the Company's reporting procedures; and - Comply with the rules governing driving hours and rest periods for bus captains and advise operations supervisors of any potential conflict with abiding by the respective legislation and EBA obligations	
Vehicle Technician	<ul style="list-style-type: none"> Flexibility of working hours is essential as shift and weekend are a feature of this role. - Hold the relevant trades certificates for the functions undertaken within the position. Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. - An engineering awareness and familiarity with vehicle component parts; - Experience using computer based inventory systems; - Hold and retain a valid forklift operator licence, - Possess a valid 	<ul style="list-style-type: none"> SUMMARY: Work within a team of skilled technicians to provide serviceable vehicles to ensure that service delivery standards are met, whilst maintaining vehicles to the service standards required to comply with the Company's policies and procedures; as well as legislative and LTA contractual obligations. PRINCIPAL RESPONSIBILITIES AND AUTHORITIES: <ul style="list-style-type: none"> - Responsible for maximising personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection; - Ensure a 'right first time' approach to maintenance, remaining flexible and 	<ul style="list-style-type: none"> 5.5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position	<p>adaptable to the changing maintenance demands;</p> <ul style="list-style-type: none"> - Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions; - Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines; - Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance; - Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary; - Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards; - Respond to Operations Control requests to attend to on-road repairs; - Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule; - Responsible for correctly booking out any parts required to carry out maintenance; - Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; - Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>deliver a reliable maintenance service;</p> <ul style="list-style-type: none"> - Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; - Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; - Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. - Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. - Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. - Maintain good housekeeping, safety and security of workshop and work areas. - Ensure compliance with all workshop procedures, safe work practices and work instructions. - Mentor and supervise assigned staff under your charge. - Ensure Zero Industrial accident and compliance to all statutory and or government regulations. 	
Interchange Supervisor	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to 	<ul style="list-style-type: none"> • SUMMARY: <ul style="list-style-type: none"> - Responsible for ensuring a safe, punctual, reliable and cost effective delivery of services by: - managing the allocations of 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>provide appropriate coverage.</p> <ul style="list-style-type: none"> - Commercial awareness and an understanding of the LTA contract regime; - Good geographical knowledge of the Singapore area; - It is essential that you are PC literate and able to use Word, Excel and email, it would be desirable to have experience of the Grampian GUI allocation system. - Must have a working knowledge of Part IV of the Employment Act. - Attention to detail is imperative. - It is essential that you are able to forward plan to ensure operational cover is achieved. - Excellent communications skills, both verbal and written. - Driver communication and liaison is imperative to ensure success in this role and you must demonstrate that you can efficiently liaise with Drivers in a polite and professional manner. - Organisation skills are essential for you to be able to succeed in this role; 	<p>duty cards and information to Drivers to ensure they leave the interchange on time to commence in service;</p> <ul style="list-style-type: none"> - managing the flow of drivers and vehicles along Tower Transit Operated routes through liaison with CFMS Controllers on duty; - identifying and communicating issues with schedules, allocations, specific drivers, and/or vehicles; - ensuring the safe movement of vehicles and pedestrians within the interchange whilst at all times having regard for the company safety policies - forward planning on-the-day service requirements through to end-of-day. - undertaking a variety of Administration duties in line with the business requirements. <p><u>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</u></p> <ul style="list-style-type: none"> - Responsible for overseeing all driver reporting and daily driver contact at the interchange. - Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered. - Responsible for ensuring that drivers absences are accurately recorded and notify the Staff Managers of any staff who have not reported absent and have failed to report for duty. - Responsible for the prompt allocation of duty (including cards and vehicles) to ensure 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>- Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures.</p>	<p>that drivers are ready to leave on time, record any issues of lateness and reasons for delay in service and if any mileage is subsequently lost.</p> <ul style="list-style-type: none"> - Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA. - Responsible for liaising with CFMS Controllers to ensure that services are effective and efficient. - Responsible for communicating with customers and offering help, advice and guidance as applicable. - Responsible for responding to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. - Responsible for logging any lost property and for dealing with any customer enquiries relating to lost property. If possible identify and contact owners of any lost property. - If necessary take control of any emergency situations that may arise within the interchange, particularly if you are the site responsible person. - Responsible for ensuring a full and effective hand over and coordination across shifts. - Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage. 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> - To undertake any additional reasonable duties at the request of your Line Manager. - To undertake any training and development activities at the request of your Line Manager. 	
CFMS/ Service Controller	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. - Commercial awareness and an understanding of the LTA contract regime; - Good geographical knowledge of the Singapore area; - Excellent communications skills, both verbal and written. - Ability to effectively communicate over the phone and two-way radio to a culturally diverse workforce and community; - Computer literate and the ability to be trained in a GPS real-time vehicle management environment such as the LTA CFMS system, and - Personal performance will be assessed including overall compliance with Excess Wait 	<ul style="list-style-type: none"> • <u>SUMMARY:</u> Responsible for ensuring the safe, punctual and cost effective delivery of services by managing the flow of bus captains and vehicles along the route. Liaising with Bus Captains, Interchange Supervisors, Depot Supervisors and maintenance personnel to resolve issues and restore service levels. To ensure that the highest levels of service are provided to ensure a customer centric approach is taken when dealing with service irregularities. <p><u>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</u></p> <ul style="list-style-type: none"> - Monitoring and controlling services to ensure punctuality, or service headways are maintained; - Communicate with bus captains and Interchange Supervisors to enable them to effectively deliver a reliable and safe service to the customer; - Communicating in a polite, professional and courteous manner at all times to employees and external parties; - Manage on-road issues that potentially impact on service deliver; 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Time key performance indicators, efficient use of bus captains in managing issues with the services, on-time performance results, first and last bus key performance indicators and the instance of mileage not operated through missed, or curtailed trips.</p>	<ul style="list-style-type: none"> - Maintain a close working relationship with response agencies such as fire and police; - Responsible for reporting on punctuality concerns in relation to service issues; - Continually liaise with supervisors, particularly the Interchange Supervisors and Depot Supervisors to ensure that services operate in accordance with timetabled instructions; - Ensuring that the first and last services on all routes run to the scheduled timetable; - Deal with Major Incidents and Security Issues in accordance with the respective procedures; - Responsible for building a strong working relationship with the maintenance team to ensure effective change overs in relation to vehicle breakdowns; - Undertake any additional duties as requested by the CFMS Manager, and - Undertake any training and development activities as requested by the CFMS Manager. 	
Schedules Officer	<ul style="list-style-type: none"> • Possess good communication skills, both verbal and written; - Able to work with a wide range of people and possess good interpersonal skills; - Ability to deal with complex unexpected problems quickly and flexibly and be able to motivate others; 	<ul style="list-style-type: none"> • SUMMARY: If you have a passion for how bus schedules are put together, are good with numbers and are enthusiastic about the Bus business then we would like you to join us at Tower Transit as Bus Schedules Officer. <p>The Bus Schedule Officer plays a vital and critical role in the provision of public bus</p>	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> - An ability to work to tight deadlines; and - Good working knowledge of MS Office, particularly Microsoft Excel with Formula, or Basic Computer Programming equivalent; - This is an Entry-level appointment. We do not specify minimum credentials, however relevant working experience will be much appreciated. 	<p>services, to keep Singapore moving and in contributing to the change in the landscape of the network under the new bus contracting model.</p> <ul style="list-style-type: none"> - Compile scheduling data by Microsoft Excel and input compiled data into Company computer-based scheduling software and LTA Infosystem. - Compile materials for Operations team for schedule change. - Conduct ground surveys for Existing or Tender Bus services in preparation of Tender Bid. <p><u>RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> - Data processing for operational data such as in-service and off-service mileage, runtime and fare parameter; - Responsible for runtime survey and data input for fulfilling tender specifications; - Responsible for maintaining the computer database of all current and pending operations and for providing downloads as required; - Responsible for Electronic Display Sign system data management and testing. - Manage schedule implementation material for Operation team and frontline staff; and - Responsible for ensuring that revised timetable information for the public is produced within the timescales dictated by LTA. - To learn the scheduling skills over and above the above- 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		stated Admin Duties for longer term development.	
Facilities Executive	<ul style="list-style-type: none"> • Possess a technical Diploma with relevant years of experience. - Computer literate with a broad knowledge of a range of software products. - Organisational skills with strong administration skills. - Excellent verbal and written communication skills. - Self-motivated with the ability to work on initiative and minimal supervision. 	<ul style="list-style-type: none"> • <u>SUMMARY:</u> We believe that having good and functional facilities are integral to our bus operations. This role is responsible for overseeing and managing the housing arrangements for employees, as well as maintaining the overall facilities. This role ensures that both accommodations and facilities meet all standards and requirements, coordinating with various stakeholders, and providing support to employees to ensure their housing and facility needs are met efficiently and effectively. While the role primarily involves administrative support, there will be the opportunity to develop practical knowledge and skills across the Facility Management spectrum. Excellent planning and organisational skills are essential as are excellent written and verbal communication skills and the proficient use of all Microsoft packages and databases including Word and Excel. Experience of Facilities Management, especially dealing with contractors and government agencies would be an advantage. <p><u>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</u></p> <ul style="list-style-type: none"> - Management of Company's 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>rental properties and coordinating the maintenance of the properties by liaising with employee(s), property agent(s) and contractor(s),</p> <ul style="list-style-type: none"> - Administer all tenancy agreements/ contract agreements for the accommodation units with the landlords and/ or the landlords' appointed agent and ensuring compliance. - Liaising with property agent(s) for sourcing of rental properties as and when required - Attending to employee's enquiries and reporting regarding property management - Assist in supplier management to ensure optimal performance - Track 52 weeks maintenance schedule and service scope under operators annual work plan - Perform operation maintenance inspection and document findings, including company rental properties. - Proactively support the Facilities Manager in ensuring all Tower Transit locations, buildings and assets are safe, suitable and fit for purpose - Assist the Facilities Manager in maintaining all systems, records and documentation setting up an effective filing system that is logical and easy to use, both manual and electronic systems - Assist the Facilities Manager in compiling FM Key Performance Indicators (KPI's) and statistics 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> - Maintain the company's Asset Management System (Freeway) to ensure that routine maintenance/maintenance takes place on or before the due dates - Use the purchasing system (Freeway) to raise Purchase Orders for authorisation and generate spend reports. Full training on Freeway will be provided. - Assist the Facilities Manager with any corrective maintenance works that are required - this may include arranging minor works, and explaining the rationale and associated costs of such works to the Facilities Manager. - To support the Facilities Manager in ensuring our facilities management system is updated with recent developments - Coordinate the timely maintenance of our facilities management system - Assist the Facilities Manager with the minutes of meeting, reports, tender invitation, RFQ and to document processes or standard operating procedure. - To support the Facilities Manager in coordinating procurement invites and sourcing requirement. - Assist the Facilities Manager with practical aspects of the jobs to be in a position to provide support to the business - Build effective relationships with internal teams and suppliers to ensure works are 	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>completed in a safe and satisfactory manner.</p> <ul style="list-style-type: none"> - Assist Facilities Manager in liaising and supervisor of contractors' work. 	
Accounts Payable Executive	<ul style="list-style-type: none"> • Minimum Diploma LCCI or NITEC or Higher NITEC in Business Studies or Accounting - You must have some knowledge of working within an Accounts Payable department. - Must be able to work accurately as it is essential that invoices are paid correctly 	<ul style="list-style-type: none"> • <u>SUMMARY:</u> <p>As a player in a small team your primary role will be to ensure that invoices are checked and verified and filed correctly in both manual and electronic systems. There will be a need to liaise with Depot based staff so you must be able to communicate with staff at all levels.</p> <p>A flexible and adaptable approach is required as there may be a need to undertake additional hours at key times, particularly year-end and when the auditors are conducting their review.</p> <p><u>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</u></p> <ul style="list-style-type: none"> - Perform the scanning of all invoices into the system and ensure that this is completed in a timely manner. Ensure that Accounts Payable mailbox is attended to promptly and all invoices received are processed in a timely manner. - Responsible for matching and checking invoices for Tower Transit Operations in Singapore, ensuring that all invoices are matched and checked correctly. - Responsible for reviewing and preparing invoices for the weekly BACS run (AP forecast & payment), for Tower 	<ul style="list-style-type: none"> • 5 working days

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Transit Operations.</p> <p>Subsequent to payments, to ensure that payments made are accurately recorded in the accounting system.</p> <ul style="list-style-type: none"> - Responsible for ensuring that remittance advices are sent to all suppliers regularly to enable suppliers to track payments. - Responsible for ensuring that statements for Tower Transit Operations are reconciled regularly. - Responsible for liaising with all Depot based staff and dealing with any queries or issues that may arise. - Responsible for dealing with all suppliers to promptly and accurately resolve any queries that may arise. - Undertake a variety of clerical and filing duties as necessary ensuring accuracy and high standards at all times. - To undertake any additional reasonable duties at the request of your Line Manager. - To undertake any training and development activities at the request of your Line Manager. 	

#12 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
Service Crew	<ul style="list-style-type: none"> Able to communicate with basic English/Mandarian 	<ul style="list-style-type: none"> Provide service to all customers according to Watami's service standard and procedures Responsible for the preparation work of Hall opening and closing operation hours Maintain quality, service & cleanliness at all times according to Watami's standards. 	<ul style="list-style-type: none"> 5 working days
Kitchen Crew	<ul style="list-style-type: none"> Able to communicate with basic English/Mandarian 	<ul style="list-style-type: none"> Preparing and cooking food orders for all customers according to Watami's service standard and procedures Preparation work of Kitchen opening and closing operation hours Maintain quality, service & cleanliness at all times according to Watami's standards. Food production: make sure the end product and the cooking process conforms to Watami's standard and procedures, and at the same time has good sense of preventing and recording of losses. 	<ul style="list-style-type: none"> 5 working days

#13 e2i services

e2i Services

- Career Coaching & Job Matching

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>

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>

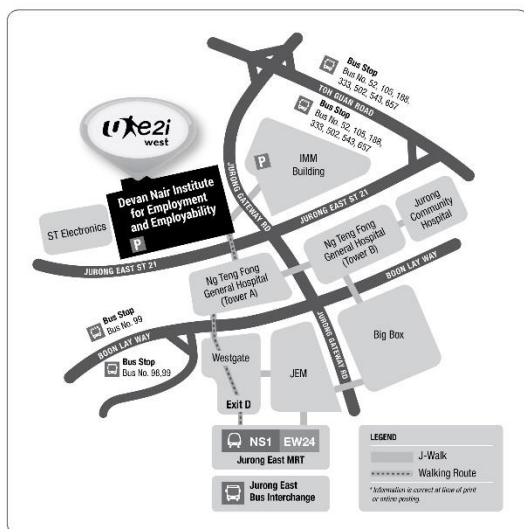


You can also reach them at the following centres (By appointment only):



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