

# e2i Skills & Career Fair

*@Devan Nair Institute*

*Monday, 20<sup>th</sup> January 2025, 10am to 3pm*

## JOB LISTING BOOKLET



### About e2i (Employment and Employability Institute)

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

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## #1 CHAGEE Singapore

At CHAGEE, we are Passionate Purveyors of TEA, and it is the very heart and soul of our business. Our journey is fuelled by a deep-rooted commitment to sourcing, crafting, and sharing the finest teas from around the world. With a relentless pursuit of quality, innovation, and sustainability, we have emerged as industry leaders, redefining the tea experience.

We are now a major tea beverage brand, with contemporary oriental tea brewed products, using premium tea leaves. CHAGEE has more than 5,000 stores in the world; including China, Singapore, Malaysia, Thailand etc. Backed by a vigorous corporate and team culture, we believe our people are the most valuable assets in spearheading CHAGEE's global expansion.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Store Manager/Store Manager</b>	<ul style="list-style-type: none"> <li>• Passionate, responsible, highly motivated and proactive individuals</li> <li>• Prior working experience in fast-moving beverages or F&amp;B operations</li> <li>• Knowledge of P&amp;L management</li> <li>• Effective verbal and written communication skills</li> <li>• Ability to establish effective working relationships with all internal and external stakeholders</li> <li>• Capacity to work in a fast-paced environment and handle multiple tasks simultaneously</li> <li>• Work and collaborate as a team to achieve and ensure smooth operational success</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for both the strategic and operational work of the store team</li> <li>• Manages the P&amp;L activities of the store, including net sales, revenue, recruitment, inventory, cost management etc.</li> <li>• Monitors and maintain integrity of stores operation and the provision of services</li> <li>• Ensure quality control and assurance standards are met</li> <li>• Team management; including training, performance and productivity</li> <li>• Mentor team in achieving targets and successful provision of CHAGEE experience</li> <li>• Serves as main representative between store and customers</li> <li>• Partner Operations team in planning, development and implementation of short to long term objectives</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8 Hours</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 128 Beach Road</li> </ul>
<b>Part-Time Tea Barista</b>	<ul style="list-style-type: none"> <li>• Passionate, responsible, highly motivated and proactive individuals</li> <li>• Prior working experience as a Barista or in a similar F&amp;B capacity advantageous. No relevant</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare beverages according to standardized recipes and customer preferences</li> <li>• Utilize proper brewing techniques and equipment to ensure the quality and consistency of each beverage served</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 4 Hours</li> <li>• <b>Employment Type:</b> Part-Time</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>experience? No worries, training will be provided for all employees at our dedicated training center</p> <ul style="list-style-type: none"> <li>• Ability to work in a fast-paced environment and handle multiple tasks simultaneously</li> <li>• Work and collaborate as a team to achieve and ensure smooth operational success</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare drinks by following the prescribed recipes and preparation techniques</li> <li>• Accurately process customer orders, handle cash and electronic payments</li> <li>• Serve as ambassador in providing full-fledged CHAGEE service experience to all customers</li> <li>• Act in compliance to operational policies and procedures</li> <li>• Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the requirements of Health &amp; Safety and Hygiene Protocols</li> <li>• Always ensure sufficient stock by monitoring tea inventory levels, reporting discrepancies, restocking supplies, handling stock delivery upon arrival as needed and communicating inventory needs to management</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 128 Beach Road</li> </ul>
<b>Senior Tea Barista</b>	<ul style="list-style-type: none"> <li>• Passionate, responsible, highly motivated and proactive individuals</li> <li>• Prior working experience as a Barista or in a similar F&amp;B capacity advantageous. No relevant experience? No worries, training will be provided for all employees at our dedicated training center</li> <li>• Ability to work in a fast-paced environment and handle multiple tasks simultaneously</li> <li>• Work and collaborate as a team to achieve and</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare beverages according to standardized recipes and customer preferences</li> <li>• Utilize proper brewing techniques and equipment to ensure the quality and consistency of each beverage served</li> <li>• Prepare drinks by following the prescribed recipes and preparation techniques</li> <li>• Accurately process customer orders, handle cash and electronic payments</li> <li>• Serve as ambassador in providing full-fledged CHAGEE service experience to all customers</li> <li>• Act in compliance to operational policies and procedures</li> <li>• Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8 Hours</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 128 Beach Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	ensure smooth operational success	requirements of Health & Safety and Hygiene Protocols <ul style="list-style-type: none"> <li>Always ensure sufficient stock by monitoring tea inventory levels, reporting discrepancies, restocking supplies, handling stock delivery upon arrival as needed and communicating inventory needs to management</li> </ul>	
<b>Tea Barista</b>	<ul style="list-style-type: none"> <li>Passionate, responsible, highly motivated and proactive individuals</li> <li>Prior working experience as a Barista or in a similar F&amp;B capacity advantageous. No relevant experience? No worries, training will be provided for all employees at our dedicated training center.</li> <li>Ability to work in a fast-paced environment and handle multiple tasks simultaneously</li> <li>Work and collaborate as a team to achieve and ensure smooth operational success</li> </ul>	<ul style="list-style-type: none"> <li>Prepare beverages according to standardized recipes and customer preferences</li> <li>Utilize proper brewing techniques and equipment to ensure the quality and consistency of each beverage served</li> <li>Prepare drinks by following the prescribed recipes and preparation techniques</li> <li>Accurately process customer orders, handle cash and electronic payments</li> <li>Serve as ambassador in providing full-fledged CHAGEE service experience to all customers</li> <li>Act in compliance to operational policies and procedures</li> <li>Maintain cleanliness and sanitation standards in the tea barista area, including brewing equipment, serving utensils, and workstations to meet the requirements of Health &amp; Safety and Hygiene Protocols</li> <li>Always ensure sufficient stock by monitoring tea inventory levels, reporting discrepancies, restocking supplies, handling stock delivery upon arrival as needed and communicating inventory needs to management</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8 Hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 128 Beach Road</li> </ul>

## #2 Chye Thiam Maintenance

CTM was founded in 1979 and has grown to be one of Singapore biggest environment and building maintenance companies. Since the conception of the company, our commitment is always to care for the environment that contributes in creating better life. We are honored to have collaborated with many valuable clienteles, including Changi Airport Group, SATS, OCBC, NEA, SMRT, Resort Worlds Sentosa, and many more. We strive to build partnership in delivering the right solution for their needs. Through the combination of dedicated people and progressive equipment, we deliver performance to preserve our environment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Driver</b>	<ul style="list-style-type: none"> <li>Possess valid Class 3, or 4 or 5 driving license</li> </ul>	<ul style="list-style-type: none"> <li>Operate allocated mechanized cleaning equipment and/or mechanical sweeper to clean assigned area</li> <li>Drive different types of Class 3, 4 and 5 vehicles as assigned</li> <li>Transport workers from office rally point to individual work site as assigned</li> <li>Drive vehicle and pick up garbage bags with your cleaning partner as assigned</li> <li>Carry garbage bags and dispose of them properly as assigned</li> <li>Keep your assigned mechanized cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles fully fueled/battery charged and in good working condition before and after each shift</li> <li>Return mechanized cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles to storage locations, respective depots and car parks after use</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> Northeast/ Central Region</li> </ul>
<b>Environmental Service Specialist (Full-Time)</b>	<ul style="list-style-type: none"> <li>Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHub</li> </ul>	<ul style="list-style-type: none"> <li>To operate various types of ES machinery and equipment to ensure the project sites' environmental services are carried out as per customers' requirements.</li> <li>Review and propose continuous improvement initiatives to improve time, cost &amp; quality management through analysis of ES data</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> Various Locations</li> </ul>
<b>Environmental Service Specialist (Part-Time)</b>	<ul style="list-style-type: none"> <li>Completion of 6 WSQ Module by the Company + 1 Confidence Certificate by LHub</li> </ul>	<ul style="list-style-type: none"> <li>General Cleaning and operating of various types of ES machinery and equipment</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> Various Locations</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Food Handler</b>	<ul style="list-style-type: none"> <li>F&amp;B knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Heat and top up food, display can drinks/beer at the chillers</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> East Region</li> </ul>
<b>Indoor Cleaner</b>	<ul style="list-style-type: none"> <li>Able to work shifts</li> </ul>	<ul style="list-style-type: none"> <li>General Cleaning</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 14 Tampines Industrial Drive, CTM Building,</li> </ul>
<b>Multi Skilled Cleaner cum Machine Operator</b>	<ul style="list-style-type: none"> <li>Able to operate machineries</li> </ul>	<ul style="list-style-type: none"> <li>Manage high-jet pressure flooring and using scrubbing machine</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 14 Tampines Industrial Drive, CTM Building,</li> </ul>
<b>Night Shift Outdoor Cleaner</b>	<ul style="list-style-type: none"> <li>General Cleaning and able to withstand adverse weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Perform the general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 14 Tampines Industrial Drive, CTM Building,</li> </ul>
<b>Street/ Estate Cleaner (Central Area)</b>	<ul style="list-style-type: none"> <li>General Cleaning and able to withstand adverse weather conditions</li> </ul>	<ul style="list-style-type: none"> <li>Perform the general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<b>Location:</b> 14 Tampines Industrial Drive, CTM Building,
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>Able to lead and supervise, possess WSQ Supervise Service Operations an advantage</li> </ul>	<ul style="list-style-type: none"> <li>To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 14 Tampines Industrial Drive, CTM Building,</li> </ul>
<b>Table-Top Cleaner (Full &amp; Part Time)</b>	<ul style="list-style-type: none"> <li>Positive attitude &amp; able to work night shift</li> </ul>	<ul style="list-style-type: none"> <li>Collect &amp; Wash Plates, Arrange all the dishes/glasses/cutleries keep at the buffet area</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> North-East Region</li> </ul>

### #3 Emerson Asia Pacific

*Emerson is a global leader in automation technology and software. Through our deep domain expertise and legacy of flawless execution, Emerson helps customers in critical industries like life sciences, energy, power and renewables, chemical and advanced factory automation operate more sustainably while improving productivity, energy security and reliability.*

*With global operations and a comprehensive portfolio of software and technology, we are helping companies implement digital transformation to measurably improve their operations, conserve valuable resources and enhance their safety.*

*We offer equitable opportunities, celebrate diversity, and embrace challenges with confidence that, together, we can make an impact across a broad spectrum of countries and industries. Whether you're an established professional looking for a career change, an undergraduate student exploring possibilities, or a recent graduate with an advanced degree, you'll find your chance to make a difference with Emerson. Join our team – let's go!*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Accountant</b>	<ul style="list-style-type: none"> <li>At least 3 years' working experience with an MNC preferably in a manufacturing environment.</li> <li>Good interpersonal skills, meticulous and</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the key cost accounting activities including standard cost updates, variance analysis and month-end closing activities.</li> <li>Prepare monthly journals and balance sheet schedules.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>able to handle tight deadlines.</li> <li>• Strong Microsoft Excel skills.</li> <li>• Degree in accounting, ACCA or equivalent accounting certificate.</li> <li>• Experience in Oracle preferred.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare monthly management reports.</li> <li>• Participate in the quarterly business review and annual budget preparation.</li> <li>• Participate in the annual cost roll process.</li> <li>• Review and analyze quarterly Excess &amp; Obsolescence inventory and reserve and warranty expense and reserve.</li> <li>• Assist with cycle count and annual physical inventory count.</li> <li>• Assist in yearly US GAAP, SOX and statutory audits.</li> <li>• Key contact for IT enterprise, working with IT enterprise team on their monthly expenditure reporting.</li> <li>• Support the yearly business insurance renewal process.</li> <li>• Support and undertake ad-hoc assignment and projects assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Location:</b> 1 Pandan Crescent</li> </ul>
<b>Engineering Assistant</b>	<ul style="list-style-type: none"> <li>• If you are looking for Manufacturing Engineering Assistant experience, Emerson has a great opportunity for you! Based in our Singapore location, you will handle engineering support for production and resolve manufacturing issues as well as participate and support in engineering changes, qualification and improvement.</li> <li>• In this Role, Your Responsibilities Will Be:</li> <li>• Serving as technical expert to support production and resolve manufacturing issues.</li> <li>• Supporting engineering changes, deviation</li> </ul>	<ul style="list-style-type: none"> <li>• If you are looking for Manufacturing Engineering Assistant experience, Emerson has a great opportunity for you! Based in our Singapore location, you will handle engineering support for production and resolve manufacturing issues as well as participate and support in engineering changes, qualification and improvement.</li> <li>• Serving as technical expert to support production and resolve manufacturing issues.</li> <li>• Supporting engineering changes, deviation request, training, qualification and updating procedures.</li> <li>• Streamline process through supporting continuous improvement and automation implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 1 Pandan Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	request, training, qualification and updating procedures. <ul style="list-style-type: none"> <li>Streamline process through supporting continuous improvement and automation implementation.</li> <li>Providing support on improvement activities through workflow and digital tools.</li> <li>You deliver messages in a clear, compelling, and concise manner. You always keep the end in sight, putting in extra effort to meet targets. You quickly and decisively act in fast-changing, unpredictable situations.</li> </ul>	<ul style="list-style-type: none"> <li>Providing support on improvement activities through workflow and digital tools.</li> <li>You deliver messages in a clear, compelling, and concise manner. You always keep the end in sight, putting in extra effort to meet targets. You quickly and decisively act in fast-changing, unpredictable situations.</li> </ul>	
<b>Manufacturing Engineer</b>	<ul style="list-style-type: none"> <li>Hands-on mentality, sense of urgency and able to work under pressure.</li> <li>Team player, good interpersonal &amp; communication skills.</li> <li>Experience in leading Automation and/or Lean projects is an added advantage</li> <li>Preferred Qualifications that Set You Apart:</li> <li>Bachelor's degree in industrial, Mechanical or related Engineering discipline with minimum 1 to 2 years relevant working experience.</li> </ul>	<ul style="list-style-type: none"> <li>We are looking for a Manufacturing Engineer that can lead and participate in improving the efficiency of manufacturing workflow, equipment optimization and automation. If you are seeking an excellent opportunity in manufacturing engineering, this role is for you!</li> <li>In This Role, Your Responsibilities Will Be:</li> <li>Optimizes manufacturing process, such as process flow, equipment or fixture for continuous improvement.</li> <li>Improvement of manufacturing processes on safety &amp; quality while reducing throughput time and production costs.</li> <li>Provides support to new product launch / transfer and review product design.</li> <li>Leads and/or participate in development, training, documentation and validation activities for New Product</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Pandan Crescent</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Launch or Technology transfers.</p> <ul style="list-style-type: none"> <li>• Troubleshoot Process-related issues in the production process and investigate and determine corrective actions for customer complaints and quality non-compliances.</li> <li>• Creates and maintains Bill of Material (BOM) structure, product attributes, categories configuration, routing and Engineering, Order or Kits related support using Oracle system.</li> <li>• Applies Lean/Six Sigma, Statistical tools and other problem-solving methodologies in resolving manufacturing issues.</li> <li>• You are an active learner who uses both success and failure as learning opportunities. You build partnerships and collaborative work with others to meet the target objectives set by the team. You act quickly and critically in fast-paced and unexpected situations</li> </ul>	
<b>Planning Executive</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of planning and master scheduling experience, preferably in a manufacturing environment.</li> <li>• Experience with Oracle MRP and inventory analysis.</li> <li>• Good communications skills, ability to work well independently under pressure and a great teammate.</li> <li>• Good excel and analytical skills, and detailed</li> </ul>	<ul style="list-style-type: none"> <li>• Reviews customers backlog, run Order Promising (Schedule Ship Date), and work closely with operations &amp; supply chain to optimize production output and meet customer expected lead-times and schedules.</li> <li>• Collaborates with cross-functional teams on material and capacity planning to support demand.</li> <li>• Handle lead-time enquiries from hubs and final production.</li> <li>• Lead procurement activities for Intra-company hubs, review workbenches, prepare and release orders to ensure fulfilment of demand timely, and maintain an acceptable inventory level. Collaborates</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 1 Pandan Crescent</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>with counterparts from Intra-company hubs to resolve any issues related to procurement processes promptly and efficiently.</p> <ul style="list-style-type: none"> <li>• Drives and supports Perfect Execution activities to develop analytical tools to optimize business process and improve existing systems.</li> </ul>	
<b>Project Engineer</b>	<ul style="list-style-type: none"> <li>• 5 to 7 years of working experience in marine / offshore industry with strong technical understanding of valves (Butterfly, ball, globe valves) technical standard (international), regulations and project specifications; working experience in executing projects with Valve bidding / sourcing/engineering</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluating/Sourcing for Marine Valves (with Marine Project Standards) for compliance to bidding/project specific requirements</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 10 Pandan Crescent</li> </ul>
<b>Senior / Application Engineer</b>	<ul style="list-style-type: none"> <li>• Sales and application experience in process control industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for preparing, checking, sizing &amp; selection, commercial pricing and on time quotation submission to sales channels and/or customers for PRV products. This role will handle the validation of customer POs based on quotations and facilitation of timely processing of customer POs in the system. The role will be responsible for technical support to sales channels, customers and internal teams. If you have technical skills and looking for an opportunity to grow in application engineering, this role is for you!</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 10 Pandan Crescent</li> </ul>
<b>Senior / Electronics Engineer</b>	<ul style="list-style-type: none"> <li>• Experience in analog circuit design. Candidates without work experience are welcome to apply; Knowledge to analyze a variety of data to</li> </ul>	<ul style="list-style-type: none"> <li>• Assume the responsibility for design, coordination, and completion of new products or improvements/sustaining of existing products, design projects, and programs in accordance with Fisher</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	develop schematics, designs, specifications, part lists, and make recommendations regarding these items.	Engineering processes, standards, and ISO9001.	Permanent <ul style="list-style-type: none"> <li><b>Location:</b></li> <li>10 Pandan Crescent</li> </ul>
<b>Senior / Field System Engineer (Process Control Systems) (DCS/PLC)</b>	<ul style="list-style-type: none"> <li>3 years of relevant experience are preferred, but those without work experience may also apply.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in the hardware and software configuration, programming, installation, testing and commissioning of Distributed Control Systems (DCS) including interfacing systems. You will continue to support the system at site including performing troubleshooting, carrying out maintenance activities, providing technical support and recommendations, and participating in upgrade activities.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 9 Gul Road</li> </ul>
<b>Senior / Order Fulfillment Supervisor</b>	<ul style="list-style-type: none"> <li>At least 7 years of relevant operational experience.</li> <li>Team managerial experience is required.</li> <li>Strong experience with business operation system (Oracle, SAP, etc.).</li> <li>Familiarity with Microsoft Office (especially Excel).</li> <li>A team player with good communication and interpersonal skills.</li> <li>Pro-active, independent, able to work with minimal supervision.</li> <li>Ability and willingness to multi-task and manage priorities.</li> <li>Matured and independent with a good sense of judgement and a sense of urgency on priorities.</li> <li>Ability to work in a fast-paced environment.</li> <li>Diploma / Degree holder in any discipline.</li> </ul>	<ul style="list-style-type: none"> <li>Conducts regular reviews with other functional teams to ensure smooth production to meet customer delivery date.</li> <li>Works closely with store team on inventory management and lead the annual stock count exercise.</li> <li>Handles backlog, backlog aging and work with team to report monthly Sales plan.</li> <li>Performs accurate and timely order entry into Oracle system.</li> <li>Raises purchase order via Oracle system, monitor and expedite delivery with other factories and external suppliers.</li> <li>Reviews supplier's acknowledgement to ensure order accuracy.</li> <li>Reviews spare parts, order, replenish and handle parts for SEAT customer and Singapore service center.</li> <li>Leads Order fulfilment and Customer service team to support SEA Service Center Flow Controls operations by ensuring high customer service standards and</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 9 Gul Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>improved financial performance.</p> <ul style="list-style-type: none"> <li>Responsible for ensuring the Order fulfilment and Customer service team follow company procedures and policies.</li> <li>Drives the Order fulfilment and Customer service team to achieve zero office accident.</li> <li>Ensures all service activities are carried out safely and in compliance with company Environmental Health &amp; Safety (EHS) guidelines and procedures.</li> </ul>	
<b>Senior Batch Engineer - Life Sciences PSS</b>	<ul style="list-style-type: none"> <li>7-10 years relevant experience in the Life Sciences or Chemical industry dealing with Delta V Batch projects</li> </ul>	<ul style="list-style-type: none"> <li>Design and develop Functional/Detail Design Specifications for DeltaV Batch software and software configuration for medium to large-sized batch projects for Life Science plants.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 10 Pandan Crescent</li> </ul>
<b>Senior Project Engineer</b>	<ul style="list-style-type: none"> <li>5 to 7 years of work experience in process instrumentation or a related industry and prior experience as an Instrument &amp; Controls engineer and Field Instruments Project Execution would be advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>Support the Sales, Project Managers and Customers by providing pre-sales, post-sales support and ensuring the timely proposal submission, accurate selection, sizing of instruments with high quality and on time delivery in fulfillment of our contractual commitments.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Pandan Crescent</li> </ul>
<b>Service Administrator</b>	<ul style="list-style-type: none"> <li>Strong organizational and time management skills</li> <li>Excellent communication and interpersonal skills</li> <li>Proficiency in using MS Office</li> <li>Problem solving abilities and attention in detail</li> <li>Ability to multitask and work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Service Coordination</li> <li>The primary support for the service team to ensure smooth operations.</li> <li>Coordinate, schedule, and monitor service activities.</li> <li>Maintain customer satisfaction by ensuring timely service and resolution of issues.</li> <li>Prepare manual Delivery Order for all valves ship out from the workshop.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 9 Gul Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Knowledge in valves, SAP/Oracle will be an added advantage</li> <li>• Be able to work in a dynamic environment</li> <li>• Interaction with internal and external personnel.</li> <li>• Degree/Diploma in Business Studies, logistics, Engineering, with 1 to 2 years' experience in similar or related fields will be an added advantage. Candidates who have W/O experience with keen learning attitude and aptitude are welcome.</li> </ul>	<ul style="list-style-type: none"> <li>• Order Management &amp; Shipment Arrangement</li> <li>• Manage and update the Service Tracker and database.</li> <li>• Monitor progress and ensure completion of service activities.</li> <li>• Prepare and process Invoices and service reports.</li> <li>• Upload all relevant service-related emails &amp; documents in the Pressure Relieve Valves (PRV) Order Folder after billing.</li> <li>• Handles Late Backlog Review &amp; Date Management.</li> <li>• Handles monthly sales forecast and achieves the target.</li> <li>• Report monthly service numbers.</li> <li>• Handles last-minute schedule changes or emergencies efficiently.</li> <li>• To file/upload all the supporting documents to the share-point order folders in accordance with the record-keeping guidelines.</li> <li>• Payment collection/negotiation</li> <li>• Prepare proforma invoices to collect advance payment.</li> <li>• Work with finance for any credit hold release.</li> <li>• Invoicing with all the supporting documents.</li> <li>• Submission of Tax Invoice and supporting docs to customer.</li> <li>• Escalates outstanding issues to supervisors when regular follow-up with the concerned parties does not yield results.</li> <li>• Any other assignments assigned from time to time by direct supervisor/manager.</li> </ul>	
<b>Service Coordinator and Engineer</b>	<ul style="list-style-type: none"> <li>• 2 years of working experience in the Marine industry</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate service requirements to relevant customers and perform customer site service activities on Marine products.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			Full-Time <ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 9 Gul Road</li> </ul>
<b>Software Developer</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of experience in full-stack development with a focus on integrating business and manufacturing systems.</li> <li>• Proficiency in full-stack web development, preferably with MERN or MEAN stacks, and .NET web development technologies.</li> <li>• Hands-on experience with containerization technologies (Docker) and orchestration platforms (Kubernetes).</li> <li>• Experience in information architecture, data modeling, data warehousing, data lakes, and data transformation.</li> <li>• Familiarity with communication bus technologies, including ESBs, message queues, and brokers.</li> <li>• Experience with Cloud platforms (AWS, Azure, Google Cloud) and cloud-native application development</li> <li>• Awareness of cybersecurity practices and the ability to implement them effectively</li> <li>• Strong communication skills and the ability to work effectively with multi-functional teams.</li> <li>• Bachelor's or master's degree in computer</li> </ul>	<ul style="list-style-type: none"> <li>• Implement robust data models, data warehousing solutions, and data transformation processes to ensure seamless integration.</li> <li>• Develop solutions applying communication bus technologies such as ESBs (Enterprise Service Buses), ensuring high throughput and data reliability.</li> <li>• Contribute to evaluating and discerning the appropriate communication bus technologies for different use cases.</li> <li>• Work closely with frontend development teams using modern web development stacks like MERN (MongoDB, Express.js, React, Node.js) or MEAN (MongoDB, Express.js, Angular, Node.js).</li> <li>• Develop and execute comprehensive automated tests, including unit, API, integration, and regression tests, to ensure full coverage and reliability of the product.</li> <li>• Implement and manage containerization and orchestration using tools such as Docker and Kubernetes.</li> <li>• Develop and maintain CI/CD pipelines to ensure efficient and reliable deployment processes.</li> <li>• Ensure disciplined software engineering practices including robust cybersecurity practices integrated into all aspects of development and deployment; optimize applications for performance, scalability &amp; security</li> <li>• Conduct code reviews and enforce coding standards to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 10 Pandan Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>science, Information Systems, or a related field.</p> <ul style="list-style-type: none"> <li>• Familiarity with infrastructure as code (IaC) tools like Terraform or Ansible.</li> <li>• Experience with monitoring and logging tools (Prometheus, Grafana, ELK stack).</li> <li>• Knowledge of microservices architecture and serverless computing.</li> <li>• Experience with SAFe agile or any other Agile Frameworks in an Azure DevOps environment.</li> </ul>	<p>ensure code quality and best practices.</p> <ul style="list-style-type: none"> <li>• Navigate and manage ambiguity in project requirements, demonstrating a strong bias for action and problem-solving</li> </ul>	
<b>System Engineer</b>	<ul style="list-style-type: none"> <li>• Proficient in advanced Excel and handling large data sets, understanding data integration issues (validation and cleaning) familiarity with complex data and structures.</li> <li>• Knowledge of new IT technology, such as UFT, Power BI, Power Apps, Automated Flow, and RPA etc.</li> <li>• Experience in Microsoft SQL, Post SQL, stored procedures, SSRS, SSIS Job package, Python, etc.</li> <li>• Able to work with minimal supervision.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Fast learner and able to engage in multiple initiatives simultaneously.</li> <li>• Degree or master's in engineering (Electronic/IT/Computer Science) with 3-5</li> </ul>	<ul style="list-style-type: none"> <li>• If you are looking for an opportunity in systems engineering, Emerson has this exciting role for you! The System Engineer will be responsible in leading and executing the digital Transformation projects through business process analysis and Robotic Process Automation Tools. The role will also coordinate with operational functional teams in project and process development and alignment.</li> <li>• Lead and execute Digital Transformation projects for process improvement.</li> <li>• Collate manufacturing data resources, and utilize visual and analytical tools to access, extract, and analyze data sets to improve manufacturing operations performance and efficiency.</li> <li>• Engage and collaborate with operations functional teams on process mapping, opportunity identification, requirement gathering, and alignment of current/future</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 1 Pandan Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>years relevant experience.</p> <ul style="list-style-type: none"> <li>• Experience in Digital and Automation Transformation and good interpersonal and communication skills (verbal and written) in project management is a plus.</li> </ul>	<p>value streams of various processes.</p> <ul style="list-style-type: none"> <li>• Perform Development, testing, deployment, and monitor digital or automation projects to enhance operations.</li> <li>• Monitor solution and process performance, and propose corrective actions as required.</li> <li>• Benchmark, explore within or outside Emerson, and implement relevant technology and best practices guidelines that meet industry standards.</li> <li>• Apply change management processes to manage collaborators' and users' expectations throughout the lifecycle of projects.</li> <li>• You act quickly and critically in constantly fast paced and unexpected situations. You are an active learner who uses both success and failure as learning opportunities. You build partnerships and collaborative work to meet the target objectives set by the team.</li> </ul>	
<b>System Engineering Assistant</b>	<ul style="list-style-type: none"> <li>• Diploma in Electronic &amp; Electronic Engineering, Diploma in Software Engineering or equivalent. Preferably with 1 to 2 years of proven experience. Candidates without work experience are encouraged to apply.</li> <li>• Basic knowledge of manufacturing processes, production systems, and relevant software (e.g., MES, ERP).</li> <li>• Proficiency in data collection and analysis software; familiarity</li> </ul>	<ul style="list-style-type: none"> <li>• If you are an IT and Software professional, Emerson has a great opportunity for you! Based in our Singapore location, you will handle engineering support for production and resolve manufacturing system and software issues as well as participate and support in software changes request, qualification and improvement. You will support production line daily PC and software sustaining activities.</li> <li>• In this Role, Your Responsibilities Will Be:</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 1 Pandan Crescent</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>with SQL, Excel, or similar tools is a plus.</p> <ul style="list-style-type: none"> <li>• Strong analytical and problem-solving skills, with an aptitude for both hardware and software troubleshooting.</li> <li>• Knowledge of automation and digital transformation tools or experience with programming/scripting is a plus.</li> <li>• Open to work in second shift (3.30pm to 12 am).</li> <li>• Experience/interested in Power BI, SQL Query, C# programming, Power Automate or Power App will be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides first level support for Manufacturing System issue (PC Hardware and Software)</li> <li>• Assist in the setup, configuration, and maintenance of both hardware and software systems to meet production and process improvement goals.</li> <li>• Monitor and troubleshoot equipment and software applications to minimize downtime and optimize performance.</li> <li>• Collect, analyze, and interpret data from manufacturing software to identify areas for process improvement.</li> <li>• Support the implementation of automation, software integration, and digital transformation projects, including Manufacturing Execution Systems (MES) and related applications.</li> <li>• Collaborate with cross-functional teams to resolve manufacturing challenges and recommend software-based solutions.</li> <li>• Ensure compliance with safety, quality, and data integrity standards, maintaining accurate records of software configurations and updates.</li> <li>• You deliver messages in a clear, compelling, and concise manner. You always keep the end in sight; putting in extra effort to meet targets. You quickly and decisively act in fast-changing, unpredictable situations.</li> </ul>	
<b>Technical Support Lead</b>	<ul style="list-style-type: none"> <li>• 5 years of relevant operational experience (especially on control valve) and experience in leading a team</li> </ul>	<ul style="list-style-type: none"> <li>• Perform both front-man (recommending products to customer) and back-end selling (assisting the customers on product issues)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8:30 AM - 5:30 PM</li> <li>• <b>Employment Type:</b> Full-Time</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 9 Gul Road</li> </ul>

#### #4 Far East Hospitality

*Far East Hospitality is an international hospitality owner and operator with a diverse portfolio of ten unique and complementary brands of hotels, serviced residences and apartment hotels, including Oasia, Quincy, Rendezvous, Village, Far East Collection, A by Adina, Adina Hotels, Vibe Hotels, Travelodge Hotels and Collection by TFE Hotels.*

*Far East Hospitality owns more than ten hospitality assets and operates a combined portfolio of over 16,500 rooms under its management across close to 100 hotels and serviced residences in ten countries - Australia, Austria, Denmark, Germany, Hungary, Japan, Malaysia, New Zealand, Singapore and Switzerland, with more in its development pipeline.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant / Sales Manager</b>	<ul style="list-style-type: none"> <li>• Diploma in Sales and Marketing</li> <li>• At least 1 year of relevant experience</li> <li>• Excellent communication, interpersonal, networking and organizational skills</li> <li>• Strong negotiation and presentation skills</li> <li>• Able to work well under pressure in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>• Exemplify professionalism through proper grooming, conduct, and effective presentation of hotel products and services.</li> <li>• Engage in day-to-day sales activities, including telemarketing, sales calls, hotel visits, virtual presentations, and entertainment.</li> <li>• Demonstrate proficiency in the sales process, building rapport, asking open questions, following up, managing expectations, addressing conflicts, overcoming objections, closing deals and obtaining post-feedback.</li> <li>• Identify and pursue new sales leads and prospects to grow account/ client base.</li> <li>• Nurture and strengthen relationships with existing clients to foster loyalty.</li> <li>• Promptly handle leads, inquiries and provide suitable solutions to clients.</li> <li>• Utilize various company systems and sales tools diligently including property management systems, customer relationship</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 40 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central, 6, Eu Tong Sen Street</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>management systems, and booker loyalty.</p> <ul style="list-style-type: none"> <li>• Collaborate with the Operations team to ensure exceptional guest experience.</li> <li>• Collaborate with Revenue Management team to optimize hotel / serviced residence rates.</li> <li>• Attend client events and provide assistance as needed.</li> <li>• Ensure timely responses and communication with clients.</li> <li>• Gather and provide publicly available market information to stay informed.</li> <li>• Regularly update superiors and the team on activities and market information.</li> <li>• Achieve monthly sales targets to meet overall cluster budget.</li> <li>• Promote and enroll clients in the booker loyalty program.</li> <li>• Regularly review the account portfolio, analyzing the performance of each account, and presenting action plans to management.</li> <li>• Adhere to statutory regulations and internal guidelines/ SOPs.</li> <li>• Follow up with clients whose payments are outstanding and long overdue.</li> <li>• Participate in ad hoc or promotional client and hotel/ serviced residence activities.</li> <li>• Assume any other assigned duties by superiors diligently and professionally.</li> </ul>	
<b>Assistant Housekeeper</b>	<ul style="list-style-type: none"> <li>• O-Level or equivalent</li> <li>• At least 2 years of supervisory experience in Hotel Housekeeping</li> <li>• Proactive, meticulous and able to perform strenuous activities and handle heavy load</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure guest rooms and public areas are maintained in accordance with policies, standards and guidelines</li> <li>• Inspect assigned areas regularly to ensure furnishing, facilities and equipment are cleaned and maintained</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 44 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Take charge of assigned areas and ensure housekeeping services are in line with the established standards</li> <li>Conduct random checks on service areas</li> <li>Ensure trolleys are replenished and properly parked at designated areas</li> <li>Perform Room Attendant assignments (i.e.. completion of rooms cleaning and allocation of extra duties)</li> <li>Ensure work orders and requests are carried out promptly and efficiently</li> <li>Investigate and follow up on feedback regarding housekeeping services</li> </ul>	Central, 6, Eu Tong Sen Street
<b>Assistant Housekeeping Supervisor</b>	<ul style="list-style-type: none"> <li>O-Level or equivalent</li> <li>At least 2 years of supervisory experience in Hotel Housekeeping</li> <li>Proactive, meticulous and able to perform strenuous activities and handle heavy load</li> </ul>	<ul style="list-style-type: none"> <li>Ensure guest rooms and public areas are maintained in accordance with policies, standards and guidelines</li> <li>Inspect assigned areas regularly to ensure furnishing, facilities and equipment are cleaned and maintained</li> <li>Take charge of assigned areas and ensure housekeeping services are in line with the established standards</li> <li>Conduct random checks on service areas</li> <li>Ensure trolleys are replenished and properly parked at designated areas</li> <li>Perform Room Attendant assignments (i.e. completion of rooms cleaning and allocation of extra duties)</li> <li>Ensure work orders and requests are carried out promptly and efficiently</li> <li>Investigate and follow up on feedback regarding housekeeping services</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central, 6, Eu Tong Sen Street</li> </ul>
<b>Assistant Manager, Front Office (Duty Manager)</b>	<ul style="list-style-type: none"> <li>Minimum a Diploma holder with at least 5 years' experience in a similar capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for ensuring the proper, efficient, and profitable functioning of the Hotel.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Demonstrate strong business acumen, effective leadership skills, and a proven track record of driving results with teams.</li> </ul>	<ul style="list-style-type: none"> <li>Supervise sections in the Front Office, including reception, cashier, telephone, reservation, and baggage services. Monitor staff members' conduct and job performance and to project a positive corporate image to guests.</li> <li>Provide prompt, courteous, and efficient service to guests and handle guest complaints with tact and diplomacy. Assist in guest check-ins and check-outs.</li> <li>Assist in inspecting rooms assigned to VIPs before their arrival, escort VIPs to their rooms and ensure complimentary amenities are provided. Inform relevant departments about VIPs' arrival.</li> <li>Check the Logbook for messages and follow up actions at the beginning of each shift. Issue keys to authorized personnel only and initiate correspondence regarding enquiries, reservations, and complaints. Monitor housekeeping discrepancy reports and take corrective actions when necessary.</li> <li>Handle security-related matters, such as directing guests reporting incidents or theft and addressing guest conduct issues with the Security Department.</li> <li>Maintain the cash float amount according to expected occupancy. Authorize rate and room changes, paid outs, cash advances, and acceptance of cheques following procedures and credit policies.</li> <li>Take charge of training all reception staff members,</li> </ul>	<p>Full-Time</p> <ul style="list-style-type: none"> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central, 6, Eu Tong Sen Street</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		including planning, organizing and conducting on-the-job training. <ul style="list-style-type: none"> <li>• Conduct spot checks on outlets in the absence of the Outlet Manager.</li> <li>• Monitor room inventory closely to maximize room utilization and generate higher revenue. Collaborate with Sales to optimize revenue and occupancy from group allotments.</li> <li>• Take on the responsibility of evacuating staff members and guests during a fire in the absence of the Safety &amp; Fire Manager. Attend CERT training as required by law and regulations.</li> </ul>	
<b>Guest Service Assistant (Bellman)</b> <b>Village Hotel Bugis</b> <b>Oasia Resort Sentosa</b> <b>The Clan Hotel</b>	<ul style="list-style-type: none"> <li>• O-Level or equivalent.</li> <li>• Willing to perform rotating shifts.</li> <li>• Positive attitude with outgoing personality and good communication skills.</li> <li>• Experience in hospitality and knowledge of HMS will be advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with the Residence Manager &amp; Deputy Residence Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries.</li> <li>• Collaborate closely with Front Office Cashier on guests' arrival and departure.</li> <li>• Establish contact with house guests/long-staying guests and help when needed.</li> <li>• Conduct courtesy calls to guests.</li> <li>• Stay well-versed and updated on all tourist-related information.</li> <li>• Maintain and manage the stock of promotional materials for daily operations.</li> <li>• Undertake any other duties assigned by superiors diligently and professionally.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 44 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central, 6, Eu Tong Sen Street</li> </ul>
<b>Guest Service Officer (Island wide)</b>	<ul style="list-style-type: none"> <li>• O-Level or equivalent.</li> <li>• Willing to perform rotating shifts.</li> <li>• Positive attitude with outgoing personality</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with the Residence Manager and provide courteous services to guests. Respond efficiently and tactfully to guests'</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 44 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>and good communication skills.</p> <ul style="list-style-type: none"> <li>Experience in hospitality and knowledge of HMS will be advantageous.</li> </ul>	<p>complaints, requests and inquiries.</p> <ul style="list-style-type: none"> <li>Provide courteous and efficient service, striving to fulfill each guest's request whenever possible. Ensure all telephone calls are promptly handled within three rings.</li> <li>Handle cashiering functions and adhere to the residence's Standard Policies &amp; Procedures.</li> <li>Always maintain good guest relations with in-house guests. Project a courteous and hospitable attitude.</li> <li>Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary. Write glitch reports when required.</li> <li>Ensure guest room security, emergencies, and fire procedures are followed. Encourage the use of Safe Deposit boxes (El-Safe) and adhere to policies &amp; procedures for their use.</li> <li>Be familiar with SR facilities, functions, major city attractions and events. Provide guests with accurate information as requested. Maintain a professional and courteous working relationship with all hotel personnel, ensuring effective communication.</li> <li>Maintain a well-groomed appearance and a tidy work area. Keep personal grooming at the highest standard.</li> </ul>	<ul style="list-style-type: none"> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central, 6, Eu Tong Sen Street</li> </ul>
<b>Housekeeping Assistant</b>	<ul style="list-style-type: none"> <li>Able to perform rotating shifts and 6 days' work week</li> <li>Able to work under pressure and detail oriented</li> </ul>	<ul style="list-style-type: none"> <li>Answer and log down all information from incoming calls, ensure the messages are passed through accordingly and requests are followed up.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 44 Hours per week</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to converse in Basic English for effective communication between guests and colleagues</li> <li>• Minimum 1 year of relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>• Update and maintain the daily attendance records, all housekeeping files and records.</li> <li>• Handle all issues concerning Lost &amp; Found, receiving, recording, storage, claiming and clearing.</li> <li>• Operate the Property Management System (PMS).</li> <li>• Keep track of all special requests, VIP arrivals and in-house rooms and communicate with Room Attendants, Housekeeping Supervisors and Assistant Housekeepers.</li> <li>• Control and operate the Communication system for all housekeeping staff.</li> <li>• Input and follow up on all work orders with the Engineering Department or Maintenance Supervisor.</li> <li>• Keep and maintain cleanliness and tidiness of the Housekeeping Office.</li> <li>• Raise purchase requests for housekeeping operations.</li> <li>• Clear all outdated reports in the office monthly based on the hotel standards for record-keeping.</li> <li>• Ensure adequate stock of all used forms in housekeeping.</li> </ul>	Permanent <ul style="list-style-type: none"> <li>• <b>Location:</b></li> <li>• Central, 6, Eu Tong Sen Street</li> </ul>
<b>Reservation Sales Executive</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in any field.</li> <li>• Knowledge of the Property Management System will be an advantage.</li> <li>• Proficiency in MS Office, email system, reservations system will be an advantage.</li> <li>• Display a high level of customer service.</li> <li>• Possess strong communication and administration skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Handle reservations received via all channels timely and accurately according to SOPs.</li> <li>• Liaise with bookers and hotels/sales to ensure smooth pre-arrival experience.</li> <li>• Maintain up-to-date information of all promotions and hotels information.</li> <li>• Maximize opportunities through upselling techniques.</li> <li>• Ensure proper filing and recording of all correspondence.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 44 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 12 Woodlands Square</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to adapt in a fast-paced environment.</li> <li>• Able to work independently as well as a team.</li> <li>• Able to work shifts, including weekends and public holidays (off-in-lieu if work on Public Holidays).</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with department's related policies and procedures.</li> <li>• Supports management as and when required.</li> </ul>	
<b>Senior/Guest Service Assistant (Island wide)</b>	<ul style="list-style-type: none"> <li>• Minimum completion of PSLE or its equivalent.</li> <li>• Willing to work rotating shifts.</li> <li>• Positive attitude with an outgoing personality and good communication skills.</li> <li>• Preferred experience in the hospitality industry, along with familiarity of the Opera system.</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with the Assistant Manager to provide courteous services, efficiently and tactfully responding to guests' complaints, requests and inquiries.</li> <li>• Collaborate closely with Concierge, Reception, Bell Counter and Front Office Cashier on guests' arrival and departure.</li> <li>• Establish contact with house guests/ long-staying guests and offer assistance when needed.</li> <li>• Conduct courtesy calls to guests.</li> <li>• Stay well-versed and updated on all tourist-related information.</li> <li>• Maintain and manage the stock of promotional materials for daily operations.</li> <li>• Undertake any other duties assigned by superiors diligently and professionally.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 44 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central, 6, Eu Tong Sen Street</li> </ul>
<b>Senior/Guest Service Executive (Island wide)</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma in Hospitality</li> <li>• Able to perform rotating shifts.</li> <li>• Positive attitude and outgoing personality and good public relations skills.</li> <li>• Previous experience in hospitality and Opera knowledge will be advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with the Assistant Manager and provide courteous services to guests. Respond efficiently and tactfully to guests' complaints, requests and inquiries.</li> <li>• Provide courteous and efficient service, striving to fulfill each guest's request whenever possible. Ensure all telephone calls are promptly handled within three rings.</li> <li>• Handle cashiering functions and adhere to the residence's</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 44 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Central, 6, Eu Tong Sen Street</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>Standard Policies &amp; Procedure.</p> <ul style="list-style-type: none"> <li>• Maintain good guest relations with in-house guests at all times, projecting a courteous and hospitable attitude.</li> <li>• Be familiar with all room types and rates in the hotel, as well as their availability status and upsell whenever possible.</li> <li>• Take ownership of problems and promptly handle guest complaints according to established procedures. Report to the supervisor for further follow-up when necessary and submit glitch reports as necessary.</li> <li>• Ensure guest room security, emergency, and fire procedures are followed, and encourage the use of Safe Deposit boxes (EI-Safe) while adhering to related policies &amp; procedures.</li> <li>• Acquire knowledge of hotel facilities, functions, major city attractions, and events to provide accurate information to guests upon request. Maintain a professional, courteous working relationship, and ensure effective communication with all hotel personnel.</li> <li>• Maintain a well-groomed appearance and a tidy work area, upholding the highest standard of personal grooming.</li> </ul>	

### #5 Feisiong Fast Food (Popeyes)

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

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Kitchen Crew (Batter fryer)</b>	<ul style="list-style-type: none"> <li>• With or Without Experience</li> <li>• Proactive in learning</li> <li>• Good Communication Skills</li> <li>• Able to work under pressure</li> <li>• Need to work on weekends, PH, Shift Work</li> <li>• Rotating Shift(AM/PM /Overnight Shift Available</li> </ul>	<ul style="list-style-type: none"> <li>• Prep chicken for batter frying according to our SOP</li> <li>• Master the art of batter frying our chicken</li> <li>• , ensuring perfect golden-brown color and crispy texture.</li> <li>• Carefully received and pack fried chicken pieces into chiller, maintaining First-In-First-Out(FIFO) practices.</li> <li>• Follow all Standard Operating Procedure (SOP)</li> <li>• To ensure safety and consistency.</li> <li>• Maintains the highest quality standard for our delicious fried chicken</li> <li>• Uphold strict food hygiene regulations in the kitchen</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 6 Workdays</li> <li>• <b>Working hours:</b> 44 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Island wide</li> </ul>
<b>Restaurant Management Trainee(RMIT)</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma or equivalent</li> <li>• Good written, verbal and interpersonal skills</li> <li>• Good Leadership skills organizational and planning abilities</li> <li>• Motivated, result oriented and fast learner</li> <li>• A positive attitude, and willingness to learn</li> <li>• Willingness to work longer than required if needed</li> <li>• Ability to engage in physical activities which requires long hours of standing during work shift</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Operational Leadership and Training:</b> Co-lead operations team to ensure quality assurance and customer satisfaction, completing assigned task, rotating positions to gain comprehensive knowledge of restaurant operations and supervising staff to achieve expected</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 6 Workdays</li> <li>• <b>Working hours:</b> 44 Hours per week</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Island wide</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>performance and productivity</p> <ul style="list-style-type: none"> <li> <b>Financial Management and Compliance:</b> Assist Restaurant Manager in managing restaurant finances and equipment, ensuring compliance with standards, guidelines, and regulatory requirements, while also maintaining records and preparing documents. </li> <li> <b>Team Development and Customer Service:</b> Lead and develop employees to achieve optimal work performance, while also creating a memorable brand experience for guests through prompt service and quality products, and obtaining and acting on customer feedback. </li> <li> <b>Communication and Shift Management:</b> Act as a liaison between operations staff and management, coordinating daily operations, cash control, and shift management, </li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		including traveling to different outlets as required to support operational needs.	

## #6 Fresh Cleaning Facilities Management

*Provides professional cleaning and housekeeping services to hotels, commercial and industrial work spaces.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Dhoby Cleaner</b>	<ul style="list-style-type: none"> <li>• Must be ok with climbing stairs</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of office, pantry area and washing of toilets (2.5 level shop house)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 2 Working Hours per day</li> <li>• <b>Employment Type:</b> Part-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 90 SOPHIA ROAD</li> </ul>
<b>Kallang Cleaner</b>	<ul style="list-style-type: none"> <li>• Ok with washing toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of office, compound, pantry areas and washing of toilets</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8 Hours per day</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 12 Kranji Way</li> </ul>
<b>Kranji Cleaner</b>	<ul style="list-style-type: none"> <li>• Able to work alone</li> <li>• Female</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of office, compound, pantry areas and washing of toilets</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8 Hours per day</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 12 Kranji Way</li> </ul>
<b>Monastery Cleaner (PL)</b>	<ul style="list-style-type: none"> <li>• Must be ok with climbing stairs</li> </ul>	<ul style="list-style-type: none"> <li>• Sweeping and mopping of monastery hall, mopping of common corridors, Cleaning of stairways, Cleaning of office, Cleaning of glass surfaces,</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8 Hours per day</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		Washing of toilets, Cleaning of pagoda, Sweeping of compound area	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 87 Geylang East Avenue 2</li> </ul>
<b>Office Cleaner (KR)</b>	<ul style="list-style-type: none"> <li>• Attention to detail for bosses' cups</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of office, vacuuming and mopping, washing of toilets, pantry area, washing of bosses' cups and pouring warm water from thermal flask every day, clearing of rubbish</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 4 Hours per day</li> <li>• <b>Employment Type:</b> Part-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 81 Science Park Drive The Chadwick</li> </ul>
<b>Office Cleaner (OG + Q)</b>	<ul style="list-style-type: none"> <li>• Ok with washing toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of office, pantry area and washing of toilets, clearing of rubbish</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 4 Hours per day</li> <li>• <b>Employment Type:</b> Part-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> Islandwide</li> </ul>
<b>Office Cleaner (SL)</b>	<ul style="list-style-type: none"> <li>• Must be ok with climbing stairs</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of office, small compound area, meeting rooms, pantry area, washing of toilets, cleaning of rubbish</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 2 Workdays</li> <li>• <b>Working hours:</b> 4 Hours per day</li> <li>• <b>Employment Type:</b> Part-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 63 Ubi Avenue 1</li> </ul>
<b>Orchard MB</b>	<ul style="list-style-type: none"> <li>• Must be strong, good with numbers and able to work alone</li> </ul>	<ul style="list-style-type: none"> <li>• Stock taking of minibar items, replenishing of minibar items, tracking of minibar items by guests</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 6 Workdays</li> <li>• <b>Working hours:</b> 12 Hours per day</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 38 Cuscaden Road,</li> </ul>
<b>Orchard RA</b>	<ul style="list-style-type: none"> <li>• Must be efficient and strong and be able to work alone</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning and fixing hotel rooms for turnover</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 6 Workdays</li> <li>• <b>Working hours:</b> 8 Hours per day</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> 38 Cuscaden Road,</li> </ul>
<b>Outram Tea and Cleaner</b>	<ul style="list-style-type: none"> <li>• Stable and fit and able to work alone</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of office, pantry area and washing of toilet</li> <li>• Preparing coffee/tea and serving to guests when needed</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8 Hours per day</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> Island wide</li> </ul>
<b>School Cleaner (BT)</b>	<ul style="list-style-type: none"> <li>• Ok to help the kids</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of classrooms, arranging classrooms before and after classes to proper manner, washing of toilets, helping out when needed when kids wet/soil themselves</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 5 Hours per day</li> <li>• <b>Employment Type:</b> Part-Time</li> <li>• <b>Job Type:</b> Contract</li> <li>• <b>Location:</b> Old Holland Road, 886</li> </ul>
<b>Telok Ayer Cleaner</b>	<ul style="list-style-type: none"> <li>• Ok to start early morning and work alone</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning of office, pantry area and washing of toilet (1 level shophouse)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			2 Working Hours per day <ul style="list-style-type: none"> <li><b>Employment Type:</b> Part-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 11 Stanley St</li> </ul>

## #7 GE Repair Solutions Singapore

GE Gas Power is a world leader in gas power technology, services, and solutions. Through relentless innovation and continuous collaboration with our customers we engineer cleaner and more accessible energy that people depend on, powering growth and prosperity everywhere. With the world's largest installed base of gas turbines, we offer advanced technology and a level of experience that is unmatched in the industry to build, operate, and maintain leading gas power plants. As the world is shifting towards a lower carbon future, we are partnering with our power generation customers to help them succeed today, plan for tomorrow and be well positioned in the future.

We are looking for suitably qualified individuals to fill the position. The successful candidates will be part of this challenging global engineering site and a center of excellence in Asia.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Fitter</b>	<ul style="list-style-type: none"> <li>NTC 3 Mechanical/Marine Fitting or equivalent</li> <li>Candidates without relevant experience will also be considered as on job training will be provided</li> </ul>	<ul style="list-style-type: none"> <li>Perform mechanical fitting work in accordance with work instructions. The person will report to the Operations Leader</li> <li>Essential Responsibilities:</li> <li>Key responsibilities include (but are not limited to):</li> <li>Perform all fitting work in section as assigned per work instruction.</li> <li>Assist in dismantling, inspects and refits parts and reassemble rotor and other mechanical equipment such as bearings and parts as assigned or according to work instruction.</li> <li>Perform blending and polishing repair work.</li> <li>Ensure product quality, equipment care, meet production output/pace, housekeeping and schedules.</li> <li>Adhere to all applicable EHS rules and regulations and report immediately any unsafe practices/conditions.</li> <li>Support other areas of work as assigned.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 7.30am - 4.48pm 7.30pm-4.48am</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Pioneer Sector 3</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Support other department in relevant jobs and any other duties assigned.</li> </ul>	
<b>Machinist</b>	<ul style="list-style-type: none"> <li>Minimum secondary level education.</li> <li>NTC or equivalent preferred •Good mechanical aptitude.</li> <li>Basic command of written and spoken English.</li> <li>Knowledge in operating machines.</li> <li>Able to perform rotating shift</li> <li>Able to read drawings</li> <li>Desired Qualifications:</li> <li>Positive work attitude</li> <li>Takes initiative and have good professionalism</li> <li>Have good 5S and Safety knowledge</li> <li>Able to work well in a team</li> </ul>	<ul style="list-style-type: none"> <li>CNC machinist who has experience operating CNC machining as well as able to read basic G code. Strong understanding of different machine methods and the tools used.</li> <li>Roles and Responsibilities:</li> <li>Primary Responsibilities:</li> <li>Set up and operate CNC equipment (i.e. – Vertical Turning Lathe and Horizontal Lathe)</li> <li>Propose program edits for necessary revisions required to repair parts</li> <li>Run new part at infancy stages and propose required edits and sequencing of operations to include any tooling changes required.</li> <li>Read, translate, and verbalize G code program, as presented. Recognize and propose the needed edits to correct both Vertical Turning Lathe and Horizontal Lathe programs as selected by Supervisor/Engineer.</li> <li>Write simple programs in order to create a fixture and tooling is a plus.</li> <li>Machinists should demonstrate the ability to troubleshoot Vertical Turning Lathe and Horizontal Lathe machines, including performance of necessary actions to ensure machine is running true.</li> <li>Ensure speeds, feeds, and tooling is correct for material being processed to maximize machine efficiency.</li> <li>Able edit programs to ensure proper radius, contour, and angle measurements.</li> <li>Operate any type and size of single spindle or multiple spindles on a variety of operations (drilling,</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 7.30am - 4.48pm 7.30pm-4.48am</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 2 Pioneer Sector 3</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		reaming, boring, tapping, spot facing, countersinking, etc) <ul style="list-style-type: none"> <li>• Use all tools, jigs, fixtures, and gages necessary to perform operations</li> <li>• Check for proper tooling, sharpness, &amp; alignment</li> <li>• Work with close tolerances and fine finishes</li> <li>• Use all types of standard and special gauges, various hand tools.</li> <li>• Perform duties on complex prototypes or first-time builds.</li> <li>• Compliantly troubleshoots tools, fixtures, and equipment as necessary</li> <li>• Perform job responsibilities according to internal process specifications and third-party requirements</li> <li>• Utilize proper PPE, safety equipment, and follow safety procedures</li> <li>• Adhere to all applicable EHS rules and regulations and employee's EHS responsibilities.</li> <li>• Ensure product quality, equipment care, meet production output/pace, housekeeping and schedules.</li> </ul>	
<b>Maintenance Technician</b>	<ul style="list-style-type: none"> <li>• Conduct regular inspections and preventive maintenance procedures on CNC machines to identify potential issues and prevent machine breakdowns.</li> <li>• Diagnose mechanical, electrical and technical problems in machines and equipment.</li> <li>• Repair or replace defective parts, components, systems in order to restore machines to their proper functioning.</li> <li>• Perform routine maintenance tasks, such as lubricating, greasing,</li> </ul>	<ul style="list-style-type: none"> <li>• We are looking for a skilled Maintenance Technician to maintain and repair our CNC manufacturing machines to ensure optimum operation and minimal downtime.</li> <li>• The ideal candidate will be responsible for conducting routine inspections,</li> <li>• identifying potential issues and taking preventive measures to avoid breakdowns. The Maintenance Technician must have strong technical knowledge of mechanics, electrical systems and automation, and proficiency in repairing machines.</li> <li>• Maintenance Technician will work closely with other team members, keep accurate records of maintenance procedures, and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30am - 4.48pm 7.30pm-4.48am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Pioneer Sector 3</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	and cleaning the machines. <ul style="list-style-type: none"> <li>• Keep accurate records of maintenance activities, including work orders, repairs, and parts used.</li> <li>• Collaborate with other team members and provide assistance and guidance as required.</li> <li>• Adhere to safety guidelines and regulations while performing maintenance activities.</li> <li>• NITEC or equivalent qualification.</li> <li>• Proven experience as a Maintenance Technician or similar role.</li> <li>• Strong technical knowledge of mechanics, electrical systems, and automation.</li> <li>• Proficient in troubleshooting, problem-solving and repairing various machines and equipment.</li> <li>• Able to work independently and as part of a team.</li> <li>• Able to run rotating shifts.</li> <li>• Basic computer skills for maintenance record keeping.</li> <li>• Ability to communicate effectively with team members and supervisors.</li> </ul>	adhere to safety guidelines and regulations.	
<b>Inspector</b>	<ul style="list-style-type: none"> <li>• Technical diploma with related work experience.</li> <li>• Knowledge of EHS and quality required in manufacturing operations</li> <li>• Ability to read and understand Work Instruction and QMS procedures</li> <li>• Ability to write technical reports</li> </ul>	<ul style="list-style-type: none"> <li>• The QC Inspector will be responsible of the quality inspection tasks in the cell operations. In this role, he will build knowledge about all aspects of quality in operations and inspection during repair of gas turbine components from incoming inspection, in-process inspection and final inspection. He will also build knowledge about writing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30am - 4.48pm 7.30pm-4.48am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Ability to understand drawing and technical documents</li> <li>• Ability to read, write and communicate in English.</li> <li>• Ability to use MS Office application</li> <li>• Preferred SAP knowledge.</li> <li>• Preferred Certified level II NDT in PT (Red Dye)</li> <li>• Desired Characteristics:</li> <li>• Demonstrated knowledge of Quality, Safety, shop computer systems and Shop Support requirements</li> <li>• Have quality inspection experience for 2+ years</li> <li>• Ability to interpret and read drawings and REIs - Ability to use measuring instruments; calipers, dial indicators, ... etc.</li> <li>• NDT certification</li> </ul>	<p>technical reports of job conditions and defects happen in operations.</p> <ul style="list-style-type: none"> <li>• The selected candidate must conform to all safety and quality requirements. This candidate is expected to go above and beyond and lead by example.</li> <li>• Perform incoming and final inspection on gas turbine components to identify nonconformances/defects.</li> <li>• Interpret, measure and evaluate results with respect to applicable codes, standards, and specifications</li> <li>• Follow all GEMTEC policies and procedures and be a promoter of EHS, Quality and compliance on the shop floor</li> </ul>	<ul style="list-style-type: none"> <li>• 2 Pioneer Sector 3</li> </ul>
<b>Special Process Operator</b>	<ul style="list-style-type: none"> <li>• Completion of Secondary Level or higher education</li> <li>• NTC or equivalent preferred</li> <li>• 3 years of working experience in the related field is preferred for this position. Candidates without relevant experience will also be considered as on the job training will be provided.</li> <li>• Basic Command of spoken and written English</li> <li>• Able to perform rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• Perform thermal spray and/or GEL coating work. Other tasks may include blasting, polishing and heat treatment, etc.</li> <li>• Essential Responsibilities</li> <li>• Key responsibilities include (but are not limited to):</li> <li>• Perform thermal spray and/or GEL coating for gas turbine &amp; aero-derivative engine repair</li> <li>• Follow Work instructions to perform any tasks assigned which may include blasting, polishing and heat-treatment, etc.</li> <li>• Ensure product quality, equipment care, meet production output/pace, housekeeping and schedules.</li> <li>• Adhere to all applicable EHS rules and regulations and reporting immediately any unsafe practices/conditions.</li> <li>• Carries out other duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 4 Workdays</li> <li>• <b>Working hours:</b> 7.30am - 4.48pm 7.30pm-4.48am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 2 Pioneer Sector 3</li> </ul>
<b>Welder / Blender</b>	<ul style="list-style-type: none"> <li>• Completed Secondary level or higher education.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform all types of welding and metal fabrication works in accordance to work instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Candidates with NITEC in Mechanical Engineering or TIG welding experience is preferred.</li> <li>At least 3 Year(s) of working experience in the related field is required for this position.</li> <li>Basic command of English (speak and read)</li> <li>Able to perform rotating shift.</li> </ul>	<p>You will need to perform simple to complex welding. The person will report to the Operations Leader.</p> <ul style="list-style-type: none"> <li>Essential Responsibilities</li> <li>Key responsibilities include (but are not limited to):</li> <li>Set up and weld high temperature alloys in the repair of Turbine Blades products using TIG process</li> <li>Perform blending repair of Turbine Blades</li> <li>Ensure product quality, equipment care, meet production output/pace, housekeeping and schedules.</li> <li>Adhere to all applicable EHS rules and regulations and report immediately any unsafe practices/conditions.</li> <li>Carries out other duties as assigned</li> </ul>	<ul style="list-style-type: none"> <li><b>Working hours:</b></li> <li>7.30am - 4.48pm 7.30pm-4.48am</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b></li> <li>2 Pioneer Sector 3</li> </ul>

## #8 ISS Facility Services

*ISS, a leading workplace experience and facility management company which provides placemaking solutions that contributes to better business performance and makes life easier, more productive and enjoyable – delivered to high standards by people who care.*

*ISS believes that people make places and places make people. From strategy through to operations, ISS partners with over 60,000 customers in 30+ countries to deliver places that work, think and give and is served by more than 400,000 employees who connect people and places every single day. It is headquartered in Copenhagen, Denmark.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>ACMV Engineer</b>	<ul style="list-style-type: none"> <li>Degree in Mechanical Engineering with a minimum of 3 years relevant experience; or Diploma in Mechanical Engineering with a minimum of 5 years relevant</li> <li>This role is required to be based on site at the customer's premises.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for mechanical services, system operations and maintenance program not limited to systems such as Chillers, AHUs, FCUs, MV, Cooling Towers, Autotube etc.</li> <li>Ensure all work is carried out safely and in accordance with safety work procedures.</li> <li>Ensure all systems are statutory compliance.</li> <li>Provide support and advice to Technical Officer and technicians on ACMV system activities.</li> <li>Review, update and maintain ACMV system drawings, etc.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Office Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Manage and guide a team of Technical Officers and Technicians in attending breakdown calls.</li> <li>• Investigate and determine root cause of faults and report</li> <li>• Carry out Engineering analysis on poor performing equipment.</li> <li>• Prepare and submit Incident Report in a timely manner.</li> <li>• Review the performance of Technical Officers and Technicians.</li> <li>• Develop working schedule / duty roster of the Technical Officer and Technicians.</li> <li>• Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>• Conduct regular inspection of existing mechanical systems and its serviceability status.</li> <li>• Review service reports and escalate any finding or action that is required</li> <li>• Assist in the development, maintenance and the regular review and test of SOP/EOP.</li> <li>• Participate with the client on site walkabout as and when required.</li> <li>• Advice and lead the technical investigation / troubleshooting for rectification works</li> <li>• Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>• To carry out or perform tasks / activities as instructed by Manager from time to time.</li> </ul>	
<b>Cleaning crew</b>	<ul style="list-style-type: none"> <li>• May be required to work on shifts, weekends &amp; PH</li> </ul>	<ul style="list-style-type: none"> <li>• General cleaning with or without toilet cleaning</li> <li>• Cleaning of compound</li> <li>• Sanitizing and clearing of rubbish</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 6 Workdays</li> <li>• <b>Working hours:</b> 44 working hours (Shift)</li> <li>• <b>Employment Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
			Full- Time • <b>Job Type:</b> Permanent • <b>Location:</b> Island wide
<b>Electronic Engineer</b>	<ul style="list-style-type: none"> <li>Degree in Electrical Engineering with minimum 3 years relevant experience or Diploma in Electrical Engineering with minimum 5 years of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for electrical services, system operations and maintenances program.</li> <li>Ensure all the work is carried out safely and in accordance with safety procedures.</li> <li>Provide support and advice to the Technical Officer and Technician on Electrical related activities.</li> <li>Manage and guide a team of technical officers and technicians in attending to breakdown calls</li> <li>Familiar with Nurse Call System, IPTV, PA, Intercom and Master Clock.</li> <li>Able to perform hands-on troubleshooting on electrical faults &amp; trips (MCB , RCB , RCCB etc)</li> <li>Experience in building electrical shutdown (annual/planned, and unplanned (genset switch)</li> <li>Have knowledge in local electrical codes, loading and cable sizing</li> <li>Coordinate with LEW and various internal / external stakeholders on Annual Shutdown activities.</li> <li>Participate with the client on site walkabout as and when required.</li> <li>Review service reports and escalate any finding or action that is required</li> <li>Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>Participate with the client on site walkabout as and when required.</li> <li>Advice and lead the technical investigation / troubleshooting for rectification works</li> <li>Provide training to technician /technical officers, and</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Office Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		technicians as and when necessary. <ul style="list-style-type: none"> <li>To carry out or perform tasks / activities as instructed by Manager from time to time</li> </ul>	
<b>Engineer</b>	<ul style="list-style-type: none"> <li>Minimum Diploma/Degree in Mechanical/Building engineering related field.</li> <li>Minimum 3-5 years of relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for mechanical services, system operations and maintenance program not limited to systems such as Lifts, Escalator, Fire Alarm System, Autodoors, Pumps, Plumbing, wheelchair, macerator, patient bed,</li> <li>Ensure all the work is carried out safely and in accordance with safety procedures.</li> <li>Ensure all systems are statutory compliance.</li> <li>Provide support and advice to Technical Officer and technicians on mechanical system related activities.</li> <li>Review, update and maintain mechanical system drawings, etc.</li> <li>Manage and guide a team of Technical Officer and technicians in attending to breakdown calls.</li> <li>Investigate and determine root cause of faults and report</li> <li>Carry out Engineering analysis on poor performing equipment.</li> <li>Prepare and submit Incident Report in a timely manner.</li> <li>Review the performance of Technical Officers and Technicians.</li> <li>Develop working schedule / duty roster of the Technical Officer and Technicians</li> <li>Responsible for implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>Coordinate with QP and various internal / external stakeholders on Fire Certification activities.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Office Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Keep track of Mechanical system License renewal.</li> <li>Conduct regular inspection of existing mechanical systems and its serviceability status.</li> <li>Review service reports and escalate any finding or action that is required</li> <li>Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> <li>Participate with the client on site walkabout as and when required.</li> <li>Advice and lead the technical investigation / troubleshooting for rectification works</li> <li>Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>To carry out or perform tasks / activities as instructed by Manager from time to time.</li> </ul>	
<b>Floater (Day/Night)</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Ensure cleanliness / disinfect area / waste collection.</li> <li>General cleaning.</li> <li>Assists Team Leader/ Supervisor</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5/5.5/6 Workdays</li> <li><b>Working hours:</b> Shift Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Housekeepers</b>	NA	<ul style="list-style-type: none"> <li>General cleaning with or without toilet cleaning</li> <li>Sanitizing and clearing of rubbish</li> <li>Cleaning of compound</li> <li>Areas include but not limited to: Wards, clinics, offices, laboratories, toilets, project works, ess, linen trolley exchange</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 44 working hours(Shift)</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Part-time Housekeepers</b>	NA	<ul style="list-style-type: none"> <li>General cleaning with or without toilet cleaning</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b></li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Sanitizing and clearing of rubbish</li> <li>Cleaning of compound</li> <li>Areas include but not limited to: Offices, toilets</li> </ul>	5/5.5/6 Workdays <ul style="list-style-type: none"> <li><b>Working hours:</b> Shift Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Patient Transfer Porter</b>	<ul style="list-style-type: none"> <li>Minimum "O" Levels / ITE Cert</li> <li>Day and Night shifts are available</li> <li>Basic IT knowledge is required to handle E-Systems, computers, smartphones.</li> <li>Able to handle difficult customers.</li> <li>Candidates who have similar prior experience will be considered for the Senior Patient Transfer Porter role</li> </ul>	<ul style="list-style-type: none"> <li>Perform portering services for patients to and from the wards/ specialist clinics/ departments/ external centers in a safe and professional manner.</li> <li>Deliver and collect medical/patient records, specimens, medications or any other items within a hospital environment.</li> <li>Comply with quality service, safety and health requirements of ISS and customers.</li> <li>Build strong relationships with stakeholders and anticipate their needs.</li> <li>Implement productivity related initiatives</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 7am to 3pm Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Receptionist</b>	<ul style="list-style-type: none"> <li>Minimum education Nitec. Proficient in English communication skills (spoken and written). Computer literate with good knowledge of Microsoft Office suite (Outlook/Word/Excel/PowerPoint/Teams).</li> </ul>	<ul style="list-style-type: none"> <li>Attend to guest enquires via phone calls, in person, email (e.g. directions, WiFi password etc.).</li> <li>Ensure beverages are offered to guests in waiting area, clear used utensils and dispose of waste after guest has left.</li> <li>Coordinate meeting room booking requests via phone calls or email.</li> <li>Manage all incoming/outgoing mail and parcels.</li> <li>Attend to guest enquires via phone calls, in person, email. Coordinate meeting room booking requests via phone calls or email. Manage all incoming/outgoing mail and parcels. Manage visitor arrival and issuance/return of office</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Office Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		security access cards for authorized visitors.	
<b>Technician (M&amp;E, Building, FRC)</b>	<ul style="list-style-type: none"> <li>Higher NITEC (or equivalent) in relevant FM discipline, with a minimum of 3 years' relevant experience; or</li> <li>NITEC (or equivalent) in relevant FM discipline, with a minimum of 5 years' relevant experience; or</li> <li>Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with a minimum of 5 years relevant experience; or</li> <li>Minimum 10 years of experience working in a healthcare environment.</li> <li>Able to work Overtime as and when operational requirements or work urgency entails.</li> </ul>	<ul style="list-style-type: none"> <li>Accountable for handling &amp; executing Electrical related work for:               <ul style="list-style-type: none"> <li>Preventive Maintenance</li> <li>Corrective Maintenance</li> <li>Reactive Maintenance</li> <li>Ad-hoc jobs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Office Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Technical Officer</b>	<ul style="list-style-type: none"> <li>Minimum NITEC / Higher NITEC or Diploma in Mechanical engineering related discipline or relevant Facilities Management discipline.</li> <li>NITEC - Minimum 10 years of relevant experience; Higher NITEC – Minimum 5 of relevant experience; Diploma – Minimum 3 of relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for ACMV/ Mechanical services, system operations and maintenance program not limited to systems such as:               <ul style="list-style-type: none"> <li>Lifts &amp; Escalators</li> <li>Air-condition</li> <li>Pneumatic tubes</li> <li>Fire Protection System &amp; Fire Alarm System</li> <li>Auto doors</li> <li>Pumps</li> <li>Piping and Plumbing</li> <li>Wheelchair</li> <li>Macerator</li> <li>Patient beds</li> </ul> </li> <li>Mechanical system License renewal</li> <li>Participate with the client on site walkabout as and when required.</li> <li>Ensure all the work is carried out safely and in accordance with safety procedures.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Office Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Review service reports and escalate any finding or action that is required</li> <li>• Ensure all systems are statutory compliance.</li> <li>• Provide hands-on support and supervisory advice to technicians on mechanical system related activities and troubleshooting activities.</li> <li>• Review, update and maintain mechanical system drawings, etc.</li> <li>• Manage and guide a team of Technicians in attending to breakdown calls.</li> <li>• Investigate and determine root cause of faults and report</li> <li>• Assist Engineer in performing activities but not limited to:               <ul style="list-style-type: none"> <li>• - Engineering analysis or Root Cause Analysis on poor performing equipment.</li> <li>• - Prepare and submit Incident Report in a timely manner.</li> <li>• - Review the performance Technical Officers and Technicians.</li> <li>• - Develop working schedule / duty roster of the Technical Officer and Technicians.</li> <li>• - Implementing preventive and corrective maintenance program in accordance with the standards, all corporate policies and legislated regulations</li> <li>• - Coordinate with QP and various internal / external stakeholders on Fire Certification activities.</li> <li>• - Keep track of Mechanical system License renewal.</li> <li>• - Conduct regular inspection of existing mechanical system and its serviceability status.</li> <li>• - To carry out or perform tasks / activities as instructed by Manager from time to time.</li> </ul> </li> <li>• Assist in the Development, maintenance and the regular review and test of SOP/EOP.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Provide training to technician /technical officers, and technicians as and when necessary.</li> <li>- Participate with the client on site walkabout as and when required.</li> </ul>	
<b>Technician</b>	<ul style="list-style-type: none"> <li>Higher NITEC (or equivalent) in relevant FM discipline, with a minimum of 3 years relevant experience; or</li> <li>NITEC (or equivalent) in relevant FM discipline, with a minimum of 5 years relevant experience; or</li> <li>Minimum SEC (Skill Evaluation Certification) of relevant FM discipline accredited by BCA, with a minimum of 5 years relevant experience; or</li> <li>Minimum 10 years of experience working in a healthcare environment.</li> </ul>	<ul style="list-style-type: none"> <li>Carry out preventive and corrective maintenance of the designated Building premises.</li> <li>To attend and assist in firefighting, major breakdown such as pipe burst, ceiling collapse, leaking, choke, etc., when there is an outbreak.</li> <li>Knowledge in repairing door accessories and hardware, painting works, carpentry.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Office Working Hours</li> <li><b>Employment Type:</b> Full- Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>

### #9 Katoen Natie Singapore (Jurong)

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Dispatch Coordinator</b>	<ul style="list-style-type: none"> <li>GCE 'N' Level and/ or above, or equivalent</li> <li>Computer literate</li> <li>Knowledge in Microsoft Office</li> <li>To commit 12-hours rotating shift work</li> <li>Working location is at Jurong Island (Company transportation is provided)</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all containers are dispatched correctly and the orders processed properly</li> <li>Liaise with transportation company on container arrival</li> <li>Ensure that all vehicles are weighed accordingly</li> <li>Sending job order to open yard via VMT system</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 4 Workdays</li> <li><b>Working hours:</b> 8am to 8pm 8pm to 8am</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Banyan Place</li> </ul>
<b>Forklift Driver</b>	<ul style="list-style-type: none"> <li>NITEC holders are welcome to apply</li> <li>Able to handle products of 25kgs</li> </ul>	<ul style="list-style-type: none"> <li>Able to operate a forklift independently</li> <li>Assist in the warehouse and packaging operations</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 4 Workdays</li> <li><b>Working hours:</b> 8am to 8pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Possess a valid forklift license</li> <li>• To commit 12-hours rotating shift work</li> <li>• Perform work under hot and humid environment</li> <li>• The working location is at Jurong Island (Company transportation is provided)</li> </ul>	<ul style="list-style-type: none"> <li>• Handling different products with different product characteristics</li> <li>• Observing safety and achieving productivity target</li> <li>• Ensure all orders are handled promptly and accurately</li> <li>• Managing data by using tablet</li> </ul>	<p>8pm to 8am</p> <p><b>Employment Type:</b> Full-Time</p> <ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 1 Banyan Place</li> </ul>
<b>Technician (Rolling Equipment)</b>	<ul style="list-style-type: none"> <li>• Possess Diploma, NITEC, NTC-2 or Electrical or relevant qualification</li> <li>• General knowledge of AC drives and electrical motors, pneumatic cylinders and roller/chain conveyors</li> <li>• Basic knowledge of PLC and electrical system</li> <li>• Min. 3 years' relevant experience in automation systems</li> <li>• Great teammate with initiative and a positive attitude towards learning</li> <li>• Self-motivated individual with a strong sense of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment includes vehicles, chassis, forklift, industrial facilities, etc. (list is non exhaustive)</li> <li>• Troubleshoot and rectify electrical, mechanical, pneumatic and hydraulic system faults on equipment</li> <li>• Identify mechanical, electrical, and technical issues through inspections and tests</li> <li>• Analyze problems, diagnose malfunctions, and find solutions</li> <li>• Use various tools and equipment for diagnosis and repair</li> <li>• Maintain accurate records of repairs and parts used</li> <li>• Communicate findings and repair option</li> <li>• Test vehicles post-repair to ensure proper functionality</li> <li>• Order and replace parts, collaborating with suppliers</li> <li>• Attend breakdown repair and recovery of operational equipment</li> <li>• Reduce equipment downtime and enhance equipment performance through quality maintenance works</li> <li>• Proper recording of works carried out on equipment</li> <li>• Any others ad hoc job assigned by supervisor</li> <li>• Maintain a high standard of housekeeping at workplace</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8am to 5.45pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 1 Banyan Place</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensure strict adherence to all workplace Health &amp; Safety policies, legal and company regulations, with proper documentation and storage.</li> <li>Practice safe work procedures and safety rules implemented at the workplace.</li> <li>Not to engage in any unsafe or negligent act that may endanger self or others.</li> </ul>	

## #10 MCI Career Services

*MCI Career Services Pte Ltd is a full-fledged professional recruitment firm that has been providing a one-stop solution to a comprehensive range of Human Resource needs for more than 15 years. We hire a diverse range of positions across various industries, from rank and file to senior management.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Admin Officer / Executive</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Responsible in organizing and managing calendar schedule including meetings, clinical work and events.</li> <li>Co-ordinate meetings, set up, book venues, collate an agenda and arrange catering requirements when necessary.</li> <li>Responsible in the arrangement of overseas travel schedule and itineraries for the office.</li> <li>Responsible in providing effective and efficient secretarial and administrative support to the relevant department on a daily basis.</li> <li>Handle in-coming and out-going correspondences.</li> <li>Perform typing, faxing, sorting, filing, scanning, photocopying and recording of documents and forms.</li> <li>Prepare and submit all expenses claims and records for the office.</li> <li>Assist in data collation, preparation of presentation slides, reports and documents.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Office Hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Handle purchase and work requisition processes, from calling suppliers for quotation to submitting invoices to Finance for payment.</li> </ul>	
<b>Airline Cargo Coordinator</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Handle cargo shipments and documentation and engage with airlines and third parties like agents.</li> <li>Manage a team of cargo handlers.</li> <li>Demonstrate supervisory skills.</li> <li>Be comfortable with shift work.</li> <li>Multi-task and communicate effectively with clients.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> Rotating Shifts</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> SATS</li> </ul>
<b>Assistant/Outlet Manager</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Overseas operations of the outlet</li> <li>Ensuring compliance with health, safety, food handling, and hygiene standards</li> <li>Motivates staff and maintains an open channel of communication between the staff and management</li> <li>Hire and trains staff</li> <li>Organizes and oversees the staff schedules</li> <li>Ensures customer satisfaction, handles and resolves customer complaints</li> <li>Manages and maintains stock inventory</li> <li>Reports daily sales</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Shift Work Hours including weekends (44hrs)</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central</li> </ul>
<b>Cage Cashier</b>	<ul style="list-style-type: none"> <li>Conversant with English and at least one other Asian language</li> <li>Possess a flair for numericals and excellent service and communication skills</li> <li>Experience in handling cash and foreign exchange currencies preferred</li> <li>Able to operate electronic cashier equipment (e.g. note</li> </ul>	<ul style="list-style-type: none"> <li>Cash-in/ Cash-Out gaming chips</li> <li>Perform foreign currency exchange</li> <li>Redeem Slot Machine payout tickets/TITO/ vouchers for cash/cash equivalent</li> <li>Perform patron account transactions (safe keeping/front money deposits &amp; refunds)</li> <li>Check cashing, check/marker redemptions and consolidations</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	counters, counterfeit detectors) <ul style="list-style-type: none"> <li>Must be able to perform shift duties and work on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Perform credit card and EFTPOS cash advances</li> <li>Perform Rolling Chip Exchanges</li> <li>Other cashier tasks as required"</li> </ul>	
<b>Captains</b>	<ul style="list-style-type: none"> <li>Diploma/Degree in hospitality or related field preferred</li> <li>Candidates are to be comfortable with working on public holidays and on shifts</li> <li>Do let us know if candidates are comfortable with working night shifts &amp; in smoking environment</li> </ul>	<ul style="list-style-type: none"> <li>Provide friendly, excellent service to all Guests by escorting them to their respective seats.</li> <li>Assist staff to prepare, table set up and ensure the proper handling of all operating equipment.</li> <li>Always assume a pleasing and helpful attitude towards each Guest.</li> <li>Handle politely and channel all telephone messages received and handle reservations.</li> <li>Direct Guests to their table and remember to scatter the Guests evenly at various stations of the restaurant.</li> <li>Handle and solve any concerns and questions from customers.</li> <li>Supervise servers ensure excellent customer service is provided every time.</li> <li>Support Assistant Manager and Department in achieving all goals and Key Performance Objectives.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
<b>Card Shuffler</b>	<ul style="list-style-type: none"> <li>No prior experience needed</li> <li>Rotational Shift between Morning, Afternoon</li> <li>Overnight shift required during peak / festive season</li> <li>Able to carry up to 16kg load</li> </ul>	<ul style="list-style-type: none"> <li>Check and shuffle the playing cards.</li> <li>Assist Assistant Card Room Managers in delivering shuffled cards to the pits.</li> <li>Assist Card Room Supervisors in checking and destroying the used cards and other stock and inventories of Cardroom.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
<b>Cashier</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Take and input orders into Point-of-Sales (POS) and collect payment</li> <li>Issue receipt and paging device and explain to customers on waiting process</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> Shift Work Hours</li> <li><b>Employment Type:</b></li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Co-ordinate with kitchen</li> <li>Assist customers with queries</li> <li>Able to recommend and upselling</li> <li>May require to open/close cashier system</li> </ul>	Full-Time <ul style="list-style-type: none"> <li><b>Location:</b> Central</li> </ul>
<b>Casino Crew</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Manage an imprest cash float and balance it at the end of each shift.</li> <li>Handle various financial transactions supporting Casino Table Games, Slot Operations, and guests, including:</li> <li>Cash-in/Cash-out of gaming chips</li> <li>Foreign currency exchange</li> <li>Redeem Slot Machine payout tickets/TITO/vouchers</li> <li>Patron account transactions (deposits, refunds)</li> <li>Check cashing, marker redemptions, and consolidations</li> <li>Credit card and EFTPOS cash advances</li> <li>Rolling Chip Exchanges</li> <li>Conduct Team Member Bank functions accurately.</li> <li>Prepare table fills, receive table credits, and manage chip transfers.</li> <li>Balance Chip Bank inventory with the casino computer system.</li> <li>Maintain accurate balance sheets.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift Work Hours (Including PH &amp; Weekends)</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> Central</li> </ul>
<b>Class 3/4 Driver</b>	<ul style="list-style-type: none"> <li>Warehouse experience, physically fit, no medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>Installation of vending machines</li> <li>Stocks replenishment</li> <li>Delivery duties</li> <li>Warehousing duties</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 830am-530pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> West</li> </ul>
<b>Clinic Nurse</b>	<ul style="list-style-type: none"> <li>SNB License</li> </ul>	<ul style="list-style-type: none"> <li>Nurses provide care to patients, including administering medication,</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>performing physical exams, and monitoring vital signs. They also educate patients on their medical conditions and treatment plans, and help patients feel comfortable and well.</p> <ul style="list-style-type: none"> <li>• Medical procedures</li> <li>• Nurses assist physicians with procedures and examinations and may operate and monitor medical equipment.</li> <li>• Record keeping</li> <li>• Nurses maintain patient records, including health history, symptoms, and treatment plans.</li> <li>• Infection control</li> <li>• Nurses ensure that patients and staff follow infection control policies and procedures.</li> <li>• Communication</li> <li>• Nurses communicate with patients, families, and other medical providers.</li> <li>• Coordination</li> <li>• Nurses coordinate care with other medical providers, such as physicians and specialists.</li> </ul>	<p>Office Hours</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Island wide</li> </ul>
<b>Commis (III, II, I)</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the production of food items to ensure they follow the prescribed recipes and specifications. Adhere to all the standards of food presentation, production, and portioning controls.</li> <li>• Ensure quality food items according to the standards in place. It includes ensuring all food items are in perfect sanitary condition, applying "First in First out!" kitchen best practice.</li> <li>• Ensure all food products are stored properly in their appropriate fridges and storage containers throughout shift.</li> </ul>	<ul style="list-style-type: none"> <li>• NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Maintain a high standard of cleanliness and sanitation in and around all culinary work areas and ensure that all colleagues clean their stations after every service.</li> <li>Always ensure safe and proper use of equipment and instruct this to all culinary colleagues."</li> </ul>	
<b>Cook/Chef</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Handle a wide range of raw fish and other ingredients</li> <li>Bake, grill, steam and deep-fried meats, vegetables, fish, poultry and other foods</li> <li>Prepare ingredients for menu items and ensure adequate quantity to avoid wastage</li> <li>Ensure food portions and food presentation meet company standards</li> <li>Ensure ingredients and final products are fresh.</li> <li>Monitoring supplies and re-ordering stock as needed</li> <li>Packing and labelling of sashimi</li> <li>Maintain a clean and safe work area, including handling utensils, equipment and dishes</li> <li>Handle and store ingredients and food at the correct temperature in order to avoid spoilage</li> <li>Maintain food safety and sanitation standards</li> <li>Monitor and train subordinate to obtain good quality skills and performance</li> <li>Welcome and bids farewell to customers as part of an open concept restaurant environment</li> <li>Ad-hoc assigned by Chef</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Shift Work Hours including weekends(44hrs)</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Temporary</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Dealer</b>	<ul style="list-style-type: none"> <li>No prior experience needed</li> <li>Rotational Shift between Morning, Afternoon, Overnight</li> <li>CBT Test</li> </ul>	<ul style="list-style-type: none"> <li>Deal games and provide excellent and friendly service to every guest</li> <li>Deal assigned games according to Sands rules &amp;</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Dealer Math Test</li> </ul>	<p>procedures. Remain updated with changes as they occur</p> <ul style="list-style-type: none"> <li>Protect the integrity of games through observation and report any suspicious activities"</li> </ul>	
Enrolled Nurse/Staff Nurse/Senior Staff Nurse	<ul style="list-style-type: none"> <li>SNB License</li> </ul>	<ul style="list-style-type: none"> <li>Nurses provide care to patients, including administering medication, performing physical exams, and monitoring vital signs. They also educate patients on their medical conditions and treatment plans, and help patients feel comfortable and well.</li> <li>Medical procedures</li> <li>Nurses assist physicians with procedures and examinations and may operate and monitor medical equipment.</li> <li>Record keeping</li> <li>Nurses maintain patient records, including health history, symptoms, and treatment plans.</li> <li>Infection control</li> <li>Nurses ensure that patients and staff follow infection control policies and procedures.</li> <li>Communication</li> <li>Nurses communicate with patients, families, and other medical providers.</li> <li>Coordination</li> <li>Nurses coordinate care with other medical providers, such as physicians and specialists.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> - Including weekend, - 3 rotating shifts</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>
Full-Time / Part Time F&B Crew	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>To assist in greeting and seating of members and guests.</li> <li>To provide service according to the F&amp;B Department SOP.</li> <li>To be knowledgeable in all service techniques.</li> <li>To ensure that all pre-opening duties are completed on schedule daily.</li> <li>To ensure the proper set-up of tables and to make sure that</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> Shift Work Hours including weekends</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>all cutlery, silverware, glassware and chinaware are spotlessly clean and neatly laid out.</p> <ul style="list-style-type: none"> <li>To be familiar with all items on the menu. In this respect, you must have knowledge of all recipes, methods of preparation and preparation time.</li> <li>To recommend and promote items on the menu or specials to members/guests.</li> <li>To be willing to assist with any request or inquiry from Members/Guests.</li> <li>To be responsible for payment until the checks are handed over to the cashier.</li> <li>To present checks at the appropriate time without delay and hand them over to the cashier.</li> <li>To obtain feedback from Members/Guests and forward them to the attention of the F&amp;B Supervisor/Captain.</li> <li>To attend pre-service briefing and take note of daily F&amp;B events of the Club.</li> <li>To report problems and difficulties and offer solutions.</li> <li>To be familiar with the Club rules, procedures and operating times</li> <li>To maintain a high standard of personal hygiene, appearance and deportment always.</li> <li>To perform other related duties as required by the Outlet Executive/Supervisor or F&amp;B Manager</li> </ul>	Island wide
<b>Gardener</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Caring for trees, shrubs, flowers, and other plants in a designated area.</li> <li>Watering, pruning, weeding, fertilizing, and pest control.</li> <li>Trimming small trees, hedges and shrubs</li> <li>Removing unwanted, dead or damaged trees</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> 8am – 5.30pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Temporary</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Planting shrubs, flowers and trees</li> <li>Watering gardens, lawns and landscapes</li> <li>Grass cutting</li> <li>Fertilizing plants</li> <li>Monitoring and maintaining plant health</li> <li>Basic landscape maintenance such as cutting and pruning plants to maintain attractiveness is also part of the job.</li> <li>Good time management is required for scheduling tasks effectively.</li> <li>Provide excellent customer service.</li> <li>Physically fit with good hand-eye coordination</li> <li>Any other ad-hoc related duties assigned.</li> </ul>	<ul style="list-style-type: none"> <li><b>Location:</b> Central</li> </ul>
<b>Hostess</b>	<ul style="list-style-type: none"> <li>Minimum 1 year of F&amp;B experience; otherwise, fresh graduates from hospitality/ F&amp;B/ Tourism school specializations</li> <li>Candidates are to be comfortable with working on public holidays and on shifts</li> <li>comfortable with working night shifts &amp; in smoking environment</li> </ul>	<ul style="list-style-type: none"> <li>"Be responsible for making reservations, answering the phone, responding to any guest requests.</li> <li>Greeting each guest warmly. Be helpful, welcoming and pleasant towards each Guest.</li> <li>Seat the guests in the restaurant according to designated rotation plans. Seat Guests evenly and fairly at various stations of the restaurant.</li> <li>Personalize each guest's experience by using the guests' names where known. Acknowledge each special occasion where known. Pass on the relevant guest information to the Captains and Server Attendants.</li> <li>Thank Guests for patronizing the Restaurant as they leave.</li> <li>Maintain the Guests' profile and history, take note of all special occasions and dates for example birthdays, wedding anniversaries, etc.</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Relay all Guest comments to the Manager and Assistant Manager.</li> <li>Carry out any other duties as assigned by the supervisor. "</li> </ul>	
<b>Hotel Guest Service Officer</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Provide a smooth and timely check in/out for all residents</li> <li>Ensure accuracy and collection of outstanding bills from all residents</li> <li>Ensure that residents' request/s are followed promptly and efficiently throughout their stay</li> <li>Provide all residents with accurate and in-depth information upon their request, good knowledge of products, services, pricing and special events</li> <li>Maintain strict security procedures when issuing room keys and resident confidentiality</li> <li>Maintain good communication between residents and all departments both verbally and in writing as required</li> <li>Complete any other duties assigned by the Duty Manager/Guest Services Manager</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 7am – 4.30pm / 1pm – 10 pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central</li> </ul>
<b>Housekeeping Assistant</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Rooms cleaning (15 rooms credit a day);</li> <li>Public area cleaning, and this will be for inside and outside corridors, lobby area, public toilets, staff areas, meeting rooms.</li> <li>Mini bar replenishment (this is basically going to every room to replenish mini bar items in the room);</li> <li>Glassware operations (to take the glasses and cups from the room for washing at the dishwasher, and then to replace them back to the rooms);</li> <li>Line and laundry (collect, check and record all guest's</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 4 Workdays</li> <li><b>Working hours:</b> 7am – 11am/ 8am – 12 pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Temporary</li> <li><b>Location:</b> Central</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		laundry, check staff uniforms, delivery to guests rooms when the laundry is ready), also to help with deliveries to guest rooms.	
<b>Logistic Assistant</b>	<ul style="list-style-type: none"> <li>Warehouse experience, physically fit, no medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>Perform the daily activities of receiving, storing, inventory control and issuing of materials or products.</li> <li>Perform daily loading and unloading</li> <li>Assist in inventory stock take</li> <li>Perform any other ad-hoc duties</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.30am - 6.15pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> 35 Greenwich Drive</li> </ul>
<b>Logistic Officer</b>	<ul style="list-style-type: none"> <li>Warehouse experience, physically fit, no medical condition.</li> </ul>	<ul style="list-style-type: none"> <li>Handle shipping and airfreight inquiries from customers and responsible for shipment booking</li> <li>Communicate with customers, warehouse, and forwarder in day-to-day operations</li> <li>Ensure proper keeping of cycle count sheet</li> <li>Reconcile any stock discrepancies</li> <li>Assist with order processing</li> <li>Collate and compute the monthly KPI report</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> 8.30am to 6.15pm and / or 8.30am to 12.30pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> East &amp; West</li> </ul>
<b>Operation Executive</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>To lead a team of warehouse and administration personnel to ensure that services provided meet customers' requirements and objectives.</li> <li>To lead programs to achieve company policy &amp; objectives and program objectives</li> <li>Responsible for the operating cost and ensure profitability of the program.</li> <li>Process mapping with customers for new or changed business requirements.</li> <li>To provide performance and management reports to customers.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 830am-615pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Tampines</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Meet program Key Performance Indicators, examples order turnaround time, dock to stock, stock accuracy and to provide KPI to management.</li> <li>Identify and schedule training for warehouse and administration personnel.</li> <li>Ensure staff adhered strictly to operational and safety procedures.</li> <li>Ensure Quality Policy and Objectives are understood, implemented and compiled by staff.</li> <li>Ensure staff compliance to established processes</li> </ul>	
<b>Pastry Commis (III, I) - 1 position each only</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Monitor the production of food items to ensure they are following the prescribed recipes and specifications.</li> <li>Adhere to all the standards of food presentation, production, and portioning controls.</li> <li>Ensure quality food items according to the standards in place. It includes ensuring all food items are in</li> <li>perfect sanitary condition, applying "First in First out!" kitchen best practice.</li> <li>Ensure all food products are stored properly in their appropriate fridges and storage containers throughout shift.</li> <li>Maintain a high standard of cleanliness and sanitation in and around all culinary work areas and ensure that all colleagues clean their stations after every service.</li> <li>Always ensure safe and proper use of equipment and instruct this to all culinary colleagues."</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>
<b>Patient Service Associate / Clinic Assistant</b>	<ul style="list-style-type: none"> <li>Customer service experience</li> </ul>	<ul style="list-style-type: none"> <li>Provide frontline customer service for registration and appointments of department.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist with coordination and appointment booking for the customers.</li> <li>Administrative duties associated with the clinical services/programs.</li> <li>Ad hoc duties as assigned by supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>Mon - Fri, Staggered working hours between 7.30am – 8pm.</li> <li>-</li> <li>Required to work half day on Sat.</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> West</li> </ul>
<b>QA/QC Assistant</b>	<ul style="list-style-type: none"> <li>Detailed, meticulous, able to understand, read &amp; write simple English for work purposes</li> <li>Able to calculate simple Mathematics</li> <li>Willing to work long hours, work under pressure in a fast-moving environment, support overtime, weekends, and public holidays</li> <li>Comfortable to wear Personal Protective Equipment (PPE): Dust Coat, Hair Net, Safety Shoes.</li> <li>Must be open to supporting OT</li> </ul>	<ul style="list-style-type: none"> <li>Conduct checks for incoming goods against customers' reference(s)</li> <li>Pick / pack jobs, perform goods release where the goods match against the reference</li> <li>Raise non-conformity report for damages</li> <li>Check correct materials picked for repackaging</li> <li>Create work instructions for repackaging</li> <li>Conduct in-process sampling</li> <li>Check cargo against outgoing documents and ensure that the correct cargo picked for outbound</li> <li>Check documents completed correctly</li> <li>Check documents filed in order</li> <li>Authorized person to perform Batch Release for repackaged cosmetic products according to the procedure and ensuring that all relevant regulatory and GMP requirements are complied with</li> <li>Check site is tidy, with clear signage, no mixing of cargo</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8am-5pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> East &amp; West</li> </ul>
<b>Retail Sales Associate</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Manage daily store operations</li> <li>Attending to customer needs/enquiries</li> <li>Other ad-hoc duties assigned</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Operate cash registers and increase store sales</li> </ul>	Shift Working Hours <ul style="list-style-type: none"> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Contract</li> <li><b>Location:</b> Island wide</li> </ul>
<b>Retail Supervisor</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for achieving the store targets and providing a top-notch shopping experience to our customers.</li> <li>Assist customers in identifying and purchasing items and providing product recommendations where required.</li> <li>Maintain general housekeeping of the retail outlets, such as cashiering, tally sales reports, ensuring the tidiness of the retail outlets and product displays, etc.</li> <li>Maintain stock inventory, product replenishment and stock take.</li> <li>Provide orientation and product training for new retail assistants.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Including Weekend shift (44hrs)</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central Orchard</li> </ul>
<b>Security Officer</b>	<ul style="list-style-type: none"> <li>Security Personnel Permit</li> </ul>	<ul style="list-style-type: none"> <li>Access Control of the store, welcome of customers / filtering</li> <li>Routine Inspection of premises and surroundings</li> <li>General surveillance within the premises</li> <li>Escort of products and people may be required</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> Central</li> </ul>
<b>Service Attendants</b>	<ul style="list-style-type: none"> <li>Minimum 1 year of F&amp;B experience; otherwise, fresh graduates from hospitality/ F&amp;B/ Tourism school specializations</li> <li>Candidates are to be comfortable with working on public holidays and on shifts</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for handling food and beverage orders and serving guests</li> <li>Provide friendly, excellent service to all guests</li> <li>Assist fellow Team Members to perform preparation and setting up in the restaurants for food service and ensure</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Comfortable with working night shifts &amp; in smoking environment</li> </ul>	<ul style="list-style-type: none"> <li>all available amenities and utensils are properly stocked and inspected prior to service</li> <li>Assist guests on their respective requests, conduct suggestive and up-selling, well-versed in all aspects of the menu</li> <li>Handling all restaurant telephone and email reservation enquiries</li> <li>All other administrative duties in the restaurant"</li> </ul>	
<b>Service Captain</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for operating F&amp;B outlets assigned to him/ her.</li> <li>Monitor &amp; ensure F&amp;B service operations are running smoothly.</li> <li>Practice good customer relations and attend to customer complaints and queries satisfactorily.</li> <li>Ensure the Outlet is set-up for service and supervise for a smooth operation.</li> <li>Ensure minimum wastage, breakage and spoilage.</li> <li>Apply selling techniques by exceeding guest expectations and to increase revenue.</li> <li>Oversee cash and stock control consistently according to company policies</li> <li>Ensure all drinks are prepared and served according to SOP</li> <li>Create interesting cocktails and constantly innovate in preparation and presentation</li> <li>Understand the crucial aspect of bar and beverage control</li> <li>Pair food with drinks and make recommendations accordingly</li> <li>Train and motivate the service team</li> <li>Any ad hoc duties as required</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> Alt 5- 6 days 11am- 12am</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Central/East</li> </ul>
<b>Stewards</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Maintain cleanliness of assigned stewarding work areas</li> <li>Maintain F&amp;B OS&amp;E inventory</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Conduct deep and regular cleaning as per schedule</li> </ul>	
<b>Temp/Part time Picker Packer</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>To assist in workshop &amp; production machines, operating machines, including heavy lifting of cargo, welding jobs &amp; Etc.</li> <li>Ensure accurate stamping and labelling of products accurately.</li> <li>Operate Forklift &amp; Reach Truck</li> <li>Perform daily operations in accordance with SOPs to pick and pack cargo</li> <li>Performing fabrication work</li> <li>Check quality and quantity of goods, conduct daily checks, material handling and housekeeping of factory area</li> <li>Packing for delivery and assist in loading/unloading of goods</li> <li>Other ad-hoc duties as assigned by the Management and Workshop Foreman from time to time.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Mon - Fri 8AM-530PM</li> <li><b>Employment Type:</b> Part-Time</li> <li><b>Job Type:</b> Temporary</li> <li><b>Location:</b> West</li> </ul>
<b>Ward Service Associate</b>	<ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Provide excellent customer service to the patients</li> <li>Serving food and drinks to patients and clearing it once patients have finished their meals</li> <li>Checking food served against patient meal orders</li> <li>Maintain a high standard of cleanliness in and around workstations and strictly abide with sanitation regulations</li> <li>Assist nurses to meet patient's nutritional needs</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> <ul style="list-style-type: none"> <li>Including weekends.</li> <li>Fixed shift timing 10am-730pm, with 1 day is 10.00am – 7.00pm.</li> </ul> </li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Jurong East</li> </ul>
<b>Warehouse Supervisor</b>	<ul style="list-style-type: none"> <li>Have a valid operated forklift license.</li> <li>Knowledge in Warehouse Management, ISO and Safety compliances.</li> <li>Computer literacy is essential with</li> </ul>	<ul style="list-style-type: none"> <li>Manage storage of finished goods and components safely.</li> <li>Coordinate daily inbound/outbound shipments and material handling.</li> <li>Handle documentation for deliveries, goods received,</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8am-5pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>Microsoft Excel and knowledge in SAP system is an added advantage.</p> <ul style="list-style-type: none"> <li>• Able to work independently, have a strong team spirit and work to meet deadlines.</li> <li>• Good interpersonal skills and able to communicate with all levels of staff.</li> </ul>	<p>and material handling (Delivery Note, COA, Invoice, packing list, etc.).</p> <ul style="list-style-type: none"> <li>• Assist with physical stock counts and inventory checks as needed.</li> <li>• Maintain warehouse equipment and facilities.</li> <li>• Support the Manager in supervising the warehouse team to ensure safe, efficient operations, including inventory accuracy, DIFOT, FIFO, and 5S standards.</li> <li>• Monitor stock movements and investigate discrepancies.</li> <li>• Ensure consistent inventory management and supply.</li> <li>• Help identify hazards and improve warehouse processes.</li> <li>• Ensure compliance with OSHAS, 5S, and ISO safety standards.</li> <li>• Prepare inventory and activity reports as required.</li> <li>• Perform ad-hoc tasks and special assignments as needed.</li> </ul>	<p>Permanent</p> <ul style="list-style-type: none"> <li>• <b>Location:</b> West</li> </ul>

## #11 MINDS

*Social Service Agency in Singapore. Our commitment and vision to bring out the best in every individual with special needs permeate all that we do. By providing education, training, care, and sustainable job creation, we empower persons with special needs and their families, enabling them to pursue their aspirations.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Senior Training Officer</b>	<ul style="list-style-type: none"> <li>• Minimum Diploma Holder</li> <li>• Confident and effective communicator with good interpersonal skills</li> <li>• Possess good leadership skills and effective team player.</li> <li>• Computer literacy skills – MS Words, Excel and PowerPoint</li> <li>• Ability to thrive under work pressure</li> </ul>	<ul style="list-style-type: none"> <li>• To supervise the Centre's Day to day administration and operational matters – reporting directly to the Head of Centre</li> <li>• Centre Management</li> <li>• To deputize the Asst Manager in his/her absence</li> <li>• To provide mentoring, coaching, supervision and establish productive contact time with staff</li> <li>• To stand in for the TOs/ATOs in the management of training</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8.30am – 5.30pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Full-Time</li> <li>• <b>Location:</b> West</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>High level of energy, enthusiasm and a genuine commitment to achieving positive outcomes for people with intellectual disabilities</li> </ul>	<p>units and clients where there is a manpower shortage.</p> <ul style="list-style-type: none"> <li>Program Management &amp; Development</li> <li>To monitor the formulation, implementation and ensure proper documentation of assessment, evaluation and outcomes of the various Centre's training programs</li> <li>To work collaboratively and maintain networks with external agencies to advance clients' and staff's welfare</li> <li>To work collaboratively with the Allied Health Professionals such as – Psychologists, Social Workers, Physiotherapists, Occupational Therapists in the admission and management of clients</li> <li>To support the Asst Manager in the monthly clients' case review meetings and admission screening interviews.</li> <li>Administration &amp; Operations</li> <li>To chair monthly staff meetings as and when required</li> <li>To provide timely and accurate reports as required to the Head of Centre and relevant authorities</li> <li>To conduct annual staff appraisal under the Asst Manager's supervision.</li> <li>To ensure the staff observe the code of conduct, rules and regulations of the Centre.</li> <li>SECONDARY DUTIES AND RESPONSIBILITIES (20%) To facilitate public relations activities to promote the image of MINDS and the Centre</li> <li>- To support the Asst Manager in coordinating regular caregiver's interaction sessions.</li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Financial, Inventory &amp; Facility Management</li> <li>- To assist the Asst Manager in the management of the Centre's inventory</li> <li>- To assist the Asst Manager in facility management to ensure a safe environment for the clients and staff</li> <li>To ensure all money matters such as the Centre's petty cash, donations, fees collection are managed in accordance to MINDS Accounting Standard Operating Procedures</li> </ul>	
<b>Training Officer</b>	<ul style="list-style-type: none"> <li>Minimum O levels</li> <li>NITEC Certificate in Community Care &amp; Social Services (ITE)</li> <li>Certificate of Special Needs Education (MOE)</li> <li>Diploma of Special Education (MOE)</li> <li>Diploma in Disability Studies (SSI)</li> <li>Diploma of Community Services (SSI)</li> <li>Computer literacy skills MS Word, Excel and PowerPoint</li> <li>People-oriented team player</li> <li>Good interpersonal and communication skills</li> <li>Passion and great deal of patience to work with people with intellectual disabilities</li> </ul>	<ul style="list-style-type: none"> <li>Client Engagement &amp; Development:               <ul style="list-style-type: none"> <li>- To meaningfully engage, teach, train, supervise, maintain and develop the functioning level of clients to function adequately and independently in the following areas:</li> </ul> </li> <li>Home Living Skills</li> <li>Community Living &amp; Mobility Skills</li> <li>Social and Recreational Skills</li> <li>Work Readiness Skills</li> <li>Client/Trainee Management &amp; Development:</li> <li>Engage in continuous assessment, training and evaluation of trainees' holistic development</li> <li>Plan, implement and monitor trainees' security and safety procedures</li> <li>Support Allied Health Professionals:</li> <li>Monitor and implement programs designed by Allied Health Professionals in health fitness &amp; wellness program, motivational &amp; behaviors management plans as well as sensory awareness</li> <li>Communicate critical information to Social Worker and Centre Manager</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.30am – 5.30pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Full Time</li> <li><b>Location:</b> West</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>• Administrative &amp; Operations:</li> <li>• Support unit operational and logistics management</li> <li>• Ensure center/trainees safety and security</li> <li>• Update of clients'/trainee's daily attendance and participation in activities, events and programs in various client management system platforms</li> <li>• Engage in caregiver dialogue sessions, home visits and maintain good rapport and communication with parents / caregivers</li> <li>• Attend staff meetings and training as required</li> <li>• Event Management:</li> <li>• Staff will be assigned to oversee at least one of the following duties and will help the other staff when required:</li> <li>• Camp, Festive Celebrations, Sports Events, First Aid &amp; Medicare, Evacuation &amp; Emergency Planning Team, Transport Duties, Staff Welfare and others</li> <li>• Organize internal/external events and activities for trainees</li> <li>• Support volunteer engagement events</li> <li>• Supporting public education activities</li> <li>• Support MINDS events at organization level</li> <li>• Please watch this recruitment video to find out more about the role of Training Officer - <a href="https://bit.ly/3fHXuvv">https://bit.ly/3fHXuvv</a></li> </ul>	

## #12 MOS Foods Singapore

Since 1972, MOS Burger has offered a wide variety of unique and original MOS burgers, as well as local specialties. Menu and styles might have changed but the MOS policy and passionate commitment to creating delicious, quality burgers has never changed.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Manager</b>	<ul style="list-style-type: none"> <li>• Minimum GCE N/O Level/ITE/Shatec/Diplo ma holders.</li> <li>• Preferably 1 years' experience in F&amp;B.</li> <li>• Entry level/No experience are welcome to apply.</li> <li>• Able to perform shift work and work on weekends.</li> </ul>	<ul style="list-style-type: none"> <li>• Overall responsible for the smooth operations of the restaurant and efficiently achieving sales target and enforcing HDC standards.</li> <li>• Solicit customer feedback to understand the needs and wants of customers.</li> <li>• Consistently monitor product and labor costs to remain within budget.</li> <li>• Achieving sales targets and ensuring profitability of the outlet.</li> <li>• Conduct stock count and receive for food &amp; beverage, packaging and all other stocks.</li> <li>• Provide training and coaching to staff assess performance.</li> <li>• Involved in the various station work and the maintenance of the restaurant.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8 working hours per day</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Island wide</li> </ul>
<b>Crew Member</b>	<ul style="list-style-type: none"> <li>• No experience is required, and training is provided</li> </ul>	<ul style="list-style-type: none"> <li>• Perform various stations' work: Cashier, Kitchen duties, Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5.5 Workdays</li> <li>• <b>Working hours:</b> 8 working hours per day</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Island wide</li> </ul>
<b>Mechanical &amp; Electrical Executive</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of maintenance and repair.</li> <li>• Able to work at weekends and odd hours.</li> <li>• A willing to learn attitude.</li> <li>• Self-reliant</li> <li>• Must be able to lift heavy objects.</li> </ul>	<ul style="list-style-type: none"> <li>• Handling of work orders (email and physical)</li> <li>• Arranging repair work</li> <li>• Liaising with vendor</li> <li>• Permit to work application</li> <li>• Minor repair and maintenance works</li> <li>• Replacement of cabinet door hinges</li> <li>• Replacement of electrical plugs</li> <li>• Replacement of light bulbs (low height)</li> <li>• Any other minor repair work</li> <li>• Routine servicing work</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 8 working hours per day</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> Kaki Bukit Road 3 Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Cleaning of fan motor area for all chillers and freezer (3 times/store/year)</li> <li>Cleaning of cables and plugs</li> <li>Assist in project</li> <li>Operating supplies control</li> <li>Control of operating supplies inventory.</li> <li>Issuing of operating supplies.</li> </ul>	
<b>Trainee Manager</b>	<ul style="list-style-type: none"> <li>Minimum O Level</li> <li>Entry level/No experience are welcome to apply.</li> <li>Able to perform shift work and work on weekends.</li> </ul>	<ul style="list-style-type: none"> <li>Overall responsible for the smooth operations of the restaurant and efficiently achieving sales target and enforcing HDC standards.</li> <li>Solicit customer feedback to understand the needs and wants of customers.</li> <li>Consistently monitor product and labor costs to remain within budget.</li> <li>Achieving sales targets and ensuring profitability of the outlet.</li> <li>Conduct stock count and receive for food &amp; beverage, packaging and all other stocks.</li> <li>Provide training and coaching to staff assess performance.</li> <li>Involved in the various station work and the maintenance of the restaurant.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> Island wide</li> </ul>

### #13 Orchard Hotel Singapore

Hotels

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Accountant</b>	<ul style="list-style-type: none"> <li>At least 3-5 years in a similar position or equivalent capacity in Hotel Industry</li> <li>Analytical, with strong management and problem-solving skills</li> <li>Ability to lead and delegate</li> <li>Excellent accuracy in managing accounts &amp; related management information</li> </ul>	<ul style="list-style-type: none"> <li>Lead the month end closing activities, prepare and review of journals and reports</li> <li>Prepare monthly financial statements, audit schedules, reconciliation of accounts, inter-company confirmation and other accounting records of the hotel</li> <li>Prepare management reports and analysis</li> <li>Coordinate with various departments for end month closing</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.25 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Review, code and check posting of payments by Accounts Payable</li> <li>Handle taxation and Capex transactions</li> </ul>	
<b>Call Centre Agent</b>	<ul style="list-style-type: none"> <li>At least 1 year of work experience in a similar capacity in the Hotel Industry.</li> <li>Energetic, proactive, self-driven, highly motivated and have excellent interpersonal and communication skills.</li> <li>Adaptable, determined and be someone who wants to be in a fast-paced environment that promotes changes and drives for achievements.</li> <li>Knowledge of Opera System would be an added advantage.</li> </ul>	<ul style="list-style-type: none"> <li>Answer all incoming calls quickly and efficiently and connect to the respective guests or department.</li> <li>Log-in guests' request, channel them to the relevant department for action and follow-up on status of job completion.</li> <li>Oversee wake up calls process.</li> <li>Report on any faculty telephone lines and monitor television channel connection.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.75 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>
<b>Chief Steward</b>	<ul style="list-style-type: none"> <li>The incumbent is expected to have a track record of at least 2 years of work experience in a similar capacity.</li> <li>You need to be service-oriented, energetic, proactive, self-driven, highly motivated and have excellent interpersonal and communication skills.</li> <li>You should also be adaptable, determined and be someone who wants to be on a fast-paced environment that promotes changes and drive for achievements.</li> <li>Able to perform rotating work shifts on</li> </ul>	<ul style="list-style-type: none"> <li>Oversee, manage and deploy stewarding staff, outsourced stewarding contractors and part timers to ensure smooth department operations.</li> <li>Organize equipment for daily food preparation.</li> <li>Maintain and conduct inventory checks and count on operating equipment.</li> <li>Manage equipment breakages, purchases, usage, and storage. Monitor procedures to reduce breakages and equipment loss.</li> <li>Determine optimal staffing, product, stock, and equipment levels based on business needs.</li> <li>Uphold cleanliness standards for operating equipment and kitchens.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.75 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	weekends and public holidays.	<ul style="list-style-type: none"> <li>Ensure hygiene and safety standards are maintained throughout the department.</li> <li>Ensure working areas meet NEA sanitation regulations.</li> <li>Monitor cleaning procedures, equipment storage, and waste removal.</li> <li>Supervise staff performance, implement training, organize rosters, and provide counselling when necessary.</li> <li>Undertake ad-hoc duties as assigned by the Manager.</li> </ul>	
<b>Duty Manager</b>	<ul style="list-style-type: none"> <li>At least 2 years of working experience in a similar capacity in the hospitality industry</li> <li>Diploma in Hotel Management or equivalent.</li> <li>Good organizational skills, ability to prioritize workload and handle pressure.</li> <li>Good leadership with strong interpersonal and communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>Greeting and extend hospitality to all guests</li> <li>Handle guest check-in and check-out at the reception</li> <li>Ensure a smooth and efficient running of the Hotel's operations</li> <li>Supervise the activities and manpower deployment of the front office team on the assigned shift</li> <li>Handle guest enquiries and feedback professionally, to maximize guests' satisfaction</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.5 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>
<b>Front Office Executive</b>	<ul style="list-style-type: none"> <li>At least 1 year of work experience in a similar capacity in the Hotel Industry</li> <li>Energetic, proactive, self-driven, highly motivated and has excellent interpersonal communication skills</li> <li>Adaptable, determined and be someone who wants to be in a fast-paced environment that promotes changes and drives for achievements</li> <li>Knowledge of Opera System would be an added advantage</li> </ul>	<ul style="list-style-type: none"> <li>Perform check-in and out duties</li> <li>Handle guests' feedback in a professional manner and according to the Hotel's operational standards</li> <li>Manage guest requests and enquiries professionally to ensure seamless stay experience</li> <li>Perform cashiering duties and check all guests' bills before presentation to guest upon checking out</li> <li>Take incoming calls quickly and efficiently to connect to the respective guest or department</li> <li>Log-in guests' requests, channel them to the relevant department for action and</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.75 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		follow-up on status of job completion <ul style="list-style-type: none"> <li>Oversee wake up calls process</li> </ul>	
<b>Guest Experience Executive</b>	<ul style="list-style-type: none"> <li>Students waiting for school results are welcome to apply</li> <li>Excellent communication and interpersonal skills</li> <li>Positive and enthusiastic attitude</li> <li>Flexibility to work various shifts, including weekends and holidays</li> </ul>	<ul style="list-style-type: none"> <li>Assist in preparing and handling Warm Welcome and Fond Farewell for VIPs</li> <li>Perform front office check-in and out duties</li> <li>Manage guest requests and enquiries professionally to ensure seamless staying experience</li> <li>Engage with guests in the Hotel lobby in a friendly and approachable manner, creating a positive and welcoming atmosphere</li> <li>Assist in organizing and implementing guest events and programs that engage guests</li> <li>Provide timely and accurate information regarding hotel services and amenities</li> <li>Adherent to all hotel policies and procedures, including safety and security guidelines</li> <li>Assist with various operational tasks where necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.5 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>
<b>Guest Service Ambassador (3 months contract)</b>	<ul style="list-style-type: none"> <li>Students waiting for school results are welcome to apply</li> <li>Excellent communication and interpersonal skills</li> <li>Positive and enthusiastic attitude</li> <li>Flexibility to work various shifts, including weekends and holidays</li> </ul>	<ul style="list-style-type: none"> <li>Guide guests through the self-check-in kiosk process, ensuring a smooth and efficient experience</li> <li>Provide timely and accurate information regarding hotel services and amenities</li> <li>Address guest inquiries and concerns promptly and professionally</li> <li>Engage with guests in a friendly and approachable manner, creating a positive and welcoming atmosphere</li> <li>Adherent to all hotel policies and procedures, including safety and security guidelines</li> <li>Assist with various operational tasks where necessary</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.5 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Housekeeping Cleaner</b>	<ul style="list-style-type: none"> <li>At least 1 year's working experience in similar capacity</li> <li>Able to work in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>Clean guest rooms</li> <li>Always maintain cleanliness and tidiness</li> <li>Work closely with Floor Housekeeper</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 6 Workdays</li> <li><b>Working hours:</b> 8 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>
<b>Porter</b>	<ul style="list-style-type: none"> <li>At least 1 year working experience in similar capacity.</li> <li>Customer service oriented, energetic and proactive.</li> <li>Able to work in a fast-paced environment.</li> <li>Able to work independently as well as in a team.</li> </ul>	<ul style="list-style-type: none"> <li>Greeting guests at the Hotel entrance.</li> <li>Acknowledge, welcome and depart all guests to and from the Hotel, helping with guests' luggage.</li> <li>Ensure smooth flow of traffic at the Hotel driveway.</li> <li>-Assist guests at the lobby and driveway.</li> <li>Ensure all guest luggage's are delivered to room / brought down from room.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.5 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>
<b>Restaurant Operations Executive</b>	<ul style="list-style-type: none"> <li>At least one year of relevant experience in a similar capacity.</li> <li>Service oriented team player with excellent interpersonal and communication skills.</li> <li>Able to multi-task and work under pressure in a fast-paced environment.</li> <li>Able to perform rotating work shifts on weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in the supervision of the daily operations of the assigned outlet.</li> <li>Ensure all team members in the restaurants are familiar with the restaurant's menu and service procedures.</li> <li>Establish a rapport with guests and extend them with the optimum possible service.</li> <li>Recommend guests on our restaurant menu or offer alternatives.</li> <li>Manage guest relations and handle feedback concerning food and services.</li> <li>Assist the Manager with the necessary administrative duties.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.75 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>
<b>Stewarding Supervisor</b>	<ul style="list-style-type: none"> <li>The incumbent is expected to have a track record of at least 2 years of work experience in a similar capacity</li> </ul>	<ul style="list-style-type: none"> <li>Ensure the hygiene and proper sanitation of working areas for storage, preparation and serving of foods in the hotel in compliance with all relevant NEA legislations.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.5 working hours per day</li> <li><b>Employment Type:</b></li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>You need to be service oriented, energetic, proactive, self-driven, highly motivated and have excellent interpersonal and communication skills</li> <li>Able to perform rotating work shifts on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Be responsible for proper maintenance and inventory of all operating equipment in the food &amp; beverage department.</li> <li>Ensure that hygiene and cleanliness are maintained in all kitchen areas.</li> <li>Organize equipment for daily food preparation and other necessary kitchen equipment.</li> <li>Monitor the cleaning of premises, cleaning and storage of kitchen equipment and the removal of waste.</li> <li>Keep control of all chinaware, glassware, silverware, flatware and hollowware. Conducts regular stock take and ensure they are kept in a hygienic and clean condition.</li> </ul>	Full-Time <ul style="list-style-type: none"> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>
<b>Waiter/Waitress</b>	<ul style="list-style-type: none"> <li>Service oriented team player with good interpersonal and communication skills</li> <li>Cheerful and pleasant personality</li> <li>Able to perform rotating work shifts on weekends and public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for handling food and beverage orders and serving guests.</li> <li>Upsell food &amp; beverages to optimize revenue.</li> <li>Anticipate guests' needs and deliver service promptly.</li> <li>Ensure that mis-en-place / side stations are all set up with food items, non-food items such as crockery and tableware before the shift commences.</li> <li>Maintain cleanliness and always upkeep the outlet outlook.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 8.5 working hours per day</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 442 Orchard Road</li> </ul>

## #14 Pratt & Whitney

*Pratt & Whitney, an RTX business, is a world leader in the design, manufacture and service of aircraft engines and auxiliary power units for commercial, military and business aircraft. Through industry-leading businesses – Collins Aerospace, Pratt & Whitney, and Raytheon – RTX pushes the limits of technology and science to redefine how we connect and protect our world.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Assistant Production Controller</b>	<ul style="list-style-type: none"> <li>Min Diploma in Engineering or relevant disciplines</li> <li>1 year of relevant experience or no experience who are</li> </ul>	<ul style="list-style-type: none"> <li>Facilitates lifting, carrying and movement of fan-blades and turbine discs on the shop floor.</li> <li>Coordinates the expediting and tracking of priority on the shop floor.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 7.30 am - 4.48 pm</li> <li><b>Employment Type:</b> Full-Time</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>keen or pursuing aerospace industry.</p> <ul style="list-style-type: none"> <li>• Comfortable in collaborating and communicating with stakeholders from various hierarchical levels and functional backgrounds.</li> <li>• Strong attention to detail and possess the ability to take initiative without needing constant supervision.</li> <li>• Ability to prioritize tasks effectively and manage responsibilities within deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides and maintains the visual representations of production status.</li> <li>• Supports the deployment of visual factory initiatives.</li> <li>• Engages in continuous Improvement projects.</li> <li>• Promotes Ergonomic and Personnel Protective Equipment awareness activities.</li> <li>• Participate in the planning of part movement on the shopfloor.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 51 Seletar Aerospace View</li> </ul>
<b>Customer Service Officer</b>	<ul style="list-style-type: none"> <li>• Diploma in Engineering or Marketing (sales and services) or any other related field.</li> <li>• Minimum 4 years work experience in relevant aerospace industry.</li> <li>• Possess mature disposition, keen business acumen, and excellent interpersonal skills to work in a team.</li> <li>• Able to work independently at times and support off-hours Aircraft on Ground (AOG) requests.</li> <li>• Possess analytical mindset to assess customer requirement opportunities effectively, effectively build long-term business relationships with key customers using excellent written and</li> </ul>	<ul style="list-style-type: none"> <li>• Management of shop engine events and rental engine events for customers within the Asia Pacific region.</li> <li>• Ensure customer requirements and expectations are effectively communicated to the respective department within P&amp;WC for rental engine support and induction to the shop.</li> <li>• Collaborate across various departments (Sales, Program, Leaseco, Shop) to meet to customer requirement, evaluate alternatives and develop solutions to support customer's needs.</li> <li>• Support AOG events after office hours and weekend as required.</li> <li>• Ensure that all customer queries are addressed and responded to in a timely manner.</li> <li>• Participate in regular meetings with the network regarding engine deployment and status updates.</li> <li>• Liaise with customers to manage a 3-month rental</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30 am - 4.35 pm 4.15 pm - 1.20 am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 10 Loyang Crescent</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	verbal communication skills.	engine requirement and engine shop visit forecast (scheduled/unscheduled removals) <ul style="list-style-type: none"> <li>• Usage of tools such as SAP, CRM, EMF and SharePoint.</li> <li>• Build and maintain strong relationships with customers within the region.</li> <li>• Participate in cost reduction initiatives and/or other strategic initiative projects.</li> </ul>	
<b>Logistics Specialist</b>	<ul style="list-style-type: none"> <li>• GCE"O" level, NITEC, or Diploma in Precision/Aerospace/ Mechanical Engineering</li> <li>• Min 1 year of working experience in logistics</li> <li>• Willing to work on rotating shifts</li> <li>• Knowledge in software application – SAP system</li> <li>• Engages with vendors and drivers with a positive attitude</li> <li>• Strong sense of time organization and urgency</li> <li>• Good written and verbal communication skills</li> <li>• Able to work independently and within a team</li> </ul>	<ul style="list-style-type: none"> <li>• Manages the shipment and receipt of all products, materials and supplies.</li> <li>• Collaborates and communicates with customer service representatives, service providers and others involved in the shipment and received of products.</li> <li>• Track, traces and updates the status of incoming and outgoing shipments.</li> <li>• Promptly unloads and loads truck, sorts and unpack receivables and pack goods for delivery.</li> <li>• Create sale orders for receiving and post good issues on orders for delivery in SAP system</li> <li>• Maintain an accurate log sheet, scanning document and counting accurately.</li> <li>• Support the Continuous Improvement programs and ACE Activities within the company</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30 am - 4.48 pm 7.30 pm - 4.48 am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 61 Seletar Aerospace View</li> </ul>
<b>QC Inspector</b>	<ul style="list-style-type: none"> <li>• Diploma in Engineering or relevant disciplines.</li> <li>• 2 years relevant experience in using various types of inspection equipment and visual inspection aids or no experience who are keen to pursue aerospace industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform visual and dimensional inspection of incoming and outgoing aircraft component parts.</li> <li>• Perform incoming, in-process and final inspection of repairable parts components to ensure conformance to related documents and required repairs.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30 am - 4.48 pm 7.30 pm - 4.48 am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Ability to understand basic technical instructions and standard operation procedures (SOP).</li> <li>Good working knowledge of MS Office applications and SAP.</li> <li>Meticulous with an eye for details and adopts a hands-on approach.</li> <li>Self-motivated and able to work independently with a positive attitude towards changing management.</li> <li>Good team player with strong communication and interpersonal skills.</li> <li>Commit to work on rotating shifts (Day &amp; Night) and overtime on need basis.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure parts are repaired according to the prescribed standards and procedures.</li> <li>Understand the current specifications involving inspection tolerances, limitations, and procedures established by the manufacturer of the product being inspected and with other forms of information.</li> <li>Conduct inspection in accordance with regulatory approved technical data.</li> <li>Carry out SAP transactions and make necessary changes to work order in SAP.</li> <li>Attend EH&amp;S training programs and take personal responsibility to ensure safety adherence.</li> <li>Support the continuous improvement programs and CORE (Customer Oriented Results &amp; Excellence) activities.</li> </ul>	<ul style="list-style-type: none"> <li>61 Seletar Aerospace View</li> </ul>
<b>QC Inspector</b>	<ul style="list-style-type: none"> <li>Diploma in Engineering or relevant disciplines.</li> <li>2 years of relevant quality inspection experience.</li> <li>Familiar with various inspection methods, techniques, practices, aids, equipment, and tools used to determine the quality of airworthiness of a part.</li> <li>Proficient in the use of various types of inspection equipment and visual inspection aids such as Stylus, Vernier Caliper, Shadowgraph, Gap Gun etc.</li> <li>Pass vision exam (Jaeger #1 test chart at not less than 12</li> </ul>	<ul style="list-style-type: none"> <li>Perform in-process and final visual and dimensional inspection on aircraft components.</li> <li>Inspect aircraft components and ensure conformance against the technical drawings, work instructions and specification requirements.</li> <li>Prepare Inspection Report.</li> <li>Understand and interpret CMM, Blue light inspection reports.</li> <li>Understand specifications for inspection tolerances, limitations and procedures established by the manufacturer of the product being inspected.</li> <li>Participate in audits and inspections as and when required.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 7.30 am - 4.48 pm 2.30 pm - 11.48 pm 10.30 pm - 7.48 am</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 51 Seletar Aerospace View</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	inches) and a color blindness test. <ul style="list-style-type: none"> <li>• Ability to understand basic technical instructions, drawing and standard operation procedures (SOP).</li> <li>• Meticulous with an eye for details and adopts a hands-on approach.</li> <li>• Willing to work on rotating shifts (Day &amp; Night) and overtime on a necessary basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate commitment to safety requirements by complying to EH&amp;S regulations and policies.</li> <li>• Support the continuous improvement programs and CORE (Customer Oriented Results &amp; Excellence) activities.</li> <li>• Comfortable to learn new advanced technology.</li> <li>• Carry out any other duties as assigned.</li> </ul>	
<b>Technician (aero-engine components)</b>	<ul style="list-style-type: none"> <li>• Min "O" Level or NITEC in Engineering or relevant disciplines.</li> <li>• 2 years relevant experience or no experience who are keen to pursue aerospace industry.</li> <li>• Ability to understand basic technical instructions and standard operation procedures (SOP).</li> <li>• Comfortable with hands-on work to operate with equipment, tools, and machines.</li> <li>• A curious and learning mindset – we provide on-the-job trainings and certifications.</li> <li>• Self-motivated to work independently with a positive attitude towards changing management.</li> <li>• Good team player with strong communication and interpersonal skills.</li> <li>• Willing to work on rotating shifts (Day &amp;</li> </ul>	<ul style="list-style-type: none"> <li>• Repair &amp; overhaul of the aero-engine components by benching, blasting, brazing, blending, polishing, welding, machining, or using other required mechanical skills.</li> <li>• Follow procedures and guidelines to meet operational requirements and quality standards.</li> <li>• Support and participate in the EH&amp;S programs and activities within the company.</li> <li>• Report any incidents, hazardous conditions, and emergencies to the supervisor.</li> <li>• Perform an assessment of risk of the activities and take corrective and preventive actions.</li> <li>• To participate in audits and inspections as and when required.</li> <li>• Attend EH&amp;S training programs and takes personal responsibility to ensure safety adherence.</li> <li>• Support the continuous improvement programs and CORE (Customer Oriented Results &amp; Excellence) activities within the company</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30 am - 4.48 pm 7.30 pm - 4.48 am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 61 Seletar Aerospace View</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Night) and overtime on a necessary basis.		
<b>Technician (CNC Machinist)</b>	<ul style="list-style-type: none"> <li>• NITEC in Engineering or relevant disciplines.</li> <li>• 2 years of CNC 3-axis, 5-axis or conventional machining experience or keen interests to learn machining operations.</li> <li>• Ability to understand basic technical instructions and standard operation procedures (SOP).</li> <li>• Comfortable with hands-on work to operate with equipment, tools, and machines.</li> <li>• A curious and learning mindset – we provide on-the-job trainings and certifications.</li> <li>• Self-motivated to work independently with a positive attitude towards change management.</li> <li>• Willing to work on rotating shifts (Day &amp; Night) and overtime on a necessary basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform machining operations to repair aircraft engine components in CNC, Lathe Machining, Grinding, Milling and/or EDM.</li> <li>• Cross-train to support the repair &amp; overhaul of the aero-engine components by benching, blasting, blending, polishing, or using other required mechanical skills.</li> <li>• Perform total productive maintenance (TPM) on machines.</li> <li>• Perform programming and troubleshooting as required by the engineer.</li> <li>• Follow procedures and guidelines to meet operational requirements and quality standards.</li> <li>• Report any incidents, hazardous conditions, and emergencies to the supervisor.</li> <li>• Perform an assessment of the risk of the activities and take corrective and preventive actions.</li> <li>• Participate in audits and inspections as and when required.</li> <li>• Attend EH&amp;S training programs and takes personal responsibility to ensure safety adherence.</li> <li>• Support the continuous improvement programs and CORE (Customer Oriented Results &amp; Excellence) activities.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30 am - 4.48 pm 7.30 pm - 4.48 am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 61 Seletar Aerospace View</li> </ul>
<b>Technician (CNC Machinist)</b>	<ul style="list-style-type: none"> <li>• NITEC in Engineering or relevant disciplines.</li> <li>• 2 years of CNC 3-axis, 5-axis or conventional machining experience or keen interests to</li> </ul>	<ul style="list-style-type: none"> <li>• Perform machining operations to repair aircraft engine components in CNC, Lathe Machining, Grinding, Milling and/or EDM.</li> <li>• Crosstrain to support the repair &amp; overhaul of the aero-engine components by</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30am - 3.50pm 3.30 pm - 11.50 pm 11.30 pm - 7.50 pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<p>learn machining operations.</p> <ul style="list-style-type: none"> <li>• Ability to understand basic technical instructions and standard operation procedures (SOP).</li> <li>• Comfortable with hands-on work to operate with equipment, tools, and machines.</li> <li>• A curious and learning mindset – we provide on-the-job trainings and certifications.</li> <li>• Self-motivated to work independently with a positive attitude towards changing management.</li> <li>• Willing to work on rotating shifts (Day &amp; Night) and overtime on a necessary basis.</li> </ul>	<p>benching, blasting, blending, polishing, or using other required mechanical skills.</p> <ul style="list-style-type: none"> <li>• Perform total productive maintenance (TPM) on machines.</li> <li>• Perform programming and troubleshooting as required by the engineer.</li> <li>• Follow procedures and guidelines to meet operational requirements and quality standards.</li> <li>• Report any incidents, hazardous conditions, and emergencies to the supervisor.</li> <li>• Perform an assessment of the risk of the activities and take corrective and preventive actions.</li> <li>• Participate in audits and inspections as and when required.</li> <li>• Attend EH&amp;S training programs and take personal responsibility to ensure safety adherence.</li> <li>• Support the continuous improvement programs and CORE (Customer Oriented Results &amp; Excellence) activities.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 5 Tuas Drive 2</li> </ul>
<b>Technician (Engine Assembly/Disassembly)</b>	<ul style="list-style-type: none"> <li>• Minimum NITEC / Higher NITEC in Mechanical Engineering, Electrical Engineering or any other related discipline.</li> <li>• Minimum 2 years' work experience in engine disassembly/assembly or test in aviation industry.</li> <li>• Able to display Continuous Improvement competencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize machines/ equipment/ tools to carry out disassembly and assembly functions of engines, their associated modules, parts, components or accessories.</li> <li>• Execute operation procedures within the cell based on Overhaul Maintenance Manual</li> <li>• Solve technical issues and problems as appropriate when encounter in their daily work.</li> <li>• Actively support and participate in EHS and Continuous Improvement and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30 am - 4.35 pm 4.15 pm - 1.20 am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 10 Loyang Crescent</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Self-motivated and able to work independently with a positive attitude towards changing management.</li> <li>Good understanding of technical drawing.</li> </ul>	<p>Ethics culture projects and any other corporate initiatives.</p> <ul style="list-style-type: none"> <li>Assist the Operations Leaders in their daily operations to achieve production targets, corporate goals and discipline.</li> <li>Carry out SAP transactions and make necessary changes to work order in SAP.</li> </ul>	
<b>Technician (Polisher)</b>	<ul style="list-style-type: none"> <li>NITEC in Engineering or relevant disciplines.</li> <li>Ability to understand basic technical instructions and standard operation procedures (SOP).</li> <li>Comfortable with hands-on work to operate with equipment, tools, and machines.</li> <li>A curious and learning mindset – we provide on-the-job trainings and certifications.</li> <li>Self-motivated to work independently with a positive attitude towards changing management.</li> <li>Good team player with strong communication and interpersonal skills.</li> <li>Willing to work on rotating shifts (Day &amp; Night) and overtime on need basis.</li> </ul>	<ul style="list-style-type: none"> <li>Repair/ overhaul aero-engine components by blasting, blending, polishing, or using other required mechanical skills.</li> <li>Follow established procedures and guidelines to form a variety of simple, manual tasks that form part of a production process, manufacture products according to production specifications and schedules, volume, cost, and wastage targets, and quality standards.</li> <li>Support and participate in the EH&amp;S programs and activities within the company.</li> <li>To report on all incidents (injuries, illnesses, near misses, spills etc.), hazardous conditions, and emergencies to his/her supervisor.</li> <li>Responsible for performing an assessment of risk of his/her activities, taking corrective and preventive actions.</li> <li>Perform total productive maintenance (TPM) on machines.</li> <li>To comply with EH&amp;S regulations/policies/programs /rules and use personal protective equipment (PPE).</li> <li>To participate in audits and inspections as and when required.</li> <li>Attend EH&amp;S training programs and takes personal responsibility for safety.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 7.30am - 3.50pm 3.30 pm - 11.50 pm 11.30 pm - 7.50 pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 5 Tuas Drive 2</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>To provide a quality product that satisfies our customers' needs and expectations the first time, every time.</li> <li>Emphasizing a total quality management process which provides accuracy, and strict compliance with agency regulations and customer requirements, giving the highest degree of confidence; understanding that meeting the requirements of the next employee in the workflow process is just as important as meeting the needs of external customer.</li> <li>Improving the systems of production to generate continuing quality and productivity improvements with full accountability and responsibility.</li> <li>Perform my responsibilities in compliance with the Company Code of Ethics.</li> <li>Support the Continuous Improvement programs and CORE activities within the company</li> </ul>	
<b>Technician - Repair Operations (Cleaning)</b>	<ul style="list-style-type: none"> <li>Minimum NITEC, Higher NITEC or Diploma in Aerospace/ Mechanical/ Electrical Engineering or any other related discipline</li> <li>At least 2 years' work experience in repair workshop in aerospace MRO industry</li> <li>Good working knowledge in MS Office applications (MS Word, Excel and PowerPoint) and SAP</li> <li>High level of integrity, accountability and drive to complete tasks</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Workshop Engineers and Assistant Foreman in daily operational duties</li> <li>Perform engine repair duties such as cleaning, blasting, inspection and its associated duties on modules, parts, components, or accessories</li> <li>Support and participate in EH&amp;S and Continuous Improvement projects and initiatives actively</li> <li>Carry out housekeeping and other workshop activities as instructed by the Supervisor</li> <li>Comply with and adhere to EH&amp;S regulations, standards, requirements, and procedures</li> <li>Maintenance of tooling and fixture</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 7.30 am - 4.35 pm 4.15 pm - 1.20 am</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 51 Calshot Road</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Able to display Continuous Improvement competencies</li> <li>• Able to multi-task, work under pressure and support rotating shift</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out any other duties as assigned</li> </ul>	
<b>Technician (welder)</b>	<ul style="list-style-type: none"> <li>• GCE 'O' Level or NITEC in Precision, Aerospace, Mechanical or relevant disciplines.</li> <li>• 3 years relevant experience in TIG welding.</li> <li>• Comfortable to learn new welding methodology.</li> <li>• Ability to understand and follow technical drawing and standard operation procedures (SOP).</li> <li>• Meticulous with an eye for details and adopts a hands-on approach.</li> <li>• Willing to work on rotating shifts (Day &amp; Night) and overtime on need basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Perform TIG welding to refurbish aircraft engine components to meet quality standards.</li> <li>• Support the cell operations in benching, blasting, brazing, blending, polishing and cold working processes.</li> <li>• Potential to be trained in operating new Automation Machines.</li> <li>• Attend EH&amp;S training programs and take personal responsibility to ensure safety adherence.</li> <li>• Support the continuous improvement programs, CORE (Customer Oriented Results &amp; Excellence) activities.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30 am - 4.48 pm 7.30 pm - 4.48 am</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 61 Seletar Aerospace View</li> </ul>
<b>Technician (welder)</b>	<ul style="list-style-type: none"> <li>• GCE 'O' Level or NITEC in Precision, Aerospace, Mechanical or relevant disciplines.</li> <li>• 3 years relevant experience in TIG welding.</li> <li>• Comfortable to learn new welding methodology.</li> <li>• Ability to understand and follow technical drawing and standard operation procedures (SOP).</li> <li>• Meticulous with an eye for details and</li> </ul>	<ul style="list-style-type: none"> <li>• Perform TIG welding to refurbish aircraft engine components to meet quality standards.</li> <li>• Support the cell operations in benching, blasting, brazing, blending, polishing and cold working processes.</li> <li>• Potential to be trained on operating new Automation Machines.</li> <li>• Attend EH&amp;S training programs and takes personal responsibility to ensure safety adherence.</li> <li>• Support the continuous improvement programs, CORE (Customer Oriented</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 7.30am - 3.50pm 3.30 pm - 11.50 pm 11.30 pm - 7.50 pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 5 Tuas Drive 2</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	adopts a hands-on approach. <ul style="list-style-type: none"> <li>Willing to work on rotating shifts (Day &amp; Night) and overtime on a necessary basis.</li> </ul>	Results & Excellence) activities.	

## #15 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
<b>Class 4/5 Drivers</b>	<ul style="list-style-type: none"> <li>Must possess a valid Singapore Class 4 driving license</li> <li>At least 3 years of driving experience in Class 4 vehicle</li> <li>Good driving records required</li> <li>Responsible, with a good work attitude</li> <li>High safety awareness</li> </ul>	<ul style="list-style-type: none"> <li>Timely delivery of cargo to/from various locations</li> <li>Correctly load cargo at various locations, adhering to the policies and procedures of each loading location</li> <li>Correctly and safely securing cargo before moving vehicle</li> <li>Safe handling of trailer for mounting and offloading of containers</li> <li>Conduct daily inspections of the vehicle at the end of the day and report any problems or damage to the company immediately</li> <li>Perform pre/post trip vehicle inspection in accordance with company's safety procedures.</li> <li>Maintain assigned vehicles in good working condition and cleanliness of vehicle</li> <li>Comply with all road safety rules and regulations and safe work practices, procedures and policies always.</li> <li>Ensure proper documentation of all delivery and collection orders</li> <li>Any other roles and responsibilities as assigned by Management.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Mon-Fri: 8am to 5pm, S: 8am to 12.30pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> 2 Tuas Basin Lane, 4 Woodlands Height</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Customer Service Executive (Tuas)</b>	<ul style="list-style-type: none"> <li>Minimally 2 years of working experience</li> <li>Prior customer service or sales coordinator experience will be an advantage</li> <li>Experience in the logistics industry will be an advantage</li> <li>Friendly and welcoming disposition</li> <li>Has initiative, independent and able to work in a dynamic environment</li> <li>Good command of written and verbal English</li> <li>Excellent organizational and multitasking skills</li> </ul>	<ul style="list-style-type: none"> <li>Provide introductory information about the company and its products and services to new customers</li> <li>Responding to customer inquiries</li> <li>Advise customers on products or services to best suit their specific requirements</li> <li>Prepare quotations and follow up with customers for their acceptance.</li> <li>Document customer interactions when necessary, compiling job related documents to ensure that customer requirements are met.</li> <li>Prepare delivery orders and other relevant documents.</li> <li>Communicate all necessary job requirements clearly and efficiently to other stakeholders to ensure that customers' requirements/instructions are addressed.</li> <li>Resolve customers' concerns, if any.</li> <li>Build and maintain long-term business relationships with new and existing customers</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5</li> <li><b>Working hours:</b> Mon-Fri: 8am to 5pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> 2 Tuas Basin Lane</li> </ul>
<b>Marketing Manager</b>	<ul style="list-style-type: none"> <li>Bachelor's degree (or equivalent) in marketing, business, or related field.</li> <li>At least 2 – 5 years of experience in managing a marketing team</li> <li>Proven success in developing marketing plans and campaigns both online and offline.</li> <li>Experience with marketing automation and vendor management.</li> </ul>	<ul style="list-style-type: none"> <li>Strategic Planning and Execution:</li> <li>Develop and implement comprehensive marketing plans and strategies aligned with company goals.</li> <li>Conduct market research to identify new opportunities, market trends, and competitor activities.</li> <li>Collaborate with senior management to set marketing goals and objectives.</li> <li>Brand Management:               <ul style="list-style-type: none"> <li>Oversee the development and implementation of branding initiatives to</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5</li> <li><b>Working hours:</b> Mon-Fri: 8am to 5pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> 2 Tuas Basin Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Strong project management, multitasking, and decision-making skills.</li> <li>• May be required to travel</li> </ul>	<p>strengthen the company's market position.</p> <ul style="list-style-type: none"> <li>- Ensure consistent brand messaging across all marketing channels and materials.</li> <li>- Manage brand image to align with company values and objectives.</li> </ul> <ul style="list-style-type: none"> <li>• Campaign Management:               <ul style="list-style-type: none"> <li>- Plan, execute, and oversee marketing campaigns across various channels, including digital, print, and social media.</li> <li>- Monitor campaign performance and adjust strategies to maximize ROI and achieve the required KPIs.</li> </ul> </li> <li>• Content Creation:               <ul style="list-style-type: none"> <li>- Lead the creation of compelling marketing content, including brochures, newsletters, press releases, and digital content.</li> <li>- Ensure all content is consistent with brand voice and messaging.</li> </ul> </li> <li>• Digital Marketing:               <ul style="list-style-type: none"> <li>- Develop and execute digital marketing strategies, including SEO, SEM and social media, working together with our vendors.</li> <li>- Manage and optimize the company's online presence, including the website and social media platforms.</li> <li>- Analyze and report on digital marketing performance metrics and adjust strategies accordingly.</li> </ul> </li> <li>• Budget Management:               <p>Develop and manage the marketing budget, ensuring optimal allocation of resources.</p> <p>Monitor and report on marketing expenditure and ensure cost-effectiveness.</p> </li> </ul>	

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Team Leadership:               <ul style="list-style-type: none"> <li>Lead and mentor the marketing team, fostering a collaborative and innovative work environment.</li> <li>Provide guidance and support to team members in achieving their individual and team goals.</li> </ul> </li> <li>Tradeshow Management:               <ul style="list-style-type: none"> <li>Develop and execute comprehensive tradeshow plans, including both design and logistics.</li> <li>Coordinate with vendors and internal teams for timely preparation and delivery.</li> <li>Oversee on-site setup, staff management, and issue resolution.</li> <li>Ensure leads management and follow up</li> </ul> </li> <li>Corporate Social Responsibility:               <ul style="list-style-type: none"> <li>Develop and implement CSR initiatives that align with the company's values and goals, working with various internal and external stakeholders.</li> <li>Promote the company's CSR efforts through marketing and communication channels.</li> </ul> </li> <li>Reporting and Analysis:               <ul style="list-style-type: none"> <li>Track, analyze, and report on the effectiveness of marketing activities and campaigns.</li> <li>Provide insights and recommendations for continuous improvement.</li> <li>Prepare regular reports for senior management on marketing performance and impact.</li> </ul> </li> <li>11. Any other relevant duties assigned by Management</li> </ul>	
<b>Mechanical Design Engineer</b>	<ul style="list-style-type: none"> <li>Min 3 to 5 years relevant experiences</li> </ul>	<ul style="list-style-type: none"> <li>Be responsible for creating CAD drawings and bill of materials – shipping</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5</li> <li><b>Working hours:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>• Proficient in MS Office, Shared Point, &amp; SolidWorks.</li> <li>• Proficient in Written and Verbal Communication skills.</li> <li>• Experience with Structural Calculations and Analysis.</li> <li>• Able to write in a clear, concise manner, and generate comprehensive design reports.</li> <li>• Ability to adapt and multi-task.</li> <li>• Relevant work experience in logistics, semi-conductor or electronic industry is an advantage.</li> <li>• Experience in the creation and implementation of continuous improvement programs is an advantage.</li> <li>• Able to speak Mandarin as this position needs to communicate with Mandarin speaking counterpart.</li> </ul>	<ul style="list-style-type: none"> <li>• containers and lifting apparatus.</li> <li>• Able to conduct finite element analysis, and sizing calculations for anti-vibration devices and protective foams.</li> <li>• Able to tabulate the required bill of materials.</li> <li>• Able to assist Procurement Team with Supplier's enquiry.</li> <li>• Able to work with a Production Team or Contractor for the manufacturing.</li> <li>• Able to work alongside Professional Engineer for equipment certification.</li> <li>• Able to write work instruction.</li> </ul>	<p>Mon-Fri: 8am to 5pm</p> <ul style="list-style-type: none"> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Location:</b> 2 Tuas Basin Lane</li> </ul>
<b>Operations Controller</b>	<ul style="list-style-type: none"> <li>• Singaporeans Only.</li> <li>• Min Diploma in Logistic/Transportation or equivalent</li> <li>• At least 3 years of relevant experience in logistics operation and fleet control preferred, but not a must</li> <li>• Familiar with Singapore roads to assign jobs for drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Work closely with the customer service department on job arrangement</li> <li>• Plan and set priorities for daily activities efficiently, including:</li> <li>• Daily operation staff and fleet (heavy vehicles) deployments</li> <li>• Oversee the submission of name list and other documents for pre-job clearance</li> <li>• Arrange and co-ordinate with trailer &amp; crane subcontractor, if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5.5 Workdays</li> <li>• <b>Working hours:</b> Mon-Fri: 8am to 5pm, S: 8am to 12.30pm</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Location:</b> 2 Tuas Basin Lane</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Is proficient in English and able to speak Mandarin as this position require to liaise and work closely with Mandarin speaking colleagues and clients.</li> <li>Able to work independently with minimum supervision as well as a team player</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all job requirements are properly arranged and clearly disseminated to the relevant stakeholders</li> <li>Monitor daily jobs completion, ensure that all jobs are completed on time and up to service standards</li> <li>Monitor drivers' movement through GPS Tracking System</li> <li>Ensure all job documentation including DO and job-related safety documents are prepared properly</li> <li>Coordinate with warehouse for all incoming and outgoing cargo</li> <li>Arrange drivers for purchasing/collecting of materials/equipment</li> <li>Work closely with other controllers for efficient coordination of jobs arrangement</li> <li>Arrange manpower for any safety findings rectification</li> <li>Work with Human Resource on training scheduling and overtime matters for operations staff</li> <li>Any other ad-hoc duties assigned by superior.</li> </ul>	
<b>Operations Packer cum Mover</b>	<ul style="list-style-type: none"> <li>Candidate must be physically fit, as job requires physical handling of cargo</li> <li>Willing to learn</li> <li>Team player</li> </ul>	<ul style="list-style-type: none"> <li>Operate simple tools and equipment to pack, wrap, assemble/dismantle, move wide range of cargoes on &amp; off site</li> <li>Moving machines and wooden carting</li> <li>Assist to keep track of inventory and cargo movements</li> <li>Assist to load/unload items onto and off trucks</li> <li>Work as a team to complete assigned jobs each day</li> <li>Deliver professional packing and moving service while complying with safety requirements</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5.5 Workdays</li> <li><b>Working hours:</b> Mon-Fri: 8am to 5pm, S: 8am to 12.30pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> 2 Tuas Basin Lane, 4 Woodlands Height</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Assist in ad-hoc and routine tasks</li> </ul>	
<b>Sales Executive</b>	<ul style="list-style-type: none"> <li>Minimally 2 years of working experience</li> <li>Working experience in logistics or freight forwarding industry preferred</li> <li>Prior sales experience will be an added advantage</li> <li>Proactive, willing to learn</li> <li>Independent, with a sense of urgency and responsibility</li> <li>Good command of written and verbal English</li> <li>Excellent organizational and multitasking skills</li> <li>Possess own transport</li> </ul>	<ul style="list-style-type: none"> <li>Focus on expanding and developing market share</li> <li>Work closely with other departments to secure and grow new and existing customers.</li> <li>Execute sales strategies to achieve set sales objectives with support from other departments</li> <li>Follow up on potential customer prospects to clinch the sales</li> <li>Present job proposals to customers and lead commercial negotiation with customers</li> <li>Regular business reviews with customers to ensure customer satisfaction and business expansion</li> <li>Establish and maintain good professional relationships with key accounts and critical personal at customers</li> <li>Coordinate across different departments to ensure jobs are carried out smoothly</li> <li>Understand the needs and requirements of customers and provide the right advice and assistance to the customers</li> <li>Follow-up and co-ordinate with customers, operational/logistics &amp; other matters</li> <li>Share customer feedback, and information to relevant parties to resolve customers' issues, if any</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5</li> <li><b>Working hours:</b> Mon-Fri: 8am to 5pm</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Location:</b> 2 Tuas Basin Lane</li> </ul>

**#16 SingHealth Community Hospitals**



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Associate Executive, Clinical Administration Office</b>	<ul style="list-style-type: none"> <li>Diploma with 2 years' experience; or Higher NITEC / NITEC/ GCE N / O / A Level + 8 years' experience</li> <li>Good writing skills, meticulous and organised.</li> <li>Excellent communication and interpersonal skills. Able to work independently and supervise junior clerical staff.</li> <li>Experience in healthcare setting will be an advantage</li> <li>Proficient in Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for providing administrative and secretarial support to various clinical services in Medical, Nursing, Allied Health and the department. You will engage in effective office management such as maintaining and monitoring office equipment assets, ensuring proper documentation of purchases and timely submission of invoices and claims.</li> <li>You will ensure the smooth running of clinical service and operations through coordinating manpower-related activities and providing administrative support for new staff hiring activities. In addition, you will support processes required to comply with SCH policies and regulatory bodies. You will also help to coordinate and provide logistics support for staff education activities.</li> </ul>	9am - 6pm
<b>Senior / Associate, Billing</b>	<ul style="list-style-type: none"> <li>Higher NITEC / NITEC / GCE N / O / A level with 2 years' working experience preferably in the Billing function within the Finance department</li> <li>Experience in healthcare industry is an advantage</li> <li>A team player, resourceful, self-motivated and able to work independently</li> <li>Have a genuine interest in customer service and able to respond to enquiries and feedback from patients/next-of-kins in a courteous and professional manner</li> <li>Demonstrates good interpersonal and</li> </ul>	<ul style="list-style-type: none"> <li>You will be supporting the Business Office within SingHealth Community Hospitals (SCH). You will ensure timely and accurate inpatient billing to patient accounts, and the submission of claims to third party payers. You will administer the Medifund claim and disbursement process according to established policies, procedures and internal controls. You are expected to provide professional customer service to enquiries, feedback and explanation on hospital policies and Medisave regulations. You will also collaborate with other teams on programmes and activities that will contribute to the</li> </ul>	9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	effective communication skills.	department's growth and development.	
<b>Senior/Executive , Community Engagement &amp; Partnership</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in any field</li> <li>• Minimum 2 years' relevant experience</li> <li>• Well-versed in both photography and videography from pre-to post-production</li> <li>• Strong proficiency in Adobe Creative Cloud Software (Premiere Pro, Lightroom, Photoshop)</li> <li>• Have an interest in health and social care</li> <li>• Efficient self-starter, able to pick things up quickly and independently manage several projects</li> <li>• Good writing and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting to the Assistant Director, Community Engagement and Partnerships, the incumbent will assist to build and drive collaborative platforms together with internal stakeholders (clinical, nursing, allied health and operations) and external collaborators, to execute initiatives that deliver impact for our patients in the community, specifically in helping to bridge care from the hospital into the community.</li> <li>• As part of assisting departments in multi-disciplinary activities and initiatives involving SCH's community and industry partners, including education initiatives by the Education Office and the SingHealth Community Hospitals Office of Learning (SCHOOL), he/she is expected to support on video production, content ideation and production to support health and social care initiatives.</li> <li>• The incumbent will develop well-thought-out content outlines that are engaging, and perform video recording and editing functions to meet the unit's objectives. This would also include shooting and editing short form videos. He/ she is expected to work closely with internal and external stakeholders to do story boards before media production. He/ she would also need to fact-check on relevant information to support the content creation process, and operationalize the media production, such as identifying video talents.</li> </ul>	9am - 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Senior/Executive , Support Operations</b>	<ul style="list-style-type: none"> <li>Bachelor's Degree in any field</li> <li>Minimum 2 years' relevant experience. Prior working experience in hospital operations, or a medical/nursing background, will be an advantage</li> <li>Good writing and communication skills</li> <li>Proficient in Microsoft Office e.g. Word, Powerpoint, Excel</li> </ul>	<ul style="list-style-type: none"> <li>The Senior/ Executive reports to the Senior Manager / Manager, Operations / Support Ops on all operational, manpower and administrative matters. He/she is expected to plan and manage support ops services and emergency planning functions across all relevant operating units, ensuring smooth daily operations and establishing business continuity plans.</li> <li>The incumbent will assist the Senior Manager / Manager, Operations / Support Ops in planning, executing and managing Support Ops requirements and service delivery by vendors. He/she will lead the Support Ops section under his/her charge in providing support to the respective units. As the key contact on the ground, the incumbent is expected to work closely with stakeholders (both internal and external) to meet requirements and service key performance indicators.</li> </ul>	9am - 6pm
<b>Senior/Therapy Assistant</b>	<ul style="list-style-type: none"> <li>GCE 'N' or 'O' Level, Diploma preferably with Recognised Certificate in Therapy Services. Experience as a Therapy Assistant in relevant clinical settings will be an advantage. Able to work well independently and in groups.</li> </ul>	<ul style="list-style-type: none"> <li>You will be responsible for assisting therapists in all activities of therapy treatment to ensure safe patient handling and care. You will contribute to the smooth operation of the department.</li> </ul>	8.30am-6pm (Mon-Thurs), 8,30am-5.30pm (Fri), 1 Sat every 4 weeks (half day)

### #17 Sun City Maintenance

*We are the leading cleaning service provider that was founded more than two decades ago.*

*We provide internal and façade cleaning for commercial, industrial and residential properties; shopping malls; parks; columbarium and crematorium in Singapore.*

*We have more than 500 staff with diverse nationality, race, age, language and religion.*

*We are the pioneer in using robots and IOT.*

*We are the only cleaning company that has Culture safe and we are certified for ISO 9001:2015, 14001:2015, 22301:2019, ISO 45001:2018, BizSAFE Star, Clean Mark Gold, NS Mark Gold, TAFEP, SQC, and PW Mark*

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Operations Supervisor</b>	<ul style="list-style-type: none"> <li>• Relevant cert</li> <li>• Cleaning experience</li> <li>• Leadership experience</li> </ul>	<ul style="list-style-type: none"> <li>• Coach, train and supervise cleaners</li> <li>• Plan cleaning service operations</li> <li>• Managed incident</li> <li>• Operate cleaning machines when required</li> <li>• Handle cleaning chemicals</li> <li>• Ensure productivity, effectiveness and efficiency</li> <li>• Execute company policies and ensure compliance</li> <li>• Manage HR, supplies, equipment</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 6 Workdays</li> <li>• <b>Working hours:</b> 44 working hours</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Henderson Road</li> </ul>
<b>Restroom Cleaner</b>	<ul style="list-style-type: none"> <li>• Able to stand for 45 minutes continuously</li> <li>• Able to carry load</li> <li>• Able to squad to wash toilets</li> </ul>	<ul style="list-style-type: none"> <li>• Clean toilets by washing, sweeping, mopping or scrubbing</li> <li>• Gather and empty debris</li> <li>• Replenish toilet rolls, hand towels and hand soap</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 6 Workdays</li> <li>• <b>Working hours:</b> 44 working hours</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b> 201 Henderson Road</li> </ul>

## #18 Thai Kitchen

*Jai Siam Catering is a trusted name in halal Thai cuisine. With over more than 20 years of experience, we specialize in catering for home parties, corporate events, and special occasions, offering a range of Asian and international dishes. Our dedicated team focuses on high-quality service, food presentation, and customer satisfaction, creating memorable dining experiences for every guest. Join our friendly and professional team, where passion for food and service excellence come together to make every event extraordinary!*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cook</b>	<ul style="list-style-type: none"> <li>• Proven experience as a cook, preferably in catering or central kitchen operations.</li> <li>• Knowledge of food hygiene and safety regulations.</li> <li>• Ability to work in a fast-paced environment and meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Prepare and cook a variety of dishes, including Thai and international cuisine, as per recipes and catering requirements.</li> <li>• Maintain food safety, hygiene, and quality standards.</li> <li>• Manage ingredients and inventory, ensuring minimal wastage.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>No Working Days:</b> 5 Workdays</li> <li>• <b>Working hours:</b> 44 working hours</li> <li>• <b>Employment Type:</b> Full-Time</li> <li>• <b>Job Type:</b> Permanent</li> <li>• <b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Team players with strong communication skills.</li> <li>Flexible working early mornings, weekends, or public holidays as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in packing and plating catering orders.</li> <li>Support kitchen organization, cleanliness, and equipment maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>200 Pandan Loop</li> </ul>
<b>Kitchen Helper</b>	<ul style="list-style-type: none"> <li>Experience in kitchen work is a plus but not required.</li> <li>Strong work ethic and willingness to learn.</li> <li>Knowledge of basic food safety and hygiene practices.</li> <li>Ability to work in a team and handle tasks efficiently.</li> <li>Flexible to work weekends or public holidays when required.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in basic food preparation, such as washing, chopping, and portioning ingredients.</li> <li>Pack and label food items for catering orders.</li> <li>Ensure kitchen cleanliness, including cleaning equipment, utensils, and workstations.</li> <li>Manage stock by organizing ingredients and reporting shortages.</li> <li>Follow food safety and hygiene standards at all times.</li> <li>Support cooks and kitchen staff in daily operations.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> 44 working hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 200 Pandan Loop</li> </ul>

## #19 The Fullerton Hotels & Resorts

*The Fullerton Singapore is a luxury hotel with 400 rooms and suites. Transformed from the Fullerton Building built in 1928, and once home to the General Post Office, its rich heritage, neo-classical architecture and strategic location make it an inspiration to all. Our aim is to be globally recognized as an inspiring luxury hospitality brand. We are looking for dedicated people to be part of our success. If you have what it takes to excel in our winning team, we invite you to join us.*

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Bellman/ Doorman</b>	<ul style="list-style-type: none"> <li>Applicants must be willing to work shift duties including weekends and public holidays</li> <li>Pleasant disposition with good interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Conducting bell service activities such as luggage service upon guest's arrival and departure, luggage storage, message service fax delivery, parcel and mail hand-over, information service and other related tasks.</li> <li>Opening door of the car for the guest in a professional manner at the main entrance of the hotel and assisting to unload the luggage if any</li> <li>Rooming the guest in a professional way, which includes addressing the guest by name, holding the lift for</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift, 44 working hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Fullerton Square</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		guests and extending hotel introduction to guest, etc. <ul style="list-style-type: none"> <li>Assisting in arranging transport for hotel guest</li> </ul>	
<b>Captain (Restaurants/Bar/Banquet)</b>	<ul style="list-style-type: none"> <li>ITE Certificate in Food Services-related discipline.</li> <li>Min 1 year of F&amp;B service experience.</li> </ul>	<ul style="list-style-type: none"> <li>Assist the day to day running of the Food &amp; Beverage outlets within the overall policies and controls established by the Hotel.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift, 44 working hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Fullerton Square</li> </ul>
<b>Guest Relations Executive (Front Office)</b>	<ul style="list-style-type: none"> <li>Diploma or ITE in Hospitality- and Tourism-related discipline, preferably with 1 year working experience.</li> </ul>	<ul style="list-style-type: none"> <li>Welcome guests upon arrival and check-in according to establish standards and procedures.</li> <li>To provide courteous and efficient service and if possible, to comply with each and every guest request.</li> <li>Check out guests courteously and accurately.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift, 44 working hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Fullerton Square</li> </ul>
<b>Guest Relations Executive (Food &amp; Beverage)</b>	<ul style="list-style-type: none"> <li>Diploma or ITE Certificate in Hospitality- or Food &amp; Beverage-related discipline, preferably with 1 year working experience.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible in assigning guests to tables, maximizing the utilization of the space to the best advantage. Includes Cashiering duties</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift, 44 working hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Fullerton Square</li> </ul>
<b>Housekeeping Supervisor</b>	<ul style="list-style-type: none"> <li>At least 1 year of relevant experience in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>Assigns workers their duties and inspects work for conformance to prescribed standards of cleanliness.</li> <li>Investigates complaints regarding housekeeping service and equipment and takes corrective action.</li> <li>Obtains list of rooms / public areas to be cleaned immediately and list of</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift, 44 working hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b></li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<p>prospective check-outs or discharges to prepare work assignments.</p> <ul style="list-style-type: none"> <li>Coordinates work activities among departments.</li> <li>Conduct orientation training and in-service training to explain policies, work procedures, and to demonstrate the use and maintenance of equipment.</li> <li>Inventories stock to ensure adequate supplies.</li> </ul>	1 Fullerton Square
<b>Steward</b>	<ul style="list-style-type: none"> <li>Applicants must be willing to work shift duties including weekends and public holidays.</li> <li>With or without experience are welcome to apply.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all operating equipment and needed supplies are clean, sufficient always.</li> <li>Follow up on all implemented cleaning schedules are maintained.</li> <li>Transport all waste products as directed.</li> <li>Proper dispose of all refuses from work areas and kitchen areas as scheduled.</li> <li>Ensure compartment is always kept clean and sanitized. All trash bins in Food and Beverage and bin center are washed regularly.</li> <li>Proper cleaning standards assigned to all kitchens is maintained.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift, 44 working hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Fullerton Square</li> </ul>
<b>Technician</b>	<ul style="list-style-type: none"> <li>At least 1 year of relevant experience in the relevant field.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the smooth operation and overall performance of all buildings' services by running shift duty or normal daily duty.</li> <li>Carry out daily checks and logging of Hotel M &amp; E plant and equipment.</li> <li>Ensure PPM Schedule and repair works are carried out accordingly.</li> <li>Carry out daily repair &amp; maintenance works assigned by Technical Officer.</li> </ul>	<ul style="list-style-type: none"> <li><b>No Working Days:</b> 5 Workdays</li> <li><b>Working hours:</b> Rotating Shift, 44 working hours</li> <li><b>Employment Type:</b> Full-Time</li> <li><b>Job Type:</b> Permanent</li> <li><b>Location:</b> 1 Fullerton Square</li> </ul>



## e2i Services

### Meet an e2i Career Coach

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

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

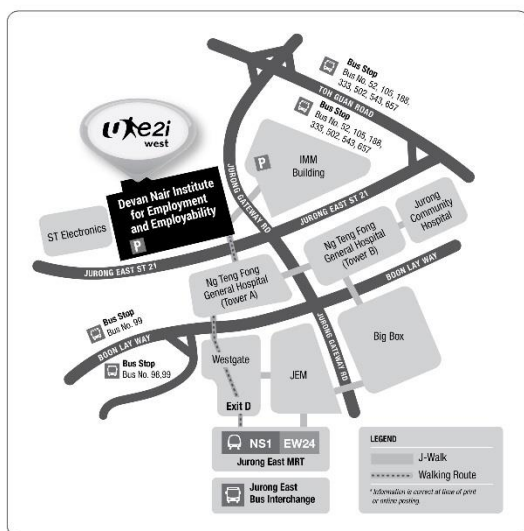


**You can also reach them at the following centres (By appointment only):**



#### e2i west

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



Find us at these other locations.



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

**Operating Hours:** Monday till Friday: 9am to 5pm

Saturday: 9am to 1pm

Sunday & Public Holiday: Closed



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