



JOB LISTING BOOKLET

East Coast Career Marketplace 2026

[26 June 2026]

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About e2i (Employment and Employability Institute)










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

Only for Singaporeans & Permanent Residents

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#1 Accor Lounges

Accor is a world leader in the hotel industry, present in 110 countries, with more than 5,500 hotels and 10,000 restaurants and bars. The group deploys an integrated hotel ecosystem that is among the most diversified in the sector, notably associating luxury and high-end brands, mid-range and economic offers, exclusive lifestyle concepts, venues for shows and entertainment, clubs, restaurants and bars, private residences, shared accommodation, concierge services and co-working spaces. Accor has a portfolio of incomparable brands, led by more than 300,000 employees around the world. Recently, Accor has partnered one of the World's Leading Airline to manage the lounges in Changi Airport.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bar Barista	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform the tasks of order taking and maximise opportunities through knowledge of product and suggestive selling • Ensure accuracy by repeating order(s) to the guests • Ensure all beverages are made to Lounge standards and training standards provided by relevant • Ensure all beverages are made to Lounge standards and training standards • Maintain cleanliness and organization of the bar and service areas • Ensure any maintenance issues with the coffee machine or other equipment are monitored and reported • Monitor inventory and restock supplies as needed • Deliver orders promptly • Demonstrate versatility in responding to guests' requests and situations • Follow health and safety regulations and hygiene standards <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/F&B operations • Knowledge of coffee brewing techniques and equipment • Strong communication and interpersonal skills • Positive attitude and team-oriented mindset • Ability to work in a fast-paced environment and multitask • Flexibility to work shifts, including weekends and holidays • WSQ Food Hygiene certificate required for this role 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week • Location/ Postal code: S(8196430)
Chef De Partie	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Lead by example and support team development • Supervise kitchen operations in the absence of senior chefs and delegate tasks to ensure smooth service • Assist with menu preparation and ensure sufficient stocks and mise en place are available • Coordinate with restaurant staff on menu updates and availability • Maintain high standards of food presentation, hygiene, and cost control • Enforce stock rotation, minimize waste, and uphold inventory procedures • Ensure cleanliness and maintenance of kitchen equipment and work areas 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week • Location/ Postal code: S(8196430)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Help prepare staff rosters and report operational issues to senior chefs <p>Pre-requisites</p> <ul style="list-style-type: none"> • Experience in supervisory role in the kitchen in a hotel, airline catering or lounge environment • Strong culinary skills with an understanding of different cuisines and food safety standards • Computer literate with administrative skills • Ability to work under pressure and manage multiple priorities • Flexibility to work shifts, weekends, and public holidays • WSQ Food Hygiene certificate required for this role 	
Commis Chef	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in the preparation and cooking of food items under the supervision of senior chefs. • Follow standard recipes and presentation guidelines to maintain consistency. • Prepare ingredients and mise en place for assigned sections. • Ensure cleanliness and organization of workstations and kitchen equipment. • Adhere to food safety, hygiene and sanitation standards at all times. • Support the kitchen team during busy service periods. • Report any equipment malfunctions or food quality issues to the Chef de Partie. • Relevant culinary trade qualifications <p>Pre-requisites</p> <ul style="list-style-type: none"> • Relevant culinary trade qualifications • Experience working in kitchen in a hotel, airline catering or lounge environment. • Knowledge of food safety standards. • Ability to work under pressure and manage multiple tasks efficiently. • Ability to work independently and has good initiative in a dynamic environment. • Excellent teamwork • Flexibility to work shifts, weekends, and public holidays. • WSQ Food Hygiene certificate required for this role 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week • Location/ Postal code: S(8196430)
Duty Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Supervise lounge operations during the shift, ensuring a seamless guest experience. • Act as the point of contact for guest concerns and feedback • Coordinate with various teams within the lounge to maintain service standards. • Monitor lounge occupancy, cleanliness and service flow, making real-time adjustments as needed • Ensure compliance with airport regulations, safety protocols and hygiene standards 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week • Location/ Postal code: S(8196430)


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Support staff performance by providing guidance coaching and on-the-spot training • Handle incidents, emergencies and irregular operations professionally and efficiently • Prepare shift reports and communicate key updates to the Manager and relevant departments • Assist with staff scheduling, inventory checks, and operational planning as required. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Experience in hospitality or airline lounge operations, preferably in a supervisor or managerial role • Strong leadership, communication and problem-solving skills • Excellent customer service orientation and ability to manage diverse teams • Familiarity with airport protocols, safety standards and guest service systems • Ability to remain calm and professional under pressure • Flexibility to work shifts, weekends, and public holidays • WSQ Food Hygiene certificate required for this role 	
<p>Food & Beverage Executive</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Monitor and replenish buffet stations to ensure consistent food availability and presentation • Clear used dishes, cutlery and glassware from tables efficiently • Reset tables quickly and neatly for the next guests • Maintain cleanliness and hygiene standards in the dining and buffet areas • Assist guests with basic inquiries and provide excellent customer service • Report any maintenance or safety issues to the supervisor promptly • Assist in stock control and proper storage of food and beverage supplies • Comply with food hygiene, safety, and handling regulations • Assist with setup and closing duties for buffet service <p>Pre-requisites</p> <ul style="list-style-type: none"> • Previous experience in a restaurant, hotel, or lounge setting preferred. • Strong attention to detail • Ability to work efficiently in a fast-paced environment. • Basic communication skills and teamwork • Willingness to work flexible hours, including weekends and holidays. • Physically fit to stand for long periods and carry trays or dishes. • WSQ Food Hygiene certificate required for this role 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week • Location/ Postal code: S(8196430)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food & Beverage Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Supervise and support Food and Beverage Executives and staff during shifts • Ensure buffet and service areas are maintained according to brand and hygiene standards • Monitor guest satisfaction and respond to requests or complaints professionally and promptly • Facilitate communication between kitchen, service team, and management for operational efficiency • Assist in staff training and development to meet service standards • Organize shift schedules and delegate task to ensure coverage and service quality • Support inventory control and report on supplies and operational needs • Assist with administrative tasks such as logging incidents and preparing reports <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 2 years experience in food and beverage operations at a supervisory experience • Strong leadership and interpersonal skills. • Effective communicator and problem solver. • Ability to motivate and coach service team members. • Skilled in multitasking and working under pressure. • Ability to work under pressure in a fast-paced environment. • Flexibility to work shifts, weekends, and public holidays. • Knowledge of food safety and hygiene standards. • WSQ Food Hygiene certificate required for this role 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week • Location/ Postal code: S(8196430)
Housekeeping Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Welcome guests in a courteous and professional manner when operating shower suite allocations. • Manage shower suite bookings and ensure smooth guest flow • Clean and sanitize shower suites to the highest hygiene and cleanliness standards. • Change linens and make up beds in the sleeping areas • Respond promptly to guest requests related to cleanliness or comfort in allocated areas • Maintain inventory and restock shower amenities (towels, toiletries, refreshments) • Ensure safe use and storage of cleaning chemicals and equipment. • Report maintenance of safety issues promptly to supervisors • Follow all health, safety, and hygiene regulations diligently. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Basic communication skills • Good physical stamina and ability to perform repetitive tasks. • Attention to detail and commitment to cleanliness. • Ability to work independently and as part of a team. 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week • Location/ Postal code: S(8196430)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Flexibility to work shifts, including weekends and public holidays 	
Lounge Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Promptly clear tables of used crockery, cutlery, glassware, and other items after guest use. Wipe down and sanitize tables and seating areas to maintain cleanliness and hygiene standards. Transport used tableware to the dishwashing area and ensure proper segregation of items. Assist in resetting tables with clean tableware and napkins as required. Monitor lounge areas for cleanliness and respond quickly to any spills or messes. Support the food and beverage team by replenishing service stations with clean items when needed. Follow all health, safety, and hygiene protocols in accordance with airport and company standards. Provide courteous and professional service to guests when approached. Report any maintenance or safety issues to the supervisor immediately. <p>Pre-requisites</p> <ul style="list-style-type: none"> Strong interpersonal and communication skills. Effective multitasking and time management abilities. Service-oriented with strong attention to detail and an approachable manner. Able to work well under pressure and resolve issues with sound judgment. Physically fit to stand for long periods and carry trays or dishes. WSQ Food Hygiene certificate required for this role Willingness to work rotating shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> Working Hours: 8.75 hours/day & 5 days work week Location/ Postal code: S(8196430)
Passenger Relations Officer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Welcome and assist VIP passengers, ensuring smooth lounge check-in. Deliver exceptional service to ensure a comfortable lounge experience. Handle guest inquiries, special requests, and complaints professionally. Inform guests of lounge facilities, services, and amenities. Support daily lounge operations, including cleanliness, seating, and F&B availability. Coordinate with lounge staff to maintain a welcoming environment. Assist with boarding announcements and escort guests when required. Act as the primary point of contact for VIP passengers. Build rapport with frequent guests to encourage loyalty. 	<ul style="list-style-type: none"> Working Hours: 8.75 hours/day & 5 days work week Location/ Postal code: S(8196430)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Collaborate with airlines, ground handling, security, and transport services. • Monitor flight updates to assist guests effectively. • Record guest preferences, feedback, and service incidents. • Report guest satisfaction, issues, and improvement opportunities to management. • Handle documentation, payments, and other assigned duties. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Strong interpersonal and communication skills. • Effective multitasking and time management abilities. • Service-oriented with strong attention to detail and an approachable manner. • Able to work well under pressure and resolve issues with sound judgment. • Self-motivated, proactive, and adaptable in a fast-paced environment. • Proficient in basic computer systems. • Willingness to work rotating shifts, including weekends and public holidays. 	
Porter	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide porter services and assistance to passengers at the Terminal 2 & Terminal 3 Departure Halls of Changi Airport daily; • Provide baggage assistance to passengers alighting at the kerbside of Changi Airport; • Transport baggage and escort passengers to check-in lounge or other areas within the airport for example, GST Refund Counter or Excess Baggage Counter; • Load checked-in baggage onto the conveyor belt in the check-in lounge. • Converse and be able to engage in conversations comfortably with passengers <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 1-year related experience preferably in Hospitality/Hotel/Lounge/F&B operations • Prior experience in a customer service role, preferably in hospitality • Ability to lift and carry heavy luggage • Excellent verbal communication and interpersonal skills • Ability to work varying shifts, including night shifts, weekends and holidays 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week • Location/ Postal code: S(8196430)
Store Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in receiving, inspecting, and storing incoming supplies including food & kitchen supplies • Issue stock to various lounge departments based on approved requisitions. 	<ul style="list-style-type: none"> • Working Hours: 8.75 hours/day & 5 days work week

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Maintain accurate inventory records and update stock levels in the inventory system. • Conduct regular stock counts and report discrepancies to the Store Manager. • Ensure proper labeling, organization and cleanliness of storage areas. • Support in preparing reports and documentation. • Follow all airport security, health, and safety regulations in handling and storing goods. • Coordinate with suppliers and delivery personnel under the supervision of the Inventory Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Experience in inventory, warehousing, or storekeeping, preferably in hospitality or airport operations. • Basic knowledge of inventory management systems and Microsoft Excel. • Good organizational and time management skills • Ability to lift and move stock items safely • Attention to detail and accuracy in record-keeping • Flexibility to work weekends and public holidays 	<ul style="list-style-type: none"> • Location/ Postal code: S(8196430)

#2 AETOS HOLDINGS

Our purpose drives us to do what we do best every day – leveraging our security expertise and decades of know-how to protect and keep our clients, communities, and the people around us safe from harm. We go beyond expectations to secure our future – turning belief into positive impact by building a diverse workforce, harnessing innovative technologies and going further with our partners with a collaborative mindset.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Auxiliary Police Officers (Armed)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Attend to security enquiries in the premises • Conduct armed security patrol in the premises • Consolidate incident reports • Perform armed access control and security screenings • Perform armed security surveillance at the command Centre <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 3 GCE ‘N’ / ‘O’ Levels / NITEC or • WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy) 	<ul style="list-style-type: none"> • Working Hours: Rotational day or night shifts • Location/ Postal code: Islandwide locations
Auxiliary Police Officers (Enforcement) (Unarmed)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Attend to security enquiries in the premises • Conduct security patrol in the premises • Consolidate incident reports • Perform crowd control in public areas and manage traffic on the roads • Perform law enforcement duties • Provide quick responses to incidents and emergencies <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 3 GCE ‘N’ / ‘O’ Levels / NITEC or • WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy) • Physically fit with normal color vision and no hearing defects • Able to work shift duties (Including extended shift, weekends & public holidays) 	<ul style="list-style-type: none"> • Working Hours: Rotational day or night shifts • Location/ Postal code: Islandwide locations
Auxiliary Police Outrider	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Attend to queries in regard to security within premises. • Conduct armed security patrol in the premises. • Control crowds in public settings, respond to incidents and emergencies. • Regulate traffic on roads. • Perform armed access control and security screenings. • Performing armed security surveillance at the command centre or assigned premises. • To maintain law and order and perform law enforcement duties. • Provide armed guarding, escorting services and assets protection. 	<ul style="list-style-type: none"> • Working Hours: Rotational day or night shifts • Location/ Postal code: Islandwide locations

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Provide quick responses to incidents that threatens the safety of members of the public, such as suspicious and/or terrorist activities. • Compiling of incident reports <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 3 GCE 'N' / 'O' Levels / NITEC or • WPLN SOA 5 and above for all 5 modules (Writing, Speaking, Reading, Listening and Numeracy) • Able to work shift duties (Including extended shift, weekends & public holidays) • Applicants who are not able to do IPPT may consider applying for unarmed APO positions • At least class 2/2A license 	
Security Officer / Senior Security Officer (Unarmed)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manning of static/access control points • Checking of passes and other documents at static/access points • Screening and checking of all personnel and vehicles entering and exiting the premises • Patrolling and guarding client's personnel and properties • Operating metal/explosive detectors/x-ray machines at checkpoints • Issuing of visitor/contractor pass in exchange for their identification cards • Attending to alarm activation • CCTV Monitoring • Responding to incidents such as unattended bags, etc. • Maintaining records of all incidents • Checking boarding, staff, and valid entry passes <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Secondary 2 and above • No colour blindness or hearing defects • Able to work shift duties (Including extended shift, weekends & public holidays) • Proficient in spoken and written English • Additional requirements for Part-Time. Must be a trained security office with a valid PLRD License 	<ul style="list-style-type: none"> • Working Hours: Rotational day or night shifts • Location/ Postal code: Islandwide locations


#3 ALPS

ALPS (Agency of Logistics and Procurement Services), established on 1 July 2018, is a national integrated supply chain management agency dedicated to the management of supply chains and support care transformation within the public healthcare sector.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Associate Executive / Senior Associate Executive, Procurement	<p>Key Responsibilities</p> <ul style="list-style-type: none"> As a Senior Executive/Assistant Manager, Procurement in ALPS, you will be based in one of the 27 public healthcare institutions (PHI) in Singapore, you will be responsible for the Procurement and Contract Management services within the PHI. Working in a team you will provide proactive planning and value add to the procurement category you are in-charge of. You will also communicate closely with hospital users and ALPS vendors to support the hospital's daily operations for patients' care. Ensure that procurement of products and services are always carried out in a fair and objective manner in compliance to procurement policies and ensure timely deliveries. Monitors and reviews consumption trends for all medical, surgical and non-medical supplies and re-adjust their holding levels as appropriate. Assists in the preparation of procurement documents and negotiate with vendors. Process PR/ PO/ Invoices/ WOC. Actively participate in RFQ/P procurement process and coordinate approval papers for submission. Liaise with store / user departments and vendors on any dispute over item discrepancies and reconciles with the vendors and reports unresolved issues. Solicit feedback and be proactive in addressing problems. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma / Advanced / Higher / Graduate Diploma in Supply Chain / Procurement or related discipline with at least 2 years of relevant experience. Sound knowledge of procurement cycle and governance. Strong interpersonal and communication skills. 	<ul style="list-style-type: none"> Working Hours: Mon-Thur (8.30am-6.00pm) Fri (8.30am - 5.30pm) Location/ Postal code: To ask employer during interview
Logistics Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be based in one of the 27 Public Healthcare Institutions (PHI) in Singapore, you will be responsible for the logistics support and inventory control within the PHI. Working in a team you will receive and distribute inventory items and ensure inventory accountability and accuracy in the system. You will also communicate closely with hospital users to support the hospital's daily operations for patients' care. Work in a team to support the receiving of deliveries, putting away storage supplies, picking of supplies for distribution and processing of condemn return items from users 	<ul style="list-style-type: none"> Working Hours: Mon-Thur (8.30am-6.00pm) Fri (8.30am - 5.30pm) Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure supplies are fulfilled in hospital and perform daily housekeeping for the inventories • Generate reports for inventory related information • Monitor and review trends, participate in inventory management for the department / hospital • Perform accurate count during cycle count and stock take • Assist in administrative and operational needs for day-to-day running of store activities <p>Pre-requisites</p> <ul style="list-style-type: none"> • NITEC, Higher NITEC, GCE 'N' level or equivalent, with relevant store keeping experience may also apply • Good verbal and written communication skills • Good physical ability to lift heavy items 	
<p>Manager / Senior Manager (Procurement)</p> 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • As a Manager/Senior Manager, Procurement in ALPS, you will be based in one of 27 Public Healthcare Institutions (PHI) in Singapore, you will be responsible for the Procurement and Contract Management services within the PHI. You will provide proactive planning and value add to the procurement category. You will also communicate closely with hospital users and ALPS vendors to support the hospital's daily operations for patients' care. • Coach and mentor the procurement team in executing the various Tenders/Requests for proposals/Quotations to achieve Department KPI • Lead and guide logistic team in daily operation of supply management to hospitals • Implement the group procurement policy, processes and guidelines, ensuring that they are up to date, striking a balance between governance and efficiency • Guide and ensure internal stakeholders are able to understand and comply with guidelines • Develop strategic sourcing strategies that will support and add value to the functional area • Review all procurement activities within Hospital to meet audit's requirements and to minimize risks • Anticipate/address pitfalls in procurement process and implement effective measures to mitigate the risks • Recommend areas whereby work processes could be streamlined to achieve productivity savings while maintaining adequate governance • Build relationship with key suppliers and address supply/performance issues effectively • Manage and ensure all Contract are reviewed in timely manner • Ensure proper documentation of all procurement activities and support internal and external audits 	<ul style="list-style-type: none"> • Working Hours: Mon-Thur (8.30am-6.00pm) Fri (8.30am - 5.30pm) • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> • Min. Degree with 5 years of relevant procurement and team management experience • Experience in process improvement, policy drafting and drive cost saving projects • Ability to lead and motivate team members • Strong communication and presentation skills • Proficiency in SAP MM/Ariba will be an added advantage 	

#4 Birch Forest Trading

E-commerce logistic company.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Junior Warehouse Assistant	Key Responsibilities <ul style="list-style-type: none"> • Pick Pack Scanning and ad hoc assign by TL/Supervisor Pre-requisites <ul style="list-style-type: none"> • Safety and cleanliness • Order preparation and processing • Pick and fill orders from stock • Counting and confirming items 	<ul style="list-style-type: none"> • Working Hours: 8.30am-5.30pm • Location/ Postal code: S(408730)
Senior Warehouse Assistant	Key Responsibilities <ul style="list-style-type: none"> • Load and unloading • Pick Pack scanning and ad hoc assign by TL/Supervisor Pre-requisites <ul style="list-style-type: none"> • Safety and cleanliness • Order preparation and processing • Pick and fill orders from stock • Counting and confirming items 	<ul style="list-style-type: none"> • Working Hours: 8.30am-5.30pm • Location/ Postal code: S(408730)

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#5 CBM


Facilities Management Company

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Accounts Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle day-to-day finance AR operation including preparing AR invoices, Credit memos and key in receipts from customers. • Issue official receipt and bank in cash received when necessary. • Generate monthly statement of accounts and follow up on outstanding receivables for SBU / Management meetings. • Prepare AR journal entries for month end closing • Prepare and reconcile Balance Sheet schedules on monthly basis; • Follow-up Operations on unbilled revenue • Handle queries from customers and internal staff on outstanding matters • Assist in liase and resolve with tax agent/auditor on tax/audit issues • Other ad-hoc finance reports/duties assigned by superiors <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum NITEC or other relevant qualification • Preferably with at least one year accounting experience. • Must be able to adapt to dynamic & fast-paced environment. • Must be meticulous & able to work independently. • Proficient in Microsoft excel preferred • Knowledge and experience with Microsoft Dynamics (Navision) will be an added advantage. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(437844)
Accounts Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support day-to-day Accounts Receivable (AR) operations, including DO sorting, data entry in Excel, data verification, and issuance of sales invoices • Support day-to-day Accounts Payable (AP) operations, including 3-way matching of AP invoices and preparation of payment processing • Ensure accurate and timely processing of invoices and payments under guidance • Assist in the preparation of monthly financial reports • Coordinate and follow up with internal teams and external customers/suppliers on outstanding matters • Perform other ad-hoc duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • ITE and CAT graduates are welcome • Comfortable working with numbers and Microsoft Excel • Good teamwork and communication skills 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(437844)




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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Meticulous, responsible, independent, and willing to learn Prior experience in finance/accounts is an advantage but not required 	
Admin Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handling HR matters for Project Division Perform clerical / administrative duties; typing, filing, data entry, prepare reports. Manage, keep records and update all submission documents and liaise internally with Finance Handle administrative works for projects Any general ad hoc duties <p>Pre-requisites</p> <ul style="list-style-type: none"> N/O Level / NITEC with 3 years of relevant experience 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: S(437844)
Assistant Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist to perform Energy and Engineering audits Working closely with Energy Managers to provide accurate and informative reports To perform Measurement and Verification of the performance of M&E Plant Managing energy improvement and retrofitting projects Help evaluate existing buildings for appropriate energy conservation measures Understand financial terms, payback, ROI and related energy saving calculations Any other duties as and when assigned by management <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma or Degree in Mechanical, Electrical, HVAC, or Building Services Engineering 1-3 years of experience in HVAC operations, preferably with chillers and central plant systems 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide
Area Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee and manage the performance delivery of facility management service at respective zones Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and Project Managers to ensure day-to-day operations at assigned buildings Identify and troubleshoot problems and provide professional advice to the team Develop standard operation procedure and internal work flow to maintain smooth operation at sites Manage relation to client/ authorities, being the liaising point of contact Oversee area budgeting and expenses Any other ad-hoc assignments assigned by the Management 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience in Projects & Facilities Management/ Estate Management / Engineering or Equivalent 	
<p>Assistant Head </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee the overall performance of Service teams • Ensure contract compliance and meet or exceed KPIs • Identify lapses and formulate action plans for improvement • Foster a culture of service excellence and continuous improvement • Monitor and update account processes and procedures • Collaborate with Site Leads to develop and execute strategic business plans • Cultivate teamwork, collaboration and personal development within the team • Attending operation meetings and discussion with clients • Maintain data integrity in management systems • Uphold safety protocols and crisis management procedures • Enforce compliance with Health, Safety, Environmental and Risk Management policies • Oversee supply chain delivery, ensuring service quality • Ensure accurate and timely financial reporting and billing • Manage staff performance, development and recruitment • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning • Oversee contractor on/off boarding, induction and adherence to standards • Manage financial targets, expenses and budgets including raising Change Requests. • Explore innovation solutions to improve efficiency and productivity • Any other ad-hoc works assignment by the management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experience in facilities management and business development portfolios • Able to work independently with minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(437844)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Projects Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management/ Facilities Management/ Engineering or equivalent 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
Assistant Quality Control Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The on-site team shall be overall responsible to ensure the quality outcomes of all works and services • The team shall conduct checks on works and services to demonstrate its effectiveness with established QMS, processes and compliance with contract requirements • Any other ad-hoc assignments assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Relevant qualifications from a recognized institute with minimum 3 years' relevant experience 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
Assistant Quantity Surveyor 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support of maintenance and project works function • Undertaking costs analysis for repair and maintenance project work • Assisting in stabling client's requirements and undertaking feasibility studies • Performing value management and cost control • Advising on procurement strategy • Identifying, analyzing and developing responses to commercial risks • Providing advice on contractual claims 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare tender documents, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Administer term contractors A&A works • Valuing completed work and arranging payments • Understanding the implications of health and safety regulations • Any other ad-hoc assignments assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma/degree in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience • Fresh graduates may apply 	
Assistant Sustainability Consultant 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conducting Green certifications and sustainability audits. • Auditing/analyzing energy usage, developing environmental-friendly and cost-effective technology solutions in Built Environment. • Recommending sound policies towards energy conservation and sustainability operations • Managing customer relations. • Preparing audit report and presenting findings and solutions to Customers. • Project management for improvement initiatives • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Tertiary education in Environmental Engineering, Sustainability, Building Services or related fields. • Minimum 2 years post graduate relevant working experience. • Possess strong initiative and good analytical skills. • A committed and responsible team player with pleasant personality, independent and resourceful. • Exposure in green building certification such as Green Mark, LEED, BREEAM, or 3-star. • Able to communicate and present fluently. • Traveling for overseas assignments within short notice period. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(437844)
Assistant Technical Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist and report directly to Deputy Building Manager (DBM) in all operation & maintenance concerns: • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Monthly M&E reports • Assist in developing and implementing Standard Operating Procedures (SOP) as and where necessary 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Interfacing with the clients:</p> <ul style="list-style-type: none"> Attend monthly meetings with clients & prepares the minutes of the meeting Providing updates on ad-hoc and outstanding issues Attending to clients' feedback or requests Coordinates the preventive and corrective maintenance works schedule with the contract and client. <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> Provide costing and proposals for ad-hoc works/projects Evaluate the quotations submitted by contractor and provide a formal quotation to the client Inspect work carried out are proper and in satisfaction Liaising and managing contractors <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> Provide guidance, training and supervision to technical staff to ensure proper execution of assigned tasks Planning of maintenance schedule Review and planning monthly maintenance schedule Oversee all work is carried out timely and smoothly by the staff. Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience. Fresh graduate may apply 	
Building Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee and manage Facility Management Services at building(s) that he/she is assigned to Manage term contractors/ specialist contractors to ensure smooth operation of buildings Manage relations with client/authorities/ tenants Provide clients / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns Attend feedback by tenants/ clients, to recommend and take remedial actions Budgeting and managing expenses Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: East side



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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at least 5 years relevant working experience. Possess FSM/WSH/GMFM or relevant certificates is preferred. 	
<p>Carpark Attendant</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Check and ensure the carpark is in operations, report accordingly if there are any abnormalities Correspond with motorists pertaining to season parking matters (new application, renewal of season parking, change of particular & refund) Carry out enforcement action on illegal and unauthorized parking of vehicle (e.g. issuance of notice, wheel clamping) Ensure the cleanliness of the parking systems and carpark environment Any other ad-hoc assignments assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> Must possess at least Primary/Secondary School/ "O" level Must able to communicate in English Able to work shift schedule is preferable With own transportation is preferable Able to endure outdoor environment 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide
<p>Complex Manager 🏠</p>	<p>Key Responsibilities</p> <p>ADMINISTRATIVE FUNCTIONS</p> <ul style="list-style-type: none"> Advise the Corporation on all matters regarding the affairs of the Corporation and Its Property. Implement all instructions, by-laws and laws permitted under the requirements of BMSMA 2004. Convene, attend and take minutes of meetings of the Council and all General and Extraordinary Meetings of the Corporation. Deal with all inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. Engage with prior approval of and on behalf of the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers and other professional services as it may deem desirable or necessary to carry out its duties. Act on behalf of the Corporation and as directed by the Corporation with regard to any notice or order made by any competent public or statutory authority on matter pertaining to the Corporation and its property. <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> Collect, demand and recover on behalf of the Corporation all monies due to and take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation. 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Pay and discharge out monies so collected, all rates, taxes, premiums, rent, license fees, statutory charges, professional fees, repairs, renovation, re-decorations, maintenance works and other outgoing or recurrent expenditures, properly incurred on behalf of the Corporation. • Ensure proper records are maintained on monies received and expended on behalf of the Corporation. • Prepare and submit an annual budget for the determination of expenses and to advise and recommend rates of contribution. • Submit a financial report to the Corporation on its financial state after the close of each calendar month. • Oversee requisitions for quotations to ensure proper cost control. • Request, act, negotiate, appoint and award, with the approval of and on behalf of the Corporation, on all contractual matters governing the property. • Initiate cost savings and generate value through implementation of new technology, sound economic and financial policies. <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> • Manage and properly maintain the property and keep it in a state of good and operational condition, and in compliance with all relevant legislation, standards, and requirements governing the maintenance and management of the buildings. • Prepare specifications, call tenders, evaluate tenders and make recommendations to the Corporation. • Conduct regular inspections of the property to ensure that the property is properly maintained and serviced by staff and/or contractors. • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behavior and attitude to the best interest of the Corporation. • Any other duties assigned by the Corporation and management HQ office <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. • Good knowledge of BMSMA Act. <p>Others skill sets:</p> <ul style="list-style-type: none"> • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E. 	
Customer Service Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for providing excellent customer service and support through rendering assistance to callers by addressing their queries, feedback and requests • Understands the information provided and advises the callers on appropriate actions to be taken in accordance with the established Standard Operating Procedures (SOP) • Identifies and executes appropriate solutions to address customer queries, feedback and requests • Coordinates and activates the relevant parties to ensure callers are assisted to meet the expected services standards • Record the nature of calls, activations and assistances rendered in the Daily Occurrence/clients' system • Abide by safety and/or security standards in the workplace according to organisational Workplace Safety and Health (WSH) practices <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least GCE 'O' Levels or equivalent • 2 years of working experience in the customer service or Control Centre roles is preferred • Excellent customer service and communication skills • Proficient in Microsoft Office tools (Excel and Word) 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(437844)
Drafter 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare detailed drawings and plans based on designs from architects, engineers, or project managers. • Convert concept sketches, layouts, or designs into accurate technical drawings for construction or manufacturing. • Review and update drawings to comply with building codes, safety standards, and project specifications. • Collaborate with architects, engineers, and other team members to resolve design or technical issues. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or degree in Architecture, Civil Engineering, Building Technology, or related field. • Proficient in CAD software (e.g., AutoCAD, Revit, MicroStation) and other drafting tools. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
Facilities Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Overall Facilities Management of the building(s) that he/she assigned to include soft FM Services such as Pest Control, Landscape, Cleaning and Security. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner • Promote good relations with our staff, contractors and management • Ensure all preventive maintenance programs for all M&E equipment/Specialist System in compliance with relevant legislations and safe work procedures • Develops and implements facility emergency plans. During evacuations, assists emergency response teams in assessing building condition, locating missing personnel, shutting off utilities, and delivering a status report to assembly point leaders • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Building, Engineering or Facilities disciplines from a recognised tertiary establishment with at least 5 years of relevant working experience. Possess WSHO/FSM or other relevant certificates. 	
Field Engineer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customer, sub-contractor on site to ensure project requirements are met. • Provide onsite installation, validation and commissioning of equipment • Perform hands-on site trouble shooting, service & repairs ensure successful - implementation and smooth delivery of projects through effective planning, management and deployment of resources. Responsible for the implementation, testing and commissioning of system. • Undertake any other duties and responsibilities as assigned by management, Other ad-hoc duties when assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Major in Electronic, Electrical or Engineering 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
Foreshore Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The foreshore operation team is responsible for overseeing the foreshore maintenance and projects for foreshore facilities including its maintenance contracts, works and services with adequate engineering and administrative staff. • Scope of work for Foreshore Engineers 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: East side

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • The Facility Management Manager will manage the foreshore maintenance and projects, maintenance contracts for foreshore facilities (such as Floating Sea Barriers, Land Barriers, Sea Barriers, Security Cagings etc) awarded by the Authority and other items (management of contractors for clearing of vegetation for security cameras and upkeeping/replacement of signages) required by the Authorities. • To prepare, call and administer contracts for Maintenance Works to be carried out on the foreshore structures, offshore structures, seabed, structure wall like seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock jetty, wharf, floating pontoon, coastal security fencing, seabed security fencing, maintenance dredging and floating sea barrier, etc. • To ensure the floating sea barriers, jetties, revetments, seawalls and shorelines are protected against damage, erosion/siltation and unauthorised usage and that the public and land mass behind the structure are adequately protected. This includes the supervision of works and the certification of completion and certification of payment for completed works, to be payable to the foreshore term contractor and/or contractors of maintenance contracts by the Authority. The repairs, maintenance and works to the foreshore structures shall adhere to the relevant authorities' laws regulations and practices (e.g. NParks, URA, MPA, SLA and BCA etc). • Ensure inspection of foreshore and offshore structures is being carried out in accordance with the foreshore structure contract and report any damage and repairs as required. All inspection reports shall be certified by an Engineer as stated in the maintenance contract(s), to advise on the recommendations by the Engineer into an action plan for the Home Teams. • If any required work (i.e. additions and alternations, or breakdowns) falls outside the scope of the foreshore maintenance contract(s), Facility Management Manager shall make recommendations to Home Team agencies to address the required work. Upon approval by Home Team agencies, Facility Management Manager shall follow-up with these recommendations. Such follow-up works may include preparing and drafting of documents for Contract Variation submission, conducting market research for solutions from external vendors and following up with the procurement. • To inspect the foreshore and offshore structures together with the term contractor and/or contractors of maintenance contracts on an ad-hoc basis when complaints and or feedback are received or as and when requested by Authority. • To provide a 24x7 standby services off site to address any fault related to the security fencing, floating sea barrier, etc. The work is to ensure term contractor response within the 	


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Contract requirement to address the issues and provide update to the Authority. Where properties are restricted, Authority/Term Contractor will provide boat services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall be inclusive and at no additional cost to the Authority.</p> <ul style="list-style-type: none"> • To provide technical advisory services for Marine Engineering Works and Maintenance of such Components beyond Civil Engineering-work types, necessary for the proper maintenance of such Marine Structures to the end of their structural life. • When any projects are completed, carry out a joint site inspection with the engineer and Authority's representative. Any defects or unsatisfactory work will have to be rectified by the term contractor. If everything is in order, the Facility Management Manager shall certify the final payment and forward to the authority for payment to the term contractor. • For the repair of marine structures, Facility Management Manager shall coordinate with the end users and term contractor and/or contractors of maintenance contracts, as most works are carried out at low tide which sometimes occurs at odd hours of the day e.g. midnight or dusk. Working hours is also limited as the tides rise and falls within a 6 hour cycle. Facility Management Manager shall price in the Tender Sum for all costs and expenses to provide the necessary manpower to supervise and inspect such works during the aforesaid working hours. The Facility Management Manager shall not claim for any additional costs, etc. • In relation to the breakdown and repairs and the potential concerns on the Foreshore Structures as conveyed by the Home Teams, the Facility Management Manager would need to provide sound and robust technical proposals for review, of further repairs to be executed. • The Facility Management Manager shall pro-actively document, monitor and track the following for foreshore structures including but not limited to seawalls, drain outfall structures, caging system, sea revetments and shore protection structures, penstock, jetties, wharves, floating pontoon, fencing, maintenance dredging and floating sea barrier, etc. The Facility Management Manager shall track, highlight and plan for replacement of the components with minimum disruptions to operations. The information to document, monitor and track include: <ul style="list-style-type: none"> • Date of Completion (including details of consultants, contractors etc), • Design Lifespan (including key sub-components – such as bollards, roller fenders, fenders, key restraining bolts, corrosion anodes etc.), • Design Intent, • Engineering Performance Envelope, • Defects (Type, Severity, Location (Including Geo-Location), Remedy Actions, Date, Cost etc) 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Maintenance of Classification Status of Relevant Facilities (e.g. Floating Pontoons), if applicable. • Documentation and Safekeeping of MetOcean Information, if available • Documentation and Safekeeping of Hydrographic Surveys to identify areas of sediment accretion and/or erosion within the sea-space of the locations. • The Facility Management Manager shall provide insights from the trending of key information, such as defects and remaining lifespan, to advise and recommend Authority on the optimal solution to upkeep availability of the foreshore structures with the emphasis on minimum disruptions to operations and cost-effectiveness of solution. Facility Management Manager shall leverage on data analyst/collation to tabulate and forecast physical barrier repairs and budgeting. They should be able to use data analytical tools to present their findings and business solutions. This should also apply to all fault reporting for bases so that HTDs can target areas of concern and plan for effective preventive maintenance plans. • The Facility Management Manager shall plan, manage and carry out 5-yearly periodic structural inspections for the foreshore structures, seawalls, sea revetments, jetties, wharves, floating pontoons and sea-based fencing. The Facility Management Manager shall engage and appoint a competent Professional Engineer (PE), with relevant past experiences in seaward facilities, to carry out the structural inspection. The appointed PE shall furnish and endorse a report encapsulating the scope of the inspection and shall include the following: <ul style="list-style-type: none"> • Visual inspection of the seaward structures to ascertain the condition of the structures, the loading on the structures and whether there is evidence of any structural works that are or were carried out without any prior approval. The report shall include the age of the structures, documentation of defects and noteworthy observations and recommendations for the safe usage of the seaward structures. • Carry out full structural inspection of the seaward structures if the appointed PE • 5-Yearly Periodic Structural Inspection • reasonably suspects or is of the opinion that there is any defect, deformation or deterioration in the structure of seaward structures that will or will be likely to endanger or reduce the structural stability or integrity of any part of the structures; and • is of the opinion that it is necessary to carry out a full structural investigation of the seaward structures in order to ascertain the cause of the defect, deformation or deterioration. c) Recommend appropriate measures or other work to ensure the structural stability or integrity of the seaward structures. 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> This scope of works shall be reimbursable under Annex H Schedule of Rates, Table 10 “Fee for Period Structural Inspection of Foreshore Structures, Seawalls, Sea Revetments, Jetties, Wharves, Floating Pontoons and Sea-Based Fencing” Where properties are restricted, Authority/Term Contractor will provide ferry services. However, there will be properties, such as Pulau Ubin, where public ferry services are available, such cost shall be inclusive and at no additional cost to the Authority. <p>Pre-requisites</p> <ul style="list-style-type: none"> The Facility Management Manager’s staff managing the Foreshore structures shall have a degree in Civil & Structural (preferably with Marine works experience) engineering or equivalent with relevant expertise in maintenance of foreshore structures in the past three (3) years. 	
General Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Report to Supervisors / Team Leaders Perform washing and housekeeping tasks as scheduled and instructed Adhered to all rules and regulations Responsible for proper housekeeping and maintenance of equipment/tools Responsible for proper record of attendance in cleaning schedule forms Comply with legal and other applicable requirements related to quality, environment and safety Comply with procedures of Integrated Management System Any other assignments as and when directed by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> Positive attitude, hardworking with pleasant personality 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide
Instrument and Control Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Improve energy efficiency of existing buildings by analyzing, upgrading, and optimizing control systems to reduce energy consumption and operating costs. Design, program, and modify Building Management Systems (BMS) and control strategies Implement energy-saving measures such as scheduling, demand control, and setpoint optimization. Conduct energy audits and performance assessments. Perform system commissioning, testing, and validation. Integrate smart meters, sensors, and automation technologies. Monitor system performance and recommend continuous improvements. Ensure compliance with energy efficiency standards and local regulations. 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare technical reports, documentation, and cost-benefit analyses. • Strong communication and teamwork skills. • Problem-solving mindset and willingness to learn. • Any other duties as and when assigned by management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma or Degree in Instrumentation Engineering, Electrical Engineering, Mechanical Engineering (HVAC), or related field. • Minimum 3 years of experience in building automation, HVAC controls, or energy management. • Strong knowledge of BMS platforms. • Experience with PLC programming and control systems. • Understanding of HVAC systems and energy efficiency principles. 	
Laundry Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage the handling of towels, linen, and uniforms • Ensure accurate accounting and recording of towels, linen and uniforms • Oversee the proper assignment and placement of towels, linen and uniforms during transfers • Conduct quality checks at each section for towels, linen and uniforms • Ensure that Daily housekeeping tasks are completed • Any other assignments as and when directed by the management <p>Pre-requisites</p> <ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: East side
Licensed Plumber	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Install, maintain, repair plumbing system including water supply, drainage, gas and sanitary systems. • Interpret and work from construction drawings, blueprints and specifications. • Conduct regular inspections to identify and resolve issues in plumbing systems. • Cut, assemble and install pipes and fittings using hand and power tools. • Ensure plumbing systems meet local and national plumbing codes and safety regulations. • Respond to emergency service calls and troubleshoot system issues. • To carry out the necessary plumbing work submission to Authority. • Any other duties as assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 5 years of experience in the construction/ M&E engineering industry. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide



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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in large-scale construction or infrastructure projects is an added advantage. • Experience in using CAD and 3D models is an added advantage. 	
Maintenance Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct periodic routine inspections and ensure proper functioning of estate facilities. • Maintain accurate records of M&E readings and monitor equipment performance. • Check, verify and escorting to get work done by service providers; report irregularities promptly. • Attend to feedback received and repair/rectify/install/troubleshoot via the Management Office, app, or residents/occupants. • Carry out tasks assigned by supervisors from Condo Manager, Property Executive/Officer or/and Building Supervisor. Examples of the tasks, not limited to, are bulb/tap/pipe replacement, repainting or touching up, repair and rectify, install, troubleshooting etc.). • Perform any other work assigned by the Condo Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> • NTC Certificate on Facilities technology, mechanical or electrical • At least 6 years and above MCST Experience in managing residential, industrial or mixed development 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
Operations Executive (Carparking)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Running the day-to-day operations to achieve the goals and objectives of departments set • Attends to client's feedback or requests on all operational and carpark matters • Preparing and furnishing reports to clients according to contractual requirements with approval • Implements carpark in project stage with Liaising with all relevant parties including submission of applications • Ensuring the high degree of customer satisfaction via consistency of service standards provided to clients • Coordinate with contractor for carpark defects rectification and housekeeping • Planning of day-to-day manpower deployment • Conduct sites audit/ inspection on EPS to ensure system functionalities • Cascading organizational Workplace safety and Health (WSH) practices • Making sure that all company policies and Procedures are followed by employees at all times • Supports the Manager to ensure that effective controls are in place on day-to-day operational requirements 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Must possess at least GCE 'O' Levels and above • Proficient in Microsoft Office tools (Excel, Words, Power Point) • 2 years of working experience in operational roles is preferred • With own transportation is preferable 	
<p>Operations Manager (Security)</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage daily security operational activities at assigned project sites • Management of security officers • Budgeting and managing expenses as allocated • Managing customer relations and business operation processes • Develop Standard Operating Procedures and good practices to accomplish desired service standards • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must possess at least GCE 'N' Levels and above 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(437844)
<p>Projects Executive </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide leadership and direction on all project operations and activities such as the design, plan, schedule, scope and budget. • Manage and ensure completion of assigned upgrading / Additional & Alteration (A&A) works in accordance to the client's expectation within the timeline and budget • Manage and negotiate consultant services on assigned projects. Monitors and evaluates the appropriateness and progress performed and completed by licensed or certified consultants. • Conduct quality assurance reviews to ensure that required work is satisfactorily performed and completed by certified consultants. • Monitors and reports on all phases of planning and construction • Provides direction on all project operations and activities such as the design, planning, schedule, project scope and project budget • Manage and monitor project fund which includes all payment to consultants, contractors and authorities • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess Tertiary or equivalent qualification with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Property Executive 	<p>Key Responsibilities</p> <p>ADMINISTRATIVE FUNCTIONS</p> <ul style="list-style-type: none"> • Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the GM/AGM. • Prepare and submit maintenance reports to the CM/AGM. • Attend to inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Evaluate contractors' performance and submit evaluation reports to the GM/AGM. • Enforce and administer the service contracts and act upon the terms and conditions or agreements made under these contracts. • Monitor expiry of licenses, contracts and any other form of documentation, and to advise the CM of such expiry as and when necessary. • Manage and maintain inventory of all equipment and supplies used for the operations of the property. <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Collate and prepare all incoming invoices with supporting work or purchase orders and submit to the GM/AGM for their recommendation for payment. • Keep proper records of all work and purchase orders. <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> • Supervise all contracted works. • Implement preventive and corrective maintenance plans. • Plan, organize and execute periodic checks on services as well as contracts. • Execute directions given by CM with regard to the operations of the property. • Any other duties assigned by the GM/AGM. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or work with good relevant M&E knowledge. • 2-3 years of work experience with Diploma holders preferred. Those without diploma but with 3-4 years Property management experience could apply for the job. • Basic knowledge of Building Strata Management Act and working in handling of about 500 residential units or multiple condos. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
Property Officer (IFS) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To supervise term contractors ie. security guards, landscape, pest control • Process of Addition & Alteration work applications. It includes corresponding with tenants and their renovation 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: West

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>consultant in the process of A&A work application to meet fire code requirements.</p> <ul style="list-style-type: none"> • Building inspection and ensuring rectification of defects • Assess contractor's quotations and follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase. • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience 	
<p>Property Officer (ECC)</p> 	<p>Key Responsibilities</p> <p>ADMINISTRATIVE FUNCTIONS</p> <ul style="list-style-type: none"> • Prepare all necessary work or purchase orders in the course of his duties to maintain and manage the property and as and when directed by the Condo Manager (CM). • Prepare and submit maintenance reports to the CM • Attend to inquiries, complaints, reports and correspondence relating to the administration of the Corporation, its property and Subsidiary Proprietors. • Evaluate contractors' performance and submit evaluation reports to the CM. • Enforce and administer the service contracts and act upon the terms and conditions or agreements made under these contracts. • Monitor expiry of licenses, contracts and any other form of documentation, and to advise the CM of such expiry as and when necessary. • Manage and maintain inventory of all equipment and supplies used for the operations of the property. <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Collate and prepare all incoming invoices with supporting work or purchase orders and submit to the CM for their recommendation for payment. • Keep proper records of all work and purchase orders. <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> • Supervise all contracted works. • Implement preventive and corrective maintenance plans. • Plan, organize and execute periodic checks on services as well as contracts. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Execute directions given by CM with regard to the operations of the property. Any other duties assigned by the CM. <p>Pre-requisites</p> <ul style="list-style-type: none"> Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. 2-3 years with Diploma holders preferred. Those without diploma but with 3-4 years Property management experience could apply for the job. Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling more than 1000 units. 	
Property Manager cum FSM 	<p>Key Responsibilities</p> <p>ADMINISTRATIVE FUNCTIONS</p> <ul style="list-style-type: none"> Advise on all matters relating to the affairs of the Management Corporation Strata Title (Corporation) and its property. Implement all instructions, by-laws, and prescribed requirements under the Building Strata Management Act (BSMA) 2004. Convene, co-chair, and record minutes for Council Meetings, Annual General Meetings (AGMs), and Extraordinary General Meetings (EOGMs). Handle all enquiries, complaints, reports, and correspondence pertaining to the administration of the Corporation, its property, and Subsidiary Proprietors. Engage, with prior approval from the Corporation, contractors, solicitors, auditors, surveyors, architects, engineers, and other professional service providers as necessary for the proper management of the building/estate. Act on behalf of the Corporation, as directed, in response to notices or orders issued by competent public or statutory authorities relating to the Corporation and its property. <p>FINANCIAL FUNCTIONS</p> <ul style="list-style-type: none"> Collect, demand, and recover all monies due to the Corporation, and take necessary steps, including legal action when required, to recover outstanding sums, as directed or approved by the Corporation. Disburse payments for all approved expenses such as rates, taxes, premiums, rental, license fees, statutory charges, professional fees, repairs, maintenance, and any other recurrent expenditure incurred on behalf of the Corporation. Maintain proper and accurate accounting records for all monies received and expended. Prepare and submit an annual budget for the Corporation's review, including recommendations for contribution rates (e.g. Maintenance Fund). Provide monthly financial statements and status reports to the Corporation after the closing of each calendar month. 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Oversee the requisition and evaluation of quotations to ensure proper cost control. • Initiate, negotiate, and award contracts, subject to Council’s approval and in accordance with procurement protocols. • Drive cost savings and value creation through adoption of technology, sound financial management, and efficient operational practices. <p>MANAGEMENT AND MAINTENANCE FUNCTIONS</p> <ul style="list-style-type: none"> • Manage and maintain the property in good operational condition, ensuring compliance with all relevant legislation, standards, and regulatory requirements. • Prepare specifications, call for tenders, evaluate submissions, and provide recommendations to the Corporation. • Conduct regular inspections to ensure all facilities, equipment, and common areas are properly serviced and maintained by staff and contractors. • Develop and implement preventive maintenance programmes for the property. • Supervise site staff, including performance management, conduct, and discipline, in the best interests of the Corporation. • Build, foster and establish excellent cordial relationships with Subsidiary Proprietors, residents, especially with Council/Exco members and Council representative. • Perform any other duties assigned by the Corporation or the HQ office. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 4-5 years of MCST experience for Diploma holders and have experience in handling office and commercial units. • Good knowledge of BSM Act. <p>Others skill sets:</p> <ul style="list-style-type: none"> • Contract Management skillset is a must; • Oversees regular building maintenance and repairs; • To perform as a Fire Safety Manager for the estate; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Good Knowledge of Electrical and M&E 	
<p>Residence Officer</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide essential customer service support to residents, visitors, and contractors, including maintaining proper records and documentation. • Handle and manage residents’ expectations professionally to ensure consistent delivery of excellent service standards. • Adhere to established quality assurance procedures, including those related to cleaning, security, repairs and 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: West

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>maintenance, fire safety, lift operations, and emergency protocols.</p> <ul style="list-style-type: none"> • Assist the Condo Manager with daily operational duties as required. • Conduct scheduled inspections and checks of the estate, and promptly escalate any irregularities, faults, or emergencies to management (when sufficient manpower on duty). <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 2 years and above MCST Experience in residential or commercial development. • Basic accounting knowledge • Customer orientated • Good Public Relations skills 	
Security Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct security monitoring with use of surveillance systems, detect and report security breaches • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas • Respond to security incident and emergencies and report to key Management staff when necessary • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security • Any other ad-hoc assignments assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must possess PLRD License 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
Senior Property Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Overall Property Management of the Estate that he/she assigned to include soft Services such as Pest Control, Landscape, Cleaning and Security. • Required to plan, formulate, manage and oversee the fitting-out, operations, maintenance and upkeep of buildings and land area. • Supervise and manage contractors in fulfilling their contractual obligation and ensure smooth operation of the buildings • Attend to feedback by tenants/ clients, to recommend and take remedial actions in a timely manner. • Promote good relations with our staff, contractors and management. • Ensure renewal of Managing Agent service contract • Ensure all preventive maintenance programs for all M&E/ building equipment in compliance with relevant legislations and safe work procedures. • Conduct monthly council meeting and Annual General Meeting. • Oversee preparation of annual budget and implement cost saving measures. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Provide timely guidance and advice for Site Team under his/her charge. • Any other ad-hoc assignments assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate must possess at least a diploma in Estate Management, Building Services Engineering or equivalent. • Minimum 5 years of MCST experience for Diploma holders and have experience in handling more than 500 units. • Good knowledge of BMSMA Act. 	
Senior Property Officer 🏠	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To supervise of term contractors ie. security guards, landscape, pest control • Process of Addition & Alteration works applications. It includes correspond with tenants and their renovation consultant in the process of A&A work application to meet fire code requirements. • Building inspection and ensure rectification of defects • Assess contractor's quotations and to follow up with issuance of work orders. The candidate has to be well verse of BQ and taking off. • To ensure completion of defect works to meet timeline. • Update promptly and ensure proper closure of cases in CMMs iBase. • Attend to complaints by tenants and liaise with term contractors for repair works • Ensure compliance to all service Level Agreement stipulated in the IFM contract • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Building/ Facilities Management/ Building Services/ Engineering from a recognized institute of higher learning with Min 3 years of relevant working experience. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
Senior Security Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct security monitoring with use of surveillance systems, detect and report security breaches • Administer access control and alarm monitoring systems to manage access into sensitive and restricted areas • Respond to security incident and emergencies and report to key Management staff when necessary • Keep vigilance against threats of workplace violence and terrorist activities to ensure personnel safety and security • Any other ad-hoc assignments assigned by the Management <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must possess PLRD Licence 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Site Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee the overall performance of Service teams within the contract. Responsible for manpower resource planning, budget management, and ensuring compliance to maintain a safe working environment. Ensure contract compliance and meet or exceed KPIs. Foster a culture of service excellence and continuous improvement Monitor and update account processes and procedures Collaborate with Site Lead to develop and execute strategic business plans Maintain data integrity in management systems Deliver contractual and ad-hoc reports punctually Support engineering during planned or unplanned power shutdowns. Uphold safety protocols and crisis management procedures Oversee supply chain delivery, ensuring service quality Ensure accurate and timely financial reporting and billing Manage staff performance, development and recruitment Enforce compliance with Health, Safety, Environmental and Risk Management policies. Cultivate teamwork, collaboration and personal development within the team. Manage workload, resourcing and succession planning Any other ad-hoc works assignment by the management. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Engineering /Building/Facilities/Estate Management or relevant disciplines with proven mgmt. background and managed est. 20,000 sqm in the past 5 yrs. 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide
Technical Executive 	<p>Key Responsibilities</p> <p>Assist and report directly to Building Manager (BM) in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> Oversee the facilities management within the premises Compiling the monthly utilities report and tabulations Monthly M&E reports Assist in developing and implement of Standard Operating Procedures (SOP) as and where necessary <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> Attend monthly meetings with clients & prepares the minutes of the meeting Providing updates on ad-hoc and outstanding issues Attending to clients feedback or requests Coordinates the preventive and corrective maintenance works schedule with the contract and client. <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> Provide costing and proposals for ad-hoc works/projects 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and in satisfaction • Liaising and managing contractors <p>Leading the on-site technical teams:</p> <ul style="list-style-type: none"> • Provide guidance, training and supervision to technical staff to ensure proper execution of assigned task • Planning of maintenance schedule • Review and planning monthly maintenance schedule • Oversee all work is carried out timely and smoothly by the staff. • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with minimum 3 years relevant experience 	
Technical Officer	<p>Key Responsibilities</p> <p>Daily routine</p> <ul style="list-style-type: none"> • Inspections of the premises to check for abnormality and defects • Support to cover reception service whenever receptionist is absence • General handyman works inclusive of changing of light bulbs and minor repair of lock sets, door closer, etc (replacement parts are not included) • Setting up, testing of Meeting room (Testing of AV system) • Escort client's contractors as and when required • Support to cover reception service whenever receptionist is absence • Any other ad-hoc assignments assigned by the Management. <p>Assist and report directly to Facility Executive in all operation & maintenance concerns:</p> <ul style="list-style-type: none"> • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Prepare Monthly M&E reports • Assist in developing and implement of Standard Operating Procedures (SOP) as and where necessary <p>Interfacing with the clients:</p> <ul style="list-style-type: none"> • Attend monthly/ad-hoc meetings with clients & stakeholders • Providing updates on ad-hoc and outstanding issues • Attending to client/User feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractor and client. <p>Coordinate and manage projects:</p> <ul style="list-style-type: none"> • Provide costing and proposals for ad-hoc works/projects 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and in satisfactory • Liaising and managing contractors • Inspect and check on site that works orders have been carried out accordingly <p>Pre-requisites</p> <ul style="list-style-type: none"> • Higher NITEC or NTC-2 Certificate in Electrical Engineering / Mechanical Engineering / Air-conditioning / Building Services or its equivalent with at least five (5) years of post-graduation working experience in maintaining building services including M&E and AV systems. • First Aid Course (CPR + AED) certified • Experienced in operating and basic troubleshooting of meeting rooms AV equipment • Competency in basic troubleshooting of electrical power trip & ACMV issues 	
Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Daily inspection of critical M&E systems (e.g. sprinklers, chillers) • Operation of chiller plant per scheduled hours • Monitoring and response to fire alarm activations • Facilitation of contractors' access to M&E areas • other ad-hoc duties as assigned by SUSS <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum NITEC or at least 2 years relevant experience 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: Islandwide
WSH Coordinator 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct monthly scheduled and ad-hoc WSH inspection across various sites. • Conduct Internal Audit for Integrated Management System (ISO) • Attend regular WSH Audit conducted by client's and follow-up with site teams on the rectifications. • Conduct incident investigation and advise on follow-up actions • Proactively identify hazards and advise on Corrective and preventive actions • Carry out risk management audit on contractors • Routine checks on WSH Document submissions across various contracts and advise on lapses and amendments required. • Carry out regular WSH briefing/ trainings to various site teams • Attend WSH and Risk Management meetings and provide updates on site WSH status. • Issue Work Authorization Forms after checks on contractor safety documentations. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: West

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Implementation of Permit-to-work system across various sites/ contracts • Carry out noise monitoring at various sites and advise on noise reduction measures. • Promote WSH values and principles through communication, consultation and engagement with internal and external stakeholders through meetings, dialogue and/ or trainings. • Lead and implement EHS improvement activities arising from corporate EHS and site leadership directions. • Perform WSHO assigned duties in accordance to client's contract requirements. • Any other ad-hoc assignments assigned by the Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Must be a Registered Workplace Safety & Health Officer with Minimum Advance Diploma in WSH. 	

#6 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 honoured to have collaborated with many valuable clientele, including Changi Airport Group, SATS, OCBC, NEA, SMRT, Resort World Sentosa, and many more. We strive to build partnership in delivering the right solution for their needs. Through combination of dedicated people, progressive equipment, we deliver performance to preserve our environment.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaning Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To manage assigned team(s) of Cleaners to maintain cleanliness of assigned area <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to lead and supervise, possess WSQ Supervise Service Operations an advantage 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: Islandwide
Driver	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Operate allocated mechanised cleaning equipment and/or mechanical sweeper to clean assigned area Drive different types of Class 3, 4 and 5 vehicles as assigned Transport workers from office rally point to individual work site as assigned Drive vehicle and pick up garbage bags with your cleaning partner as assigned Carry garbage bags and dispose of them properly as assigned Keep your assigned mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles fully fuelled/battery charged and in good working condition before and after each shift Return mechanised cleaning equipment, mechanical sweeper, Class 3, 4 and 5 vehicles to storage locations, respective depots and carparks after use <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess valid Class 3, or 4 or 5 driving license 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: North East/ Central Region
Food Handler	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Heat and top up food, display can drinks/beer at the chillers <p>Pre-requisites</p> <ul style="list-style-type: none"> F&B Knowledge 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: East Region
Indoor Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> General Cleaning <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work shifts 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: S(528530)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Management Trainee 📁	Key Responsibilities <ul style="list-style-type: none"> • Train to Manage and organize daily operations schedule to ensure jobs are carried out effectively • Attend meeting, respond to customer complaints / feedback • Client Servicing Pre-requisites <ul style="list-style-type: none"> • Train to assist and support the Zone Head to lead and organize sites Operations Team to ensure safety, daily routine, periodic schedule and manpower are available to meet contract standards and requirements 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location/ Postal code: Islandwide
Multi Skilled Cleaner cum Machine Operator	Key Responsibilities <ul style="list-style-type: none"> • Manage high-jet pressure flooring and using scrubbing machine Pre-requisites <ul style="list-style-type: none"> • Able to operate machineries. 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location/ Postal code: S(528530)
Night Shift Outdoor Cleaner	Key Responsibilities <ul style="list-style-type: none"> • Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor Pre-requisites <ul style="list-style-type: none"> • Full time 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location: Islandwide
Operations Executive 📁	Key Responsibilities <ul style="list-style-type: none"> • Manage and organize daily operations schedule to ensure jobs are carried out effectively • Attend meeting, respond to customer complaints / feedback • Client Servicing Pre-requisites <ul style="list-style-type: none"> • To assist and support the Zone Head to lead and organize sites Operations Team to ensure safety, daily routine, periodic schedule and manpower are available to meet contract standards and requirements 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location: Islandwide
Outdoor Cleaner	Key Responsibilities <ul style="list-style-type: none"> • General Cleaning Pre-requisites <ul style="list-style-type: none"> • Able to work shifts 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location: S(528530)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Street / Estate Cleaner (Central Area)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform general cleaning of your assigned areas, adhere to safety regulations as stipulated by the Company and perform duties as assigned by supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> General Cleaning and able to withstand adverse weather conditions 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location: S(528530)
Table-Top Cleaner (Full Time / Part Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Collect & Wash Plates, Arrange all the dishes/glasses/cutleries keep at the buffet area <p>Pre-requisites</p> <ul style="list-style-type: none"> Positive attitude & able to work night shift 	<ul style="list-style-type: none"> Working Hours: 44 hours per week Location/ Postal code: North East Region

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#7 Cold Storage Singapore (1983)

Cold Storage is one of Singapore's oldest and most iconic supermarket chains that started out as a homegrown merchant of fresh, quality meats and dairy products. To date, we have 4 brands – Cold Storage, CS Fresh, Market Place and Jasons across 50 stores islandwide. Each brand offers unique store concepts and experiences to cater to our diverse consumer needs.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cashier	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide a positive customer experience with friendly, and courteous service • Perform opening and closing duties for Checkout Department, and be accountable for daily cash balances • Operate the Checkout and Self-Checkout counters effectively and efficiently • Responsible for the upkeep of Checkout area • Maintain high standard of hygiene and cleanliness of front and back of the store • Support stock replenishment, expiry and quality checks, online orders picking as and when required • Any other ad-hoc duties as per assigned • Work rotating shift as and when required <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to work based on 6 days' work week schedule with rotating shifts (including weekends and public holidays) • Willing to stand for long hours and enjoy interacting with customers • Comfortable to handle cash 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview
Department Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide a positive customer experience with friendly, and courteous service • Manage department sales and profitability to meet budgetary goals, sharing targets with team • Perform daily department duties including store opening/closing and temperature checks • Conduct morning and afternoon walkthroughs to ensure proper stock levels, pricing, quality, display, and cleanliness • Manage inventory levels, stock, out-of-stock situation, and shrinkage to optimize product availability and sales • Lead expiry/quality check, planogram change, gap check, stock take and discrepancy investigation and action plan according to the company's SOP • Perform markdown, write-off and disposal of products • Support proper receiving, IBT and checkout duties • Process online orders and pick items to the highest quality • Responsible for day-to-day administrative duties • Plan weekly roster and staffing based on guidelines, promotional/seasonal calendar to optimize team deployment and control costs • Train and develop team members through on-the-job training and special projects 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Maintain high standard of food safety, hygiene, health and safety guidelines • Ensure strict compliance with all operational and P&C policies by store team • Cover for Store Manager during their absence for efficient store operations • Any other ad-hoc duties as per assigned • Work rotating shift as an when required <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to work based on 6 days' work week schedule with rotating shifts (including weekends and public holidays) • Willing to stand for long hours and enjoy interacting with customers • Able to carry 10-15 kg products • With previous supervisory experience • Relevant experience in the Retail/F&B industry will be an added advantage 	
Logistics Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform warehousing and logistics functions such as receiving, putting away of goods, picking, and marshaling • Perform housekeeping tasks • Conduct physical counts to ensure the accuracy • Practice safe work procedures and identify potential hazard • Handle stocks & equipment with care • Any ad-hoc duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Experience in warehouse and logistics will be an advantage • Able to work 5 days per week, rotating shifts (including weekends) 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview
Sales Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide a positive customer experience with friendly, and courteous service • Replenish and maintain the stocks, and ensure it is within quality and display standards • Ensure all price points communication are prepared, displayed accurately and timely • Perform markdown, record wastage and disposal of products • Support planogram change, gap check, receiving & stocktake duties • Maintain high standard of hygiene and cleanliness of front and back of the store • Process online orders and pick items to the highest quality • Any other ad-hoc duties as per assigned • Work rotating shift as when required 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to work based on 6 days' work week schedule with rotating shifts (including weekends and public holidays) • Willing to stand for long hours and enjoy interacting with customers • Able to carry 10-15 kg products 	
<p>Team Leader (Service)</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support onboarding and offboarding process and HR/payroll issues for team members • Assist in preparing and submitting reports and documents approved by Store Manager • Maintain organized and updated personnel records and documents • Ensure timely and accurate attendance-related reports are submitted • Provide prompt and accurate assistance to team members with their queries • Process and distribute information and documents to team members • Manage stationery orders and office equipment upkeep • Manage cash balances in the safe for cash floats and change-making purposes • Daily bank-in of cash, coins, cheques, and foreign currencies collected from store sales and payments • Verify cash pick-up amounts and reconcile cash register takings with Daily Cash Till Summary • Handle, record, and report cash float and collections accurately for banking and Accounts Department • Disburse petty cash payments based on approved requisitions from the Store Manager • Handle customer inquiries, feedback, complaints, exchanges, and refunds • Plan weekly roster and staffing based on guidelines, promotional/seasonal calendar to optimize team deployment and control costs • Efficiently operate Checkout and Self-Checkout counters • Maintain cleanliness and hygiene standards on the shop floor, administration office, and staff room • Assist the Store Manager in implementing new company strategies, policies, and procedures in the administrative aspect • Ensure strict adherence to the company's policies and Store Cash Policies and Procedures Manual • Support stock replenishment, expiry and quality checks, stocktaking, and online order picking when needed • Perform receiving and purchase order counts, as required • Provide store supervisory support, including store opening & closing, ordering, promotion setup, temperature checks, reporting, and document signing, if necessary • Any other adhoc duties as per assigned 	<ul style="list-style-type: none"> • Working Hours: 44 hours per week • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> • Able to work based on 6 days' work week schedule with rotating shifts (including weekends and public holidays) • Able to handle administrative matters • Enjoy interacting with customers • Comfortable to handle cash 	

#8 CREW

At CREW, we connect job seekers with exciting opportunities across a wide range of industries, including Aviation, Healthcare, Logistics, Manufacturing, Retail, Events, F&B, Transportation, and more. Whether you're seeking a fresh start or seeking a career switch, our experienced recruiters are here to guide you towards roles that match your skills and aspirations.

Your next opportunity could be just one conversation away. Visit CREW and take the next step in your career journey today!

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Basic Care Assistant	Key Responsibilities Support Resident Care <ul style="list-style-type: none"> • Assist residents with daily living needs such as bathing, dressing, toileting & continence care. • Perform basic physiological monitoring and simple nursing care procedures under nurse supervision. • Support nurses during emergencies and urgent situations. • Facilitate life-enrichment activities that promote engagement, comfort and dignity. Support Organisational Operations <ul style="list-style-type: none"> • Assist healthcare professionals during clinical consultations. • Transfer and escort residents for appointments, household movements or hospital visits (for stable conditions). • Participate in quality audits and continuous improvement efforts. • Attend ongoing nursing support training to maintain high care standards. Pre-requisites <ul style="list-style-type: none"> • Individuals with a caring personality and strong sense of responsibility • Team players who enjoy supporting seniors • Those who are able to commit to rotating shifts • Min 1 year experience 	<ul style="list-style-type: none"> • Working Hours: 7am to 7pm/7pm to 7am • Location/ Postal code: Central/North-East

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
F&B Captain	<p>Key Responsibilities We are looking for enthusiastic and customer-oriented Captains! You will be responsible for leading the Service crew as well as delivering excellent food and beverage services while ensuring a seamless dining experience for all guests.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Accurately take and deliver food and beverage orders in a timely manner • Provide courteous, attentive, and professional service to all guests • Assist team members with restaurant setup and preparation, ensuring all utensils and amenities are well-stocked and ready for service • Respond to guest requests, suggest menu items, and promote upselling opportunities • Manage restaurant telephone calls and email reservations efficiently • Perform general administrative tasks to support seamless restaurant operations <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 1 year of F&B experience • Graduates from Hospitality, F&B, or Tourism programs are welcome • Comfortable working in shifts, including weekends and public holidays • Open gender/Race: comfortable serving wine/non-halal food 	<ul style="list-style-type: none"> • Working Hours: Rostered Shift • Location/ Postal code: Central
Fitness Instructor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct fitness assessments, guide members on proper exercise techniques, and ensure safe usage of gym equipment. • Plan and lead individual or group workout sessions based on members' fitness levels and goals. • Monitor members during training sessions to ensure safety, correct posture, and proper exercise form. • Maintain gym cleanliness, equipment condition, and provide excellent member support to encourage a positive fitness experience. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Keen to enter the fitness industry and learn how to support members in their fitness journey. • - Positive attitude, approachable personality, and willing to learn proper gym operations and exercise guidance. • - Comfortable interacting with members and providing basic assistance in a gym environment. • - Responsible, proactive, and open to training to build knowledge in fitness, equipment usage, and member safety. 	<ul style="list-style-type: none"> • Working Hours: To ask employer during interview • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Luxury Retail Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide professional and personalised customer service to walk-in customers, ensuring a premium shopping experience. • Assist customers with product enquiries, recommendations, fitting, and styling based on their needs and preferences. • Support daily store operations, including cashiering, stock replenishment, visual merchandising, and inventory checks. • Build strong customer relationships, support sales targets, and maintain the store's luxury service standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Keen to enter the luxury retail industry and learn about premium customer service, product knowledge, and store operations. • Service-oriented, well-spoken, and confident in engaging customers in a professional retail environment. • Able to maintain a polished and professional presentation while representing the brand's service standards. • Comfortable working retail hours, including weekends and public holidays when required. 	<ul style="list-style-type: none"> • Working Hours: To ask employer during interview • Location/ Postal code: To ask employer during interview
Manufacturing Lead	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Lead a team of production workers. • Make sure daily production targets are met. • Check product quality and solve production problems. • Train new staff and help team members improve. • Keep machines running properly. • Report progress to management. • Ensure the workplace is clean and safe. • Work shifts and help other areas when needed. <p>Pre-requisites</p> <ul style="list-style-type: none"> • 2–3 years of experience leading a manufacturing team. • Good problem-solving and communication skills. • Able to use Microsoft Office. • Hands-on and physically fit. • Can work in a fast-paced environment and on shifts. 	<ul style="list-style-type: none"> • Working Hours: 8am - 8.30pm/8.30pm-8am • Location/ Postal code: Central (Near Tanjong Pagar Mrt)
Membership Consultant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Promote gym membership packages, handle enquiries, and provide professional advice to prospective members. • Conduct gym tours, explain facilities and services, and assist clients in selecting suitable membership plans. • Follow up with leads, manage membership sign-ups, renewals, and maintain accurate customer records. • Build strong relationships with members, support retention efforts, and assist with front desk or administrative duties when required. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Keen to enter the fitness industry and learn about gym membership sales and customer service. 	<ul style="list-style-type: none"> • Working Hours: To ask employer during interview • Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Enjoys speaking to people, handling enquiries, and sharing information with potential members. • Positive, service-oriented, and willing to learn how to conduct gym tours and explain membership packages. • Responsible, proactive, and open to training in sales, member engagement, and daily gym operations. 	
Occupational Therapist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Deliver professional Occupational Therapy services across inpatient, outpatient, and home-based cases • Manage assigned wards and caseloads, ensuring consistent service coverage • Develop and implement individualised rehabilitation plans and goals • Conduct patient follow-ups to monitor progress and outcomes • Participate in case conferences, multidisciplinary meetings, and family discussions • Collaborate with OT/PT teams for case management and rehab rounds • Conduct risk assessments and maintain patient safety during therapy sessions • Engage patients, families, and caregivers to promote rehabilitation carryover and independence <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree/Diploma in Occupational Therapy • Relevant clinical experience in rehabilitation settings • Strong communication and interpersonal skills • Ability to work independently and within a multidisciplinary team • Mandarin-speaking preferred (to liaise with Chinese-speaking patients) 	<ul style="list-style-type: none"> • Working Hours: Office Hours • Location/ Postal code: Central/North-East
Physiotherapist	<p>Key Responsibilities</p> <p>We are seeking a qualified Physiotherapist to provide high-quality, evidence-based rehabilitation care to patients. This role is ideal for clinicians looking for stable working hours, professional growth, and a supportive healthcare environment.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assess patients' physical conditions and develop individualised treatment plans • Deliver therapeutic exercises, manual therapy, and rehabilitation programmes • Monitor patient progress and adjust treatment plans accordingly • Educate patients and caregivers on injury prevention and recovery strategies • Maintain accurate and timely clinical documentation • Collaborate with multidisciplinary healthcare professionals to ensure holistic care 	<ul style="list-style-type: none"> • Working Hours: Office Hours • Location/ Postal code: Central/North-East

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Recognised Degree or Diploma in Physiotherapy • Registered with AHPC • Relevant clinical experience preferred • Strong communication and interpersonal skills • Patient-centred and professional attitude 	
Quality Lead	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Lead Quality Inspectors. • Check products at different production stages. • Prepare quality reports and documentation. • Train staff on quality standards. • Work with production and engineering teams to fix issues. • Support new products and continuous improvements. • Maintain safety and workplace standards. • Work shifts. <p>Pre-requisites</p> <ul style="list-style-type: none"> • 2–3 years of leadership experience in quality or manufacturing. • Understand quality inspection processes. • Good reporting and computer skills. • Strong communication and coaching abilities. • Physically fit and able to stand for long periods. 	<ul style="list-style-type: none"> • Working Hours: 8am - 8.30pm/8.30pm-8am • Location/ Postal code: Central (Near Tanjong Pagar Mrt)
Service Crew	<p>Key Responsibilities</p> <p>We are looking for enthusiastic and customer-oriented servers! You will be responsible for delivering excellent food and beverage services while ensuring a seamless dining experience for all guests.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Accurately take and deliver food and beverage orders in a timely manner • Provide courteous, attentive, and professional service to all guests • Assist team members with restaurant setup and preparation, ensuring all utensils and amenities are well-stocked and ready for service • Respond to guest requests, suggest menu items, and promote upselling opportunities • Manage restaurant telephone calls and email reservations efficiently • Perform general administrative tasks to support seamless restaurant operations <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 1 year of F&B experience; fresh graduates from Hospitality, F&B, or Tourism programs are welcome • Comfortable working in shifts, including weekends and public holidays • Open gender/Race: comfortable serving wine/non-halal food 	<ul style="list-style-type: none"> • Working Hours: Rostered Shift • Location/ Postal code: Central

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Staff Nurse	<p>Key Responsibilities</p> <p>Role Overview: We are seeking a Senior Nurse / Staff Nurse with strong clinical nursing competencies and the ability to work effectively with both clients and multidisciplinary care teams. This role is suited for candidates with aged care or subacute hospital experience who are passionate about delivering high-quality, resident-centered care.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform, supervise, and evaluate clinical nursing activities • Maintain and continuously improve clinical nursing standards and quality of care • Orientate, supervise, and assess the practice of Enrolled Nurses and care staff • Coordinate total client care with relevant departments to ensure quality service delivery • Participate in the evaluation and implementation of clinical guidelines and training programs • Ensure Nursing Care Plans (NCPs) are regularly updated and delivered according to planned outcomes • Work closely with residents, families, visitors, and volunteers to support holistic care <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor’s Degree or Diploma in Nursing, recognised by Singapore Nursing Board (SNB) • Registered with SNB • Minimum 2 years of relevant nursing experience • Aged care or subacute hospital setting experience is highly preferred • Strong interest in geriatric care • Good awareness of current healthcare, professional, and ageing-related issues • Able to commit to 12-hour rotating shifts on a 4-day work week 	<ul style="list-style-type: none"> • Working Hours: 7am to 7pm/7pm to 7am • Location/ Postal code: Central/North-East
Warehouse assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for daily warehouse operations, including picking, packing, sorting, labelling, and preparing goods for delivery. • Assisted with inbound and outbound goods, ensuring items were checked, recorded, and stored accurately according to warehouse procedures. • Maintained proper housekeeping and stock arrangement to ensure a safe, clean, and organised warehouse environment. • Supported inventory checks, stock counts, and general logistics duties to ensure smooth warehouse operations. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to carry and handle goods weighing up to 20kg when required 	<ul style="list-style-type: none"> • Working Hours: Office hours • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Comfortable assisting with picking, packing, sorting, and preparing products for delivery or storage • Possess a valid forklift license and able to operate forklift safely within the warehouse • Responsible, physically fit, and able to work in a fast-paced warehouse environment 	
Warehouse Lead/Logistic Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Supervise warehouse workers • Ensure daily warehouse operations run smoothly • Monitor safety and productivity • Conduct tea briefings and prepare reports • Train team members • Help solve operational issues • Support new projects and work with other departments • Maintain a clean and safe warehouse • Work shifts <p>Pre-requisites</p> <ul style="list-style-type: none"> • 2-3 years of warehouse or manufacturing leadership experience • Good communication and teamwork skills • Basic Microsoft Word and Excel knowledge • Physically fit and comfortable with manual work 	<ul style="list-style-type: none"> • Working Hours: 8am - 8.30pm/8.30pm-8am • Location/ Postal code: East/West/Central

#9 Crowne Plaza Changi Airport

Crowne Plaza Changi Airport is a premier, award-winning hotel directly connected to Terminal 3 and Jewel Changi Airport. The hotel seamlessly blends resort-style amenities with airport convenience for bot layover travellers and corporate guests.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Conference & Banqueting Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Conduct on-the-job training and ensure team members attend scheduled training. Communicate regularly with team members to foster good relations. Plan duty rosters and staffing needs for banquet events. Coordinate day-to-day operations for banquets to maximize profit and guest satisfaction. <p>Pre-requisites</p> <ul style="list-style-type: none"> Motivated and friendly Able to communicate and lead colleagues Able to commit rotational shift and working on weekends/public holidays 	<ul style="list-style-type: none"> Working Hours: 9.5 hours per week Location/ Postal code: S(819664)
Assistant Restaurant Manager (Bar)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Foster a positive working environment that promotes teamwork and collaboration between departments. Communicate and coordinate with other departments to enhance teamwork and service quality. Oversee day-to-day operations of Food and Beverage outlets, including In-Room Dining and Mini-bar. Manage the delivery of high-quality service to create unique guest experiences. <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to converse in English, multilingual speakers advantageous Motivated and friendly, able to communicate with guests and build rapport Able to commit rotational shift and working on weekends/public holidays 	<ul style="list-style-type: none"> Working Hours: 9.5 hours per week Location/ Postal code: S(819664)
Club Lounge Ambassador	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Conduct daily beverage and other inventories before closing the Club Lounge. Maintain professional standards of behavior, appearance, and attitude aligned with the hotel's brand. Keep work areas and stations clean and organized. Greet all guests warmly, aiming to use their names whenever possible. <p>Pre-requisites</p> <ul style="list-style-type: none"> Must speak fluent English. Other languages will be an added advantage 	<ul style="list-style-type: none"> Working Hours: 9.5 hours per week Location/ Postal code: S(819664)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Strong interpersonal skills • Able to commit rotational shift and working on weekends/public holidays 	
Duty Manager (Night)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • React and respond to guests to resolve their problems and provide personal recognition. • Ensure VIP and priority club guests receive special attention. • Ensure front-line team members comply with FIT Marketing techniques and maximize sales through upselling. • Ensure team members are properly trained according to hotel guidelines and quality standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Knowledge – Be knowledgeable about Singapore and places for business travellers/ tourists • Must speak fluent English. Other languages will be an added advantage • Able to commit rotational shift and working on weekends/public holidays 	<ul style="list-style-type: none"> • Working Hours: 9.5 hours per week • Location/ Postal code: S(819664)
IT Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage and monitor all computer hardware to ensure systems are installed properly and working efficiently. • Maintain up-to-date hardware and software inventories. • Ensure all computer media backups are completed, documented, and stored according to specifications. • Administer user IDs, passwords, and sensitive system utilities. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Working knowledge of networks and operating systems and databases • Strong analytical and problem-solving skills • Knowledge in PCI DSS (Payment Card Industry Data Security Standards) 	<ul style="list-style-type: none"> • Working Hours: 8 hours per week • Location/ Postal code: S(819664)
Room Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure all rooms meet established standards and create a special, memorable experience for guests. • Assist guests with requests, such as providing toiletries or directions. • Keep the supervisor updated on room service progress and report any needed repairs. • Follow established safety procedures at all times and wear protective equipment when necessary. <p>Pre-requisites</p> <ul style="list-style-type: none"> • It's a physical role and you'll be on your feet most of the day, so fitness is important • Literacy skills - reading, writing and basic maths skills 	<ul style="list-style-type: none"> • Working Hours: 9.5 hours per week • Location/ Postal code: S(819664)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Flexible attitude to shifts – you may need to work nights, weekends and/or holidays 	
Server (In Room Dining, Night)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Follow safety procedures and wear necessary protective equipment to ensure a safe kitchen environment. Maintain cleanliness and hygiene standards that meet or exceed local regulations. Assist with washing up and other kitchen duties as needed to support the team. Enhance guest experience by addressing their queries and providing helpful advice. <p>Pre-requisites</p> <ul style="list-style-type: none"> Strong – sometimes you’ll need to lift, push and pull big objects up to 50lbs (23 kg). This can involve bending and kneeling Literate – you’ll need a good grasp of reading, writing and basic maths Compliant – as well as meeting local laws on food handling and serving alcohol, you’ll be above the minimum age required and fluent in the local language Flexible – night, weekend and holiday shifts are all part of the job 	<ul style="list-style-type: none"> Working Hours: 9.5 hours per week Location/ Postal code: S(819664)

#10 Gain City Best-Electric


Gain City Best-Electric is one of Singapore's leading retailers for consumer electronics, home appliances, IT products, and furniture. Founded in 1981, the company is particularly renowned as Singapore's largest air-conditioner retailer and top service provider.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
2D Graphics Designer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Design marketing visuals, promotional materials and digital graphics. <p>Pre-requisites</p> <ul style="list-style-type: none"> Proficiency in design software such as Adobe Illustrator and Photoshop. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
3D Designer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Create 3D designs for product displays, showroom layouts and marketing materials. <p>Pre-requisites</p> <ul style="list-style-type: none"> Proficiency in 3D design software. Creative portfolio required. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
Accounts Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist in daily accounting operations including invoice processing, accounts payable/receivable and reconciliation. Support finance team with financial documentation and reporting. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma in Accounting or related field. Basic knowledge of accounting software. Detail-oriented. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
Air Conditioning (AC) Installer cum Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Install air-conditioning systems at customer premises according to technical standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> Working Hours: Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) Location/ Postal code: To ask employer


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		during interview
Air Conditioning Repair and Servicing Technician/Assistant Technician	Key Responsibilities <ul style="list-style-type: none"> Perform servicing, maintenance and troubleshooting of air-conditioning systems. Pre-requisites <ul style="list-style-type: none"> Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> Working Hours: Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) Location/ Postal code: To ask employer during interview
Aircon Installation Supervisor	Key Responsibilities <ul style="list-style-type: none"> Supervise air-conditioning installation teams and ensure projects are completed according to safety and technical standards. Pre-requisites <ul style="list-style-type: none"> Experience in HVAC installation. Leadership and technical knowledge required. 	<ul style="list-style-type: none"> Working Hours: Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) Location/ Postal code: To ask employer during interview
BD Director/ Senior Manager (E-waste) 	Key Responsibilities <ul style="list-style-type: none"> Lead business development initiatives for the e-waste division. Identify new clients, partnerships and revenue opportunities while ensuring compliance with environmental regulations. Pre-requisites <ul style="list-style-type: none"> Degree in Business or Environmental Management. 8+ years BD experience. Knowledge of recycling industry preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
BD Director/ Senior Manager 	Key Responsibilities <ul style="list-style-type: none"> Lead business development strategies and identify new revenue streams for the organisation. Pre-requisites <p>Degree in Business. Minimum 8 years business development experience.</p>	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Buyers 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage product sourcing and supplier relationships to ensure competitive pricing. <p>Pre-requisites</p> <ul style="list-style-type: none"> Procurement or retail buying experience preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview
Car Mechanic	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Diagnose, repair and maintain company vehicles and delivery vans to ensure they are in safe working condition. <p>Pre-requisites</p> <ul style="list-style-type: none"> Experience in vehicle maintenance and repair. Relevant mechanical certification preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Sat: 8.30am to 5.30pm (1 hour lunch & 40 mins break) Location/ Postal code: To ask employer during interview
Cashier	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handle customer payments, ensure accurate billing and provide receipts. Maintain proper cashier records and assist customers during checkout. <p>Pre-requisites</p> <ul style="list-style-type: none"> Basic numeracy skills. Honest and responsible. Customer service oriented. 	<ul style="list-style-type: none"> Working Hours: 5 day work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM (Inclusive of lunch and dinner break (1 hr each) and 12min of break daily) Location/ Postal code: To ask employer during interview
City Guide – Retail Sales Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist customers with product selection and provide excellent customer service while achieving sales targets. <p>Pre-requisites</p> <ul style="list-style-type: none"> Friendly personality. Good communication skills / Very Pleasant Looking / Very Good Customer Service Experiences 	<ul style="list-style-type: none"> Working Hours: 5 day work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		(Inclusive of lunch and dinner break (1 hr each) and 12min of break daily) <ul style="list-style-type: none"> Location/ Postal code: To ask employer during interview
Compliance Director/Senior Manager 	Key Responsibilities <ul style="list-style-type: none"> Ensure organisational compliance with regulatory requirements and internal policies. Manage risk and compliance programmes. Pre-requisites <ul style="list-style-type: none"> Degree in Law/Business/Compliance. Extensive compliance experience. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
Contract Manager / Asst Contract Manager 	Key Responsibilities <ul style="list-style-type: none"> Manage project contracts, tender documentation and compliance with contractual obligations. Pre-requisites <ul style="list-style-type: none"> Degree in Quantity Surveying or Contract Management. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview
Corp Sales Manager (LED) 	Key Responsibilities <ul style="list-style-type: none"> Manage corporate sales accounts for LED products and develop strategic partnerships with clients. Pre-requisites <ul style="list-style-type: none"> Corporate sales experience preferred. Knowledge of lighting products is an advantage. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview




Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Customer Service Officer(Marketing)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handle customer enquiries, service requests and complaints. Coordinate with relevant departments to resolve issues. <p>Pre-requisites</p> <ul style="list-style-type: none"> Good communication and problem-solving skills. Customer service experience preferred. 	<ul style="list-style-type: none"> Working Hours: Mon, Thurs, Fri, (full day in AMK office) Sat & Sun (full day in Sungeji Kaduk Megastore Gain City) Off day on Tues & Wed PH sometimes also need to work (off in lieu will be given if required to work) Location/ Postal code: To ask employer during interview
Demo Chef (Part Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Demonstrate cooking appliances and products in retail showrooms or promotional events. <p>Pre-requisites</p> <ul style="list-style-type: none"> Cooking experience preferred. Good presentation skills. 	<ul style="list-style-type: none"> Working Hours: 3 time slots per day: 12–2pm, 3–5pm, 6–8pm Reporting time: 10.30am at SK Kitchen for preparation Location/ Postal code: To ask employer during interview
Director, Finance 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead financial strategy, oversee financial planning, budgeting, reporting and compliance across the organisation. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Finance/Accounting. CPA/ACCA preferred. Minimum 8–10 years finance leadership experience. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview





Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Director, IT Digital Transformation 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead digital transformation initiatives across the organisation. Implement technology solutions to improve operational efficiency and innovation. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in IT or Business Technology. 10+ years experience in digital transformation leadership 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
Driver/ Delivery Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Deliver goods safely to customers and ensure proper documentation of deliveries. <p>Pre-requisites</p> <ul style="list-style-type: none"> Valid Singapore Class 3/4 driving licence. Responsible and punctual. 	<ul style="list-style-type: none"> Working Hours: Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) Location/ Postal code: To ask employer during interview
E-Commerce Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage online sales platforms including website, marketplace listings and digital promotions. <p>Pre-requisites Experience in e-commerce operations and digital marketing</p>	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview
ECO E-Waste Operator (Dismantler)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Dismantle electronic waste materials for recycling in accordance with environmental regulations and safety standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> Physically fit. Knowledge of recycling processes preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Sat: 8.30am to 5.30pm (1 hour & 40 mins break) Location/ Postal code: To ask employer during interview
Executive (L&D) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Plan and implement training and development programmes to enhance employee skills. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm





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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> Degree in HR or Training Development. Strong communication skills. 	Every Sat: 8.30am to 12.30pm (1 hour lunch break) <ul style="list-style-type: none"> Location/ Postal code: To ask employer during interview
Full Stack Developer 	Key Responsibilities <ul style="list-style-type: none"> Develop and maintain web applications including frontend and backend systems. Pre-requisites <ul style="list-style-type: none"> Degree in Computer Science or related field. Experience with programming frameworks. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview
HR Executive (TA Background) 	Key Responsibilities <ul style="list-style-type: none"> Support recruitment, employee engagement and HR administration. Pre-requisites <ul style="list-style-type: none"> Diploma or Degree in HR or Business Administration. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
HR Senior Executive/Executive 	Key Responsibilities <ul style="list-style-type: none"> Support recruitment, onboarding and HR administration. Pre-requisites <ul style="list-style-type: none"> Diploma/Degree in HR or Business Administration. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Human Resources Director 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead HR strategy including recruitment, employee development, compensation and organisational culture. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in HR or Business. Minimum 10 years HR leadership experience. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
Junior full Stack Developer (Entry Level) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Support development of web applications and assist senior developers with coding and testing tasks. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma/Degree in IT. Knowledge of programming languages preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
Logistics (Customer Service Operations) Director 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee logistics customer service operations and ensure efficient delivery and service support. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Logistics or Business. Leadership experience in logistics operations. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
Maintenance Engineer (ASRS) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Maintain automated storage and retrieval systems to ensure operational reliability. <p>Pre-requisites</p> <ul style="list-style-type: none"> Engineering background with automation knowledge preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Maintenance Technician (ASRS) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform maintenance and troubleshooting for automated storage systems. <p>Pre-requisites</p> <ul style="list-style-type: none"> Technical certification or relevant experience. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview
Management Trainee 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Participate in structured training across departments to develop future leadership skills. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree holder. Strong willingness to learn and develop leadership capabilities. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Manager, Logistics (Fleet Management & Leasing) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage vehicle fleet operations including leasing, maintenance and logistics coordination. <p>Pre-requisites</p> <ul style="list-style-type: none"> Experience in fleet management or logistics operations. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Marketing Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Plan and execute marketing campaigns to promote products and increase brand awareness. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma/Degree in Marketing. Good to have digital / videography background 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during



Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Mechanical Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Design and manage mechanical engineering systems for projects. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Mechanical Engineering. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during
MEP Drafter cum Site Coordinator 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Prepare MEP drawings and coordinate site works with engineers and contractors. <p>Pre-requisites</p> <ul style="list-style-type: none"> Experience with AutoCAD and site coordination. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during
Operation Manager (Air Conditioning) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage air-conditioning service operations and ensure service quality and efficiency. <p>Pre-requisites</p> <ul style="list-style-type: none"> Experience in HVAC service management. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during
Outdoor Sales Executive (AIRCON) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Develop and maintain relationships with external clients. Promote company products and services to generate sales leads and close deals. <p>Pre-requisites</p> <ul style="list-style-type: none"> Sales experience preferred. Strong communication and negotiation skills. 	<ul style="list-style-type: none"> Working Hours: Mon to Sat, 8.30am to 5.30am Location/ Postal code: To ask employer during

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Pipe Fitter / Welder, ACMV 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Install and weld piping systems for ACMV projects according to engineering specifications. <p>Pre-requisites</p> <ul style="list-style-type: none"> Technical certification and experience in piping systems. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during
Pipe Fitter Supervisor, ACMV 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Supervise installation and maintenance of piping systems. <p>Pre-requisites</p> <ul style="list-style-type: none"> Technical experience in piping systems. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during
Product Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage product lifecycle including product planning, pricing strategies and marketing coordination. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Business or Marketing. Product management experience preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Product Operations Manager (LED) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage product operations for LED products including supply chain coordination, inventory planning and product performance monitoring. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Business, Engineering or Supply Chain. Experience in product operations preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Project Director or Senior Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee large-scale projects, manage project teams and ensure delivery within budget and timeline. <p>Pre-requisites</p> <ul style="list-style-type: none"> Engineering or Project Management degree. Extensive project management experience 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Project Engineer (Mechanical) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Plan and execute mechanical engineering projects and coordinate with technical teams. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Mechanical Engineering. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Project Manager (Mechanical) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage mechanical engineering projects including planning, budgeting and execution. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Mechanical Engineering. Project management experience required. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during
Project Manager / Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead project planning and technical implementation of engineering works. <p>Pre-requisites</p> <ul style="list-style-type: none"> Engineering background with project experience. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		<ul style="list-style-type: none"> Location/ Postal code: To ask employer during
Project Sales Director / Senior Manager (ACMV) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead sales strategy for ACMV projects and manage key client relationships. <p>Pre-requisites</p> <ul style="list-style-type: none"> Experience in ACMV industry and project sales leadership. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Project Sales Director or Senior Manager (Electrical) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Drive electrical project sales and manage major project accounts. <p>Pre-requisites</p> <ul style="list-style-type: none"> Engineering background preferred. Experience in electrical project sales. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Project Sales Manager/Engineer (HVAC/ACMV) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Develop project sales opportunities and manage HVAC/ACMV projects from proposal to completion. <p>Pre-requisites</p> <ul style="list-style-type: none"> Engineering degree preferred. Experience in HVAC sales or projects. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Promoter	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Promote products at retail outlets or promotional events to increase product awareness and sales <p>Pre-requisites</p> <ul style="list-style-type: none"> Outgoing personality and sales ability. 	<ul style="list-style-type: none"> Working Hours: 5 day work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM (Inclusive of lunch and dinner break (1 hr each) and 12min of break daily

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		<ul style="list-style-type: none"> Location/ Postal code: To ask employer during
Research and Development (R&D) Director 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead research initiatives to develop new products and improve existing technologies. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Engineering or Science. Extensive R&D leadership experience. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during
Retail Manager/Assistant Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee retail operations, manage staff performance and ensure store sales targets are achieved. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 3–5 years retail management experience. Leadership skills required. 	<ul style="list-style-type: none"> Working Hours: 5 day work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM Location/ Postal code: To ask employer during
Retail Sales Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist customers with product selection and provide excellent customer service while achieving sales targets. <p>Pre-requisites</p> <ul style="list-style-type: none"> Customer-oriented with good communication skills. Retail experience preferred. 	<ul style="list-style-type: none"> Working Hours: 6 day work week. 1 rest day on weekdays 12pm-9pm OR 1pm to 10pm Location/ Postal code: To ask employer during
Retail Sales Executive (Furniture and Beddings)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist customers in selecting furniture and bedding products while achieving sales targets. <p>Pre-requisites</p> <ul style="list-style-type: none"> Retail sales experience preferred. Strong customer service skills. 	<ul style="list-style-type: none"> Working Hours: 5 day work week. 1 rest day and 1 off day on weekdays 11 AM to 10 PM (Inclusive of lunch and dinner break (1 hr each) and 12min of break daily

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		<ul style="list-style-type: none"> Location/ Postal code: To ask employer during interview
Security Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Monitor premises to ensure safety of staff, customers and company assets. Conduct patrols, manage access control and respond to security incidents. <p>Pre-requisites</p> <ul style="list-style-type: none"> Valid Security License preferred. Responsible and alert. Able to work shifts including weekends and public holidays. 	<ul style="list-style-type: none"> Working Hours: 9am to 9pm 9pm to 9am Location/ Postal code: To ask employer during interview
Security Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Supervise security team operations, ensure compliance with security procedures and handle incident reporting. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 3 years security experience. Leadership skills. Valid security license preferred. 	<ul style="list-style-type: none"> Working Hours: 9am to 9pm 9pm to 9am Location/ Postal code: To ask employer during interview
Senior Facilities Engineer / Facilities Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage building facilities maintenance and ensure compliance with safety regulations. <p>Pre-requisites</p> <ul style="list-style-type: none"> Engineering background with facilities management experience. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview
Senior Manager (Sales & Operation, ACMV) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead ACMV sales and operational activities to drive project growth and profitability. <p>Pre-requisites</p> <ul style="list-style-type: none"> Extensive ACMV industry experience and leadership skills. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
System Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Maintain and support company IT infrastructure including servers, networks and enterprise systems. Ensure system reliability and performance. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in IT/Computer Science. Experience with server and network systems. 	<ul style="list-style-type: none"> Working Hours: Mon to Thurs: 8.30am to 6.30pm Fri: 8.30am to 5.30pm (1 hour break) Location/ Postal code: To ask employer during interview
Warehouse Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist in receiving, checking, storing and picking goods in the warehouse. Ensure accurate stock handling. <p>Pre-requisites</p> <ul style="list-style-type: none"> Physically fit and able to carry goods. Responsible and hardworking. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview
Warehouse Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee warehouse operations including inventory management and logistics coordination. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 5 years warehouse management experience. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview
Wholesales Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Manage wholesale accounts and coordinate product distribution to business partners. <p>Pre-requisites</p> <ul style="list-style-type: none"> Sales experience in wholesale or distribution industry preferred. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Willing to work on alternate Saturday from 0830 to 1730hrs. Location/ Postal code: To ask employer

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
		during interview
Wholesales Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee wholesale business operations and manage distributor relationships. <p>Pre-requisites</p> <ul style="list-style-type: none"> Distributor relationships. Sales leadership experience in wholesale industry. 	<ul style="list-style-type: none"> Working Hours: Mon to Fri: 8.30am to 5.30pm Every Sat: 8.30am to 12.30pm (1 hour lunch break) Location/ Postal code: To ask employer during interview

#11 Go Ahead Singapore

Go-Ahead Singapore is a leading local public transport operator and subsidiary of the Go-Ahead Group, a UK transport provider which enables more than one billion journeys a year.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bus Captain	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Possess at least a Primary/Secondary School/"O" Level, any field. Possess a valid Class 3/4 Driving License with a minimum of one (1) year driving experience. Able to perform shift work. Able to start work immediately or within short notice period. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess at least a Primary/Secondary School/"O" Level, any field. Possess a valid Class 3/4 Driving License with a minimum of one (1) year driving experience. Able to perform shift work. Able to start work immediately or within short notice period. 	<ul style="list-style-type: none"> Working Hours: 44 working hours 5 Days Split Shift / 6 Days (As rostered)/ Part-time Location/ Postal code: Various locations
Customer Service Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Provide excellent customer service to customers. Attend to all walk-in enquiries from customers. Handle lost-and-found enquiries. Handle customers phone call enquiries. Ensure customer enquiry are properly addressed and escalate customer complaints to related departments. Other ad-hoc customer service related duties as assigned. 	<ul style="list-style-type: none"> Working Hours: 44 working hours Alternate 3/4 day work week Location/ Postal code:

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum GCE 'O' levels and above. Prior 1 – 2 years of working experience in customer service industry would be advantageous. Good verbal communication, interpersonal and written skills; with pleasant and positive attitude. Computer literacy including Microsoft Office will be an added advantage. Able to commit to shifts. 	<ul style="list-style-type: none"> Various locations
<p>Fleet Support Assistant</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Ensure electric buses are correctly plugged in and charging initiated. Refuel buses accurately and document all information. Handle refueling equipment with care and adhere to SOPs. Complete the demounting of buses per demounting list according to SOPs and maintain proper documentation. Manage orderly parking and ensure safety during refueling and garaging activities. Maintain compliance with company SOPs and ensure accident-free operations. Assist with garaging activities and ensure proper housekeeping. Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. <p>You may from time to time be assigned work to cover other entities within Go-Ahead, which may be located in any locations which Go-Ahead has or may commence operations in future.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work from 7pm to 3am. 	<ul style="list-style-type: none"> Working Hours: 44 working hours 6 days per week (As rostered) Location/ Postal code: S(508776)
<p>Fleet Support Officer</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Safely drive buses to fuel bays, through the Auto Bus Wash, and to designated parking spots. Ensure electric buses are correctly plugged in and charging initiated. Refuel buses accurately and document all information. Handle refueling equipment with care and adhere to SOPs. Complete the demounting of buses per demounting list according to SOPs and maintain proper documentation. Manage orderly parking and ensure safety during refueling and garaging activities. Maintain compliance with company SOPs and ensure accident-free operations. 	<ul style="list-style-type: none"> Working Hours: 44 working hours 6 days per week (As rostered) Location/ Postal code: S(508776)


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Assist with garaging activities and ensure proper housekeeping. • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others. <p>You may from time to time be assigned work to cover other entities within Go-Ahead, which may be located in any locations which Go-Ahead has or may commence operations in future.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Valid Singapore Class 3 / Class 4 driving licence with minimum of 1 year driving experience. • Able to work from 7pm to 3am. 	
Service Controller	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage the CFMS system and all road performance issues. • Communicate effectively to all Bus Captains and maintain an organized and professional approach at all times. • Ensure assigned services achieved the respective BSRF Standards namely EWT, FLBP and OTA. • Direct supervision to ensure that regular and reliable bus services are operated, with no bunching and excessive early arrivals. • Supervising Bus Captains to ensure operation of buses according to schedules and submitting disciplinary reports when necessary. • Ensure necessary actions taken to recover lost mileages. • Assist Bus Captains in handling emergency situations on the road in real time. • Ensure that there is a clear and concise record of all decisions and events that take place on the allocated routes for the shift. • To render support on adhoc unplanned bus bridging as per SOP. • Adhere to workplace safety and health policies, practice safe work procedures and safety rules implemented at the workplace; and not engage in any unsafe or negligent act that may endanger self or others <p>Pre-requisites</p> <ul style="list-style-type: none"> • Prior working experience would be advantageous. • Able to perform shift work. • Excellent IT and communication skills. • Ability to work in a fast-paced environment would be beneficial. • Ability to make responsible decision on unpredictable situations effectively. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours 5 days per week (As rostered) • Location/ Postal code: S(508776)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technical Specialist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure all maintenance work performed adhere strictly to standards established by the company and any legal requirements. • Perform regular preventive maintenance work on company vehicle. • Conduct regular inspections on company vehicles to ensure reliability and to pass regulatory inspections and audits. • Carry out corrective maintenance and repairs on vehicles to minimize downtime. • Prepared to work the hours necessary to complete all tasks required to achieve Peak Vehicle Requirement (PVR). • Ensure strict adherence to all workplace Health & Safety policies, legal and company regulations, with proper documentation and storage. • Practice safe work procedures and safety rules implemented at the workplace. • Not to engage in any unsafe or negligent act that may endanger self or others. • Any ad-hoc assignments which may include driving bus under maintenance / replacement bus if required. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidates must possess NITEC or Diploma in Engineering or equivalent. • Prior experience in automotive or engineering environment would be advantageous. • Entry level candidates may apply. • Candidate to have a valid Class 3/4/4A driving license. • Able to perform shift work. 	<ul style="list-style-type: none"> • Working Hours: 44 working hours 6 days per week (As rostered) • Location/ Postal code: S(508776)

#12 Grand Hyatt Singapore

Nestled in the Orchard Area, Singapore's iconic shopping and entertainment district, Grand Hyatt Singapore offers a one-stop destination served by a trusted team of associates.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers. Designated as Assistant Engineering Manager, the Assistant Engineer is responsible to assist in the smooth and efficient running of the Engineering Department in support of all other operating departments. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess an Engineering Diploma/Degree in Electrical / Mechanical / Facility Management or equivalent. Competence in financial planning and contract management. Good working knowledge of MS Word, Excel, Powerpoint. Possess good creative-thinking and problem-solving skills. Results-driven individual capable of effective people management, quality control and projects delivery on-time within budget in a fast-paced environment. Pro-active, independent and able to work with minimum supervision. General knowledge of all facility and building systems including HVAC, power distribution, fire protection system, plumbing and building maintenance. Able to perform duty on weekends and public holidays. Prior experience in the hotel industry will be an advantage. Applicants from the building and engineering industries are welcome to apply. Applicants with relevant experience and possess a Higher Nitec/Nitec certification in Electrical / Mechanical / Facility Management or equivalent are also welcome to apply. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Assistant Laundry Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Assistant Laundry Supervisor is responsible to contribute to the smooth and efficient running of the Laundry Department. <p>Pre-requisites</p> <ul style="list-style-type: none"> Good communication and customer relations skills. Able to perform duty on weekends and public holidays. Prior supervisory experience in the hotel industry will be an advantage. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Manager - Event Service	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Assistant Manager – Event Service is responsible to assist the Event Service Manager in managing the Event Service department as a successful independent profit centre, in line with the department’s operating concept and Hyatt International standards, ensuring maximum guest satisfaction while operating within budget, helping to ensure the financial success of the department. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 2 years work experience as Assistant Banquet Manager or Team Leader/Captain in a hotel or large banquet with good standards. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Bartender / Mixologist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> We are looking for an experience Bartender with positive and engaging personality to assist the Bar Manager in delivering efficient and quality service to guests according to Hyatt’s standards. The Bartender will be responsible for taking and fulfilling beverage orders, maintaining positive guest interactions and performing beverage inventories. <p>Pre-requisites</p> <ul style="list-style-type: none"> Available to work nights, weekends, and holidays Minimum 2 years work experience as a Bartender in a bar, hotel or restaurant Have an eye for detail and understanding of drink mixing tools and techniques Knowledgeable about cocktails, mocktails, liquors and spirits, beers and wines Possesses Strong Money-Handling Skills 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Bell Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your guests. The Bell Attendant is responsible to ensure the smooth and efficient running of the Baggage services within the Rooms Division. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess minimum PSLE Pleasant disposition and well-groomed Able to work shifts, weekends and public holidays. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Captain	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers. The Captain - Outlet is responsible to serve Food & Beverage to guests in the assigned Place of Work, provide a courteous, professional, efficient and flexible service in order to 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>maximize guest satisfaction. The Captain - Outlet is also responsible to oversee work stations in the assigned Place of Work.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management. • Minimum 2 years work experience in hotel operations. • Good customer service, communications and interpersonal skills are a must. 	
<p>Chef de Partie (Le Pristine Kitchen)</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • As Chef de Partie, you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration. • TASKS • Providing cold and warm dishes. • Making mise-en-place. • Placing and checking orders. • You work with the team to deliver the perfect service and quality. • Ensuring order and tidiness in the kitchen. • Assisting the chefs where necessary. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Enthusiastic, passionate and ambitious. • An eye for detail and a “hands-on” mentality. • You can work independently and act as a collegiate in a team. • Minimum 2 year’s experience in a similar position. • Good command of the English language. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)
<p>Commis Chef</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will be responsible to provide an excellent and consistent level of service to your customers. The Commis Chef is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and in accordance with the hotel’s standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 1 year of experience in a similar position. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)
<p>Commis Chef (Le Pristine Kitchen)</p>	<p>Key Responsibilities</p> <p>As Commis Chef you will be part of an international kitchen team consisting of talented and motivated people who strive for perfection. Sergio's philosophy is that eating at Le Pristine should be a celebration.</p> <ul style="list-style-type: none"> • Preparing the service, executing mise-en-place. • You work with the team to deliver the perfect service and quality. • Ensuring order and tidiness in the kitchen. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Assisting the chefs where necessary. <p>Pre-requisites</p> <ul style="list-style-type: none"> Enthusiastic, passionate and ambitious. An eye for detail and a “hands-on” mentality. Able to work well under stress. You can work independently and act as a collegiate in a team. Minimum 1 year experience in a similar position. Good command of the English language. 	
Demi Chef	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers. The Demi Chef is responsible to prepare a consistent, high quality food product and ensure courteous, professional, efficient and flexible service that supports the outlet's operating concept and and in accordance with the hotel's standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum 1 year of experience in a similar position. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Food & Beverage Team Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Team Leader - Outlet is responsible to assist the Outlet Manager in ensuring that the outlet is managed efficiently according to the established concept statement, providing courteous, professional, efficient and flexible service at all times. <p>Pre-requisites</p> <ul style="list-style-type: none"> Ideally with GCE 'O' Level or a diploma in Hospitality or Tourism management. Minimum 3 years work experience hotel operations. Good problem solving, administrative and interpersonal skills are a must. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Guest Service Officer - Guest Service Centre	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers. The Guest Service Officer (Telephone Operator) is responsible to attend to both internal and external calls, conduct trouble-shooting and direct guest requests to relevant department. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 6 months work experience in hotel operations. Possess good customer relations, communications and interpersonal skills. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Able to work night shifts, weekends and public holidays 	
Host - Front Office	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers. The Host is responsible to contribute to the smooth and efficient running of the Front Office within the Rooms Division. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 6 months work experience in hotel operations. Possess good customer relations, communications and interpersonal skills 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Host - Guest Experience	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers as well as assisting the daily shift operations in line with brand standards. The Host - Guest Experience is responsible to contribute to the smooth and efficient running of the Guest Experience team within the Rooms Division, including the Concierge and Belldesk team. <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Housekeeping Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers. The Housekeeping Attendant is responsible to conduct cleaning duties in the assigned place of work and provide a courteous, professional, efficient and flexible service to your customers. The Housekeeping Attendant is responsible to ensure the cleanliness of the hotel's guest rooms and floors, corridors and surrounding back areas. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess GCE 'N' level and above Pleasant disposition, well-groom, enthusiastic and energetic Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Housekeeping Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to assist the efficient running of the department in line with Hyatt brand standards, whilst meeting guest and owner expectations. The Housekeeping Supervisor is responsible to assist to manage all functions related to the cleanliness of the hotel's guest rooms and public area. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess minimum G.C.E. "O" Levels. • Minimum 2 years experience in hotel operations in similar capacity. • Possess good problem solving, administrative and interpersonal skills. 	
<p>Human Resources Assistant 📁</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will be responsible to provide an excellent and consistent level of administrative support to your customers. The Human Resources Assistant is responsible to assist the Director of Human Resources in the efficient running of the Human Resources Department. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Ideally with a university degree or diploma in HRM/HRD or Hospitality/Tourism Management • Minimum of 1 year direct experience in personnel related functions • Have strong planning and people management skills and the ability to communicate effectively with all levels of associates • Good team player capable of developing win-win solutions across departmental lines • Is savvy in social media 	<ul style="list-style-type: none"> • Working Hours: 8:30am to 6:15pm • Location/ Postal code: S(228211)
<p>Laundry Operator</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will be responsible to assist with the efficient running of the department in line with Hyatt International's Corporate Strategies and brand standards, whilst meeting employee, guest and owner expectations. The Laundry Operator is responsible to contribute to the smooth and efficient running of the Laundry Department. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)
<p>Pastry Chef 📁</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will be responsible to assist with the efficient running of the department in line with brand standards, whilst meeting employee, guest and owner expectations. The Pastry Chef is responsible to manage the Pastry Kitchen as a successful independent profit center, ensuring maximum guest satisfaction, through planning, organizing, directing, and controlling the Kitchen operation and administration. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 2 years work experience as Pastry Chef, or Assistant Pastry Chef in a hotel or large restaurant with good standards; preferably with experience in luxury international brands. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ideally with an apprenticeship or professional diploma in Food Production with pastry specialisation. Good practical, operational and administrative skills with a flair for creativity are a must. 	
Room Coordinator	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers. The Rooms Coordinator is responsible to contribute to the smooth and efficient running of the Reception within the Rooms Division. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess minimum G.C.E. "O" levels. Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. Minimum 6 months work experience in hotel operations. Possess good customer relations, communications and interpersonal skills. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Spa Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your guests. The Spa Attendant is responsible to ensure the overall cleanliness of the Spa and to ensure maximum efficiency, safety and uncompromised attention to our guests or club members. <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Spa Receptionist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to provide an excellent and consistent level of service to your customers. The Receptionist is responsible to ensure the smooth and efficient running of the reception within Damai. <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess GCE 'O' level qualification and above At least 6 months of prior experience in similar capacity in a spa environment Pleasant disposition and well-groomed Good command of spoken and written English Able to work shifts, weekends and public holidays 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)
Team Leader - Engineering	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will be responsible to complete all maintenance works/requests and preventive maintenance tasks timely and according to the established schedule and ensure high quality of finishing work; and report any abnormal conditions noticed with safety related equipment or installation. 	<ul style="list-style-type: none"> Working Hours: Rotating Shift Location/ Postal code: S(228211)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 3 years of relevant working experience in related field is preferred. • Qualification in Electrical/Mechanical Engineering and/or Building Management/Facility Management • Good team player, ability to work with minimal supervision • Able to work on rotating shifts, weekends and public holiday 	
<p>Team Leader - Fitness 🏋️</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The Team Leader - Fitness is responsible to oversee the Fitness Centre at Damai, ensuring a well-functioning and efficient operation. You will be required to deliver exceptional fitness programs, and provide a supportive and safe environment for members and guests to achieve their fitness goals. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess a Diploma in Sport and Exercise Science or relevant Fitness Trainer Certification. e.g., Fitness Instructor Course (FIC), ACE (CPT) or equivalent NITEC (Fitness) • Possess a valid CPR/AED and Standard First-Aid certification (preferred) • Hyrox certification/experience (preferred) • Proficient in both verbal and written English • Able to work on weekends, public holidays and perform shift work • Working knowledge of Microsoft Office, Word, Outlook, Excel • Strong team player with good interpersonal skills • Strong organizational and analytical skills. • Service oriented with an eye for details • Flexible and able to embrace and respond to change effectively • Able to work independently and has good initiative under dynamic environment • Able to thrive in a fast-paced, collaborative environment 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)
<p>Team Leader - Front Office</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will be responsible to assist with the efficient running of the department in line with Hyatt brand standards, whilst meeting employee, guest and owner expectations. The Team Leader - Front Office is responsible to assist to ensure the smooth and efficient running of the Front Office within the Rooms Division. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidates with Diploma / Degree in Hospitality / Tourism Management or equivalent will be preferred. • Minimum 2 years work experience in hotel operations. • Possess good customer relations, communications and interpersonal skills. • Able to work shifts, weekends and public holidays. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Possess knowledge and hands-on skills in, Electrical, Plumbing, HVAC, and Painting <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 1 year work experience as Technician/Tradesman in a hotel or a similar large building/complex with central plant 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)
Waiter / Waitress	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will be responsible to provide an excellent and consistent level of service to guests. The Waiter/Waitress is responsible to serve Food & Beverage to guests in the assigned Place of Work. To Attend to guests' enquiries, taking necessary actions to anticipate their needs and ensure that they have a positive dining experience by exceeding their expectations. Provide a courteous, professional, efficient and flexible service in order to maximize guest satisfaction. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Ideally with GCE 'O' Level. • Minimum 6 months work experience. • Good customer service, communications and interpersonal skills are a must. 	<ul style="list-style-type: none"> • Working Hours: Rotating Shift • Location/ Postal code: S(228211)

#13 Grand Mercure Singapore Roxy

Grand Mercure Singapore Roxy is managed by Accor, one of the world's leading hotel operators. We are committed to developing our people and providing meaningful career advancement opportunities for our employees. Join us and become part of our team to deliver memorable Singapore travel experiences to guests from around the world.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bellman	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Attend to guests upon their arrival at the entrances handling their inquiries and responding to their needs. Handles luggage for both arriving and departing guests and groups. This includes proper handling, tagging and delivering of luggage. Ensure smooth flow of traffic at the driveway. Assist guest with transportation. <p>Pre-requisites</p> <ul style="list-style-type: none"> Customer oriented with a courteous disposition Excellent interpersonal, communication and multi-tasking skills. Able to work on rotating shifts, weekends and public holiday. 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)
Cook	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Prepare all raw cooking materials and other required products Prepare thorough mi-sen-place as featured for the menu Assist the Chef in ordering, checking and storing of delivered products / ingredients Ensure all Health and Safety standards and policies are followed correctly Cleans and maintains work areas and all equipments <p>Pre-requisites</p> <ul style="list-style-type: none"> Team player but also able to work independently Customer oriented with a pleasant disposition Able to multi task and thrive in a fast paced environment Able to work on rotating shifts, weekends and public holiday 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)
Food & Beverage Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Take customer orders and serve food and beverages. Clear tables and maintain cleanliness of the dining area. Prepare and set up tables for restaurant service. Present bills and process customer payments. Perform other duties assigned by the Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> Team player but also able to work independently Customer oriented with a pleasant disposition Able to multi task and thrive in a fast paced environment Able to work on rotating shifts, weekends and public holiday 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Food & Beverage Assistant (Part Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Take customer orders and serve food and beverages. Clear tables and maintain cleanliness of the dining area. Prepare and set up tables for restaurant service. Present bills and process customer payments. Perform other duties assigned by the Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> Team player but also able to work independently Customer oriented with a pleasant disposition Able to multi task and thrive in a fast paced environment Able to work on rotating shifts, weekends and public holiday 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)
Food & Beverage Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Reporting to the Restaurant Manager, supports daily outlet operations and customer service Ensures outlet and side stations are properly set up before service. Assigns duties to team members and assists during peak periods. Performs cashiering duties when required. Supervises and trains staff to maintain service standards. Assists in implementing operational procedures and controls. Monitors food and beverage quality and quantity <p>Pre-requisites</p> <ul style="list-style-type: none"> Customer oriented with a pleasant disposition Excellent interpersonal, communication and multi-tasking skills. Able to work on rotating shifts, weekends and public holiday. 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)
Front Office Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Supervise and lead the Reception team to deliver memorable guest experiences. Handle guest check-in and check-out efficiently and professionally. Manage room assignments and coordinate room status with Housekeeping. Maintain knowledge of room availability, rates and room types. Handle guest feedback, complaints, and service recovery promptly. Assist with guest inquiries and requests courteously. Perform other duties assigned by Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> At least 2 to 3 years of experience in a similar capacity Knowledge in Opera is preferred. Customer oriented with a pleasant disposition Excellent interpersonal, communication and multi-tasking skills. 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Able to work on rotating shifts, weekends and public holiday. 	
Guest Service Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Handle guest check-in, check-out and room changes. Update guest information accurately in hotel systems. Provide guests with information on hotel services, promotions and events. Attend to guest enquiries and complaints promptly and professionally. Perform other duties assigned by Management. <p>Pre-requisites</p> <ul style="list-style-type: none"> Previous Front Office experience in a similar environment will be an advantage Customer oriented with a courteous disposition Excellent interpersonal, communication and multi-tasking skills. Able to work on rotating shifts, weekends and public holiday. 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)
Housekeeping Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Maintain cleanliness of hotel guestrooms to ensure guest satisfaction. Make beds, dust rooms, vacuum floors, and clean bathrooms. Replenish room amenities according to hotel standards. Turn over lost and found items to the Housekeeping Department. Undertake other duties as assigned by Supervisors. <p>Pre-requisites</p> <ul style="list-style-type: none"> Team player but also able to work independently Customer oriented with a pleasant disposition Able to multi task and thrive in a fast paced environment Able to work on rotating shifts, weekends and public holiday 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)
Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Repair and maintain air-conditioning systems, refrigeration, mechanical ventilation, boilers, plumbing, and other equipment and systems. Attend to guest room maintenance issues reported by the Housekeeping or Front Office departments. Inspect equipment and systems for faults and carry out necessary repair works. Maintain and repair the hotel's interior furnishings, including repainting works when required. Perform any other ad hoc maintenance or repair duties as assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> Team player but also able to work independently 	<ul style="list-style-type: none"> Working Hours: Rotating shift Location/ Postal code: S(428769)


Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Customer oriented with a pleasant disposition Able to multi task and thrive in a fast paced environment Able to work on rotating shifts, weekends and public holiday 	

#14 ISS Facility Services

ISS Facility Services is a global workplace experience and facility management company founded in Copenhagen, Denmark in 1901. It partners with thousands of public and private organizations to provide integrated services including commercial cleaning, technical maintenance, catering, security, and property management.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Ambulance Driver	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Drive SGH Ambulance or Van as per task assigned. Always drives safely. Ensures the comfort and safety of all patient and staff. Assists staff in transferring patient by stretcher, ensure proper transfer and lifting techniques are practiced during patient transfer. Transport items - Document / Equipment / Preservatives / Blood / Specimen within SGH or outside the of campus. Standby at A&E for any Code Blue activation or patient transfer to other hospital. Responds to hospital or Civil Emergency (CE) activations Ensures that fuel in the ambulance is sufficient for daily operations and the cleanliness of the interior/ exterior of the ambulance is maintained <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess Class 3 driving licence Training will be provided Able to work on rotating Day & Night shift as per roster Able to work on rest day when needed though not frequent Will be required to work over-time 	<ul style="list-style-type: none"> Working Hours: 0730 - 1430/ 1430 - 2130/ 2130 - 0730 Location/ Postal code: S(098633)
Emergency Medical Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Move SGH patients between facilities on SGH campus, ambulance service does not cater to member of public. Provide cardiopulmonary resuscitation (CPR) or bandaging wounds. Ensure the medical equipment & supplies are valid and functional for daily operations. Assist nurses or doctors in EAS. Maintain a safe, clean, and well-stocked environment for patients. <p>Pre-requisites</p>	<ul style="list-style-type: none"> Working Hours: 7AM - 4PM 1PM - 10PM Location/ Postal code: S(098633)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Valid EMERGENCY MEDICAL TECHNICIAN (EMT) certification is compulsory* Training will be provided. Good Communication & Interpersonal skills. Will be required to work over-time. 	
Engineer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To supervise the supervisor and technician, lead and manage the day to day operations and provide best practices in engineering maintenance so as to achieve a safer environment for patients, staff and visitors. To manage the team consist of technicians, supervisor in the respective satellite areas or Central Operations to carry out daily front end engineering maintenance works and ensuring excellency in operational supports to the various specialist clinics, wards, operating theatres, retail shops, back of house etc. To manage the customers and end users relationship and meet customer and end user's expectations with reference to the KPI and service level agreement spelt out in the contract. Strategize, plan and implement all business process and procedure aligning with the operational requirements. To work closely with the client to identify areas of opportunities to improve the facilities and generate additional revenue by securing additional works. To obtain quotation from sub-contractor and process purchase order for all repair works and work with all sub-contractors to perform repair works to maintain the facilities within the constant improving expectations of the client. To plan the resources available to align with the operational requirements for fix it and programmed maintenance. Managing all minor repairs and fix it work within the budget. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma in Engineering (Electronic, Electrical, Mechanical, Civil, Building Services Estates Management) with minimum three (3) years experience in supervision works. 	<ul style="list-style-type: none"> Working Hours: 730am - 4pm Location/ Postal code: S(098633)
General / Restroom Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Perform daily cleaning tasks including sweeping, mopping, vacuuming Maintain cleanliness of washroom Empty trash bins Replenish consumables (toilet paper, soap, hand towels, etc.). Monitor cleanliness of assigned areas and report defects or hazards to supervisors. Follow safety and hygiene protocols <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to work in shift patterns, including weekends and public holidays 	<ul style="list-style-type: none"> Working Hours: 730am - 4pm Location/ Postal code: S(098633)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Positive working attitude, reliable, and punctual. Experience in cleaning is a bonus but not require 	
Housekeeping Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Provide high standard of hygiene and cleanliness within the customer premise. Practice good service acts by greeting others, smiling and saying thank you (GST) to customers and colleagues. Conduct daily inspections and take immediate corrective measures to improve below standard performance. Provide adequate training and coach staff to meet the required contractual standards. Perform cleaning duties in assigned areas and cover manpower whenever required (eg. staff on leave/MC/absent). Undertake any duties/projects as assigned by the Superior. <p>Pre-requisites</p> <ul style="list-style-type: none"> Min. GCE "O" Level & Above At least 2-3 years of relevant experiences in related industry will be an added advantage Good organisational skills and meticulous with details Team player with high degree of initiative and able to work independently Good interpersonal with the ability to communicate well at all levels 	<ul style="list-style-type: none"> Working Hours: 8am - 5pm Location/ Postal code: S(098633)
Patient Transfer Porter	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Deliver high-quality portering services within the hospital. Safely and professionally transport patients, medical records, specimens, equipment, medications, and blood products to and from wards, clinics, departments, and external centres. Lead and supervise a team of porters, ensuring proper grooming, motivation, discipline, and ongoing training. Regularly engage with users to gather feedback and communicate concerns to supervisors for follow-up. Respond promptly to internal and external enquiries, providing accurate information or assistance as needed. Manage incoming requests via hotline and e-porter system, assigning tasks accordingly. Ensure all equipment and mobile devices are well-maintained and promptly report any malfunctions. Prepare and maintain staff rosters, attendance records, and required reports. Collect and verify medical certificates, leave applications, and other related documents before submission. Maintain cleanliness and tidiness of the workplace and shared work areas. Monitor health, safety, and environmental practices; report incidents immediately, conduct investigations, and draft incident reports as required. 	<ul style="list-style-type: none"> Working Hours: 7AM - 4PM 1PM - 10PM Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Respond to hospital or civil emergency activations (e.g. call tree, decontamination stations, Kingfisher activation) during and outside of working hours as needed. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Flexible Shift (Day/Night) • Basic IT knowledge is required to handle e-system, computer, smartphones • Able to handle difficult customer • Candidates who have prior similar experience will be considered for the Senior Patient Transfer Porter role 	
<p>Portering Operations Co-Ordinator</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Projects a professional image at all times. • Delivers quality portering services to patients and staff in the hospital. • Provides portering services which include but not limited to patients, medical records, specimen, equipment, medication and blood products to and from the wards/ specialist clinics/ departments/ external centres in a safe and professional manner. • Assists in the reception of patients by provision of wheelchairs/trolleys and their transfer from ambulance and to ensure proper transfer and lifting techniques are practiced when transferring patients. • Maintains proper filling system for purpose of submission of daily tasks. • Leads a team of porters and ensures supervision, grooming, motivation, discipline, and training to the team. • Conducts training, provides guidance and coach staff to raise competency level. • Disseminates information where necessary and provides feedback to supervisor on cases of interest. • Engages users on a periodic basis, updates supervisors on their concerns and addresses them. • Attends to inquiries from internal staff / external persons immediately and gives appropriate advice if applicable. • Manning telephone hotlines, receives requests from users via e-porter system and assigns tasks to staff. • Reports any faults in the e-porter system and furnish suggestions to improve system performance. • Ensures that the equipments / mobile devices are in good working conditions at all times and report any defects. • Prepares and maintains daily roster, daily attendance, and periodic reports. • Collects and consolidates all medical certificate submission, leave application forms, and ensures that all documents are in order prior to submission. • Ensures tidiness and cleanliness of workplace and / or shared areas of work with other staff. • Monitors all Health, Safety & Environmental procedures and practices, reports incidents to supervisor immediately 	<ul style="list-style-type: none"> • Working Hours: 9am to 7pm / 12pm to 10pm / 10pm to 8am • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>whenever an incident happens, conducts investigation on such matters, and drafts incident report.</p> <ul style="list-style-type: none"> • Responds to hospital or civil emergency activations (eg. call tree, hospital decontamination station, Kingfisher activation, etc) while on duty or/and off duty (standby). • Undertakes any other duties/ activities/ projects, etc. as and when instructed by the supervisor or management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidate should possess at least an ITE Cert, Diploma, any field • At least 1 years(s) of working experience in the related field is required for this position. Without experience are welcome to apply • Training will be provided • Basic IT knowledge is required to handle e-system, computer, smartphones • Willing to work in Hospital environment • Preferably Non-Executives specializing in General Work (Housekeeper, Driver, Dispatch, Messenger, etc), or Healthcare (Medical Support, Assistant or equivalent) • Working Days: 5 days a week (Follow roster for the off day and rest day) • Working Hours: 9am to 7pm / 12pm to 10pm / 10pm to 8am • Able to work overtime (only when required) 	
<p>Service Ambassador</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Deliver exceptional customer service and a transformational service experience across various stages. • Provide consistent, accurate, and timely responses to enquiries. • Handle and resolve service enquiries with professionalism, empathy and efficiency. • Process and track service requests, ensuring timely follow-up and closure. • Manage customer feedback and complaints in accordance with established protocols. • Execute effective service recovery actions to address concerns and restore service trust when required. • Maintain accurate and up-to-date records of all service interactions in • Collaborate with internal teams and departments to ensure smooth communication and resolution of service issues. • Uphold organizational standards and service quality benchmarks in all interactions. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Qualifications in Hospitality, Communications, related field. • Prior experience in customer service or front-line roles preferred. • Strong communication, interpersonal and problem-solving skills. 	<ul style="list-style-type: none"> • Working Hours: 7AM / 4PM 8AM / 830AM - 530PM/6PM • Location/ Postal code: S(098633)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ability to manage challenging situations with empathy, tact, and professionalism. • Detail-oriented with strong organizational and follow-up skills. 	
Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Carry out repairs and troubleshooting of back-end engineering maintenance works and ensuring excellency and consistency in operational supports within the workplace according to the design intents of the various mechanical, electrical, medical and specialist systems • To be responsible for all deliverables required in the agreement • To align with the overall client's expectation and contractual requirements and support the operations of the hospital, especially in the front-end engineering. To execute all fix, it and programmed maintenance within the framework of the allocated resources. • Managing all minor repairs and fix it work. • Work closely with other service providers in the hospital to be part of the team to create a safe and sound environment for the patients, staff and visitors, especially ISS House Keeping and Portering team to demonstrate the strength and capability of ISS's integrated service model to be productive, efficient and effective. • Manage relationship with all specialist's sub-con and contractors appointed by the hospital to achieve the required KPI, client's expectations and deliverables. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Nitec / NTC2 / NTC3 in Engineering (Electronic, Electrical, Mechanical Management) with minimum of one (1) year working experience • Willing to learn attitude. • Able to work overtime due to operational requirements • Willing to work in healthcare environment. 	<ul style="list-style-type: none"> • Working Hours: 730am - 4pm • Location/ Postal code: S(098633)

#15 OCS Group (S) Facility Services

We're a global facilities services business with 130,000 colleagues and 8,00 customers across the UK, Europe, APAC and Middle East regions. We share a group-wide vision and mission to become the best provider of facilities services for colleagues, customers and communities by making people and places the best they can be.


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Floater	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Cleaning <p>Pre-requisites</p> <ul style="list-style-type: none"> Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> Working Hours: 7am to 4pm, 5.5 days per week Location/ Postal code: To ask employer during interview
General Cleaner (Full-Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> General cleaning <p>Pre-requisites</p> <ul style="list-style-type: none"> Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> Working Hours: 7am to 4pm, 5.5 days per week Location/ Postal code: To ask employer during interview
General Cleaner (Full-Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Cleaning <p>Pre-requisites</p> <ul style="list-style-type: none"> Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> Working Hours: 11pm to 7pm, 6 days per week Location/ Postal code: To ask employer during interview
General Cleaner (Part-Time)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Cleaning <p>Pre-requisites</p> <ul style="list-style-type: none"> Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> Working Hours: 4pm to 9pm, 5 days per week Location/ Postal code: To ask employer during interview
Office Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Cleaning of office area <p>Pre-requisites</p> <ul style="list-style-type: none"> Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> Working Hours: 7am to 4pm, 5 days per week Location/ Postal code: To ask employer during interview

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Washroom Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Cleaning of washroom <p>Pre-requisites</p> <ul style="list-style-type: none"> Provide necessary support to other team members to be able to complete tasks on time as instructed by management 	<ul style="list-style-type: none"> Working Hours: 7am to 4pm, 5.5 days per week Location/ Postal code: To ask employer during interview

#16 PARKROYAL COLLECTION Pickering, Singapore

PARKROYAL COLLECTION Pickering is an iconic, eco-luxury "hotel-in-a-garden" in Singapore, celebrated for its award-winning biophilic architecture designed by WOHA. Located at 3 Upper Pickering Street, it sits right between the bustling Central Business District, Chinatown, and Clarke Quay

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Front Office Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist the Front Office Manager in monitoring staff conduct and job performance to ensure a positive corporate image is consistently projected to guests. Collaborate with the guest experience team to monitor VIP guest wellbeing, solicit feedback, resolve service and product issues, and enhance overall guest satisfaction. Lead upselling initiatives and conduct monthly reviews to achieve revenue targets and identify staff strengths and areas for improvement. Monitor room inventory to maximize room utilization and revenue generation, including managing group allotments to optimize occupancy. Partner with the Service Quality champion to uphold LQA standards and coordinate regular staff training programs. Work closely with the Front Office Manager to meet or exceed monthly targets set by senior management. Maintain cash float amounts aligned with expected occupancy levels. Conduct monthly section meetings with section leaders to evaluate performance and recommend improvement strategies. Manage front office operations during the Front Office Manager's absence, ensuring continuity and operational excellence. Execute additional tasks or assignments as directed by the Front Office Manager and/or Director of Operations. <p>Pre-requisites</p>	<ul style="list-style-type: none"> Working Hours: 9.5 hrs per day (include breaktime) Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Demonstrated expertise in front office reception functions with at least 8 years of experience as a Duty Manager, or Assistant Front Office Manager • Proficient in using the Opera Cloud system for front office operations • Strong communication skills to effectively engage with staff and guests • Ability to perform effectively under pressure in a fast-paced environment • High level of flexibility and adaptability to changing operational needs • Ability to work on weekends and public holidays 	
Assistant Housekeeping Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Supports the Executive Housekeeper in ensuring that guest rooms, public areas, and hotel facilities are maintained to the highest standards. • This role involves supervising and training Housekeeping Team Leaders, monitoring schedules, routines, and housekeeping tasks, and ensuring effective inventory control of operating equipment, linen, and guest supplies. • The Assistant Manager also helps maintain pest control systems, protects hotel assets, and oversees the maintenance of plants, landscaping, and floral arrangements. • Responsibilities include conducting regular inspections of work areas and VIP/in-house rooms, ensuring service excellence, managing stock levels, and coordinating maintenance or repairs of operating equipment. • The role requires flexibility to undertake additional tasks or shifts as directed by management or the Executive Housekeeper, with a focus on maintaining operational efficiency and delivering an exceptional guest experience. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum two years of relevant experience in a housekeeping supervisory role within a hotel or hospitality environment. • Basic educational qualification; hospitality-related training or certification is an advantage. • Strong leadership and team coordination skills. • Customer-centric mindset with a commitment to service excellence. • High level of flexibility and adaptability to operational needs. • Ability to work efficiently in a fast-paced environment with attention to detail. • Good communication and interpersonal skills. • Able to work rotating shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 2 rotating shift - Morning & Afternoon Shift • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Bartender	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare and serve a wide range of cocktails, beverages, and drinks according to standard recipes and guest preferences. • Maintain a clean, organized and well-stocked bar area at all times. • Provide friendly, attentive and professional service to all guests. • Handle guest inquiries, requests and complaints in a tactful and efficiency manner. • Monitor inventory levels, report shortages and assist with stock rotation and ordering. • Follow all health, hygiene and safety regulations. • Work as part of a team to ensure smooth bar operations and support other hotel departments when needed. • Promote bar specials, packages and events to enhance guest experience and drive revenue. • Adhere to hotel policies and standard operating procedures. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum one year of experience in a bar environment preferred. • Good knowledge of cocktails, spirits, wines, beers and basic food pairings. • Familiar with bar operations, service standards, and hygiene practices. • Strong communication and customer service skills. • Able to work efficiently in a fast-paced environment with attention to detail. • Flexible and adaptable to operational needs. • Team player with a positive and professional attitude. • Able to work rotating shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 2 rotating shift - Morning & Afternoon Shift • Location/ Postal code: S(058289)
Bellman	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Greet guests warmly and professionally, following hotel standard greeting guidelines. • Assist arriving guests with unloading luggage and provide guidance on hotel facilities and room features. • Help departing guests with luggage and transportation, ensuring a smooth and courteous farewell. • Handle guest luggage with care, safely and efficiently and deliver to guest rooms; escort guests when required. • Provide accurate information about hotel services, amenities and local attractions. • Respond to guest questions and resolve issues promptly and professionally. • Stay informed of daily functions, events, VIP and group arrivals to ensure seamless service. • Alert management of any suspicious activities or individuals on property. • Maintain a professional appearance and courteous demeanor at all times. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 3 rotating shift - Morning, Afternoon & Night Shift • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Perform additional duties as assigned by management to support hotel operations. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Prior experience in a hotel, resort, or hospitality setting preferred. • Polite, professional, and customer-focused with excellent interpersonal skills. • Ability to work efficiently in a fast-paced environment and handle multiple tasks. • Team player with a positive attitude and willingness to assist colleagues and guests. • Flexible and adaptable to varying operational needs. • Able to work part-time hours, including weekends and public holidays. 	
<p>Front Office Duty Manager</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To oversee daily operations of the front desk, concierge, and operator services in the absence of the Assistant Front Office Manager. Ensure guests receive prompt, courteous, and professional service, handle guest enquiries and complaints with tact, and assist with check-ins/check-outs. • Key responsibilities include supervising, coaching, and mentoring front desk staff, conducting on-the-job training, monitoring room inventory, and assisting in maximising revenue and occupancy. Manage VIP arrivals, coordinate with relevant departments, oversee security matters, maintain financial procedures, and ensure hotel facilities and assets are well-protected and operational. • A key team player to deliver exceptional guest experiences while leading a high-performing front office team. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum five years of front office supervisory experience with strong knowledge of reception operations. • Minimum secondary school qualification. • Proficient in Opera PMS and other hotel systems. • Customer-focused with flexibility and adaptability. • Able to work effectively in a fast-paced environment and manage multiple tasks. • Strong leadership skills to motivate and manage a team. • Excellent communication and interpersonal skills. • Able to manage daily front office operations, including staff scheduling, room inventory, and service standards. • Skilled in handling guest feedback and service recovery professionally. • Familiar with front office procedures and operating standards. • Able to work rotating shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 2 rotating shift - Morning, Afternoon & Night Shift • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Guest Service Executive (Club Lounge)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Provide warm and professional welcome and farewell to Club guests. • Handle Club check-in and check-out processes, ensuring accuracy and efficiency. • Assist guests with room arrangements, reservations, transportation and special requests. • Serve food and beverages during breakfast, afternoon tea and evening cocktails in accordance with service standards. • Maintain cleanliness, presentation and ambience of the Club Lounge at all times. • Monitor guest satisfaction and handle feedback or service recovery professionally. • Promote hotel facilities, services and loyalty programmes to enhance guest experience. • Coordinate closely with Front Office, Housekeeping, F&B and other departments to ensure seamless service delivery. • Ensure compliance with hygiene, safety and service standards, including proper handling of food and beverages. • Support lounge inventory control, set-up and closing duties <p>Pre-requisites</p> <ul style="list-style-type: none"> • Prior experience in hotel front office, lounge, guest relations or F&B service will be an advantage. • Pleasant personality with strong communication and interpersonal skills. • Service-driven with ability to work in a fast-paced and guest-focused environment. • Willing to perform both operational service and administrative duties. • Able to work rotating shifts, weekends and public holidays. • Food Hygiene Certificate preferred (or willingness to obtain). • Good grooming and professional presentation in line with hotel standards. 	<ul style="list-style-type: none"> • Working Hours: 12 hrs per day (include breaktime) 4 days work week 2 rotating shift - Morning & Afternoon Shift • Location/ Postal code: S(058289)
Guest Service Executive (Concierge)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Greet guests warmly upon arrival and departure, ensuring a positive first and last impression. • Assist with luggage handling and escort guests to their rooms. • Provide information on hotel amenities, services and local attractions. • Handle loyalty program enrolments, VIP arrangements and special guest requests. • Coordinate guest arrivals, departures and room moves efficiently. • Arrange transportation services, including taxis and airport transfers. • Maintain a clean, organized and welcoming lobby and driveway area. • Communicate guest requests promptly to relevant departments. 	<ul style="list-style-type: none"> • Working Hours: 12 hrs per day (include breaktime) 4 days work week 2 rotating shift - Morning & Night Shift • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Uphold safety and security standards, including proper handling of guest belongings. • Support colleagues during peak periods and special events. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum one to three years of relevant experience in a concierge, guest services or front office role within the hospitality industry. • Equivalent qualification in Hospitality, Tourism or a related field. • Excellent knowledge of local attractions, dining, entertainment, transportation and cultural experiences. • Strong customer service orientation with a passion for creating personalised and memorable guest experiences. • Exceptional communication and interpersonal skills, with the ability to interact confidently with guests from diverse backgrounds. • Resourceful and well-connected, with the ability to secure reservations, tickets, and special guest arrangements. • Professional, well-groomed, and able to maintain a high standard of service etiquette. • Ability to multitask and perform effectively in a fast-paced environment. • Flexible and adaptable to operational needs. • Able to work rotating shifts, including weekends and public holidays. 	
<p>Guest Service Executive (Front Desk)</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Process guest check-ins by confirming reservations, assigning rooms and issuing room keys. • Handle all types of payments, including room charges, cash, checks, debit, or credit cards. • Process check-outs efficiently, resolving any late or disputed charges. • Answer and manage guest calls, messages, requests, questions, or concerns professionally and courteously. • Coordinate with Housekeeping to ensure rooms are ready for guest check-in. • Provide guests with directions and information about the hotel and its services. • Complete designated cashier and closing reports accurately in the computer system. • Balance and submit receipts according to accounting procedures. • Perform other reasonable duties as assigned by management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • 1–3 years of experience in hotel front office or guest services preferred. • Minimum secondary school qualification or related field is an advantage. 	<ul style="list-style-type: none"> • Working Hours: 12 hrs per day (include breaktime) 4 days work week 2 rotating shift - Morning & Night Shift • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in Opera PMS, Microsoft Office, and basic computer applications. • Knowledge of front desk operations, including check-in/check-out, reservations, and cashiering. • Customer-focused with a commitment to delivering excellent guest service. • Strong communication and interpersonal skills. • Responsible, independent, and accountable. • Able to multitask and work efficiently in a fast-paced environment. • Well-organized, detail-oriented, and able to work independently. • Team player with a positive attitude and problem-solving skills. • Able to work rotating shifts, including weekends and public holidays. 	
Guest Service Executive (Telephone)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle all reservation-related tasks, including individual and group bookings, ensuring accurate details (rates, room types, guest info, flight details, guarantees, and cancellation policies). • Serve as the central point of contact for guests via phone, email and messages, transferring inquiries to the appropriate departments professionally. • Coordinate with Central Reservations, Sales, Revenue and Front Office teams to ensure smooth management of room blocks, rate loading, guest requests, and billing instructions. • Provide prompt and courteous assistance to guest inquiries regarding hotel services, room availability, local attractions, transportation, dining and special requests. • Manage rooming lists and pre-arrival arrangements, ensuring timely communication of updates to relevant departments. • Monitor and follow up on group reservations, including pending rooming lists, cut-off dates and amendments (extensions, early departures, or date changes). • Communicate hotel promotions, packages and updates clearly to maintain consistency in guest experience. • Support administrative tasks such as invoice inquiries, lost and found coordination and guest follow-ups. • Maintain strong system proficiency in Opera Cloud, StayPlease and telephony systems for accurate daily operations. • Assist in training and onboarding new hires, ensuring high service standards. • Uphold guest privacy, safety, and hotel emergency procedures, maintaining professional grooming and appearance. • Perform additional duties as assigned by management in line with operational needs. 	<ul style="list-style-type: none"> • Working Hours: 12 hrs per day (include breacktime) 4 days work week 2 rotating shift - Morning & Night Shift • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum one year of experience in a hotel or hospitality environment preferred. • Familiarity with hotel telephone systems and basic front office operations. • Good communication and interpersonal skills, with a polite and professional phone manner. • Customer-focused mindset with the ability to handle guest inquiries and requests efficiently. • Ability to multitask and work in a fast-paced environment. • Basic computer literacy and proficiency in relevant software applications. • Detail-oriented, organized, and reliable. • Able to work rotating shifts, including weekends and public holidays. 	
<p>Part Time F&B Server</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Deliver attentive and professional food and beverage service to all guests. • Assist in setting up and clearing tables according to restaurant standards. • Attend promptly to guest needs, ensuring a positive dining experience. • Maintain high standards of personal hygiene and comply with food safety regulations. • Provide friendly and courteous service while representing the restaurant professionally. • Collaborate with team members to ensure smooth restaurant operations during service. • Assist with additional tasks as assigned by the Restaurant Manager to support overall operations. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to work minimum 4 hours per day with flexible days, including weekends and public holidays. • Previous experience in a restaurant, café, or hospitality environment preferred. • Good knowledge of food and beverage service, including menu items, ingredients and presentation standards. • Excellent customer service skills with a cheerful, friendly and professional manner. • Strong communication and interpersonal skills to interact effectively with guests and team members. • Ability to work efficiently in a fast-paced environment while maintaining attention to detail. • Team player with a positive attitude and willingness to assist colleagues. 	<ul style="list-style-type: none"> • Working Hours: 4 - 6 hours per day • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Part Time Liner Stripper	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist the housekeeping team by removing bed linens in guest rooms. • Prepare rooms for cleaning by spraying bathroom chemicals and performing light vacuuming before Room Attendants begin full cleaning. • Ensure proper and safe use of cleaning supplies and equipment. • Provide professional, friendly and engaging service to support the housekeeping team. • Assist with additional tasks as directed by the Housekeeping Manager to maintain smooth operations. • Adhere to hotel hygiene, safety and operational standards at all times. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to work at least four hours per shift with flexible days, including weekends and public holidays. • Previous experience in housekeeping or hotel room attendant role preferred. • Basic knowledge of cleaning techniques, hygiene standards and proper use of cleaning equipment. • Attention to detail and commitment to maintaining high standards of cleanliness and guest comfort. • Able to perform manual tasks, including lifting, bending, and standing for extended periods. • Ability to work efficiently and manage multiple rooms or tasks. • Good communication and interpersonal skills to interact professionally with guests and team members. • Team player with a positive attitude and willingness to assist colleagues. 	<ul style="list-style-type: none"> • Working Hours: 4 - 6 hours per day • Location/ Postal code: S(058289)
Part Time Telephone Operator	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle all in-coming calls including individual and group bookings, ensuring accurate details (rates, room types, guest info, flight details, guarantees, and cancellation policies). • Serve as the central point of contact for guests via phone, email and messages, transferring inquiries to the appropriate departments professionally. • Coordinate with Central Reservations, Sales, Revenue and Front Office teams to ensure smooth management of room blocks, rate loading, guest requests, and billing instructions. • Provide prompt and courteous assistance to guest inquiries regarding hotel services, room availability, local attractions, transportation, dining and special requests. • Manage rooming lists and pre-arrival arrangements, ensuring timely communication of updates to relevant departments. • Monitor and follow up on group reservations, including pending rooming lists, cut-off dates and amendments (extensions, early departures, or date changes). 	<ul style="list-style-type: none"> • Working Hours: 4 - 6 hours per day • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Communicate hotel promotions, packages and updates clearly to maintain consistency in guest experience. • Support administrative tasks such as invoice inquiries, lost and found coordination and guest follow-ups. • Maintain strong system proficiency in Opera Cloud, StayPlease and telephony systems for accurate daily operations. • Uphold guest privacy, safety, and hotel emergency procedures, maintaining professional grooming and appearance. • Perform additional duties as assigned by management in line with operational needs. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to work a minimum of four hours per day with flexible days, including weekends and public holidays. • Previous experience in a hotel, front office or call-handling role preferred. • Familiarity with hotel telephone systems and basic front office operations. • Excellent communication and interpersonal skills with a polite and professional phone manner. • Customer-focused mindset with the ability to handle guest inquiries and requests efficiently. • Ability to multitask and work in a fast-paced environment. • Basic computer literacy and proficiency in relevant software applications. • Detail-oriented, organized and reliable. 	
<p>Pastry Commis Cook</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Measure, prepare and portion ingredients accurately. • Assist in making doughs, batters, fillings and other pastry components. • Bake items to the correct texture, timing and quality. • Decorate pastries and desserts according to hotel standards. • Maintain inventory and notify supervisors of low stock. • Keep work stations clean, organized and hygienic. • Follow recipes, instructions and safety standards precisely. • Work closely with the pastry team and kitchen staff. • Interact with guests if needed, providing information or taking special orders. • Stay updated on pastry trends and be eager to learn new techniques. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Previous experience in pastry preferred. • Basic knowledge of pastry and dessert preparation, baking and presentation. • Able to follow recipes accurately and maintain quality. • Understanding of food hygiene and safety standards. • Able to work in a fast-paced kitchen and perform repetitive tasks. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 2 rotating shift - Morning & Afternoon Shift • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Attention to detail and creativity. • Team player with a positive attitude and willingness to learn. • Able to work efficiently under pressure and meet deadlines. • Able to work rotating shift, weekends and public holidays. 	
Pastry Demi Chef	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare and present high-quality pastries and desserts according to hotel recipes and standards, ensuring consistent taste, texture and visual appeal. • Support the Pastry Chef in daily culinary operations, including production, inventory management and recipe development. • Maintain a clean, organized, and sanitary work area at all times, adhering to strict hygiene standards and state/local health regulations. • Assist with the setup and presentation of a la carte pastry orders and buffet dessert displays, ensuring an aesthetically pleasing and inviting presentation. • Contribute to a positive and collaborative team environment. • Follow all hotel safety and security policies and procedures. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Previous experience in pastry or bakery preferred. • Knowledge of pastry preparation, baking techniques, and dessert presentation. • Able to follow recipes accurately and maintain quality. • Understanding of food hygiene and safety standards. • Physically able to work in a fast-paced kitchen. • Attention to detail and creativity. • Team player with a positive attitude and willingness to learn. • Able to work shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 2 rotating shift - Morning & Afternoon Shift • Location/ Postal code: S(058289)
Restaurant Team Leader	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversee daily restaurant operations, ensuring smooth service and exceptional guest experiences. • Anticipate guests' needs and respond promptly and efficiently to requests or concerns. • Prepare basic beverages according to established standards and service guidelines. • Handle cashiering processes accurately, ensuring proper billing and cash management. • Train, mentor and motivate restaurant staff to deliver consistently high standards of service and presentation. • Foster a positive work environment that encourages teamwork, accountability and professional growth. • Conduct regular team briefings and provide feedback to improve performance. • Maintain excellent working relationships with other hotel departments to ensure seamless operations. • Communicate effectively with colleagues and management to resolve operational issues. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 2 rotating shift - Morning & Afternoon Shift • Location/ Postal code: S(058289)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Assist in the development and implementation of restaurant policies, procedures and budgets. • Monitor inventory, supplies, and equipment to support operational efficiency. • Perform other ad hoc duties as assigned by the Restaurant Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Previous experience in a restaurant, café, or hotel food & beverage environment. • Basic knowledge of food and beverage service, including menu items and presentation. • Good customer service skills with a friendly and professional attitude. • Able to supervise and motivate junior team members. • Strong communication and interpersonal skills. • Able to work efficiently in a fast-paced environment. • Team player with a positive attitude and willingness to assist colleagues. • Able to work shifts, including weekends and public holidays. 	
Senior Banquet Waiter	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • As a Senior Waiter, you will play a crucial role in ensuring the seamless execution of all banquet events. You will be the driving force behind delivering exceptional dining experiences for our valued guests in our stunning, eco-friendly hotel in the heart of Chinatown. • Collaborate with the Catering Sales team to understand client requirements and coordinate the setup and execution of banquet events • Ensure all banquet service staff are well-trained, motivated and providing exceptional customer service • Oversee the allocation of tasks and responsibilities to your team, monitoring performance and providing coaching and feedback • Address and resolve any guest queries or concerns in a timely and professional manner • Maintain strong relationships with clients and ensure their complete satisfaction with our banquet services • Contribute to the continuous improvement of our banquet operations through process optimisation and team development <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 3 years of experience in a similar role within the hospitality industry • Proven track record of leading and motivating a team to deliver outstanding customer service • Excellent communication and interpersonal skills, with the ability to liaise effectively with clients and team members • Strong problem-solving and decision-making abilities to handle challenging situations with ease 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) • Location/ Postal code: S(058289)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Thorough understanding of food and beverage service standards, as well as event planning and coordination • Passion for the hospitality industry and a commitment to delivering exceptional guest experiences 	
Spa Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for overseeing the day-to-day operations of the spa, gym and pool, ensuring a seamless and exceptional experience for members, guests, and visitors. • This includes welcoming and assisting clients, conducting consultations and facility tours, handling requests and complaints, and maintaining high standards of service and professionalism. • The Spa Manager supervises and supports spa executives, therapists, and lifestyle coordinators, manages rostering, staff development, and operational budgets, and ensures all facilities are clean, well-maintained, and compliant with safety, hygiene, and operational standards. • The role also involves promoting spa services, coordinating workshops and events, and collaborating with hotel teams to enhance guest experiences. • A strong leader with excellent interpersonal, organizational, and customer service skills, the Spa Manager drives team performance while delivering a premium lifestyle and wellness experience to all guests. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum diploma in Hospitality, Spa Management or related field • With CIDESCO/CIBTAC/ITEC/WSQ qualifications and other recognized certificates will be an advantage. • Strong leadership, coaching and team management skills. • In-depth knowledge of spa treatments, wellness services and operational procedures. • Excellent customer service orientation with the ability to handle guest feedback professionally. • Strong communication, interpersonal and problem-solving skills. • Ability to manage daily spa operations, including staff scheduling, inventory and service standards. • Knowledge of health, safety and hygiene standards in spa operations. • Capable of working in a fast-paced environment and managing multiple priorities. • Able to work shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 2 rotating shift - Morning & Afternoon Shift • Location/ Postal code: S(058289)
Steward	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Maintain a clean, safe and odour-free kitchen environment at all times. • Assist the service areas during peak hours to ensure smooth operations. 	<ul style="list-style-type: none"> • Working Hours: 9.5 hrs per day (include breaktime) 3 rotating shift - Morning,

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Support event operations, including clearing, dishwashing and maintaining cleanliness. • Ensure all kitchen equipment and utensils are clean, well-maintained and in good working condition. • Apply thorough knowledge of cleaning procedures, proper use of equipment and safe handling of cleaning chemicals. • Adhere to hygiene, safety and operational standards in all duties. • Perform additional tasks and duties as assigned by the Stewarding Supervisor or management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Flexible and adaptable, able to adjust to varying operational needs. • Works effectively as part of a team, supporting colleagues and maintaining smooth kitchen operations. • Basic proficiency in English for clear communication with team members and supervisors. • Able to work rotating shifts, including weekends and public holidays. • Reliable, punctual and committed to maintaining high standards of cleanliness and hygiene. 	<p>Afternoon & Night Shift</p> <ul style="list-style-type: none"> • Location/ Postal code: S(058289)

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#17 Radha Exports

Established in 1995 by Mr. Naraindas Gangaram, the company operates 25 retail stores and over 150 franchises across Singapore, including affiliates such as ABC Bargain Centre, Valu\$ and Japan Home Singapore. It also has 26 associate retail corners and stores in Malaysia, along with an e-commerce partnership with Food Panda. Serving millions of households in Singapore, the company offers a diverse range of fast-moving consumer products to meet everyday needs.

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cashier	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To assist customers in the in-store Checkout process. Placing merchandises in bags Performing Cash register opening and closing procedures. Stock Replenishment duties. Keep the store presentable and clean. Promote store products. Ad hoc duties as assigned by Managers and or Supervisors <p>Pre-requisites</p> <ul style="list-style-type: none"> Ability to work in a fast-paced environment. Ability to multitask. 	<ul style="list-style-type: none"> Working Hours: Shift work Location/ Postal code: To ask employer during interview
Logistics Operations Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Warehouse/ Logistics / Distribution requirements fulfilled as per customer orders and delivery dates. To manage and lead a team of warehouse assistants for the purpose of warehouse/logistics and/ distribution operations To develop, enhance, establish and document SOP's and systems for logistics /distribution process. To monitor and manage staff and their performance via key performance indicators. To report all staff, stock and miscellaneous warehouse issues and concerns to the Warehouse Manager. To coordinate the shipment from suppliers to the main warehouse. To be involved in stock control and warehousing To implement health and safety procedures Key holder duties (if applicable). Ad hoc duties as required <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to multi-task Willing to work in a fast-paced environment 6 day work week Work in a warehouse environment. 	<ul style="list-style-type: none"> Working Hours: 830am - 8pm Location/ Postal code: To ask employer during interview
Retail Manager	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To manage the day to day running of the shop with aim of achieving optimum profit by maximizing sales and controlling direct shop expenses To report to Area Manager all shop and staff concerns To manage all aspects of stock preparation, ensuring that the shop is sufficiently stocked. 	<ul style="list-style-type: none"> Working Hours: Shift work Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • To demonstrate excellent customer service and promote good practice within the shop To meet required performance standards and targets. Motivating and supporting shop staff. • To be ultimately responsible for cash handling, banking and associated administration, ensuring that all till operations are carried out in accordance with Shop's policies and procedures of administration. • To Ensure that the confidentiality is maintained at all times. • To select highly qualified candidates to be part of the team. • To conduct performance development reviews and staff appraisals ensuring that Area Manager is advised of any identified training needs. • To plan staff hours and schedule off day, annual leave and replacement. • To hire and fire shop sales executive and shop sales assistant. • To be the key holder of shop. • To be in charge of banking the daily sales • To perform any adhoc duties as required. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Ability to work in a fast-paced environment. • Ability to multitask. • 6 day work week • Required to work on weekends and public holidays. 	
Shop Sales Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Receive and stack the goods in the shelves • Keeping the store presentable and clean • Handle Cashier duties if needed • Help the customers to find the goods • Adhoc duties as may be assigned by the Manager from time to time <p>Pre-requisites</p> <ul style="list-style-type: none"> • Ability to work in a fast-paced environment • Ability to multitask 	<ul style="list-style-type: none"> • Working Hours: Shift work • Location/ Postal code: To ask employer during interview
Warehouse Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle Loading and unloading of goods/pallets • Handle and operate necessary tools and accessories in the warehouse such as pallet jacks, cages, stackers etc. • Picking/packing-related activities, including shrink wrapping of goods • Ad-hoc duties as may be assigned by the Supervisor from time to time <p>Pre-requisites</p> <ul style="list-style-type: none"> • Ability to work in a fast-paced environment • Ability to multitask • Willing to work in Tuas 	<ul style="list-style-type: none"> • Working Hours: 830am – 645pm • Location/ Postal code: To ask employer during the interview

#18 SATS

Headquartered in Singapore, SATS Ltd. (SGX stock code: S58) is one of the world's largest providers of air cargo handling services and Asia's leading airline caterer. SATS Gateway Services provides airfreight and ground handling services including passenger services, ramp and baggage handling, aviation security services, aircraft cleaning and aviation laundry. SATS Food Solutions serves airlines and institutions, and operates central kitchens with large-scale food production and distribution capabilities for a wide range of cuisines.

SATS is present in the Asia-Pacific, the Americas, Europe, the Middle East and Africa, powering an interconnected world of trade, travel and taste. Following the acquisition of Worldwide Flight Services (WFS) in 2023, the combined SATS and WFS network operates over 225 stations in 27 countries. These cover trade routes responsible for more than 50% of global air cargo volume. SATS has been listed on the Singapore Exchange since May 2000. For more information, please visit www.sats.com.sg

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Air Hub Specialist - AIC	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will operate heavy equipment and lead a team of staff to uplift and/or offload airline items to and from the aircraft as per our airlines' requirements <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum secondary education Able to read, write and communicate in English A valid class 3/D driving license Able to work in a team and independently in a fast paced environment Comfortable with shift work Physical fit and able to climb stairs Able to carry heavy loads up to 25kg 	<ul style="list-style-type: none"> Working Hours: 3 rotating shift Location/ Postal code: S(819659)
Air Hub Specialist – Baggage	<p>Key Responsibilities</p> <ul style="list-style-type: none"> As a Baggage Lead, you are required to drive, load baggage and will be responsible for dispatch of baggage to respective flights <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent A valid Class 3 driving license 	<ul style="list-style-type: none"> Working Hours: 3 rotating shift Location/ Postal code: S(819659)
Air Hub Specialist – Ramp	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Operates and conducts pre-flight checks on ground support equipment including JCPLs, skyloaders, tractors, and transporters. Positions and operates the aerobridge or passenger steps safely according to airline and safety requirements. Assists in the loading and unloading of baggage, cargo, and mail, ensuring all loads are properly secured and verified against documentation. 	<ul style="list-style-type: none"> Working Hours: 3 rotating shift Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Inspects cargo, ULDs, and compartments for any damages or leakages, and reports irregularities to the Ramp Loading Officer (RLO). • Ensures safe and proper use of equipment during aircraft handling operations. • Returns all equipment to designated parking areas and reports any defects or incidents promptly. • Supports the Ramp Loading Officer (RLO) and team in ensuring safe, efficient operations and achieving on-time performance (OTP).B178 <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum secondary education • Able to read, write and communicate in English • A valid class 3/D driving license • Comfortable performing duties outdoors and on rotating shifts. • Physically fit (ie. walk long distances and comfortable with climbing up equipment steps) 	
Air Hub Specialist – Tech Ramp	<p>Key Responsibilities</p> <p>You will operate equipment and perform the following function:</p> <ul style="list-style-type: none"> • ADGS/Marshalling/Headset Functions; • Potable Water/Lavatory Services; • Operate Full Ground Support Equipment (GPU, ASU, ACU); • Tail Stanchion; • Pushback/Towing Services <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum secondary education • Able to read, write and communicate in English • A valid class 3/D driving license • Comfortable with shift work 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Aircraft Aesthetics Specialist - AIC	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will assist your officer to ensure that there are sufficient resources deployed to facilitate interior cleaning of the aircraft. In addition, you monitor for changes in flight schedules and update the flight handling team accordingly. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to read, write and communicate in English • Comfortable in using PCs • Able to work in a team and independently in a fast paced environment • Comfortable with shift work • Physically fit and able to climb stairs 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Airline Trolley Packer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Pick-and-pack items accurately into carts according to the digital packing list • Ensure quality of products during the packing process to remove expired/damaged items, and report any issues or deviations from quality standards to supervisors. • Retrieve POS devices and update digital record accordingly. • Pack cook-chilled meals in chiller room where temperature is between 0 to 5 degrees (cold room jacket will be provided). <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to perform rotating shift including weekends and public holidays • Adaptable and possess good interpersonal skills and teamwork • Conversant and confident to read and write in Basic English • Ability to perform packing work which requires you to stand, squat and/or bend, carry 7-10kg F&B cartons for short distance, as well as use mobile device to update records • Company transportation provided for shift between 11:00pm to 6:00am • Working location 30 Changi North Crescent Singapore 499612 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Assistant Engineer	<p>Key Responsibilities</p> <p>Be part of Technical team responsible for maintaining and ensuring the serviceability of all systems and equipment in the commercial kitchens:</p> <ul style="list-style-type: none"> • Technically proficient in all aspects of maintaining, repairing and troubleshooting the full range of Inflight Catering Centre systems and equipment (e.g. warehouse systems, material handling and automation systems, refrigeration systems, kitchen equipment, packaging and - inspection machines, washing machines, waste management systems, etc.) and other technical related knowledge • Manage, perform and ensure all maintenance activities and repair works are timely follow-through according to the assignment, maintenance schedule, procedures, checklists, manufacturer recommendation and completed within the timeframe • Manage, perform and ensure all technical purchase requisition of spare parts, contracts and services are in accordance to the Company policies and follow-through to support the maintenance activities • Manage, communicate and work professionally with all stakeholders to minimize systems and equipment downtime • Be proactive in resolving technical faults, contributing initiatives and continuous improvements • Always observe and follow all Safe Work Procedures and Food Safety requirements • Always ensure Safe Work environment by housekeeping of all work areas and report any safety hazards immediately 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Perform and support other relevant duties and projects assignments if required <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree (non-local), Diploma (Local) or, min 4 years of relevant work experience is preferred Computer-literate and competent in using Microsoft office/outlook, SAP application and IT devices Competent in using industrial workshop equipment and welding tools Competent in reading technical drawings, documentation and conversant in English and/or Mandarin Physically fit with ability to carry heavy loads and work-at-height A motivated team player with strong qualities to lead and work in a challenging environment with tight timeline Able and willing to work in either office hours or rotating shifts, weekends and overtime if required 	
Assistant Manager, Strategic Sourcing 	<p>Key Responsibilities</p> <p>The Role</p> <ul style="list-style-type: none"> The Procurement Strategic Sourcing Assistant Manager is a strategic support for procurement operation function to influence significant change management across the Food Solutions, BUs and functions e.g. support development of productivity BP, Category Management, Strategic Sourcing, Source-to-Pay (S2P) Management, Operational support and Internal controls and compliance. <p>Key responsibilities</p> <ul style="list-style-type: none"> Support Strategic Sourcing Manager to deliver sourcing initiatives across food related categories. Delivery through proficient knowledge of the Collaborative Procurement Model (CPM), Category Management and 7-step sourcing process. Accountable for sourcing and operational knowledge in defined categories collaboratively aligning with related BUs/functions at early stage in 7SSP project development process (Business Planning), analysis, sourcing, negotiating, contracting and managing agency to deliver maximum productivity benefits (efficiency and effectiveness) Strong Negotiation skills and contract management delivery Accountable for ensuring monthly reporting through updated CPM Tracker High level of maturity and stakeholder communications skills required as applicable Support management of Global Procurement Internal controls, Risk Management and supplier integrity with supplier management teams Ensure effective and timely communication with procurement colleagues in other procurement functions as well as business stakeholders in BUs/functions 	<ul style="list-style-type: none"> Working Hours: Monday to Friday, 8:30am to 5:30pm <p>Able to work on occasional weekend days.</p> <ul style="list-style-type: none"> Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of category strategy management identify BU/function sourcing opportunities for improved systems and process efficiencies • Develop strong collaboration with Finance Department and marketing function in BU to ensure knowledge of and a proactive approach to budget timeline and planning in order to support 7SSP for each Category • Delivers strong analytics capability within responsible key categories and support recommended spend and buy better strategies. In conjunction with business owners, validate buying requirements (demand management) and guide users to the most appropriate products and services • Manage compliance to S2P to ensure delivery of Key Performance metrics • Comply with Global Procurement policy and Global Procurement Operation Manual procedure to ensure consistent and complied implementation across BUs/functions • Facilitate approvals/sign off from appropriate parties where applicable to ensure agreement before commitment given to spending. • In conjunction with supplier performance management team to ensure supplier performance feedbacks, dispute and complaints are timely acted upon • In conjunction with supplier risk management team to ensure properly supplier audit is carried out timely. Work with supplier risk management team to ensure risk mitigation and compliance. • In conjunction with supplier relationship management team to ensure SRM tasks and initiatives are properly carried out, monitored and measured <p>Pre-requisites</p> <p>Education</p> <ul style="list-style-type: none"> • Degree in Supply Chain, Commerce, Business, Computer Science, or related discipline. <p>Certifications</p> <ul style="list-style-type: none"> • Project Management or CIPS certification will be advantageous. <p>Experience</p> <ul style="list-style-type: none"> • Minimum 4 years of strategic sourcing or procurement experience, preferably in FMCG, Hospitality, Retail, or Consulting. • Experience in procurement, consulting, or business operations. <p>Skills and Competencies</p> <ul style="list-style-type: none"> • Strong analytical, negotiation, and contract management skills 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Good understanding of Category Management and the Collaborative Procurement Model • Knowledge of Category Portfolio Management • Familiarity with the 7-Step Sourcing Process (7SSP) • Strong stakeholder management and business communication skills • Strategic thinking and change management capabilities • Project management and process improvement skills • Ability to work independently and collaboratively within teams • Comfortable working in a fast-paced and dynamic environment • Strong problem-solving and critical thinking abilities • A proactive mindset with a "can-do" attitude 	
Assistant Manager/Manager Insights 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • The Manager, Insights is a mid-level individual contributor tasked with delivering comprehensive market, competitive, and future-oriented insights to drive strategic decision-making and support innovation initiatives across SATS' business. This role is responsible for the entire insight development process, from conducting market analysis and scenario planning to preparing executive-level recommendations. • Collaborating closely with senior stakeholders across Commercial, Strategy, and Innovation teams, the Manager, Insights serves as a trusted advisor by pinpointing emerging opportunities, informing innovation strategies, and translating market trends into actionable concepts and investment recommendations. This role ensures that insights not only clarify current market dynamics, but also proactively influence how SATS evolves, innovates, and remains competitive in the future. • Lead Market & Competitive Intelligence for Gateway Services and Food Solutions • Take ownership of comprehensive market, customer, and competitor analysis across both Gateway Services and Food Solutions business. Evaluate airline outsourcing patterns, competitor strategies, and airport operational dynamics to provide valuable insights that inform commercial strategy, pricing decisions, and critical assessments for market entry or exit. • Deliver Strategic Insights for Senior Decision-Making • Translate complex data and market signals into clear, actionable insights and recommendations for senior stakeholders, supporting QBRs (Quarterly Business Reviews), strategic reviews, and leadership discussions with evidence-based analysis and forward-looking perspectives. • Develop and Maintain Gateway Services Intelligence Assets • Design, maintain, and continuously enhance Gateway Services intelligence assets, including dashboards, market 	<ul style="list-style-type: none"> • Monday to Friday, 8:30am to 5:30pm <p>Able to work on occasional weekend days.</p> <ul style="list-style-type: none"> • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>trackers, and insight briefs, ensuring accuracy, consistency, and relevance to evolving business needs.</p> <ul style="list-style-type: none"> • Support High-Priority Ad-Hoc Analysis and Strategic Initiatives • Provide timely, high-quality analysis to support ad-hoc requests such as partnership evaluations, competitive responses, and strategic initiatives, while balancing immediate business needs with longer-term insight development. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor’s degree in relevant fields such as Business, Economics, Strategy or Analytics. • Master's degree (MBA / MSc Analytics / MSc Economics) is an advantage • Minimum of 6 years’ relevant experience in insights, innovation, or corporate strategy roles supporting senior leadership • Strong experience in both primary and secondary research methodologies • Proven ability to work with and influence a broad range of stakeholders across insights, strategy, commercial, innovation, and data analytics functions within a corporate environment • Experience in scoping, evaluating, and managing external consulting and research partners • Skilled in managing and analyzing large internal and external datasets • Strong working knowledge of Excel, Powerpoint and business intelligence tools such as Power BI. • Familiarity with AI tools for accelerating secondary research, literature synthesis, and horizon scanning. • Strong data visualisation and presentation skills, with the ability to distil complex findings into clear, compelling narratives for senior and executive audiences • Strong written and verbal communication skills, including executive report writing • Familiar with strategic frameworks such as PESTLE, Porter’s Five Forces, and scenario analysis 	
<p>Cargo Coordinator</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle Cargo shipments in the warehouse either by hand or forklift together with a group of Cargo handlers. • Check documentations and real time data, ensuring compliance with procedures and regulations. • Attend to airlines and third parties like agents enquiries and follow-up on issues. • Supervise and responsible for a team of Cargo handlers, ensuring Cargo shipments are loaded and unloaded on time and in compliance with all safety requirements. 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum diploma holders or experienced with warehouse operations • Supervisory skills • Able to multi-task and communicate with third parties • Able to work permanent shift work • Able to lift heavy objects • Willing to learn to drive a forklift • Normal color vision (required due to job demands) 	
Catering Assistant	<p>Key Responsibilities You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities:</p> <ul style="list-style-type: none"> • Be able to produce and dish meals or any other production tasks assigned by Supervisor-in-charge; • Follow orders in productions of meals as directed to the quality expected by customers, complying to food safety and hygiene regulations; • Ensure and adhere to SOP and all hygiene procedures <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess good knowledge of food hygiene and food handling procedures • Verse in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized worksheets, check and respond to emails when on duty • Comfortable with 6-days work week on rotating shift 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Cook	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will be working in a commercial kitchen preparing inflight meals for airline clients, which involves • Planning and producing meals in accordance to recipes and quality expected by airline clients • Adherence to food safety and hygiene regulations for example, HACCP and Medina. • Ensure products received from stores or other kitchens meet requirements in terms of quality and quantity. • Other culinary related task as assigned by Chef-in-charge. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Min 1 year of exposure in culinary related roles or studies is preferred • Verse in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized worksheets, check and respond to emails when on duty • Possess good knowledge of food hygiene and food handling procedures • Possess good decision-making, problem solving, communication and training skills • Have the ability to work in a large brigade with a multi culture team • Comfortable with 6-days work week on rotating shift 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Customer Care Specialist	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You will attend to passengers at arrival claims with mishandled and damaged baggage. Raise reports of mishandled and damaged bags, in according to the various airline requirements. Trace mishandled baggage and keep passengers informed of the tracing status Assist passengers with odd size bags Answer hotline calls on baggage matters <p>Pre-requisites</p> <ul style="list-style-type: none"> Possess 4 GCE 'N' level credits / 3 GCE 'O' level passes or equivalent Professionalism, Patience and a "People-first" attitude Comfortable with shift work Able to carry >25kg 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)
Customer Service Agent	<p>Key Responsibilities</p> <ul style="list-style-type: none"> You play a vital role in creating a memorable experience for all our passengers through a variety of quality passenger services: Your main roles and responsibilities involve: <ol style="list-style-type: none"> Greet passengers upon their arrival and ensure a smooth departure process. This includes checking in and managing various flight and customer requests Assist passengers with special needs. This includes helping passengers with reduced mobility, non-English speaking passengers and unaccompanied minors Provide customer service in exclusive premier lounges at Changi Airport which are designed to provide passengers with maximum comfort as they relax and unwind before their flights. This includes the provision of meet/greet services at the reception area and attending to the needs of lounge guests in a proactive manner <p>Pre-requisites</p> <ul style="list-style-type: none"> Pleasant with a cheerful disposition and good interpersonal skills Dynamic individual with service aptitude and willingness to go the extra mile Able to work well in teams Good command of written and spoken English Meticulous and an eye for details Good problem solving skills Able to perform basic computer transactions 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)
Engineering Technician	<p>Key Responsibilities</p> <p>As a Technician, you will be part of a team responsible for maintaining modern equipment and various systems in the commercial kitchens such as:</p> <ul style="list-style-type: none"> Warehouse systems Material handling and automation systems Refrigeration systems 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Kitchen equipment • Packaging and inspection machines • Washing machines • Waste management systems and more <p>Individuals are also expected to:</p> <ul style="list-style-type: none"> • Be proactive in resolving technical faults, contributing initiatives and continuous improvements • Always observe and follow all Safe Work Procedures and Food Safety requirements • Always ensure Safe Work environment by housekeeping of all work areas and report any safety hazards immediately • Perform and support other relevant duties and projects assignments if required <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma (non-local), Nitec (Local) or, min 2 years of relevant work experience is preferred • Computer-literate and competent in using Microsoft office/outlook, SAP application and IT devices • Competent in using industrial workshop equipment and welding tools • Physically fit with ability to carry heavy loads and work-at-height • Able and willing to work in either office hours or rotating shifts, weekends and overtime if required 	
Engineering Technician (Ground Service)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform preventive and corrective maintenance on Ground Service Equipment and projects works where required • Liaise with Stores to resolve any matters pertaining to spares • Preparing and submitting relevant paperwork • Other duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Nitec or Higher Nitec qualifications in Automotive (Light vehicles) / Automotive (Heavy vehicles) or equivalent • Preferably 2 years of relevant work experience • Comfortable with working on rotating shifts 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Equipment Operator (Cargo)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Operate forklifts in the warehouses to load and unload Cargo shipments. • Operate tractors at the airside to transport Cargo shipments. • Ensure proper retrieval and delivery of Cargo shipments. • Maintain all equipment in good working condition with adherence to safety standards. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to read and write basic English • A valid Class 3 or Class D driving license and subject to age regulatory requirements to drive within the airport. 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Able to work permanent shift work • Able to carry cargo/objects up to 20kg • Normal color vision (required due to job demands) • Candidates with experience in handling forklifts will have an advantage. 	
ESG Data Analyst 	<p>Key Responsibilities The ESG Data Manager is responsible for the accurate and timely ESG data collection and the successful implementation of a Group ESG data platform. This role is critical in ensuring that the company meets its ESG targets and regulatory reporting obligations in compliance with ISSB-SGX-CSRD-US regulations. The ideal candidate will have a deep interest in data and tools, a good understanding of Financial and ESG corporate reporting frameworks, strong project management and communication skills, and the ability to work collaboratively across diverse teams.</p> <p><u>ESG Data Collection</u></p> <ol style="list-style-type: none"> 1. Manage accurate and timely data collection for Group <ul style="list-style-type: none"> • Follow up with primary data owners to ensure we have all environmental data required for annual sustainability reporting • Move from yearly to quarterly environmental data collection, verification and reporting • Check and ensure ESG data accuracy and integrity, working closely with data owners, subject matter experts and vendor 2. Move from manual to step-by-step automation where possible: not all the entities and regions of the Group have the same data collection and reporting capabilities today, requiring the role to be agile and hands-on <ul style="list-style-type: none"> • Work with internal and external stakeholders to establish data transfer via integration between data source systems • Analyse ESG workflows to identify inefficiencies and recommend improvements • Collaborate with business units to understand challenges faced with existing data management platforms and coordinate improvements • Engage existing vendors to ensure continuous improvements are on track • Implement process enhancements to optimize system functionality and user experience 3. Establish and communicate ESG Data Governance policy and guidelines <p><u>ESG Data Reporting & Analytics</u></p> <ol style="list-style-type: none"> 1. Support the preparation and submission of accurate and timely ESG reports in accordance with international standards, industry best practices and regulatory requirements <ul style="list-style-type: none"> • Monitor key ESG metrics and report performance internally 	<ul style="list-style-type: none"> • Working Hours: Monday to Friday, 8:30am to 5:30pm • Able to work on occasional weekend days. • Location/ Postal code: S(499612)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Collaborate with internal teams to monitor, analyse and present ESG periodic trends, identify deviations, and flag potential areas of concern • Contribute to the production of the annual Sustainability Report to GRI and ISSB standards • Work with the Sustainability team to translate data into meaningful narratives and actionable insights for stakeholders <p>2. Develop ESG Dashboards to provide insights and recommendations to each Business units, senior leadership and other stakeholders</p> <ul style="list-style-type: none"> • Work with Sustainability Business Partners to optimise dashboards for usability, relevance, and impact • Design and develop interactive dashboards that present ESG related data in a clear, accurate, and user-friendly manner • Ensure dashboards are both data displays and tools for decision-making and performance management • Develop Dashboards to facilitate and automate external reporting <p><u>ESG Data Platform Project</u></p> <ul style="list-style-type: none"> • Work with the internal teams to identify, select and implement a comprehensive ESG data platform across the group, ensuring alignment with global ESG reporting requirements and technological infrastructure • Act as the primary liaison between existing ERP and ESG data platform vendors and global Technology teams • Work with Technology team to define the best approach for the Group • Once target concept is approved and the vendor(s) selected, manage the ESG data platform project to completion • Provide ongoing support and training to ensure effective system adoption • Stay updated with ESG technology trends and best practices to drive continuous improvement <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in a STEM field (e.g., Data Science, Statistics, Computer Science, Mathematics, or related), Sustainability, Finance or equivalent • Experience with data analytics, business intelligence, or data science • A previous experience in an ESG-related or finance role is preferred • Fluent in reading, writing, speaking, and understanding English • Comfortable working with data and tech tools • Skilled in PowerBI or similar data visualization/automation platforms • Strong analytical skills and attention to detail, able to interpret complex data and provide insights 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Familiarity with ESG reporting frameworks such as GRI, ISSB, TCFD and/or IFRS • Good project management and organizational abilities; capacity to multi-task by working on a few projects simultaneously • Carries a collaborative mindset with the ability to work across functions and cultures • Patient and empathetic when addressing user concerns • Possess a growth mindset and willingness to operate in a multicultural environment 	
Executive, Maintenance Engineer (Workshop) 🛠️	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Plan and assist to manage workshop capabilities and equipping for large airport Ground Support Equipment (GSE) workshops and workbays. Fleets supported include specialized airport ground equipment, aircraft servicing equipment, and automotive vehicles. • Setup new workshop capabilities, including for electric vehicles/GSEs, new computerized testers, autonomous system, digitalised maintenance production. • Responsible for workshop business flow improvements with use of computerised maintenance management/enterprise asset management systems. • Engineer and deliver workshop operational excellence and engineering safety programs and standards, as well as improvements to workshop systems and processes. • Plan and run industrial technology projects including digitalised workbay/production/mobile field service, workbay automation, GSE telematics and predictive maintenance. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's degree in Engineering or related field of study. • Minimum 3 years working experience. • Able to work on occasional weekend days. • Possesses a Class 3 driving license. • Able to attain in-house and airport qualifications on operating SATS GSE/Vehicles (Class 4 and airfield driving permit). 	<ul style="list-style-type: none"> • Working Hours: Monday to Friday, 8:30am to 5:30pm • Able to work on occasional weekend days. • Location/ Postal code: S(499612)
Executive/Seni or Executive, AIC Operations (Singapore Hub) 🛠️	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Responsible for SIA/Scot Aircraft Interior Cleaning (AIC) operations • Monitor and meeting airlines' Service Level Agreement (SLAs) • Achieve on-time departure of flights by monitoring and ensuring compliance with airline requirement in precision timing • Be familiar with various airlines' requirements, especially on the hygiene and cleanliness standards, and dressing requirements • Track and monitor correct adherence to SOP on safety cards • Ensure prompt response to airline queries and requests • Represent the department at customer meetings 	<ul style="list-style-type: none"> • Working Hours: Monday to Friday, 8:30am to 5:30pm • Able to work on occasional weekend days. • Location/ Postal code: S(819642)


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Monitor and review the manpower requirement based on seasonal and / or ad-hoc flight changes • Work with Duty Manager(s) to ensure adequate and optimal manning level to handle flights activities efficiently • Oversee all staff matters at operation level, such as MCs, last minute leave, OT recalls etc • Oversee staff disciplinary matters • Manage service crew performance <ul style="list-style-type: none"> o Monthly meeting with service crew to review service level performance o Monitor and review the contractor manning based on seasonal and / or ad-hoc flight changes • Work with intradepartmental and interdepartmental key appointment holders to manage workflow to meet operational needs • Engage in regular meetings, briefings, dialogue sessions and feedback sessions etc. with staff so as to ensure business processes established are in line with both staff's acceptance and company/department's policies • Conduct regular safety and quality audits • Oversee and ensure staff adherence to safety rules & regulations, including PPE, and safe work practices • Conduct investigations for complaints and incidents, and provide reports • Support the overall monitoring of AIC business processes, particularly in terms of the Department's Key Performance Indicators (KPIs) • Assist in identifying areas for improvement or deficiency, especially on cost reduction and productivity gains • Implement and manage systems and technology related projects, including working with technology team and consultants • Manage projects assigned to ensure implementation at AIC's operations within timeline set • Work with training to develop training materials critical to operations • Facilitate relevant training tailored for all grades of staff • Undertake any other duties assigned by reporting officer <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's degree from any field of study • Experience in the aviation industry would be an advantage • Resilient, resourceful, creative and collaborative traits, and good interpersonal skills are required for this position • Possess good organizing, problem solving, supervisory and strong communication skills and abilities • Team player who can manage multiple stakeholders • Meticulous in his/her work output 	
Food Assembly Assistant	<p>Key Responsibilities</p> <p>Food Assembly Assistant reports to Catering Supervisor/Officer (Tray Assembly) with the below duties:</p>	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Preset Business, Premium Economy and Economy class meals on trays according to airline's specifications. • Collect all the required items and equipment for presetting • Operate the assembly conveyor belts and put the required food items and service wares on the trays based on the ETD of the flights. • Perform such other duties as directed from time to time by the Catering Officer/Supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> • Verse in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized worksheets, check and respond to emails when on duty • Possess good knowledge of food hygiene and food handling procedures • Comfortable with 6-days work week on rotating shift 	<ul style="list-style-type: none"> • Location/ Postal code: S(819659)
Instructor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Conduct Cargo product and related courses. • Prepare and update training materials for Cargo product and services. • Prepare training schedule and administrative matters for new staff; • Conduct orientation program for new staff, refreshner or recurrent training. • Provides training support for new and existing projects or initiatives. • Coach and assess competencies for new hires during their On-Job-Training (OJT) • Conduct courses in Mandarin. <p>Pre-requisites</p> <ul style="list-style-type: none"> • A diploma and preferably with knowledge of airfreight operations and procedures; • Possess good supervisory and communication skills; • Be proficient in Microsoft Office, Excel and PowerPoint skills to develop effective training materials and presentations • Have self-confidence and able to conduct stand-up training. 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Loading Delivery Assistant	<p>Key Responsibilities</p> <p>As a Loading Delivery Assistant, your responsibilities are as follows:</p> <ul style="list-style-type: none"> • Driving either a Hi-Lift or Van to transport meal orders between the kitchen and the aircraft. • Assist in the loading of meal item into the hi-lift and aircraft as per loading plan • Check hi-lift/van for serviceability before use, report all defects for immediate action • Ensure on-time completion of trips, with adherence to safety and operating procedures. • Maintain cleanliness of the hi-lift/van and free of unauthorized items in the hi-lift/van 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Any other duties assigned or instructed by the Cabin Services Supervisor or Cabin Services Officer. <p>Pre-requisites</p> <ul style="list-style-type: none"> Be able to lift Catering materials weighing up to 25 kgs Ability to read and speak English to use PC and computer systems related to area of works, and liaise with Cabin Crew for hand-over of meals. Ability to work in a multi-cultural team Comfortable with 6-days work week on rotating shift Valid Class 3 driving license (Class 4 driving license would be an advantage) 	
Manager, Baggage Services (Interline) 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Lead and oversee Interline Operations and the Baggage Expediting Team (BET) to ensure all service requirements and Service Level Agreements (SLAs) stipulated by Singapore Airlines (SQ) are consistently achieved. Ensure timely and accurate responses to queries and complaint letters relating to transfer baggage mishandling. Conduct thorough investigations into baggage mishandling cases attributed to SATS and raise disputes where findings indicate responsibility does not lie with SATS. Analyse, consolidate, and review baggage performance statistics to identify trends and operational gaps, and implement appropriate measures to minimise baggage mishandling. Monitor daily operations to ensure full compliance with safety rules, procedures, and regulatory requirements, and address any non-compliance promptly. Ensure close monitoring and smooth handling of baggage connections, particularly for high-profile, critical, or tight-connection flights. Report, investigate, and follow up on all incidents related to Baggage Hub operations, ensuring corrective actions are implemented where necessary. Build and maintain strong working relationships with SQ stakeholders to better understand their operational needs and service expectations, with the aim of enhancing service delivery. Perform any other duties as assigned by the Head, Baggage Services in support of operational and organisational objectives. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Business Administration, Management, or a related field. Minimum 5 years of relevant experience in Aviation industry Strong proficiency in data entry platforms, document management systems, and MS Office tools. Excellent organizational, problem-solving, and communication skills. 	<ul style="list-style-type: none"> Working Hours: Monday to Friday, 8:30am to 5:30pm <p>Able to work on occasional weekend days.</p> <ul style="list-style-type: none"> Location/ Postal code: S(499612)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Proven ability to manage multiple tasks and deadlines in a fast-paced environment. • Knowledge of industry best practices in administrative operations, compliance, and reporting. • Demonstrated ability to liaise effectively with diverse stakeholders • A proactive mindset with a focus on continuous improvement. 	
Operations Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform various duties which include acceptance of Cargo, manifesting and ensuring warehouse documentation is in order. • Day-to-day operations include receiving and overseeing delivery of Cargo shipments efficiently and safely. • Responsible and accountable for Cargo shipments in the warehouse. <p>Pre-requisites</p> <ul style="list-style-type: none"> • A valid Class 3 or Class D driving license for OAD • Able to work permanent shift work • Able to carry cargo/objects up to 20kg • Willing to learn to drive a forklift • Normal color vision (required due to job demands) 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Operations Assistant (Cabin Services)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Operations Assistant (Cabin Services) will report directly to Cabin Supervisor and his/her duties and responsibilities are as follows: • Ensure the assigned flight meals, beverages and other Inflight items are prepared for uplift to aircraft according to the airlines' requirements • Coordinate with Catering Control to check the latest passenger load prior to leaving the Catering Centre facility • Load and unload of Catering items into and off aircraft according to the Galley Loading Plan and is the staff in-charge of the galley loading for the galley assigned • Check meals with cabin crew on board the aircraft after loading • Obtain crew signature on checklist and supply documents and submit these to Control Centre at the end of the shift • Co-ordinate for any last-minute additional meals or items uplift • Any other duties assigned or instructed by the officer or supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess basic frontline customer service skills • Ability to work in a multi-cultural team • Be able to lift Catering materials weighing up to 25 kgs 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Ability to read and speak English to use PC and computer systems related to area of works, and liaise with Cabin Crew for hand-over of meals. Comfortable with 6-days work week on rotating shift 	
Operations Assistant (Catering)	<p>Key Responsibilities You will be working in a commercial kitchen preparing inflight meals for airline clients, with the following responsibilities:</p> <ul style="list-style-type: none"> Assist in retrieval of pax loads from system (ICCMS) and support dishing duties in Casserole Assembly, based on pax loads and flight schedule Adhere to dishing schedule and ensure timely completion of dishing Guide, and monitor performances of staff and service crew Adhere to HACCP, Medina food safety requirements, and all hygiene procedures Ensure compliance to dishing SOPs Operations of metal detectors and casserole sealing machines <p>Pre-requisites</p> <ul style="list-style-type: none"> Ability to work in a multi-cultural team Be able to lift Catering materials weighing up to 15 kgs Verse in English to use PCs and computer systems related to area of work (e.g. Infolog), read computerized worksheets, check and respond to emails when on duty Possess good knowledge of food hygiene and food handling procedures Comfortable with 6-days work week on rotating shift 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)
Operations Assistant (Equipment)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Conduct Quality checks on the carts packed by the packers Check airline equipment to accuracy in quality and quantity Adjust equipment inside the cart to ensure safety and better fit Push carts that has been packed out to outbound for staging Pack and repack carts/drawers as and when necessary Interpret the Equipment Loading Plan and be able to change equipment for aircraft change within short notice <p>Pre-requisites</p> <ul style="list-style-type: none"> Ability to work in a multi-cultural team Comfortable to squat, stand and bend repeatedly to handle bins, carts and drawers. Comfortable to lift equipment weighting up to 15kg. Comfortable to push carts weighing around 50kg for repositioning. Able to memorize and recognize the various equipment used by airlines. Comfortable with 6-days work week on rotating shift 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Operations Assistant (Food Checker)</p>	<p>Key Responsibilities The individual reports to Catering Supervisor/Officer (Tray Assembly) with the below duties</p> <ul style="list-style-type: none"> • Collect, build up the carts and check all meals, beverages and other Inflight items for uplift to aircraft according to the airlines' requirements; • Perform pick confirm on Infolog upon the collection of all items from Food Bank, Sub-store, and Bakery; • Ensure that equipment set is completely according to airlines' requirement • Co-ordinate last minute additional meals request; • Ensure the work area is tidy/clean and all bins are returned to their designated areas after each airline's groundwork; • Dispose of rubbish and carton boxes at their designated place <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess basic frontline customer service skills • Ability to work in a multi-cultural team • Be able to lift Catering materials weighing up to 15 kgs • Ability to read and speak English to use PC and computer systems related to area of works, and liaise with stakeholders for hand-over of meals. • Comfortable with 6-days work week on rotating shift 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
<p>Operations Associate</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Monitor ground operations to identify and report at-risk behaviors or physical hazards. • Perform checks to ensure packing accuracy, in line with sector meal requirements. • Read and interpret flight information to correctly load food and beverage carts onto aircraft. • Assist the Duty Manager in overseeing operational and uplift requirements are met on time. • Manage and monitor the full operational functions of the Ops Control Centre for airside operations. • Coordinate with the Duty Manager in the event of flight disruptions and other operational contingencies. • Supervise packing and verification of prepaid meals to ensure correct uplift for daily flights. • Provide support in the absence of the Duty Manager on all operational matters. • Perform Supplyman duties, including the physical loading and offloading of F&B carts as when necessary. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Adaptable and possess good interpersonal skills and teamwork • Good communication and coordination skills to liaise with various departments. • Strong attention to detail, especially in handling flight-specific catering needs. 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Able to read and understand flight schedules and operational documents. • Prior experience in inflight catering or airside operations is an advantage. • Willingness to work shifts, including weekends and public holidays. • Company transportation provided for shift between 11:00pm to 6:00am • Working location 30 Changi North Crescent Singapore 499612 	
Passenger Services Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Checking in passengers • Service ambassador to assist and guide passengers on the use of Self Service Kiosk and Auto Bag Drops • Gate handling duties including communicating with airline crews and coordinating departure activities with various departments • Guiding and escorting transit passengers from arrival gate to Departure gate • Assisting passenger who require special assistance <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to perform rotating shift work including weekends and public holidays • Customer Oriented and a good team player • Comfortable with using computer • Conversant and confident in English • 6 days work week • Company transportation provided for shift between 11:00pm to 6:00am • Training provided 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Passenger Services Associate	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Greeting passengers upon their arrival and ensuring a smooth departure process. This includes checking in and managing various flight and customer requests • Service ambassador to assist and guide passengers on the use of Self-Service Kiosk and Auto Bag Drops • Gate handling duties including communicating with airline crews and coordinating departure activities with various departments • Guiding and escorting transit passengers from arrival gate to Transfer Holding Area (vice versa) • Assisting passengers who require special assistance • Assisting to create operational logs and documentation as required, such as gate reports and counter reports • Act as an interface between passengers and airline customers • Maintain professional decorum, grooming and communication at all times 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Customer-centricity in handling of passengers with empathy, professionalism and service excellence • Ensures compliance to safety, security and standard operating procedures of the company, airlines and airport authorities • Maintain full awareness of assigned flight schedules and statuses, and gate changes • Assist with on-the-ground logistics during flight disruptions, delays, diversions or irregular operations (IRROPs) • Any other Ad-hoc duties assigned by your supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to perform rotating shift work including weekends and public holidays • Customer Oriented and a good team player • Comfortable with using computer • Able to converse and write in English confidently 	
Ramp Associate	<p>Key Responsibilities</p> <ol style="list-style-type: none"> 1. Aircraft Handling & Safety: <ul style="list-style-type: none"> • Ensure accurate and safe handling of aircraft at the Aircraft Site/Non-Motorized Equipment (NMEs), Passenger Loading Bridge (PLB), and headset functionality. • Perform Foreign Object Debris (FOD) sweep to ensure that there are no obstructions on the PLB path. • Ensure that the Headset/PLB function is carried out in accordance with the Civil Aviation Authority of Singapore (CAAS) requirements. 2. Baggage and Cargo Handling: <ul style="list-style-type: none"> • Dispatch incoming baggage to the Arrival Baggage Sorting Area, Interline Baggage Trays (BTs) to the Interline Sorting Area, and cargo in transit for aircraft-to-aircraft transfer. • Assist with baggage handling and ensure efficient sorting and dispatch of items. 3. Passenger Loading Bridge (PLB) Operations: <ul style="list-style-type: none"> • Engage and disengage the PLB to facilitate smooth passenger embarkation and disembarkation. • Assist in docking and undocking of the PLB. • Perform marshalling duties in the event the PLB malfunctions. 4. Equipment Handling & Maintenance: <ul style="list-style-type: none"> • o Conduct checks before clearing all non-motorized equipment and unused containers from the parking bay. • o Ensure the safe operation and maintenance of ground support equipment and report any malfunctioning or damaged equipment. 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>5. Safety Reporting:</p> <ul style="list-style-type: none"> Report any accidents involving equipment or incidents occurring during the course of duty. Adhere to safety protocols and maintain awareness of potential hazards on the ramp. <p>6. Ad-Hoc Duties:</p> <ul style="list-style-type: none"> Perform any additional tasks as required by the Ramp Loading Office or Reporting Officer. <p>Pre-requisites</p> <p>Education/Experience:</p> <ul style="list-style-type: none"> Possess a valid Class 3 driving license (an added advantage). <p>Skills & Qualities:</p> <ul style="list-style-type: none"> Observant, independent, and able to exercise sound judgment. Able to work under pressure to meet tight reporting deadlines. Willingness to pick up new skills and broaden knowledge in ramp operations. Dynamic, self-driven, and an effective team player. <ul style="list-style-type: none"> Positive attitude towards work and collaboration with others. Excellent communication skills and attention to detail. 	
<p>Senior Executive, Strategic Sourcing (6 months contract) </p>	<p>Key Responsibilities</p> <p>The Procurement Strategic Sourcing Senior Executive is a strategic support for procurement operation function to influence significant change management across the Food Solutions, BUs and functions e.g. support development of productivity BP, Category Management, Strategic Sourcing, Source-to-Pay (S2P) Management, Operational support and Internal controls and compliance.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> Support Strategic Sourcing Manager to deliver sourcing initiatives across food related categories. Delivery through proficient knowledge of the Collaborative Procurement Model (CPM), Category Management and 7-step sourcing process. Accountable for sourcing and operational knowledge in defined categories collaboratively aligning with related BUs/functions at early stage in 7SSP project development process (Business Planning), analysis, sourcing, negotiating, contracting and managing agency to deliver maximum productivity benefits (efficiency and effectiveness) Strong Negotiation skills and contract management delivery Accountable for ensuring monthly reporting through updated CPM Tracker High level of maturity and stakeholder communications skills required as applicable 	<ul style="list-style-type: none"> Working Hours: Monday to Friday, 8:30am to 5:30pm Able to work on occasional weekend days. Location/ Postal code: S(819659)


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Support management of Global Procurement Internal controls, Risk Management and supplier integrity with supplier management teams • Ensure effective and timely communication with procurement colleagues in other procurement functions as well as business stakeholders in BUs/functions • Knowledge of category strategy management identify BU/function sourcing opportunities for improved systems and process efficiencies • Develop strong collaboration with Finance Department and marketing function in BU to ensure knowledge of and a proactive approach to budget timeline and planning in order to support 7SSP for each Category (ZBW) • Delivers strong analytics capability within responsible key categories and support recommended spend and buy better strategies. In conjunction with business owners, validate buying requirements (demand management) and guide users to the most appropriate products and services. • Manage compliance to S2P to ensure delivery of Key Performance metrics • Comply with Global Procurement policy and Global Procurement Operation Manual procedure to ensure consistent and complied implementation across BUs/functions • Facilitate approvals/sign off from appropriate parties where applicable to ensure agreement before commitment given to spending. • In conjunction with supplier performance management team to ensure supplier performance feedbacks, dispute and complaints are timely acted upon. • In conjunction with supplier risk management team to ensure properly supplier audit is carried out timely. Work with supplier risk management team to ensure risk mitigation and compliance. • In conjunction with supplier relationship management team to ensure SRM tasks and initiatives are properly carried out, monitored and measured <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree in Supply Chain / Commerce / Business / Computer Science. • Minimum 3 years of strategic sourcing experience in procurement, preferably gained in FMCG / Hospitality / Retail / Consulting • Experience in procurement, consulting and/or business operations • Proven ability to effectively partner/ influence/ lead to achieve business results 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
<p>Senior Executive/ Assistant Manager, Sourcing </p>	<p>Key Responsibilities This role is a strategic support for procurement operation function to influence significant change management across the Food Solutions, Business Units and Functions e.g. support development of productivity BP, Category Management, Strategic Sourcing, Source-to-Pay (S2P) Management, Operational support and Internal controls and compliance.</p> <p>Key responsibilities</p> <ul style="list-style-type: none"> • Support Senior Procurement Manager/Head of Procurement Singapore to deliver strategic sourcing initiatives across food related categories. Delivery through proficient knowledge of the Collaborative Procurement Model (CPM), Category Management and 7-step sourcing process. • Accountable for sourcing and operational knowledge in defined categories collaboratively aligning with related BUs/functions at early stage in 7SSP project development process (Business Planning), analysis, sourcing, negotiating, contracting and managing agency to deliver maximum productivity benefits (efficiency and effectiveness) • Strong Negotiation skills and contract management delivery • High level of maturity and stakeholder communications skills required as applicable • Support management of Global Procurement Internal controls, Risk Management and supplier integrity with supplier management teams • Ensure effective and timely communication with procurement colleagues in other procurement functions as well as business stakeholders in BUs/functions • Knowledge of category strategy management identify BU/function sourcing opportunities for improved systems and process efficiencies • Develop strong collaboration with Finance Department and marketing function in BU to ensure knowledge of and a proactive approach to budget timeline and planning in order to support 7SSP for each Category. • Delivers strong analytics capability within responsible key categories and support recommended spend and buy better strategies. In conjunction with business owners, validate buying requirements (demand management) and guide users to the most appropriate products and services • Manage compliance to S2P to ensure delivery of Key Performance metrics • Comply with Global Procurement policy and Global Procurement Operation Manual procedure to ensure consistent and complied implementation across BUs/functions • Facilitate approvals/sign off from appropriate parties where applicable to ensure agreement before commitment given to spending. 	<ul style="list-style-type: none"> • Working Hours: Monday to Friday, 8:30am to 5:30pm <p>Able to work on occasional weekend days.</p> <ul style="list-style-type: none"> • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • In conjunction with supplier performance management team to ensure supplier performance feedbacks, dispute and complaints are timely acted upon • In conjunction with supplier risk management team to ensure properly supplier audit is carried out timely. Work with supplier risk management team to ensure risk mitigation and compliance. • In conjunction with supplier relationship management team to ensure SRM tasks and initiatives are properly carried out, monitored and measured <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum 3~5 years of strategic sourcing experience in procurement, preferably gained in FMCG/ Hospitality/ Retail / Consulting • Experience in procurement, consulting and/or business operations • Knowledge and skills • Category management knowledge and experience (Collaborative Procurement Model) • Category portfolio management leadership and business acumen • 7 Step Sourcing Process knowledge and delivery • Analytical skills • Negotiation skills • Contract Management skills • Leadership skills • Strong business communication skills (stakeholder management) • Strategic Business Management skills • Strategic Change Management skills • Operational excellence and business process improvement 	
Senior Executive/Assistant Manager, Systems 	<p>Key Responsibilities</p> <p>You will co-lead a Systems Engineering team and collaborate closely with internal and external stakeholders to manage and operate end-to-end Operational Technology (OT) systems supporting 24/7 SATS In-flight Catering operations.</p> <p>The role covers Warehouse Management Systems (WMS), Warehouse Control Systems (WCS), Automated Storage and Retrieval Systems (ASRS), Material Handling Systems (MHS), PLC-based control systems, conveyors, and lifters, with integration into SAP enterprise systems. You are responsible for OT project delivery, maintenance execution, system reliability, cost management, safety, documentation, and cybersecurity compliance in industrial operating environments.</p> <p>OT Systems, Operations & Maintenance</p>	<ul style="list-style-type: none"> • Working Hours: Monday to Friday, 8:30am to 5:30pm • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Lead, manage, and execute Operational Technology (OT) maintenance activities, ensuring safe, reliable, and efficient operation of mission-critical systems. • Monitor, analyse, and improve OT system performance using reliability and effectiveness metrics, including MTR, MTBF, and OEE. • Apply a data-driven approach to maintenance and operations, identifying trends, recurring issues, and improvement opportunities. • Generate reliability and performance reports for management review, including downtime analysis, failure trends, and corrective actions. • Manage the lifecycle and operation of WMS, WCS, ASRS, MHS, PLC-based control systems, conveyors, and lifters. • Support and provide technical coverage for refrigeration systems, kitchen equipment, ware washing machines, vacuum waste disposal systems, motorized equipment, and non-motorized equipment. <p>Leadership & 24/7 Engineering Support</p> <ul style="list-style-type: none"> • Co-lead 24/7 engineering duty teams, ensuring effective technical coverage and escalation management. • Lead recovery efforts during system disruptions to minimise downtime. • Act as a team player, fostering collaboration and knowledge sharing. • Provide technical mentorship to engineers. <p>Project Delivery, Reliability & Continuous Improvement</p> <ul style="list-style-type: none"> • Deliver OT projects within approved scope, schedule, and budget. • Embed reliability, maintainability, and operability considerations into designs and upgrades. • Use operational and reliability data to support evidence-based improvement decisions. <p>Cost Management</p> <ul style="list-style-type: none"> • Manage OT maintenance and project costs including spares and vendor services. • Track costs using SAP to support budgeting and optimisation. <p>Systems Integration, SAP & Cybersecurity</p> <ul style="list-style-type: none"> • Manage interfaces between OT systems, WMS/WCS, and SAP for data integrity. • Use SAP PM, SAP MM, and SAP MM-IM to support maintenance, procurement, and inventory control. • Ensure compliance with OT and IT cybersecurity policies. <p>Documentation, Safety & Compliance</p> <ul style="list-style-type: none"> • Develop and maintain documentation covering safety procedures, operations, and maintenance. • Ensure documentation meets audit and safety requirements. 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Procurement & Vendor Management</p> <ul style="list-style-type: none"> Support technical procurement, tender evaluations, and vendor performance management. <p>Working Environment & Safety</p> <ul style="list-style-type: none"> Perform on-site engineering duties in industrial operating environments with varying temperature conditions and industrial cleanliness levels. Undertake duties that may require working at heights in compliance with safety requirements. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree in Engineering, Automation, Mechatronics, Electrical, Mechanical, Computer Science, or equivalent. Experience in Operational Technology or industrial engineering environments. Strong mechanical and electrical knowledge, including MHS and PLC systems. Experience with WMS, WCS, ASRS, conveyors, and lifters. Working knowledge of SAP PM and SAP MM. Familiarity with MTR, MTBF, and OEE. Understanding of OT/ICS cybersecurity principles. Strong analytical, communication, and teamwork skills. Ability to perform job-related duties including working at heights, subject to safety compliance. 	
Trainee Air Hub Lead - AIC	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Ensure there are sufficient resources deployed to facilitate interior cleaning of the aircraft. Ensure all VVIP flights and special flights are serviced according to airline requirement. Assist DM to conduct investigation to facilitate incident reporting. Liaise with airline representatives and coordinate with various stakeholders to ensure smooth AIC operations. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum secondary education Able to read, write and communicate in English A valid class 3/D driving license Comfortable performing duties outdoors and on rotating shifts. Physically fit and able to climb stairs 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)
Trainee Air Hub Lead - Baggage	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Supervise baggage operations to ensure baggage are dispatched to aircraft in a timely manner as per airlines' requirements or stipulations by the aviation authority. Manage a team of staff to ensure baggage for assign flights are properly handled 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Liaise with oversea station rectify mishandled baggage. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in any discipline • Physically fit • Able to lift 20-30kg • Comfortable with shift work 	
Trainee Air Hub Lead - Flight Ops	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Monitor and disseminate airline schedules to other SATS departments, airline representatives and external business units. • Ensure movement messages are transmitted promptly. • Coordinate with relevant department(s) on crew's request. • Coordinate with airline representative for any AOG or flight delays / cancellation. • Preparation and presentation of crew briefing packages on time in accordance with airline policy/SOP. • Coordinate with relevant departments for any fuel / weight restrictions and Zero fuel Weight. • Coordinate with regulatory departments and airline's dispatcher in the event that flight rerouting is required or any irregularity. • Ensure stipulated hotels are informed of crew names and flight details prior to crew's arrival. • Ensure crew lists and allowance sheets (if any) are disseminated out to relevant parties. • Coordinate with airlines' hotels and transport companies for bookings and any revision to departure details and for any last minute arrangement when required. • Monitor email/telex for crew unfit for flying duty, flight delays, cancellations and take appropriate action in accordance with airline and station's policy/SOP <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Diploma • Able to read, write and communicate in English • Comfortable with shift work • Physically and Mentally fit 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Trainee Air Hub Lead - Load Control	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • You will perform Weight & Balance responsibilities for departing flights from Changi International Airport as well as departing flights from other international airports around the globe. • Your essential roles are to ensure that the structural weights of an aircraft are within its safety parameters and that each departing flight is in "trim" and balanced within the centre of gravity. • You will also be responsible for the completion of the Loadsheets and its related Weight and Balance documentation in accordance to IATA rules and regulations, 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>handling pre-load calculations, load distribution and planning, timely issuance of loading instructions, and timely presentation of loadsheets to pilots before flight departures.</p> <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Diploma • Able to read, write and communicate in English • Comfortable with shift work • Physically and Mentally fit • Minimum GCE 'O' Level with credits in Math 	
Trainee Air Hub Lead - Lost & Found	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in the day-to-day operations of Baggage Arrival Services Office and assist the Duty Manager. • Responsible for petty cash • Assist in PIR and manage passengers' expectations • Ensure passengers are updated regularly on the status of their baggage • Assist in Arrival claim belt if required or during critical disruptions <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in any discipline • Physically fit • Able to lift 20-30kg • Comfortable with shift work • High patience level 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)
Trainee Air Hub Lead - Ramp	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Oversees the safe, accurate, and efficient loading and unloading of aircraft in compliance with airline and regulatory requirements. • Reviews flight documents, prepares the team, and conducts pre-flight briefings. • Ensures all equipment and safety checks are in place before aircraft handling operations. • Supervises the handling of cargo, baggage, and dangerous goods. • Coordinates closely with Load Control, Baggage, and Cargo teams to ensure on-time performance (OTP) and safe flight departures. • Reports any irregularities or discrepancies during operations. • Ensures aircraft bays are cleared and all relevant documents are submitted post-flight. • Assists in investigations of delays, incidents, or operational issues and supports corrective actions.E249 <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in any discipline • Physically fit (ie. walk long distances and comfortable with climbing up equipment steps) 	<ul style="list-style-type: none"> • Working Hours: 3 Rotating Shift • Location/ Postal code: S(819659)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Comfortable performing duties outdoors and on rotating shifts. 	
Trainee Air Hub Lead - SMC	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Plan, schedule and achieve workshop maintenance production for GSE and/or vehicles Manage in-house workforce, and/or outsourced contractor production/shift supervisors, and shift planning <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma in any discipline Physically fit Comfortable with shift work 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)
Trainee Air Hub Lead - Tech Ramp	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Communicate with flight crew using Radiotelephony (RTF) systems, procedures and phraseology. Conduct checks to ensure technical ramp operations are performed in accordance with the Standard Operating Procedures (SOPs). Conduct pre-flight briefings regarding aircraft requirements and services needed. Define special handling requirements for incoming aircraft. Deploy manpower and Ground Support Equipment (GSE) for technical ramp handling. Monitor real-time information and operational changes using technological devices. Prepare flight reports on technical ramp performance. Monitor and report Foreign Object Debris (FOD), obstacles or spillages in the ERA to the relevant authorities. Implement safety and security standards for teams and report possible breaches to relevant authorities. <p>Pre-requisites</p> <ul style="list-style-type: none"> Diploma in any discipline Physically fit Comfortable with shift work 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)
Trainee Customer Services Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Oversee and lead a team in managing daily operations, and make final decisions on matters of importance to ensure positive passenger experience and satisfaction Guide, develop, motivate and mentor new and existing staff alike Maintains utmost service, grooming and discipline standards amongst staff Ensures compliance to safety, security and standard operating procedures of the company, airlines and airport authorities 	<ul style="list-style-type: none"> Working Hours: 3 Rotating Shift Location/ Postal code: S(819659)


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Assist the Duty Manager in the daily deployment based on agreed service standards with the Airlines and Airport Authorities <p>Pre-requisites</p> <ul style="list-style-type: none"> • A diploma in any discipline • Good command of written and spoken English • Pleasant with a cheerful disposition and good interpersonal skills • Team player in a fast-paced environment. • Independent and able to multi-task • Able to prioritise tasks effectively to ensure most important tasks are completed on time 	

#19 Savills Property Management

Savills Property Management, became a subsidiary after Savills Singapore acquired a stake in CKH Strata Management and merged their property management business. The founding Director, Mr Chan Kok Hong's vision was to provide his clients with the very best strata management advice and service, on par with international standards but with local knowledge and expertise. This vision can now be taken to the next level by tapping into Savills Global network and expertise where Savills has over 1 billion sq ft of properties under management. Savills Property Management Pte Ltd has set itself apart from its competition through professionalism, service excellence, efficiency, integrity, strategic application of information technology and concern for the welfare of the residents. Today, it has become the largest privately held strata management company with a staff strength of over 500 and services over 160 clients, including landmark buildings such as DUO, Shopping/Office/Hotel Complex, orchardgateway, orchardgateway@emerald, 20 Collyer Quay, Sim Lim Square and Singapore larger condominiums such as The Interlace, Parc Oasis, Signature Park and Costal Del Sol. At Savills Property Management, we are committed to developing, supporting and empowering our employees.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Account Admin Assistant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Issuing of cheques • Prepare cash management form weekly • Maintain cash book and petty cash • Keying in General Ledger and Accounts Receivables • Receive payments and issuing of receipts • Provide administrative and front desk support • Attend to residents' and owners' enquiries • Other job related and ad-hoc duties <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'O'/'N' Level • At least 1 year of relevant working experience in Accounting/Admin preferred • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills • Service-oriented and able to work independently. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300Hrs • Location/ Postal code: Islandwide
Account officer 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Handle full set of accounts (AR, AP and GL) • Prepare monthly financial reports • Issuing invoices, statement of accounts and reminders • Issuing payments to suppliers • Prepare and submitting GST • Coordinate and liaise with external parties like external auditors • Attend to owners one enquires regarding their statement • Supervise and guide Accounts Assistants • Receiving, courier or handling cash/cheques from clients • Banking of cash/cheques • Complete ad-hoc projects or tasks as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Diploma in Accounting related • Possess minimum 1 year of experience handling full set of accounts 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0800Hrs - 1700Hr OR 0900Hr to 1800Hrs • Location/ Postal code: S(239070)


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Proficient in MS Office applications • Meticulous, resourceful & motivated • Strong interpersonal and communication skills 	
Account Payable Executive 📁	<p>Key Responsibilities</p> <p>Accounts Payable Operations</p> <ol style="list-style-type: none"> Process suppliers' invoices, payment requests, and staff claims with proper supporting documents and approvals. Verify accuracy of invoices before posting into the accounting system. Prepare payment vouchers and process payments via bank transfer. <p>Vendor Management & Reconciliation</p> <ul style="list-style-type: none"> • Liaise with suppliers and internal departments to resolve invoice discrepancies and payment-related issues. • Perform reconciliation of supplier statements and AP related GL accounts. • Maintain accurate and updated vendor records in the accounting system. <p>Financial Closing & Reporting</p> <ul style="list-style-type: none"> • Support monthly, half-yearly, and year-end closing activities related to Accounts Payable. • Prepare AP schedules, accruals, and relevant journal entries for financial reporting purposes. • Prepare supporting schedules and documentation for financial reporting. • Ensure completeness and accuracy of AP records in compliance with accounting standards. <p>Compliance & Internal Controls</p> <ul style="list-style-type: none"> • Ensure compliance with company policies, financial procedures, and internal controls. • Maintain proper audit trails for all AP transactions. • Assist with external and internal auditors by providing required documents and explanations. <p>Process Improvement & Support</p> <ul style="list-style-type: none"> • Assist in improving AP processes and workflow efficiency. • Identify opportunities for process automation and system enhancements within the finance function. • Undertake ad-hoc assignments as assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Accountancy, Finance, or equivalent qualification. • Minimum two years of relevant Accounts Payable or finance experience. 	<ul style="list-style-type: none"> • Working Hours: 0900hr to 1800hr • Location/ Postal code: S(049712)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Good understanding of accounting principles and AP processes. • Detail-oriented, proactive, and able to work independently. • Ability to work in a fast-paced environment and meet tight deadlines. • Proficient in MS Office applications, especially MS Excel. • Experience in accounting systems such as Microsoft Dynamics 365 will be advantageous. 	
Admin Assistant / Executive	Key Responsibilities <ul style="list-style-type: none"> • Prepare and submit regular facility operation reports to management. • Track and report key facility metrics. • Maintain incident and service request logs for audit and review purposes. • Provide updates on compliance with safety, health, and environmental regulations. • Serve as the main point of contact for internal departments regarding facility needs. • Coordinate with employees to address workspace concerns and requests. • Liaise with building management for shared facility issues and updates. • Ensure all stakeholders are informed of facility-related activities and schedules. • Manage contracts and service agreements with external vendors • Monitor vendor performance and ensure service delivery meets agreed standards. • Schedule and coordinate routine and emergency maintenance with service providers. • Review and approve vendor invoices and service reports. • Maintain and update facility documentation and records. • Coordinate facility access passes, keys, and security systems for staff and visitors. • Manage procurement of office and facility supplies. • Ensure compliance with administrative policies and procedures. • Organize and participate in facility-related meetings with internal teams and external vendors. • Record and distribute meeting minutes and action points. • Follow up on tasks and resolutions discussed during meetings. • Assist in preparing presentation materials for management reviews or planning sessions. • Conduct regular facility inspections and audits to identify areas for improvement. • Recommend and implement facility upgrades, layout changes, or efficiency improvements. • Support sustainability initiatives and cost-saving measures. • Evaluate feedback from users to enhance facility operations and services. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Support marketing efforts for rentable spaces or services within the facility (e.g., event halls, co-working areas). • Collaborate with finance and operations teams to align facility functions with revenue goals. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Candidates should have at least GCE O Level certificate with 3 years of experience in Facilities Management • Outgoing and vocal with good communications skill. • Excellent client management skills in a corporate environment and a strong team player. • Proactive and independent. • Familiar with CMMS for work order management; • Dynamic and multi-tasking capabilities. 	
<p>Assistant Facilities Manager / Facilities Manager </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Proactively engage stakeholders to ensure that on site client's expectations are met • Build and develop effective client /stakeholder relationships across multiple levels of the organization; • On-site key point of contact for Facilities in the client's premises; • Ensure effective communication and reporting to clients' on operation matters; • Evaluate service response time and analyse occupants' service request trends and suggestions; • Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user; • Pro-actively assist the FM to develop and manage client / business unit relationships ensuring that the expected and consistent service levels are achieved across the sites • Analyze client service request trends and provide suggestions for improvement. Ensure feedback from client sessions is recorded and actioned to the satisfaction of the end user. Lead by example and groom the team in achieving maximum client satisfaction level; • Preparing weekly, monthly facilities reports; • Assist the FM to develop and review planned maintenance schedules with maintenance vendors; • Assist in the implementation of a property risk management program which identifies major property risks including occupational health and safety, fire safety and essential services and environmental. • Ensure critical operations and sites are identified across the region. • Establish HSSE plan for the account on site. • Assist the FM to ensure disaster recovery and business continuity planning is implemented and maintained across the sites. • Implement and ensure escalation procedures are in place and observed for incident and problem reporting. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Have good knowledge of statutory legislations and requirements • Managing work orders using a CMMS and analysing maintenance data; • Any other scope and roles as assigned by the reporting manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute; • At least 3 years of relevant experience as a manager in facilities management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player. Proactive and independent; Dynamic and multi-tasking capabilities;Familiar with CMMS for work order management; Fire Safety Manager Certificate. 	
<p>Business Development Manager / Assistant Manager 📁</p>	<p>Key Responsibilities</p> <p>Business News Sourcing</p> <ul style="list-style-type: none"> • Source and keep track of incoming business opportunities that are suitable & aligned with business objectives. • Regular engagement with Client and Consultants for potential business opportunities, realizing it from ‘News’ to ‘Tender’ to ‘Award’. • Identify potential business opportunities from market research and analysis. <p>Business Department Duties</p> <ul style="list-style-type: none"> • Carry out day-to-day Business Department duties such as: • Carry out research & market analysis for business opportunities, competitors and other market trends – discuss and report regularly to Management • Guide business executives on business department duties including checking and managing the timeline of the said works • Manage and regularly discuss timeline of all tasks with GM and ensure timely deliverables. <p>Tender Management & Coordination</p> <ul style="list-style-type: none"> • Ability to conduct costings proposals for FM tender and RFPs • Check, compile and ensure an adequate overall tender submission • Manage and keep track of all tasks to follow up with each tender, ensuring timely execution • Prepare and deliver tender presentations during tender interviews as well as corporate presentations when necessary. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0900Hr to 1800Hrs • Location/ Postal code: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma/ Degree in Facilities Management, Estate Management, Business Management or relevant related discipline from a recognized tertiary institute • At least 3 years of relevant experiences in facilities management and business development portfolios • Proven capabilities in managing tender costings and submissions within timeline • Strong financial acumen paired with a proactive, can-do attitude • Able to work independently with minimum supervision • Those with Facilities Management operation experiences or equivalent is an added advantage. 	
<p>Facilities Management Executive – Education Sector </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Assist in the daily operations and maintenance of school facilities, including buildings, grounds, and equipment. • Coordinate with vendors, contractors, and internal teams for repairs, maintenance, and minor projects. • Monitor and report on facility performance, ensuring compliance with safety and regulatory standards. • Support the implementation of preventive maintenance programs. • Maintain records of maintenance, inspections, and service requests. • Respond promptly to facility-related issues or emergencies. <p>Pre-requisites</p> <ul style="list-style-type: none"> • The FME shall possess a Diploma preferably in Building, Technical or Facilities Management or relevant disciplines from a recognised establishment (preferably with M&E background). Where the FME does not possess the relevant Diploma, the candidate must have at least 8 continuous years’ of relevant working experience as a FME or equivalent. • Must have a minimum 3 years of relevant working experience • Preferably with Tier 4 Certified Facilities Management Expert (CFME) accreditation by Singapore International Facility Management Association (SIFMA) accreditation scheme. • The FMEs are the key front line of the Contractor in responding and attending to each Site and Employer Representatives, and including supervision to ensure that the Works and Services under the Contract are rendered and performed professionally, effectively, and efficiently. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide
<p>Facilities Manager – Education Sector </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage daily operations and maintenance of school buildings, grounds, and equipment. • Coordinate and supervise maintenance staff, contractors, and vendors. • Develop and implement preventive maintenance schedules to minimize disruptions. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure compliance with safety, health, and regulatory standards. • Assist in budgeting, cost control, and procurement of facility-related services. • Support facility improvement and minor renovation projects. Respond promptly to facility-related issues or emergencies. • Maintain accurate records of maintenance, inspections, and facility performance. <p>Pre-requisites</p> <ul style="list-style-type: none"> • The FM shall possess a Degree preferably in Built Environment / Facilities Management / Engineering or relevant disciplines. • must have a minimum 5 years of relevant working experience with a proven management / supervisory background, • preferably with at least 2 years' experience in providing IFM services with the Tenderer's company, and • preferably with Tier 3 Certified Facilities Management Expert (CFME) accreditation by Singapore International Facility Management Association (SIFMA) accreditation scheme. • The FMs are the key front line of the Contractor in responding and attending to each Site and Employer Representatives, and including supervision to ensure that the Works and Services under the Contract are rendered and performed professionally, effectively, and efficiently. • The FM shall assist the Sites in planning and programming all Works and Services, including the schedule planning and implementation of Improvement Works with the PM. 	<ul style="list-style-type: none"> • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide
<p>Facility Manager </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To review and approve the Method Statement, Risk Assessment, Safe Work Procedure, Fall Prevention Plan, and all related safety documents prior to job commerce. • To apply for Permit to Work at occupier site. (if applicable) • To maintain a Safe Work Environment/Conditions at workplace. • To assist on the overall operational effectiveness WSH management at the site as per contract requirements. • To conduct weekly random safety inspection as required by Client. • To conduct accident/incident investigation and prepare incident report on corrective actions to prevent recurrence. • To adhere/ implement WSH and all safety regulations in the workplace under WSHA and it applicable subsidiary legislation. • Ensure all workers at site always wear the appropriate PPE. • Conduct daily toolbox briefing with attendance recorded for the contractors. • Advise external customers of safety needs when visiting the sites. • Attend ad-hoc/ outstanding safety related issues whenever required. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0900Hr to 1800Hrs • Location/ Postal code: Islandwide


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Any other duties as assigned by the superiors. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute. • At least 5 years of relevant experiences as a manager in Facilities Management • Able to lead independently the team of Facilities Management and properties at site with minimum supervision; • Excellent client management skills in a corporate environment and a strong team player; • Dynamic and multi-tasking capabilities; • Familiar with CMMS for work order management; • Fire Safety Manager Certificate. 	
<p>Facility Officer</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform regular inspections of building systems, equipment, and facilities to ensure they are in good working order. • Respond promptly to building issues, equipment malfunctions, and customer complaints. • Support the technician in troubleshooting any building, plumbing, mechanical & electrical issues and resolving them if possible. • Keep records of on-site maintenance works and manage inventory of spare parts used. • Liaise with contractors, service providers and relevant authorities under guidance of the Building Manager. • Assist in the coordination of installation, renovation, refurbishment and building improvement projects. • Assist in tracking utility consumption and identifying anomalies. • Support the technician in carrying out preventive/ corrective maintenance of any building facilities, M&E systems if required. • Ensure registers of drawings, equipment lists and service records are accurately updated and maintained. • Conduct site walks and escort term contractors/ external vendors whilst they are doing routine maintenance works or adhoc replacement works. • Carry out any ad hoc tasks as assigned by the Building Manager or client's representative. • Manage and supervise the technician and work closely with security team and cleaning team, in carrying out duties. • Manage all direct contractors or vendors engaged by the client for Facility Management Services in various disciplines. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed service level agreement (SLA) with the client. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Engineering, Facilities Management or equivalent. • No experience are welcome to apply as training will be provided. • Self-motivated with good written and communication skills and computer literate. Be competent in the use of Outlook email application and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. • Meticulous and a good team player. 	
<p>HR Admin cum Payroll Executive 📁</p>	<p>Key Responsibilities Key Responsibilities</p> <ul style="list-style-type: none"> • Payroll & Statutory Compliance. • Process monthly full payroll accurately and on time for all employees. • Calculate and submit monthly CPF contributions. • Prepare and submit IR8A, Appendix 8A/8B, IR21 tax clearance for foreign employees. • Process NSmen make-up pay and Government-Paid Leave schemes claims <p>HR Administration</p> <ul style="list-style-type: none"> • Create, update, and maintain employee database and personnel records. • Manage MOM work pass applications, renewals, cancellations, and appeals. • Administer employee compensation, benefits, and e-leave systems. • Respond promptly to employee payroll and HR-related queries. • Prepare and generate detailed payroll and HR reports for management. • Coordinate recruitment activities and interview arrangements. • Administer training programs, including funding applications and attendance tracking. • Organize and file HR and payroll documents for audit readiness. • Assist with MOM surveys and statutory reporting. • Perform other HR-related duties as assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Diploma / Degree in Business Administration, Human Resources, or Higher Nitec in Business Studies. • 2-3 years of relevant HR and payroll experience in Singapore. • Proficient in MS Office, especially Excel for payroll reconciliation. • Knowledge of Info-Tech payroll software is an advantage. • Familiar with Singapore Employment Act, CPF, IRAS, and MOM regulations. 	<ul style="list-style-type: none"> • Working Hours: 0900hr to 1800hr • Location/ Postal code: S(416191)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Able to communicate in Mandarin to liaise with Mandarin-speaking workers. • Meticulous, well-organized, and able to meet strict payroll deadlines. • Strong sense of integrity and ability to handle confidential information. • Positive attitude, responsible, and a strong team player. 	
HR Payroll Assistant / Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Execute monthly full payroll cycle for all employees, ensuring accuracy and compliance with MOM guidelines. • Maintain and update employee database and personnel records. • Prepare and generate monthly payroll reports and management summaries. • Administer e-leave system and track employee leave balances. • Prepare and submit IR21, IR8A, Appendix 8A/8B, and other IRAS tax filings. • Compute and submit monthly CPF contributions; prepare CPF file submissions. • Generate and submit monthly workers' data as required by MOM. • Address employee queries and grievances related to payroll and benefits. • Manage HR filing and documentation. • Support ad-hoc HR payroll projects and related matters. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum GCE 'O' Level, Diploma in Business Administration / Human Resources, or Higher Nitec in Business Studies. • 1-2 years of relevant payroll experience preferred. • Proficient in MS Office applications, especially Excel. • Knowledge of Info-Tech payroll software is an advantage. • Able to communicate in Mandarin to liaise with Mandarin-speaking workers. • Meticulous, well-organized, and able to meet tight deadlines. • Strong sense of confidentiality and integrity. • Positive attitude, responsible, and a strong team player. 	<ul style="list-style-type: none"> • Working Hours: 0900hr to 1800hr • Location/ Postal code: S(416191)
Key Account Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To conduct business development functions through networks and contacts, government, and corporate clients accounts engagement to expand the facilities management business. • To mobilize new contracts award and execute according to the contract specifications and requirements. • To take overall charge within the Property to manage and execute the Contract through deployment of suitably trained and qualified staff to ensure smooth day-to-day FM operations and to carryout regular servicing and Preventive Maintenance (PM) works for the Facilities and systems, 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0900Hr to 1800Hrs • Location/ Postal code: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>including new facilities and systems installed during the contract period and to ensure that all PM is updated.</p> <ul style="list-style-type: none"> • To Manage Project accounts including invoicing, Profit and Loss, Budgetary, projected revenue, and cost • To submit monthly reports which include business development report, Profit & Loss Reports and Project Monthly reports. • To ensure that Quality Assurance and quality control for Management, Maintenance and Operation of Facilities and systems and site safety management systems are put in place. • To help Site Manager in the event of any emergency which may arise in the campus such as fire, burst water pipe, electrical outages, flooding, and other emergency exercise conducted by relevant authorities. • To setup and review documentation library and Risk Assessment/ Standard Operating Procedure (SOP) Annually. • To manage and monitor all sub-contractor's performance and maintenance services to ensure quality and workflows are carried out in accordance with SOPs and procedures setup for the property. • Ensuring all Workplace safety procedures are adhered to • To carry out Monthly Safety Meeting and Inspection • Any other Ad-hoc Assignments as assigned by Site Manager <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum Degree in Facilities Management, Estate Management, Building or relevant related discipline from a recognised tertiary institute • At least 8 years of relevant experiences in facilities management and business development portfolios. • Able to lead independently the team of Facilities Management and properties at site with minimum supervision. • Able to conduct market outreach and marketing • Proactive and independent 	
<p>Quantity Surveyor – Education Sector </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare detailed cost estimates and feasibility studies for new projects • Develop and maintain project budgets and cost plans • Prepare bills of quantities and assist with tendering processes • Review and evaluate contractor submissions and quotations • Monitor and control project expenditures and identify cost-saving opportunities • Conduct valuation of work done and approve progress payments • Maintain accurate records of project costs and update management reports • Advice on contractual and procurement matters • Assist with final accounts and financial close-out of projects 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Location/ Postal code: Islandwide


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Collaborate with project teams, clients, and contractors to ensure smooth project execution. <p>Pre-requisites</p> <ul style="list-style-type: none"> • The QS shall possess a relevant Degree / Diploma from a recognised establishment and preferably be a registered member with the Singapore institute of Surveyors and Valuers. The QS shall also have at least 3 continuous years of relevant working experience. • Prepare cost estimation (including verifying subcontractors', vendors', specialists' submissions), endorse and ensure timely submission to the Employer Representatives for approval • Prepare financial projection and carry out budgetary and expenditure control of Contractor's works; • Prepare Contractor's monthly payment claims and final account for the Contract and ensure timely and complete submissions to the Employer Representatives for payment, including all supporting documents and evidence. • Evaluate and carry out site measurements where necessary, with claims for Work Orders. • Compile all payment claims, interim certificates, Work Orders and invoices and ensure timely submission to the Employer Representatives for payment; • Review and prepare specifications, evaluate, and recommend tender submissions and carry out contract documentation where required by the Superintending Officer or Employer Representatives; • Evaluate and verify that "star rate items" before the start of works, are reasonable and in accordance with fair market prices for the Superintending Officer or Employer Representative acceptance; and • Collate all-star rates and quotation rates, analyse, and review them to feed forward for future procurement. 	
Senior Contracts Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To work and coordinate with Property Managers, Project Managers, and Consultants on the procurement of works, projects, and term contracts. • To provide guidance on contract-related matters. • To conduct regular reviews of contract specifications and Schedules of Rates. • To advise on the selection of suitable contractors and specialists for maintenance works, services, and supplies. • To prepare tender documents for the calling of tenders and quotations. • To call and administer tenders and quotations. • To liaise with Property Managers, Project Managers, and Consultants, and to conduct tender briefings, site show rounds, and related activities. • To prepare post-tender cost analyses. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0900Hr to 1800Hrs • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • To evaluate tenders and quotations and present evaluation reports at committee and council meetings. • To prepare draft Letters of Acceptance. • To prepare Articles of Agreement and compile contract documents for execution. • To ensure proper filing of contract documents, data accuracy, and compliance with Town Council procedures and audit requirements. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Approved university degree in Contract Management, Estate/Building Management, or recognized qualifications with at least five (5) years' relevant experience in maintenance contracts at the senior level 	
<p>Senior Facilities Manager – Education Sector </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Lead and manage all aspects of school facilities operations, including maintenance, security, and infrastructure management. • Develop and implement preventive maintenance plans to ensure optimal functioning of school buildings, equipment, and grounds. • Oversee vendor management, procurement, and contract negotiations for facility-related services. • Ensure compliance with safety, health, and regulatory standards across all school premises. • Drive cost-effective strategies and budget management for facility operations and capital projects. • Lead facility improvement and renovation projects from planning to execution. • Collaborate with school leadership to align facilities management strategies with educational and operational goals. • Mentor and supervise facilities team members, fostering a culture of excellence and accountability. <p>Pre-requisites</p> <ul style="list-style-type: none"> • The SFM shall possess a Degree preferably in Built Environment / Facilities Management / Engineering or relevant disciplines. • Must have a minimum 8 years in a similar position with relevant work experience with a proven management / supervisory background • Preferably with at least 3 years' experience in providing IFM services with the Tenderer's company, and • Preferably with Tier 2 Certified Facilities Management Expert (CFME) accreditation by Singapore International Facility Management Association (SIFMA) accreditation scheme. • The SFM shall lead and manage the Contractor's works and services, and put in place an effective system and/or programme for monitoring and improvement of the Works and Services. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Strata Commercial Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Lead and manage all aspects of school facilities operations, including maintenance, security, and infrastructure management. • Develop and implement preventive maintenance plans to ensure optimal functioning of school buildings, equipment, and grounds. • Oversee vendor management, procurement, and contract negotiations for facility-related services. • Ensure compliance with safety, health, and regulatory standards across all school premises. • Drive cost-effective strategies and budget management for facility operations and capital projects. • Lead facility improvement and renovation projects from planning to execution. • Collaborate with school leadership to align facilities management strategies with educational and operational goals. • Mentor and supervise facilities team members, fostering a culture of excellence and accountability. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related disciplines • At least 3-5 years relevant working experience • Knowledge of Building Maintenance and Strata Management Act will be advantageous • Good leadership ability with excellent interpersonal and communication skills • Outgoing and approachable • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Tuas
Strata Residential Executive M&E	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Manage and maintain property sites as assigned • Conduct regular checks and inspection on grounds to ensure property is well maintained • Ensure building statutory requirements are complied with • Conduct meetings of the management corporation, preparation and record minutes of meetings • Ensure good record keeping and filing administration • Review and recommend replacement/improvement plans for managed sites • Provide essential customer service support to the residents and owners • Supervise and manage a team of site staff • Other job related and ad hoc duties as assigned <p>Pre-requisites</p> <ul style="list-style-type: none"> • At least 2 years of M&E experience required 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Sat 0830Hrs to 1230Hrs OR

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Possess good customer service skills • Good decision-making skills and effective problem solver • Proficient in MS Office applications 	<ul style="list-style-type: none"> • 0900Hr to 1300HRS • Location/ Postal code: Central / East
Strata Residential Executive 🏠	Key Responsibilities <ul style="list-style-type: none"> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: <ul style="list-style-type: none"> o Updating the subsidiary proprietors list and change of address; o Filing of correspondence and follow-up on essential matters; o Submission of returns when required by various government's authorities; o Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs • Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Councils / Owners on issue of legal demand letters and follow-up actions.</p> <ul style="list-style-type: none"> • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. o <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline • At least 2 year relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver 	
<p>Strata Residential Manager </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required. • Conduct regular meetings with Councils / Owners and submit minutes of meetings for record purposes, including the conduct of Annual General Meeting when required. • Periodically update the Councils /Owners on the financial status and prepare budgets for both the Management and Sinking Funds. • Attending to daily operation and administrative works: <ol style="list-style-type: none"> a. Updating the subsidiary proprietors list and change of address; b. Filing of correspondence and follow-up on essential matters; 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>c. Submission of returns when required by various government's authorities;</p> <p>d. Preparation of reports for review by Councils / Owners;</p> <ul style="list-style-type: none"> • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the superior. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline • At least 3-5 years relevant experience • Knowledge with Building Maintenance and Strata Management Act will be an added advantage • Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver • An eye for details • Proficient in MS Office applications 	
<p>Strata Residential Officer </p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure the smooth operations and effective management of properties managed by the Company. • Handle all administration works and correspondence relating to the management of the properties under the company's portfolio. Supervise the site staff. Help coordinate the works of the building supervisor, fire safety manager and the technicians assigned to respective properties. • Manage bookings, maintenance of all facilities (swimming pool, spa pool, sauna, gym, squash and tennis courts, playgrounds, putting green, BBQ pits, function room, games room, etc, at respective properties managed by the company). • Plans, organise activities and put up decoration during major festive seasons when required (eg: Lunar New Year, Hari Raya, Moon Cake Festival, National Day, Christmas, when required). • Conduct routine checks for all building structures, surrounding areas, mechanical & electrical equipment and 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS • Location/ Postal code: Islandwide

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>carry out / make recommendations for preventive maintenance works when required, including inspection for encroachment and site clearance works when required.</p> <ul style="list-style-type: none"> • Attending to daily operation and administrative works: <ul style="list-style-type: none"> o Updating the subsidiary proprietors list and change of address; o Filing of correspondence and follow-up on essential matters; o Submission of returns when required by various government's authorities; o Preparation of reports for review by Councils / Owners; • Assist potential client of new developments in preparation and printing of handbook, handover kits, prepare building defects list and fixing date of inspection, and appointments for works to be carried out. • Handling and keeping records of security pass / car park labels as approved. • Assist in the collection of rental / management and sinking funds / administration fee / renovation deposits / security pass where necessary and when required to liaise with Councils / Owners on issue of legal demand letters and follow-up actions. • Conduct inspection of services carried out by term and ad-hoc contractors and make recommendations for release of payments. • Any other jobs as and when assigned by the Manager. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Degree or Diploma in Building/Estate Management or related discipline • Candidates with no experience are welcome to apply as Training will be conducted. • Knowledge with Building Maintenance and Strata Management Act will be an added advantage. Those with M&E experience would be advantage • Good leadership ability with excellent interpersonal and communication skills • Possess good customer service skills • Good decision-making skills and effective problem solver 	
<p>Technical Officer</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Report to the respective M&E/Zone Managers, Facilities Manager and RP. • Manage and supervise the Technicians and work with FM teams, security teams and carpark teams, in carrying out duties as specified herein. • Coach and train his technicians so that they are familiarized and knowledgeable of the requirements of this contract. • Manage all technical staff, including direct contractors or parties engaged by RP for Facility Management Services in various specific disciplines. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Conduct regular sub-meetings with subcontractors/stakeholders with minutes-taking • Manage and effectively maintain the respective systems in RP. • Ensure all projects, preventive maintenance works and SOPs are carried out timely and according to planned schedule as per the agreed Response, Delivery and Completion Time as stated in this Contract. • Support and assist in all RP projects (install, resolve, repair, trouble-shoot) related to Mechanical, Electrical, Fire Protection, Lift & Escalator, ACMV, BMS, Audio Visual and Facilities Management • Attend to site show rounds conducted by RP. • Ensure that all his technical team and direct contractors appointed by RP or Contractor's subcontractors follow RP's QEHS ISO requirements and Statutory Requirements. • Undertake any other related duties stipulated by Client. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Engineering, Facilities Management or equivalent with minimum 3 years relevant experience in Mechanical, Electrical, Fire Protection, Lift & Escalator, ACMV and/or BMS or its equivalent; • Higher Nitec or Nitec in Engineering, Facilities Management or equivalent with minimum 5 years relevant experience in Mechanical, Electrical, Fire Protection, Lift & Escalator, ACMV and/or BMS or its equivalent; • For electrician and plumber, the tradesmen shall hold the relevant license to practice. If not, the Contractor shall engage part-time licensed electrical worker or plumber; • Self-motivated with good written and communication skills and computer literate. All technicians shall have general competency in the use of Outlook emails and the following application software; MS office, especially MS Outlook express, Microsoft Excel (intermediate level), MS Word and MS Power point. 	<p>0900Hr to 1300HRS</p> <ul style="list-style-type: none"> • Location/ Postal code: Islandwide
WSH Officer – Education Sector 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Develop, implement, and maintain WSH policies, procedures, and programs aligned with national regulations and best practices. • Conduct regular risk assessments, inspections, and safety audits to identify hazards and ensure compliance. • Investigate accidents, incidents, and near-misses; prepare reports and recommend corrective actions. • Provide WSH training and awareness programs for staff, students (where relevant), and contractors. • Monitor and maintain records of safety equipment, certifications, and statutory inspections. • Collaborate with management to ensure safe project operations, maintenance, and facility usage. 	<ul style="list-style-type: none"> • Working Hours: Mon to Fri 0830Hrs - 1730Hr OR 0900Hr to 1800Hrs Sat 0830Hrs to 1230Hrs OR 0900Hr to 1300HRS

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Serve as the point of contact for external regulatory bodies and audits. • Keep up-to-date with changes in WSH legislation and advise management accordingly. <p>Pre-requisites</p> <ul style="list-style-type: none"> • The WSHO shall have valid registration with relevant WSHO or equivalent qualification approved by MOM, and possess minimum 3 years of practical experience relevant to the work to be performed by the WSHO in building construction and works of engineering construction. • Any of the Core Team members can be appointed as the WSHO provided that the staff possess the required qualifications of WSHO. Should a Core Team staff be appointed as the WSHO, Permit-to-Work (PTWs) shall not be approved by the same personnel who verified them, and if necessary, the Contractor shall engage a separate WSHO who fulfils the necessary qualifications. • The Contractor shall proposed frequency of WSHO site visit prior to the Commencement Date. Thereafter, the WSHO shall inspect the Sites based on the proposed frequency accepted by the Superintending Officer or Employer Representative and provide validation services including advice and recommendations on all workplace safety & health matters, including validate / advise on Site specific risk assessments before Works and Services are carried out, and validate /advise on WSH plans, training and procedures of the Contractor and subcontractors. 	<ul style="list-style-type: none"> • Location/ Postal code: Islandwide

#20 Singapore Post


For over 165 years, Singapore Post (SingPost) as the country's postal service provider, has been delivering trusted and reliable services to homes and businesses in Singapore.

SingPost is a leading postal and eCommerce logistics provider in Asia Pacific. The portfolio of businesses spans from national and international postal services to warehousing and fulfilment, international freight forwarding and last mile delivery, serving customers in more than 220 global destinations. Headquartered in Singapore, SingPost has over 4,900 employees, with offices in 14 markets worldwide. Since its inception in 1858, the Group has evolved and innovated to bring about best-in-class integrated logistics solutions and services, making every delivery count for people and planet.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Mail Ambassador	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform daily maintenance checks on assigned company's vehicle and report for any fault discovered • Perform general sorting and allocation of mails and parcels • Operate company vehicles to deliver / collect mail items and parcels (ranging from 10-30kg) at / to assigned locations • Monitor and track the delivery / collection status using in-house application in real-time • Regularly update delivery / collection progress within the in-house application to ensure accuracy • Communicate with supervisor, customers, or other stakeholders to resolve any issues or delays • Report any discrepancies, delays, or issues to supervisor for resolution • Perform any other duties as and when assigned by the supervisor <p>Pre-requisites</p> <ul style="list-style-type: none"> • Possess a valid Singapore Driving License (Class 2B/3) • Familiar with the functions of a smartphone • Able to speak and write English as the work required reading in English manual and for communication to customers • We welcome Singaporean candidates with/without relevant experiences as training will be provided 	<ul style="list-style-type: none"> • Working Hours: 44 hours • Location/ Postal code: S408600 (Various Locations)
Manager, Account Management 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Act as the primary point of contact for assigned accounts, addressing commercial and important operations matters, or any concerns/issues that may arise. • Gain access to decision makers and influences to drive growth and increased SOW for the assigned accounts. • Be familiar with the commercial agreement and fully understand all parties' duties & rights. Lead all related commercial negotiations based on internally aligned positions. • Build great confidence throughout assigned accounts' organization, by spreading the word on the value and work we have delivered via WBR, MBR, QBR, etc. 	<ul style="list-style-type: none"> • Working Hours: 44 hours • Location/ Postal code: S408600


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Ensure business objectives are aligned with commercial goals and objectives. • Stay close and have a deep understanding of assigned accounts' business models and operations, supply chains. • Collaborate proactively with cross-functional teams, i.e. internal and external stakeholders, to ensure customers' current and future needs are met. • Extract and analyze all relevant data and metrics to track performance and identify areas for improvement. • Develop a deep understanding on the chain of thoughts and logic deploy by customers that may impact overall business objectives. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Tertiary education in any discipline • 4-6 years of experience in key account management or a related field, with at least 2 years in the logistics industry. • Strong negotiation and communication skills. • Strong analytical skills and experience with sales data and metrics. • Ability to work collaboratively with cross-functional teams. • Ability to build and maintain strong relationships with customers and key stakeholders. • Strong attention to detail and organizational skills. • Ability to adapt to changing priorities and business needs. 	
<p>Program Manager </p>	<p>Key Responsibilities</p> <p>Program Management</p> <ul style="list-style-type: none"> • Escalation Management & Resolution: Serve as the primary point of contact for customer escalations, coordinating with internal stakeholders (Operations, Tech, and wider group) to deliver rapid resolutions or proposed alternatives. • Issue Triage & Root Cause Analysis (RCA): Triage and manage customer issues/concerns based on severity and complexity, conducting root cause analyses with internal teams and communicating findings and supporting explanations back to the customer. • Performance Monitoring & Improvement: Proactively track customer performance, intervening when customer satisfaction is at risk, and identifying future gaps or needs that require long-term solutions (e.g., raising Change Requests). • Stakeholder Communication: Support a co-owned responsibility for continuous improvement by analyzing reporting data, articulating detailed findings in regular customer business reviews, and establishing follow-up and corrective action plans. • Process Design & Governance: To enhance current processes and implement process documentation by contributing to the drafting of Standard Operating Procedures (SOPs) and Key Performance Indicators (KPIs) for new projects and existing accounts. 	<ul style="list-style-type: none"> • Working Hours: 42 hours • Location/ Postal code: S(408600)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Onboarding (non-technical) and Project/Campaign Management</p> <ul style="list-style-type: none"> • Account Manager Enablement: Establish and maintain centralized repositories for standard API documents and customer questionnaires to ensure Account Managers (AMs) are fully prepared. • Technical Onboarding Coordination: Translate customer questionnaire information into standardized templates, accurately raising Change Requests (CRs) in JIRA with appropriate labeling to the Tech team to streamline the process and minimize manual work. • Resource Advocacy: Actively participate in bi-weekly Tech CR prioritization meetings to advocate for and secure required technical resources for projects. • Integration & Setup Management: Develop and manage generic setup guides and platform-specific integration processes (e.g., Shopify, Shopcada email processes). Co-manage specialized settings (e.g., enabling ATL, ODD) during critical New Product Introduction (NPI) phases. • Post-Launch Hypercare: Lead the mandatory 2-week post-go-live "hypercare" period as dedicated co-support with the AM to ensure a smooth transition to business-as-usual (BAU), with authority to proactively extend the period based on project complexities. • Project Go-Live Communication: Communicate go-live statuses, starting dates, and specific service scopes for new accounts and projects to all relevant internal stakeholders during weekly or ad-hoc meetings. • System Awareness: Proactively inform the broader sales team of upcoming system enhancements or technical migrations (e.g., future replacements of the ePOD portal). <p>Pre-requisites</p> <ul style="list-style-type: none"> • Bachelor's degree in Business, Transportation, Logistics, Supply Chain Management or related field preferred; or equivalent combination of work experience. • A minimum of 2 years of experience working within the logistics, supply chain or freight forwarding industry • Customer facing roles preferred with experience in key account program and onboarding management. • Working knowledge of MS and Google tools, WMS and/or TMS systems is preferred • Experience in Project management, warehousing, transportation, supply chain design • Able to conduct business requirement workshops, align with operations and IT on the proposed solutions • Attention to detail and demonstrated initiative; self-starter who is organized with strong decision-making capability and emotional maturity • Ability to identify and mitigate risks in both operationally and commercially proposals 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Strong interpersonal skills and the ability to develop and maintain good working relationships with staff, executive team, external partners, etc. • Ability to demonstrate initiative, work on assigned development tasks independently, leverage team members and resources as necessary, apply critical and creative thinking, challenging the status quo where necessary • Strong analytical background (ie : Process flow, system information flow and reports analysis) • Ability to work comfortably with incomplete information and deal with ambiguity in a fast-paced, high-pressure environment to meet project deadlines. • Proactive problem solver, expected to present problems and recommendations simultaneously 	
Software Developer 	<p>Key Responsibilities We seek an exceptional developer who goes beyond coding to manage and orchestrate a full "Build+Run" ecosystem. You will be a key driver in transforming our architecture from monolithic applications to a resilient, distributed, event-driven system on Google Cloud Platform (GCP). This role demands expertise in Apigee for robust API governance, Node.js for high-performance backend services, and Pub/Sub for asynchronous service decoupling. Success will be measured by continuous optimization of infrastructure for cost and performance using GKE/Cloud Run and automated delivery via Cloud Build and Terraform.</p> <p>Key Responsibilities</p> <ul style="list-style-type: none"> • High-Performance Node.js Backend Engineering • Asynchronous Architecture: Design and implement non-blocking, event-driven services using Promises and async/await to ensure high concurrency and prevent event loop blocking. • Performance & Efficiency: Optimize for low latency by utilizing the Cluster module for multi-core processing and employing lazy loading of dependencies to minimize serverless cold starts (e.g., in Cloud Run). • Security Implementation: Secure APIs against threats like SQL injection and XSS through strict input validation (e.g., express-validator) and implement rate limiting to mitigate DoS attacks. • Data Transfer Optimization: Configure middleware for Gzip/Brotli compression of HTTP responses to significantly reduce payload size and improve transfer speed. <p>API Governance and Management (Apigee)</p> <ul style="list-style-type: none"> • API Proxy Design: Develop Apigee ProxyEndpoints and TargetEndpoints to decouple frontend client applications from underlying backend service implementations. • Automated API Lifecycle: Integrate API proxy deployment, unit testing, and integration testing directly into the 	<ul style="list-style-type: none"> • Working Hours: 42 hours • Location/ Postal code: S(408600)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Continuous Integration/Continuous Deployment (CI/CD) pipeline.</p> <ul style="list-style-type: none"> • Traffic Control & Security: Implement advanced traffic management policies (SpikeArrest, Quotas) and enforce robust security protocols (OAuth 2.0, JWT, SAML) for authorization and authentication. • Analytics & Monetization: Configure API Product bundles for potential monetization models and generate custom reports to monitor key metrics like traffic patterns, latency percentiles, and error rates. <p>Cloud-Native Architecture (GKE & Cloud Run)</p> <ul style="list-style-type: none"> • Resource Autoscaling: Strategically configure Horizontal Pod Autoscalers (HPA) for CPU-based scaling and Vertical Pod Autoscalers (VPA) for resource recommendation, ensuring configuration compatibility. • Cost Optimization: Leverage Spot VMs for fault-tolerant, stateless services and batch workloads to achieve up to 90% savings on compute costs. • Container Security: Prioritize building minimal, secure container images and maintain deterministic builds to enhance security posture and prevent vulnerability injection. <p>Event-Driven Architecture (Pub/Sub)</p> <ul style="list-style-type: none"> • System Resilience: Drive the adoption of asynchronous Pub/Sub messaging to replace synchronous service-to-service communication, thereby increasing overall system resilience. • Message Reliability: Implement dead-letter topics to quarantine and facilitate debugging of unprocessable messages, and use exactly-once delivery where financial or state integrity is critical. • Real-Time Processing: Design and build data pipelines that consume events from Pub/Sub and process them in real-time using Dataflow for analytics stored in BigQuery. <p>DevOps & Infrastructure as Code (Terraform)</p> <ul style="list-style-type: none"> • Modular IaC: Provision all necessary GCP resources (e.g., Pub/Sub subscriptions, GKE clusters, Apigee organizations) using reusable Terraform modules, managing state securely via remote GCS backends for collaborative development. • GitOps CI/CD: Implement Cloud Build pipelines triggered by Git commits, integrating static analysis, vulnerability scanning (Container Analysis), and binary authorization checks before deployment. • Credential Security: Eliminate hardcoded secrets by integrating Secret Manager into both Terraform provisioning and application runtime environments. 	

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <p>Required Technical Expertise</p> <ul style="list-style-type: none"> • Core Language: Expert proficiency in Node.js, with a deep, practical understanding of the event loop, streams, and memory management. • API Platform: Extensive hands-on experience with Google Cloud Apigee, covering policy configuration, complex fault handling, and developer portal administration. • Database & State Management (Stateless Focus): • Proven ability to architect stateless applications, offloading session/state data to external, dedicated stores. • Proficiency in using Memystore (Redis) for high-speed, ephemeral caching and session storage. • Experience with Firestore or Cloud SQL for durable, transactional data and user preferences, including the use of connection pooling. • DevOps Tooling: Mastery of Cloud Build, Terraform, and Artifact Registry. • Testing: Expertise in black-box API testing, comprehensive unit testing and load testing methodologies. <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Certification: Google Professional Cloud Developer or Professional Cloud Architect certification. • Advanced Networking: Familiarity with VPC Service Controls, Private Service Connect, and Shared VPCs. • Service Mesh: Experience with Istio or Cloud Service Mesh for managing traffic, security, and observability. • Observability: Proficiency in instrumenting applications for Cloud Trace, Cloud Logging, and Cloud Monitoring to minimize Mean Time to Diagnosis (MTTD). • Ownership Mentality: The ability to manage a feature's complete lifecycle, from initial design through to production deployment, monitoring, and incident response ("Build+Run"). • AI-Assisted Development: Comfortable with and actively uses AI tools (e.g., Gemini Code Assist) to accelerate boilerplate generation, allowing focus on complex architectural challenges. 	

#21 Smarte Carte Singapore

Airport Service Company.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Customer Service Officer (Baggage Storage)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Attend to customer inquiries and provide excellent customer service experience Perform cash and credit card transactions using Point of Sales (POS) and Baggage Storage System (BSS) for baggage storage and other services Perform opening and closing settlement for POS and BSS for daily cash reconciliation Perform bag wrapping service and upselling of baggage services or products Perform acceptance and issuance of baggage deposits according to Standard Operating Procedure (SOP) Conduct bag search in accordance to SOP and ensure compliance to security standards dictated by the management and Airport police Responsible for store cleanliness and image Any other duties as assigned by management <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to lift luggage 	<ul style="list-style-type: none"> Working Hours: Morning: 6.50am - 3.10pm OR Afternoon: 2.40pm - 11pm OR Night: 10.45pm - 7.05am Location/ Postal code: S(819663)
Customer Service Officer (iShopChangi)	<p>Key Responsibilities</p> <p>Counter Duties</p> <ul style="list-style-type: none"> Handle all duties required at the iShopChangi counter, including end-to-end fulfillment for departure and/or arrival orders. Receive and process orders accurately and timely on Warehouse Management System (WMS). Perform thorough check on item description, quantity and customer information. Monitor order status and coordinate with merchants and runners to ensure timely fulfillment of orders. Maintain accurate records of inventory movements, monitor stock levels at the counter, perform stock counts eg. PWP, GWP, coupons and report discrepancies promptly. Assist with Changi Rewards membership enquiries, redemptions, and other marketing campaign giveaways as stipulated by CAG. Attend to customers' enquiries at the counter and upsell commercial services (e.g. Shopping Concierge Services, Changi Rewards, etc.). Ensure compliance with SOPs and service standards. <p>Runner Duties</p> <ul style="list-style-type: none"> Responsible for the transfer, delivery and/or collection of items within terminals (counters, merchants, and NT backroom), ensuring orders are correct and quality checks are performed. 	<ul style="list-style-type: none"> Working Hours: Day: 10am - 10pm Night: 10pm - 10am Location/ Postal code: S(819663)


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Checker Duties</p> <ul style="list-style-type: none"> Pick, pack and organize items for pick-up or delivery, ensuring accuracy and timeliness of orders <p>Other Duties</p> <ul style="list-style-type: none"> Perform housekeeping duties and always ensure cleanliness of the counter and backroom. Assist with any other duties as assigned by management. <p>Pre-requisites</p> <ul style="list-style-type: none"> Able to communicate in English 	
<p>Operations Control Supervisor</p>	<p>Key Responsibilities</p> <p>Core Responsibilities:</p> <ul style="list-style-type: none"> Monitor and update real-time ground situations at all key touchpoints in all terminals from TMC via CCTV, in accordance with SOPs. Process all Porter Service request(s) and ensure respective <p>Operations Supervisor fulfills service.</p> <ul style="list-style-type: none"> Coordinate and support overall, trolley, taxi and porter operations. Act as coordinator between Duty Manager and Duty Terminal Manager/TMC Operations Cells during extraordinary operations matters that may arise. Assist the Terminal Manager/Duty Manager with incident/accident investigation by extracting the CCTV footages. Provide ad hoc administrative support to Duty Ops Manager when required. Alert the respective duty Supervisor on key event of the day. Perform any other duties assigned by management. <p>Trolley Operations</p> <ul style="list-style-type: none"> Monitor the supply and demand of trolleys using the associated systems. Perform routine checks as stipulated in the SOP. Activate Operations Supervisor for replenishment of trolleys and/or clearing of unused trolleys when required. Provide regular updates to CAG using relevant platforms on real-time trolleys levels at designated locations. Receive direct information and report any incidents related to trolley operations to the Operations Supervisor for prompt response and assistance. <p>Taxi Operations</p> <ul style="list-style-type: none"> Monitor the supply and demand of taxis using the associated systems. 	<ul style="list-style-type: none"> Working Hours: 730am to 730pm 730pm to 730am Location/ Postal code: S(819663)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Activate taxi supply when necessary, including phone calls to taxi operators and urgent calls. • Ensure all terminal workstations and TMS area functioning including verifying and updating the accuracy of information in the taxi systems. • Observe and report the status of passenger queue ensuring appropriate actions are taken to accommodate passengers in queue. • Plan for taxi supplies and take appropriate action in the administration of taxi coordination. <p>Periodic Duties:</p> <ul style="list-style-type: none"> • Generate service utilization reports • Cover Operations Supervisor's duties as assigned. • Cover Duty Manager's duties in their absence for coordination. • Undertake ad hoc quality/operations improvement projects/tasks as assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Detail oriented, able to use software and system. 	
Operations Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Supervise operations in assigned terminal during shift duty. • Ensure adequate manpower and resources (trolleys, lightweight transporter, communication equipment) are available in assigned terminal during shift duty. • Ensure adequate trolleys are available in all designated Trolley Staging Point(s) in assigned terminal. • Ensure intra-terminal and/or inter-terminal trolley transfers. • Responsible for the serviceable conditions of lightweight transporter(s) allocated to assigned terminal. • Liaise with technical support team for the removal of damaged and/or faulty trolleys from designated holding area in assigned terminal. • Attend to customer complaints and escalation when required. • Responsible for 20-30 trolley and other service officers and other administrative duties/secondary appointment. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Have experience in supervisory role 	<ul style="list-style-type: none"> • Working Hours: 730am to 730pm 730pm to 730am • Location/ Postal code: S(819663)
Taxi Coordination Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Work as part of Taxi Coordination Team to ensure the smooth operations of Taxi stands in the terminals including managing a continuous supply of taxis towards the taxi stands and directing taxis to individual taxi bays, seamless coordination between Taxi stands, and smooth allocation of passenger to taxi based on First-in First Out principal. • Perform the assigned role (DG, RM, TSC, QM) according to the established SOP. 	<ul style="list-style-type: none"> • Working Hours: Morning: 6.30am - 2.50pm OR Afternoon: 2.10pm - 10.30pm OR Night: 10.20pm - 6.40am

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Manages and control the passengers flow at the taxi queueing area. • Compliance to SOP and Safety Standards when assisting passenger. • Any other duties as assigned by management. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to communicate in English 	<ul style="list-style-type: none"> • Location/ Postal code: S(819663)
<p>Technical Support and Project Executive </p>	<p>Key Responsibilities</p> <p>Technical Support & Administration</p> <ul style="list-style-type: none"> • Custodian for all technical support and system administration matters. • Oversee the company’s IT and mobile communication requirements, including managing IT budget, equipment needs and software implementation and upgrades. • Manage annual regulatory licensing renewal and online service subscription administrations. • Serve as the first point of contact and provide hands-on technical support for electronic equipment and network issues, including diagnostics, troubleshooting, system configuration, and performance monitoring. • Provide technical solutions to support smooth operational execution and enhance operational effectiveness. • Propose, source and procure operations equipment as required. • Lead and supervise a team of technicians in their daily work. • Provide technical maintenance support to: • Ensure all Material Handling Equipment are kept serviceable with valid operating permits at all times. • Schedule and execute weekly and monthly preventive maintenance. • Implement checks to ensure all planned maintenance activities are completed. <p>Project Management and Support</p> <ul style="list-style-type: none"> • Review floor plans and propose layouts to ensure optimal placement for user traffic flow and accessibility to the electronics Self-Service Equipment. • Conduct surveys and site preparation to ensure the site meets technical requirements for deployment and installation of electronics Self-Service Equipment. • Manage the “last-mile” delivery, including scheduling and coordinating freight services. • Responsible for the hardware installation and software configuration to ensure the equipment and payment modules are fully functional as designed, • Lead the ground installation and commissioning of the electronics Self-Service Equipment. • Respond to service calls and manage on-site maintenance for the electronics Self-Service Equipment 	<ul style="list-style-type: none"> • Working Hours: 8.30am - 5.30pm • Location/ Postal code: S(819663)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Implement checks to ensure all maintenance activities are done as per Maintenance Plan. • Track project progress and resolve deviations related to technical, scheduling, or operational issues. <p>Documentation & Reporting</p> <ul style="list-style-type: none"> • Collect, analyze and present project data related to equipment performance. • Build and maintain an internal technical knowledge base and maintain Standard Operating Procedures (SOPs) for technical workflows. • Prepare and present monthly reports on the utilization of electronics Self-Service Equipment. <p>Client & Stakeholder Management</p> <ul style="list-style-type: none"> • Respond promptly to client service calls and operational concerns. • Build strong working relationships with clients. <p>Periodic Duties:</p> <ul style="list-style-type: none"> • Attend weekly and monthly meetings. • Support other ad-hoc projects assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Have a relevant experience 	
<p>Trolley Service Officer</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Observe assigned work area and/or other work areas, locate unused trolleys left by passengers. • Collect unused trolleys using basic planning methods to gather, stack and move trolleys to designated Trolley Staging Point(s). • Transport unused trolleys using lightweight transport machinery or manually transporting them. • Practice caution and watch for passengers/structures (i.e. chairs) while moving unused trolleys to designated Trolley Staging Point(s). • Ensure minimum number of trolleys is always available at the designated Trolley Staging Point(s) located within assigned work area. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to communicate in English 	<ul style="list-style-type: none"> • Working Hours: Morning: 6.30am - 2.50pm OR Afternoon: 2.10pm - 10.30pm OR Night: 10.20pm - 6.40am • Location/ Postal code: S(819663)

#22 Sun City Maintenance

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

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Cleaner	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Clean toilets by washing, sweeping, mopping or scrubbing • Gather and empty debris • Replenish toilet rolls, hand towels and hand soap <p>Pre-requisites</p> <ul style="list-style-type: none"> • Able to stand for 45 minutes continuously • Able to carry load • Able to squad to wash toilets 	<ul style="list-style-type: none"> • Working Hours: 44 working hourd • Location/ Postal code: S(159545)
Operations Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationships with clients • Manage staff motivation, discipline, development and performance • Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all jobsites • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients <p>Pre-requisites</p> <ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(159545)
Operations Manager 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Educate, uphold and guard company core values and culture across all job sites • Building open and trusting relationships with clients • Manage staff motivation, discipline, development and performance • Monitor and uphold the cleaning and maintenance quality standards and operating procedures for all jobsites • Ensure effective OJT and upskilling of all operational staff • Oversee the profitability and cost effectiveness of assigned job sites • Plan manpower deployment at various site to meet the contractual requirement of clients • Resolve feedback/complaints from clients and take immediate preventive measures to ensure that similar problem does not recur • Recruit and induct new employees • Ensure all WSH and Safety Compliance Committee requirements are met 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(159545)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	Pre-requisites <ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	
Operations Supervisor	Key Responsibilities <ul style="list-style-type: none"> • Coach, train and supervise cleaners • Plan cleaning service operations • Manage incident • Operate cleaning machines when required • Handle cleaning chemicals • Ensure productivity, effectiveness and efficiency • Execute company policies and ensure compliance • Manage HR, supplies, equipment Pre-requisites <ul style="list-style-type: none"> • Relevant diploma/degree • Leadership experience 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(159545)

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#23 UEMS Solutions

UEMS delivers integrated facilities management in Singapore across healthcare, education, commercial and hospitality sectors. Combining smart FM technologies, skilled teams and sustainable practices, we optimise operations, enhance asset performance and create environments where people thrive.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Assistant Manager, Housekeeping	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Assist the Manager in the day-to-day operations and supervise a team of housekeeping staff in the provision of housekeeping services. Meet or exceed all contractual key performance indicators Able to analyse data and information from the system and recommend work improvement programmes. Develop a good working relationship with our customers and participate actively in committees and special activities / projects with the customers. Maintain the housekeeping budget in terms of manpower and inventory, provide billing summaries and expenses in accordance to the company's requirements. Plan and select appropriate equipment and/or technologies and supplies for smooth delivery of services. Manage the planning of work schedules and deployment of manpower. Recruit, schedule and ensure orientation and training for all new housekeeping staff members. Ensure occupational safety and health standards are maintained and orientate all staff with a safety mindset. Prepare monthly reports and analyse the KPIs and ensure continuous improvement. Put up incident reports and manage major incidents and emergencies in collaboration with relevant persons. Ensure that all work activities are in compliance to regulatory requirements. <p>Pre-requisites</p> <ul style="list-style-type: none"> Degree / Diploma in relevant discipline with at least 3 years of working experience in housekeeping operations. Possess strong leadership and supervisory skills. Excellent verbal and written communication. Sound planning, problem-solving, analytical and critical thinking skills. Strong knowledge of operational processes and procedures. 	<ul style="list-style-type: none"> Working Hours: 730am to 530pm 8am to 6pm 12pm to 930pm Location/ Postal code: CBD
AV Technician / Technician	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Ensure all AV systems and lighting systems are kept in good condition and properly maintained. Technical setup and logistical set-up and support for all conferencing activities at the auditorium, training rooms, seminar room, meeting rooms Guidance and instructions to all users on how to handle the equipment. 	<ul style="list-style-type: none"> Working Hours: 44 working hours Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Support site recce by visitors and facilities users. • Technical support for AV system and work closely with facilities users on technical specification whenever required. • Managing of equipment at Auditorium. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Min Nitec minimum 2 years relevant experiences in audio, visual & lighting systems 	
Business Development Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Support in end-to-end bid process from pre-qualification to award, including delivering winning submissions that are of high quality and accuracy and in compliance with the client requirements. • Work together with the manager to proactively generate effective leads to build up a robust sales pipeline and adopting best practices and strategic goals to meet revenue objectives. • Engage with clients to understand their needs and build rapport with them. • Develop and deliver high standard presentations to clients. • Understand contractual terms and conditions to perform effective negotiations. • Identify and build rapport with service partners to ensure good support. • Provide clients with clarifications, information and assistance in a prompt and professional manner. • Monitor and report on the sales pipeline and progress, including tracking and following up closely on leads and opportunities. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma with at least 5 years of relevant working experience • Strong MS Office and numeracy skills • Fluet written and oral communication skills • Creative and resourceful, with a strong eye for design • Highly self-motivated and results-driven with solid business acumen • Good conceptualization, planning and organization skills • Meticulous, detail-oriented, pro-active and possess good relationship building skills 	<ul style="list-style-type: none"> • Working Hours: Rotating shift • Location/ Postal code: Islandwide
Concierge 🛡️	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Be the first point of contact for our valued clients, providing exceptional service and personalized attention • Manage access to all the properties, keeping all security protocols and SOPs in line with directives • Coordinate well with other teams and colleagues to ensure a seamless service is provided to each and every client and visitor, regardless of time of day • Anticipate needs and proactively provide solutions, ensuring a stress-free experience for our clients 	<ul style="list-style-type: none"> • Working Hours: 830am to 545pm • Location/ Postal code: SIEMENS

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> Build meaningful relationships with regular tenants by showing genuine interest and concern, and recording personal guest preferences for a better service experience <p>Pre-requisites</p> <ul style="list-style-type: none"> You have good customer service skills and a genuine passion for meeting new people You project a polished and professional demeanor, leaving a lasting first impression Whether in driveway, lobby or concierge area, you maintain an elegant presence while offering warm and attentive service 	
Housekeepers	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Attend regular roll call meetings to know daily operational deployment. Attend in-service training to learn new skills and service knowledge to perform housekeeping services. Execute routine cleaning assignments at assigned areas (such as patient wards, compound areas, critical surgical areas, medical center, administration offices, laboratory areas, waiting compound areas and public restrooms). Use various cleaning chemicals and disinfectants on deployed areas. Operate machinery for project and periodic cleaning, disinfection on non-medical/medical equipment, if required. Ensure the environmental service standards are met. Escalate any matter/ feedback to the upline superior when necessary. Undertake any other ad hoc duties as and when assigned by the superior. <p>Pre-requisites</p> <ul style="list-style-type: none"> No experience required. 	<ul style="list-style-type: none"> Working Hours: 645am to 315pm 1230pm to 9pm Location/ Postal code: S(348615)
Housekeeping Team Leader / Supervisor	<p>Key Responsibilities</p> <ul style="list-style-type: none"> Supervise a team of Housekeepers in carrying out cleaning works and maintaining cleanliness of the assigned areas. Conduct regular roll-call and ensure staff are properly attired and groomed, and necessary information cascaded during the roll-call. Handle feedback and complaints, respond to customer's request promptly. To escalate to Superior when necessary. Maintain and ensure that all equipment clean, well labelled and in good working conditions. Oversee the planning and scheduling of the Housekeepers. Any other relevant duties as and when assigned by the Superior. <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum N' Level. Working hours: 	<ul style="list-style-type: none"> Working Hours: 11.30am to 9.00pm Location/ Postal code: S(348615)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	7am to 4pm 8am to 5pm 9am to 6 pm 12pm to 9pm 1pm to 10pm 9pm to 6am 10pm to 7am	
Linen Attendant	Key Responsibilities <ul style="list-style-type: none"> • Report to Linen Supervisor/Executive on any linen operational concerns. • Receive and verify the quantity of clean linen delivered by launderer. • Pack and store clean linen onto linen room rack and/or designated linen locations. • Pack clean linen onto linen trolleys for respective user department accordingly and report if otherwise. • Collect soiled linen daily as per schedule. • Conduct linen quality inspection and prepare linen condemn list in accordance to pre-determined schedule. • Examine laundered items to ensure cleanliness and serviceability • Issue memo to launderer for rewash linen. • Maintain proper and accurate inventory linen stock movement record. • Keep linen room in clean and orderly condition. • Assist in answering calls from service hotline. • Any other relevant duties as and when assigned by Linen Supervisor/Executive. Pre-requisites <ul style="list-style-type: none"> • No experience required • Location: Alexandra / Little India 	<ul style="list-style-type: none"> • Working Hours: 6.45am to 4.15pm or 12.15pm to 9.45pm • Location/ Postal code: S(544886)
Meal Service Associate	Key Responsibilities <ul style="list-style-type: none"> • Updating patient's meal requirements in meal ordering system. • Serving of meals (Breakfast, Lunch, Dinner, Tea Break) & collection of meal trays after meal service. • Preparation and serving of beverages. • Serving of adhoc beverages, snacks and supper. • General maintenance and stocking of ward pantry (includes wipe down of ward trolleys). • Gather patient feedback and attend to and resolve patients' feedback on meal related issue. • May be required to conduct beverage preparation in Central Kitchen. • Any other Meal Service Associate related work scope as required. 	<ul style="list-style-type: none"> • Working Hours: 44 hours • Location/ Postal code: To ask employer during interview

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum N'level with relevant frontline customer service experience • Able to read, write and speak English • Location: Outram 	
<p>Operations Coordinator</p> 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • To assign and deploy porters to carry out tasks pertaining to departmental functions. • To monitor porters' work performance through supervision and feedback from users. • To handle feedback and complaints and update the Executives. • To ensure that the equipment (e.g. walkie-talkies, wheelchairs, trolley, computer, printer etc) are in good working condition. • To maintain departmental filing system in an organized manner. • To maintain a log book for all transactions received through telephone calls, emails and faxes. Update these requests into the computer database. • Assist in maintaining staff leave records and training records. • Perform any other relevant duties as and when assigned by the Superior. <p>Pre-requisites</p> <ul style="list-style-type: none"> • GCE 'N' Level with a minimum of 1 years of relevant working experience in operations coordination. • Experience in handling the operations personnel such as their performance and attendance tracking, handling feedback or complaints from both operation or clients. • Meticulous and possesses good administrative skills with a good working attitude. • Possess good communication skills. • Willing to work on Weekends / PHs. • Rotational morning, afternoon and night shift. 	<ul style="list-style-type: none"> • Working Hours: 7am to 3pm 1pm to 9pm 11pm to 7am • Location/ Postal code: Islandwide
<p>Patient Service Associate</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform visitor registration, concierge services and information counter services. • Handle complaints/ feedback and resolve issues by performing service recovery. • To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. • Assist in kiosk registration, queue management, entry and exit access via gantries. • Attend to patients/ visitors' enquiries and feedback. • Provide wayfinding and wheelchair assistance. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Perform visitor registration, concierge services and information counter services. 	<ul style="list-style-type: none"> • Working Hours: 7.30am to 3.30pm / 7:30am to 4:30pm • Location/ Postal code: S(348615)

Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Handle complaints/ feedback and resolve issues by performing service recovery. • To update or escalate to Team Leader of any incident that occurred and steps taken to rectify issues. • Assist in kiosk registration, queue management, entry and exit access via gantries. • Attend to patients/ visitors' enquiries and feedback. • Provide wayfinding and wheelchair assistance. 	
Public Area Cleaners	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Ensure all public restrooms, toilets are cleaned, and amenities are stocked at all times. • Maintain cleanliness of walls, floors, doors and table tops as and when necessary, in the lobby area at all times. • Empty and clear trash bins in public areas. • Maintain furniture and equipment in a serviceable condition and report any defects immediately to the superior. • Handle all lost and found properties by following the correct procedure. • Carry out any projects and assignments as directed by the Superior. <p>Pre-requisites</p> <ul style="list-style-type: none"> • No experience required for this role. • Working hours: 7:00 am to 4:00 pm 9:00am to 6:00 pm 2:00 pm to 11:00 pm 10:00 pm to 7:00 am 	<ul style="list-style-type: none"> • Working Hours: 8am to 430pm • Location/ Postal code: To ask employer during interview
Room Attendant	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Performing in daily cleaning of the guest room, common areas, and replenishment of amenities • Ensure cleanliness of the guest rooms and the common area must meet the standard requirement by Management • To carry out other duties as assigned by the housekeeping supervisor or the Management • Handle housekeeping requests by guests • To check and deliver the guest's laundry to the guest room daily • Able to handle all kinds of chemicals required for cleaning duties • Undertake any other ad hoc duties as and when assigned by the superior <p>Pre-requisites</p> <ul style="list-style-type: none"> • No experience required 	<ul style="list-style-type: none"> • Working Hours: 44 working hours • Location/ Postal code: S(348615)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Team Leader (Visitor Management Service)	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To carry out counter operations according to the hospital's guidelines, procedures and policies consistently Plan weekly duty roster and manage the deployment of staff for all Visitor Registration Counters Supervise and monitor performance of staff to ensure service levels are met Provide coaching and counselling when necessary Manage resources including manpower, equipment and supplies in daily operation Investigate causes of discrepancies and complaints and take corrective actions Raise necessary documentation (Incident Report [IR]). <p>Pre-requisites</p> <ul style="list-style-type: none"> Minimum N' Level. Location : Outram Working hours: 6:30am to 4pm 7:30am to 5pm 10:30am to 8pm 11:30am to 9pm 	<ul style="list-style-type: none"> Working Hours: 44 hours Location/ Postal code: To ask employer during interview
WSH Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> To review, implement and maintain the workplace safety and health standards of our premises to ensure compliance to all the regulatory requirements of the WSH Act and its subsidiary legislative requirements. To perform duties of a WSH executive to support the team in regard to WSH matters to be compliance to the WSH Act and its subsidiary legislative requirements. Maintain proper safety-related documentation, certificates and other related EHS records as required by the regulatory authorities. To evaluate WSH non-compliance, unsafe work conditions and practices to identify WSH performance gaps (as and when required). To carry out WSH compliance audit and inspection (as and when required). To attend, to conduct WSH incident investigations (including non-working hours when required) and to review investigation findings to identify root cause of incident. To act as covering Secretary of WSH Committee meeting of the workplaces. To implement, conduct document reviews of WSH Management System (WSHMS), identify areas for improvement in the WSHMS and maintain documentation. To coordinate and implement WSH programme initiatives. To develop, prepare and deliver presentations, safety briefings, training materials, circulars, etc. To support WSH policy and procedure implementation. 	<ul style="list-style-type: none"> Working Hours: 12 hours Location/ Postal code: West


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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • To prepare and tabulate monthly reports relating to WSH matters such as statistic update. • To conduct periodic review of incident trends and effectiveness of WSH performance and make recommendations for improvements. • To assist in all administrative works, such as minutes writing relating to safety committee meeting and department's meeting • Any other ad-hoc job assignments by the company. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Diploma in Engineering, preferably Occupational Safety and/or Environmental Health or related fields. • Completed the Specialist Diploma in Workplace Safety & Health (Level C) course or the equivalent. • Internal Auditor trained in ISO 45001: 2018 • 2 years of relevant work experience in WSH relating to engineering, facilities management, including WSH programme management in such field. • Familiar with local regulatory requirements related to workplace safety and health, and all other aspects of safety. 	

#24 Yusen Logistics (Singapore)

Yusen Logistics is working to become the world's preferred supply chain logistics company. Our complete offer is designed to forge better connections between businesses, customers and communities – through innovative supply chain management, freight forwarding, warehousing and distribution services. As a company we're dedicated to a culture of continuous improvement, ensuring everyone who works with us is committed, connected and creative in making us the world's preferred choice.

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
Air Export Customer Service Senior Officer / Executive	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Execute shipment booking from Shipper. • Coordinate booking of flights with the procurement team. • Apply basic knowledge of cargo commodities as per IATA rules and regulations. • Maintain good relationships with both internal and external stakeholders. • Track and monitor shipment status and inform customers accordingly. • Handle all customers' enquiries in a timely and effective manner. • Work closely with internal sections, including customer service and the load planning team, to meet customer requirements. • Ensure compliance with customers' Standard Operating Procedures (SOPs). • Ensure all data are updated correctly in the system. • Work with the billing team to close files. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum "O" Level / Diploma in Logistics or equivalent. • Good understanding of Incoterms 2010. • Self-disciplined, initiative-driven, responsible, and able to work independently in a fast-paced environment. • At least 2 to 3 years of experience in Airfreight and familiar with export processes. • Able to commit to shift work. 	<ul style="list-style-type: none"> • Working Hours: 8.30am to 6pm • Location/ Postal code: S(638996)
Sales Support Executive / Senior Executive 	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Liaise and coordinate with global offices and agents regarding sales-related enquiries and routing orders received. • Provide in-house support to sales personnel and assigned accounts on sales quotations, RFIs, SOPs, RFQs, and enquiries pertaining to targeted and current accounts. • Follow up on client quotations and enquiries within the stipulated time period. • Generate weekly and monthly reports for customers in accordance with their requested formats. • Follow up on clients' outstanding payments, handling escalations, invoice verification issues, and rate disputes. • Maintain customer tariffs in the server adequately. 	<ul style="list-style-type: none"> • Working Hours: 8.30am to 6pm • Location/ Postal code: S(486354)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Manage FMC filing and rates maintenance for accounts where the company is the Business Owner. • Arrange credit facility approval for new clients. • Follow up and arrange triangle shipment arrangements when required. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Secondary school education level. • Able to operate a stacker/forklift (must possess a valid, certified Forklift license). • Minimum 2 years relevant experience. • Computer literate; proficiency in WMS would be an added advantage. 	
Shipping Documentation Officer / Senior Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Issue customers' shipping invoices using the customer's in-house system. • Liaise with customers' overseas sellers and buyers via email correspondence and phone. • Liaise with Shipping Lines, Service Providers, SICC, and the Gulf Cooperation Council (Embassies) on the arrangement of shipping documents. • Prepare and submit Singapore International Chamber of Commerce (SICC) Certificates of Origin to SICC for endorsement for the Middle East regions • Submit documents to the MFA (Ministry of Foreign Affairs) for further endorsement and coordinate various pre-arrangements for customer clearance at importing countries. • Email and arrange all endorsed documents for final buyers to facilitate pre-arrangement of customs clearance at importing countries. • Prepare payment vouchers for the closing of finance documents for customers. • Update daily Key Performance Indicator (KPI) reports. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Minimum "O" Level. • Basic MS Office knowledge and skills. • Organised, meticulous, and able to work well in a fast-paced environment. • Strong interpersonal skills and a collaborative team player. • Able to commence work immediately or at short notice. 	<ul style="list-style-type: none"> • Working Hours: 8.30am to 6pm • Location/ Postal code: S(486354)
Warehouse Admin / Customer Service Officer / Senior Officer	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Prepare KPI, Inbound, Outbound, and Discrepancy reports, and assist in the preparation of monthly meeting materials. • Liaise with customers and transporters for transportation arrangements. • Update relevant data into the system accurately. • Monitor order fulfillment status and coordinate closely with the warehouse operations team. 	<ul style="list-style-type: none"> • Working Hours: 8.30am to 6pm • Location/ Postal code: S(638996)

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Job Positions	Key Responsibilities / Pre-requisites	Working Hours / Location
	<ul style="list-style-type: none"> • Prepare monthly billing for customers and submit to the accounts department. • Perform putaway, picking, and packing duties when required. • Handle other ad-hoc duties as assigned. <p>Pre-requisites</p> <ul style="list-style-type: none"> • Secondary school education level. • Able to operate a stacker/forklift (must possess a valid, certified Forklift license). • Minimum 2 years relevant experience. • Computer literate; proficiency in WMS would be an added advantage. 	
<p>Warehouse Officer (Operations)</p>	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Perform warehouse duties for inbound and outbound activities, ensuring proper cargo checking upon receipt and issuance. • Administer Warehouse Management System (WMS) entries, stock takes, and cycle count activities. • Maintain housekeeping of the warehouse area, adhering to safe warehouse practices and security standards. • Communicate and coordinate with customers on a day-to-day basis regarding inbound and outbound shipments. • Coordinate transport bookings and schedules. • Carry out any other duties as assigned from time to time. <p>Pre-requisites</p> <ul style="list-style-type: none"> • "N" Level / Secondary Qualification • 1 years of relevant experience • IT/Computer literate; prior experience using WMS (SAP) will be an added advantage. 	<ul style="list-style-type: none"> • Working Hours: 8.30am to 6pm • Location/ Postal code: S(638996)

#25 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.com.sg/app>

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

<p>e2i Career Centre (DNI) Devan Nair Institute for Employment and Employability 80 Jurong East St 21 Level 2 Singapore 609607</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Jurong East</p>
<p>e2i Career Centre (OMB) One Marina Boulevard 1 Marina Boulevard #B1-03 Singapore 018989</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) North-South Line (Red Line) Station Name: Raffles Place Downtown Line (Blue Line) Station Name: Downtown</p>
<p>e2i Career Centre (OTH) ServiceSG Centre Our Tampines Hub 1 Tampines Walk #01-21 Singapore 528523</p>	<p>Operating Hours Mondays: 2:30pm to 5pm Tuesdays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT East-West Line (Green Line) Downtown Line (Blue Line) Station Name: Tampines</p>
<p>e2i Career Centre (WCC) ServiceSG Centre Woodlands, 900 South Woodlands Drive, #03-01A Woodlands Civic Centre, Singapore 730900</p>	<p>Operating Hours (Face-to-face/virtual coaching) Mondays to Fridays: 9am to 5pm Saturdays: 9am to 1pm Sundays & Public Holidays: Closed</p>	<p>Nearest MRT North-South Line (Red Line) Thomson-East Coast Line (Brown Line) Station Name: Woodlands</p>

NTUC Job Security Council’s Telegram Channels

Be alerted daily on the latest job vacancies from hiring companies

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(e.g. Analyst, Engineers, Executives, Technicians, etc.)
<https://bit.ly/jsc-ja-pmet>



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