

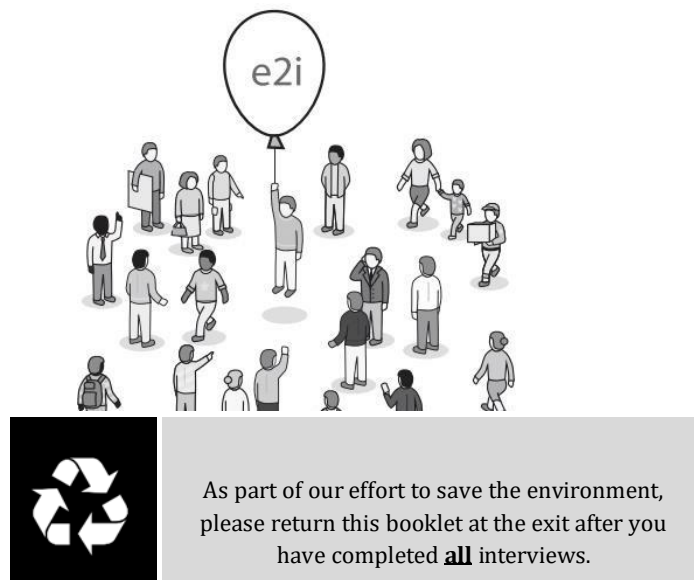
Healthcare Jobs and Skills Fair | SkillsFuture Festival

Century Square Main Atrium,
2 Tampines Central 5,
Singapore 529509

24-25 Oct 2026

11am – 9pm

JOB LISTING BOOKLET



About e2i (Employment and Employability Institute)

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

Content Page

#1 HMI Onecare	3
• Clinic Assistant	3
• Team Leader/ Cluster Leader	3
#2 PCF Sparkle Care Limited	5
• Assistant Executive, Active Ageing Centre	5
• Physiotherapist	5
• Community Care Associate	6
• Executive, Admin & Finance	7
• Occupational Therapist	7
• Therapy Assistant	8
• Senior Nurse	8
#3 Royce Dental Group	10
• Dental Assistant	10
• Patient Service Associate	10
• Customer Service Associate	11
• Accounts Assistant	11
• Treatment Coordinator	12
#4 St Luke's ElderCare	14
• Community Care Associate	14
• Physiotherapist	15
• Therapy Aide	16
• Community Engagement Associate	16
e2i services	19

#1 HMI Onecare

HMI OneCare Clinic is a chain of General Practitioner (GP) clinics that operates across 38 locations islandwide. Whether you are at home, at work, or on your commute, HMI OneCare Clinic is your first stop for quality healthcare. Our patients benefit from convenient, accessible, and professional services, right in the heart of their communities.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Clinic Assistant	• Able to commit shift (AM: 8am to 10pm), Weekend and public holiday. • Able to cope with fast-paced environment. • Possess strong communication skills, Well-organized and proactive. • Computer savvy. • Able to commence work immediately or within short notice. Training will be provided.	• Handle front desk works including answering phone calls, registration of patients, dispensing of drugs and collection of payment. • Provide Administrative support and scheduling appointments for patients. • Assist Doctors with minor procedure when required (e.g.: Swabbing, ECG, etc.) • Maintain clinic's cleanliness and hygiene at all times. • Assist in maintaining and restocking inventory/supplies. • Any other ad-hoc duties as assigned.	• 44 hours per week, shift depending on clinic • Various locations
Team Leader/ Cluster Leader	• 3 years of experience in a leadership or supervisory role. • Strong clinical knowledge and expertise in general practice. • Excellent communication, coaching, and interpersonal skills. • Ability to lead and manage change, with a focus on innovation and improvement. • Strong business acumen and understanding of healthcare operations.	• Lead and manage a team of support staff, providing guidance, support, and coaching to ensure individual and team success. • Develop and implement clinical and business strategies to achieve team goals and objectives. • Monitor and evaluate team performance, identifying areas for improvement and implementing corrective actions. • Foster a culture of collaboration, innovation, and continuous learning among team members. • Develop and maintain relationships with key stakeholders, including patients, staff, and external partners. • Ensure compliance with clinical governance, regulatory requirements, and company policies. • Identify opportunities for growth and development, and	• 44 hours per week, shift depending on clinic • Various locations

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		implement initiatives to enhance patient care and business performance.	

Click Here for Table of Content

#2 PCF Sparkle Care Limited

Happy and Healthy Seniors enjoying a meaningful Quality of Life in a caring and respectful environment.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Assistant Executive, Active Ageing Centre	- Minimum 'O' Level qualifications. - Preferably with at least 1 year of working experience in an eldercare setting or befriending and buddying services [or volunteering services].	- Support the Centre Supervisor and Executive in the day-to-day execution of activities/related tasks at the Active Ageing Centres. - Engage elderly residents in the community and encourage them to participate in activities which the Active Ageing Centre organises. - Organise social activities and outings for the community at the designated Active Ageing Centre. - Co-plan and support integrated home-based or offsite programs/activities extended from the Centre and fulfill at least four of the five domains recommended by the regulatory agency, AIC (Physical; Cognitive; Social, Volunteerism, Learning). - Engage and support volunteers for programs and activities. - Source for suitable locations for the conduct of activities and programs. - Deliver a high level of customer service and engagement with seniors and community partners. - Attend to phone calls to Centre hotline and walk-ins when Admin Assistant is away. - Support targeted outreach and contact seniors within the Centre's service cluster at least once annually. - Collect and compile data for KPI Submission on a weekly or monthly basis. - Attend to any other ad-hoc duties as and when required.	5-days work week 8.30am to 5.30pm / 9am to 6pm - Various locations
Physiotherapist	Bachelor's degree or Diploma in Physiotherapy	Plan and run physiotherapy services in the Senior Care Centre (in coordination with the	5-days work week 8.30am to 5.30pm

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Qualified and registered with AHPC (Allied Health Professions Council).	Centre Manager and Occupational Therapist). - Conduct assessments for SCC clients during admission and periodic reviews - Institute an appropriate and effective client therapy treatment - Participate in multidisciplinary case discussions with the SCC care team - Contribute to formulation and follow-up of clients' Individual Care Plan [ICP] to ensure holistic health and care coverage. - Plan and conduct group therapy programme and activities for day care clients. - Review and revise programme schedule when necessary to enhance quality of therapy program. - Take charge of proper documentation of therapy records. - Understand dementia issues and know how to manage clients who display behavioural problems (associated with onset of dementia). - Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients. - Take charge of other duties which the Centre Manager may assign from time to time.	Various locations
Community Care Associate	Advanced/Higher / Certificate in Community & Social Service [Senior Care Services] and good "O" level [minimum 3 credits] or WSQ Higher Certificate in Healthcare Support [Nursing care].	- Care for the well-being and safety of elderly clients [at all times] in the Senior Care Centre. - Prepare and conduct programme activities for elderly clients. - Organise social and recreational group excursions. - Update Individual Care Plans and relevant records daily - Support caregivers and volunteers in caring for clients.	5-days work week - Staggered shifts from: 7.30am to 6pm / 7.30am to 4.30pm / 8.30am to 5.30pm / 9am to 6pm - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Executive, Admin & Finance	• Certificate in Rehabilitation Therapy from a recognized institution. • At least 'N'/'O' Level with minimum 3 credits.	• Manage admin and performance-related functions in a Senior Care Centre. • Interact with new clients and prepare client Service Contracts. • Process fee invoices and handle fee collection. • Manage scheduling of clients for the service and their transportation. • Perform compilation and analysis of key indicators where required. • Be involved in SOP preparation and digitalisation. • Process subvention claims for submission to regulatory agencies. • Take charge of inventory controls and equipment maintenance. • Oversee purchasing functions. • Support administration of customer service and client feedback. • Be involved in projects or process improvements (either self-initiated or assigned).	• 5-days work week • 8.30am to 5.30pm / 9am to 6pm • Various locations
Occupational Therapist	• Bachelor's degree or Diploma in Occupational Therapy. • Qualified and registered with AHPC [Allied Health Professions Council].	• Plan and run occupational therapy services in the Senior Care Centre (in coordination with the Centre Manager and Physiotherapist). • Conduct assessments for SCC clients during admission and periodic reviews. • Institute an appropriate and effective client therapy treatment. • Participate in multidisciplinary case discussions with the SCC care team. • Contribute to formulation and follow-up of clients' Individual Care Plan (ICP) to ensure holistic health and care coverage. • Plan and conduct group therapy programme and activities for day care client. • Review and revise programme schedule when necessary to	• 5-days work week • 8.30am to 5.30pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		enhance quality of therapy program. • Take charge of proper documentation of therapy record. • Understand dementia issues and know how to manage clients who display behavioural problems (associated with onset of dementia). • Interact to foster close and warm relationships with clients' families and caregivers; and to exhibit with sincerity the care and respect of clients. • Take charge of other duties which the Centre Manager may assign from time to time.	
Therapy Assistant	• Certificate in Rehabilitation Therapy from a recognized institution. • Good 'N' or 'O' Level with minimum 3 credits.	• Run therapy programmes and exercises for rehabilitation clients (in close coordination with Physiotherapist and Occupational Therapist). • Provide assistance in active daily living activities; e.g. feeding, toileting and dressing. • Provide secondary support for the conduct of care programme and activities for day care clients. • Responsible for tidiness and cleanliness of the centre. • Care for the well-being and safety of day care and rehabilitation clients. • Interact to foster close and warm relationships with clients and caregivers.	• 5-days work week • 8.30am to 5.30pm • Various locations
Senior Nurse	• Diploma in Nursing - Registered with the Singapore Nursing Board. • Minimum 5 years of nursing experience in a hospital or eldercare setting.	• Take charge of entire clinical nursing practice in a Senior Care Centre. • Take charge of nursing care for elderly clients; including fall risks and hospitalization processes. • Take charge of medical procedures in an outbreak of infectious diseases. • Conduct client assessments during admissions and periodic reviews.	• 5-days work week • 8.30am to 5.30pm / 9am to 6pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Participate in multidisciplinary case discussions. • Oversee adequacy of medical supplies and equipment.	

Click Here for Table of Content

#3 Royce Dental Group

Royce Dental Group provides comprehensive dental services, from basic dentistry to specialist treatments, in a friendly and approachable environment. With experience and expertise gained from years of service in both private and public healthcare, we aim to provide quality dental care that remains cost-effective for all patients. Our dental team undergoes regular training to enhance their skills and knowledge, ensuring that patients receive safe, professional and personalised care from a team they can trust.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Dental Assistant	- All applicants are welcome to apply; prior experience in dental assisting will be an advantage. - Computer literate with good basic computer skills. - On-the-job training will be provided to candidates without prior dental assisting experience.	- Assist dental surgeons in clinical & dental procedures. - Assist in preparing and sterilizing dental instruments. - Ensure high standards of infection control. - Maintain and ensure cleanliness of clinic facilities. - Perform casting of models and handle laboratory cases. - Ensure patients' comfort throughout treatment. - Perform desk duties with courtesy and professionalism in a fast-paced, dynamic environment. - Perform any ad hoc duties as requested by the Clinic Manager/Zone Manager.	5-days work week 44 hours per week - Singapore 149596
Patient Service Associate	- All applicants are welcome to apply; prior experience in a dental or healthcare front desk/reception role will be an advantage. - Computer literate with good basic computer skills. - A team player with good communication and interpersonal skills. - Good command of spoken and written English; bilingualism is an advantage (e.g., English and Mandarin/Malay/Tamil) to liaise with patients from diverse backgrounds. - On-the-job training will be provided for	- To attend to all patients' enquiries, either through call-in or walk-in, promptly and courteously. - To register patients for appointments or walk-in treatment. - Upon completion of treatment, to discharge patients by dispensing medication, collecting accurate payments, and scheduling the next appointment. - To collect payments accurately via all modes of payment (cash, NETS, credit card, etc.) - To key in all treatment charges and sales of dental products into the clinic management software. - To issue medical receipts and medical certificates. - To file patients' treatment cards correctly.	5-days work week 44 hours per week - Singapore 149596

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	• candidates with no prior experience.	• To maintain the cleanliness and neatness of the clinic at all times. • To support basic clinical tasks during peak hours or when assigned.	
Customer Service Associate	• Minimum GCE 'O' Level or Diploma; healthcare-related qualifications are an advantage. • At least 1 year of call center or front desk experience in dental, medical, or healthcare settings. • Strong verbal and written communication skills in English; additional languages are a plus. • Proficient in using clinic management software, CRM tools, and social media messaging platforms. • Able to multitask and manage time effectively in a fast-paced environment. • Customer-oriented, empathetic, and able to handle sensitive patient matters with discretion. • Willing to work shifts, weekends, or public holidays if required. • Knowledge of common dental or medical terms and procedures. • Experience handling patient enquiries across multiple communication channels. • Calm under pressure and solutions oriented.	• Handle inbound calls, emails, and social media enquiries related to dental and medical services. • Schedule, confirm, and manage patient appointments across multiple clinic locations. • Provide accurate information on treatments, procedures, promotions, and clinic policies. • Verify patient information and maintain accurate records in the clinic management system. • Assist patients with pre-treatment preparation instructions and post-treatment care guidance. • Manage urgent cases by escalating them to the appropriate clinic staff. • Monitor and respond to patient feedback and enquiries on social media platforms. • Work closely with clinic teams to ensure smooth patient flow and maintain excellent service standards. • Maintain the confidentiality of patient information in compliance with PDPA and clinic policies.	• 5.5-days work week • 44 hours per week • Singapore 149596
Accounts Assistant	• Currently pursuing or recently completed a Diploma in Accounting,	Accounts Payable: • Verify supplier invoices and supporting documents for completeness and accuracy.	• 5-days work week • 44 hours per week

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Finance, or a related field. • Excellent organizational skills with meticulous attention to detail. • Proficient in Microsoft Excel and Microsoft Office applications. • Able to work independently and prioritize tasks effectively. • Good communication and interpersonal skills.	• Process supplier invoices and credit notes into the accounting system. • Prepare payment schedules and assist with payment processing. • Liaise with vendors to resolve invoice discrepancies and payment-related queries. • Maintain proper filing of supplier invoices and payment records. General Accounting: • Process staff claims and ensure compliance with the Staff Claims and Reimbursement Policy. • Prepare journal entries with appropriate supporting documentation. • Maintain accurate accounting records and supporting schedules. Administrative Support: • Maintain proper filing of finance documents, both physical and electronic. • Assist with vendor onboarding documentation and master data maintenance. • Perform other finance and administrative duties as assigned.	• Singapore 149596
Treatment Coordinator	• 1–2 years of prior experience in a dental clinic; orthodontic experience is a plus. • Experience in customer service or administrative support in a healthcare setting. • Strong understanding of dental and/or orthodontic procedures and treatment planning. • Excellent communication, interpersonal, and organizational skills.	• Meet with patients to discuss their orthodontic needs, explain treatment options, and provide information on treatment plans, timelines, and costs. • Assist orthodontists in creating and coordinating treatment plans for patients, including scheduling appointments for diagnostic records, consultations, and treatment procedures. • Provide estimates and discuss financial options with patients, coordinate financial arrangements, process insurance claims, and manage patient accounts and payments.	• 5-days work week • 44 hours per week • Singapore 149596

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Detail-oriented and computer literate.	- Serve as a point of contact for patients by answering questions, addressing concerns, and providing ongoing communication and support throughout the course of orthodontic treatment. - Manage the clinic's appointment calendar, schedule and confirm appointments, and coordinate with patients and dental staff to ensure smooth patient flow. - Maintain accurate and up-to-date patient records, including treatment progress notes, diagnostic records, and correspondence. - Track and document patient treatment progress, schedule progress checks, and coordinate with orthodontists to adjust treatment plans as needed. - Educate patients and their families about orthodontic care, proper oral hygiene practices, and post-treatment retention instructions.	

#4 St Luke's ElderCare

St Luke's ElderCare (SLEC) is a Christian healthcare provider dedicated to enriching the lives of seniors in Singapore, regardless of race, language and religion. Guided by our GRACE philosophy of care, we are committed to providing compassionate and holistic care that fosters autonomy and choice. To empower elders of varying needs, from the fit to the frail, we offer a comprehensive suite of services islandwide.

These include community-based programmes that promote active ageing; centre-based offerings such as day care, rehabilitation and nursing; home-based services covering medical, nursing and therapy needs; and residential (nursing home) services for long-term care. Leveraging our legacy of over 25 years, we are on an unstoppable mission to transform care challenges of Singapore's ageing population. Through innovation, collaboration and education, we seek to elevate the community care sector, where elders thrive in their golden years and age with dignity, independence and joy.

Click Here for Table of Content

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Community Care Associate	• Minimum Higher Nitec qualifications. • Genuine interest and patience in serving elderly clients. • Prior caregiving experience in hospitals, nursing homes, or home settings is an advantage. • Open to candidates exploring a career switch into eldercare. • Strong team player with good communication and organisational skills; able to work independently under time constraints. • Proficient in Microsoft Office and Excel.	• We are seeking a passionate and resourceful Community Care Associate to join our Centre-Based Services team. In this role, you will play a vital part in enhancing the quality of life for our elders by monitoring their health status and providing direct care, as well as planning and conducting meaningful activities based on their preferences and interests. • You will take ownership of supporting individual clients well-being and contributing to the overall engagement experience within the Centre. Responsibilities: • Support seniors with basic activities of daily living (BADL), including personal hygiene and mobility assistance. • Identify and respond to seniors care needs, including dietary and overall well-being. • Monitor health indicators such as vital signs, glucose levels, and oxygen saturation, and escalate concerns appropriately. • Assist with serving and administering pre-packed and topical medication as directed. • Plan and conduct engaging activities tailored to seniors preferences and interests.	• 5-days work week • 8am to 5.30pm • Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Observe and document seniors participation and responses during activities. - Maintain a clean, safe, and hygienic environment within the centre, including regular cleaning and hazard checks. - Support other assigned projects and tasks as delegated by the manager.	
Physiotherapist	- Minimum a Degree in Physiotherapy. - Full registration with AHPC with certificate of practice. - Team player with strong communications, interpersonal and organisational abilities. - Capable of working independently and under time constraints. - Proficient in the use of Microsoft Office applications.	- We are seeking a passionate and resourceful Physiotherapist/Senior Physiotherapist to join our Rehabilitation team. In this role, you will play a vital part in helping clients restore mobility, function and independence by detailed assessments of problems, individualised treatments and manual therapy. - You will take ownership of client outcomes, staff development, and operational excellence within the rehabilitation team. Responsibilities: - Provide professional physiotherapy services, including initial assessments, treatment planning, and regular reviews for assigned caseloads. - Collaborate with care teams to ensure holistic client care, including attending MDMs, communicating care plans, and providing caregiver education. - Supervise, guide, and support TAs, PAs, caregivers, interns, and other personnel involved in therapy. - Ensure compliance with MOH audits, quality guidelines, WSH procedures, and accurate tracking of client outcomes. - Manage day rehabilitation centre operations, including client schedules, staff allocation, equipment inventory, and facility maintenance.	5-days work week 8.15am to 6pm - Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		- Participate in QIP, research, and development of new initiatives or programs to improve rehabilitation services. - Organize and participate in community outreach, educational talks, and in-service training for internal and external audiences. - Support staff competency development, ensuring required training, certification, and adherence to professional standards.	
Therapy Aide	- Minimum GCE 'N' Level or equivalent. - WSQ Certification in Therapy Support or Certificate in Therapy Services (HMI or CSM Institutes) would be an advantage. - Passionate about elders, service-oriented and team player with strong communication, interpersonal and organisational abilities. - Proficient in the use of Microsoft Office applications.	- Assist therapists in implementing individual and group therapy programs, including monitoring and recording client progress and vital signs. - Provide timely feedback to therapists on client responses and progress. - Support departmental administration, including maintaining client files, attendance tracking, and follow-up calls for non-attendance. - Ensure therapy equipment is maintained, inventoried, and reported for repair or replacement as needed. - Uphold SLECs standards of clinical practice, legal and ethical frameworks, infection control, and WSH procedures. - Assist in providing a safe, supportive, and hygienic environment for clients. - Participate in in-service training, continuing education, and community activities as assigned. - Contribute to process improvements and operational efficiency in the therapy department.	5-days work week 8.15am to 6pm - Various locations
Community Engagement Associate	Minimum Diploma in relevant disciplines such as Social Work,	Organise community engagement programmes and services.	5-days work week 8.30am to 6pm

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Psychology, Gerontology, etc. • Prior experience in Senior Care Centre, Active Ageing Centre or similar setting would be Advantageous. • Passionate about serving elders. • Resourceful, proactive, responsible, and focused on clients. • Team player with strong communications, interpersonal and organisational abilities. • Capable of working independently and under time constraints. • Proficient in the use of Microsoft Office Applications.	• Conduct needs assessment to tailor engagement plan for each elder. • Prepare collaterals for the promotion of programmes and services. • Assist in the evaluation and review of programmes and services for effectiveness and improvement. • Ensure safety procedures are adhered to for all programmes and services. • Attend to all relevant enquiries and service requests from the community. • Support the needs and well-being of the elders and their caregivers in the community through home visits, care planning, service referrals, activity recommendations, etc. • Plan and coordinate befriending and community screening efforts for elders in the community. • Monitor the alert alarm system (AAS), if any, during office hours including investigating and rendering necessary assistance. • Assist in the management of AAC membership including recruitment, publicity, registration, and retention. • Maintain a database of membership and volunteer management using the in-house AAC management system. • Recruit and manage volunteers to support the AAC programmes and services. • Liaise with internal and external sources of partnerships to conduct and implement programmes and services for the elders in the community. • Prepare relevant reports and claims to various internal and external stakeholders.	• Various locations

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		• Ensure adherence to MOHs requirements for AAC Service Model. • Assist with engagement programme and service administration, operations, and logistics. • Ensure the environmental safety and hygiene of activity areas at all times. • Ensure that all equipment is in good operational condition.	

[Click Here for Table of Content](#)

e2i services

e2i Services

- Career Coaching & Job Matching
- SkillsFuture Advice

We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

Meet an e2i Career Coach

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



<https://e2i.com.sg/app>

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

**e2i Career Centre
(Devan Nair Institute for Employment and Employability)**

80 Jurong East St 21,
Level 2, Singapore 609607

Operating Hours

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

**e2i Career Centre
(One Marina Boulevard)**

1 Marina Boulevard, #B1-03,
Singapore 018989

Operating Hours

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

**e2i Career Centre
(Our Tampines Hub)**

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

Operating Hours

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

**e2i Career Centre
(Woodlands Civic Centre)**

ServiceSG Centre Woodlands*,
900 South Woodlands Drive,
#03-01 Woodlands Civic Centre,
Singapore 730900

**Operational from Q4 2024 onwards*

Or make an appointment at any of our 23 Jobs & Skills Centres located island wide:

<https://www.e2i.com.sg/locations/#SGUJSC>

NTUC Job Security Council's Telegram Channels

Be alerted to daily on the latest job vacancies from hiring companies

Subscribe to **PMET Job-Alert**

(e.g. Analysts, Engineers, Executives, Technicians etc)

<https://bit.ly/jsc-ja-pmet>



Subscribe to Non-**PMET Job-Alert**

(e.g. Temporary, Part-time jobs, Operators, Packer roles)

<https://bit.ly/jsc-ja-nonpmet>

