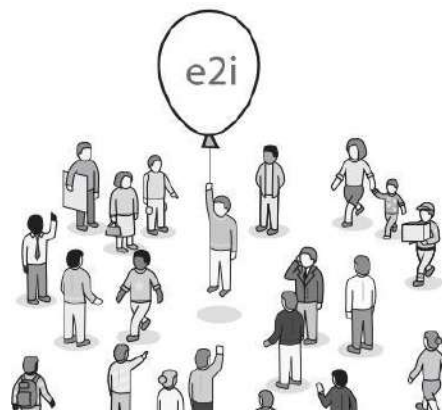


e2i Skills & Career Fair @ The Frontier CC

24 April 2026

JOB LISTING BOOKLET
























As part of our effort to save the environment, please return this booklet at the exit after you have completed **all** interviews.

About e2i (Employment and Employability Institute)































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















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#1 APTLed Careers

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Administrative Assistants 	<ul style="list-style-type: none"> Responsible, meticulous and Friendly 	<ul style="list-style-type: none"> Supports daily operations by managing front-desk duties, parent communication, and enrollment. Handling phone/email inquiries, maintaining child records, processing fee payments, ordering supplies, and ensuring compliance with safety regulations as well as assisting in school events. 	<ul style="list-style-type: none"> Working Hours: 5 days week Employment Type: Full Time Location: Bukit Merah
Centre Leaders 	<ul style="list-style-type: none"> Responsible, with passion, patience and love for children 	<ul style="list-style-type: none"> Leads in developing strategic plans and structures to foster a culture of care and trust, mentoring, collaborative professionalism and continuous learning within the Centre. He/She is responsible for managing and enhancing Centre operations while adhering to industry regulations 	<ul style="list-style-type: none"> Working Hours: 5 days week Employment Type: Full Time Location: Bukit Merah
Infant Educators 	<ul style="list-style-type: none"> Responsible, with passion, patience and love for children 	<ul style="list-style-type: none"> Attuned and responsive to the needs of kids between 2 months and 3 years of age, an Infant Educator is responsible for creating a safe, playful and welcoming environment for the young ones. Actively develops trust with the little ones' parents and family members. Adopt innovative and nurturing teaching approaches to help the young ones discover their potential. 	<ul style="list-style-type: none"> Working Hours: 5 days week Employment Type: Full Time Location: Bukit Merah
Preschool Educators 	<ul style="list-style-type: none"> Responsibility, Passion, Patience and Love for Children 	<ul style="list-style-type: none"> Equip children with life skills and cultivating values that will prepare them for primary school and beyond. To help young children develop a love for learning, the Pre-school Teacher has to create a safe and nurturing environment through creative and engaging activities. This safe learning environment will also help the teacher gain the trust and respect of her young charges in the classroom. 	<ul style="list-style-type: none"> Working Hours: 5 days week Employment Type: Full Time Location: Bukit Merah


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#2 Carlton Hotel (Singapore)


Carlton Hotel Singapore features 940 spacious rooms and suites across the Main Tower, Executive Wing, and Premier Wing. Guests enjoy amenities including the Premier and Executive Club Lounges, a swimming pool, gym, and 13 function rooms. Dining options include Café Mosaic, award-winning Wah Lok Cantonese Restaurant, Tuxedo Café & Pâtisserie, and TUX Bar & Lounge. Every aspect of the hotel experience is designed for comfort, blending modern Singaporean style with cosmopolitan facilities to ensure a seamless, enjoyable stay for all guests.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bellhop	<ul style="list-style-type: none"> • Able to speak and read basic English • Well-groomed and Customer-oriented • Received prior training in fire evacuation and emergency procedures will be an advantage 	<ul style="list-style-type: none"> • Provides polite and courteous service to all guests and business partners while supporting hotel entrance operations, including assisting with traffic control, taxi arrangements, and maintaining driveway cleanliness. 	<ul style="list-style-type: none"> • Working Hours: 5 days week AM - 07:00 - 16:30 PM - 11:00 - 20:30 / 12:30 - 22:00 Midnight - 22:00 - 07:30 • Employment Type: Full Time/ Permanent • Location: Bras Basah
Guest Services Officer 	<ul style="list-style-type: none"> • Good knowledge on PMS Opera system • Good grooming standard with a pleasant personality • Good in customer service. Provides polite, courteous, and professional service to all guests and business partners while attending daily briefings and staying updated on hotel policies and procedures. 	<ul style="list-style-type: none"> • Manages efficient check-in and check-out processes, cashiering duties, and reception operations with full integrity and in accordance with hotel standards. • Responsible for room blocking and assignment, key issuance, guest data updates in the Opera PMS system, and coordination with Housekeeping on room status. • Actively upsells rooms to enhance guest experience and maximize revenue, handles guest complaints professionally in the absence of a supervisor, communicates effectively with management on guest-related issues, leads by example in service delivery, and maintains strict confidentiality of all hotel, guest, and associate information. 	<ul style="list-style-type: none"> • Working Hours: 5 days week AM - 07:00 - 16:30 PM - 12:30 - 22:00 Midnight - 22:00 - 07:30 • Employment Type: Full Time • Job Type: Permanent • Location: Bras Basah Road
Housekeeping Attendant (Public Area)	<ul style="list-style-type: none"> • Able to speak and understand basic English. 	<ul style="list-style-type: none"> • Performs general cleaning duties such as sweeping, mopping etc. at the hotel's *public areas (include common corridors at the back of house, restaurants, gym, pool area, offices, staff toilets and service areas). 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week, • Various Morning and Afternoon Shift • Employment Type: Full Time/ Permanent • Location: Bras Basah Road
Laundry Manager	<ul style="list-style-type: none"> • Able to speak and understand English & Mandarin • Organised, self-driven and detail oriented 	<ul style="list-style-type: none"> • In charge of the laundry plant and the daily operations. • Ensure optimum efficiency and smooth operations are achieved. • Responsible for the planning, controlling, cost effectiveness, 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, • Employment Type: Full Time/ Permanent • Location: Bras Basah Road


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		budgeting, co-ordinating and administration of the laundry, uniform and linen activities.	
Stewarding Staff		<ul style="list-style-type: none"> Maintains kitchen cleanliness by washing dishes, cleaning equipment, disposing of waste, and supporting hygiene and safety standards. 	<ul style="list-style-type: none"> Working Hours: 5.5 days/ week, AM - 0700-1500, 1000-1800, PM - 1500-2300 Employment Type: Full Time Permanent Location: Bras Basah
Technician 	<ul style="list-style-type: none"> Min 2 years of relevant experience in plant facility, hospitality, property management operation & maintenance environment Diploma / ITC / NTC in Electrical / Mechanical / Plumbing / Refrigeration / Building Services / Facilities Technology Certificate from a recognized training Institute 	<ul style="list-style-type: none"> Independent and responsible individual Responsible for the efficient operation, repair, and maintenance of all mechanical and electrical systems and equipment within the hotel, including electrical machinery and kitchen equipment. 	<ul style="list-style-type: none"> Working Hours: 5 days/ week, AM - 08:15 - 18:00 PM - 13:15- 23:00 Midnight - 22:20 - 07:15 Employment Type: Full Time Job Type: Permanent Location: Bras Basah Road



#3 CBM

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Account Manager 	<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 experiences in facilities management and business development portfolios Able to work independently with minimum supervision Able to conduct market outreach and marketing 	<ul style="list-style-type: none"> 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 Oversee contractor on/off boarding, induction and adherence to standards Monitor planned preventive maintenance in line with regulations. Supervise minor repairs and ensure timely, safe and budgeted service delivery. 	<ul style="list-style-type: none"> Working Hours: 5 days / week Employment Type: Full Time Permanent Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • Support engineering during planned or unplanned power shutdowns. • Uphold safety protocols and crisis management procedures • Manage financial targets, expenses and budgets including raising Change Requests. • 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. • Report incidents and implement emergency escalation processes. • Cultivate teamwork, collaboration and personal development within the team. • Manage workload, resourcing and succession planning and other ad-hoc works assignment by the management. 	
Accounts Executive 	<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"> • Handle day-to-day finance AR operation including prepare 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 with Operations on unbilled revenue • Handle queries from customers and internal staff on outstanding matters. • Assist in liaise and resolve with tax agent/auditor on tax/audit issues. • Other ad-hoc finance reports/duties assigned by superiors 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East
Area Manager 	<ul style="list-style-type: none"> • Possess an approved tertiary or equivalent qualification and with at least 5 years relevant post graduate experience 	<ul style="list-style-type: none"> • Oversee and manage performance delivery of facility management service at respective zones • Provide leadership and guidance to a team of Building Managers, Technical Executive, Quantity Surveyors and 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	in Projects & Facilities Management/ Estate Management/ Engineering or Equivalent <ul style="list-style-type: none"> • Singaporean/PR only 	Project Managers to ensure day-to-day operations at assigned buildings <ul style="list-style-type: none"> • 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"> • Job Type: Permanent • Location: Central
Assistant Building Manager 	<ul style="list-style-type: none"> • Degree in mechanical/electrical engineering with min 4 years relevant work experience in building mechanical and electrical services. • Fully certified as a Singapore Certified Energy Manager (SCEM). Singapore Citizen or PR. 	<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 relation to client/authorities/ tenants • Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to 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: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ
Assistant Business Development Executive 	<ul style="list-style-type: none"> • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experiences in facilities management and 	<ul style="list-style-type: none"> • Conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities • Tender Management – to conduct the entire process of tender administrations and tender submission management • Collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	business development portfolios <ul style="list-style-type: none"> • 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"> • Generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions • Conduct corporate presentation to potential clients, guests and for tender interviews • Manage the transition of secured projects including deployment to site operations, mobilisation of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management • Prepare reports and minutes for Single Business Unit/Management Meeting • To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses • To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document • To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan • Any other scope and roles as assigned by the immediate Superior 	
Assistant Business Development Manager 	<ul style="list-style-type: none"> • Minimum Diploma in Facilities Management, Estate Management, Building or relevant related discipline from a recognized tertiary institute • At least 5 years of relevant experiences in facilities management and business development portfolios • Able to work independently with 	<ul style="list-style-type: none"> • To conduct business development of Facilities Management (FM) business and relationships with potential customers and service partners, and to identify and develop new and existing business opportunities • Tender Management – to conduct the entire process of tender administrations and tender submission management • To collaborate with functional departments to generate write-up for effective and competitive FM tender and business proposals • To generate FM business processes, SOPs and marketing plans into presentable write-up including tender proposals and submissions • To conduct corporate presentation to potential clients, guests and for tender interviews 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • minimum supervision • Able to conduct market outreach and marketing • Proactive and independent • Dynamic and multi-tasking capabilities 	<ul style="list-style-type: none"> • To manage the transition of secured projects including deployment to site operations, mobilization of manpower, co-ordinating transition activities between clients and Company, reporting progress, procurement of suppliers and services, generate and establish SOPs and processes, recommending and implementing solutions, and contract management • To prepare reports and minutes for Single Business Unit/Management Meeting To enhance relationship with service partners and suppliers for the delivery of FM projects and businesses • To mobilise new projects within timeline and budget, and to meet SLA and KPI established in the contract document • To Prepare mid-year and annual review of Business Development Unit and assist in preparation of 3-year Business Development Plan • Any other scope and roles as assigned by the immediate Superior." 	
<p>Assistant Contract Executive </p>	<ul style="list-style-type: none"> • Diploma in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with minimum 3 years relevant experience. 	<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, analysing and developing responses to commercial risks • Providing advice on contractual claims • Prepare tender document, 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. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: Central



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer 	<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"> • 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 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ
Assistant Head 	<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 experiences 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"> • 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 discussions 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 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • 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>Assistant Projects Manager </p>	<ul style="list-style-type: none"> • At least 5 years of PM experience in M&E installation. • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Good understanding of safety protocols and permit-to-work systems. 	<ul style="list-style-type: none"> • To assist in the planning, coordination, and execution of M&E (Mechanical & Electrical) works. • To support the delivery of projects on time, within budget, and in accordance with safety and quality standards— particularly in live, high-security environments at site, Changi Airport. • Support end-to-end project execution for HVAC system installations, upgrades, and maintenance works. • Coordinate with consultants, subcontractors, suppliers, and clients on technical and operational matters. • Monitor daily site progress and ensure work is carried out according to approved drawings and specifications. • Oversee installation, commissioning, and testing of Chiller Plants systems. • Ensure proper integration with energy management systems. • Provide support for troubleshooting and issue resolution during execution phases. • Ensure work complies with statutory requirements (e.g., BCA, NEA, PUB) and site-specific regulations (e.g., CAG House Rules). • Implement quality control measures, method statements, and risk assessments. • Participate in site inspections, audits, and technical handovers. • Assist in preparing cost estimates, evaluating subcontractor quotations, and material take-offs. • Track project expenses and variation orders with oversight from the Project Manager. • Maintain project documentation including work schedules, material 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		submissions, inspection checklists, and as-built drawings. <ul style="list-style-type: none"> • Provide support during shutdowns, inspections, or testing & commissioning activities. • Submit daily, weekly, and monthly maintenance reports, site issues to supervisors. • Ability to work on-site at Changi Airport and able to travel from site to site (if required). • Follow site-specific safety protocols and permit-to-work systems. • Maintain accurate records of maintenance, breakdowns, and equipment service logs. • May require occasional overtime, weekend, or night shift support during shutdowns or emergencies. • Perform any duties as and when required by Management. 	
Assistant Property Manager 	<ul style="list-style-type: none"> • Degree in Facilities Management/ Building/Engineering from recognised institutions with minimum 5 years of relevant experience and must have a proven management track record. • Possess FSM Cert, CERT trained & First Aid trained. 	<ul style="list-style-type: none"> • Planning and managing the resources to run the day-to-day FM operations. • Carry out site inspections. • Planning and execution of all M&E periodic preventive maintenance, repair and replacement programmes. • Putting in place a safety plan for the Property. • Checking and endorsing of all reports/schedules/programs prepared by his site teams/sub-contractors including Mapletree’s appointed contractors. • Ensuring that all statutory requirements are complied with. • Overseeing calling of quotations as well as evaluating the quotations and recommendation for acceptance. • Plan for monthly/quarterly/yearly periodic inspection and ensure staff carries out inspection as per schedule. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ
Assistant Quantity Surveyor 	<ul style="list-style-type: none"> • Diploma/degree in Quantity Survey, Building, Engineering, Facility Management or other relevant qualifications with 	<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 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	minimum 3 years relevant experience. • Fresh graduates may apply.	<ul style="list-style-type: none"> • Performing value management and cost control • Advising on procurement strategy • Identifying, analysing and developing responses to commercial risks • Providing advice on contractual claims • Prepare tender document, 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. 	Permanent • Location: Central
Assistant Sustainability Consultant 	<ul style="list-style-type: none"> • Tertiary education in Environmental Engineering, Sustainability, Building Services or related field. • 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. 	<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 • Travel for overseas assignment within short notice period. • Able to communicate and present fluently. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: HQ
Assistant Technical Executive 	<ul style="list-style-type: none"> • Diploma in Facilities Management, Engineering, Estate Management or other relevant qualifications from a recognized institute with 	<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 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	minimum 3 years relevant experience. <ul style="list-style-type: none"> • Fresh graduate may apply. Singaporean/PR. 	<ul style="list-style-type: none"> • Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Attend monthly meeting with client & 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. • Provide costing and proposals for ad-hoc works/projects • 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 • Provide guidance, training and supervision to technical staffs 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 staffs • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Location: Central
Building Inspector 	<ul style="list-style-type: none"> • Singaporean / PR • Diploma in Building/Real Estate from Singapore/Ngee Ann Polytechnic • At least 2 years of experience in facilities management. • Candidates with Specialist Certificate in Building Condition Assessment (European Standard NEN 2767) will be an advantage 	<ul style="list-style-type: none"> • To carry out Land and Building inspection under European Standard NEN 2767 Physical Condition Assessment. • Cover the condition assessment of physical spaces such as external areas(e.g., roads, turf, fenceline, streetlights, fenders), building envelope, roofs and internal areas, covering all rooms (including service rooms, server rooms and roofs). • Shall provide a condition Grading for the overall condition of buildings • Identify if any defects occurred due to a lack of maintenance. • Recommend prioritisation of defects based on safety and condition assessment. • Assess the condition of the building's facility and propose recommendation if there is a need for upgrade, refresh, 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		replacement or corrective maintenance action. <ul style="list-style-type: none"> • Inspect buildings and properties on the aspects of general safety, health and cleanliness, so as to ensure that they are properly maintained and used to acceptable standards • Verify the buildings on the ground against the Estates records and highlight discrepancies, if any. • Upon completion of the inspection, to submit reports to the Authority for certification of works and payment. • To ensure that all submissions or reports are clear, concise and written in proper and simple English. • Require to submit an interim report to the Authority within a week of the debrief for them to carry out rectification of the defects. • Report shall be prepared sufficiently comprehensive and detailed as to allow the Authority and their representative to determine further action to be taken • Assist in all operation & maintenance concerns • Interfacing with the clients all matters • Attend meeting with client & prepares the minutes of the meeting • Providing updates on ad-hoc and outstanding issues • Attending to client’s feedback or requests • Coordinates the preventive and corrective maintenance works schedule with the contractors and client. • Provide costing and proposals for ad-hoc works/projects, if necessary • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Planning and review overall schedule • Any other ad-hoc assignments assigned by the Management. 	
Building Manager 	<ul style="list-style-type: none"> • Degree/Diploma in Engineering / Building / Facilities Management or equivalent with at 	<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 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	least 5 years relevant working experience. <ul style="list-style-type: none"> • Possess FSM/WSH/GMFM or relevant certificates is preferred. 	<ul style="list-style-type: none"> • Manage relation to client/authorities/ tenants • Provide client / authorities / tenants with updates of electrical, water and other service outages and scheduled shutdowns • Attend to 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"> • Job Type: Permanent • Location: East
Carpark Attendant	<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"> • 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 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: HQ
Complex Manager 	<ul style="list-style-type: none"> • Min 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. • Others skill sets • Contract Management skillset is a must; 	<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 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: HQ

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Oversees regular building maintenance and repairs; • Maintaining and updating Standard Operation procedures; • Monitoring of maintenance budget; • Coordinate council meetings and AGM; • Dispute management; • Knowledge of BMSMA is mandatory; • Knowledge of Electrical and M&E. 	<p>as it may deem desirable or necessary to carry out its duties.</p> <ul style="list-style-type: none"> • 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. • 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 expenditure, 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 	



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		and operational condition, and in compliance with all relevant legislations, standards, and requirements governing the maintenance and management of the buildings. <ul style="list-style-type: none"> • 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 	
Condominium Manager 	<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 900 units. • Good knowledge of BMSMA Act. 	ADMINISTRATIVE FUNCTIONS <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. FINANCIAL FUNCTIONS <ul style="list-style-type: none"> • Collect, demand and recover on behalf of the Corporation all monies due to and 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: North


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>take all necessary steps including legal proceedings to recover such sums as directed by or subject to the approval of the Corporation.</p> <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 expenditure, 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 legislations, 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. 	



Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Prepare and implement preventive maintenance programme for the property • Manage the site staff including their performances, behaviour and attitude in the best interest of the Corporation. • Any other duties assigned by the Corporation. 	
Customer Service Officer	<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"> • 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 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: East
Drafter 	<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"> • 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. • Maintain organized records of drawings and revisions. • Coordination drawings for on-site use. • Any other ad-hoc assignments assigned by the Management. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East
Electrical Engineer 	<ul style="list-style-type: none"> • Diploma in Electrical Engineering or related 	<ul style="list-style-type: none"> • Attend project meetings, site meetings & site inspections. 	<ul style="list-style-type: none"> • Working Hours:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>electrical engineering qualification with at least 3 years of experience in related field & local experience</p>	<ul style="list-style-type: none"> • Review of drawings and technical submissions. • Testing and commissioning of electrical and mechanical systems. • Plan, forecast and track sub-contractors work progress, provide weekly scheduling and conduct daily coordination meeting to ensure project target timeline are met by sub-contractors, including logistic arrangement for daily operation needs. • Any other ad-hoc assignments assigned by the Management. 	<p>5.5 days / week 44hrs/ week</p> <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: East
<p>Facilities Engineer </p>	<ul style="list-style-type: none"> • Diploma or Degree in Mechanical, Electrical, Mechatronics, or Facilities Engineering. • 3–5 years of relevant experience in facilities or maintenance. • Strong technical knowledge of HVAC, electrical, plumbing, and fire protection systems. • Hands-on approach with good troubleshooting skills. • Good communication and coordination skills to work with internal teams and external vendors. • Able to work on standby or during weekends if required. 	<ul style="list-style-type: none"> • Oversee daily operations and maintenance of M&E systems (HVAC, electrical, plumbing, fire protection, etc.) within the premises • Carry out hands-on troubleshooting and repair works when required. • Monitor performance and reliability of equipment and take corrective actions to reduce downtime. • Scheduling and monitor preventive maintenance (PM) programs. • Ensure maintenance records, checklists, and service reports are properly updated. • Coordinate with contractors and vendors for servicing, calibration, and statutory inspections. • Support the Facilities Manager in upgrading, installation, and improvement projects. • Provide technical inputs and assist in supervision of contractors during project works. • Ensure all facilities comply with regulatory requirements. • Supervise and guide maintenance technician in daily work assignments. • Work closely with internal and external team to support operational needs. • Report any major issues, incidents, or improvement needs to the Facilities Manager. • Any other adhoc task 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: South
<p>Facilities Manager </p>	<ul style="list-style-type: none"> • Diploma with min. 10 years or Degree with min. 5 years in IT, Intelligent Building, 	<ul style="list-style-type: none"> • Manage and overseeing the entire lifecycle of Facility Management Enterprise System Platform and Facilities 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type:


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Green FM, Engineering or Building Services.</p> <ul style="list-style-type: none"> • Candidate with IT and digital knowledge in built environment will be an advantage. • Good communication (verbal and written) skills and possess strong presentation skills. • Ability to multi-task and manage multiple projects simultaneously. • Problem Solving & Analysis • Passion in promoting digital transformation and technology solutions. 	<p>Maintenance Management System on site projects.</p> <ul style="list-style-type: none"> • Budget & Financial Management. Develop and manage the administrative budget, monitoring expenditures and identifying cost-saving opportunities. • Planning & Integration of IoT Sensors, Smart Meters, Facilities Maintenance Management System, etc on site. • Implementation & Installation IoT Sensors and etc. Oversee or coordinate the physical installation of IoT devices across the facility. • Monitoring & Data Collection. Collation and analysis of information from the FM Enterprise System to facilitate decisions and report for stakeholders. • Maintenance & Troubleshooting. Regular Maintenance. To perform routine checks to ensure sensors and IoT devices are functioning optimally. • Collaboration & Reporting. Stakeholder Communication with stakeholder. Work with senior management, DSS teams, and other departments to report on sensor data insights, energy savings, and overall building performance. • Liaise with vendors, service providers, and contractors for any necessary sensor replacements, upgrades, or system modifications. • Provide training to facility staff on how to interact with or troubleshoot IoT sensor systems. • Ensure that end-users understand how data from sensors impacts their daily operations (e.g., energy savings through smart lighting systems). • To source, evaluating vendors and negotiating contracts to support project implementation. • Management of project timeline and expectation, while building strong relationships in the process to achieve customer satisfaction. • Any other assignments as and when directed by the Management. 	<p>Permanent</p> <ul style="list-style-type: none"> • Location: East
<p>Field Engineer </p>	<ul style="list-style-type: none"> • Major in Electronic, Electrical or Engineering 	<ul style="list-style-type: none"> • Site preparation and co-ordination, preparation of submission documents. • Coordinate & liaise with various related parties including customer, sub- 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type:


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • ITE or Diploma and above 	<p>contractor on site to ensure project requirement are met.</p> <ul style="list-style-type: none"> • Provide on site 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>Permanent</p> <ul style="list-style-type: none"> • Location: HQ
<p>Instrumentation & Control Engineer </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. 	<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. • 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. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: East
<p>Maintenance Officer </p>	<ul style="list-style-type: none"> • Diploma/Degree with at least 5 years relevant working experience 	<ul style="list-style-type: none"> • To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week 44hrs/ week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Ensure fortnightly checks are conducted to vacant units • Escalate feedback to OM where necessary • Attending to tenants enquired through emails when required • Facilitating repair, liaise with vendors and contractors where necessary • Report to OM in the event it cannot be rectified within a reasonable time • Obtain quotation for minor repairs • Manage vendors and contractors 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Central
<p>Operations Executive </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 	<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"> • Employment Type: Full Time • Job Type: Permanent • Location: East
<p>Projects Executive </p>	<ul style="list-style-type: none"> • At least 3 years of PM experience in M&E systems installation. • Working at site-based at Changi Airport and able to travel from site to site (if required). 	<ul style="list-style-type: none"> • Manage Chiller Plant upgrading project for a high rise commercial and office building • Conduct Green Mark and energy related audits as required, identifying potential energy and carbon reduction opportunities and strategies; • Develop energy and water savings initiatives and plans 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong interpersonal, observation, and reporting skills. • Able to work independently and in a fast-paced. • Willing to work irregular hours or weekends during critical project phases. • Good understanding of safety protocols and permit-to-work systems. • Proficient in Microsoft Office. 	<ul style="list-style-type: none"> • Working closely with properties managers to provide accurate and informative reports • Self-driven, resourceful and a good team player • Help evaluate existing buildings for appropriate energy conservation measures. • Understand financial terms, payback, ROI and related energy saving calculations • Strong coordination, planning, and stakeholder management skills. • Familiar with BMS, project scheduling tools • Any other ad-hoc assignments assigned by the Management. 	
<p>Projects Manager </p>	<ul style="list-style-type: none"> • Possess Tertiary or equivalent qualification and with at least 3 years relevant post graduate experience or 5 years diploma in Project Management / Facilities Management / Engineering or equivalent Singaporean/PR 	<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 and other ad-hoc assignments assigned. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: HQ


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Property Executive 	<ul style="list-style-type: none"> Diploma in relevant discipline from recognized institution with min 3 years of relevant working experience. 	<ul style="list-style-type: none"> Assist and report directly to Building Manager (BM) in all operation & maintenance concerns Oversee the facilities management within the premises Compiling the monthly utilities report and tabulations Monthly M&E reports Assist to develop and implement of Standard Operating Procedures (SOP) as and where necessary 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. Inspect works carried out are proper and in satisfaction Liaising and managing contractors Planning of maintenance schedule Review and planning monthly maintenance schedule Oversee all work is carried out timely and smoothly by the staffs and any other ad-hoc assignments 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Employment Type: Full Time Job Type: Permanent Location: Central
Property Officer 	<ul style="list-style-type: none"> Diploma/Degree with at least 3 years relevant working experience preferably with Commercial Building/ Grade A building experience 	<ul style="list-style-type: none"> To manage tenant's fit-out/ reinstatement works and conduct timely handovers or takeover of units when required Ensure fortnightly checks are conducted to vacant units Escalate feedback to OM where necessary Attending to tenants enquired through emails when required Facilitating repair, liaise with vendors and contractors where necessary Report to OM in the event it cannot be rectified within a reasonable time Obtain quotation for minor repairs Manage vendors and contractors and any other ad-hoc assignments 	<ul style="list-style-type: none"> Working Hours: 5 days / week Employment Type: Full Time Job Type: Permanent Location: Central
Quantity Surveyor 	<ul style="list-style-type: none"> Diploma in Quantity Survey, Building, Engineering, Construction Management or other relevant qualifications from 	<ul style="list-style-type: none"> Support of maintenance and project works function Advising on procurement strategy Prepare cost estimate Endorse and ensure all costing by Contractors is properly checked and endorsed 	<ul style="list-style-type: none"> Working Hours: 5 days / week 44hrs/ week Employment Type: Full Time



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>a recognized institute with minimum 5 years relevant experience.</p> <ul style="list-style-type: none"> • Singaporean/PR 	<ul style="list-style-type: none"> • Prepare and report financial projection and budgetary control including monitoring of contract and provisional sums. • Prepare and recommend monthly progress payment claims and final account submitted by Contractors • Evaluate and carry out joint measurement with Contractors (e-PO, Final BQ, etc.) • Administer Contractors works - check & verify quotations / ""star rate"" items / market sensing • Check, certify and confirm Contractors Invoices • Review and prepare specifications, evaluate and recommend tender submissions and contract documentation (maintenance contract) • Obtain and monitor Performance Bonds, Bankers Guarantees and insurances • Prepare tender document, tender calling, tender evaluation, market survey report, contract documents, including bills of quantities with clients/ architects, and preparing and analysing costing in detailed reports • Prepare tender documents, tender evaluation report, variation agreements and render professional advice on any penalties, liquidated damages when deem necessary. • Prepare recommendation report (exercise option / CVR etc.) • Carry out random audits of not less than two (2) projects on maintenance replacement per month • Administer term contractors A&A works and any other ad-hoc assignments 	<ul style="list-style-type: none"> • Job Type: Permanent • Location: Central
<p>Senior Operations Manager </p>	<ul style="list-style-type: none"> • Degree in Engineering /Building/Facilities/Estae Management or relevant disciplines with proven management background and managed est. 20,000 sqm in the past 5 yrs. • Min. 8 years of relevant experience. 	<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 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: West


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • 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 and any other ad-hoc works assigned. 	
<p>Senior Property Manager </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. 	<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 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Oversee preparation of annual budget and implement cost saving measures • Provide timely guidance and advices for Site Team under his/her charge and any other ad-hoc assignments 	
<p>Senior Software Engineer </p>	<ul style="list-style-type: none"> • Min Diploma's in computer science, Engineering, or a related field • Min 3 years of experience in software development support or application support experience. • Experience with a CI/CD tool • Experience in memory caching techniques and tools. • Experience with cloud services such as AWS, Azure, GCP • Experience with scripting languages (e.g., Python, Bash) • Experience with containerization & orchestration systems like Kubernetes & Docker. 	<ul style="list-style-type: none"> • Execute full software development life cycle (SDLC). • Design and development of application solutions in various programming languages and framework.(Laravel, Django) • Create flowcharts, layouts and documentation to identify requirements and solutions. • Develop and maintain a high standard of code quality, documentation, and system reliability. • Write clean, maintainable, and efficient code in various backend languages such as PHP, Python/Java. • Prioritise security best practices in all aspects of development and data handling. • Collaborate with cross-functional teams to deliver high-quality software solutions. • Provide technical support to users and liaise with development teams for maintenance and updates required. • Any other ad-hoc as assigned by Management 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East
<p>System Engineer </p>	<ul style="list-style-type: none"> • Min Diploma and Bachelor's Degree in engineering, Computer Science or Information Technology. • At least 1 years experience in system implementation, maintenance and technical support. • At least 1 years experience on multi OS platform installation such as LINUX and Windows Servers. • Knowledgeable in administrating and maintaining SQL Database. 	<ul style="list-style-type: none"> • Configuration system and support of Car parking Systems. • Perform system testing, problem analysis, troubleshooting and to draw conclusions to the service/project/software team. • Prepare procedures, user documentation, operation manual, test procedures and test reports. • Provide support during system testing and live system. • Work with users to understand their problems or new requirements • Other duties as assigned. 	<ul style="list-style-type: none"> • Working Hours: 5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledgeable in administrating and maintaining virtualise environment. • Good understanding of Linux networking and security. • Experience in maintaining servers, storage and PC servers. • Knowledgeable of troubleshooting and debugging live software systems. 		
<p>Technical Executive </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. • Possess WSHO/FSM or other relevant certificates. 	<ul style="list-style-type: none"> • Assist and report directly to 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 to develop and implement of Standard Operating Procedures (SOP) as and where necessary • Interfacing with the clients: • Attend monthly meeting with client & 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. • Coordinate and manage projects: • Provide costing and proposals for ad-hoc works/projects • 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 • Leading the on-site technical teams: • Provide guidance, training and supervision to technical staffs to ensure proper execution of assigned task • Planning of maintenance schedule • Review and planning monthly maintenance schedule 	<ul style="list-style-type: none"> • Working Hours: 5.5 days / week • Employment Type: Full Time • Job Type: Permanent • Location: East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Oversee all work is carried out timely and smoothly by the staffs • Any other ad-hoc assignments assigned by the Management. 	
<p>Technical Officer </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 system. • 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 	<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. • Assist and report directly to Facility Executive in all operation & maintenance concerns: • Oversee the facilities management within the premises • Compiling the monthly utilities report and tabulations • Prepare Monthly M&E reports • Assist to develop 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 meeting 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 • Evaluate the quotations submitted by contractor and provide a formal quotation to the client • Inspect works carried out are proper and satisfactory • Liaising and managing contractors 	<ul style="list-style-type: none"> • Working Hours: 5 days / week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: HQ

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Inspect and check on site that works orders have been carried out accordingly 	
Technician 	<ul style="list-style-type: none"> N/O Level / NITEC with 2 years of relevant experience 	<ul style="list-style-type: none"> Maintenance of facilities and services Perform routine preventive maintenance and corrective action to ensure facility equipment and building system run smoothly and efficiently Regular inspection of grounds and facilities to ensure they are in good working order Attend to breakdown, servicing, repairing and emergency request and any work assigned by Superior 	<ul style="list-style-type: none"> Working Hours: 5.5 days / week Employment Type: Full Time Job Type: Permanent Location: HQ

#4 Clarity E&C Pte Ltd

Clarity E&C Pte Ltd specializes in providing the expert leadership and project governance required to deliver complex energy and infrastructure projects with certainty.

Our unique strength lies in our strategic collaboration with global talent powerhouse. This integrated model fuses their worldwide network of specialist talent with our deep Singaporean market expertise, offering clients a single, powerful solution.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
CQV Engineer 	<ul style="list-style-type: none"> Degree in Engineering or Science. Hands-on experience with equipment commissioning and testing. Understanding of ASTM E2500 guidelines. Project management skills. 	<ul style="list-style-type: none"> Objective: To ensure all manufacturing equipment and utilities are rigorously commissioned and qualified prior to operational use. Formulate CQV strategies and execution plans. Coordinate execution of Commissioning, IQ, OQ, and PQ phases. Verify equipment readiness prior to Engineering Runs. Monitor and track the C&Q schedule and overall progress. Act as liaison coordinating vendors and engineering teams. Commissioning reports, IQ/OQ/PQ protocols and reports, Equipment turnover packages, CQV traceability matrices 	<ul style="list-style-type: none"> Working Hours: 5 days Employment Type: Full Time Job Type: Permanent Location: Tuas
Facilities & Utilities Engineer 	<ul style="list-style-type: none"> Degree in Mechanical, Electrical, or Chemical Engineering. Expertise in pharmaceutical utilities (HVAC, WFI). 	<ul style="list-style-type: none"> To guarantee equipment reliability, execute maintenance strategies, and provide robust technical support throughout facility startup. Verify equipment installation strictly adheres to design specs. 	<ul style="list-style-type: none"> Working Hours: 5 days Employment Type: Full Time Job Type:



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficiency in CMMS (e.g., Maximo, SAP PM). • Strong mechanical aptitude and safety (EHS) knowledge. 	<ul style="list-style-type: none"> • Facilitate commissioning and qualification testing. • Troubleshoot mechanical/equipment failures. • Develop and manage preventive maintenance programs. • Maintain equipment calibration and operational readiness. • Equipment SOPs; Maintenance plans, Calibration records, Equipment readiness reports 	Permanent <ul style="list-style-type: none"> • Location: Tuas
MES / CSV Specialist 	<ul style="list-style-type: none"> • Degree in Computer Science, IT, or Engineering. • Experience with MES, DCS, and SCADA systems. • Deep knowledge of GAMP 5 methodologies and CSV. • Understanding of 21 CFR Part 11 and cybersecurity. 	<ul style="list-style-type: none"> • Implement, and support the digital infrastructure necessary for automated manufacturing operations • Deploy and maintain the Manufacturing Execution System (MES). • Architect data integration between equipment and enterprise systems. • Champion plant automation and electronic batch records. • Enforce data integrity and adherence to ALCOA+ principles. • Design and deploy real-time manufacturing dashboards. Deliverables: <ul style="list-style-type: none"> • MES configurations • Digital batch records • Manufacturing analytics dashboards and Data integrity compliance reports 	<ul style="list-style-type: none"> • Working Hours: 5 days • Employment Type: Full Time • Job Type: Permanent • Location: Tuas
Process Scientist / Data Manager 	<ul style="list-style-type: none"> • Master’s or Ph.D. in Bio/Chemical Engineering or Life Sciences. • Advanced scientific troubleshooting and root cause analysis skills. • Proficiency in statistical modeling and DoE. • Hands-on laboratory scale-down model experience. 	<ul style="list-style-type: none"> • Objective: To drive the deep scientific understanding and advanced statistical analysis underlying production processes. • Lead advanced process characterization studies. • Utilize data science and statistical analysis for process optimization. • Drive the statistical evaluation of PPQ batches. • Engineer mathematical process models and predictive analytics tools. • Provide scientific rationale for regulatory process validation. Deliverables: <ul style="list-style-type: none"> • Process characterization reports • Statistical process control models • Process validation strategies 	<ul style="list-style-type: none"> • Working Hours: 5 days • Employment Type: Full Time • Job Type: Permanent • Location: Tuas
Process Validation Engineer 	<ul style="list-style-type: none"> • Degree in Chemical Engineering or Life Sciences. 	<ul style="list-style-type: none"> • To lead process definition and control strategy, ensuring manufacturing processes operate strictly as designed 	<ul style="list-style-type: none"> • Working Hours: 5 days

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Strong knowledge of cGMP, FDA, and EMA validation guidelines. • Proficiency in statistical analysis software (e.g., Minitab, JMP). 	<p>throughout validation and qualification phases.</p> <ul style="list-style-type: none"> • Define process parameters and Critical Process Parameters. • Drive tech transfer from R&D to commercial manufacturing. • Oversee process verification during Engineering Runs and PPQ. • Author process instructions and batch records. • Investigate and troubleshoot process deviations. <p>Deliverables:</p> <ul style="list-style-type: none"> • Process descriptions & flow diagrams • Process risk assessments • Process performance & PPQ reports 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Tuas
<p>QA Validation Specialist </p>	<ul style="list-style-type: none"> • Degree in Science or Engineering. • Extensive knowledge of cGMP regulations and quality systems. • Experience with eQMS software. • Strong auditing, problem-solving, and compliance mindset. 	<ul style="list-style-type: none"> • To uphold strict GMP compliance, safeguard documentation integrity, and govern the final batch release approval process. • Review and approve all validation protocols and reports. • Conduct comprehensive batch record reviews. • Govern deviations, investigations, and CAPA processes. • Authorize the release of Engineering Run and PPQ batches. • Perform internal GMP audits. <p>Deliverables:</p> <ul style="list-style-type: none"> • Batch disposition decisions • Deviation & CAPA reports • Validation approvals 	<ul style="list-style-type: none"> • Working Hours: 5 days • Employment Type: Full Time • Job Type: Permanent • Location: Tuas
<p>QC Analytical / CSV Engineer </p>	<ul style="list-style-type: none"> • Degree in Chemistry, Microbiology, or related science. • Hands-on experience with analytical instrumentation. • Deep understanding of Good Laboratory Practices (GLP). • Experience with LIMS. 	<ul style="list-style-type: none"> • To execute rigorous analytical testing to guarantee vaccine quality, safety, and efficacy. <p>Responsibilities:</p> <ul style="list-style-type: none"> • Execute in-process testing, raw material testing, and stability testing. • Perform batch release testing for PPQ batches. • Conduct analytical method validation and equipment qualification. • Oversee environmental monitoring programs. • Ensure strict analytical data integrity. <p>Deliverables:</p> <ul style="list-style-type: none"> • Test results and Certificates of Analysis (COA) • Analytical method validation reports 	<ul style="list-style-type: none"> • Working Hours: 5 days • Employment Type: Full Time • Job Type: Permanent • Location: Tuas • Working Hours: 5 days • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Stability & Environmental monitoring reports 	<ul style="list-style-type: none"> Location: Tuas
Supply Chain & Logistics Lead 	<ul style="list-style-type: none"> Degree in Supply Chain, Logistics, or Business. Proficiency in ERP systems (especially SAP) Knowledge of Good Distribution Practices (GDP) and cold-chain. Strong organizational and vendor management skills. 	<ul style="list-style-type: none"> To orchestrate the readiness of materials, equipment, and distribution channels to sustain uninterrupted manufacturing. Secure and manage raw material supply chain. Oversee complex cold chain logistics. Maintain rigorous inventory management and GMP storage standards. Ensure end-to-end material traceability. Prepare distribution networks for commercial readiness. <p>Deliverables:</p> <ul style="list-style-type: none"> Material availability plans Cold chain documentation Inventory control reports Supply risk assessments 	<ul style="list-style-type: none"> Working Hours: 5 days Employment Type: Full Time Job Type: Permanent Location: Tuas
Tech Transfer Lead / MSAT Engineer 	<ul style="list-style-type: none"> Degree in Biochemical/Chemical Engineering or Biotechnology. Strong knowledge of upstream or downstream bioprocessing. Tech transfer and process scale-up experience. GMP manufacturing floor experience. 	<ul style="list-style-type: none"> To serve as the vital technical bridge connecting process development with large-scale commercial manufacturing. Facilitate process scale-up and seamless technology transfer Optimize the performance of manufacturing processes. Spearhead process monitoring during Engineering Runs. Identify and analyze process variability and data trends. Deliver on-the-floor technical support. <p>Deliverables:</p> <ul style="list-style-type: none"> Process performance reports Process monitoring dashboards Technology transfer documentation Process capability analyses 	<ul style="list-style-type: none"> Working Hours: 5 days Employment Type: Full Time Job Type: Permanent Location: Tuas


#5 Enterprise Promotion Centres

Enterprise Promotion Centres (EPC), established in 1989, is a company with over three decades of experience in workforce development and transformation. EPC has built a reputation for values-driven partnerships that integrate governance, compliance, and national outreach. Its distinctive approach emphasizes dignity, person–job fit, and sustainable employment pathways, making it a trusted partner for employers, mature workers, and institutions across diverse sectors.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>MFC Assistant Manager </p>	<ul style="list-style-type: none"> • Possess Degree in any discipline from an accredited institution • 3-4 years of relevant experience. Prior experience in events or programmes design, planning and implementation will be an advantage • Working knowledge of social service practices will be an advantage • People-oriented, good interpersonal and relation building skills • Excellent communication and written skills for report and proposal writing • Analytical ability & problem-solving skills • Strong team lead 	<ul style="list-style-type: none"> • The Assistant Manager manages multiple centres and takes on managerial responsibilities such as providing guidance on professional development and supporting the recruitment of employees and volunteers. He/she reviews multiple funding options and contributes to setting the overall budget. • He/She supports the development of strategies for buddying, befriending, and information and referral initiatives. Finally, he/she assists in organising community partnership events, facilitating stakeholder site visits, while overseeing logistics and driving programme improvements. • Develop and curate thematic programmes by closely collaborating with partners and identifying emerging trends • Mobilise community stakeholders and resources for programmes • Review and recommend improvements to organisational policies and processes that impact programmes • Pilot and refine service and programme parameters to ensure successful implementation - drive promotional strategies, address barriers, allocate resources • Provide strategic oversight of programme implementation, ensuring adherence to programme plans and alignment with organisational objectives • Implement and evaluate strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster meaningful connections within the community) • Develop & Implement Greenlanes: Collaborate with healthcare providers and community partners to design and implement ""green lanes"" — care pathways that allow for faster, more efficient access to services, particularly 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 9am-6pm • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<p>for patients with complex or urgent care needs</p> <ul style="list-style-type: none"> • Develop and implement a comprehensive volunteer strategy to attract and retain volunteers that aligns with the organisation's mission and goals • Organise and attend community partnership events/roadshows • Coordinate with agencies, funders/sponsors, and other stakeholders in the social service sector to establish partnerships and determine programme requirements for community development and reintegration • Organise and attend external stakeholder engagements and external networking events • Develop and implement a strategic framework for building and sustaining community partnerships • Identify and actively pursue funding opportunities from diverse sources including government grants, corporate sponsorships, foundations, and private donors for senior-focused programs. • Vet reports for Montfort Care's leadership and funders (e.g., KPI status reports, annual reports) • Set and monitor overall cluster budget • Provide support and guidance to staff in terms of workload and administrative issues • Lead the resolution of complex operational challenges within the team or department • Support employee professional development (i.e., 1:1 career development conversations) • Evaluate team achievements and ensure work plans are aligned with the organisation's strategic goals · Lead the recruitment and selection process to attract and retain high-quality talent • Provide any other support as assigned/required. 	
<p>MFC Programme Executive </p>	<ul style="list-style-type: none"> • Possess Degree in any discipline from an accredited institution 	<ul style="list-style-type: none"> • Responsible for developing, implementing, and evaluating programmes for seniors. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 9am-6pm

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Prior experience in events or programmes design, planning and implementation will be an advantage • Working knowledge of social service practices will be an advantage • Fresh graduates are welcome to apply • People-oriented, good interpersonal and relationship-building skills • Ability to multi-task and work in a fast-paced and dynamic environment • Enjoy engagement with the seniors • Physically fit and willing to travel for regular home visits • Proficient in Microsoft Office and comfortable with various IT platforms • Excellent verbal and written communication skills. • Able to speak dialects is an added advantage • Committed and can-do attitude • Team Player 	<ul style="list-style-type: none"> • Enhances program quality, drives participation through executing promotional strategies, and guiding junior staff while resolving operational issues. • Supports managerial activities, particularly in the planning and implementation of community partnerships and the consolidation of progress reports. • Works closely with external stakeholders to develop engaging programmes as well as coordinates relevant trainings. Overall, the Programme Executive plays an active role in implementing work plans and coordinating them with external stakeholders. • Brainstorm and evaluate the feasibility of programmes and activities for seniors • Develop and implement promotional strategies to drive participation • Document and maintain client records about programmes attended, observations and feedback from clients, caregivers and social service professionals • Review and recommend improvements to programmes, considering upcoming trends to drive participation • Implement programmes independently • Oversee preparation of logistics for programmes • Liaise with vendors on the programme requirements • Conduct door knocking activities to reach out to seniors who may require Montfort Care's services • Conduct regular home visit and calls to seniors, rendering additional services (e.g., medical escort, programme registration, etc.) as required • Perform basic assessments, collect data and consolidate reports/log sheets • Assist seniors with Information & Referral enquiries, including programme registration • Manage escalated/ complex Information & Referral cases 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Recruit volunteers to support programmes Train and provide guidance to volunteers Coordinate with volunteers to implement volunteer-driven engagement activities Reach out to passive volunteers Support the planning of community partnership events and roadshows, ensuring active participation and engagement Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives Assist in the preparation of accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) Track programme expenditure and timeline, ensuring budget and timeline are adhered to Provide support and guidance to Programme Associate in terms of workload and administrative issues Provide any other support as assigned/required 	
<p>MFC Senior Executive </p>	<p>JOB REQUIREMENTS</p> <p>Educational Qualifications</p> <ul style="list-style-type: none"> Possess Degree in any discipline from an accredited institution <p>Relevant Experience</p> <ul style="list-style-type: none"> 2-3 years of relevant experience. Prior experience in events or programmes design, planning and implementation will be an advantage Working knowledge of social service practices will be an advantage <p>Competencies</p>	<ul style="list-style-type: none"> Responsible for the smooth running of day-to-day centre operations and develops promotional strategies to drive participation while managing the workload of team members in their centre. Engages and collaborates with external stakeholders such as vendors and partners to develop engaging programmes for seniors as well as coordinate trainings relevant to the thematic centre. Provides leadership and supports the professional development to their team, while ensuring centre operations are in-line with strategic organisation goals. Develop the overall centre Programme Plan by closely collaborating with partners and identifying emerging trends Support the mobilisation of community stakeholders and resources for programmes 	<ul style="list-style-type: none"> Working Hours: 5 days/ week 9am-6pm Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • People-oriented, good interpersonal and relation building skills • Excellent communication and written skills for report and proposal writing • Analytical ability & problem-solving skills to analyze information quickly and • Accurately and make recommendations • Committed and can-do attitude • Team Player 	<ul style="list-style-type: none"> • Evaluate the feasibility of programmes and activities for seniors • Develop and implement promotional strategies to drive participation • Oversee the documentation and maintenance of client records • Review and recommend improvements to programmes and their effectiveness • Oversee overall programme implementation and ensure programme plans are being followed and according to centre direction • Oversee door knocking activities to reach out to seniors who may require Montfort Care's services • Oversee regular home visits and calls to seniors, rendering additional services (e.g., medical escort, programme registration, etc.) as required • Oversee the execution of basic assessments, data collection, and the compilation of reports and log sheets • Support the implementation and evaluation strategies for buddying and befriending programmes to enhance social support for community members (e.g. evaluating the effectiveness of these initiatives to ensure they meet the needs of individuals and foster meaningful connections within the community) • Oversee the mobilisation of community stakeholders and resources for escalated/ complex Information & Referral cases • Support the collation and shortlisting of volunteer applications • Assist in the development and implementation of a comprehensive volunteer strategy to attract and retain volunteers • Support the planning of community partnership events and roadshows, ensuring active participation and engagement • Assist in coordinating with agencies, funders, sponsors, and other stakeholders in the social service sector to establish partnerships and define programme requirements for community development and reintegration 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Assist in organising stakeholder engagements and actively participate in external networking events • Organise and facilitate site visits for stakeholders, funders, and partners to showcase community programmes and initiatives • Prepare accurate information for Montfort Care leadership and funder reports (e.g., KPI status reports, annual reports) • Oversee programme expenditure and timeline, ensuring budget and timeline are adhered to • Source for additional funding for the programmes • Provide support and guidance to programme team in terms of workload and administrative issues • Oversee the daily operation of the centre • Proactively identify and address operational challenges within the team, escalating to Cluster Lead where necessary • Provide any other support as assigned/required 	
<p>MFC Social Worker (Mental Health) </p>	<ul style="list-style-type: none"> • Degree in Social Work or Degree with a Graduate Diploma in Social Work from an accredited institution • Accredited as Registered Social Worker with Singapore Association of Social Workers would be an advantage • Prior experience as a social worker would be an advantage • People oriented and have good interpersonal skills • Excellent oral and written communications skills • Analytical ability & problem-solving skills • Committed and can-do attitude • Effective report writing skills • Team Player 	<ol style="list-style-type: none"> 1. Conduct casework management, including gathering information, conducting psycho-social assessment, identifying common needs and goals for intervention 2. Provide case work and counselling to persons with mental health conditions, dementia and their caregivers 3. Plan, organise and implement community outreach activities, programmes and group work 4. Perform evaluation and prepare reports for administrative investigation and intervention programmes 5. Provide information and referral services to link clients to appropriate social services 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 9am-6pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
MFC Volunteer Manager 	<p>Educational Qualifications</p> <ul style="list-style-type: none"> • Possess Diploma /Degree in any discipline from an accredited institution • At least 5-8 years of experience in people management, stakeholder management, strategic work, resource management and/or project management • Individuals looking for a career switch are encouraged to apply • Experience in volunteering in social service sector or volunteer management is preferred • Strong leadership, analytical, problem solving and planning skills • Good interpersonal and people management skills to work with people from diverse background (i.e. volunteers and colleagues) • Good collaborative and stakeholder management skills to work across disciplines and sectors (i.e. SSAs, community stakeholders, corporate partners, government agencies) • Ability to manage a team or work independently 	<ul style="list-style-type: none"> • The VOLUNTEER MANAGER plays a critical role in enhancing the Social Service Agency's volunteer-readiness to retain and attract committed volunteers. Volunteers contribute to community development by committing time and effort. With strategic management and mobilisation of volunteer resources, volunteers can augment the work of SSA staff, thus enhancing service delivery and achieving the mission of the SSA. • Develop the volunteer strategy in line with the Social Service Agency's vision and mission • Project the Social Service Agency's requirements for volunteers and develop the volunteer recruitment and retention strategy • Evaluate, enhance and implement volunteer management policies and processes (e.g. volunteer training, development, recognition, engagement) • Develop risk mitigation measures and a volunteer continuity plan as part of the Social Service Agency's business continuity plan • Implement IT systems or solutions for volunteer data analysis and impact management • Develop a volunteer friendly culture within the Social Service Agency by engaging, supporting and training staff whom volunteers will be working with • Source, develop and sustain collaborations with other Social Service Agency, community stakeholders, corporate partners and government agencies • Identify emerging approaches in volunteer management and evaluate volunteerism trends and impact which will value add to the volunteer engagement strategies and approaches 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week 9am-6pm • Employment Type: Full Time • Job Type: Permanent


#6 Eng Kong Container Agencies

Founded in 1975, Eng Kong Holdings Limited started as a warehouse and container services operator.

Within three years, the company expanded its operations by establishing a container depot segment to

support the growing logistics industry. Over the years, Eng Kong Holdings has developed into an integrated logistics operator offering a wide range of container-related services. These include container storage, handling, repair, and maintenance. Today, the company serves global firms across the Asia-Pacific region and continues to support regional trade through reliable logistics solutions and efficient operational capabilities for its customers.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Container Surveyor 	<ul style="list-style-type: none"> No prior working experience is required, as long as candidates meet the following requirements: PC literacy, ability to engage in vigorous physical activities, and willingness to work at heights of approximately 3 metres, including climbing onto the chassis. The role is based in an outdoor environment, requires willingness to perform overtime 	<ul style="list-style-type: none"> Perform physical inspection of containers during gate-in/gate-out Take photos of containers when required To gauge extent of damages, recommend repair methods and prepare repair documents Liaise with customers on container damage Assist in joint inspection of containers with external parties 	<ul style="list-style-type: none"> Working Hours: 5.5 days /week, Mon to Fri 8:30am - 5pm Saturday 8:30am - 1pm Employment Type: Full Time Job Type: Permanent Location: Tuas
Forklift Driver	<ul style="list-style-type: none"> Candidates must possess a valid forklift license, with a Heavy Forklift Operating license considered an added advantage. A minimum of 1 year of experience in operating a forklift is required, and experience in handling container handlers will be beneficial Candidates must be willing to perform overtime when required. 	<ul style="list-style-type: none"> Operate heavy forklifts or container stackers within the container depot to support daily operations. Handle the loading and unloading of containers and stack them at the designated locations. Ensure all activities are carried out in accordance with safety protocols and standard operating procedures, while performing daily maintenance checks to ensure the equipment is in proper working condition. 	<ul style="list-style-type: none"> Working Hours: 5.5 days /week, Mon to Fri 8:30am - 5pm Saturday 8:30am - 1pm Employment Type: Full Time Job Type: Permanent Location: Tuas
Prime Mover Driver	<ul style="list-style-type: none"> Candidates must possess a valid Class 4 or Class 5 driving license and be eligible for a PSA pass. A minimum of one year of relevant experience as a Prime Mover Driver is required, with good knowledge of Singapore roads and PSA operations. Candidates with both PSA and depot trucking experience will have an advantage. 	<ul style="list-style-type: none"> Perform container trucking duties between PSA/Jurong Port and container yards or depots to support daily transportation operations. Conduct routine daily checks to ensure the vehicle is roadworthy before use. Maintain the vehicle in good condition and promptly report any faults or issues to the supervisor for necessary rectification. On-the-job training will be provided. 	<ul style="list-style-type: none"> Working Hours: 5.5 days /week, Mon to Fri 8:30am - 5pm Saturday 8:30am - 1pm Employment Type: Full Time Job Type: Permanent Location: Tuas

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Sponsorship for the PSA SPMD safety course may be considered (terms and conditions apply). 	


#7 Hot Palette (Asia Pacific)

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Service Crew(FT/PT)	<ul style="list-style-type: none"> • NITEC • You will be assigned to any of the station work in the restaurant which includes service, cashier, dish-up and kitchen. • You shall perform duties such as restaurant opening and closing preparation, food and drinks preparation, serving food and beverages to customers, order taking and ensuring all dishes match order ticket and restaurant house keeping. 	<ul style="list-style-type: none"> • Deliver Customer service and enhance customer experience, • Maintain hygiene, safety and standards • Perform any other duties specific in the Operations Manual Guide or assigned by the supervisor. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time/ Part Time • Job Type: Permanent • Location: Coleman Street
Service Crew Leader (FT/PT)	<ul style="list-style-type: none"> • NITEC • You will be assigned to any of the station work in the restaurant which includes service, cashier, dish-up and kitchen. • You shall perform duties such as restaurant opening and closing preparation, food and drinks preparation, serving customers, order taking and restaurant house keeping. 	<ul style="list-style-type: none"> • Delivery Customer service and enhance customer experience, • Maintain hygiene, safety and standards • Guide and mentor junior team members • Perform any other duties specific in the Operations Manual Guide or assigned by the supervisor. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week • Employment Type: Full Time/Part Time • Job Type: Permanent • Location: Coleman Street

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#8 Katoen Natie

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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Engineer 	<ul style="list-style-type: none"> • Min. Diploma in Electrical & Electronic Engineering or Mechatronics Engineering • General knowledge on AC drives and electrical motors, pneumatic 	<ul style="list-style-type: none"> • Carry out preventive maintenance and corrective repair works on packaging / conveying equipment / facilities / electrical system on Material Handling Equipment / other duties as assigned. 	<ul style="list-style-type: none"> • Working Hours: 4 days /week • Rotating shift 8am to 8pm 8pm to 8am

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>cylinders and roller/chain conveyors.</p> <ul style="list-style-type: none"> • Ability to utilise, debug and modify existing PLC programs • Knowledge of PLC and electrical system. • Min. 3 years' relevant experience in automation systems. • Able to perform 12-hour rotating shift and placed on standby duties if required. • Ability to read & use Electrical Single Line Diagram. • Ability to work with low voltage DB on lighting and auxiliary equipment 	<ul style="list-style-type: none"> • Carry out mechanical preventive maintenance works on packaging equipment/ facilities and other duties as assigned. • Troubleshoot and rectify electrical, mechanical, pneumatic and hydraulic system faults on equipment. • Prompt attendance to breakdown repair and recovery of operational equipment. • Analyse & Reduce equipment downtime through Predictive Maintenance • Able to use CMMS effectively to analyse parts failures • Planning of Shutdown maintenance • Leading a team of maintenance technicians • Liaise with Vendors on fabrications works • Able to determine equipment critical spares inventory • Lead and report on commissioning of new equipment. • Documentation of works carried out on equipment via works orders, organise and report to superior on works daily. • Prepare reports for management presentation • Able to procure parts from service vendors • Adhoc duties as assigned. • Ability to access risk and hazards for jobs • Compliance to Safety and Quality standards • Lead the team on Root Cause Analysis • Collaborate with Operational Team on Failure Analysis • Lead continuous improvement projects / Operation Excellence • Coach and guide new technicians technically 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Banyan Place
<p>Forklift Driver</p>	<ul style="list-style-type: none"> • NITEC holders are welcome to apply. • Able to handle products of 25kgs. • Possess a valid forklift license. • Perform work under hot and humid environment. 	<ul style="list-style-type: none"> • Able to operate a forklift independently. • Assist in the warehouse and packaging operations. • Handling different products with different product characteristics. • Observing safety and achieving productivity target. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week Mon to Fri 8am to 5.45pm • Employment Type: Full Time • Job Type:

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Working location is at Jurong Island (Company transportation is provided). 	<ul style="list-style-type: none"> Ensures all orders handled promptly and accurately Managing data by using tablet. 	Permanent • Location: Banyan Place
Management Associate 	<ul style="list-style-type: none"> Highly adaptable to and appreciative of different cultures. Active and articulate person who communicates well with people from all levels. Resourceful and tech-savvy individual. Strong-minded and independent with a sense of humility. Minimum Bachelor's Degree in Engineering or Logistics & Supply Chain Management. Incumbent will not only be trained / exposed in Singapore but must agree to be deployed to other parts of the world where Katoen Natie has its presence. 	<ul style="list-style-type: none"> Responsible for working alongside managers and accepting delegated responsibilities & duties with the goal of independently executing the role of a Management Executive. Attend compulsory on-the-job training in different operational and supporting functions packaging, warehousing, technical/maintenance, customer service and health, safety, quality & environment to gain different perspectives of the job. Gain hands-on experience in managing innovation / automation projects to enhance operational efficiencies and reduces the reliance on manual work. Acquire planning, organising and other related soft skillsets interfacing with internal and external stakeholders. Assist department head to plan and direct the work of the department. Review standard operating procedures and streamlining processes. Evaluate work output and productivity. Work on projects to enhance operational efficiencies. 	<ul style="list-style-type: none"> Working Hours: 5 days /week Monday to Friday 8am to 5.45pm Employment Type: Full Time Job Type: Permanent Location: Banyan Place
Team Leader (Warehouse Operations)	<ul style="list-style-type: none"> Possess of valid forklift license. Basic computer literacy. Ability to work independently, leading a team effectively. Strong knowledge of warehouse safety protocols and ensuring best practices across the team. For local only 	<ul style="list-style-type: none"> Lead a team by assigning tasks based on operational priorities and deadlines. Coordinate with shifters to arrange container deliveries and delegate tasks to operations assistants. Escalate delays in container arrivals or operational challenges to the Assistant Supervisor/Supervisor in a timely manner. Coordination and collaboration within the team and across departments. Support the onboarding and training of new team members in warehouse processes and safety protocols. 	<ul style="list-style-type: none"> Working Hours: 4 days /week Rotating shift 8am to 8pm 8pm to 8am Employment Type: Full Time Job Type: Permanent Location: 1 Banyan Place (S)627841
Technician 	<ul style="list-style-type: none"> Diploma, NITEC, NTC-2 or ITC Mechatronic / Electrical Engineering is preferred. 	<ul style="list-style-type: none"> Perform preventive maintenance and corrective repair works on packaging and conveying equipment. 	<ul style="list-style-type: none"> Working Hours: 4 days /week Rotating shift


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Equipment knowledge - Bagging/packaging/convey or system. • General knowledge on ac drives and electrical motors, pneumatic cylinders and roller/chain conveyors. • Knowledge of PLC, control circuits and electrical system. • Min. 3 years' relevant experience in heavy industry sector. • Must be prepared to work on a 12-hour rotating shift. 	<ul style="list-style-type: none"> • Troubleshoot and resolve electrical, mechanical, pneumatic, and hydraulic system faults on equipment. • Respond to breakdowns and recover operational equipment. • Reduce equipment downtime and enhance equipment performance through quality maintenance works. • Proper and accurate recording of works carried out on equipment. • Carry out and rectify facilities related matter. 	8am to 8pm 8pm to 8am <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: Banyan Place

#9 Luminary Service

At Luminary Service our primary activity is providing top-notch manpower contracting services, specializing in the F&B industry, public area cleaning for hotels, private residences, shopping malls, and housekeeping for hotels ranging from boutique to five-star establishments.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Cleaning Supervisor	<ul style="list-style-type: none"> • Minimum 3 years of experience in a supervisory role within the cleaning or housekeeping industry • Strong leadership & communication skills with ability to manage diverse teams • Proficiency in English; knowledge of other languages commonly spoken in Singapore is an advantage • Familiarity with cleaning techniques, equipment, and health and safety regulations 	<ul style="list-style-type: none"> • Supervise and coordinate cleaning staff, assigning tasks and creating work schedules • Conduct regular inspections to ensure adherence to cleanliness standards and safety protocols • Manage inventory of cleaning supplies and equipment, placing orders as needed • Train new team members and provide ongoing guidance to improve efficiency and quality of work 	<ul style="list-style-type: none"> • Working Hours: 5.5 days /week • Employment Type: Full Time • Job Type: Permanent
Cleaner	<ul style="list-style-type: none"> • Prior experience in professional cleaning, preferably in residential or hospitality settings • Physical stamina to perform cleaning tasks throughout the day • Ability to follow instructions and work independently with minimal supervision 	<ul style="list-style-type: none"> • Perform comprehensive cleaning of common areas, including lobbies, lifts, corridors, and recreational facilities • Conduct regular deep cleaning, ensuring all surfaces are spotless and sanitized • Operate cleaning equipment and use appropriate cleaning agents safely and effectively 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Basic English communication skills to interact with residents and supervisors • Willingness to work flexible hours, including weekends and public holidays as needed 	<ul style="list-style-type: none"> • Report maintenance issues and safety hazards to the property management team promptly 	
F&B Service Crew (PT)	<ul style="list-style-type: none"> • Previous experience in food service or hospitality preferred • Excellent communication and interpersonal skills • Ability to work in a fast-paced environment and multitask effectively • Flexibility to work evenings, weekends, and holidays as needed 	<ul style="list-style-type: none"> • Set up banquet rooms, including tables, chairs, linens, and place settings • Serve food and beverages to guests in a timely and professional manner • Maintain cleanliness and organization of the banquet area • Assist with post-event cleanup and breakdown of equipment 	<ul style="list-style-type: none"> • Working Hours: 2 days/ week, 6 hrs/ day • Employment Type: Full Time • Location: Kaki Bukit
Operation Executive 	<ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite (Word, Excel) • Strong written and verbal communication abilities • Organized, able to multitask and willing to learn • Ability to work effectively in a team-oriented environment • Able to work in a flexible hours • Able to travel around to the require venues from time to time 	<ul style="list-style-type: none"> • Coordinate the sourcing, selection, and deployment of staff to clients, ensuring compliance with service agreements • Manage daily scheduling, attendance tracking, and shift coverage • Supervise and support deployed staff, ensuring performance and conduct meet client expectations • Maintain up-to-date records of manpower deployment, client feedback, and incident reports • Address client concerns promptly to resolve any operational issues and ensure high levels of service satisfaction • Establish and proactively communicate with clients to align staffing solutions with operational needs perform any other related duties as assigned accordingly 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent

#10 Ng Teng Fong General Hospital

JurongHealth Campus comprises the integrated 700-bed Ng Teng Fong General Hospital (NTFGH) and 400-bed Jurong Community Hospital (JCH) which were designed as an integrated development to complement each other for better patient care, greater efficiency and convenience.

Be part of our exciting future. Transform the future of healthcare with us.



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Basic Care Assistant	<ul style="list-style-type: none"> No prior patient care experience is required Minimum qualifications: PSLE or WPLN Good communication and interpersonal skills On-the-job training will be provided Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> Attend to hygiene needs of patients who require assistance or are bedbound Oral feed patients who require assistance with oral feeding Assist with lifting, moving and transporting of patients Ensure patients safety and facilitate social-emotional support through suitable activities Maintain a clean, well-organised and pleasant environment for all patients Comply with infection control practices when attending to patients Performs other duties assigned by nurse manager 	<ul style="list-style-type: none"> Working Hours: 5 days /week Employment Type: Full Time Job Type: Permanent Location: Jurong East
Care Support Associate	<ul style="list-style-type: none"> Minimum GCE 'N' Level or equivalent or WSQ Higher Certificate in Healthcare Support (Nursing) Service-oriented, pleasant and possesses good communication skills Able to work 3 rotating shifts, including weekends and public holidays 	<ul style="list-style-type: none"> Attend to hygiene needs of patients who require assistance or are bedbound Oral feed patients who require assistance with oral feeding Monitor patients' vital signs Collect body fluid samples for investigations from stable patients Perform oro-pharyngeal suctioning Perform 12-lead ECG Perform capillary blood glucose monitoring Assist nurses in resuscitative situations Deliver care to patients with tubes, catheters and restraints Comply with infection control practices when attending to patients Transport discharged patients on wheelchair to the taxi stand or to designated transport as assigned Fetch 'stable' ambulant patients or patients on wheelchair to other departments or for tests and investigations Maintain tidiness of ward, drug fridge, clean utility, disposal room, equipment and trolleys at all times or assigned 	<ul style="list-style-type: none"> Working Hours: 5 days /week Employment Type: Full Time Job Type: Permanent Location: Jurong East
F&B Assistant 	<ul style="list-style-type: none"> Minimum Diploma in culinary skills or equivalent Possess certification in Basic Food Hygiene 	<ul style="list-style-type: none"> Oversee Dishing and Assembly Operations 	<ul style="list-style-type: none"> Working Hours: 5 days /week

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Good knowledge in Electronic Meal Ordering System 	<ul style="list-style-type: none"> • Ensure that dishing activities are carried out in accordance to the standard operating procedures • Ensure that all special requests are properly arranged and catered to meet patients' needs • Adhere to food hygiene and MUIS standard 	<ul style="list-style-type: none"> • Employment Type: Full Time/Perm • Location: Jurong East
Kitchen Assistant	<ul style="list-style-type: none"> • Minimum Primary School qualification • Possess certification in Basic Food Hygiene • Able to work in cold room environment • Good knowledge in food production and preparation 	<ul style="list-style-type: none"> • Ensure that dishing activities are carried out in accordance to the standard operating procedures • Ensure that all special requests are properly arranged and catered to meet patients' needs • Adhere to food hygiene and HACCP standard 	<ul style="list-style-type: none"> • Working Hours: 6 days /week • Employment Type: Full Time • Job Type: Permanent • Location: Jurong East
Patient Service Associate (Emergency Department) 	<ul style="list-style-type: none"> • Minimum GCE N Levels with 1 year of working experience in customer service • Excellent interpersonal and communication skills, able to work with all levels and staff • Strong passion to serve patients • Willing to work morning, afternoon and overnight shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Register patients via phone and upfront enquiries • Collect payment/deposits and provide Financial Counselling for admissions and discharges • Liaise closely with Bed Management Unit for acquisition of beds for Emergency Medicine Department's (EMD) patients • Sort documents in preparation for dispatch to Medical Records Office (MRO) • Extend excellent customer service to patients and their relatives • Replenish inventory when stock is low 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: Jurong East
Patient Service Associate (Inpatient Operations - Ward) 	<ul style="list-style-type: none"> • Minimum GCE N Levels with 1 year of working experience in customer service • Excellent interpersonal and communication skills, able to work with all levels of staff • Strong passion to serve patients • Willing to work 2 rotating shifts (9am to 6pm / 11am to 8pm), including weekends and public holidays with 2 days off per week 	<ul style="list-style-type: none"> • Assist in the collection of payment for discharging patients • Conduct financial counselling for inpatient stay/charges • Perform discharging procedures for patients • Obtain follow up appointments for inpatients • Help in additional responsibilities as assigned by supervisors 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: Jurong East

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Patient Service Associate (Specialist Outpatient Clinics) 	<ul style="list-style-type: none"> • Minimum GCE O Level • Preferably 1-year experience in customer-related / front desk service • Entry level candidates are welcome to apply • Working knowledge on computers • Good interpersonal and communication skills, able to work with all levels of staff • Strong organizational skills • Strong passion to serve patients 	<ul style="list-style-type: none"> • Register patients for visits to Specialist Outpatient Clinic • Schedule appointments and assist patients to coordinate multiple appointments Perform billing processes, including payment collection, manage cash float and encourage patients to sign up for cashless payment • Provide financial counselling, explain charges and assist patient with various finance schemes available • Assist doctor during consultation i.e. chaperone, translation, et cetera • Prepare patients for physical examination and take patient’s height and weight • Support doctors in teleconsultation i.e. equipment setup, coordinate with patients, etc. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: Jurong East
Radiography Assistant(PT) 	<ul style="list-style-type: none"> • Minimum N Level • WSQ Certificate in Healthcare Support (Nursing Care) or its equivalent is preferred • Computer literate • Team player with good interpersonal and communication skill 	<ul style="list-style-type: none"> • Perform basic Patient Care activities e.g. providing instruction and assisting patients with general hygiene and personal care activities e.g. changing of patient’s clothing • Assist doctors or radiographers in examination rooms e.g transferring patient onto examination couch, act as chaperon, preparing patient for radiological procedures. • Assist the radiographer in data entry into Worklist, Radiology Information System • Perform the daily Equipment Preventive Maintenance (PM) for General X-Ray machine • Comfortable with interacting with patients • Administration duties like Data collection and Maintain the storage of request forms and assist in retrieving request forms from storage/ system 	<ul style="list-style-type: none"> • Working Hours: 5.5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: Jurong East
Security Officer	<ul style="list-style-type: none"> • Minimum GCE ‘N’ Level with at least 3 years’ relevant experience • Willing to work on 2 and 3 rotating shifts including weekends and public holidays 	<ul style="list-style-type: none"> • Check on all security-related equipment before and after shift, and during regular patrol and assist to incident location immediately and render assistance to staff • Investigate any case brought to attention and interview relevant 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type:

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess valid security license registered with Police Licensing & Regulatory Department (PLRD) 	<ul style="list-style-type: none"> parties and alert any fire safety hazards and flag up any hazards immediately • Facilitate with mortuary transfer procedures within the hospital • Ad-hoc duties assigned by the Reporting Officer 	<ul style="list-style-type: none"> Permanent • Location: Jurong East
Ward Service Associate	<ul style="list-style-type: none"> • Has a passion for healthcare • Min GCE N level or its equivalent • Experience in Food & Beverages will be an advantage. Candidates who do not have the relevant experience but have a passion for the healthcare industry are welcome to apply • Possess excellent customer service with a can-do attitude • Self-motivated, independent, proactive and ability to work cohesively with fellow team members as part of a team • Basic computer literacy • Able to work on staggered working hours with rotational weekends, which includes one Saturday or Sunday a week to meet operational needs 	<ul style="list-style-type: none"> • Provide excellent customer service to the patients • Serving of food and drinks to patients and clearing it once patients have finished their meals • Checking food served against patient meal orders • Assist in inventory management • Maintain a high standard of cleanliness in and around workstation and strictly abide with health/sanitation regulations • Assist nurses to meet patient's nutritional needs • Maintains levels of confidentiality and discretion of the patients. • Any other ad-hoc duties as assigned by Manager 	<ul style="list-style-type: none"> • Working Hours: • from 7am – 4.30pm • from 10am – 7.30pm • Able to work on public holidays • Employment Type: Full Time • Job Type: Permanent • Location: Jurong East

#11 OCS Group (S) Facility Services


OCS Group (S) Facility Services Pte Ltd's cleaning activity has proven its expertise to become a major operator of cleaning services. Be it in office, hospital or industrial environments, OCS Group (S) Facility Services Pte Ltd's cleaning service line can provide a complete range of professional cleaning and associated services adapted to the needs of each client

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaners	<ul style="list-style-type: none"> • Primary Education / Speaks and understand basic English and local language 	<ul style="list-style-type: none"> • Providing Cleaning Services • shift duties 7am to 4pm / 8am to 5pm, 	<ul style="list-style-type: none"> • Working Hours: 5.5 days /week • Employment Type: Full Time • Location: NA
Handyman	<ul style="list-style-type: none"> • Secondary Education with technical background 	<ul style="list-style-type: none"> • Fixing of minor issues, like changing of light bulb. • Maintenance of the building area. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, • Employment Type: Full Time


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Able to manage various tasks on a daily basis to ensure great customer service. • To run the operations smoothly. • Identify and report the defects of the building, aircon and toilet • Event Set ups. 	<ul style="list-style-type: none"> • Location: NA
Landscape Technicians / Workers 	<ul style="list-style-type: none"> • No experience welcome to apply 	<ul style="list-style-type: none"> • Perform routine and adhoc landscape scope of work. • Maintain plants, grass cutting, tree pruning. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, • Employment Type: Full Time • Location: NA
Operations Manager 	<ul style="list-style-type: none"> • Diploma / Degree in Mechanical, Electrical, Building Services Engineering, or Facilities Management. • Minimum 5–8 years of experience in facilities management or engineering services, with at least 3 years in a managerial or supervisory role. • Strong knowledge of building systems (ACMV, electrical, plumbing, fire protection, BMS) or building fabric management. • Proven experience in vendor/service partner management, budgeting, and operational planning. • Familiarity with CMMS, ISO standards, and statutory/mandatory maintenance requirements. • CFME certification or relevant engineering licences will be an added advantage. 	<ul style="list-style-type: none"> • Oversee the daily operations, maintenance, and performance of multiple facilities. • Lead and mentor facility managers, engineers, and technical teams to deliver top-tier service. • Manage service partners to ensure they meet safety, quality, and contractual standards. • Plan preventive and corrective maintenance programs that enhance reliability and cost efficiency. • Ensure compliance with WSH, ISO, and statutory requirements. • Build trusted relationships with clients, consultants, and key stakeholders. • Manage budgets, variation works and support new business opportunities. 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 9 to 6pm • Employment Type: Full Time • Job Type: Permanent • Location: NA
Pest Control Technicians / Drivers 	<ul style="list-style-type: none"> • NEA Lic in pest management. PSLE and above 	<ul style="list-style-type: none"> • Pest Management, Detect Pest, Conduct routine checks of search and destroy, take necessary actions to eliminate pest, handle customer relations, work as team. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, • Employment Type: Full Time • Location: NA
Supervisor	<ul style="list-style-type: none"> • Education with relevant WSQ Cleaning Supervisory Certificates 	<ul style="list-style-type: none"> • Cleaning equipment, chemicals and materials necessary for the daily cleaning operations. • Able to supervise and handle a pool of cleaners. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 7am to 4pm / 8am to 5pm, shift duties


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Meet up with client and attend to their queries. • Able to cover the cleaners during their absence. • Other assigned duties by the Operation Managers. 	<ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: NA
Technicians 	<ul style="list-style-type: none"> • NITEC / Higher NITEC / Diploma in Electrical, Mechanical, or Building Services Engineering. • Minimum 2 years of experience in facilities or building maintenance. • Knowledge of building systems (electrical, mechanical, plumbing, ACMV, fire systems). • Familiarity with CMMS / work order systems preferred. • Class 3 driving license (advantage). • Engineering license certification or CFME certifications (advantage) 	<ul style="list-style-type: none"> • Responsible for performing preventive, corrective, and breakdown maintenance of building systems and facilities to ensure safe, reliable, and efficient operations. • The Technician supports the daily upkeep of M&E systems, attends to service requests, and upholds service quality standards in accordance with contractual, regulatory, and safety requirements. 	<ul style="list-style-type: none"> • Working Hours: 5.5 days/ week, 8 to 5pm • Employment Type: Full Time • Job Type: Permanent • Location: NA

#12 PCF Sparkle Care

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Assistant Executive, Active Aging Centre 	<ul style="list-style-type: none"> • 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] 	<ul style="list-style-type: none"> • 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 organizes • Organize 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. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 8.30am to 5.30pm 9am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location Tampines

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • 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 compiling data for KPI Submission on a weekly or monthly basis • Attend to any other ad-hoc duties as and when required 	
<p>Care Programme Coordinator (Support Care)/Community Care Associate </p>	<ul style="list-style-type: none"> • 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] 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week Staggered shifts from: 7.30am - 6pm 7.30am - 4.30pm 8.30am - 5.30pm 9am - 6pm • Employment Type: Full Time/Perm • Location Changi
<p>Executive, Admin & Finance </p>	<ul style="list-style-type: none"> • Degree in any discipline from a recognized tertiary institution [minimum Polytechnic Diploma in Business or Management] 	<ul style="list-style-type: none"> • 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 digitalization • Process subvention claims for submission to regulatory agencies • Take charge of inventory controls and equipment maintenance • Oversee purchasing functions 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8.30am to 5.30pm, 9am - 6pm • Employment Type: Full Time • Job Type: Permanent • Location: Serangoon

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support administration of customer service and client feedback • Be involved in projects or process improvements (either self-initiated or assigned) 	
<p>Occupational Therapist </p>	<ul style="list-style-type: none"> • Bachelor degree or Diploma in Occupational Therapy • Qualified and registered with AHPC [Allied Health Professions Council] 	<ul style="list-style-type: none"> • 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 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 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: Changi
<p>Physiotherapist </p>	<ul style="list-style-type: none"> • Bachelor degree or Diploma in Physiotherapy • Qualified and registered with AHPC [Allied Health Professions Council]. 	<ul style="list-style-type: none"> • Plan and run physiotherapy services in the Senior Care Centre [in coordination with the Centre Manager and Occupational Therapist] • Conduct assessments for SCC clients during admission and periodic reviews • Institute an appropriate and effective client therapy treatment 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Location: Changi
Therapy Assistant 	<ul style="list-style-type: none"> • Certificate in Rehabilitation Therapy from a recognized institution • Good "N" or "O" level with minimum 3 credits. 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Working Hours: 5 days/ week, 8.30am to 5.30pm • Employment Type: Full Time • Job Type: Permanent • Location: Changi

#13 Re Sustainability International

Asia's leading integrated resource management company, Re Sustainability, is committed to making the world more sustainable. We promote effective resource management to create increasing and sustained value for all our stakeholders. We bring sustainability to the forefront of everything through a wide array of

solutions, including Waste Management, Recycling, Integrated Environmental Services, Consultancy, Facilities Management, Car Park Management, and Construction & Demolition Waste Management, among others. With an extensive footprint of 60 operating locations spread across the world, we're poised to enable a sustainable future.

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Cleaner	<ul style="list-style-type: none"> • Have a good level of hygiene and cleanliness • Good and responsible team players • Able to start immediately or short notice of period • Open to retirees • Willing to travel within an area 	<ul style="list-style-type: none"> • The cleaner is responsible to carry out cleaning and maintenance duties to ensure the designated sites are in clean and orderly condition. These includes • Cleaning, stocking and supplying designated facility areas (dusting, sweeping, vacuuming, mopping, restroom cleaning and etc) • Performing and documenting routine inspection and maintenance activities 	<ul style="list-style-type: none"> • Working Hours: 5 -5.5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: NA
Cleaning Supervisor	<ul style="list-style-type: none"> • Good leadership skills • Always setting as a role model to the team • Have good customer service quality and cleaning standards • Good interpersonal and communication skills 	<ul style="list-style-type: none"> • The cleaner is responsible to ensure restrooms are consistently clean, sanitized, and well-maintained. • Ad-Hoc Cleaning: Perform additional cleaning tasks as directed by supervisors to maintain the overall cleanliness of the facility. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: NA
Driver Assistant	<ul style="list-style-type: none"> • Relevant experience in garbage collectors is preferred. • To attend relevant training as directed whether it is on-the-job or training provider. • To abide with all the relevant regulatory bodies requirements. • Good working attitude, reliable, punctual, and motivated with a strong work ethic. 	<ul style="list-style-type: none"> • Identify and sort collected waste and recyclables • Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained. • Maintaining proper records and check as directed. • Prepare and use appropriate tools and equipment as well as personal protection equipment (PPE) for waste and recyclables collection. • Operate equipment to compress collected waste and recyclables. • Upkeep of vehicle's interior and exterior and maintain its cleanliness. • Ensure safety measures are adhered to during operations. • Provide advisory to members of the public/clients/ occupants and surface any complaint or feedback to Senior Crew/Team Lead and/or Supervisor. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 23 Pandan Avenue (S)609389

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Report operation abnormalities such as overfull bins, damaged bins, improper placements, equipment faults, central refuse chutes faults, excessive garden waste, and contamination in recycling bins to the relevant in-charge. • Assist driver to complete any service/ delivery order forms as assigned whether in copy or digitally where applicable. • Respond to incidents and emergencies as directed • Any other duties as assigned/directed. 	
<p>Driver Specialist (Class 4)</p>	<ul style="list-style-type: none"> • Possess a valid Singapore Class 4 Driving Licence at all time to perform the driver specialist duties. • A minimum of 3 years class 4 driving experience is preferred. *Candidate with related experience is added advantage. • To attend relevant training as directed whether it is on-the-job or training provider. • To abide with all the relevant regulatory bodies requirements. • Good working attitude with professional and safe driving skills. • Be reliable, punctual, and motivated with a strong work ethic 	<ul style="list-style-type: none"> • Ensure mechanical motorised vehicles, tools and equipment are replenished, reinstated and maintained including and not limited to greasing, fluid top-ups, to ensure vehicle in tip-top working condition. • Maintaining proper records and check as directed. • Upkeep of vehicle’s interior and exterior and maintain its cleanliness. • Ensure safety measures are adhered to during operations. • Report of road hazards which can cause delays in collection services. • Complete any service/ delivery order forms as assigned whether in copy or digitally. • Any other duties as assigned/directed. 	<ul style="list-style-type: none"> • Working Hours: 6 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: 23 Pandan Avenue (S)609389
<p>Restroom Cleaners</p>	<ul style="list-style-type: none"> • Have a good level of hygiene and cleanliness • Good and responsible team players • Able to start immediately or short notice of period • Open to retirees • Willing to travel within an area 	<ul style="list-style-type: none"> • The cleaner is responsible to ensure restrooms are consistently clean, sanitized, and well-maintained. • Ad-Hoc Cleaning: Perform additional cleaning tasks as directed by supervisors to maintain the overall cleanliness of the facility. 	<ul style="list-style-type: none"> • Working Hours: 5 - 5.5 days/ week • Employment Type: Full Time • Job Type: Permanent • Location: NA

#14 TOUCH Community Services


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Accounts Executive (6 Months) </p>	<ul style="list-style-type: none"> • Min Degree in Accounting. • More than 5 years of working experience in Finance. • Knowledge in word, excel, and PowerPoint. • Able to work independently and under pressure in a fast-paced environment. 	<ul style="list-style-type: none"> • Oversee Accounts Receivable for services and manage the processing of donations and funds raised. <p>Principal Responsibilities and Duties:</p> <ul style="list-style-type: none"> • Provide business partnering to services • Processing of payments to vendors and staff claims for the services. • Processing of receipts for the services. • Ensure timely monthly & year-end closings for management & other users to make well-informed decisions. • Prepare monthly variance analysis reports of service income and expenditure, and advise service units on key findings on major variances in their reports. • Monitor and maintain schedules of Balance Sheet items on a monthly basis. • Perform monthly bank reconciliation. • Prepare journal and ledger entries to reconcile discrepancies. • Prepare year-end audit schedules. • Provide assistance to services in budgeting and forecasting. • Perform fixed asset control on a timely basis. • Provide support to services in monitoring funds, budgeting, and reviewing expenditures to ensure cost management. • Assist services in funding reporting and liaise with auditors on the audit of project income and expenditure. • Perform GST quarterly submission. <p>Receipts - Donations</p> <ul style="list-style-type: none"> • Processing of donations • Manage reconciliation and adjustments of Tax Deductible Receipts. • Conduct donors' NRIC verification and submit relevant information to IRAS. • Collaboration with Partnership for a good Donor's experience • Digital Transformation • Enhancing and streamlining the receipts process • Any other duties assigned by the supervisor <p>Essential Skills and Qualifications:</p> <ul style="list-style-type: none"> • Min Degree in Accounting. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • More than 5 years of working experience in Finance. • Knowledge in word, excel, and PowerPoint. • Able to work independently and under pressure in a fast-paced environment. 	
<p>Business Analyst, Technology & Digitalisation</p> 	<ul style="list-style-type: none"> • At least 5 years relevant working experience in technology & digitalisation • Hands-on experience with Microsoft 365, Dynamics 365, and Power Platform, including working knowledge of C#, plug-ins, workflows, Power Automate, and business rules • Exposure to Adobe Experience Manager, Marketo, Azure, AWS, Outsystems, API management • Experienced in agile project management, software development, product management, vendor management and business analysis • Strong communication skills with the ability to present and articulate concepts and analysis clearly • Able to handle a wide range of stakeholders • Strong problem-solving and analytical skills • A person of integrity and confidence with a leadership style grounded in humility and empathy • Strong grasp of technology, digitalisation and AI • Passion for innovation and technology adoption within the 	<ul style="list-style-type: none"> • Align Digital Transformation strategy with TOUCH strategic pillars (People, Programme, Platform and Partnership), transforming TOUCH into a data-driven, AI-powered and future-ready organisation. • Conduct business analysis, identify gaps and recommend digital products and platforms • Translate business requirements into functional and technical specifications, user stories and digital workflows • Partner with Groups and Services across TOUCH to align and agree on desired business, technology and project outcomes. • Facilitate requirements gathering workshops, stakeholder interviews and customer journey/process mapping sessions. • Propose and drive projects and initiatives to meet security, scalability, sustainability and user-centric objectives. • Design, architect and deliver digital products and platforms that supports digital processes and services that may include integration with external systems, e.g. contractors and government systems. • Source, evaluate and manage vendors to meet business, technology and digitalisation requirements. • Review and update policies, best practices, architecture and technical standards. • Establish and monitor Service Level Agreements (SLAs), Key Performance Indicators (KPIs) and other performance metrics • Contribute as a member of a cross-functional, agile team. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent •


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	social service and community care sector.		
<p>Cluster Manager (Active Aging) </p>	<ul style="list-style-type: none"> • Degree holder in any discipline • 2-3 years of related work experience • Holds project management, stakeholder engagement and communications experience • Team player with strong interpersonal skills • Strong organizational skills and a self-starter who contributes independently • High integrity and a positive role model to volunteers • Compassion for vulnerable children and families • Carries a professional image, with care to detail • Excellent facilitation, and verbal and written communication skills • Adept at Microsoft Office 	<ul style="list-style-type: none"> • Provides oversight and guidance to Operations Managers, ensuring the effective delivery of integrated, community-based services. • By driving impact and innovation, the Cluster Manager ensures that strategic initiatives remain responsive to the evolving needs of seniors. <p>Principle Duties & Responsibilities:</p> <p>Sub regional Strategic and Operational Oversight</p> <ul style="list-style-type: none"> • Develops and formulates long-term strategies, in alignment with organisational direction and national & sectoral priorities. <p>Programme/ Service Innovation & Integration</p> <ul style="list-style-type: none"> • Oversight Operations Manager in operationalising strategic initiatives across assigned AACs. <p>Partnership and Stakeholder Engagement</p> <ul style="list-style-type: none"> • Build and maintain strong relationships with regional stakeholders including community partners, government agencies (e.g. AIC, MOH), regional partners and grassroots leaders. • Represent the organisation in regional-level meetings, working groups, and collaboration platforms. • Devise financial planning for the cluster, secures external grants including corporate sponsorships and philanthropy to achieve long-term sustainability. <p>People Management</p> <ul style="list-style-type: none"> • Strengthen the leadership capabilities and competencies of Operations Managers through regular check-ins, performance reviews, and centre visits that provide support and gather feedback. • Enable Operations Managers to effectively coach and guide Centre Leads. <p>Risk and Quality Management</p> <ul style="list-style-type: none"> • Guides Operations Managers in identifying, and mitigating risks by ensuring SOP compliance, reviewing incidents, and fostering a culture of safety and accountability across centres. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent •


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Community Staff Nurse </p>	<ul style="list-style-type: none"> • Degree in Nursing • Registered Nurse in Singapore • Minimum 8 years' experience of clinical nursing in community • Basic Cardiac Life Support certification • Specialist Diploma in Gerontology / Palliative Nursing within 3 years as Senior Staff Nurse 	<ul style="list-style-type: none"> • Drive quality improvement initiatives and ensure service safety, consistency, and excellence. • Conduct home visits for assigned clients to assess and develop nursing intervention and care plan for clients. • Perform nursing procedures in home environment with resources that are available and implement where necessary with safety. • Provide patient education for improved health outcome. • Liaise with internal and external healthcare partners for efficient and effective care plan for common clients. • Provide caregivers training. • Carry out care and plan discharge process on admission of clients. • Participate in case conferences with restructured hospital community teams to facilitate care of client and to support caregivers. • Other Responsibilities: • Screen home medical and nursing referrals from external agencies. • Participate in new initiatives / projects as assigned. • Knowledge sharing on care for common clients with complex medical/ social/ mental issues. • Complete initial assessment for Home Personal Care (HPC) clients with HPC supervisor. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent
<p>Executive - Community Engagement & Activation (TOUCH Young Arrows) - 2 Years Contract </p>	<ul style="list-style-type: none"> • Degree holder in any discipline • 2-3 years of related work experience • Holds project management, stakeholder engagement and communications experience • Team player with strong interpersonal skills • Strong organizational skills and a self-starter who contributes independently 	<ul style="list-style-type: none"> • Community Engagement (with Activation Focus) • Oversee and ensure quality implementation of programme across TYA clubs. • These include age-appropriate enrichment, corporate-partnered initiatives, family-themed experiences or camp experiences. • Formulating purposeful and effective programme design • Publicise and achieve strong participation and engagement in these initiatives • Select and liaise with quality vendors and partners to fulfil programme outcomes • Support parental communications to ensure a seamless experience, and engage 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • High integrity and a positive role model to volunteers • Compassion for vulnerable children and families • Carries a professional image, with care to detail • Excellent facilitation, and verbal and written communication skills • Adept at Microsoft Office 	<p>internal and external stakeholders (such as volunteers, staff functions and corporate and community partners) for smooth communications</p> <ul style="list-style-type: none"> • Manage timelines and budgets well and complete related administration, finance and documentation needs. • Evaluate programme effectiveness and generate post review reports • Foster long-term relationships and advocacy to strengthen social capital and facilitate social transformation • 2. Communications • Document with photos and videos • Curate social media content. • Curate stories of beneficiaries and volunteers. 	
<p>Executive (Fitness & Wellness) </p>	<ul style="list-style-type: none"> • Degree in physical education or related field. • At least 3 years of experience in designing and delivering fitness programme. • Ability to engage with clients effectively and motivate clients in making improving in their physical well being. • Experienced with working with elderly and demonstrate understanding of precautions needed when training a client. 	<ul style="list-style-type: none"> • Lead the end-to-end planning, development, coordination, facilitation, and evaluation of fitness and wellness programmes for clients. • Develop fitness & wellness group classes catering from basic to advanced levels to enhance or maintain clients’ mobility, strength, balance, and self-confidence. • One-to-one Coaching • Conduct screenings and assessments to determine clients’ suitability for exercise programmes. • Provide tailored functional gym training and recommendations aligned with wellness goals jointly set with clients. • Gym Maintenance & Safety • Ensure exercise classes are delivered in a safe, positive, and motivating environment as per safety guidelines. • Ensure timely maintenance of gym equipment in accordance with manufacturers’ guidelines. • Stakeholder Management • Collaborate closely with the AAC team and fitness contractor to co develop wellness initiatives. • Client Service Delivery • Build and sustain positive client relationships, ensuring consistent and satisfactory service experiences. • Operations & Administration • Track & report participation and program outcomes. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Orientation, Coordination & Scheduling in Gym related matters· • Monitor service delivery standards to ensure compliance with organisational SOPs. • Essential Skills and Qualifications: • Degree in physical education or related field· • At least 3 years of experience in designing and delivering fitnessprogramme· • Ability to engage with clients effectively and motivate clients inmaking improving in their physical well being· • Experienced with working with elderly and demonstrate understanding of precautions needed when training a client. • Core Competencies and Attributes: • Communication • Demonstrates strong verbal and written communication skills when engaging with seniors, volunteers, colleagues, and external partners. Ensures timely and transparent sharing of information with team members and supervisors to support effective coordination. • Customer Focused • Places seniors at the centre of programme planning and delivery, ensuring activities meet their needs, interests, and aspirations. Understands the diversity of the senior population (e.g., varying health conditions, cultural backgrounds, digital literacy) and adapts approaches to ensure inclusivity and accessibility. • Adaptability • Adjusts exercise programmes and coaching approaches to meet the varying abilities and needs of seniors. Responds flexibly to changing schedules, participant feedback, and operational challenges while maintaining programme quality. 	
<p>Executive (Partnership) </p>	<ul style="list-style-type: none"> • Diploma or Degree in Marketing, Business or a related field. • 3 – 5 years’ experience in fundraising/sales & marketing. • Experience in organising events and 	<ul style="list-style-type: none"> • Strategic Planning and Execution • Develop and implement effective fundraising strategies to meet organisational goals. • Identify and prioritise opportunities for corporate partnerships and sponsorships. • Donor and Partner Engagement • Build and maintain strong relationships with corporate donors and sponsors. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>campaign management is an added advantage.</p> <ul style="list-style-type: none"> • Excellent presentation, interpersonal and writing skills. • Able to work independently and as a team player who can perform effectively in a fast-paced environment 	<ul style="list-style-type: none"> • Research and approach potential corporate partners to expand the donor base. • Ensure timely communication and acknowledgement to maintain donor satisfaction and loyalty. • Fundraising Campaigns and Events • Plan, organise, and execute fundraising campaigns and events. • Coordinate logistics and ensure the seamless execution of events to maximise revenue and impact. • Performance Monitoring and Reporting • Track fundraising performance against set targets and goals. • Prepare detailed reports on campaign outcomes, donor contributions, and partnership engagement. • Collaboration and Coordination • Work closely with the communications team to create compelling marketing and promotional materials. • Collaborate with internal departments to align fundraising initiatives with the organisation’s overall mission and strategy. 	
<p>Executive – Programme (Active Aging Centre) </p>	<ul style="list-style-type: none"> • Diploma in any discipline, preferably with 2 - 3 years of relevant experience in eldercare or healthcare sector. • Strong interpersonal and communication skills, the ability to work independently and as part of a team. • Good organizational and time management skills. • A passion for working with seniors and a commitment to promoting active ageing. 	<ul style="list-style-type: none"> • Lead the end-to-end planning, development, and coordination of programmes across wellness domains for seniors. • Provide recommendations and inputs for decision-making on programme matters to ensure alignment with organisational goals and meet the needs of the community. • Ensure programmes run smoothly through effective resource planning, scheduling, and monitoring. • Establish systems and processes that enhance efficiency, consistency, and quality in programme execution. • Track participation, outcomes, and feedback to assess programme impact. • Stakeholder & Volunteer Management • Recruit, train, and manage volunteers to support programme delivery. • Develop and oversee volunteer engagement strategies, ensuring meaningful involvement, capacity-building, and recognition of volunteers. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Work closely with internal teams, community partners, and stakeholders to co-develop initiatives and strengthen service integration. • Represent the centre in community networks and joint projects to expand reach and impact. • Operations & Administration • Establish and maintain efficient systems for programme recording, volunteer management, and reporting of programme activities. • Monitor service delivery standards, ensuring compliance with organisational SOPs and funder requirements. • Contribute to data collection and outcome measurement to evaluate impact and support decision-making. • People Management Support • Lead AAC officers and volunteers. Provides support, motivates staff and volunteers, ensures well-being of team members at the ground level. 	
<p>Executive – Programme (Enabling Services Hub - Jurong) </p>	<ul style="list-style-type: none"> • Degree holder • At least 2 - 5 years or more of related experience • Prior experience in programme management or working with PwDs will be an added advantage • Excellent verbal and written communication, problem solving and administration skill • Excellent programme planning and facilitation skills. • Adept at Microsoft Office 	<ul style="list-style-type: none"> • Plan, publicise, conduct and/or deliver on sit and community programmes for Persons with Disabilities (PwDs), such as bite sized courses, social inclusion activities with the local community. • Plan and deliver support and services for caregivers of PwDs such as respite services and caregivers support groups. • Perform needs assessment to ascertain service needs, interests and gaps of PwDs and caregivers • Manage the well-being and safety of the PwDs during the programme. • Implementation and evaluation of ESH programmes and social inclusion events with community partners. • Work closely with stakeholders e.g grassroot partners, SSA, CDC to look into collaboration of programme • Work with volunteers team to publicise volunteers opportunity for supporting PwDs in programme. • Ensure smooth daily operation (including programmes) of centre, including maintenance of premises to ensure client safety and cleanliness. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Collaborate with staff under TSNG or other services on special projects on an ad-hoc basis. 	
<p>Family Life Educator/ Coach/Trainer (TOUCH Parenting & Marriage Support) </p>	<ul style="list-style-type: none"> Degree in Counselling, Psychology, Social Work, Sociology or related fields. Proficient in English. Some experience in facilitating talks, workshops, or small group sessions. Some experience in coaching or counselling (Bonus skills) Familiar with Triple P, Signposts or Purposeful Play. Accredited in PE, MPP, PREP, PEMEP or similar programmes. Confident in using digital tools for online training. Willing to grow through curriculum development and ongoing learning. Proficient in additional languages such as Mandarin, Malay or Tamil. 	<ul style="list-style-type: none"> You'll play a key role in delivering impactful Family Life Education programmes, including parenting and marriage support, through talks, workshops, and coaching sessions. Conduct engaging Family Life Education programmes such as talks, workshops and coaching. Collaborate with the team to develop and adapt curriculum. Partner with stakeholders to address their specific needs. Support and expand outreach efforts in the community. Carry out other responsibilities as assigned by supervisor. 	<ul style="list-style-type: none"> Working Hours: 5 days /week Employment Type: Full Time Job Type: Permanent
<p>Learning Practitioner (TOUCH Young Arrows) - 2 to 3 Years Contract </p>	<ul style="list-style-type: none"> Preferrably a degree in education or related field, with experience in teaching and learning support for primary school age children. At least 3 - 5 years of related work experience in education, with experience in supporting children with additional learning needs. Knowledge of instructional design, child development theories, and learning frameworks is a plus 	<ul style="list-style-type: none"> Key responsibilities include implementing targeted learning strategies, offering real-time coaching to volunteers, and supporting the development and effective use of Individualised Learning Plans (ILPs) tailored to each child. You will troubleshoot classroom challenges, give constructive feedback, and ensure fidelity to programme protocols—fostering a joyful, personalised learning environment, increasing volunteer competence and confidence, and strengthening programme sustainability. Principle Duties & Responsibilities: <ol style="list-style-type: none"> Instructional Support for Children Developing targeted strategies to support children in overcoming specific learning 	<ul style="list-style-type: none"> Working Hours: 5 days /week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience with EdTech and digital learning tools (optional but desirable). • Comfortable working with children and volunteers • Strong interpersonal and communication skills, with ability to work effectively with diverse stakeholders. • Self-motivated, organized, and able to work independently with minimal supervision. • Excellent problem-solving and analytical skills. • Proficiency in Microsoft Office 	<p>challenges and social-emotional/ behavioural challenges.</p> <ul style="list-style-type: none"> • Providing tailored instructional guidance to support children's progress and learning outcomes. <p>2. Support and Coaching for Volunteers</p> <ul style="list-style-type: none"> • Conducting pre-briefing sessions with volunteers before each session to review plans, discuss challenges, and set expectations. • Providing just-in-time coaching and clarification to volunteers during sessions. • Conducting debriefing sessions with volunteers after each session to review progress, discuss challenges, and identify areas for improvement. • Offering feedback and support to help volunteers carry out their roles effectively. • Ensuring volunteers are equipped to implement programme components, such as screening-informed coaching and learning norms. <p>3. Programme Implementation and Quality Assurance</p> <ul style="list-style-type: none"> • Monitoring programme fidelity, including adherence to Individualized Learning Plans (ILPs) and session structure. • Ensuring consistency in programme delivery across sessions. • Troubleshooting challenges that arise during implementation (e.g. EdTech setup, child engagement) • Support general administration and coordination, pertaining to data reporting, training, etc 	
<p>Officer - Care & Support (Active Ageing Centre)</p> 	<ul style="list-style-type: none"> • Diploma in any discipline, preferably with 1 - 2 years of relevant experience in eldercare or healthcare sector. • Preferably with experience working with elderly clients in a community setting, especially in healthcare or social service sectors • A passion for working with seniors and a commitment to 	<ul style="list-style-type: none"> • Care & Support Officer for an Active Ageing Centre (AAC) support Care & Support Executive in the day-to-day operations of the centre, manage inquiries, coordinate befriender volunteer engagement, and maintain records. • The role involves outreach to seniors, understand their care needs and ensuring services are referred timely. • Support the Executive in carrying out outreach efforts to engage seniors in the community, including home visits, neighbourhood walkabouts, and community events. • Assist in identifying and connecting with socially isolated seniors, sharing 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>promoting active ageing</p>	<p>information about available programmes and services.</p> <ul style="list-style-type: none"> • Help track outreach activities, participation, and feedback to evaluate engagement outcomes. <p>Care & Support Services</p> <ul style="list-style-type: none"> • Assist in conducting basic needs assessments and follow-ups with seniors under guidance from the Executive. • Provide seniors and caregivers with general information on community resources and assist with referrals when necessary. • Support in maintaining records and monitoring progress of seniors' participation and well-being. <p>Volunteers Management</p> <ul style="list-style-type: none"> • Assist in coordinating volunteers' schedules and logistics for programmes and befriending activities. • Support the Executive in volunteer engagement and appreciation efforts. • Help monitor attendance and feedback from volunteers and seniors to ensure continuity of support. <p>Operations & Administration</p> <ul style="list-style-type: none"> • Support daily operations of the centre, including programme setup, registration, and coordination of logistics. • Assist with data entry, documentation, and preparation of reports for outreach and care activities. • Help ensure operational processes comply with organisational SOPs and service standards. • Work closely with the Executive and team members to ensure smooth implementation of programmes and services. • Assist in mentoring and guiding volunteers on ground operations. • Contribute to a positive and supportive work environment that upholds the organisation's mission and values. 	
<p>Officer - Service Support (Caregiver Support) (Temp) </p>	<ul style="list-style-type: none"> • Diploma in any discipline (e.g. Business Administration, Community Care, Health Services, Social 	<ul style="list-style-type: none"> • Coordinate programme logistics, including scheduling, registrations, attendance tracking, and follow-ups • Ensure the centre is clean, organised, and ready for programmes and visitors • Support the smooth running of day-to-day centre operations 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<p>Sciences or related fields)</p> <ul style="list-style-type: none"> • 0–3 years of relevant working experience; fresh graduates are welcome to apply • Prior experience in administrative coordination, customer service, or community-related work will be an advantage 	<ul style="list-style-type: none"> • Support the delivery of programmes through on-site coordination and participant management • Assist facilitators during sessions (e.g. managing flow, logistics, participant needs),co-facilitate selected segments of programmes where required • Conduct intake and onboarding conversations to understand caregivers’ needs • Perform follow-ups and light-touch check-ins, and assessments with caregivers across different touchpoints • Identify and recommend caregivers for appropriate programmes • Maintain accurate documentation of caregiver interactions and ensure proper follow-up actions • Escalate complex or high-risk cases where required • Serve as a first point of contact for caregivers, providing information, referrals, and empathetic listening via Care Line. • Handle general administrative duties (e.g. data entry, scheduling, procurement, documentation) • Coordinate with vendors and partners for quotations and logistics arrangements • Maintain organised filing systems, trackers, and standard templates • Support data consolidation and basic reporting needs • Contribute to simple process improvements to enhance team efficiency • Maintain knowledge resource of the team related to Caregiving e.g. Care Line resource library • Organize events for the team that contributes to team growth and bonding 	<ul style="list-style-type: none"> • Job Type: Permanent
<p>Officer - Service Support (Home Care) </p>	<ul style="list-style-type: none"> • Diploma in finance, Business Admin, or related subjects. • Proficiency in English and Chinese or dialects preferred. • Proficient in MS Excel. • Understand of programs and services offered under Elderly Group. 	<ul style="list-style-type: none"> • Provide frontline customer service support via the phone and assist walk-in clients. • Collaborate with Service Support team to manage referrals from AIC in a timely manner. • Monitor inventory control to ensure adequate supply of stock/consumables • Oversee the maintenance and upkeep of the Centre, including equipment. • Raise payment vouchers for Centre-related matters and locums 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge of financial schemes, grants, and subsidies available to the elderly in Singapore. 	<ul style="list-style-type: none"> • Schedule appointments with locum doctors and clients for home visits • Handle other Centre-related administrative tasks as required • Manage debt collection, recommending payment modes and necessary actions. • Achieve fees collection KPIs and submit monthly summary reports to HOD • Support social worker(s) by providing financial and social background information for beneficiaries with payment difficulties. • Verify records of services delivered, check charges, and ensure accurate bill processing. • Ensure timely and accurate submission of claims – Medisave/ Medifund/ Senior Mobility Fund-Consumables, Devices/MOH ILTC claims and other government schemes. • Handle any other Service Support Operational duties as assigned. 	
<p>Officer / Senior Officer - Outdoor Adventure (TOUCH Adventures) </p>	<ul style="list-style-type: none"> • Diploma holder in any discipline • Comfortable working in an outdoor adventure setting • Able to work on weekday nights / weekends as needed for programmes and/or camps. • Team player with strong interpersonal skill and ability to work cohesively in a team environment and across diverse cultures • Good facilitation, organizational and project management skills 	<ul style="list-style-type: none"> • Design and develop outdoor learning and/or leadership camps for youths. • Design and develop adventure-based counselling camps for youth at risks. • Design and develop adventure-based learning camps for special needs youths. • Design and develop teambuilding camps for working adults. • Design and customise camps to build family bond. • Collaborate with different departments in TOUCH to serve their clients' adventure-based needs. • Client meetups to customise and develop programmes / camps. • Prepare post camp reports. • Research on trends and needs to develop programmes / camps. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent
<p>Physiotherapist (TOUCH Home Care) </p>	<ul style="list-style-type: none"> • Bachelor's or Master's in Physiotherapy from a recognized institution. • Full registration and a valid practicing license with the relevant Allied Health Professions Council (AHPC) in Singapore. 	<ul style="list-style-type: none"> • Conduct comprehensive assessments of clients' physical conditions, functional limitations, medical history, and social circumstances in their home environment. • Develop individualized and goal-oriented treatment plans based on assessment findings and in collaboration with patients, their families/caregivers, and referring physicians. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimum of 2 years of relevant clinical experience, preferably including experience in home care or community-based rehabilitation. • Strong understanding of musculoskeletal, neurological, cardiorespiratory, and geriatric conditions, and their impact on function. • Proficiency in a variety of physiotherapy assessment and treatment techniques. • Excellent communication, interpersonal, and patient education skills. • Ability to work independently, manage time effectively, and make sound clinical decisions in a home environment. • Demonstrated ability to work collaboratively within a multidisciplinary team. • Compassionate, empathetic, and patient-centered approach to care. • Valid Basic Cardiac Life Support (BCLS) certification. • Possession of a valid driver's license and access to a reliable mode of transportation may be required. • Multilingual capabilities may be an advantage 	<ul style="list-style-type: none"> • Implement a range of physiotherapy interventions, including therapeutic exercises, manual therapy techniques, gait training, balance retraining, pain management strategies, and the prescription of assistive devices. • Educate patients and their caregivers on exercise programs, injury prevention strategies, and the safe use of mobility aids and adaptive equipment. • Monitor patients' progress, reassess their condition, and adjust treatment plans as needed to optimize outcomes. • Document all aspects of patient care accurately and timely, including assessments, treatment plans, interventions, progress notes, and discharge summaries, in accordance with professional and organizational standards. • Communicate effectively and collaborate with other healthcare professionals, such as doctors, nurses, occupational therapists, and social workers, to ensure holistic and coordinated patient care. • Maintain a thorough understanding of relevant medical conditions, physiotherapy techniques, and best practices through continuous professional development. • Adhere to ethical and professional conduct standards, as well as organizational policies and procedures. • Manage a flexible schedule to accommodate patient needs and travel within a designated service area. • Ensure the safe use and maintenance of therapy equipment. • Participate in case conferences, team meetings, and quality improvement initiatives as required. • Provide support and guidance to therapy assistants or students on clinical placements, if applicable. • Contribute to the development of clinical protocols and service improvements within the home therapy setting. • Provide coaching to therapist assistants. • Recommend services/care arrangements according to the individual situation and ensure proper documentation • Carry out audit on services as assigned 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Preschool Educator (HATCH by TOUCH Preschools) </p>	<ul style="list-style-type: none"> • Diploma in Early Childhood Care & Education – Teaching (DECCE-T) or equivalent recognised by ECDA. • ECDA L2 Certification. • Minimum of 2-3 years of relevant experience in a preschool or early childhood setting preferred. • Valid Child First Aid certification. • Proficient in English (oral and written). Knowledge of an additional mother tongue is an advantage. • Plan and implements meaningful learning experiences. • Builds trusting relationships with children and foster positive social interactions. • Collaborates with families to support children’s development. • Demonstrates reflective practice, professionalism and commitment to lifelong learning. • Passionate about nurturing young children. • Reflective, adaptable and open to feedback. • Strong communication and interpersonal skills. • Able to work well independently and as part of a team. 	<ul style="list-style-type: none"> • Support community fitness programmes • The Preschool Educator leads the planning and facilitation of developmentally appropriate learning experiences for children aged 18 months to 6 years. • They also play a critical role in fostering children’s holistic development, building strong relationships with families, and creating a safe, respectful, and engaging learning environment. <ol style="list-style-type: none"> 1. Curriculum Planning and Implementation <ul style="list-style-type: none"> • Design and implement daily lessons that promote children’s development across domains, in alignment with the centre’s guided inquiry curriculum and national framework. • Use intentional teaching strategies to extend children’s thinking, creativity, and social-emotional growth. • Implement differentiated instruction strategies based on children’s individual needs, interests, and developmental progress. 2. Learning Environment and Classroom Management <ul style="list-style-type: none"> • Create a safe, engaging, inclusive, and stimulating classroom environment that promotes exploration, independence, and learning through play. • Establish and maintain clear routines and transition that reinforce positive behaviour expectations. • Ensure the cleanliness, safety, and organization of learning spaces and materials. 3. Child Observation, Documentation and Assessment <ul style="list-style-type: none"> • Observe and assess children’s learning and development using appropriate observation and assessment tools and methods. • Maintain up-to-date records, including portfolios and progress reports, and use documentation to plan and review curriculum planning. • Share meaningful feedback with families and relevant stakeholders. 4. Family and Community Engagement 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Build respectful and collaborative relationships with families to support children’s learning and development. • Communicate regularly with families on children’s progress, behaviours, and centre updates. • Engage families and community partners in centre events, projects, or learning experiences when appropriate. <p>5. Teamwork and Professional Development</p> <ul style="list-style-type: none"> • Participate in staff meetings, training and professional development as required by centre. • Work collaboratively with colleagues to plan and reflect on teaching practices and support the centre’s vision and goals. • Be a reflective practitioner and demonstrate a willingness to improve and grow at the professional level. 	
<p>Programme Executive (TOUCH Mental Wellness) </p>	<ul style="list-style-type: none"> • Team player • Ability to manage concurrent tasks • Able to work in a fast-paced environment • Good interpersonal skills • Comfortable with public speaking • Willingness to learn • Proficiency in Microsoft Office • Demonstrate adaptability and problem-solving skills • Passionate about mental health advocacy 	<ul style="list-style-type: none"> • Provide administrative and operational support for the smooth running of MindCove, including facility upkeep, scheduling and documentations. • Coordinate and manage programme logistics, including student visits and stakeholder arrangements. • Facilitate and conduct mental health programmes, including but not limited to MindCove, ensuring quality delivery and participant engagement. • Support the preparation of programme materials (e.g. slides, resources) and ensure readiness for sessions. • Collaborate with the team to review and enhance programme content and delivery for continuous improvement. • Support engagement with stakeholders, including schools and community partners • Assist in the promotion and awareness of MindCove and other mental wellness programmes • Undertake any other duties and responsibilities as assigned • Minimum Diploma, ideally in Psychology, Counselling, Social Work, or other related fields. • Ideally with 1 to 2 years of work experience, with some exposure to stakeholder engagement 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Therapy assistant (DRC) </p>	<ul style="list-style-type: none"> • Min. O level qualification with health care related training. • 2 to 3 years of working experience in the health care or community service sector • Proficient in MS Word, Power point, Excel and Outlook • Familiar with social and health care resources 	<ul style="list-style-type: none"> • Assist therapists in setting up and carrying out therapeutic activities (for individuals or groups) assigned • Train clients and caregivers in functional skills and exercises, including the use of rehab equipment and assistive devices/appliances prescribed by the therapists • Comply in practicing the requirements under infection control and environmental sanitation guideline • Support the programme IC in delivering gym tonic programme according to protocol • Support in conducting pre and post assessment • Guide client in blood pressure taking and monitoring pre and post sessions • Train clients in using HUR machines • Complete basic documentation of clinical care as assigned • Record visit logs and generate monthly log sheets • Support in maintenance of therapy equipment • Support in upkeeping the equipment inventory • Support in scheduling appointments for clients • Support in handling enquiries related to DRC programmes 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent •
<p>Senior Counsellor /Counsellor (Community Intervention) </p>	<ul style="list-style-type: none"> • Minimum Masters in any recognized counselling discipline • 1-2 years of working experience in relevant field is preferred • Preferably a registered practitioner with the Singapore Association for Counselling • Basic knowledge in theories, counselling and therapy modalities • Case conceptualisation skills • Knowledge in parenting-related topics/modules • Program delivery and presentation skills 	<p>Case Management and Intervention</p> <ul style="list-style-type: none"> • Casework management and make referrals to link clients and families to relevant resources so that they can receive relevant support. • Conduct counselling and therapy with clients and families according to the program/intervention specifics and/or client’s goals. • Work with parents and provide psychoeducation on parenting handles and emotional support in parenting stress. • Advocate for clients’ needs and resources, to contribute in efforts to enhance their well-being at the societal level/ macro level. • Operate helplines to provide brief support and counselling to callers who are facing distress and/ or seeking support. <p>Professional Development and Leadership</p>	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Facilitation skills in groups settings • Research, planning and organizational skills • Relate to and engage youths, children and families • Case conceptualization skills • Interest and passion in working with children, youths and families • Teamwork: build constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect • Self-driven and keen interest in learning and to try new responsibilities and tasks • Attuned to the interest of clients and social cause 	<ul style="list-style-type: none"> • Build competencies of self as a worker through reflexive practice, supervision and trainings to benefit the clients served. • Contribute to the knowledge of the team through presentation sharing. <p>Program Development, Implementation and Evaluation</p> <ul style="list-style-type: none"> • Research and innovate intervention programs that suit the needs of the community. • Plan intervention lesson plans and prepare materials and logistics required for intervention programs. • Work with relevant staff for intervention evaluation and review to improve on effectiveness. <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Advocacy: Promote an awareness of existing TOUCH’s services at events, network with other agencies. • Any other ad hoc assignments (if any). 	
<p>Senior Executive - Communication (TOUCH Mental Wellness) (1 Year Contract)</p> 	<ul style="list-style-type: none"> • Minimum Degree in Communications, Marketing, Fine Arts or Digital media related field of studies preferred • Ability to use Photoshop and Adobe Creative Suite application • Organised and meticulous with an eye for detail • Able to communicate effectively with teams with strong stakeholder management skills • Fast learner who is able to learn and pick-up new software tools quickly • Ideally with project management experience 	<ul style="list-style-type: none"> • Assist the BTL Lead in developing and implementing data-driven integrated campaigns to achieve intended marketing outcomes • Develop engaging and informative content across various online and offline platforms to improve the publicity of BTL • Analyse social media performance metrics to identify areas for improvement and optimise content strategy • Assist in influencer and artiste marketing campaigns, ensuring alignment with brand strategy • Ensure consistent brand messaging and visual identity across all social media channels, influencer/artist content, and workgroups. • Collaborate with different stakeholders across organisations to maintain brand cohesion • Adapt and apply key visual concepts to marketing collaterals 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Team player • Ability to manage concurrent projects • Able to work in a fast-paced environment • Good interpersonal skills and stakeholder management • Strong linguistic and writing skills • Willingness to learn • Proficiency in Microsoft Office • Demonstrate adaptability and problem-solving skills • Have project management skills • Passionate about mental health advocacy 	<ul style="list-style-type: none"> • Manage and liaise with vendors to ensure that marketing collaterals (print and digital) are produced in time and according to brand guidelines • Provide administrative and logistical support for BTL-related outreach • Undertake any other duties and responsibilities as assigned 	
<p>Senior Executive (Senior Sales & Partnerships, JOURNEY) </p>	<ul style="list-style-type: none"> • Bachelor’s degree in Business, Marketing, Sales, or related discipline. • Minimum 3 years of relevant experience in corporate sales, account management, brand partnerships, or business development, with a proven track record. • Strong communication and presentation skills, with the ability to influence and engage stakeholders., • Proficient in MS Office tools (Word, Excel, PowerPoint) and basic design tools such as Adobe Photoshop or Canva. • Ability to communicate professionally in both spoken and written Mandarin for coordination with overseas vendors (e.g., through WeChat). 	<p>Corporate Sales & Business Development</p> <ul style="list-style-type: none"> • Secure new corporate accounts and partnerships to meet sales targets and grow JOURNEY’s market presence in the corporate sectors. • Develop and implement sales strategies that drive consistent revenue streams. • Establish and maintain strong client relationships to ensure long-term business engagement. <p>Brand & IP Collaboration</p> <ul style="list-style-type: none"> • Identify and negotiate collaboration opportunities with local and international brands and IP partners. • Lead collaboration projects from concept development to delivery, ensuring clear timelines, aligned expectations, and quality outcomes. • Work closely with brand partners, internal teams, and external stakeholders to ensure smooth project execution. <p>Project & Production Management</p> <ul style="list-style-type: none"> • Manage custom product requests from quotation to production and final delivery, ensuring accuracy and timeliness. • Liaise with production vendors and suppliers to ensure cost-efficiency and quality standards 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Experience in retail development, licensing, or lifestyle brands will be an advantage. • Additional certifications or training in digital literacy, mental health, or related fields. 		
<p>Senior Psychologist / Psychologist </p>	<ul style="list-style-type: none"> • Degree holder with 5+ years mental health experience (or 2 years post-Master). • Strong communication, interpersonal, leadership, and independent working skills. • Team player, adaptable, and able to multitask in fast-paced environments. 	<ul style="list-style-type: none"> • Allied Health Professional responsible for mental health assessments, psychotherapy, counselling, case management, psychoeducation, caregiver support, and community follow-up for clients with mental health issues/dementia • Plans and reviews programmes, maintains accurate records, supports service development, and participates in stakeholder meetings. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent
<p>Social Worker (Enabling Services Hub - Jurong) </p>	<ul style="list-style-type: none"> • Degree holder or Graduate Diploma in Social Work • Registered Social Worker under Singapore Association of Social Work • Preferably with 2-5 years of social work experience in working with persons with special needs/ disabilities. • MS Excel, MS Doc. Intermediate skill in MS presentation 	<p>Principal Responsibilities and Duties:</p> <p>Case Work / Information and Referral</p> <ul style="list-style-type: none"> • Conduct assessment and/ or intervention of clients and caregivers • Support the referral of services for Persons with Disabilities (PwDs) and/ or caregivers • Provide service/care coordination of PwDs and caregivers from information gathering, intake assessment and case coordination with other stakeholders/ agencies when required • Casework management for ESH clients who need support such as social-emotional support, long term care planning etc. • Handle enquiries pertaining to services and to assess potential clients for intake to ESH or other services under TOUCH Special Needs Group • Assess and recommend programme offered by ESH to PwDs and caregivers. Conduct feedback and evaluation for PwDs and caregivers attending ESH services. • Outreach to community partners to advocate for Persons with disability and recruitment of potential ESH clients. • Outreach to PwDs and caregivers in the community through various means such as door-to-door or roadshows etc. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Build and maintain strong relationships with families and caregivers and organize and conduct caregivers' support activities under Special Needs Caregivers' Support Group. • Support and/or observe client's participation and/or behaviors in programme under ESH • Work with staff from another service under Special Needs Group or with other services outside Special Needs Group on special project on ad-hoc basis. • Produce & maintains reports for documentation and submission to funders. • Produce & maintain proper social report and case notes recording under case management. • Draft articles on clients for newsletters or publicity when needed. • Be part of the team in implementing strategies to create awareness and publicity of the Special Needs Group. 	
<p>Youth Worker (TOUCH Youth Enablement @ ITE Colleges) - 2 Years Contract </p>	<ul style="list-style-type: none"> • Degree in any discipline • Minimum of 2 years of relevant experience in youth work, counselling, psychology or social work with some background in programme design and programme delivery. • Experience working with youths, especially those with special needs, is an advantage. • Strong ability to demonstrate empathy and care for others, communicate effectively to build a strong rapport. • Ability to collaborate effectively with team members, sharing information and contributing to collective goals. • Demonstrates good organisational and administrative abilities. 	<p>Job Summary</p> <ul style="list-style-type: none"> • The Youth Worker is responsible for planning, designing, conducting and evaluating impactful programs to enhance youths' social-emotional competencies and prepare them for future education and careers opportunities. • This role includes mentoring youth, fostering community partnerships, curriculum and programme development, and overseeing day to day operations to create a supportive environment for youth development. <p>Main Responsibilities</p> <ol style="list-style-type: none"> Youth Engagement <ul style="list-style-type: none"> • Support and manage centre operations and activities that will appeal to, and enhance participation of youths. • Implement outreach efforts to promote availability and utilization of services. • Develop positive and trustworthy relationships with the youths. Programme Development, Management and Implementation <ul style="list-style-type: none"> • Develop, design, lead and conduct programmes in Institutes of Higher Learning (IHLs) and/or school programmes using evidence-informed frameworks and 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Demonstrates resourcefulness and proactive approach to problem-solving. • Flexible and adaptable to varying situations. • Exhibits personal effectiveness, independence and good time management skills • Proficient in participating actively in group discussions and contributing to effective programme outcomes. 	<p>content that promote holistic youth development.</p> <ul style="list-style-type: none"> • Deliver programmes independently and motivate youths in the programme. • Assist in the evaluation and measurement of programme effectiveness and impact and identify areas of improvement. • Conduct ongoing evaluation to assess and enhance programme effectiveness. • Provide cross-service training and facilitator support whenever necessary <p>3. Youth Mentoring</p> <ul style="list-style-type: none"> • Identification of developmental needs, mentoring goals of youth. • Use of appropriate mentoring and counselling approaches (in adherence to the Code of Professional Ethics) to guide and support youths, including those with special needs. • Equip youths with social-emotional competencies and work readiness skills (e.g., resume writing, interview skills, stress management) to thrive in their internship. • Work closely with social work team to provide integrative social work support to youths. <p>4. Volunteer Management / Community and Industry Partnerships</p> <ul style="list-style-type: none"> • Collaborate with community partners in schools, social service agencies and caregivers to assess the needs of youths and provide a strong social safety net. • Manage and build relationship with stakeholders such as industry partners, employers and schools to achieve holistic support for the youths. • Recruit, train, deploy and manage volunteers for programmes effectively matching roles with programme objectives, providing feedback for improvements, and ensuring alignment with programme goals. <p>5. National Day Parade Portfolio</p> <ul style="list-style-type: none"> • Support and lead the management of NDP Volunteer Motivators, fostering engagement and strengthening their connection with TOUCH. • Coordinate with volunteer mentors and motivators to prepare youths for NDP participation. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Build relationships with volunteer motivators through regular engagement and befriending to cultivate a supportive volunteer community. • Plan and facilitate post-NDP engagement or appreciation sessions to sustain volunteer relationships. • Collaborate with the Admin and Logistics I/C to monitor volunteer attendance and maintain proper records for the cluster. 	
<p>Youth Worker (Youth Community Outreach & Mentoring) - 2 Years Contract </p>	<ul style="list-style-type: none"> • Degree in any discipline • 2-3 years of related work experience in Youth Work • Team player with strong interpersonal skills • Strong organizational skills and a self-starter who contributes independently • High integrity and a positive role model to volunteers • Compassion for vulnerable children and families • Carries a professional image, with care to detail • Excellent facilitation, and verbal and written communication skills • Adept at Microsoft Office 	<ul style="list-style-type: none"> • Oversee and ensure quality implementation of programme across YouthPhoria clubs • Conduct outreach and onboard vulnerable youth clients, ensuring regular programme participation • Design, plan, and oversee youth mentoring programmes aligned with organisational goals and emerging youth needs, ensuring relevance and impact through evidence-based practices. • Facilitate engaging workshops, group activities, and events that foster youth development in areas such as leadership, confidence and life skills. • Conduct regular programme evaluations and feedback sessions with stakeholders to assess impact and guide continuous improvement. • Collaborate with internal departments to align mentoring efforts with wider community outreach and organisational initiatives. • Advocate for youth issues within the community by representing the organisation in relevant forums, networks, and coalitions. • Keep updated on current research, trends, and best practices in the youth development and mentoring sectors to enhance programme effectiveness. • Onboard and engage new volunteers, and mentor volunteer leaders / supervisors to achieve regular volunteer support and a safe, conducive learning environment for clients at each club • Ensuring timely support of youths and family needs as they arise, directing them to resources or referring them to social workers 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Engage internal and external stakeholders to advocate for vulnerable youth’s needs & aspirations Foster long-term relationships to strengthen social capital and facilitate social transformation Develop professional practice in community work Oversee ad-hoc/ year-round special projects or events from ideation to completion, by coordinating people, processes and resources to meet goals on time and within budget Establish vision and alignment among volunteer teams and stakeholders to implement well Curate social media content Curate stories of beneficiaries and volunteers Support social workers in crises or case follow-up where needed. Upkeep general administration and coordination, pertaining to database management, claims and outings etc. 	

#15 Tower Transit Singapore

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

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Bus Captain 	<ul style="list-style-type: none"> Valid Certificate 4/4A driving licence or Valid Certificate 3 driving licence for SG/SGPR only Valid Omnibus/Bus Driver’s Vocational License (Company sponsor for suitable candidate without ODVL) Secondary 2 education/WPL Level 3, or an equivalent 	<ul style="list-style-type: none"> Safe operation of the bus; Drive to the public timetable, not running early or late, unless driving conditions and safety considerations impact journey times; Communicate with the Operations Control Centre for instructions when there is a potential timing impact to journey times; Ensure the bus destination is correct for the journey being undertaken; Comply with bus ticketing procedures and ensure the correct operation of the bus; 	<ul style="list-style-type: none"> Working Hours: 5.5 days /week Employment Type: Full Time Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • High standard of safe driving skills and behaviour; • Demonstrated record of exceptional customer service, exhibiting compassion and empathy for persons with disabilities; • Detailed knowledge of the “HOT” process and other security procedures and protocols; and • Professionally presented. 	<ul style="list-style-type: none"> • Ensure proper payment of bus fares; • Provide a high standard of customer service at all times, positively influencing the customer experience; • Assist passengers with information regarding journey options or factors that may influence their journey; • Act in a friendly and professional manner to customers, other employees and members of the public; • Be on the alert for anti-social behaviour or activities that may pose a risk to the security and safety of customers, employees and members of the public; • Ensure adherence to company safety policies and procedures at all times, whilst in service and moving within the bus depot and interchanges. This includes (but is not limited to) observing speed limits, wearing a high visibility safety vest and completing a pre-service vehicle check before taking a bus into service; • Ensure health, safety, security, welfare, environmental and fire safety arrangements policies and procedures are strictly adhered to; • Report all accidents and incidents using the Company’s reporting procedures; and • Comply with the rules governing driving hours and rest periods for bus captains and advise operations supervisors of any potential conflict with abiding by the respective legislation and EBA obligations. 	
<p>CFMS/ Service Controller </p>	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. • You will be required to work such hours as deemed necessary to provide appropriate coverage. • Commercial awareness and an understanding of the LTA contract regime; • Good geographical knowledge of the Singapore area; 	<ul style="list-style-type: none"> • Responsible for ensuring the safe, punctual and cost effective delivery of services by managing the flow of bus captains and vehicles along the route. • Liaising with Bus Captains, Interchange Supervisors, Depot Supervisors and maintenance personnel to resolve issues and restore service levels. • To ensure that the highest levels of service are provided to ensure a customer centric approach is taken when dealing with service irregularities. • Monitoring and controlling services to ensure punctuality, or service headways are maintained; 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Excellent communications skills, both verbal and written. • Ability to effectively communicate over the phone and two-way radio to a culturally diverse workforce and community; • Computer literate and the ability to be trained in a GPS real-time vehicle management environment such as the LTA CFMS system, and Personal performance will be assessed including overall compliance with Excess Wait Time key performance indicators, efficient use of bus captains in managing issues with the services, on-time performance results, first and last bus key performance indicators and the instance of mileage not operated through missed, or curtailed trips. 	<ul style="list-style-type: none"> • Communicate with bus captains and Interchange Supervisors to enable them to effectively deliver a reliable and safe service to the customer; • Communicating in a polite, professional and courteous manner at all times to employees and external parties; • Manage on-road issues that potentially impact on service deliver; • Maintain a close working relationship with response agencies such as fire and police; • Responsible for reporting on punctuality concerns in relation to service issues; • Continually liaise with supervisors, particularly the Interchange Supervisors and Depot Supervisors to ensure that services operate in accordance with timetabled instructions; • Ensuring that the first and last services on all routes run to the scheduled timetable; • Deal with Major Incidents and Security Issues in accordance with the respective procedures; • Responsible for building a strong working relationship with the maintenance team to ensure effective change overs in relation to vehicle breakdowns; • Undertake any additional duties as requested by the CFMS Manager, and • Undertake any training and development activities as requested by the CFMS Manager. 	
<p>Interchange Supervisor</p>	<ul style="list-style-type: none"> • This position involves shift work and work on weekends. You will be required to work such hours as deemed necessary to provide appropriate coverage. • Commercial awareness and an understanding of the LTA contract regime; • Good geographical knowledge of the Singapore area; 	<ul style="list-style-type: none"> • Responsible for ensuring a safe, punctual, reliable and cost effective delivery of services by: • managing the allocations of duty cards and information to Drivers to ensure they leave the interchange on time to commence in service; • managing the flow of drivers and vehicles along Tower Transit Operated routes through liaison with CFMS Controllers on duty; • identifying and communicating issues with schedules, allocations, specific drivers, and/or vehicles; 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • It is essential that you are PC literate and able to use Word, Excel and email, it would be desirable to have experience of the Grampian GUI allocation system. • Must have a working knowledge of Part IV of the Employment Act. • Attention to detail is imperative. • It is essential that you are able to forward plan to ensure operational cover is achieved. • Excellent communications skills, both verbal and written. • Driver communication and liaison is imperative to ensure success in this role and you must demonstrate that you can efficiently liaise with Drivers in a polite and professional manner. • Organisation skills are essential for you to be able to succeed in this role; • Your measures for performance will include Driver efficiencies and costs as well as punctuality, lost mileage and uniform standards and other Driver related performance measures. 	<ul style="list-style-type: none"> • ensuring the safe movement of vehicles and pedestrians within the interchange whilst at all times having regard for the company safety policies • forward planning on-the-day service requirements through to end-of-day. • undertaking a variety of Administration duties in line with the business requirements. <p>PRINCIPAL RESPONSIBILITIES AND AUTHORITIES:</p> <ul style="list-style-type: none"> • Responsible for overseeing all driver reporting and daily driver contact at the interchange. • Responsible for ensuring on the day cover is in place ensuring any absences/vacant duties are fully covered. • Responsible for ensuring that drivers absences are accurately recorded and notify the Staff Managers of any staff who have not reported absent and have failed to report for duty. • Responsible for the prompt allocation of duty (including cards and vehicles) to ensure that drivers are ready to leave on time, record any issues of lateness and reasons for delay in service and if any mileage is subsequently lost. • Responsible for ensuring the interchange is a safe environment at all times and that vehicles maintain the standards expected of the LTA. • Responsible for liaising with CFMS Controllers to ensure that services are effective and efficient. • Responsible for communicating with customers and offering help, advice and guidance as applicable. • Responsible for responding to any customer enquiries which may include complaints, take responsibility for dealing with and resolving the complaint. • Responsible for logging any lost property and for dealing with any customer enquiries relating to lost property. If possible identify and contact owners of any lost property. 	

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • If necessary take control of any emergency situations that may arise within the interchange, particularly if you are the site responsible person. • Responsible for ensuring a full and effective hand over and coordination across shifts. • Responsible for assisting Managers in tracing Drivers in relation to any incidents that occur and ensuring where necessary a timely request for CCTV footage. • To undertake any additional reasonable duties at the request of your Line Manager. • To undertake any training and development activities at the request of your Line Manager. 	
<p>Store Officer</p>	<ul style="list-style-type: none"> • Flexibility of working hours is essential as shift and weekend work may be a feature of this role. • Computer literate with a broad knowledge of a range of software products. • An engineering awareness and familiarity with vehicle component parts. • Stock management experience ideally within a similar business. • Experience of using and administration of computerised inventory systems. • To hold and retain a valid forklift operator licence. 	<ul style="list-style-type: none"> • To assist and support the Store supervisor: • In providing a comprehensive stores service to the depot including ordering, progress chasing, stock monitoring and control, issues. • In maintaining the computerised inventory system. • In processing the documentation for warranty items. • In sourcing of materials from alternative suppliers to maximise engineering productivity and minimise stock holding levels and therefore costs. • In controlling the distribution of the stock. • In ensuring that all items are properly authorised. • In carrying out relevant audits, in line with Company policy. • Control and monitor all wet stocks. • Fill in for Stores Supervisor in their absence. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent
<p>Vehicle Technician </p>	<ul style="list-style-type: none"> • Flexibility of working hours is essential as shift and weekend are a feature of this role. • Hold the relevant trades certificates for the functions undertaken within the position. 	<ul style="list-style-type: none"> • Responsible for maximising personal performance by working efficiently and effectively which should achieve a minimum of four vehicle inspections in a working day – allowing approximately two hours for each inspection; 	<ul style="list-style-type: none"> • Working Hours: 5.5 days /week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Minimally possess a NITEC in Automotive Technology, Mechatronics or equivalent. • An engineering awareness and familiarity with vehicle component parts; • Experience using computer based inventory systems; • Hold and retain a valid forklift operator licence, • Possess a valid Class 4A / 4 / 5 Driving license - if not, will be required to obtain within 12 months of commencing employment in the position 	<ul style="list-style-type: none"> • Ensure a 'right first time' approach to maintenance, remaining flexible and adaptable to the changing maintenance demands; • Deliver a high standard of vehicle repairs in accordance with the approved service regimes and work instructions; • Carry out the duties allocated by the Workshop Planning Manager and Engineering Supervisors ensuring that the required work is undertaken within the specified timelines; • Diagnosing any possible faults with the vehicles and determining the best and most effective solutions for repair and maintenance; • Remain up to date with the changing technologies of the fleet and attend the relevant courses when necessary; • Proactively contribute to the team performance to ensure that vehicles are maintained to highest standards; • Respond to Operations Control requests to attend to on-road repairs; • Undertake first-line maintenance of the CFMS and BTS equipment in accordance with the relevant maintenance schedule; • Responsible for correctly booking out any parts required to carry out maintenance; • Ensure that parts are used in a cost effective manner and identify any areas of concern to the Engineering Supervisor; • Communicate effectively with the Operations Supervisors, Bus Captains and the Engineering Team to deliver a reliable maintenance service; • Adhere to the Company Health and Safety procedures in relation to working in the Engineering department; • Ensure that the correct PPE is worn at all times and that safety equipment is used when working with machinery; • Train other employees in engineering procedures and processes as to a level of competency, including trainees/apprentices. 	<ul style="list-style-type: none"> • Location: 21 Bulim Drive (S)648170

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Undertake any additional reasonable duties as requested by the Engineering Supervisor and Workshop Planning Manager. • Undertake any training and development activities as requested by the Engineering Supervisor or Workshop Planning Manager. • Maintain good housekeeping, safety and security of workshop and work areas. • Ensure compliance with all workshop procedures, safe work practices and work instructions. • Mentor and supervise assigned staff under your charge. • Ensure Zero Industrial accident and compliance to all statutory and or government regulations. 	

#16 Watami Food Service Singapore

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo.

To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

Providing an enjoyable and casual taste of Japanese delicacies for customers outside Japan, with more than 450 restaurants in Asia, and 6 shops established in Singapore, WATAMI promises a comfortable dining experience at reasonable prices.

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Dishwasher	<ul style="list-style-type: none"> • The job is simple but important. • Applicants will help keep the kitchen running smoothly by cleaning dishes, utensils, and kitchen equipment, taking out trash, and placing dishes back to original locations. • No experience needed, just a strong work ethic, good attitude, and the ability to handle a fast-paced environment. • Applicants should be comfortable standing for long hours and working shifts, 	<ul style="list-style-type: none"> • Ensuring the availability of clean dishes and cutlery by washing dishes, pots, pans and cutlery. • Preparing kitchen for next shift by restocking dishes and cutlery at respective cook stations. • Cleaning machines and appliances used in kitchen, such as pots, and pans etc. • Taking out the trash. • Supporting other restaurant staff members by assisting with other tasks, as needed. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: various locations


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	including weekends and public holidays.		
Kitchen Crew	<ul style="list-style-type: none"> • Main tasks includes basic food preparation, keeping the kitchen clean and organized, and cooking. • Basic F&B kitchen experience will be a plus point. • No need for fancy experience, just a good attitude, willingness to learn, and ability to work well under pressure. • If applicants enjoy working in a fast-paced kitchen and have an interest in Japanese food, that is a big plus. • Applicants will need to be okay with shifts, including weekends and holidays. • Teamwork and hygiene are super important in this role. 	<ul style="list-style-type: none"> • Preparing and cooking food orders for all customers according to Watami's service standard and procedures. • Preparation work of Kitchen opening and closing operation hours. • Maintain quality, service & cleanliness at all times according to Watami's standards. • Food production: make sure the end product and the cooking process conforms to Watami's standard and procedures, and at the same time has good sense of preventing and recording of losses. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: various locations
Management Trainee	<ul style="list-style-type: none"> • Applicants should have a strong interest in F&B, a willingness to take on challenges, and a positive, team-first attitude. • As a trainee, applicants will be guided by experienced managers and gradually take on more responsibility. • Applicants must be open to shift work, including weekends and public holidays, and willing to work hard to grow into a leadership role. 	<ul style="list-style-type: none"> • Provide service to all customers according to Watami's service standard and procedures. • Responsible for the preparation work of Hall opening and closing operation hours. • Maintain quality, service & cleanliness at all times according to Watami's standards • Able to handle all stations at an independent level. • Other leader and manager job scope. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: various locations
Service Crew	<ul style="list-style-type: none"> • Applicants who enjoy working with people, have a positive attitude, and are willing to learn. • Experience in food service is a plus, but not a must. • We will provide training and guidance. • A basic interest in Japanese food and culture is a bonus. • Applicants should be alright with shift work, 	<ul style="list-style-type: none"> • Provide service to all customers according to Watami's service standard and procedures. • Responsible for the preparation work of Hall opening and closing operation hours. • Taking orders, serving food, keeping the place clean, and making sure our guests have a great dining experience. • Maintain quality, service & cleanliness at all times according to Watami's standards. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week • Employment Type: Full Time • Job Type: Permanent • Location: Various locations

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	including weekends and public holidays.	<ul style="list-style-type: none"> Promote Watami Japanese dining culture and introduce the specific dining manner of certain cuisine and other job related duties requested from senior staff. 	

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#17 WSH Experts

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Airport Baggage Handler	<ul style="list-style-type: none"> Able to work weekends 	<ul style="list-style-type: none"> Safely load and unload passengers' baggage from aircraft cargo holds, baggage carts, and conveyor belts etc 	<ul style="list-style-type: none"> Working Hours: 4 days /week 4pm to 2am Employment Type: Full Time/Perm Location: Airport
Call Centre Operator	<ul style="list-style-type: none"> Able to do shift work 	<ul style="list-style-type: none"> To manage feedback received on alleged TCASA offences via specific hotlines and email addresses etc 	<ul style="list-style-type: none"> Working Hours: 4 days /week, 10.00 AM to 10.00 PM Employment Type: Full Time/Perm Location: Cleantec
Class 3 Driver	<ul style="list-style-type: none"> Able to do shift work 	<ul style="list-style-type: none"> Drive the provided Baggage tractor or lorry inside the Terminals Need to drive the truck to transfer the Baggage for the Transit Flight between the Terminals Proper Handover of vehicles 	<ul style="list-style-type: none"> Working Hours: 4 days /week, 8.00 AM to 8.00 PM Employment Type: Full Time/Perm Location: Airport
Class 4 Driver	<ul style="list-style-type: none"> Able to do shift work 	<p>A) Drive and operate the Molly Buses to and from designated destinations punctually and according to the daily schedule specified by the NLB.</p> <p>B) Drive the Molly buses back to Assigned Parking Location at the end of the day and ensure proper parking at designated parking area at all times.</p> <p>C) Safely and securely lock the Molly Buses when they are not in use.</p> <p>D) General Library Operations Support</p> <p>E) Conduct Routine check on the Buses</p> <p>F) Maintain Log Book</p> <p>G) Daily Upto 3 Sites per day</p>	<ul style="list-style-type: none"> Working Hours: 5 days /week, 06.00 PM to 2.00 AM Employment Type: Full Time Job Type: Permanent Location: NA

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		H) Molly buses are currently parked at Jurong	
Cleaners	<ul style="list-style-type: none"> • Able to do shift work 	<ul style="list-style-type: none"> • Maintain the general cleanliness of the School and equipment • Assist in performing security-related duties • Assist in providing logistical support for all school-based activities/ functions till end, including transporting and arrangement of furniture and equipment • Assist in the daily operations of the School such as • accompanying vendors or term contractors to ensure that work/services are delivered • Any other duties as assigned by the School 	<ul style="list-style-type: none"> • Working Hours: 5 days /week, 10am to 1230am • Employment Type: Full Time • Job Type: Permanent • Location: NA
Enforcement Officer	<ul style="list-style-type: none"> • Able to do shift work 	<ul style="list-style-type: none"> • Attend to feedback/complaints/tip offs on Tobacco related offences and work assigned by the Authority • Conducting observations, patrols and Enforcement activities • Conducting raids and operations under appropriate supervision of the Authority officers. • Other consecutive documentation works related to the job assigned and other job instructed by the authority 	<ul style="list-style-type: none"> • Working Hours: 4 days /week, 10am to 10pm or 10pm to 10:00am • Employment Type: Full Time • Job Type: Permanent • Location: 8 Cleantech Loop
Part -Time Warden	<ul style="list-style-type: none"> • Able to work weekends 	<ul style="list-style-type: none"> • Opening & closing the sports facility Gate @ School • Checking registered player entry • Take the meter reading before and after the session • Ensure the cleanliness after dismissal 	<ul style="list-style-type: none"> • Working Hours: 2 days /week, 3pm-9pm, 9am - 9pm • Employment Type: Full Time/Perm
Resident Technical Officer (RTO) - Civil & Structure 	<ul style="list-style-type: none"> • Diploma in Civil & Structural Engineering or equivalent from Singapore Polytechnic or other tertiary institutions of equivalent standing. • Must be a registered Resident Technical Officer with BCA. 	<ul style="list-style-type: none"> • Digital sample collection inspection and approval. • To supervise the execution of the works and maintain quality control and ensure that the works are carried out in accordance with the Contract. • Specifications, Drawings, all other contract documents, site instruction, approved contractor's method statement, working procedures, relevant Building Control Acts and Regulations and requirements or regulations imposed by the relevant Authorities. 	<ul style="list-style-type: none"> • Working Hours: 3 days work/ 2 days off 8am to 8pm / 8pm to 8am • Employment Type: Full Time • Job Type: Permanent • Location: 60 Airport Boulevard (S)819643

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> Registered Resident Technical Officer (RTO) certification. At least few years site supervisory experience in reclamation related projects or marine related projects related working experience may also be considered on a case-by-case. 	<ul style="list-style-type: none"> Shift Work: 3 days work / 2 Days Off (8am - 8pm / 8pm - 8am) 	
Service Ambassador	<ul style="list-style-type: none"> Able to do shift work 	<ul style="list-style-type: none"> Provide directional guidance to visitors Assist with the use of self -help kiosks and Address queries related to cremation and ash collection 	<ul style="list-style-type: none"> Working Hours: 5 days/week, 8am - 3pm / 3pm - 9pm Employment Type: Full Time Job Type: Permanent Location: NA

Backend Referral


#1 Duck King One

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Kitchen Assistant	<ul style="list-style-type: none"> Minimum of 1 – 2 years in Kitchen operations Works effectively to promote harmony and teamwork Able to speak Basic Chinese/English to converse with Chinese/English speaking customers Able to work shift - weekends and public holiday 	<ul style="list-style-type: none"> Cook and prepare food for customers’ as per the standard recipes Slightly modify recipes to meet customers’ needs and requests (e.g. reduce salt, remove dairy) Ensure food is prepared in a timely manner and appealing plate presentation Ensure general cleanliness and hygiene in food preparation and storage are in accordance to NEA and SFA guidelines 	<ul style="list-style-type: none"> Working Hours: 6 days /week 44hrs/ week Employment Type: Full Time Job Type: Permanent Location: NA


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Check stock level, order and replenish of stock in FIFO order • Ensures that all the kitchen equipment is in good working order and reports any faults or damage • Wash, stacks, sorts, and stores dishes, glassware, utensils, and cookware • Maintains a clean kitchen and keeps dish area organized and free of clutter • Maintains clean, dry floors throughout the shift • Assists in storing food deliveries • Monitors trash cans throughout shift, making sure to remove full trashcans and boxes as needed and at the end of each shift • Any other duties as assigned 	
Stall Assistant	<ul style="list-style-type: none"> • Works effectively to promote harmony and teamwork • Able to speak basic Chinese/English to converse with Chinese/English speaking customers • Able to work shift - weekends and public holiday • Candidate with Food Hygiene certificate will be an added advantage 	<ul style="list-style-type: none"> • Assist in the counter in serving and preparing food • Ensure food is prepared in a timely manner • Perform cashiering duty at food stall using POS machine • Take customer's order and ensure the orders are keyed correctly into POS machine • Ensure compliance with all health and safety regulations within kitchen area • Deals effectively with guests and workplace associates using SOP at all times • Any other duties as directed 	<ul style="list-style-type: none"> • Working Hours: 6 days /week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: NA

#2 ONE°15 Marina Club

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Building Maintenance Technician 	<ul style="list-style-type: none"> • Candidate must possess at least a Professional Certificate/NITEC or equivalent. • Basic knowledge of building operations in relation to hotel building maintenance. 	<ul style="list-style-type: none"> • Follow up maintenance schedule to perform preventive maintenance of all Club machines. • Performs maintenance, plumbing works, alteration, and repair work at the Marina and the Club facilities. • Maintain operational procedure for equipment, such as pumps, 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Knowledge and experience in plumbing, grouting, painting & carpentry work. • Understand safety, electrical and environmental regulations. • Able to work in shifts. 	<ul style="list-style-type: none"> • chillers, generators, electrical switchboard and cooling tower and carry out periodical test on generator and fire alarm panel. • Inspects the work of contractors undertaking major installation and repair work to ensure compliance with our Club requirements. • Daily checking and changing of all the Club's fixtures and fittings. 	<ul style="list-style-type: none"> • Location: 11 Cove Drive (S)098497
Buggy Driver	<ul style="list-style-type: none"> • Must possess Class 3 Driving License • Candidate must possess at least a Primary/Secondary School/"O" Level, any field. • At least 1 year(s) of working experience in the related field is preferred for this position, however candidates with willingness to learn are welcome to apply. 	<ul style="list-style-type: none"> • Driving of the Club buggy to ferry guests in the marina. • Operation of the Fuel Dock. • Maintenance, routine cleaning, and repairs of the Club buggy(s). • Ensuring that marina users obey the Marina Rules. • Maintaining and keeping up to date all diaries and other records. • Assisting the management and other staff in such other matters as may be reasonably required. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497
Cook/ Chef De Partie	<ul style="list-style-type: none"> • Experience in western cuisine is preferred. 	<ul style="list-style-type: none"> • Prepare meals in accordance with the portion and quality standards specified in recipes. • Prepare station set-up according to the production charts. • Prepares and controls food usage in order to minimize waste. • Prepare meals as per written instruction. • Maintains sanitation and cleanliness standards in the kitchen area that meet or exceed the state and local health Board inspection and requirements. • Advises the Chef of low inventory items and performs receiving and inventory duties as specified. • Performs opening and closing duties as specifies. • Handles proper storage of food items as prescribed by health codes on a daily basis. • Prepare garnishes on a daily basis. • Stocks supplies on a daily basis. • Organize refrigeration units. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497
Customer Relations Executive 	<ul style="list-style-type: none"> • Preferably a diploma holder. • Able to work on weekends and public holidays. 	<ul style="list-style-type: none"> • Streamline all the commercial and administrative functions of the marina (i.e berthing records, 	<ul style="list-style-type: none"> • Working Hours: 5 days /week


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Possess nautical knowledge or the willingness to acquire it. • Have a positive and cheerful disposition with an open and proactive work attitude. 	berthing agreements, application forms, waiting lists, financial records, invoices, petty cash, purchase orders, follow-up of berthing enquiries etc.) <ul style="list-style-type: none"> • Prepare, with the Accounts Department, all financial and other relevant information for reports to management and provide secretarial assistance to the marina staff. • Assist with work schedules, staff attendance, holiday records and other HR-administration related data. • Serve as the prime contact person for all the marina stakeholders and handle their enquiries promptly and professionally. • In charge of the reception area and the general reception of our valued guests by welcoming them with a smile and a fresh drink. • Answer phone calls, direct enquiries, take reservations, and check in/out guests using the computerized reservations and billing system. • Assist in other duties assigned by the Marina Director. 	44hrs/ week <ul style="list-style-type: none"> • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497
Driver cum Front Office Assistant	<ul style="list-style-type: none"> • Must possess Class 3 Driving License • Good general knowledge of surrounding areas, including buildings, hotels, and shopping facilities • Good communication and interpersonal skills 	<ul style="list-style-type: none"> • Provide airport pick-up and transfer services for guests in a safe and timely manner. • Run errands for the Club as required. • Operate club vehicles in compliance with traffic regulations and safety standards. • Arrange regular servicing, maintenance, repairs, and cleaning of club vehicles. • Assist with luggage handling, guiding visitors, providing directions, and arranging transportation. • Support front office operations including guest reception, check-ins/check-outs, reservations, and handling enquiries or complaints professionally. • Carry out any other duties assigned by management from time to time. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497


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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Events Executive </p>	<ul style="list-style-type: none"> • Minimum Diploma in a related field. • At least 2 years of relevant working experience is required for this position. • Excellent verbal and written communication skills. • Able to multi-task and work within tight deadlines with good organisational skills. • Strong interpersonal communication and cross-group collaboration skills. 	<ul style="list-style-type: none"> • Support the planning and execution of events in connection with the Marina and the Club. • Collaborate closely with the Marketing team to support event publicity and promotional efforts. • Coordinate event logistics including manpower, equipment requirements, and venue setup. • Assist in the preparation of event proposals, project timelines, budgets, and operational plans. • Coordinate with the various Club departments to ensure smooth running of events. • Assist in sourcing sponsorship and vendor support where possible. • Provide on-site operational support during event setup and execution. • Prepare post-event reports and assist in tracking event outcomes. • Ensure all appropriate safety documentation and precautions are in place for all events. • Build and maintain good relationships with key stakeholders such as boat owners, industry partners, and suppliers. • Undertake any ad-hoc duties as assigned. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 40hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497
<p>Human Resources Executive </p>	<ul style="list-style-type: none"> • Degree in Human Resource Management or its equivalent. • Knowledge of the InfoTech HR system is a plus. • Strong analytical and interpersonal qualities. • Able to multitask and work within tight deadlines, with good organisational skills. • Excellent verbal and written communication skills. • Self-motivated, resourceful, and proactive. 	<ul style="list-style-type: none"> • Responsible for recruitment activities, including candidate specification, interview coordination, reference checks, and preparation of employment contracts. • Handle work pass-related applications, issuance, and renewals. • Conduct an induction programme for new hires to foster a positive attitude toward organisational objectives. • Explore other outreach channels to extend the recruitment sources such as networking, career fairs, social media opportunities, etc. • Liaise with staff and management on payroll-related queries. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 40hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Propose, execute, and host monthly employee engagement events. Curate engagement and learning content for the organisation’s online platforms. Provide day-to-day support to employees’ HR needs and other administrative tasks 	
<p>Marketing Executive </p>	<ul style="list-style-type: none"> Minimum diploma in marketing or related fields. At least 2 – 3 years’ of experience in a related field. Proficient in Microsoft Office Suite. Social media, interactive and web skills. Knowledge of web platforms such as WordPress. Knowledge of online technology – blog, social networks, virtual world, wiki, mobile and other emerging trends – including but not limited to Facebook, Instagram, Pinterest, LinkedIn. Familiar with the social media landscape, networks and toolsets. Should possess strong analytical and interpersonal qualities. Able to multi-task and work within tight deadlines, with good organizational skills. Excellent verbal and written communication skills. Photography, videography and editing skills is a bonus 	<ul style="list-style-type: none"> Draft, edit and proofread all marketing and communication collaterals. Support marketing department in executing marketing plans and promotions. Ensure collaterals are rolled out on time by staying on top of the marketing calendar, production schedule, oversee the design and delivery of marketing initiatives, promotions, campaigns and events. Oversee and facilitate production of the club magazine – Longitude. Develop, champion and manage social media marketing for the business. Track and monitor all digital media, the success of online initiatives and report performance. Manage all web content, web listings and email blast. Conduct club audits to ensure adherence to marketing and communications branding and copy guidelines. Compilation of all feedback from online and offline channels Admin duties of Marketing Department – filing, billing, processing of invoice, requisition of stationery. Assist in marcom projects & events when assigned. Assist in filming requests. Sourcing and procuring of club merchandise. All duties as and when assigned 	<ul style="list-style-type: none"> Working Hours: 5 days /week 40hrs/ week Employment Type: Full Time Job Type: Permanent Location: 11 Cove Drive (S)098497

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
<p>Membership Experience Manager </p>	<ul style="list-style-type: none"> • Preferably a bachelor’s degree in Hospitality, Business, Communications, or related field. • Should possess 1–2 years of experience in customer/member experience, preferably in luxury, hospitality, lifestyle, or private club environments. • Proficient in CRM systems and member engagement tools, with familiarity in member journey mapping and service design. • Strong interpersonal and communication skills. • Able to work on weekends and public holidays 	<ul style="list-style-type: none"> • Serves as the primary point of contact for member experience initiatives. • Build strong relationships with members to understand their preferences, feedback, and needs. • Develop and implement programs that enhance member engagement and loyalty. • Oversee the member journey from onboarding, ensuring a seamless and enjoyable experience. • Collaborate with front-of-house, events, and operations teams to maintain high service standards. • Monitor and improve touchpoints such as communications and amenities. • Manage member feedback channels (surveys, suggestion boxes, direct interactions) and analyse data to identify trends and improvement opportunities. • Present insights and recommendations to senior management regularly. • Identify members to foster a sense of community and belonging for interest group through engagement. • Partner with marketing to promote events and highlight member stories. • Work cross-functionally with departments to ensure alignment on member priorities. • Act as a brand ambassador for the club, representing its values and culture. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 40hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497
<p>Pastry Cook</p>	<ul style="list-style-type: none"> • Certificate or diploma in Pastry & Baking or a related field. • Prior experience in a pastry or bakery kitchen preferred. • Strong knowledge of pastry techniques, ingredients, and presentation standards. • Able to work shifts, including weekends and public holidays. 	<ul style="list-style-type: none"> • Assist the Pastry Chef in the creation and production of pastries and desserts according to established recipes and quality standards. • Plate and present pastries and desserts for buffet and à la carte service, with a focus on consistency and attention to detail. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent



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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> • Support buffet and deli counter setup and presentation, creating attractive and consistent displays. • Check Function Event Orders (FEOs) and daily menus to plan and prepare required items. • Maintain cleanliness and hygiene of workstations, equipment, and storage areas in compliance with food safety standards. • Monitor inventory, report shortages, and assist with ordering, receiving, and organizing supplies. • Perform any other related tasks as assigned by the Pastry Chef. 	<ul style="list-style-type: none"> • Location: 11 Cove Drive (S)098497
<p>Security Officer</p>	<ul style="list-style-type: none"> • Candidate must possess at least a PSLE or equivalent. • At least 1 year of working experience in the related field is required for this position. • Valid PLRD License with SO grade. • Required to work on weekends and PH. 	<ul style="list-style-type: none"> • Ensure that all security equipment in the Club is functioning. • Assist with day-to-day security operations. • Attend to duties in the security office e.g. monitoring alarm systems, signing in and out staff and visitors to the club. • Report incidents. • Attend and assist members on complaints. • Patrol Club premises. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497
<p>Waiter/Captain</p>	<ul style="list-style-type: none"> • Able to work on weekends and Public Holidays. 	<ul style="list-style-type: none"> • Assist customers to their tables. • Explain how various menu items are prepared, describing ingredients and cooking methods. • Inform customers of daily specials. • Prepare checks that itemise total meal costs and sales taxes. • Present menus to patrons and answer questions about menu items, making recommendations upon request. • Remove dishes and glasses from tables or counters, and taking them to the appropriate area. • Serve food and/or beverages to patrons; prepare and serve speciality dishes at tables as required. • Stock service areas with supplies such as coffee, food, tableware, and linens. 	<ul style="list-style-type: none"> • Working Hours: 5 days /week 44hrs/ week • Employment Type: Full Time • Job Type: Permanent • Location: 11 Cove Drive (S)098497


Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> Do side duties as assigned on a daily basis by the Restaurant Manager or Shift Leader. 	

#3 Wilson Parking

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
Accounts Executive (Accounts Payable) 	<ul style="list-style-type: none"> Detail-oriented with a strong ability to identify discrepancies. Effective communication skills, both written and verbal. Ability to work under pressure and meet tight deadlines. Capable of working independently with minimal supervision. Advanced skills in computer software, including Excel, Power BI, and other accounting packages. Proficiency in Microsoft Dynamics is preferred. Proven experience in managing accounts payable. 	<ul style="list-style-type: none"> Manage the full spectrum of Accounts Payable functions, ensuring all invoices and claims are properly supported, approved, and recorded before payment processing. Process vendor invoices and staff claims in a timely and accurate manner. Perform vendor account reconciliations and investigate any discrepancies or outstanding items. Prepare and process payment runs, ensuring compliance with internal policies and payment terms. Assist in month end closing activities, including reconciliation of AP-related balances, accruals, and prepayments. Maintain proper documentation and filing of AP records for audit and compliance purposes. Assist in preparing schedules and reports as required by Finance. 	<ul style="list-style-type: none"> Working Hours: 5 days /week 9am - 5.30pm Employment Type: Full Time Job Type: Permanent Location: 164 Kallang Way (S)349248
Business Development Executive 	<ul style="list-style-type: none"> Bachelor’s degree in any discipline, with minimum 1-2 years relevant working experience. Strong team player with exceptional organizational skills and meticulous attention to detail. Solid business acumen with the ability to think analytically and conceptually, providing innovative solutions to business challenges. 	<ul style="list-style-type: none"> Conduct detailed analysis of business parameters, costing, and profitability for both new and existing ventures, aiding in data-driven decision-making. Support strategic initiatives by performing market and competitive intelligence analyses, providing valuable insights to drive business strategies. Collaborate with the management team in creating and modifying presentation materials and business proposals, ensuring they are compelling and persuasive. 	<ul style="list-style-type: none"> Working Hours: 5 days /week 9am - 5.30pm Employment Type: Full Time Job Type: Permanent Location: 164 Kallang Way (S)349248

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Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> • Proficiency in Microsoft Office applications, particularly Excel and PowerPoint, with the ability to manipulate data and create compelling presentations. • Demonstrated ability to challenge the status quo, bringing fresh ideas and perspectives to the table. 	<ul style="list-style-type: none"> • Develop well-researched and concise business studies reports, presenting complex information in an understandable format. <p>Contract Management and Optimization:</p> <ul style="list-style-type: none"> • Track the performance of existing contracts, identifying opportunities for optimization, and maximizing returns. • Prepare reports, briefing notes, and information memorandums to communicate contract-related insights effectively. • Conduct various forms of ad-hoc business analysis to support strategic decision-making and address specific business challenges. 	
<p>Enforcement Rider</p>	<ul style="list-style-type: none"> • Valid 2B license • Physically fit and alert • Strong sense of responsibility and integrity • Able to handle difficult situations calmly and fairly • Willing to work shifts, weekends, or public holidays • Enforcement experience is a plus — but not required 	<ul style="list-style-type: none"> • Routine car park patrol and vehicle checks • Attend to illegal parking cases • Issue summons for parking infringement • Attend to car park service recovery • Proper housekeeping, basic maintenance and updating of defects • Take photo at deployed duties • Any other ad-hoc duties assigned 	<ul style="list-style-type: none"> • Working Hours: 6 days /week ,8 hours (shift hours) • Employment Type: Full Time/ Perm • Location: 164 Kallang Way (S)349248
<p>Technician </p>	<ul style="list-style-type: none"> • Diploma in Electrical Engineering background or its's equivalent • Possess a valid driving license • Experience in technical troubleshooting, support and maintenance • Must be able to work in a team environment 	<ul style="list-style-type: none"> • Day-to-day troubleshooting, diagnosing breakdown problems, enhance servicing on car park systems • Upkeep and perform preventive maintenance of parking equipment, replacement of parts and components at car park sites • Co-ordinate and follow-up projects on site • Resolving technical issues with contractors, suppliers, vendors and customers • Involve in start-up works of new car parks and handing over of car parks. • Example termination of telephone lines, arrange with contractor to install / remove signs, co-ordinates 	<ul style="list-style-type: none"> • Working Hours: 5 days /week, AM Shift: 7am-3pm PM Shift: 3pm - 11pm • Employment Type: Full Time • Job Type: Permanent • Location: 164 Kallang Way (S)349248

Job Positions	Job Requirements	Key Responsibilities	Working Hours / Location
		with contractors to install / dismantle of equipment <ul style="list-style-type: none"> • Provide technical support and troubleshooting of car park equipment • Documentation of maintenance and repair works, purchases, testing records • Initiate purchase requisition for spare parts, consumable items and works orders 	

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

Operating Hours
 Mondays: 2:30pm to 5pm
 Tuesdays to Fridays: 9am to 5pm
 Saturdays: 9am to 1pm
 Sundays & Public Holidays: Closed

 **e2i Career Centre (OMB)**
 One Marina Boulevard
 1 Marina Boulevard #B1-03
 Singapore 018989

 **e2i Career Centre (OTH)**
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Our Tampines Hub
1 Tampines Walk #01-21
Singapore 528523

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