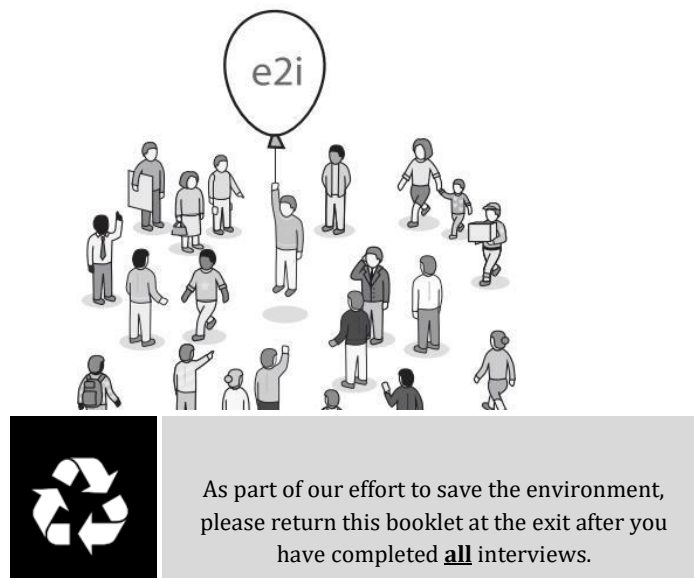


# e2i Career Fair @ West Coast CC

## [23 August 2024]

### JOB LISTING BOOKLET



#### About e2i (Employment and Employability Institute)

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

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## #1 ABR Holdings Limited - SWENSENS & TIP TOP

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Service Crew(Full-Time)</b>	<ul style="list-style-type: none"> <li>Job Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>Greet and attend to customer with a positive attitude.</li> <li>Maintain product quality and ensure pleasant presentation of products.</li> <li>Provide go-the-extra-mile service to create a positive customer experience</li> <li>To assist in cooking preparation including cutting and washing raw ingredients</li> <li>To assist superior on cooking and cleaning kitchen appliance/tools with care</li> </ul>	<ul style="list-style-type: none"> <li>Roster Shift 8am to 10pm</li> </ul>
<b>Service Crew(Part - Time)</b>	<ul style="list-style-type: none"> <li>Job Experience in F&amp;B</li> </ul>	<ul style="list-style-type: none"> <li>Greet and attend to customer with a positive attitude.</li> <li>Maintain product quality and ensure pleasant presentation of products.</li> <li>Provide go-the-extra-mile service to create a positive customer experience</li> <li>To assist in cooking preparation including cutting and washing raw ingredients</li> <li>To assist superior on cooking and cleaning kitchen appliance/tools with care</li> </ul>	<ul style="list-style-type: none"> <li>Roster Shift 8am to 10pm</li> <li>As Rostered</li> </ul>
<b>Supervisor</b>	<ul style="list-style-type: none"> <li>Minimum 1 year experience in a western food outlet</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for the supervision of staff in the dining area, constantly upholding the standard of service in restaurant.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Customer Service Representative (Waiter/Waitress)</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> </ul>
<b>Deputy Restaurant Manager</b>	<ul style="list-style-type: none"> <li>Minimum 2 years of supervisory experience in a western food outlet</li> </ul>	<ul style="list-style-type: none"> <li>Assist the Restaurant Manager to lead the team in attainment of quality in service, food and cleanliness. Handle restaurant administrative matters.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> </ul>
<b>Cook</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Prepare quality food for customers according to standard recipes.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> </ul>
<b>Customer Service Representative (Waiter/Waitress)</b>	<ul style="list-style-type: none"> <li>No experience needed</li> </ul>	<ul style="list-style-type: none"> <li>Keep a consistent standard of service, quality and cleanliness in the dining area in accordance to standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li>As Rostered</li> </ul>
<b>Asst. Food Technologist</b>	<ul style="list-style-type: none"> <li>Food Development &amp; Manufacturing or related field experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Product Development, Quality Control, Product &amp; Technology Transfer</li> </ul>	<ul style="list-style-type: none"> <li>8am - 5:30pm</li> </ul>
<b>Quality Control Officer</b>	<ul style="list-style-type: none"> <li>Knowledge in Halah, HACCP, ISO and FSMS. Product Specification and SOP. Handle Food Safety. Internal audits</li> </ul>	<ul style="list-style-type: none"> <li>To assist Production Manager/Quality Assurance Manager in audits and maintaining the Quality Assurance System in the Central Manufacturing Plant and entire cold chain.</li> </ul>	<ul style="list-style-type: none"> <li>8am - 5:30pm</li> </ul>
<b>Senior Cake Decorator</b>	<ul style="list-style-type: none"> <li>Cake decoration, chocolate making for cake decorator.</li> </ul>	<ul style="list-style-type: none"> <li>Cake decoration, Ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake.</li> </ul>	<ul style="list-style-type: none"> <li>8am - 5:30pm</li> </ul>
<b>Cake Decorator</b>	<ul style="list-style-type: none"> <li>Cake decoration, chocolate making for cake decorator.</li> </ul>	<ul style="list-style-type: none"> <li>To assist Senior Cake Decoration, Ingredient preparation, display cakes, customer order cakes, new cake design, train production assistant for ice-cream cake.</li> </ul>	<ul style="list-style-type: none"> <li>8am - 5:30pm</li> </ul>

## #2 Amara hotel

Our flagship, Amara Singapore Hotel, is conveniently located in Singapore's thriving Central Business District, next to the Tanjong Pagar MRT Station. This business hotel in Singapore is easily accessible by major transportation modes and within walking distance to the fascinating Chinatown, the Tanjong Pagar Conservation District, key office buildings, foreign and local banks, post offices, shops, as well as dining and entertainment establishments. Amara Sanctuary Resort Sentosa is a 140-room resort in Singapore nestled within 3.5 hectares of secluded tropical gardens on the hillside of Sentosa's popular Palawan Beach

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Sales Mgr/Snr Sales Mgr (Events/Corporate)</b>	<ul style="list-style-type: none"> <li>Working knowledge of MS office &amp; hotel systems.</li> </ul>	<ul style="list-style-type: none"> <li>maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Day</li> <li>8.30am to 6.15pm or 9am to 6.45pm</li> </ul>
<b>Sales Executive (Events/Corporate/Weddings)</b>	<ul style="list-style-type: none"> <li>Willing to work on weekends &amp; public holidays</li> </ul>	<ul style="list-style-type: none"> <li>Maximise sales revenue for corporate events, wedding events, solemnizations and anniversaries.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Day</li> <li>8.30am to 6.15pm or 9am to 6.45pm</li> </ul>
<b>Purchasing Executive</b>	<ul style="list-style-type: none"> <li>Minimum 2 years of experience</li> </ul>	<ul style="list-style-type: none"> <li>Source for the highest quality and lowest possible cost food and non-food purchases for the Hotel</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Day</li> <li>8.30am to 6.15pm or 9am to 6.45pm</li> </ul>
<b>Guest Service Manager</b>	<ul style="list-style-type: none"> <li>Minimum 3 years of experience in similar capacity</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for managing guest relations and supporting the Guest Service Team in offering the highest level of service to hotel guests ensuring pleasant and enjoyable experiences</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>Assistant Restaurant Manager</b>	<ul style="list-style-type: none"> <li>Good communications and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Ensure smooth daily operations in the restaurant &amp; bar</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>Guest Service Executive</b>	<ul style="list-style-type: none"> <li>Experience in customer service preferred</li> </ul>	<ul style="list-style-type: none"> <li>Greet guests warmly and perform registration procedures.</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>Senior/Security Officer</b>	<ul style="list-style-type: none"> <li>Minimum 1 year of experience</li> </ul>	<ul style="list-style-type: none"> <li>Ensure security policies and procedures are carried out.</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>M&amp;E Technician</b>	<ul style="list-style-type: none"> <li>Skilled and knowledgeable in M&amp;E maintenance and is able to troubleshoot M&amp;E</li> </ul>	<ul style="list-style-type: none"> <li>Perform preventive maintenance program on hotel M&amp;E equipment, including plumbing/sanitary system to standard</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>
<b>Waitress</b>	<ul style="list-style-type: none"> <li>At least 1 Year(s) of working experience in the related field is required for this position.</li> <li>Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Provide friendly, excellent and professional service to all guests.</li> <li>Responsible for handling food and beverage orders and serving guests.</li> <li>Assist to perform preparation and setting up in the restaurants for service.</li> </ul>	<ul style="list-style-type: none"> <li>rotating shifts</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Check that all amenities and utensils are properly stocked and inspected.</li> <li>Assist guests on their respective requests.</li> <li>Possess knowledge to upsell, well-versed in all aspects of the menu.</li> </ul>	
<b>Revenue Manager</b>	<ul style="list-style-type: none"> <li>Minimum Diploma or Bachelor's Degree in Hotel Management or related field.</li> <li>Proficiency in MS Office applications and Hotel systems (HMS).</li> <li>Excellent interpersonal and analytical skills.</li> </ul>	<ul style="list-style-type: none"> <li>Oversee revenue management and distribution strategy of the hotel and manage day-to-day yield operations.</li> <li>Conduct daily pick up analysis, strategy adjustments and reporting.</li> <li>Perform competitive benchmark studies and follow market trends.</li> <li>Create and maintain 13-month rolling demand calendar.</li> <li>Create and develop pricing strategies in conjunction with the individuality of each hotel.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.15pm or</li> <li>9am to 6.45pm</li> <li>5 days working</li> </ul>
<b>Duty Engineer</b>	<ul style="list-style-type: none"> <li>1. Minimum a Higher NITEC in Mechanical or Electrical Engineering.</li> <li>2. Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Supervise and assign daily tasks to a team of technicians to carry out the daily operations.</li> <li>Implement and follow-up on the preventive maintenance programs for Resort equipment and building</li> </ul>	<ul style="list-style-type: none"> <li>6 days working</li> <li>8</li> </ul>
<b>Assistant Financial Controller</b>	<ul style="list-style-type: none"> <li>Proficiency in MS Excel &amp; hotel system.</li> </ul>	<ul style="list-style-type: none"> <li>Manage a team of Finance staff to ensure smooth running of full spectrum of financial accounting, management reporting, tax compliance, cashflow management, annual budget.</li> </ul>	<ul style="list-style-type: none"> <li>8.30am to 6.15pm or</li> <li>9am to 6.45pm</li> </ul>
<b>Chef De Partie</b>	<ul style="list-style-type: none"> <li>Minimum 1 year experience</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all menu dishes of highest quality are prepared</li> </ul>	<ul style="list-style-type: none"> <li>6 days working</li> <li>Rotating Shift</li> </ul>
<b>Part Time Banquet Chef</b>	<ul style="list-style-type: none"> <li>Minimum 1 year of experience</li> </ul>	<ul style="list-style-type: none"> <li>Prepare food for the banquet event</li> </ul>	<ul style="list-style-type: none"> <li>When required</li> </ul>
<b>Assistant Housekeeper</b>	<ul style="list-style-type: none"> <li>Guest oriented and detailed focused.</li> <li>Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Assist housekeeping in overseeing daily housekeeping operations.</li> </ul>	<ul style="list-style-type: none"> <li>6 days working</li> <li>Rotating Shift</li> </ul>
<b>Senior Security Officer</b>	<ul style="list-style-type: none"> <li>1. Experience as a security in hotel.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure safety and security of hotel guests &amp; staff.</li> <li>Conduct regular patrolling &amp; investigations.</li> </ul>	<ul style="list-style-type: none"> <li>6 working days</li> <li>Rotating Shift</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>2. Able to work on shifts, weekends and public holidays.</li> </ul>		
<b>Waitress</b>	<ul style="list-style-type: none"> <li>At least 1 Year(s) of working experience in the related field is required for this position.</li> <li>Able to work on shifts, weekends and public holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Provide friendly, excellent and professional service to all guests.</li> <li>Responsible for handling food and beverage orders and serving guests.</li> <li>Assist to perform preparation and setting up in the restaurants for service.</li> <li>Check that all amenities and utensils are properly stocked and inspected.</li> <li>Assist guests on their respective requests.</li> <li>Possess knowledge to upsell, well-versed in all aspects of the menu.</li> </ul>	<ul style="list-style-type: none"> <li>6 working days</li> <li>Rotating Shift</li> </ul>
<b>Sales Manager</b>	<ul style="list-style-type: none"> <li>Working knowledge of MS office &amp; hotel systems.</li> </ul>	<ul style="list-style-type: none"> <li>Maximize sales revenue for the meeting rooms, event space and room sales revenue for the resort.</li> </ul>	<ul style="list-style-type: none"> <li>5 working days</li> <li>8.30am to 6.15pm or 9am to 6.45pm</li> </ul>
<b>Senior Accountant</b>	<ul style="list-style-type: none"> <li>Proficiency in MS Excel &amp; hotel system.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare full set of accounts such as Balance sheet, P&amp;L, Audit schedule.</li> </ul>	<ul style="list-style-type: none"> <li>5 working days</li> <li>8.30am to 6.15pm or 9am to 6.45pm</li> </ul>
<b>Revenue Manager</b>	<ul style="list-style-type: none"> <li>Minimum Diploma or Bachelor's Degree in Hotel Management or related field.</li> <li>Proficiency in MS Office applications and Hotel systems (HMS).</li> <li>Excellent interpersonal and analytical skills.</li> </ul>	<ul style="list-style-type: none"> <li>Oversee revenue management and distribution strategy of the hotel and manage day-to-day yield operations.</li> <li>Conduct daily pick up analysis, strategy adjustments and reporting.</li> <li>Perform competitive benchmark studies and follow market trends.</li> <li>Create and maintain 13-month rolling demand calendar.</li> <li>Create and develop pricing strategies in conjunction with the individuality of each hotel.</li> </ul>	<ul style="list-style-type: none"> <li>5 working days</li> <li>8.30am to 6.15pm or 9am to 6.45pm</li> </ul>
<b>Banquet Operations Executive</b>	<ul style="list-style-type: none"> <li>Minimum 2 year of experience</li> </ul>	<ul style="list-style-type: none"> <li>Support Banquet Manager and ensure guests requirements are met at all times.</li> </ul>	<ul style="list-style-type: none"> <li>6 working days</li> <li>Rotating shift</li> </ul>
<b>Part Time Banquet Waiter/Waitresses</b>	<ul style="list-style-type: none"> <li>Some F&amp;B service experience</li> </ul>	<ul style="list-style-type: none"> <li>Serving food and drinks</li> </ul>	<ul style="list-style-type: none"> <li>When required</li> </ul>

### #3 CH Talent Resources

Our Singapore office, Charterhouse group's first in Asia, quickly followed by the Hong Kong office a year later, helped establish our presence in South East Asia. Our offices in the Central Business District of these major cities, proved to be the ideal environment to grow our Asian footprint. Being well placed to serve the fast-growing Asia Pacific region, and has cemented its importance as a strategic link and gateway for global investors.

Blending global expertise with an international network of offices, we offer a truly consultative and value-added recruitment service. Feedback from both our clients and candidates has been immensely positive – a benchmark of excellence not only within an extremely competitive industry, but also one that is measured against our rigorous standards. Charterhouse Singapore, Hong Kong and CH Talent Resources collectively form the Charterhouse Asia Group.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cash Packer</b>	<ul style="list-style-type: none"> <li>Physically fit</li> </ul>	<ul style="list-style-type: none"> <li>Packing of cash note into cash cassette</li> <li>Handling of cash with the aid of cash sorting machine</li> <li>Moving of cash boxes / cash bags / coin boxes from time to time</li> <li>Other simple warehouse duties as assigned.</li> </ul>	<ul style="list-style-type: none"> <li>5 working days</li> <li>8am - 8pm Or 9pm -9am</li> </ul>
<b>Senior Trainer</b>	<ul style="list-style-type: none"> <li>Diploma in learning and Development or Facilitating Learning Development or other equivalent qualification (with min 3 years of experience).</li> <li>Proven experience assisting in the development of training materials and instruction.</li> <li>Excellent communication, presentation, and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>Perform on-the-job training to ensure new/exsiting staff is qualified for their jobs.</li> <li>Creating training programmes new/existing staff.</li> <li>Preparing presentations. Handouts, and learning materials.</li> <li>Perform technical training tasks, such as reviewing and modifying procedures, troubleshooting, and resolving defects.</li> <li>Update and maintain training record.</li> </ul>	<ul style="list-style-type: none"> <li>5 working days</li> <li>0830am – 5.30pm</li> </ul>
<b>Retail Assistant</b>	<ul style="list-style-type: none"> <li>Experience in retail is preferred</li> </ul>	<ul style="list-style-type: none"> <li>Attend to customers</li> <li>Assist in replenishment and inventory counts</li> <li>Other ad hoc duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>1030am -10pm</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Recruitment Consultant</b>	<ul style="list-style-type: none"> <li>• Experience in HR or Business Development are preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Manage the end-to-end recruiting processes for clients' hiring needs.</li> <li>• Identify suitable candidates from our jobseeker database to meet client's talent acquisition requirements.</li> <li>• Communicate with suitable candidates to prepare them for the role's hiring process.</li> <li>• Build influential candidate relationships during the candidate selection process.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• 9am -6pm</li> </ul>

#### #4 CHANG CHENG FOOD & BEVERAGE

[Description]

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Cashier</b>	<ul style="list-style-type: none"> <li>• No experience required</li> </ul>	<ul style="list-style-type: none"> <li>• Cashiering Duties</li> <li>• Take orders for coffee/tea/soft drinks order from customer</li> <li>• Preparation of Foods and Drinks</li> <li>• Ensure smooth operation to achieve customer satisfaction</li> <li>• Maintain kitchen cleanliness, hygiene and safety</li> <li>• Any other ad-hoc tasks/duties assigned by supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Working Days</li> <li>• 8hr shift</li> </ul>
<b>Coffee maker</b>	<ul style="list-style-type: none"> <li>• Coffee making experience required</li> </ul>	<ul style="list-style-type: none"> <li>• Take orders for coffee/tea/soft drinks order from customer</li> <li>• To prepare Chinese coffee, tea and other beverage</li> <li>• Ensure smooth operation to achieve customer satisfaction</li> <li>• Maintain drinks preparation area's cleanliness, hygiene and safety</li> <li>• Any other ad-hoc tasks/duties assigned</li> </ul>	<ul style="list-style-type: none"> <li>• 6 Working Days</li> <li>• 8hr shift</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Kitchen Assistant</b>	<ul style="list-style-type: none"> <li>Relevant experience required</li> </ul>	<ul style="list-style-type: none"> <li>Food preparation and ensure quality and consistency</li> <li>Prepare meals as directed and according to recipe</li> <li>Following proper kitchen standard operating procedures</li> <li>Keeping kitchen clean, hygienic and safe</li> <li>Set up the kitchen for the day's business by setting equipment ready for use and preparing necessary product.</li> </ul>	<ul style="list-style-type: none"> <li>6 Working Days</li> <li>8hr shift</li> </ul>

## #5 Cominco

Cominco Private Limited, a company established in 1978, has been and still is a pioneer in providing High Quality Security Industry in Singapore. We are a Unionized Organization, and our General Manager of the organization is also an EXCO member with the Union for Security Employees. We pride ourselves on the welfare and work life balance of all our valuable officers. We are also SG Enable's Inclusive Employer Silver award Agency for 3 years consecutively. We have also received our NS Mark, PWM Mark and the recent Management Partner Award from the Union of Security Employees. Cominco Private Limited is also Tripartite Standards Compliant.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Security Officer</b>	<ul style="list-style-type: none"> <li>PLRD License</li> <li>Preferably with:</li> <li>CERT First Aid + AED</li> <li>Response to Fire Incident at Workplace</li> </ul>	<ul style="list-style-type: none"> <li>SO JD</li> </ul>	<ul style="list-style-type: none"> <li>6 Working Days</li> <li>0700/ 1900hr</li> <li>0800 / 2000hr</li> </ul>
<b>Senior Security Officer</b>	<ul style="list-style-type: none"> <li>PLRD License</li> <li>Preferably with:</li> <li>CERT First Aid + AED</li> <li>Response to Fire Incident at Workplace</li> </ul>	<ul style="list-style-type: none"> <li>SSO JD</li> </ul>	<ul style="list-style-type: none"> <li>6 Working Days</li> <li>0700/ 1900hr</li> <li>0800 / 2000hr</li> </ul>

## #6 Raffles Hotel Singapore

Raffles Hotel Singapore is one of the few remaining great 19th century hotels in the world, perfectly preserved both inside and out, giving it an intoxicating blend of luxury, history and classic colonial design. Its distinctive architecture, legendary heritage and iconic service continue to enthrall visitors where suites, social spaces, award-winning restaurants and bars are presented for discerning travelers. No visit to Singapore is complete without a stay here, where the grand historic hotel exudes old-world grandeur infused with the unique charm of the city state.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Raffles Butler</b>	<ul style="list-style-type: none"> <li>Diploma or Degree from School for Tourism and Hotel Management.</li> <li>Minimum 2 years' relevant experience.</li> <li>Excellent communication skills in English and ability to speak other language and / or basic understanding of other languages an advantage.</li> </ul>	<ul style="list-style-type: none"> <li>'The Raffles Butler is at the center of the Raffles Hotel Singapore residents' service experience.</li> <li>This position encompasses a spectrum of responsibilities from pre-arrival, arrival, in-house and departure arrangements.</li> <li>The Butler will strive to listen attentively, observe the little details, and personalise interactions with the aim to anticipate and be intuitive of residents' needs and wants.</li> <li>An ambassador of the hotel, well-rounded in all areas of the hotel, including Rooms, Food and Beverage, Spa and other resident touched areas.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Lobby Manager (Duty Manager)</b>	<ul style="list-style-type: none"> <li>Diploma or Degree from preferably hospitality or related field.</li> <li>Minimum 5 years relevant experience with at least 2 years at a management level.</li> <li>Excellent communication skills in English and ability to communicate in a second language.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures guests receive a warm and personalised arrival and departure experiences based on and seamless flow of processes including supporting Lobby Ambassadors for check-in, check-out, and cashiering duties.</li> <li>Ensures guests receive the experience as detailed in brand Standard Operation Procedure (SOP), Raffles Hotel Singapore Local Standard Operation Procedure (LSOP) as well as Leading Quality Assurance (LQA) standards, and aim to achieve the scores and goals set by management.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>

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Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensures the smooth running of the hotel operation by performing all tasks in adherence with the code of ethics as issued by Raffles Hotel Singapore.</li> </ul>	
<b>Lobby Ambassador</b>	<ul style="list-style-type: none"> <li>Diploma and Degree from preferably hospitality or related field.</li> <li>Minimum 1 to 3 years relevant experience.</li> <li>Excellent communication skills in English and ability to communicate in a second language.</li> </ul>	<ul style="list-style-type: none"> <li>Delivers the Raffles Hotel Singapore guest experience through a seamless flow of processes and in close cooperation with the Raffles Butler.</li> <li>Provides a first-class arrival experiences for all residents including a seamless and personalized check-in experience. Closely assists the F&amp;B team in welcoming and accommodating/seating restaurant patrons.</li> <li>Ensures the smooth running of the Lobby operation by performing all tasks in adherence with the code of ethics as issued by Raffles Hotel Singapore.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Senior / Housekeeping Attendant (Rooms / Runner)</b>	<ul style="list-style-type: none"> <li>Good interpersonal skills with multi-cultural awareness and able to work alongside a team of colleagues from different cultures.</li> <li>Service oriented with an eye for details.</li> <li>Ability to work efficiently and independently under pressure in a dynamic environment.</li> <li>Flexible and able to embrace and responds to change effectively.</li> <li>Self-motivated and energetic.</li> </ul>	<ul style="list-style-type: none"> <li>The Housekeeping Attendant (Rooms) is responsible for the immaculate upkeep and cleanliness of all the suites and work areas in their assigned sections.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Resident Bartender</b>	<ul style="list-style-type: none"> <li>At least 1 year of relevant bar experience with similar standing or profile.</li> <li>Knowledge of classic/international</li> </ul>	<ul style="list-style-type: none"> <li>The Resident Bartender prepares mixes and serves drinks and beverages correctly to all guests. He/she engages with our guests during their visit, receives and serves orders and delivers accordance to</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	cocktails, spirits and hospitality. <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office and basic POS management.</li> <li>• Previous relevant bar experience with similar standing or profile as bartender.</li> <li>• Passionate in beverage and cocktail making and knowledge of alcoholic beverages and mixing of drinks.</li> </ul>	Raffles Hotel Singapore service standards.	
<b>Food and Beverage Service Executive</b>	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field.</li> <li>• Minimum 2 years' experience in an international class restaurant.</li> <li>• At least 1 year relevant experience in a similar capacity an advantage.</li> <li>• Additional improvement programs in Food &amp; Beverage an advantage.</li> <li>• Working knowledge of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• The Food and Beverage Service Executive supervises the team by proactive, interactive and reactive leadership, allowing each member of the team to feel confident and to completely satisfy our guests during their dining experience. He/she assists the management in supervising the overall operation and service standards of the restaurant to meet and exceed guest's dining experience expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• 44hrs/week</li> </ul>
<b>Food and Beverage Service Associate</b>	<ul style="list-style-type: none"> <li>• Certificate or diploma in hospitality or related field or minimum of 6 months hands on experience in food service position, similar operations style.</li> <li>• Retail or guest interaction experience.</li> <li>• Food and/or beverage knowledge (personal interest/professional).</li> </ul>	<ul style="list-style-type: none"> <li>• The Food and Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• 44hrs/week</li> </ul>
<b>Food and Beverage Casual Labour (Part Time)</b>	<ul style="list-style-type: none"> <li>• The Food and Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating</li> </ul>	<ul style="list-style-type: none"> <li>• The Food and Beverage Service Associate is responsible for delivering friendly and efficient Food and Beverage service according to hotel Standard Operating Procedures in order to meet guest dining experience expectations.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• 44hrs/week</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	Procedures in order to meet guest dining experience expectations.		
<b>Senior / Facilities Technician</b>	<ul style="list-style-type: none"> <li>Nitec Certificate in Building Facilities Maintenance, Electrical / Electronics, Air conditioning servicing and/or Plumbing.</li> <li>Minimum of 1 year of relevant experience.</li> <li>Good working knowledge of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>Operates the equipment to deliver a comfortable room temperature to hotel areas.</li> <li>Operates the equipment to deliver clean water to the respective services in the hotel.</li> <li>Operates the equipment to deliver hot water to the respective services in the hotel as required.</li> <li>Operates the equipment to deliver clear and sharp images from the television and satellites equipment to hotel guest suites as required.</li> <li>Operates the equipment to deliver audio visual support to the hotel event as required.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Facilities Technician - Carpenter</b>	<ul style="list-style-type: none"> <li>Proven experience as carpenter</li> <li>Hands-on experience in working with carpentry materials</li> <li>Excellent understanding of carpentry techniques and methods of installation and construction</li> <li>Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)</li> <li>Ability to read technical documents and drawings</li> </ul>	<ul style="list-style-type: none"> <li>To cut, fabricate and install wooden and other structures according to specifications.</li> <li>Reads blueprints, drawings and sketches to fully grasp requirement.</li> <li>Takes measurements and calculate the size and amount of material needed.</li> <li>Cut, shape and smooth lumber and other materials (e.g. fiberglass) according to measurements.</li> <li>Builds window frames, doors, staircases and frame buildings by using raw materials or pre-constructed items.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Raffles Service Casual Labour (Part Time)</b>	<ul style="list-style-type: none"> <li>Minimum tertiary education or equivalent.</li> <li>Knowledge of and experience of relevant software applications – spreadsheets, word</li> </ul>	<ul style="list-style-type: none"> <li>Ensures smooth operation of Raffles Service department by attending to incoming calls, fax and emails that are pertaining to room reservation.</li> <li>Obtains all the necessary information to complete a room</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	processing and database management. <ul style="list-style-type: none"> <li>• Minimum 1 year of relevant experience in the hotel industry.</li> </ul>	reservation in the Opera system, i.e. stay dates, flight details, rates, special requests and reservation notes. <ul style="list-style-type: none"> <li>• Completes the reservation process by combining all reservation details (including any Food and Beverage or Spa arrangements) and sending a confirmation to the guest.</li> </ul>	
<b>Chef de Partie, Butcher's Block</b>	<ul style="list-style-type: none"> <li>• Minimum Professional Certificate in a Culinary-related field .</li> <li>• Minimum of 3 years of relevant experience in the Food &amp; Beverage industry (hotel and free standing restaurant) in similar position, preferably in a reputable establishment or celebrity chef restaurant.</li> <li>• Proficient in written and conversational English.'-</li> </ul>	<ul style="list-style-type: none"> <li>• The Chef de Partie is responsible for the supervision of the assigned kitchen's operation to achieve and maintain the highest standards of food quality preparation and guest satisfaction. Main responsibilities include but not limited to quality and cost control as well as learning and development of colleagues.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• 44hrs/week</li> </ul>
<b>Culinary Executive (Admin)</b>	<ul style="list-style-type: none"> <li>• Additional improvement programs in Food &amp; Beverage an advantage.</li> <li>• Minimum 1 year secretarial/coordinator experience.</li> <li>• Minimum 1 year relevant experience in a similar capacity an advantage.</li> <li>• Oral and written fluency in English.</li> <li>• Strong working knowledge of Microsoft Office.</li> <li>• Strong knowledge of HACCP and has to work closely with Hygiene Director.</li> </ul>	<ul style="list-style-type: none"> <li>• The position is responsible for assisting the Executive Chef with the administration and smooth running of the Culinary Division. Primarily responsible for organizes work and follows up pending projects.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• 44hrs/week</li> </ul>
<b>Retail Operations Executive</b>	<ul style="list-style-type: none"> <li>• '- Minimum of 2 years of relevant experience in the retail industry.</li> </ul>	<ul style="list-style-type: none"> <li>• The position is responsible for ensuring high level of guest satisfaction and ensuring good customer feedback and</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Days</li> <li>• 44hrs/week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>- Ability to speak Japanese will be an advantage.</li> </ul>	response to customers' queries in a timely manner. Reaching out and liaison with tour agencies and the increase the sales tickets and meeting the monthly sales target.	
<b>Boutique Manager</b>	<ul style="list-style-type: none"> <li>Minimum GCE 'A' Level or Diploma in Retail/related field.</li> <li>Minimum of 5 years of relevant experience in the Retail industry and 2 year in supervisory role.</li> <li>Inventory control.</li> <li>P.O.S system knowledge (Micros 9700 (or local equivalent)).</li> </ul>	<ul style="list-style-type: none"> <li>The position is responsible for managing the day to day business of the Raffles Boutique, achieving all performance targets and goals as well as by leading the team to ensure high level of guest satisfaction maximizing margins. Develop merchandise to optimize profitability, develop innovative ideas, plans and maintain statistical and financial reports.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Senior Housekeeping Manager</b>	<ul style="list-style-type: none"> <li>Diploma or Degree preferably in hospitality or related field.</li> <li>Minimum 4 years of relevant industry experience, minimum 2 years in a management level position.</li> <li>Experience in luxury hotel / resort environment.</li> </ul>	<ul style="list-style-type: none"> <li>The position is responsible for managing the department in a professional, efficient and flexible manner. He/she is also responsible for ensuring maximum guest satisfaction and high standards of cleanliness throughout the hotel, which is achieved through consistent planning, organizing, directing, and controlling the Housekeeping Department operations and administration.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Housekeeping Supervisor</b>	<ul style="list-style-type: none"> <li>Certificate or diploma in hospitality or related field.</li> <li>Minimum 2 years in housekeeping position, minimum 1 year as Supervisor.</li> <li>Housekeeping/Supervisory experience in luxury hotel/resort.</li> </ul>	<ul style="list-style-type: none"> <li>The Housekeeping Supervisor is responsible for maintaining the cleanliness and quality of suites and leaving a positive impact on the guest experience through the active supervision of room attendants.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Assistant Housekeeper</b>	<ul style="list-style-type: none"> <li>Diploma or Degree preferably in hospitality or related field.</li> <li>Minimum 4 years of relevant industry experience, minimum 2 years in a management level position.</li> </ul>	<ul style="list-style-type: none"> <li>The position is responsible for managing the department in a professional, efficient and flexible manner. He/she is also responsible for ensuring maximum guest satisfaction and high standards of cleanliness throughout the hotel, which is achieved through consistent</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Experience in luxury hotel / resort environment</li> </ul>	planning, organizing, directing, and controlling the Housekeeping Department operations and administration.	
<b>Porter (Bell Service)</b>	<ul style="list-style-type: none"> <li>Minimum of 2 years of relevant experience in the hotel industry.</li> </ul>	<ul style="list-style-type: none"> <li>The Porter is responsible for the supervision and handling of all portering tasks in a detailed and timely manner as well as creating experiential and memorable Raffles Hotel Singapore experiences for residents.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
<b>Raffles Service Agent</b>	<ul style="list-style-type: none"> <li>Minimum tertiary education or equivalent.</li> <li>Knowledge of and experience of relevant software applications – spreadsheets, word processing and database management.</li> <li>Minimum 1 year of relevant experience in the hotel industry.</li> </ul>	<ul style="list-style-type: none"> <li>Ensures smooth operation of Raffles Service department by attending to incoming calls, fax and emails that are pertaining to room reservation.</li> <li>Obtains all the necessary information to complete a room reservation in the Opera system, i.e. stay dates, flight details, rates, special requests and reservation notes.</li> <li>Completes the reservation process by combining all reservation details (including any Food and Beverage or Spa arrangements) and sending a confirmation to the guest.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>

## #7 STIE

[Description]

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Administrative Executive</b>	<ul style="list-style-type: none"> <li>Higher NITEC</li> </ul>	<ul style="list-style-type: none"> <li>General admin duties</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Working Days</li> <li>8hr shift</li> </ul>
<b>Technician</b>	<ul style="list-style-type: none"> <li>Diploma</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance, preventive works</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Working Days</li> <li>8hr shift</li> </ul>
<b>Property Manager</b>	<ul style="list-style-type: none"> <li>Diploma</li> </ul>	<ul style="list-style-type: none"> <li>Manages the entire building (maintenance, prevention, fire safety, reports etc)</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Working Days</li> <li>8hr shift</li> </ul>
<b>Property Executive</b>	<ul style="list-style-type: none"> <li>Diploma</li> </ul>	<ul style="list-style-type: none"> <li>Assist the PM in managing the entire building</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Working Days</li> <li>8hr shift</li> </ul>
<b>Baggage Handlers</b>	<ul style="list-style-type: none"> <li>Primary Education / Speaks and understand</li> </ul>	<ul style="list-style-type: none"> <li>Handling aircraft passengers' baggage / luggage</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Working Days</li> <li>8hr shift</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	basic English and local language		
<b>Cleaners / Tea lady</b>	<ul style="list-style-type: none"> <li>Primary Education / Speaks and understand basic English and local language</li> </ul>	<ul style="list-style-type: none"> <li>Providing Cleaning Services</li> </ul>	<ul style="list-style-type: none"> <li>6 Working Days</li> <li>7am to 4pm / 8am to 5pm, shift duties</li> </ul>
<b>Supervisor / Team Leader</b>	<ul style="list-style-type: none"> <li>Primary Education / Speaks and understand basic English and local language</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning equipment, chemicals and materials necessary for the daily cleaning operations. Able to supervise and handle a pool of cleaners.</li> <li>Meet up with client and attend to their queries. Able to cover the cleaners during their absence. Other assigned duties by the Operation Managers.</li> </ul>	<ul style="list-style-type: none"> <li>6 Working Days</li> <li>7am to 4pm / 8am to 5pm, shift duties</li> </ul>

## #8 TDCX Talent Solutions

About TDCX Talent Solutions:

- Establishment: Officially commenced business operations in 2024.
- Current Workforce:
  - 50 local headcounts
  - 2 foreign headcounts
- Job Functions: Focuses on corporate, customer service, warehouse, and driver roles.

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Porter</b>	<ul style="list-style-type: none"> <li>Presentable and able to lift luggage about 20Kg</li> </ul>	<ul style="list-style-type: none"> <li>Provide porter services and assistance to travelers at Changi Airport's</li> <li>Include offloading baggage from customer cars/taxis at the curb side; transporting baggage and escorting customer to check-in or other areas within the airport, such as the GST Refund Counter or Excess Baggage Counter; and loading checked-in baggage onto the conveyor belt in the check-in.</li> <li>The ideal candidate should have a friendly and helpful demeanour, be disciplined to maintain good behaviour, physically fit to move big items</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		up to 15kg, and presentable in uniform.	
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>• Must possess Food Hygiene Cert</li> <li>• Minimum one year experience in the hotel and hospitality industries or relevant culinary institutions like SHATEC.</li> <li>• Present a pleasant, well-groomed, and professional appearance, with a polite and energetic demeanor.</li> <li>• Enjoy interacting with and serving customers, engaging in proactive conversations.</li> <li>• Demonstrate discipline in adhering to grooming, service, safety, and company standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Unpack, prepare, distribute, and present food and beverages.</li> <li>• Ensure continuous replenishment of food and beverages, always maintaining a minimum fill level of one-quarter.</li> <li>• Dispose of unconsumed food after 4 hours.</li> <li>• Maintain cleanliness of bar, utensils, dishes, and glasses, and clear used items from buffet area.</li> <li>• Prepare food items such as blanching noodles, making wraps, and sandwiches. Make standard beverages, including cocktails, coffee, and tea.</li> </ul>	<ul style="list-style-type: none"> <li>• 8hrs per day</li> <li>• 5 Working Days</li> </ul>
<b>Chef De Partie</b>	<ul style="list-style-type: none"> <li>• Able to cook basic Chinese and Continental cuisine.</li> <li>• Have prior experience in hotels and F&amp;B establishments with training in SHATEC or other equivalent recognized institutions.</li> <li>• Flexible in varying cooking style to suit customer needs.</li> <li>• Well-organized and responsible in maintaining a high standard of hygiene, proper food handling procedures and cleanliness at workstation.</li> <li>• Well-groomed, neat, and professional in appearance.</li> </ul>	<ul style="list-style-type: none"> <li>• Accept and record catering provider food receipts.</li> <li>• Estimate changes in consumption during peak and off-peak periods to alter ingredient and food orders accordingly.</li> <li>• Set up area at the Chef Station.</li> <li>• Prepare, cook, and serve meals to customer.</li> <li>• Always maintain a neat and clean station.</li> <li>• Report maintenance issues promptly and seek assistance for resolution.</li> </ul>	<ul style="list-style-type: none"> <li>• 8hrs per day</li> <li>• 5 Working Days</li> </ul>
<b>FnB Supervisor</b>	<ul style="list-style-type: none"> <li>• Must possess Food Hygiene Cert</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain 24/7 presence at each location to strategically allocate staff as needed and meet</li> </ul>	<ul style="list-style-type: none"> <li>• 8hrs per day</li> <li>• 5 Working Days</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Minimum one year experience in the hotel and hospitality industries or relevant culinary institutions like SHATEC.</li> <li>Present a pleasant, well-groomed, and professional appearance, with a polite and energetic demeanor.</li> <li>Enjoy interacting with and serving customers, engaging in proactive conversations.</li> <li>Demonstrate discipline in adhering to grooming, service, safety, and company standards.</li> </ul>	<p>manpower demands across various staff groups.</p> <ul style="list-style-type: none"> <li>Supervise staff performance and ensure completion of all assigned tasks.</li> <li>Actively participate in daily operations and provide support as necessary.</li> <li>Address and resolve customer feedback in a professional manner.</li> <li>Perform administrative tasks efficiently and accurately.</li> </ul>	
<b>Barista</b>	<ul style="list-style-type: none"> <li>Must possess Food Hygiene Cert</li> <li>Must possess relevant certifications from recognized local institutions (e.g., WSQ Provide Specialty Coffee Service, Skills HQ Basic Coffee Barista, Specialty Coffee Association (SCA) Barista Skills, or equivalent).</li> <li>Maintain a professional appearance, being well-groomed and neat.</li> <li>Display a customer-centric attitude, engaging in conversation and providing beverage recommendations.</li> <li>Have a thorough knowledge of beverage offerings to address inquiries and make suggestions to customers.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare a variety of beverages including coffee, blended coffees, espresso drinks, and teas for service by staff.</li> <li>Operate barista coffee machines and utilize company-provided coffee supplies.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
<b>Bartender</b>	<ul style="list-style-type: none"> <li>A competent bartender with necessary certificates from recognized institutions or a full membership in the Association of Bartenders &amp; Sommeliers Singapore for at least one year before joining.</li> <li>Maintains high standards of hygiene, proper handling practices, and cleanliness at workstation.</li> <li>Maintain a neat and professional look.</li> <li>Desire to serve and engage with others.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare cocktails and mocktails.</li> <li>Create innovative cocktails, mocktails, and beverages, including fresh juices.</li> <li>Prepare daily trays of mocktails, cocktails, and/or iced coffee for service workers to serve.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>
<b>Commis Chef</b>	<ul style="list-style-type: none"> <li>Able to cook basic Chinese and Continental cuisine.</li> <li>Have prior experience in hotels and F&amp;B establishments with training in SHATEC or other equivalent recognized institutions.</li> <li>Flexible in varying cooking style to suit customer needs.</li> <li>Well-organized and responsible in maintaining a high standard of hygiene, proper food handling procedures and cleanliness at workstation.</li> <li>Well-groomed, neat, and professional in appearance.</li> </ul>	<ul style="list-style-type: none"> <li>Accept and record catering provider food receipts.</li> <li>Estimate changes in consumption during peak and off-peak periods to alter ingredient and food orders accordingly.</li> <li>Set up area at the Chef Station.</li> <li>Prepare, cook, and serve meals to customer.</li> <li>Always maintain a neat and clean station.</li> <li>Report maintenance issues promptly and seek assistance for resolution.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>
<b>Sous Chef</b>	<ul style="list-style-type: none"> <li>Demonstrated experience in a 5-star or fine dining facility, including training from SHATEC or equivalent organizations.</li> </ul>	<ul style="list-style-type: none"> <li>Accept and account for food from catering vendor.</li> <li>Set up area at assigned workstation.</li> <li>Prepare and cook meals for customers.</li> <li>Plan, create, and update menu items and requirements.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>



Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>Capable of cooking Chinese and continental cuisine.</li> <li>Demonstrates ability to design and deliver meals in a first-class setting, experiment with new flavours, and offer cooking recommendations to customer.</li> <li>Adapted cooking styles to meet customer needs and offered inventive alternatives when ingredient shortages.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare samples for new menu displays and dishes.</li> </ul>	
<b>Captain</b>	<ul style="list-style-type: none"> <li>Waiters must have past waitering experience in the hotel and hospitality industries, or certification from SHATEC or other appropriate institutes.</li> <li>The captain must have expertise and documentation of working in a similar role at a 5-star hotel or fine dining restaurant.</li> <li>Strong public relations abilities suitable for a captain in a fine dining restaurant.</li> <li>The captain must also have a thorough understanding of wines and other hard liquors, including the ability to offer wine pairings and create cocktails as needed.</li> <li>Meet work performance standards set by the National Skills Recognition System (NSRS).</li> </ul>	<ul style="list-style-type: none"> <li>All of the waiters' duties, as well as an additional supervisory function.</li> <li>In charge of attending to and addressing all feedback regarding food and beverage and its service.</li> <li>Will be involved in the meal planning process as needed.</li> <li>Assist with the scheduling and deployment of waiters.</li> <li>Waiters should be trained, monitored, and their service quality improved.</li> <li>Responsible for monitoring flight loads to predict service requirements.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>
<b>Dishwasher</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a consistent level of cleanliness and tidiness in the dishwashing area, adhering to established standard operating procedures.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Ensure timely completion of daily cleaning tasks, including glassware and cutlery, as per the designated schedule.</li> <li>Clean kitchen equipment thoroughly and effectively.</li> <li>Perform garbage disposal and provide additional cleaning services as required.</li> <li>Any other ad-hoc duties as assigned by the supervisor.</li> </ul>	
<b>Fnb Manager</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Must have extensive experience in food and beverage, particularly in fine dining places and/or airport.</li> <li>Min of one year of such experience must be supported by a résumé and references.</li> <li>Responsible for daily on-site monitoring and checks of all areas staffed by the Supplier.</li> <li>He or she must also present himself or herself in person, as requested by TDCX.</li> <li>This manager will additionally roster himself as a member of the working team if needed by TDCX.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>
<b>Operations Manager</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>The manager must also conduct daily walkthroughs in Check-in Reception and to ensure that team leaders ("TLs") and PROs are carrying out their responsibilities as intended.</li> <li>Address complaints and key concerns that affect staff morale and performance. Work with diverse groups of stakeholders to meet their multicultural needs.</li> <li>Analyse customers' needs to change products and services.</li> <li>Analyse new schedules for airlines and determine if they affect manpower requirements.</li> <li>Approve corrective measures and prioritise areas for implementation.</li> <li>Build relationships with key organisational influencers and</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		industry peers to promote the organisation. <ul style="list-style-type: none"> <li>• Conduct interviews and make hiring decisions.</li> <li>• Consult with airline customers to establish policies and guidelines on customer service delivery.</li> <li>• Develop Standard Operating Procedures (SOPs) for handling dissatisfied customers.</li> </ul>	
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of and proactive in meeting the requirements of customer.</li> <li>• Ensure duty PROs report for work with proper grooming (as per grooming checklist)</li> <li>• Move around duty areas (e.g. Check-in Reception, Customer Service Desk, Entrance etc.).</li> <li>• Ensure that PROs are performing their stipulated duties.</li> <li>• Perform check-in/related duties.</li> </ul>	<ul style="list-style-type: none"> <li>• 8hrs per day</li> <li>• 5 Working Days</li> </ul>
<b>Call Centre Agent</b>	<ul style="list-style-type: none"> <li>• Minimum Higher Nitec holder with minimum 5 year customer service facing experience</li> <li>• OR</li> <li>• Minimum Higher Holder with minimum 2 years call centre experience</li> </ul>	<ul style="list-style-type: none"> <li>• To consistently meet the customer centre targets set (KPIs) without compromising quality of service delivery.</li> <li>• To ensure accuracy and compliant for all customers' requests</li> <li>• To successfully cross-buy the Bank's products and services</li> <li>• To successfully migrate customers to Bank's digital platform by understanding customers' wants and needs</li> <li>• Support operations in managing and resolving requests related to customers' follow up and transactional request fulfilment.</li> </ul>	<ul style="list-style-type: none"> <li>• 8hrs per day</li> <li>• 5 Working Days</li> </ul>
<b>Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in pick and pack duties.</li> <li>• Assist in stock check and data entry duties.</li> <li>• Loading and unloading of goods.</li> <li>• Any other ad-hoc duties as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>• 8hrs per day</li> <li>• 5 Working Days</li> </ul>
<b>Warehouse Assistant</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in pick and pack duties.</li> <li>• Assist in stock check and data entry duties.</li> <li>• Loading and unloading of goods.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 Working Day</li> <li>• 12hr per day</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
		<ul style="list-style-type: none"> <li>Any other ad-hoc duties as assigned by the supervisor.</li> </ul>	
<b>Warehouse Supervisor</b>	<ul style="list-style-type: none"> <li>Possess a forklift license</li> <li>Min 3 years experience in warehouse operations</li> <li>Proficient in Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>Provides training to new employee.</li> <li>Provides leadership to the employees and controls the work activities of the employees.</li> <li>Receives and coordinates the handling and completion of stock, receiving and locating of parts according to procedures and standards.</li> <li>Controls, coordinates and handles order cancellations.</li> <li>Perform investigation on any issue related to packaging, quality and quantity discrepancy.</li> <li>Supports and ensure all safety processes are followed.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>
<b>Forklift Drivers</b>	<ul style="list-style-type: none"> <li>Possess a forklift license</li> </ul>	<ul style="list-style-type: none"> <li>Assist in pick and pack duties.</li> <li>Assist in stock check and data entry duties.</li> <li>Loading and unloading of goods.</li> <li>Any other ad-hoc duties as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>8hrs per day</li> <li>5 Working Days</li> </ul>
<b>Class 3/4 Delivery Driver</b>	<ul style="list-style-type: none"> <li>Possess a Class 3 or Class 4 license.</li> <li>Able to work in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>Delivery goods to customers.</li> <li>Loading and unloading of goods.</li> <li>Any other ad-hoc duties as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>6 Working day</li> <li>8hr per day</li> </ul>
<b>Delivery Assistant</b>	<ul style="list-style-type: none"> <li>NA</li> </ul>	<ul style="list-style-type: none"> <li>Loading and unloading of goods.</li> <li>Any other ad-hoc duties as assigned by the supervisor.</li> </ul>	<ul style="list-style-type: none"> <li>6 Working day</li> <li>8hr per day</li> </ul>
<b>Class 4 Farm Driver</b>	<ul style="list-style-type: none"> <li>Possess a Class 4 license.</li> </ul>	<ul style="list-style-type: none"> <li>To transport chicken manure, eggs, workers, etc.</li> <li>To carry out other general works assigned by the Company.</li> </ul>	<ul style="list-style-type: none"> <li>6 Working day</li> <li>8hr per day</li> </ul>
<b>Sales Coordinator</b>	<ul style="list-style-type: none"> <li>Able to work in fast-paced environment.</li> <li>Experience in F&amp;B sector.</li> <li>Proficient in Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>Handle orders and issue invoice (~150 invoices per day).</li> <li>Prepare monthly stock count.</li> <li>Check stock and order goods.</li> <li>Scanning and filling.</li> </ul>	<ul style="list-style-type: none"> <li>5.5 Working day</li> <li>8hr per day</li> </ul>
<b>Sales Executive</b>	<ul style="list-style-type: none"> <li>Diploma in Supply Chain Management or equivalent qualification</li> <li>At least 3 years' experience within a similar position in</li> </ul>	<ul style="list-style-type: none"> <li>Point of contact for existing customers and pricing enquiry of freight forwarding services.</li> <li>Handle and assist on RFQ from international customers.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8hrs per day</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	freight forwarding industry is preferred	<ul style="list-style-type: none"> <li>Prepare sales proposal and quotations based on customers requirement.</li> <li>Follow up on sales proposal and collect customer feedback for improvement.</li> <li>Handle customers complaint and to resolve the issue.</li> </ul>	
<b>Administrative Assistant</b>	<ul style="list-style-type: none"> <li>Able to communicate effectively via phone and email.</li> <li>Proficient in MS Office applications such as PowerPoint, EXCEL, Word, and Outlook.</li> <li>Proficient in online meeting tools such as Zoom, MS Teams, and Google Meet.</li> </ul>	<ul style="list-style-type: none"> <li>Provide general administrative support for project assigned such as responding to project enquiries etc.</li> <li>Assist supervisor in maintenance of project files in hard and softcopy.</li> <li>Support supervisor in any ad-hoc duties pertaining to the project.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8hrs per day</li> </ul>
<b>Service Crew</b>	<ul style="list-style-type: none"> <li>Candidates with at least 2-3 years of experience in retail/ F&amp;B/ operations, preferably in luxury goods industry</li> <li>Pleasant and well-groomed</li> <li>Good communication and interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Promote and sell our range of food and beverage items and tea products to customers with an excellent customer service</li> <li>Process guests orders to ensure that all items are prepared and served promptly</li> <li>Ensure food safety regulations are followed as according to NEA's policy</li> <li>Attending to customers' needs and enquiries</li> <li>Provide guests with gift wrapping service in accordance to Company's standards</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8hrs per day</li> </ul>
<b>Quality Assurance Executive</b>	<ul style="list-style-type: none"> <li>Min Diploma in Food Science and Technology with 2 years prior experience</li> <li>Capable of working in a fast-paced environment</li> </ul>	<ul style="list-style-type: none"> <li>Oversee and apply the company's food safety protocols</li> <li>Manage external audits</li> <li>Record and communicate product quality benchmarks</li> <li>Create and enforce inspection standards and procedures</li> <li>Collaborate with team members to resolve problems</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8hrs per day</li> </ul>
<b>Sales Manager</b>	<ul style="list-style-type: none"> <li>Bachelor's degree in Supply Chain Management or a related field.</li> <li>Relevant certifications in sales or freight forwarding are advantageous.</li> </ul>	<ul style="list-style-type: none"> <li>Develop and implement comprehensive sales strategies to achieve organizational goals.</li> <li>Monitor market trends, competitor activities, and industry developments to identify opportunities and threats.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8hrs per day</li> </ul>

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
	<ul style="list-style-type: none"> <li>At least 5 years of experience in a similar position within the freight forwarding industry, with a proven track record in sales.</li> <li>Strong understanding of the freight forwarding and logistics sector.</li> <li>Demonstrated ability to develop and implement successful sales strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Lead, mentor, and manage the sales team to ensure high performance and professional development.</li> <li>Establish sales targets and ensure the team meets or exceeds these targets.</li> <li>Oversee the generation and follow-up of business leads locally and regionally.</li> </ul>	
<b>Contact Centre Manager</b>	<ul style="list-style-type: none"> <li>The candidate must possess at least a degree.</li> <li>Min 5 years prior experience managerial positions in the contact center industry.</li> <li>Good communication and analytical skills</li> </ul>	<ul style="list-style-type: none"> <li>Lead and coach Team Leaders and Agents</li> <li>Manage day-to-day operations of the contact Centre and achieve KPIs.</li> <li>Collaborate with HR for efficient staff recruitment.</li> <li>Foster an engaging and motivating work environment.</li> <li>Review staff performance and identify training needs.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8hrs per day</li> </ul>
<b>Head of Regional Sales</b>	<ul style="list-style-type: none"> <li>Electrical/Electronics Diploma/Degree</li> <li>5+ years in device connectors market</li> <li>Sales success, leadership experience</li> <li>Driving license, vehicle (advantageous)</li> <li>Communication, negotiation, leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>DC Market Segment Director substitute</li> <li>Lead sales team, achieve targets</li> <li>Sales strategy development, market penetration</li> <li>Sales targets, positive margins</li> <li>Market trend analysis, competitor activities</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>8hrs per day</li> </ul>

## #9 Watami Food Service Singapore

The company was founded by Miki Watanabe in 1984. In 1992, the first ever “WATAMI” restaurant opened in Tokyo. To spread the Japanese food culture and hospitality to other parts of the world, WATAMI opened its first shop abroad in Hong Kong in 2001, followed by Taiwan in 2005, and last but not least, Singapore in 2009, and other regions throughout the years.

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

Job Positions	Pre-requisites	Key Responsibilities	Working Hours / Location
Service Crew	<ul style="list-style-type: none"> <li>Able to communicate with basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>Provide service to all customers according to Watami's service standard and procedures.</li> <li>Responsible for the preparation work of Hall opening and closing operation hours.</li> <li>Maintain quality, service &amp; cleanliness at all times according to Watami's standards.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>
Kitchen Crew	<ul style="list-style-type: none"> <li>Able to communicate with basic English/Mandarin</li> </ul>	<ul style="list-style-type: none"> <li>Preparing and cooking food orders for all customers according to Watami's service standard and procedures.</li> <li>Preparation work of Kitchen opening and closing operation hours. Maintain quality, service &amp; cleanliness at all times according to Watami's standards.</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>5 Working Days</li> <li>44hrs/week</li> </ul>

## #11 e2i services

### e2i Services

- Career Coaching & Job Matching

## NTUC Job Security Council's Telegram Channels

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

- Subscribe to **PMET Jobs-Alert**  
(e.g. Analysts, Engineers, Executives, Technicians, etc)  
<https://bit.ly/jsc-ja-pmet>



- Subscribe to **Non-PMET Jobs-Alert**  
(e.g. Temporary, part-time jobs, operators, packer roles)  
<https://bit.ly/jsc-ja-nonpmet>



## Check out our e-Resources for Jobs & Skills

Explore this site to get this information:

- Career Resource kit for Professionals
  - Career Assessment Tool
  - e2i Resume Builder
  - Career Fairs
- and many more.



<https://e2i.sg.crp-yellow?r=qr>

Find out the benefits you will enjoy as a NTUC Union Member. Sign up today!



<https://ntuc.co/4cxkqt4?r=qr>



## Concerned about your Job Security in this period?

In this critical period, we wish to help all workers to tighten their job security. We have compiled a list of resources for you to widen your search, sharpen your skills, and receive funding support.

### Meet an e2i Career Coach

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

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



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

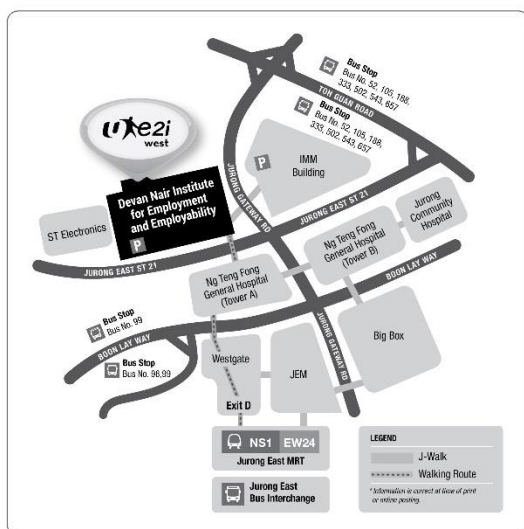


#### **e2i west**

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



**Find us at these other locations.**



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

**Operating Hours:** Monday till Friday: 9am to 5pm  
Saturday: 9am to 1pm  
Sunday & Public Holiday: Closed